NORTH SAN JUAN FIRE PROTECTION DISTRICT

13200 Tyler Foote Crossing Rd., Nevada City, California
Phone (530) 292-9159 ♦ Fax (530) 292-1417 ♦ info911@nsjfire.org ♦ www.nsjfire.org

BOARD OF DIRECTORS – REGULAR MEETING

Wednesday, October 28, 2026, 6:00 PM

AGENDA

1. **6:00 PM - CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Action

2. **6:01 PM or as soon thereafter as possible - APPROVAL OF October 28, 2026 REGULAR BOARD MEETING AGENDA**

3. **PUBLIC COMMENT ON MATTERS NOT ON AGENDA** *In accordance with the Brown Act, members of the public may address the Board on any item within its subject matter jurisdiction. At regular meetings, public comment may include items not listed on the agenda; however, no action may be taken on those items. A minimum of 15 minutes will be provided for public comment, with individual speakers limited to 3 minutes, depending on the number of requests. At special meetings, public comment is limited to items listed on the agenda. Each speaker will have one opportunity to speak, in the order requests are received.*

4. **MINUTES**

Action

A. Draft Minutes of September 22, 2026 Regular Board Meeting 🕮

5. **ANNOUNCEMENTS.** *As per the Brown Act, a Board member may make a brief announcement or report on his or her own activities. Board members may also provide a reference to staff or other resources for factual information, request staff to report back to the Board at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.*

6. **REPORTS**
   - **A.** Firefighters Association Report – Sambhava Burke
   - **B.** Board Chair Report – Samantha Hinrichs
     - **i.** Correspondence 🕮
   - **C.** Chief's Report – Chief Mike Stewart
     - **i.** September 2026 Statistics 🕮
     - **ii.** Current Department Activity
   - **D.** Treasurer's Report – Rhea Williamson
   - **E.** NCFA Report – Bruce Boyd
   - **F.** Auxiliary Report- Pam Morey
   - **G.** Public Education/Outreach Committee– Rhea Williamson

7. **OLD BUSINESS**
   - **A.** Hydrant Committee Update – Deputy Chief Tom Browning
   - **B.** Capital Improvement – Bruce Boyd
   - **C.** Newsletter – Samantha Hinrichs
   - **D.** Water Storage Committee- Rhea Williamson
   - **E.** Update on Fire Chief Job Search – Heidi Ryan

8. **NEW BUSINESS**

Action

A. Fire Chief's Compensation – Bruce Boyd

9. **NEXT MEETING: November 24, 2026 at 6:00 PM**

10. **ADJOURNMENT**

Agenda posted 72 hours prior to the meeting at: Fire Stations 1 and 3, Mother Trucker's, Sierra Energy, NSJ Post Office. Current meeting minutes posted on NSJFPD website (www.nsjfire.org). In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District office at 292-9159. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements.

4.A

Draft Minutes
September 22, 2026

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, September 22, 2026
Draft

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 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 September 22, 2026, REGULAR BOARD MEETING AGENDA**
   Bruce Boyd would like to remove item 8.A to right before the Treasurers Report and remove item 6.E. Rhea Williamsom asked to remove items 6.G and 7.D. Tom Browning would like item 7.A removed.

   Rhea Williamson moved to adopt the agenda for September 22 as amended, Pam Morey seconded, motion carried 4-0-0-1.

   Pam Morey pointed out that the agenda was dated August 25.

3. **PUBLIC COMMENT:**
   Boyd Johnson noted that he thought the agenda was not posted, though it was posted with the wrong date. Boyd Johnson relayed an experience he had interviewing for a fire chief position in the state of Nevada twenty years ago which included multiple interview panels. Boyd suggested NSJ Fire could use some of those ideas when

   Amber Cone, who runs a local understudy fuels reduction company. Amber is looking for assistance to obtain burn boss certification and is curious what avenues NSJ Fire may be able to provide.

4. **MINUTES:**
   A. **Draft Minutes of August 25, 2026**
      Pam Morey moved to adopt the August 25th Draft Minutes as presented, Tim Tschantz seconded, motion carried 4-0-0-1.

5. **ANNOUNCEMENTS:**

None.

6. **REPORTS**

A. Firefighters Association Report – Heidi Ryan

Heidi Ryan shared the flyer for the upcoming Spaghetti Dinner Fundraiser on Saturday, November 7th.

B. Board Chair Report – Bruce Boyd

Nothing to report.

i. **Correspondence-**

Performance review from Engine 6168's participation in a recent strike team.

C. Chief's Report – Fire Chief Mike Stewart

i. **August 2026 Statistics:**

Chief Mike Stewart provided a summary of the August 2026 Statistics. Bruce Boyd asked if out of county assignments can be listed in the statistics report. Tom Browning responded that the Board should be notified every time we send a resource out of the area and individuals should be filling out incident reports upon their return from out of the area assignments.

ii. **Current Department Activity:**

- Both Noxon's are on assignment with their respective teams. Jason Flores is on assignment with his team. Andy Guetebier is assigned to the Grass Fire in Oregon.
- The ISO Review has been completed including hydrant flow testing in Ananda.

D. Treasurers Report – Rhea Williamson

i. **July and August 2026 Financials**

Rhea Williamson presented the July and August 2026 Financials.

Rhea Williamson moved to approve July and August 2026 Financials as presented, Pam Morey seconded, motion carried 4-0-0-1

ii. **End of Year Mitigation Report FY 2025-26**

This is an annual requirement, no action required. This form shows all expenses and revenues in the Mitigation (AB6100) Fund.

iii. **Final Budget FY 2026-27**

Rhea Williamson presented the Final Budget FY 2026-27 line by line describing every change since the Board adopted the Pre-liminary Budget. All changes were approved by the Finance Committee.

Bruce Boyd asked to add a 10% contingency to the Engine Bay Addition project.

Rhea Williamson moved to adopt the Final Budget for FY 2026-27 with an increase of $25,000 to Capital Improvement, 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. NCFA Report – Bruce Boyd
Removed from agenda.

F. Auxiliary Report – Pam Morey
Pam Morey shared that the Auxiliary has $4,000 that they would like to donate to the firefighters. Chief Stewart and the Firefighters Association are going to make suggestions for what to spend the money on.

G. Public Education/Outreach Committee – Rhea Williamson
Removed from agenda.

7. OLD BUSINESS

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

B. Capital Improvement- Bruce Boyd
Bruce Boyd shared that we have signed a contract with ICOR, Inc. for them to begin construction on the engine bay addition project on October 5th. Additionally, Bruce has worked on plans for a new parking lot at Station 3 that is ready to go out to bid, which we will likely put off the bidding process until Spring.

i. Type 6 Engine Purchase Approval – Mike Stewart
Chief Stewart asked the Board to approve the purchase of a type 6 fire engine through Cascade Fire Equipment in the amount of $410,000. This purchase will be through Source Well, so the competitive bidding process has already been completed. The cost is already included in the Final Budget FY 2026-27. This will be a cash purchase with a delivery date of June, 2027.

Tim Tschantz moved to approve the purchase of the Type 6 fire engine not to exceed $410,000 through Source Well, 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

C. Newsletter – Samantha Hinrichs

Heidi Ryan shared that some residents along a Nevada City postal route did not receive the Newsletter. Heidi informed the Board that she will touch base with the printers to see if a postal route was missing.

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

E. **Update of Fire Chief Job Search – Heidi Ryan**
Heidi Ryan shared that we have three individuals are scheduled for interview on October 9th.

8. **NEW BUSINESS**

A. **Draft Audit FY 2024-25- Zach Pehling**
Zach Pehling presented the draft Audit for FY 2024-25.

Rhea Williamson moved to adopt the Audit for FY 2024-25 as presented, 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

B. **Temporary Finance Manager- Lynn McGarva**
Lynn McGarva shared that she has been far behind in her job and it is affecting her health. Lynn knows an individual who could come in and help her get all the strike team work caught up with about 40 hours of work. Bruce Boyd asked for information on the individual Lynn has in mind, then the Personnel Committee can work on it from there.

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

D. **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, October 28, 2026, at 6:00 PM for the October meeting.

10. **ADJOURNMENT:** Meeting adjourned at 8:42 PM

Heidi Ryan
Heidi Ryan, Board Secretary

6.B.i

Correspondence

C R N

(415) 302-0224
PO Box 16
North San Juan, CA 95960

North San Juan Fire Protection District
P.O. Box 299
North San Juan, CA 95960

Dear NSJFPD Leadership,

My name is Call Nichols. I reside in the District on Blind Shady Road. Professionally, through my business CRN Solutions, I do government affairs, grants, finance, and project management for fire and other special districts. I've been to a handful of your board meetings this year and as I've learned more about the District I recognize some ways I might be able to help. If there's any interest in how, I'd love to talk.

The common theme I see across the districts I work with, and many others, is that legacy funding models are no longer sufficient to support a modern fire service. I help fire districts "level-up"- build the systems and find the resources they need- to meet the ever-increasing demands. I've been really impressed by how NSJFPD has adapted and carved out a unique niche in the region and I'd love to support. Here's an overview of what I can do and how it might relate to NSJFPD:

Advocacy Build relationships with Local, State, Federal government representatives and officials with an eye to securing support, assistance, and funding for priority projects. Depending upon what relationships exist and how they're managed, this could also include engagement with local partners and other relevant orgs like the Community Foundation of Nevada County.

> *Relationships with government officials can help with funding and permitting for capital projects including Station 1, apparatus acquisitions, and large-scale mitigation projects. With new representatives taking office after the November election, now is the time to start making connections.*

Funding Review District funding priorities and match them to outside funding opportunities, which might include grants, appropriations, or private fundraising. I will then build out a funding strategy and manage the pursuit and securement of outside funds.

> *In reviewing the P&L Budget Overview from the last board meeting there are 10 line items totalling $132,020 that could be eligible for grant funding. And that does not include larger expenditures related to capital improvement projects, staffing, and apparatus, which may also have grant or appropriation fundability.*

Finance/Admin Support Provide additional bandwidth to manage workflows or projects. I am well-versed in technology and accounting principles including budgeting, forecasting, modeling, reporting, and data management/analysis. I am neither a bookkeeper nor a specialist in any particular field, but I can problem solve and get things done.

District staff seem overburdened with Strike Team reporting and integration into the County's Workday program.

If any of this strikes a chord or there are other District needs that you're concerned about, I'd love to talk and see if I can help. Thank you for all you do for our community.

Sincerely,

Call Nichols
(415) 302-0224
callrn@proton.me

6.C.i

Statistics

September 2026

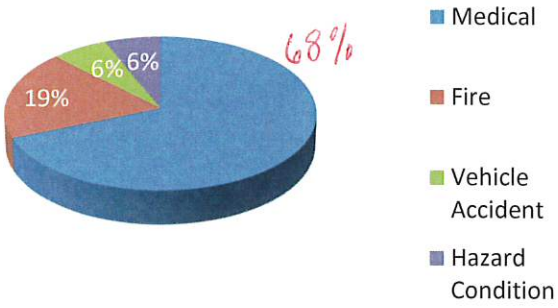
NSJFPD INCIDENT RESPONSE DETAIL - September 2026

Date	ER Type	Location	Response Time	Commitment	Number of Personnel	Total Responders	Notes	River	Out of District Responses
9/1	Medical Aid	Tyler Foote (027259)	11	42	2	7	SNMH Transport		
9/2	Medical Aid	Robinson Rd. (027400)	6	71	2		SNMH Transport		
9/3	Medical Aid	Hwy 49 (027553)	7	35	2	10	SNMH Transport		
9/3	Medical Aid	Hwy 49 (027555)		4	2	5	Canceled		
9/4	Debris Check	Hwy 49 (027680)	11	58	3	6	Extinguished		
9/4	Debris Check	Cruzon Grade		25	3		Canceled		
9/5	Medical Aid	School St. (027769)	11	43	4	8	Patient Contact		
9/5	Medical Aid	Sages (027781)	23	69	4	8	Patient Contact		
9/5	Medical Aid	School St. (027804)	8	38	3	11	Patient Contact		
9/5	Medical Aid	Sweetland (027829)	10	29	3	5	SNMH Transport		
9/5	Medical Aid	Tyler Foote (027838)	7	63	4	11	Unable to Locate		
9/6	Medical Aid	Bridgeport (027874)		19	4		Canceled		
9/7	Medical Aid	Skyland (027989)	11	68	1	6	SNMH Transport		
9/7	Vehicle Accident	Independence Trail (028077)		13	3		Canceled		*
9/7	Debris Check	Old Mill (028098)		50	3	6	Unable to Locate		
9/8	Medical Aid	Pathfinder (028195)	7	36	3	8	SNMH Transport		
9/14	Medical Aid	New School (028802)	15	54	1	7	Medic 43 Transport		
9/14	Medical Aid	Shady Creek (028883)	7	26	3		Non-Injury		
9/16	Vehicle Accident	Hwy 49 (029021)	11	90	2		Non-Injury		
9/16	Vehicle Fire	Tyler Foote (029098)	20	116	4		Extinguished		
9/20	Medical Aid	Hoyts Crossing (029495)	13	97	3	6	SNMH Transport	1	
9/20	Hazard Condition	Glory Hole (029498)	34	76	1	4	Unable to Locate		*
9/21	Vegetation Fire	Lat/Long (029583)		8					*
9/23	Medical Aid	Skyland (029777)	31	73	2	7	Patient Contact		
9/24	Medical Aid	Lat/Long (029925)	12	166	3	14	Unable to Locate	1	
9/25	Hazard Condition	Tyler Foote (030014)	12	23	2	5	Unable to Locate		
9/27	Medical Aid	Kailash (030242)	9	52	2	7	SNMH Transport		
9/28	Medical Aid	Sweetland (030376)	13	76	2	12	SNMH Transport		
9/29	Medical Aid	Shady Creek (030387)	11	49					
9/30	Wildland Fire	Lat/Long (030515)	62	252	3		Extinguished		
9/30	Medical Aid	Pleasant Valley (030521)	14	57	4		SNMH Transport		
9/30	Medical Aid	Buttermilk Bend (030523)	16	110	1	9	Medic 43 Transport	1	

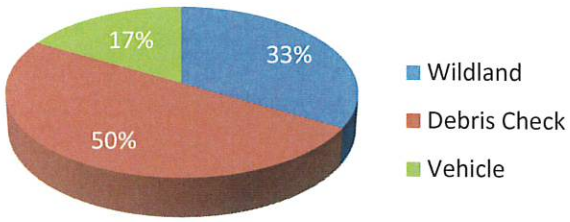
Total Calls:	**32**	**3**
l Man Hours:	**84.63**	**14.98**
erage FF/Call:	**2.47**	**2.33**

North San Juan Fire Department
Call Details
September 2026

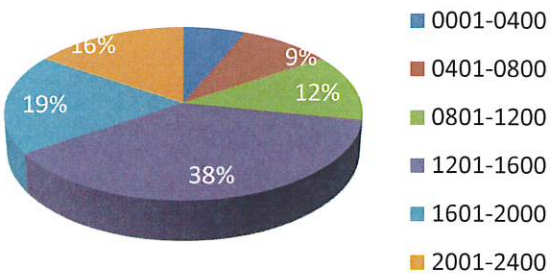
Call Type



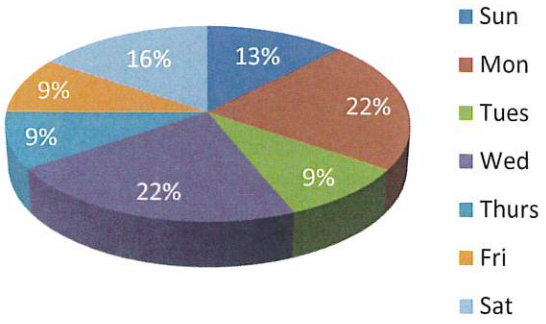
Fire Type



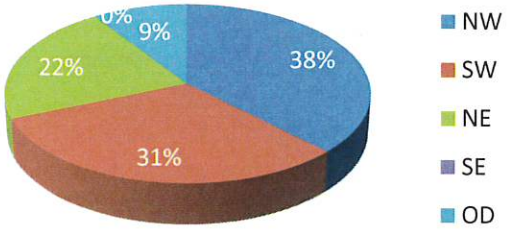
Time of Day

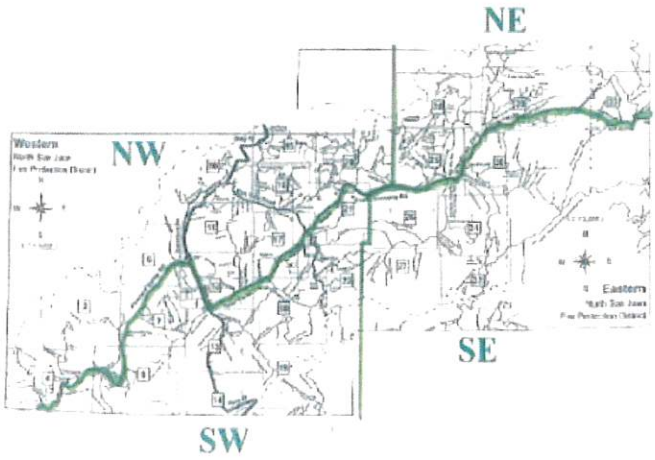


Day of Week



District Area





NORTH SAN JUAN VOLUNTEER FIRE DEPARTMENT

2026 SUMMARY/YEAR TO DATE ACTIVITIES													
Emergency Response	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Medical Aid	28	21	24	20	28	31	42	32	22				**248**
Vehicle Accident	1	1	1	2		2	6	5	2				**20**
Fire - Structure	4	3			1	1		3					**12**
Fire - Wildland			2	1		2	3	4	2				**14**
Fire - Structure/Wildland													**0**
Fire - Vehicle	2								1				**3**
Fire - Vehicle/Wildland													**0**
Fire - Smoke Check						1	1	1					**3**
Fire - Debris Check	1			1		2		1	3				**8**
Fire - Other													**0**
Fire - False Alarm													**0**
Fire - Menace Standby	1		1										**2**
Hazard	2	2	1	1	2		3	2	2				**15**
Public Assist	1					1		2					**4**
Other				2		1		1					**4**
Totals:	**40**	**27**	**29**	**27**	**31**	**41**	**55**	**51**	**32**	**0**	**0**	**0**	**333**

Previous Years Summary				
2026	**2025**	**2024**	**2023**	**2022**
248	265	304	267	224
20	21	41	43	45
12	21	17	17	14
14	26	33	20	18
0	2	0	0	5
3	7	8	3	7
0	0	0	0	1
3	11	15	2	17
8	20	15	15	0
0	1	0	0	0
0	3	0	0	1
2	0	0	2	4
15	14	7	12	5
4	13	22	13	16
4	6	3	0	4
333	410	**465**	**394**	**361**

2026 Monthly Totals:	**40**	**27**	**29**	**27**	**31**	**41**	**55**	**51**	**32**	**0**	**0**	**0**	**333**
2025 Monthly Totals	29	36	26	32	55	56	30	32	27	37	22	28	**410**
2024 Monthly Totals	26	32	32	32	34	63	70	46	42	31	36	18	**462**
2023 Monthly Totals:	21	25	43	37	42	35	38	29	34	35	24	31	**394**
2022 Monthly Totals:	23	25	29	23	37	25	35	40	32	27	31	34	**361**

Other Activities	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Department Training	4	3	4	5	4	4	5	3	5				**37**
Special Training													**0**
External Training													**0**
Work Party													**0**
Public Education					2	2			1				**5**
Public Service	2												**2**
Totals:	**6**	**3**	**4**	**5**	**6**	**6**	**5**	**3**	**6**	**0**	**0**	**0**	**44**

Out of District Responses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2026 Monthly Totals:	4	0	4	6	1	3	8	15	3				44
2025 Monthly Totals:	2	0	1	2	1	5	4	3	3	5	4		30
2024 Monthly Totals:	0	1	3	3	2	12	15	3	4	0	0	1	44
2023 Monthly Totals:	2	3	5	3	4	4	7	3	8	7	1		45
2022 Monthly Totals:	1	3	5	3	5	1	3	3	3	3	0	2	31