NORTH SAN JUAN FIRE PROTECTION DISTRICT

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BOARD OF DIRECTORS
REGULAR MEETING
Tuesday, March 24, 2026
Final- Adopted May 5, 2026

PRESENT: Samantha Hinrichs, Chair; Bruce Boyd, Vice-Chair; Rhea Williamson, Treasurer; Tim Tschantz

ABSENT:; Pam Morey

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

1. **CALL TO ORDER:** The meeting was called to order at 6:00 PM by Chair Samantha Hinrichs. Roll was taken. A quorum was established.
   The Pledge of Allegiance was recited.

2. **APPROVAL OF March 24, 2026, REGULAR BOARD MEETING AGENDA**
   Bruce Boyd moved to approve the agenda for March 24, 2026, as written, Rhea Williamson seconded, motion carried 4-0-0-1.

3. **PUBLIC COMMENT:**
   Cole Nichols, a contractor for a fire protection district from the coast, recently moved to the area and wanted to introduce himself and learn about the NSJFPD.

4. **MINUTES:**
   A. **Draft Minutes of February 24, 2026**
      Rhea Williamson moved to adopt the February 24th Draft Minutes as presented, Samantha Hinrichs seconded, motion carried 4-0-0-1.

5. **ANNOUNCEMENTS:**
   Tim Tschantz announced that he will not be seeking re-election when his term is up at the end of 2026.

   Rhea Williamson announced that the San Juan Ridge Taxpayers Association will be having a meeting on *May 4th at 5:30, on Ridge Fire Wise Communities. Bruce Boyd and Chief Mike Stewart will be speaking at the meeting. Additionally, Rhea is researching various grant opportunities to fund additional water storage in the District, this will be discussed further in item 7.C. Lastly, Rhea inquired if the upcoming Ethics Training will meet SB 827.

   *Date was provided via email after the meeting.

6. **REPORTS**

A. Board Chair Report – Samantha Hinrichs

Samantha Hinrichs wanted to commend the firefighters for their great work on a recent domestic violence call in her neighborhood.

i. Correspondence- None

ii. Appointment of Public Member on Finance Committee

Samantha Hinrichs introduced Jennifer Rain as the potential new public member on the Finance Committee. The next Finance Committee meeting will be April 16th at 10:00 at Firehouse 3.

Bruce Boyd moved to appoint Jennifer Rain as the Public Member to the Finance Committee, Rhea Williamson seconded, motion carried 4-0-0-1.

B. Chief's Report – Fire Chief Mike Stewart

i. **February 2026 Statistics:**

Chief Mike Stewart provided a summary of the February 2026 Statistics.

ii. **Current Department Activity:**

- NSJ Firefighters helped burn piles at the North Columbia Schoolhouse Cultural Center.
- Chief Stewart will be getting a new shoulder on May 6th. Does not anticipate much disruption to his position.

Samantha Hinrichs asked if there is any water safety training scheduled for Grizzly Hill School. Tom Browning responded that he would love to help coordinate that training but had not been contacted by the school yet.

Rhea Williamson asked about how public education is going. Tom Browning responded that Angela Flores oversees public education and her priorities have been the annual Open House. Currently, Tom is not aware of any planned events. Rhea asked to ensure all public education is thoroughly communicated to the Board and the community at large to ensure a good turnout. Tom Browning shared that he would reach out to the Public Education team (Sasha St. John from the Auxiliary, Sambhava Burke from the Firefighters Association, and Angela Flores) to see if there are any updates.

iii. Paid Bereavement Pay

Chief Mike Stewart shared that the Personnel Committee met and is suggesting the Board consider adjusting the District Managers contracts to include two weeks of paid bereavement pay in the event of the death of an immediate family member.

Bruce Boyd moved to approve two weeks of bereavement pay for the two District Managers as well as the Fire Chief, Rhea Williamson seconded, motion carries 4-0-0-1.

C. Treasurer's Report – Presented by Rhea Williamson

i. Financials- February 2026: Funds Summary, Disbursement Detail, Deposit Detail, Cal Card

Rhea Williamson presented February 2026, financial reports.

Rhea Williamson moved to approve the financial reports for February 2026, Pam Morey seconded, motion carried 4-0-0-1.

D. Firefighters Association Report – Sambhava Burke
Sambhava Burke was unable to attend but he relayed that he has nothing to add.

E. NCFA Report – Bruce Boyd
Nothing to report.

F. Auxiliary Report – Sasha St. John
The Auxiliary is currently busy working on the Scotch Broom Breakfast.

7. OLD BUSINESS

A. Hydrant Committee Update – Deputy Chief Tom Browning
Deputy Chief Browning shared that the funding process is going in the right direction with the goal of 2027 for breaking ground.

B. Capital Improvement- Bruce Boyd
Drawings for the addition have been approved by the County. The District will need to pay for the building fees. The next step is sending out the Request For Bid, of which Bruce is currently finalizing. Tom Browning asked to have the entire station painted when the addition is completed.

Bruce Boyd is also working on drawings to replace Firehouse 1.

Additionally, Bruce shared that plans have been prepared to have the parking lot paved. The plans include 17 parking spots, with the possibility of 4 or 5 more.

i. Apparatus Committee Development
Mike Stewart shared that the next goal with the District's Apparatus Replacement Plan is to have Rescue 6132 replaced. Mike would like the Board to approve establishing a committee to develop the specs for Rescue 6132's replacement. Bruce Boyd noted that the Chair can authorize establishing a committee. Samantha Hinrichs authorized Chief Stewart to establish an Apparatus Committee to develop the specs for replacing Rescue 6132.

C. Water Storage Committee- Rhea Williamson
Rhea Williamson shared that the Committee (Rhea Williamson, Bruce Boyd, and Chief Mike Stewart) met on March 9th. The Committee reviewed site selection criteria that were prepared while selecting previous sites. The Committee is considering a site, based on need, at Sumi Road and Jackass Flats. This site will need agreement and commitment from the affected Fire Wise Community and property owners. Another potential location would be at Sages Road and Prophets Way. The Committee determined that the District has the funds to install a new storage system this year but will continue to search for grant opportunities.

8. NEW BUSINESS

A. SB 827- Deputy Chief Tom Browning

Deputy Chief Tom Browning asked the Board to create a subcommittee to further examine SB 827. Sam Hinrichs, Chief Stewart, Heidi Ryan and Rhea Williamson (maybe) will meet to discuss further and make recommendations to the Board regarding updating our Conflict-of-Interest Policy accordingly.

B. Salary Increase- Lynn McGarva, Finance and Facilities Manager – Tim Tschantz

Bruce Boyd shared that the Personnel Committee met to discuss a potential salary increase for Lynn McGarva. Lynn is currently outside of our Merit Step Schedule, so the Personnel Committee recommends the Board approve a 3% cost of living increase as well as a 2% raise, for a total increase of 5%. Deputy Chief Browning also suggested including 2 weeks paid vacation for Lynn.

Bruce Boyd moved to approve a 5% raise and two weeks paid vacation for Lynn McGarva, Finance and Facilities Manager, Tim Tschantz seconded, motion carries 4-0-0-1.

C. Second Reading- Section 2302.1 Authorized Signatories and Section 2102.4 Drug-Free Workplace- Fire Chief Mike Stewart

No Changes requested.

Bruce Boyd moved to adopt the policies as presented, Rhea Williamson seconded, motion carried by the following roll call vote:

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

Ayes: 4 Noes: 0 Abstain: 0 Absent: 1

D. 2026 Board Goals – Samantha Hinrichs

Samantha Hinrichs- Complete a newsletter and ensure the newsletter is prepared consistently, public education.
Bruce Boyd- Complete a preliminary design for station 1.
Rhea Williamson- Continue to promote and enhance water storage throughout the District.
Tim Tschantz- Attend all meetings until term is up.
Pam Morey- Absent.

9. NEXT MEETING: Monday April 27, 2026, at 6:00 PM

10. 10. ADJOURNMENT: Meeting adjourned at 7:23 PM

Heidi Ryan

Heidi Ryan, Board Secretary