NORTH SAN JUAN FIRE PROTECTION DISTRICT

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BOARD OF DIRECTORS
REGULAR MEETING
Tuesday, August 25, 2026
Adopted September 22, 2026

PRESENT: Samantha Hinrichs, Chair; Bruce Boyd, Vice Chair; Tim Tschantz; Pam Morey

ABSENT: Rhea Williamson, Treasurer

STAFF PRESENT: Chief Mike Stewart; Lynn McGarva, Finance Manager; Heidi Ryan, Board Secretary

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 August 25, 2026, REGULAR BOARD MEETING AGENDA**
   Bruce Boyd would like to remove items 7.A, 7.B, and 7.D. Pam Morey asked to remove item 6.F. Lynn McGarva asked to remove item 6.C.ii. Chief Mike Stewart asked to add a Closed Session to discuss a personnel issue.

   Bruce Boyd moved to adopt the agenda for August 25th as amended, Tim Tschantz seconded, motion carried 4-0-0-1.

3. **PUBLIC COMMENT:**
   John Schema presented an issue he is experiencing regarding access to his property off Highway 49 and would like the Board's support. Chief Stewart asked him to draft a letter to the Board as the Board cannot discuss items brought up during Public Comment.

4. **MINUTES:**
   A. **Draft Minutes of July 28, 2026**
      Bruce Boyd moved to adopt the July 28th Draft Minutes as presented, Tim Tschantz seconded, motion carried 4-0-0-1.

5. **ANNOUNCEMENTS:**
   Tim Tschantz presented his findings on how the District could use drones. Further discussion on drones should be done as an agenda item.

   Samantha Hinrichs announced that she will no longer be able to attend Tuesday meetings due to a scheduling conflict. Further discussion is needed to determine a solution.

6. **REPORTS**

A. Board Chair Report – Samantha Hinrichs.

Nothing to report.

i. Correspondence-

Two correspondences; one is a performance review from Engine 6168's participation in a recent strike team; the second correspondence is from California Special District Association regarding financing resources.

B. Chief's Report – Fire Chief Mike Stewart

i. **July 2026 Statistics:**

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

ii. **Current Department Activity:**

- E6168 just got back from a strike team assignment.
- Cameron Shay is in Washington on an overhead assignment.
- Battalion Chief Jason Flores's Incident Management Team is assigned to a fire in New Mexico.
- Chief Stewart completed the 5 year ISO review survey last week and has some items he needs to complete still, hoping to get a better rating for the District.
- Chief Stewart presented a short Fire Department workshop to Board Members Pam Morey and Rhea Williamson. This was developed with the idea that new Board Members could benefit from an orientation on fire service and how NSJ Fire operates in that system.

C. Treasurers Report – Lynn McGarva

i. June, 2026 Financials

Lynn McGarva read a pre-written statement chronicling how her workload has increased and is becoming difficult to stay on top of. The County's new accounting system, Workday, has been challenging to learn with little to no training from the County, and the increase in our firefighter roster has put extra demand on office staff with no end in sight. Staff's request to slow the Districts growth to allow time to catch up have been heard but no action taken. Additionally, Lynn would like to ensure our new fire chief has a strong background in budgeting and fiscal responsibility.

Lynn McGarva presented the June 2026 Financials.

Bruce Boyd moved to approve June, 2026 Financials as presented, Samantha Hinrichs seconded, motion carried 4-0-0-1

ii. Mitigation Report

Removed from the agenda.

D. Firefighters Association Report – Sambhava Burke

- Newsletter went out. This project was led by Firefighter Allison Rees
- Progress is being made on the Wazapond location (used to be a pond, the Association is now transitioning the site to house a gazebo)
- Planning for a fundraiser following Fire Prevention Week is going slow.

Sambhava asked the Board to consider moving the Association Report farther up on the agenda to accommodate a scheduling conflict he has on Board meeting nights.

E. NCFA Report – Bruce Boyd
Nothing to Report

F. Auxiliary Report – Pam Morey
Removed from Agenda

G. Public Education/Outreach Committee – Rhea Williamson
Heidi Ryan shared that Judy Stead has been ordering supplies for public outreach with kids.

7. OLD BUSINESS

A. Hydrant Committee Update – Chief Mike Stewart
Removed from the agenda.

B. Capital Improvement- Bruce Boyd
Removed from the agenda.

C. Newsletter – Samantha Hinrichs
Samantha Hinrichs shared that the newsletters have been completed and mailed. There were two outdated websites included in the Newsletter, but when the group was preparing the newsletter, those sites were still functional. Additionally, we will consider cost savings possibilities in the printing costs of future newsletters.

D. Water Storage Committee – Rhea Williamson
Removed from the agenda.

8. NEW BUSINESS

A. Honoring Shirly Paulus- Boyd Johnson
Boyd Johnson announced that Shirley Paulus recently passed, Boyd then shared information on Shirly's support of NSJFPD over the years as well as her family's legacy in California's fire service. Heidi Ryan will get a card for Board members to sign.

B. Draft Audit FY 2024-25- Lynn McGarva
Lynn McGarva presented the Draft Audit for FY 2024-25, as prepared by Zach Pehling, CPA. Lynn shared that she created the Management Discussion and Analysis (MD&A) before Zach began his work on the audit. Lynn believes she needs to update the MD&A and asked the Board to remove the MD&A before adopting the audit. Bruce Boyd asked that the audit be moved to the September agenda to ensure the Board Treasurer, Rhea Williamson, is present when the item is heard and allowing Lynn time to update the MD&A.

C. Award Bid for Station 3 Engine Bay Addition – Bruce Boyd
Four companies submitted bids on the Station 3 Engine Bay Addition project. ICOR, Inc. was the lowest bidder ($239,100). ICOR, Inc. is based out of Nevada County and has worked on many local publicly bid projects.

Bruce Boyd moved to award the bid for the Station 3 Engine Bay Addition to ICOR, Inc. for $239,100, Tim Tschantz seconded, motion carried by the following roll call vote:

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

Aye: 4 Noes: 0 Abstain: 0 Absent: 1

D. Update on Fire Chief Job Search – Heidi Ryan
Heidi Ryan shared that the Fire Chief Job Search Committee met to put together a job posting flyer, which has been shared on YubaNet, the NSJ Fire website, and Indeed.com. We have received 12 applications. The committee will meet to determine which candidates we would like to interview.

E. CLOSED SESSION: Pursuant to Section 54967 of the Brown Act: Personnel Matter.

F. Report on Closed Session
No Action was taken during closed session.

9. NEXT MEETING: Board Chair, Samantha Hinrichs, is unable to attend Tuesday meetings due to a conflict with her employment requirements. After discussing the best possible alternative meeting times, the group settled on Wednesday, September 23, 2026, at 6:00 PM for the September meeting.

10. ADJOURNMENT: Meeting adjourned at 7:43 PM

Heidi Ryan
Heidi Ryan, Board Secretary