NORTH SAN JUAN FIRE PROTECTION DISTRICT

13200 Tyler Foote Crossing Rd., Nevada City, California 95959
P.O. Box 299, North San Juan, CA 95960
Phone (530) 292-9159 Fax (530) 292-1417
www.nsjfire.org
info911@nsjfire.org

BOARD OF DIRECTORS
REGULAR MEETING
Tuesday, February 24, 2026
Final Adopted March 24, 2026

PRESENT: Samantha Hinrichs, Chair; Rhea Williamson, Treasurer; Pam Morey

ABSENT: Bruce Boyd, Vice-Chair; Tim Tschantz

STAFF PRESENT: Chief Mike Stewart; Deputy Chief Tom Browning; Lynn McGarva, Finance and Facilities Manager; Heidi Ryan, Board Secretary

1. **CALL TO ORDER:** The meeting was called to order at 6:01 PM by Chair Samantha Hinrichs. Roll was taken. A quorum was established.
   The Pledge of Allegiance was recited.

2. **APPROVAL OF February 24, 2026, REGULAR BOARD MEETING AGENDA**
   Samantha Hinrichs asked to remove item 6.E, 7.B, and 8.H.

   Rhea Williamson moved to approve the agenda for February 24, 2026, as amended, Pam Morey seconded, motion carried 3-0-0-2.

3. **PUBLIC COMMENT:**
   None.

4. **MINUTES:**
   A. **Draft Minutes of January 27, 2026**
      Rhea Williamson moved to adopt the January 27 draft minutes as presented, Pam Morey seconded, motion carried 3-0-0-2.

5. **ANNOUNCEMENTS:**
   None.

6. **REPORTS**
   A. **Board Chair Report – Samantha Hinrichs**
      Samantha Hinrichs shared that Captain Andy Guetebier lost a family member, Samantha and the Board send their condolences.
      Additionally, Engine 6168 was put on a pre-position for the snowstorm and ended up helping in Cascade Shores outside of Nevada City.
      i. **Correspondence-** None
      ii. **California Special District Association Training**

Senate Bill 827 includes additional requirements for Board members. Heidi Ryan has reached out to our attorney to summarize the changes. This will be discussed further at the March meeting.

Additionally, Samantha Hinrichs reminded Board members to look out for the Ethics training to be rescheduled.

B. Chief's Report – Fire Chief Mike Stewart

i. **January 2026 Statistics:**
Chief Mike Stewart provided a summary of the January 2026 Statistics.

ii. **Current Department Activity:**

- Chief Stewart introduced Battalion Chief Sean Norman to the Board. Sean shared his history in the fire service and expressed his excitement and appreciation to be working for the District.

iii. 2026 Goals
Chief Mike Stewart presented the firefighter goals for 2026. These goals were established by the firefighters, not Chief Officers.

C. Treasurer's Report – Presented by Rhea Williamson

i. Financials- January 2026: Funds Summary, Disbursement Detail, Deposit Detail, Cal Card
Rhea Williamson presented the January 2026, financial reports.

Rhea Williamson moved to approve the financial reports for January 2026, Pam Morey seconded, motion carried 3-0-0-2.

ii. Proposed Amended Budget FY 2025-26
Rhea Williamson presented the Proposed Amended Budget FY 2025-26. All proposed adjustments were decided by the Finance Committee.

Samantha moved to approve the Proposed Amended Budget for FY 2025-26 as recommended by the Finance Committee, Pam Morey seconded, motion carries by the following roll call vote:

Bruce Boyd:	Absent
Rhea Williamson:	Aye
Tim Tschantz:	Absent
Pam Morey:	Aye
Samantha Hinrichs:	Aye

Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

D. Firefighters Association Report – Sambhava Burke
Sambhava Burked shared that he will be staying on as the Association President. Additionally, Anatol Dragstedt will stay on as Vice-President and Cameron Shay will

stay on as the Treasurer. The Association bought a new coffee maker for the residence at Firehouse 3.

Additionally, Sambhava Burke recommended the Board reach out to Allison Rees to help with the Newsletter.

E. NCFA Report – Bruce Boyd
Removed from Agenda.

F. Auxiliary Report – Sasha St. John
No Report.

7. OLD BUSINESS

A. Hydrant Committee Update – Deputy Chief Tom Browning
Deputy Chief Browning shared that the County is still waiting for the funding to tie the project together. The County continues to collect data on 3-4 wells in the area.

B. Capital Improvement- Bruce Boyd
Removed from Agenda.

8. NEW BUSINESS

A. NSJFPD Tapestry Project- Lynn McGarva
Lynn McGarva shared that Bruce Boyd donated a print of the Tapestry Project highlighting NSJFPD. Heidi Ryan will get the print framed so it can be hung in the training room at Firehouse 3.

B. Water Storage Site Selection Discussion- Rhea Williamson
Rhea Williamson would like to identify a location to install a 3rd water storage site in the District. Currently, there is no lead on potential grant funds. Deputy Chief Tom Browning suggested the Water Storage Committee meet to further this discussion and report back to the Board. The Water Storage Committee consists of Rhea Williamson, Bruce Boyd, and Mike Stewart.

C. First Reading- Section 2302.1 Authorized Signatories and Section 2102.4 Drug-Free Workplace- Fire Chief Mike Stewart
Heidi Ryan announced that these are two separate subsections in the Policy Manual. Changes are tracked in red. No action needed.

D. Resolution 2026-02- Appreciation to Sharon Beckenbach – Samantha Hinrichs
Samantha Hinrichs read Resolution 2026-02 aloud.

Pam Morey moved to adopt Resolution 2026-02 Appreciation to Sharon Beckenbach, Rhea Williamson seconded, motion passed by the following roll call vote:

Bruce Boyd:	Absent
Rhea Williamson:	Aye
Tim Tschantz:	Absent
Pam Morey:	Aye
Samantha Hinrichs:	Aye

Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

E. Resolution 2026-03 Appreciation to Liz Walsh– Samantha Hinrichs

Rhea Williamson moved to adopt Resolution 2026-03 Appreciation to Liz Walsh, Pam Morey seconded, motion carried by the following roll call vote:

Bruce Boyd:	Absent
Rhea Williamson:	Aye
Tim Tschantz:	Absent
Pam Morey:	Aye
Samantha Hinrichs:	Aye

Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

F. Resolution 2026-04 – Appreciation to the Fire Auxiliary - Samantha Hinrichs

Pam Morey moved to adopt Resolution 2026-04, Rhea Williamson seconded, motion carried by the following roll call vote:

Bruce Boyd:	Absent
Rhea Williamson:	Aye
Tim Tschantz:	Absent
Pam Morey:	Aye
Samantha Hinrichs:	Aye

Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

G. Resolution 2026-05 – Petty Cash Fund - Heidi Ryan

Heidi Ryan noted that the authorized signatories on our Petty Cash Fund need to be updated to reflect that Jason Flores (Fire Chief) should be removed as an authorized signer and Mike Stewart (current Chief) will be added in his place.

Pam Morey moved to adopt Resolution 2026-05 naming Authorized Signers on the Petty Cash Fund, Rhea Williamson seconded, motion carried by the following roll call vote:

Bruce Boyd:	Absent
Rhea Williamson:	Aye
Tim Tschantz:	Absent
Pam Morey:	Aye
Samantha Hinrichs:	Aye

Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

H. Board Goals 2026 – Samantha Hinrichs

Removed from Agenda.

I. Purchase of New Turnouts – Tom Browning

Deputy Chief Tom Browning informed the Board that with the increase in firefighters on our roster, we are in need of additional turnouts. Tom presented two bids for purchase

of 5 new sets of turnouts and recommend the Board award the bid to All Star Fire Equipment. All Star Fire Equipment was the lower bid and provides the same turnouts that were recently purchased through the Assistance to Firefighters Grant. The cost of the turnouts has already been added to our current budget.

Samantha Hinrichs moved to award the bid to purchase 5 new sets of turnouts to All Star Fire Equipment for $21,614.14, Pam Morey seconded, motion carried 3-0-0-2.

J. SCI Consulting Group Contract – Samantha Hinrichs

Samantha Hinrichs informed the Board that the District has contracted with SCI Consulting Group since the passage of Measure Q for Levy Administration Services. This is a 5-year contract with a 3% increase for the first 4 years.

Rhea Williamson moved to approve the contract with SCI Consulting Group, Pam Morey seconded, motion carried 3-0-0-2.

9. **NEXT MEETING:** March 24, 2026, at 6:00 PM
10. **10. ADJOURNMENT:** Meeting adjourned at 8:38 PM

Heidi Ryan

Heidi Ryan, Board Secretary