NORTH SAN JUAN FIRE PROTECTION DISTRICT

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BOARD OF DIRECTORS
REGULAR MEETING
Tuesday, June 23, 2026
Final Adopted July 28, 2026

PRESENT: Bruce Boyd, Vice-Chair; Rhea Williamson, Treasurer; Tim Tschantz; Pam Morey

ABSENT: Samantha Hinrichs, Chair

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 6:00 PM by Vice-Chair Bruce Boyd. Roll was taken. A quorum was established.
   The Pledge of Allegiance was recited.

2. **APPROVAL OF June 23, 2026, REGULAR BOARD MEETING AGENDA**
   Heidi Ryan asked to remove item 8.C, Deputy Chief Tom Browning asked to remove item 7.A, Rhea Williamson asked to remove item 7.D.

   Rhea Williamson moved to approve the agenda for June 23, 2026, as amended, Tim Tschantz seconded, motion carried 4-0-0-1.

3. **PUBLIC COMMENT:**
   Rusty Fites-Kaufman asked to receive the specs on water storage tanks.

4. **MINUTES:**
   A. **Draft Minutes of May 25 2026**
      Rhea Williamson moved to adopt the May 26 Draft Minutes as presented, Tim Tschantz seconded, motion carried 4-0-0-1.

5. **ANNOUNCEMENTS:**
   Bruce Boyd asked staff to get a copy of the policy manual template from California Special District Association. This document was referenced during the SB827 required training that the Board members attended on June 17th through the California Special District Association.

   Pam Moey will not be at the July 28th Board meeting.

6. **REPORTS**
   A. **Board Chair Report – Bruce Boyd**
      i. **Correspondence-**

Cindy Browning thanked NSJ Fire for participation in the annual Summer Safety Event held at Grizzly Hill School on June 3, 2026. Deputy Chief Tom Browning provided details on the event.

Board members expressed frustration that they were not made aware of the Town Hall Sue Hoek hosted at Fire House 1 on June 16th.

B. Chief's Report – Fire Chief Mike Stewart

i. **May 2026 Statistics:**

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

ii. **Current Department Activity:**

- Chief Stewart spoke during the Town Hall hosted by Sue Hoek on June 16th.
- Western Nevada County Fire Chief's Association is drafting a letter to the County asking to open negotiations on the ad valorum rates for local Fire Protection Districts. With the Board's blessing, Chief Stewart would like to sign the letter on behalf of the NSJFPD.
- Nevada County will start running the shuttle bus from the Rood Center to the South Fork at Highway 49, which will help with parking at the river.
- The Apparatus Design Committee does not have any new updates on the specs to replace 6132.
- Deputy Chief Tom Browning will be having knee surgery on July 3rd. In his absence, Andy Guetebier will be promoted to Battalion Chief and the Chief officers will be holding interviews to fill Andy's empty Captain position.
- Board members received the Grass Valley Emergency Command Center's (GV ECC) annual report.

C. Treasurer's Report – Presented by Rhea Williamson

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

Rhea Williamson presented the Financial Reports for May 2026.

Rhea Williamson asked the Chief to clarify why the District has spent over $16,000 this year on uniforms (not gear), which far exceeds what has been spent in previous years. Rhea asked if every firefighter receives these items as soon as they sign up? And do they turn it in when they resign? Do we have a uniform policy? Tom Browning responded that some of that expense is replacement, we also purchased new sweatshirts for all firefighters, staff, and Board members (except for Rhea who declined a sweatshirt). We got caught up on winter jackets that are personalized, name tags and badges for dress shirts. Firefighters are provided with these items when they are clear to respond to calls. Also, in the past the Association and Auxiliary would sometimes purchase these items.

Rhea Williamson moved to approve the Financial Reports for May 2026 as presented, Pam Morey seconded, motion carried 4-0-0-1

ii. End of Year Transfers

Rhea Williamson presented the proposed End of Year Transfers which includes transferring $70,880 from the Measure Q Fund to the General Fund and $3,300 from the Mitigation Fund to the General Fund.

Rhea Williamson moved to approve the End of Year Transfers as presented, Pam Morey seconded, motion carried by the following roll call vote:

Rhea Williamson:	Aye		
Tim Tschantz:	Aye		
Pam Morey:	Aye		
Samantha Hinrichs:	Absent		
Bruce Boyd:	Aye		
Ayes:4	Noes:0	Abstain:0	Absent:1

iii. Weist Law Contract Discussion

Rhea Williamson reminded the group that she and Chief Stewart had a meeting with Weist Law to discuss what services they provide. Weist Law would require $150,000 to go into contract with them to rebuild Fire House 1 to search and apply to grants, fund raise, and manage projects on our behalf. If successful, the $150,000 will be written into the grant. At this point in time, Rhea does not recommend using Weist Law as more research needs to be done on other funding possibilities. Bruce Boyd agreed that the District has other avenues that need to be exhausted before considering using Weist Law to rebuild Fire House 1.

D. Firefighters Association Report – Sambhava Burke

Heidi Ryan shared that the Association is looking forward to the Newsletter coming out soon, and firefighters are working on the prep for the concrete pour at the Wazapond.

E. NCFA Report – Bruce Boyd

Nothing to report.

F. Auxiliary Report – Pam Morey

Pam Morey announced that the Auxiliary approved a $100 weekly stipend to Rusty Fites-Kaufman for training night meals. Additionally, the Auxiliary will be keeping the Appreciation Dinner (November 6) more casual. The Auxiliary will not be meeting until September.

G. Public Education/Outreach Committee – Rhea Williamson

Rhea Williamson shared that the Committee had to cancel their last meeting, but they continue to update their annual calendar as needed.

7. OLD BUSINESS

A. Hydrant Committee Update – Deputy Chief Tom Browning

Removed from Agenda.

B. Capital Improvement- Bruce Boyd

Bruce Boyd shared that we have a new resident, Cole Nichols, in the District that is currently worings with Stinson Beach Fire to build a new station, and he completes similar work that Weist Law provides. Bruce would like to establish a committee to

keep moving forward on rebuilding Fire House 1. Bruce Boyd and Rhea Williamson will be the two Board members on the Committee. Bruce would like to ask Marilyn Mociun to join the committee, as well as Mike or Tom. The Committee will be called the Station 1 Replacement. The committee will begin with a meeting with Cole Nichols.

C. Newsletter – Heidi Ryan

Heidi Ryan shared that Sam has been working with Allison Rees and have developed a beautiful draft. Heidi is in touch with the API Marketing about printing and mailing services. They hope to have the Newsletter done by mid-June.

D. Water Storage Committee – Rhea Williamson

Removed from Agenda.

8. NEW BUSINESS

A. Operations and Personnel Manager Evaluation and Contract Review – Chief Mike Stewart

Chief Mike Stewart announced that Heidi received a favorable evaluation. Mike is recommending the Board provide the same merit increase (2%), cost of living increase (3%), and vacation and bereavement leave as Lynn McGarva, which totals 5% and an adjustment to her contract to include paid time off. Rhea Williamson expressed her concern with the language in vacation pay. Rhea believes the language could be more clear and specific. Tom Browning responded that we budget for office staff to work 20 hours a week and feels comfortable with how it is stated.

Tim Tschantz moved to approve a 2% merit increase and a 3% cost of living increase for Heidi Ryan, Operations and Personnel Manager, Pam Morey seconded, motion carried by the following roll call vote:

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

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

B. Approve Quote for Fire House 3 Roof Repairs – Tom Browning

Deputy Chief Tom Browning announced that roof rot was discovered on the side of Fire House 3 where the gutters extend. It was also discovered that some of the screws are backing out of the roof as well. Tom reached out to 15 different contractors, two of which responded with bids; one from Jim Meadows Construction for $7,414 and one from Aaron Crew Construction for $13,220. Deputy Chief Tom Browning recommends the Board award the bid to Jim Meadows Construction.

Rhea Williamson moved to award the bid to Jim Meadows Construction, Pam Morey seconded, motion carries 4-0-0-1.

C. Resolution 2026-07 Collection of Special Tax (Measure Q) – Rhea Williamson

Removed from the Agenda.

D. Resolution 2026-08 Authorizing Nevada County Auditor Controller to Collect Special Taxes – Rhea Williamson
This is an annual requirement.

Rhea Williamson moved to adopt Resolution 2026-08 Authorizing Nevada County Auditor Controller to Collect Special Taxes, Tim Tschantz seconded, motion carried by the following roll call vote:

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

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

E. Resolution 2026-09 Capital Improvement Expenditure Plan (Mitigation fund AB 1600) – Rhea Williamson
This is an annual requirement outlining what items we are anticipating purchasing with the Mitigation Fund over the next five years. Tom Browning noted that the amount listed in our annual budget is different than what is listed in the expenditure plan. Ultimately, the Capital Improvement Expenditure Plan is just a plan, numbers may not be exact.

Rhea Williamson moved to adopt Resolution 2026-09 Capital Improvement Expenditure Plan (Mitigation fund AB 1600), Pam Morey seconded, motion carried by the following roll call vote:

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

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

F. CLOSED SESSION: Pursuant to Section 54967 of the Brown Act: Public Employee Performance Evaluations: Fire Chief
The Board went into closed session at 7:37.

G. Report on Closed Session – Bruce Boyd
Bruce Boyd closed Closed Session at 8:06. Chief Stewart received a positive evaluation.

9. NEXT MEETING: Tuesday July 28, 2026, at 6:00 PM
10. 10. ADJOURNMENT: Meeting adjourned at 8:07 PM

Heidi Ryan
Heidi Ryan, Board Secretary