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
Final Adopted 10/28/2026

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 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 interviewing candidates.

   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