

Nevada County Consolidated Fire District

640 Coyote Street
Nevada City, CA 95959
(530) 265-4431
FAX 265-4438



www.nccfire.com
nccfire@nccfire.com

BOARD OF DIRECTORS

Keith Grueneberg, President
Patricia Nelson, Vice President
Barry Dorland
Tom Carrington
Spencer Garrett
Jon Hall
Marianne Slade-Troutman

STAFF

Jim Turner, Fire Chief
Pat Sullivan, Division Chief
Terry McMahan, Fire Marshal
Patrick Mason, Deputy Fire Marshal
Nicole Long, Administrative Services Manager
Kaitlin Purvis, Finance Administrative Assistant

BOARD OF DIRECTORS -REGULAR MEETING

THURSDAY, MAY 19, 2022– 7:00 PM

NEVADA COUNTY CONSOLIDATED FIRE DISTRICT, 11329 MCCOURTNEY ROAD, GRASS VALLEY, CA 95949



Pursuant to Governor Gavin Newsom’s Executive Order pertaining to the convening of public meetings in response to the COVID-19 pandemic, the Nevada County Consolidated Fire District will hold its regularly scheduled meeting. This meeting is open to in-person attendance. To remain in compliance with the state public health guidance, face coverings are strongly recommended to be worn by all individuals while indoors. The Public’s and Employee’s health and well-being are the top priority for the Board of Directors of the Nevada County Consolidated Fire District, and you are urged to take all the appropriate health safety precautions.

Nicole Long, Board Secretary
(530)265-4431
nicolelong@nccfire.com

The Board of Directors welcomes you to its meetings and your participation is encouraged and appreciated. Any Member of the Audience desiring to address the Board on a matter appearing on the Agenda, before or during consideration of the item, may do so after receiving recognition from the presiding officer. In order that all interested parties have an opportunity to speak, please limit your comments to the specific item under discussion. For further rules on public comment and other matters, please see the last page of this agenda.

NOTICE

If requested, this agenda can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact the Clerk of the Board for further information.

All items posted on the agenda, including under correspondence, may be acted upon by the Board of Directors. However, matters under committee reports and department manager's reports may be briefly addressed by the Board or Staff but no action or discussion shall be undertaken on any item not appearing on the posted agenda. (GC 54954.2)

The Board of Directors may hold a Closed Session as the agenda schedule permits.

STANDING ORDERS:



- 7:00 p.m. Call to Order
- Roll Call
- Pledge of Allegiance to the Flag
- Corrections and/or deletions to the agenda

***PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

Per CA Government Code 54954.3

This is the time for any member of the public to address the Board on any item not on this Agenda that is within the subject matter jurisdiction of the NCCFD Board. Please wait for recognition from the presiding officer. The Board generally cannot act on or discuss an item not on the agenda. However, the Board may "briefly respond" to comments or questions from the members of the public. Please see the rules for public comment at the end of this agenda.

CONSENT CALENDAR

These items are considered to be routine and may be enacted by one motion by the Board of Directors. There will be no separate discussion of these items. If discussion is desired, any board or staff member or interested party may request that an item be removed from the Consent Calendar to be considered separately.

1. Acceptance of Minutes – April 21, 2022
2. Fund Balances, Check History Report and Credit Card History Report
3. Engagement Letter with Willdan Financial Services and the Nevada County Consolidated Fire District for Assessment and Special Tax Direct Charges (reoccurring).

COMMITTEE REPORTS

STANDING COMMITTEES

FINANCE/BUDGET: Hall, Slade-Troutman
PERSONNEL: Carrington, Garrett, Nelson

AD HOC COMMITTEES

BOARD POLICY AND PROCEDURES: Grueneberg
CONSOLIDATION: Grueneberg, Dorland, Carrington

LOCAL AGENCY ASSIGNMENTS

NEVADA COUNTY FIRE AGENCY (JPA): Garrett, Turner

OLD BUSINESS

4. Discussion and possible action, updated price for the surplus of (2) 1996 International Fire Engines. Fleet and Facilities Supervisor Greene

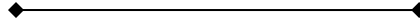
NEW BUSINESS

5. Discussion and possible action, Resolution R22-08, Petty Cash Fund. Chief Turner
6. Discussion and possible action, Resolution R22-09, Resolution Calling for General Election. President Grueneberg
7. Discussion and possible action, Appointment of Fire Marshal. Chief Turner
8. Correspondence.
 - 8.(A) – Thank you from Foxwood-Slate Creek Firewise Community.
9. Discussion and possible action, Contract options with Rough and Ready Fire District. Rough and Ready Director Tom Nelson

CHIEF'S MONTHLY REPORT

***BOARD DISCUSSION**

ADJOURNMENT



Board Meeting Schedule

All Regular Board Meetings will take place on the third Thursday of the month.

Copies

Copies of the agenda documents relative to an agenda item may be obtained at the Administrative Office, 640 Coyote Street, Nevada City, CA 95959, at a cost of \$1.00 dollar per page.

Board Meeting Notices

This Regular Meeting Agenda was posted 72 hours in advance of the meeting at the following locations: Nevada County Consolidated Fire District: Administration Office, 640 Coyote Street, Nevada City; Station 86, 12337 Banner Lava Cap Rd, Nevada City; Station 88, 14400 Golden Star, Grass Valley; Station 89, 11833 Tammy Way, Grass Valley; and on our website address at <http://www.nccfire.com>. Our e-mail address is nccfire@nccfire.com.

Rules Applying to Public Comments (as provided by CA Government Code Section 54954.)

A. Members of the public wishing to address the Board upon any subject within the jurisdiction of the Nevada County Consolidated Fire District may do so upon receiving recognition from the presiding officer at the appropriate time. You may address the Board on any agenda item prior to Board Action. If you wish to address the Board on an item not on the agenda, you may do so during the General Public Comment period. Understand that no action may be taken on an item not on the agenda.

— Where necessary for the orderly operation of the meeting, the presiding officer may limit public comment during the public comment period or public hearing to no more than five minutes per individual.

B. After receiving recognition, please stand and state your name, as all meetings are being taped. Note that stating your name is a voluntary act and is not required.

C. Members of the public may submit written comments on any matter that is listed on the agenda or for general public comment. You may submit written comments on any matter by U.S. Mail addressed to 640 Coyote Street, Nevada City, CA 95959 or by e-mail to nicolelong@nccfire.com. For comments to be read at the meeting and entered into the minutes they must be received no later than 8:00 a.m. on the morning of the noticed meeting.

D. **All documents to be presented to the Board of Directors shall be given to the Secretary of the Board for distribution (original and seven copies) prior to the Call of Order of meeting.**

E. Complaints against any individual District employee cannot be brought up in open meeting directly. The District will only consider such a complaint if submitted in writing.

DRAFT
Nevada County Consolidated Fire District

640 Coyote Street
Nevada City, CA 95959
(530) 265-4431
FAX 265-4438



www.nccfire.com
nccfire@nccfire.com

BOARD OF DIRECTORS MINUTES April 21, 2022
Regular Meeting held at
11329 McCourtney Road, Grass Valley, CA 95949

NCCFD DIRECTORS

Present: Grueneberg (President), Carrington, Dorland, Garrett, Hall, Nelson, Slade-Troutman

STAFF:

Present: Fire Chief Turner, Fire Marshal McMahan, Division Chief Sullivan, Battalion Chief Davison, Deputy Fire Marshal Mason

STANDING ORDERS:

President Grueneberg called the meeting to order at 7:01 pm and took roll call, noting all directors were present. President Grueneberg led in the pledge of allegiance. President Grueneberg reported that item 3 on the agenda should read the extension of the Battalion Chief eligibility list, not Captain.

***PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

Per CA Government Code 54954.3

No public comment.

CONSENT CALENDAR

1. Acceptance of Minutes – March 17, 2022
2. Fund Balances, Check History Report, and Credit Card History Report

Director Slade-Troutman motioned to accept the consent calendar. Director Garrett seconded. **MOTION** passed.

COMMITTEE REPORTS

STANDING COMMITTEES

FINANCE/BUDGET: Dorland, Slade-Troutman

PERSONNEL: Carrington, Nelson

AD HOC COMMITTEES

BOARD POLICY AND PROCEDURES: Grueneberg

SUCCESSION PLANNING: Carrington, Nelson

LOCAL AGENCY ASSIGNMENTS

NEVADA COUNTY FIRE AGENCY (JPA): Garrett, Turner

Finance – None

Personnel – None

Board Policy & Procedures – None

Consolidation – None

JPA – None

NEW BUSINESS

3. Discussion and possible action, Extension of Battalion Chief Eligibility List.

Chief Sullivan reviewed his report verbally stating that the goal is to test in November of 2022. He is asking the board to approve the extension of the current list until a successor list is created or May of 2023, whichever comes first. Director Garrett motioned to approve the extension of the Battalion Chief eligibility list. Director Carrington seconded. **MOTION** passed unanimously.

4. Discussion and possible action, Resolution 22-07, Amending the 21/22 Fiscal Year Budget.

Chief Turner reported that getting near the end of the fiscal year Staff reviews the budget and amends as necessary. He reviewed and discussed the changes. Director Nelson motioned to adopt Resolution 22-07, Amending the 21/22 fiscal year budget. Director Slade-Troutman seconded. **MOTION** passed unanimously following a roll call vote.

CHIEF’S MONTHLY REPORT

Chief Sullivan reviewed the suppression report, stating we are already in dry weather. He discussed that training is starting to be added to ESO (the tracking software) and the goal is to have accurate numbers by next month.

The district received a donation in the amount of \$15,000.00 for (2) Thermal Imagers from Law Enforcement and Fire Council.

Chief Sullivan reported that firefighter recruitment, testing, and interviews have been completed. We currently have four (4) candidates in backgrounds.

Battalion Chief Davison reported that there have been several multi-company drills taking place. He also reported that Driver Operator 1A and 1B were completed in-house with our new employees as well as neighboring agencies.

Chief Turner discussed the CHEMPACK meeting with Nevada County OES. This focused on the training if a nerve agent was released in our area.

Fire Marshal McMahan reported prevention continues to get several plan reviews weekly, mostly for Cannabis. He also discussed the CCAI Roundtable Coordinator meeting that Deputy Fire Marshal Mason and Fire Marshal Lance Rey with Consumnes Fire District will be taking on after his retirement.

***BOARD DISCUSSION**

The Board discussed the April 5th badge pinning and how well it was done. A brief discussion took place on the event ideas for the next one took place.

Director Nelson asked if anyone was looking at any inflation costs with CalPERS for the next fiscal year. Board discussion also took place on the hiring of the new Board Secretary. Nicole reported that there was a delay in backgrounds with the LiveScan machine being updated by the Department of Justice.

ADJOURNMENT

President Grueneberg adjourned the meeting at 7:33 p.m.

Attest:

Approved by:

Nicole Long
Board Secretary

Keith Grueneberg
President of the Board

**Nevada County Consolidated Fire District
Fund Recap & Cash Balances
April 2022**

	Fund					Total
	722 Operating	723 Contingency	733 AB1600	734 Special Tax	758 Capital	
Beginning Cash ¹	821,006	1,321,736	76,773	5,580	767,721	2,992,816
Revenues	2,283,646	-	4,609	401,285	-	2,689,540
Expenditures	(437,532)	-	-	-	(33,601)	(437,532)
Other Inc/Expense	(12,320)				-	(12,320)
Other Activity ²	-	-	(109)		-	(109)
Ending Cash ¹	2,654,800	1,321,736	81,273	406,865	734,120	5,198,794

¹ Includes Well Fargo

² Reconciling items, prior period adjustments

Nevada County Consolidated Fire District Operating Fund 722

April 2022

	Apr 22	Jul '21 - Apr 22	Budget	% of Budget
Revenues				
4000 · Taxes & Assessments				
4010 · Current Secured	1,369,935	3,269,125	3,397,434	96%
4020 · Current Unsecured	857	54,147	50,758	107%
4030 · Prior Unsecured	5	787	2,296	34%
4040 · Supplemental Secured		41,662	47,344	88%
4050 · Supplemental Unsecured	574	1,034	8,598	12%
4060 · Supplemental Prior Unsecured	11	249	388	64%
4110 · Special Assessment	852,750	2,031,158	2,136,398	95%
4150 · Special Tax of 2012	23	4,089	1,002,919	0%
4151 · Special Tax 2012 (transfer in)		593,000		
4160 · AB 1600 Mitigation Fees		(374)		
4230 · State Homeowners	9,948	23,809	24,889	96%
4240 · State Public Safety Prop 172	40,099	325,035	388,019	84%
4290 · Other		1		
Total 4000 · Taxes & Assessments	2,274,202	6,343,722	7,059,043	90%
4500 · Reimbursements				
4510 · Strike Team	13,484	961,645	149,850	199%
4520 · Strike Team Prior Year		715		
4522 · Strike Team Cost Offset	(5,570)	(664,635)		
4540 · Vehicle Repair	190	2,980	7,500	40%
4550 · Cost Recovery	188	2,588	6,000	43%
4690 · Other Reimbursements		41,409	48,460	85%
Total 4500 · Reimbursements	8,292	344,702	211,810	163%
4800 · Other Revenue				
4810 · Inspections & Permits		4,994	7,500	67%
4812 · Plan Reviews	897	10,539	15,000	70%
4820 · Interest & Finance Charges	0	15,109	25,000	60%
4830 · Rentals	250	3,849	3,240	119%
4840 · Other Current Services			3,000	
4870 · Other Revenue	5	2,735		
Total 4800 · Other Revenue	1,152	37,226	53,740	69%
Total Revenues	2,283,646	6,725,650	7,324,593	92%

Nevada County Consolidated Fire District Operating Fund 722

April 2022

Expense	Apr 22	Jul '21 - Apr 22	Budget	% of Budget
5000 · Wages & Benefits				
5100 · Wages				
5111 · Chief / Dep. & Div. Chief (2.5)	25,323	313,953	371,239	85%
5113 · Battalion Chief (3)	25,813	244,196	303,818	80%
5114 · Fire Marshal / DFM (2)	17,465	186,119	232,149	80%
5121 · Captains (9)	64,862	721,071	867,572	83%
5122 · Lieutenants (6)	28,690	372,867	439,613	85%
5123 · Firefighter (12)	42,934	571,809	652,987	88%
5131 · Supplemental / Seasonal FF		178,220	178,220	100%
5132 · PCF / Reserve FF		2,482	2,482	100%
5141 · Clerical (3)	10,969	157,011	198,423	79%
5145 · Fire Mechanic (1.5)	10,949	111,611	158,759	70%
5151 · Overtime	58,558	492,101	625,226	79%
5153 · Additional Overtime Staffing		12,542	19,488	64%
5155 · EPSL Overtime	1,506	17,430		
5161 · Strike Team		436,227		
5165 · Strike Team Backfill		169,676		
5167 · Strike Team Revenue Offset	(5,491)	(655,143)		
5171 · Holiday Stipend		71,442	78,028	92%
5173 · Vacation / CTO Buy Back	4,538	118,145	132,788	89%
5185 · Directors		2,175	4,500	48%
Total 5100 · Wages	286,116	3,523,934	4,265,292	83%
5500 · Payroll Taxes				
5511 · Medicare Employer Tax	3,830	55,795	62,264	90%
5512 · Soc Security Employer Tax		289	372	78%
5521 · SUI Employer Tax	17	6,422	6,030	107%
5526 · Strike Team Revenue Offset	(80)	(9,492)		
Total 5500 · Payroll Taxes	3,767	53,014	68,666	77%
5700 · Benefits				
5711 · Pension	43,416	989,720	1,084,698	91%
5731 · Health Insurance	58,467	558,025	772,464	72%
5735 · Life Insurance	689	10,768	14,400	75%
5751 · Workers Comp Insurance		140,320	159,009	88%
Total 5700 · Benefits	102,572	1,698,833	2,030,571	84%
Total 5000 · Wages & Benefits	392,455	5,275,781	6,364,529	83%

Nevada County Consolidated Fire District Operating Fund 722

April 2022

	Apr 22	Jul '21 - Apr 22	Budget	% of Budget
6000 · Personnel Related				
6010 · Clothing / PPE				
6011 · Uniforms	1,573	19,692	26,460	74%
6021 · Personal Protective Equip	882	26,033	65,000	40%
6031 · Safety & PPE (per MOU)		30,661	32,130	95%
Total 6010 · Clothing / PPE	2,455	76,386	123,590	62%
6100 · Food / Meals				
6111 · Meals - Administration	58	667	850	78%
6113 · Meals - Fire		320	1,000	32%
6114 · Meals - Interns			30,822	
Total 6100 · Food / Meals	58	987	32,672	3%
6200 · Training / Fitness				
6211 · Wellness Program		20,925	31,660	66%
6213 · Fitness Program	165	2,259	4,744	48%
6221 · Tuition - Safety Personnel	190	20,095	25,000	80%
6232 · Travel Expense	1,301	5,889	7,500	79%
6241 · Training Materials	(610)	(1,007)	2,000	(50%)
6246 · Public Safety Training Center			1,000	
6261 · Licenses & Certificates	201	1,360	2,500	54%
6271 · Training - Administration		1,054	2,500	42%
Total 6200 · Training / Fitness	1,247	50,575	76,904	66%
Total 6000 · Personnel Related	3,760	127,948	233,166	55%
6500 · Facility & Equipment Related				
6510 · Communications				
6511 · Telephones	1,441	15,338	18,760	82%
6521 · Mobile Phones	647	7,249	10,600	68%
Total 6510 · Communications	2,088	22,587	29,360	77%
6550 · Station				
6551 · Supplies & Services - Stations	1,061	16,416	20,000	82%
Total 6550 · Station	1,061	16,416	20,000	82%
6610 · Insurance				
6611 · Liability		23,794	23,794	100%
6621 · Property		19,725	22,979	86%
Total 6610 · Insurance		43,519	46,773	93%
6650 · Maintenance				
6681 · Facility Maint & Improvements	6,843	153,230	250,000	61%
Total 6650 · Maintenance	6,843	153,230	250,000	61%
6700 · Medical Supplies				
6716 · EMS Supplies	1,741	13,528	18,000	75%
Total 6700 · Medical Supplies	1,741	13,528	18,000	75%
6750 · Apparatus Equipment				
6751 · Hose		17,014	22,000	77%
6756 · Ladders			1,500	
6761 · Suppression Equip/Small Tools	302	3,335	7,500	44%

Nevada County Consolidated Fire District Operating Fund 722

April 2022

	Apr 22	Jul '21 - Apr 22	Budget	% of Budget
7506 · Board	162	309	500	62%
7508 · Computer & Software Expense	1,478	61,293	90,000	68%
7509 · Copier Expense		672	1,500	45%
7511 · Memberships		10,702	15,655	68%
7516 · Mileage Reimbursements		39		
7521 · Postage & Delivery	50	1,022	1,900	54%
7531 · Other		278		
7501 · Office Expense - Other	0	0		
Total 7501 · Office Expense	2,042	76,945	116,555	66%
7550 · Professional Services				
7551 · Accounting		11,364	12,880	88%
7556 · Computer & IT Support	675	7,807	14,850	53%
7561 · Consultants		7,251	7,500	97%
7563 · Hiring Expense	476	12,583	25,000	50%
7566 · Legal Expense		20,079	41,675	48%
7571 · Medical Director	1,650	6,600	6,600	100%
Total 7550 · Professional Services	2,801	65,684	108,505	61%
7590 · Publications				
7591 · Legal Notices		456	600	76%
7596 · Marketing / Advertising			500	
Total 7590 · Publications		456	1,100	41%
7600 · Special District				
7621 · LAFCo		6,157	6,072	101%
7631 · Nevada County Fees		85,557	85,557	100%
Total 7600 · Special District		91,714	91,629	100%
7650 · Prevention				
7651 · Code Purchases		1,771	1,800	98%
7653 · Investigation Supplies	950	3,780	4,300	88%
7657 · Inspection Supplies		621	1,500	41%
7661 · Prof Svcs / Plan Checks	99	224	2,500	9%
7663 · Public Education Supplies		2,493	4,000	62%
7665 · Subscriptions / Memberships	100	1,254	3,000	42%
7667 · Training	59	5,767	9,000	64%
7669 · Other Prevention / Law Enforce		620	3,500	18%
Total 7650 · Prevention	1,208	16,530	29,600	56%
7800 · JPA				
7831 · Dispatch Charges		90,769	125,000	73%
7841 · Dues / Administration		11,483	11,483	100%
Total 7800 · JPA		102,252	136,483	75%
Total 7500 · General & Admin Related	6,051	353,581	483,872	73%
8500 · Strike Team Non Labor Expenses		10,688		
8510 · Reimbursables & Other				
8512 · COVID testing		796		
8519 · Other Expense		349		

Nevada County Consolidated Fire District Operating Fund 722

April 2022

	Apr 22	Jul '21 - Apr 22	Budget	% of Budget
Total 8510 · Reimbursables & Other		1,145		
Total Expense	437,532	6,275,496	7,823,283	80%
Fund Over/<Under>	1,846,114	450,154	(498,690)	
Other Income				
8800 · Transfers In				
8833 - Transfer from 733		374		
Total 8800 · Transfers In		374		
9001 · Grant Revenue				
9001.02 · AFG EMU-2020-FG-02126 Covid		6,085		
9001.09 · CA Fire Foundation Comm Veg Red		15,000		
Total 9001 · Grant Revenue		21,085		
Total Other Income		21,459		
Other Expense				
8700 · Transfers Out				
8723 · Transfer to 723			35,604	
8758 · Transfer to 758			125,000	
Total 8700 · Transfers Out			160,604	
8901 · Interest Expense		0		
9101 · Grant Expense				
9101.02 · AFG EMU-2020-FG-02126 Covid		193		
9101.06 · CalOES Generator	9,600	9,600		
9101.09 · CA Fire Foundation Comm Veg Red	2,720	2,720		
9101 · Grant Expense - Other		3,270	36,000	9%
Total 9101 · Grant Expense	12,320	15,783	36,000	44%
Total Other Expense	12,320	15,783	196,604	8%
Net Other	(12,320)	5,676	(196,604)	
Net Fund Activity	1,833,794	455,830	(695,294)	

Nevada County Consolidated Fire District AB 1600 Mitigation Fund 733

April 2022

	Apr 22	Jul '21 - Apr 22	Budget	% of Budget
Revenues				
4000 · Taxes & Assessments				
4160 · AB 1600 Mitigation Fees	4,609	67,192	85,000	79%
Total 4000 · Taxes & Assessments	4,609	67,192	85,000	79%
4800 · Other Revenue				
4820 · Interest & Finance Charges		844	1,500	56%
Total 4800 · Other Revenue		844	1,500	56%
Total Revenues	4,609	68,036	86,500	79%
Expense				
6500 · Facility & Equipment Related				
6900 · Capital Expenditures				
6921 · Apparatus & Equipment		99,094	98,996	100%
Total 6900 · Capital Expenditures		99,094	98,996	100%
Total 6500 · Facility & Equipment Related		99,094	98,996	100%
7500 · General & Admin Related				
7550 · Professional Services				
7561 · Consultants				
Total 7550 · Professional Services				
Total 7500 · General & Admin Related				
Total Expense		99,094	98,996	100%
Fund Over/<Under>	4,609	(31,058)	(12,496)	
Other Expense				
8700 · Transfers Out				
8722 · Transfer to 722		374		
Total 8700 · Transfers Out		374		
9101 · Grant Expense				
9101.07 · NCLEFC UTV Accessories		(1,222)		
9101 · Grant Expense - Other		1,229		
Total 9101 · Grant Expense		7		
Total Other Expense		381		
Net Other		(381)		
Net Fund Activity	4,609	(31,439)	(12,496)	

Nevada County Consolidated Fire District Special Tax Fund 734

April 2022

	Apr 22	Jul '21 - Apr 22	Budget	% of Budget
Revenues				
4000 · Taxes & Assessments				
4110 · Special Assessment		1,246		
4150 · Special Tax of 2012	401,285	952,880	1,011,029	94%
Total 4000 · Taxes & Assessments	401,285	954,126	1,011,029	94%
4800 · Other Revenue				
4820 · Interest & Finance Charges		1,004	2,000	50%
Total 4800 · Other Revenue		1,004	2,000	50%
Total Revenues	401,285	955,130	1,013,029	94%
Expense				
7500 · General & Admin Related				
7600 · Special District				
7631 · Nevada County Fees		8,197	10,110	81%
Total 7600 · Special District		8,197	10,110	81%
Total 7500 · General & Admin Related		8,197	10,110	81%
Total Expense		8,197	10,110	81%
Fund Over/<Under>	401,285	946,933	1,002,919	94%
Other Expense				
8700 · Transfers Out				
8722 · Transfer to 722		593,000	985,846	60%
Total 8700 · Transfers Out		593,000	985,846	60%
Total Other Expense		593,000	985,846	60%
Net Other		(593,000)	(985,846)	60%
Net Fund Activity	401,285	353,933	17,073	

Nevada County Consolidated Fire District
Capital Fund 758
April 2022

	<u>Apr 22</u>	<u>Jul '21 - Apr 22</u>	<u>Budget</u>	<u>% of Budget</u>
Revenues				
4800 · Other Revenue				
4820 · Interest & Finance Charges		6,092		
4830 · Rentals		520,000		
4850 · Sale Surplus Equipment			60,000	
Total 4800 · Other Revenue		<u>526,092</u>	<u>60,000</u>	<u>877%</u>
Total Revenues		<u>526,092</u>	<u>60,000</u>	<u>877%</u>
Expense				
6500 · Facility & Equipment Related				
6650 · Maintenance				
6681 · Facility Maint & Improvements		63,713		
Total 6650 · Maintenance		<u>63,713</u>		
6900 · Capital Expenditures				
6921 · Apparatus & Equipment	33,601	251,140	320,048	78%
6931 · Vehicles		37,843	65,000	58%
Total 6900 · Capital Expenditures	<u>33,601</u>	<u>288,983</u>	<u>385,048</u>	<u>75%</u>
Total 6500 · Facility & Equipment Related	<u>33,601</u>	<u>352,696</u>	<u>385,048</u>	<u>92%</u>
7500 · General & Admin Related				
7550 · Professional Services				
7561 · Consultants			6,000	
Total 7550 · Professional Services			<u>6,000</u>	
Total 7500 · General & Admin Related			<u>6,000</u>	
Total Expense	<u>33,601</u>	<u>352,696</u>	<u>391,048</u>	<u>90%</u>
Net Fund Over/<Under>	<u>(33,601)</u>	<u>173,396</u>	<u>(331,048)</u>	<u>(52%)</u>
Other Income				
8800 · Transfers In				
8822 · Transfer from 722			125,000	
Total 8800 · Transfers In			<u>125,000</u>	
Total Other Income			<u>125,000</u>	
Net Other			<u>125,000</u>	
Net Fund Activity	<u><u>(33,601)</u></u>	<u><u>173,396</u></u>	<u><u>(206,048)</u></u>	

Nevada County Consolidated Fire District Check History Report

April 2022

Date	Num	Name	Paid Amount
Fund 722			
04/04/2022	245165	AFLAC	797.92
04/04/2022	245127	BLUE SHIELD OF CALIFORNIA	30,409.76
04/04/2022	955334	FDAC Employee Benefits Authority	1,343.05
04/04/2022	955328	KAISER FOUNDATION HEALTH PLAN	17,611.70
04/04/2022	955310	SPECIAL DIST RISK MGMT AUTH.	4,479.98
04/04/2022	245176	STANDARD INSURANCE COMPANY	957.00
04/04/2022	245122	A&A A/C & HEATING	182.75
04/04/2022	245123	B&C ACE HOME & GARDEN CENTER	228.83
04/04/2022	955348	Daniel L Goldsmith	1,650.00
04/04/2022	245169	GOLDEN STATE EMERGENCY VEHICLE	84.38
04/04/2022	245171	LIGHTHOUSE UNIFORM CO.	1,242.38
04/04/2022	955316	MISSION LINEN SUPPLY, INC.	126.48
04/04/2022	245129	Nevada City Elks Lodge	210.00
04/04/2022	245145	SUBURBAN PROPANE	2,183.79
04/04/2022	955321	WALKER'S OFFICE SUPPLY	421.47
04/04/2022	245130	WASTE MANAGEMENT OF NEV. CO.	8.48
04/06/2022	245246	HSA BANK, DIV. OF WEBSTER BANK	12,434.39
04/07/2022	245247	CalPERS 457 Plan (Def. Comp)	950.00
04/07/2022	955815	NCCFD - EFTPS (Fed & State Taxes)	22,914.42
04/07/2022	955828	NEVADA COUNTY PROF FF ASSN	1,085.00
04/07/2022	955837	NATIONWIDE RETIREMENT SOLUTION	5,070.27
04/07/2022	911198	CalPERS (Retirement)	33,148.80
04/08/2022	GJE630	Net Pay- Pay Period Ending 04.02.22	100,838.98
04/11/2022	245407	ADVANTAGE GEAR, INC.	36.36
04/11/2022	245409	AUBURN FORD	129.06
04/11/2022	245376	B&C ACE HOME & GARDEN CENTER	71.21
04/11/2022	955945	ECONOMY PEST CONTROL	101.00
04/11/2022	245420	GOLDEN STATE EMERGENCY VEHICLE	1,991.36
04/11/2022	245406	HOUSE OF PRINT AND COPY	31.47
04/11/2022	955968	HUNT & SONS, INC.	5,399.02
04/11/2022	955954	PURCHASE POWER	50.00
04/11/2022	245425	RIEBES AUTO PARTS	216.15
04/11/2022	955958	RIVERVIEW INTERNATIONAL TRUCKS	768.62
04/11/2022	955975	ROBINSON ENTERPRISES, INC.	1,502.75
04/11/2022	245390	SACRAMENTO TRUCK CENTER	2,076.06
04/18/2022	245633	AT&T CALNET 3	404.40
04/18/2022	245632	CalCARD (US BANK)	16,377.49
04/18/2022	245637	A&A A/C & HEATING	637.00
04/18/2022	245678	ADVANTAGE GEAR, INC.	294.56
04/18/2022	956088	AIRGAS, NCN	263.21
04/18/2022	956081	ECONOMY PEST CONTROL	126.00
04/18/2022	956111	FOSTER & SON HOSE AND FITTINGS, INC.	141.85
04/18/2022	245690	GOLDEN STATE EMERGENCY VEHICLE	853.17
04/18/2022	245662	GRASS VALLEY FIRE DEPARTMENT	2,573.53

Nevada County Consolidated Fire District Check History Report

April 2022

Date	Num	Name	Paid Amount
04/18/2022	956084	HILLS FLAT LUMBER COMPANY	16.29
04/18/2022	245657	LIFE ASSIST INC.	1,386.23
04/18/2022	956085	MISSION LINEN SUPPLY, INC.	126.48
04/18/2022	956107	MOTOR ELECTRIC SERVICE CO.	620.79
04/18/2022	245651	NETWORK DESIGN ASSOCIATES	337.50
04/18/2022	245659	NID	86.81
04/18/2022	956091	RIVERVIEW INTERNATIONAL TRUCKS	214.63
04/18/2022	245663	SUBURBAN PROPANE	367.69
04/18/2022	956093	WALKER'S OFFICE SUPPLY	52.56
04/18/2022	245646	WASTE MANAGEMENT OF NEV. CO.	2,317.84
04/18/2022	245675	WITMER ASSOCIATES, INC. dba	534.59
04/21/2022	245716	CalPERS 457 Plan (Def. Comp)	1,100.00
04/21/2022	956149	NCCFD - EFTPS (Fed & State Taxes)	25,735.54
04/21/2022	956159	NEVADA COUNTY PROF FF ASSN	1,015.00
04/21/2022	956167	NATIONWIDE RETIREMENT SOLUTION	5,154.28
04/21/2022	911235	CalPERS (Retirement)	32,750.59
04/22/2022	GJE631	Net Pay- Pay Period Ending 04.16.22	102,959.14
04/25/2022	245877	AUBURN FORD	129.06
04/25/2022	956337	DAVISON, JASON D	400.00
04/25/2022	245895	Empire Energy Inc.	2,086.82
04/25/2022	245892	GOLDEN STATE EMERGENCY VEHICLE	1,392.89
04/25/2022	245859	LIFE ASSIST INC.	30.15
04/25/2022	956312	LONG, NICOLE	149.66
04/25/2022	956315	MISSION LINEN SUPPLY, INC.	69.00
04/25/2022	245856	NETWORK DESIGN ASSOCIATES	537.50
04/25/2022	245851	Nevada City Elks Lodge	40.00
04/25/2022	245862	NID	113.85
04/25/2022	245880	NorCal Construction	9,600.00
04/25/2022	956318	RIVERVIEW INTERNATIONAL TRUCKS	967.90
04/25/2022	245876	UPS	11.35
04/25/2022	245852	WASTE MANAGEMENT OF NEV. CO.	643.07
			<u>463,371.31</u>

Fund 758

04/04/2022	245118	WESTAMERICA BANK	29,909.55
04/18/2022	245634	GOLDEN STATE EMERGENCY VEHICLE	3,691.42
			<u>33,600.97</u>

Nevada County Consolidated Fire District Credit Card History Report

April, 2022

<u>722</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>
	04/06/2022	BENTON	AMAZON MARKETPLACE	26.54
	04/06/2022	BENTON	Gold Flat	24.76
	04/06/2022	COOMBE	AMAZON MARKETPLACE	91.28
	04/01/2022	FIN MGR	STREAMLINE	200.00
	04/01/2022	FIN MGR	PACIFIC GAS & ELECTRIC CO.	3,921.72
	04/06/2022	FIN MGR	AT&T Long Distance	7.01
	04/09/2022	FIN MGR	Cloudflare	5.00
	04/11/2022	FIN MGR	COMCAST	386.46
	04/14/2022	FIN MGR	AT&T (Carol Stream)	43.59
	04/17/2022	FIN MGR	COMCAST	135.05
	04/23/2022	FIN MGR	SMARTER BROADBAND	40.00
	04/23/2022	FIN MGR	SUDDENLINK (CEQUEL)	159.45
	04/23/2022	FIN MGR	SUDDENLINK (CEQUEL)	26.31
	04/25/2022	FIN MGR	COMCAST	145.73
	04/26/2022	FIN MGR	VERIZON WIRELESS	646.97
	04/06/2022	GREENE	CORNWELL ANDERSON TOOL	35.50
	04/06/2022	GREENE	TGI Fridays	64.80
	04/06/2022	GREENE	DISH NETWORK	92.79
	04/06/2022	GREENE	Ricky's BBQ	48.67
	04/06/2022	GREENE	Cheddar's Restaurant	42.69
	04/06/2022	GREENE	Arizola's Restaurant	33.00
	04/06/2022	GREENE	Cheddar's Restaurant	16.00
	04/06/2022	GREENE	Salt Lick BBQ at Delaware North Airport	70.89
	04/06/2022	GREENE	Townplace Suites (Fort Worth, Tx)	799.25
	04/06/2022	JOHNSEN	SIERRA-SACRAMENTO VALLEY EMS	68.00
	04/06/2022	LONG	AMAZON MARKETPLACE	13.95
	04/06/2022	LONG	Square- Daily Dispatch	405.00
	04/06/2022	LONG	MICROSOFT OFFICE	1,021.35
	04/06/2022	LONG	AMAZON MARKETPLACE	23.59
	04/06/2022	LONG	SIERRA-SACRAMENTO VALLEY EMS	68.00
	04/06/2022	LONG	Party City	101.93
	04/06/2022	LONG	Zoom	149.90
	04/06/2022	MARGHERITA	STAPLES	37.96
	04/06/2022	MARGHERITA	PMT Sac Co- Airport Parking (Sacramento, CA)	72.00
	04/06/2022	MARGHERITA	PMT Sac Co- Airport Parking (Sacramento, CA)	108.00
	04/06/2022	MARGHERITA	Boomer Jack's Grill	30.98
	04/06/2022	MARGHERITA	Shell Gas	46.30
	04/06/2022	MASON	AMAZON MARKETPLACE	94.58
	04/06/2022	MASON	AMAZON MARKETPLACE	755.58
	04/06/2022	MASON	AMAZON MARKETPLACE	401.71
	04/06/2022	MCELHANNON	Beowulf Industrial Sewing	215.00
	04/06/2022	MCELHANNON	PacForest Supply	302.73
	04/06/2022	MCPAHAN	Bluebeam	99.00
	04/06/2022	MENET	HOUSE OF PRINT AND COPY	164.73

Nevada County Consolidated Fire District Credit Card History Report

April, 2022

Date	Num	Name	Paid Amount
04/06/2022	SULLIVAN	ALL SEASON AWARDS	346.80
04/06/2022	SULLIVAN	Caseywood	3,192.75
04/06/2022	SULLIVAN	Beach Hut Deli	45.82
04/06/2022	SULLIVAN	RESCUE TRAINING INSTITUTE	35.00
04/06/2022	SULLIVAN	RESCUE TRAINING INSTITUTE	30.00
04/06/2022	SULLIVAN	SAFEWAY	419.92
04/06/2022	TREVETHICK	AMAZON MARKETPLACE	107.45
04/06/2022	TURNER	Main Street Melters	58.92
04/06/2022	TURNER	CA Narcotic Officers Assoc.	100.00
04/06/2022	WEATHERS	SPD MARKET	156.05
04/06/2022	WILSON	EmergencyME (Paypal)	380.00
04/06/2022	WILSON	Southwest Airlines	267.97
Total 2021 · US Bank Payable			16,384.43
TOTAL			16,384.43

May 11, 2022

Ms. Nicole Long
Administrative Services
Nevada County Consolidated Fire District
640 Coyote Street
Nevada City, California 95959

Re: *Engagement Letter to Provide Annual Administration Services to Nevada County Consolidated Fire District*

Dear Ms. Long:

Willdan Financial Services (“Willdan”) is pleased to submit the following scope of services and fee to the Nevada County Consolidated Fire District to provide annual administration services specific to the existing Fire Suppression Benefit Assessment District and Special Tax for Fire Suppression, Protection and Emergency Medical Response Services. Our team is comprised of leading experts in the field, we utilize the most advanced special district administration software, and our depth of resources and customer service are unmatched in the industry at a competitive fee.

Scope of Services

Outlined below is the scope of services that Willdan will follow to properly administer Nevada County Consolidated Fire District’s Fire Suppression Benefit Assessment District and Special Tax.

1. Schedule an annual kick-off conference call with Fire District staff to review administrative policies and procedures. Identify and discuss possible changes to the special tax and/or assessment for the upcoming fiscal year, including budget issues, modification or expansion of fire services, as well as regulatory changes that may impact the charge(s).
2. Prepare an annual levy timeline identifying key dates and timeframes for pertinent tasks throughout the levy process. This timeline will be reviewed and discussed with Fire District staff. As needed, the timeline will also be adjusted to address the Fire District’s scheduling requirements or proposed changes.
3. Develop, update and maintain a parcel levy database by using parcel information from the County secured roll, parcel change database and various other sources. As new data becomes available, update the database and enhance the data through parcel research using current secured roll information, County Assessor maps, various third-party resources, and specific information provided by the Fire District (e.g., up-to-date map approval status, building permits, or certificate of occupancy data). Updates to the database will include those necessitated by the addition and/or removal of parcels, land subdivisions and merges, land use code, ownership and mailing address changes, assessed values and adjusted benefit unit information.
4. This database will then become the source for the calculation of the annual assessments/special taxes. Based upon their assigned benefit, our MuniMagic+ software will be used to calculate the annual charge for the parcels within the Fire District’s service area. This software is capable of handling complex assessment methodologies and special tax formulas, calculating the annual assessments/taxes, and producing files in the required format for submittal to the County Auditor/Controller’s Office. The same data can then be used to reproduce databases of assessed parcels in hardcopy, CD-ROM, or other electronic formats.
5. Provide special tax and assessment amounts for each parcel by Assessor’s Parcel Number to the County Auditor/Controller’s Office in the media, format, and configuration required by the County for placement on the annual property tax roll.

6. Provide resolutions ordering the levy, collection of assessments/taxes, and any other necessary information to the County Auditor/Controller's Office.
7. Research the exceptions upon receipt of a parcel exceptions list from the County; and update parcel number changes, as well as report the revised parcels and updated levy amounts to the County. As necessary, Willdan will prepare for Fire District staff additional County required correspondences relating to the submittal, correction, or removal of special taxes/assessments to the County tax roll. Willdan will manually invoice levy installments that cannot be collected on the County property tax roll on behalf of the Fire District.
8. Provide the Fire District with a levy summary report comparing budget amounts to the actual applied levy. This levy summary will include a description of the reasons for any significant variances between the amounts budgeted, and the amounts actually applied to the County tax roll.
9. Act as primary contact (at the discretion of the Fire District) to answer property owner questions regarding the charge. Willdan provides the County our toll-free telephone number for inclusion on the tax bills for property owners to call with questions.

Client Responsibilities

Willdan will rely on obtaining the following information from the Fire District:

- As required by law, the Fire District is responsible for publishing the public hearing notices in the local newspaper, as well as the posting of public hearings notices.
- Annual budget information for the Assessment District, including estimated fund balances.
- Changes, modifications, or updates to the improvements described in the previous year's Engineer's Report. If available, the list of improvements should include detailed plans and specifications.
- Certified copies of the resolution(s) or other documentation required by the County for submittal of the annual levy.
- Updated assessment/boundary diagrams, as needed.
- Updates, if necessary, of pertinent development information.

If needed, the Fire District will also assist Willdan in obtaining pertinent development information.

The Fire District acknowledges that Willdan shall be relying upon the accuracy and validity of the information provided by the Fire District or their designees and that Willdan shall not be liable for any inaccuracies contained therein.

Schedule

The expected due dates for Fiscal Year 2022/23 levy submittal (subject to confirmation) and documentation per the County are identified below:

Annual Administration Schedule	
Date	Task Description
May 2022	Project kick-off and planning meeting
May/June 2022	Parcel research and create levy database for the current year, including preliminary database checks, land use, and parcel changes
June 2022	Resolution submittals
July 2022	Verify parcel databases with County Assessor's Data
July 2022	Submit levy files to County Auditor/Controller
August 2022	Corrections

Fee for Services

The following fees reflect application of the work plan identified in the Scope of Services. The fees are based on the time estimated that will be spent on average each year to provide the requested services. All costs associated with annual administration are fully recoverable either through the assessment levy or through payment by requestor for special services.

Willdan proposes a fixed fee of \$7,500 for a one (1) year agreement; plus, an additional two one-year options to renew at the same fee, with no CPI inflator.

Annual Administration Services			
	FY 22/23	Optional FY 23/24	Optional FY 24/25
Fire Suppression Benefit Assessment District 2004-1	\$ 3,750	\$ 3,750	\$ 3,750
Special Tax (Suppression, Protection & EMS)	\$ 3,750	\$ 3,750	\$ 3,750
Annual Administration Fee	\$ 7,500	\$ 7,500	\$ 7,500

Billing and Payment

Willdan will invoice the Fire District upon percentage of project completion.

Other Fees

Invoices/Handbills

Upon the District's request and approval, Willdan can prepare and mail invoices (handbills) to property owners whose proposed annual assessment/tax for their parcel could not be applied to the County tax roll. This is an optional service, and the cost associated with this service is not included in the annual fee; but may be provided at our then-current hourly consulting rates (see "Additional Services" below), plus expenses.

Reimbursable Expenses

Willdan will be reimbursed for out-of-pocket expenses. Examples of reimbursable expenses include, but are not limited to:

- Postage;
- Travel expenses;
- Mileage (current prevailing rate);
- Maps;
- Electronic data provided from the county and/or other applicable resources;
- Construction cost periodicals; and
- Copying (currently 6¢ per copy).

The Fire District shall reimburse Willdan for any costs Willdan incurs, including without limitation, copying costs, digitizing costs, travel expenses, employee time and attorneys' fees, to respond to the legal process of any governmental agency relating to the District or relating to the project. Reimbursement shall be at Willdan's hourly rates in effect at the time of such response.

Additional Services

Additional authorized services will be billed at Willdan's then current hourly consulting rates. Our current hourly rates are outlined in the table below.

Willdan Financial Services	
Position	Hourly Rate
Group Director	\$ 210
Principal Consultant / Assistant Director	200
Senior Project Manager	165
Project Manager / Program Director	145
Senior Project Analyst	130
Senior Analyst	120
Analyst	100
Analyst Assistant	75
Property Owner Services Representative	55
Support Staff	50

Authorization

If the terms of this engagement are acceptable, please sign where indicated and email this letter back to our contracts supervisor:

Joanie Reynolds
Willdan Financial Services
27368 Via Industria, Suite 200
Temecula, California 92590
Ph. (800) 755-6864; fax (951) 587-3510
E-mail: jreynolds@willdan.com

Willdan appreciates this opportunity to continue to assist the Nevada County Consolidated District with the annual administration of their special taxes and assessments. If you have any questions, please contact me at (951) 587-3575 or via email at MMedve@willdan.com. We look forward to hearing from you.

Sincerely,

WILLDAN FINANCIAL SERVICES



Gladys Medina
Group Director - Vice President
District Administration Services

Willdan Financial Services



Gladys Medina, Vice President and Group Manager

May 11, 2022

Date

Nevada County Consolidated Fire District

Signature

Date

Print Name

ATTACHMENT 1 TO LETTER AGREEMENT

TERMS AND CONDITIONS

The Letter Agreement between the Nevada County Consolidated Fire District ("Client") and Willdan Financial Services ("WFS") is subject to these Terms and Conditions (collectively, this "Agreement").

1. **Additional Services.** Additional services shall be performed by WFS only upon Client's request evidenced by a written addendum executed by both parties.
2. **Compensation.** WFS shall submit monthly statements for services. Payments shall be due and payable within 30 days of invoice and if not timely paid shall bear interest at the rate of 1.5% per month.
3. **Termination.** Either party may terminate this Agreement at any time upon 30 days' written notice. In the event of early termination, WFS shall be paid for services performed prior to the effective date of termination.
4. **Data Provided by Client.** WFS shall rely upon data provided by Client without independent verification of accuracy. WFS shall not be responsible for any errors resulting from its use of inaccurate data provided by Client.
5. **Indemnification.** Each Party shall indemnify the other from claims resulting from their respective negligence or other wrongful conduct or the negligence or other wrongful conduct of their respective officers, agents or employees.
6. **Insurance.** WFS shall maintain the following insurance:
 - a. Workers' Compensation and Employer's Liability Insurance as prescribed by applicable law.
 - b. Commercial General Liability Insurance, with limits not be less than \$1,000,000 per occurrence and general aggregate.
 - c. Commercial Automobile Liability with limits not less than \$1,000,000 per occurrence.
 - d. Professional Liability with limits not be less than \$1,000,000 per claim and annual aggregate.
 - e. All policies except Professional Liability and Workers Compensation shall include Client as an additional insured and be primary with respect to any insurance carried by WFS. All policies shall include a waiver of subrogation in favor of Client.
 - f. WFS shall provide Client with certificates of insurance evidencing compliance with the above insurance requirements prior to commencing it services.
7. **Miscellaneous.**
 - a. Titles used in this Agreement are for general reference and are not a part of the Agreement.
 - b. This Agreement shall be interpreted as though prepared by both parties.
 - c. Any provision of this Agreement held to violate any law shall be deemed void, and all remaining provisions shall continue in full force and effect.
 - d. This Agreement shall be interpreted under the laws of the State of California.
 - e. This Agreement comprises a final and complete repository of the understandings between the parties and supersedes all prior or contemporary communications, representations or agreements, whether oral or written, relating to the subject matter of this Agreement.
 - f. Any notices given pursuant to this agreement shall be effective on the third business day after posting by first class mail, postage prepaid, to the address appearing immediately after the signatures below.
 - g. WFS shall not be liable for damages resulting from the actions or inactions of governmental agencies including, but not limited to, permit processing or environmental impact reports.
 - h. WFS's waiver of any term, condition, or covenant, or breach of any term, condition, or covenant, shall not constitute the waiver of any subsequent breach of any other term, condition or covenant.
 - i. WFS shall not responsible for the performance of services by third parties not retained by WFS.



Nevada County Consolidated Fire District

640 Coyote Street, Nevada City, CA 95959

(530) 265-4431 FAX (530) 265-4438

nccfire@nccfire.com • www.nccfire.com

To: Board of Directors
From: Fleet and Facilities Supervisor Kevin Greene through Fire Chief Turner
Date: May 12, 2022
Subject: Surplus Equipment

Background:

The Board approved the surplus two reserve engines at the September 16, 2021, meeting. The decision was made to surplus these engines due to taking possession of an OES Type 6 engine and the arrival of the new Engine 88. The two reserve engines were declared surplus for \$30,000.00 each were:

- Unit # 129 1996 International 4800 VIN #1HTSEAAN8TH268944
- Unit # 130 1996 International 4800 VIN #1HTSEAAN7TH397631

Recommendation:

Staff recommends accepting the offer for \$25,000.00 each and authorizing Fleet and Facilities Supervisor Greene to sign any documentation required for sale on behalf of the district.

Fiscal Implications:

Anticipated net revenue from the sale of surplus fire engines –

- Unit # 129 1996 International 4800 \$25,000.00
- Unit # 130 1996 International 4800 \$25,000.00

Motion Needed:

Motion to approve the surplus of listed engines for \$25,000.00 each and authorize Fleet and Facilities Supervisor Greene to sign any documents required to sell these engines on behalf of the district.



Nevada County Consolidated Fire District

Resolution 22-08

Establishment of a Petty Cash Fund

WHEREAS, there is a need for Nevada County Consolidated Fire District to have a petty cash account.

WHEREAS, the fund may be used for paying small bills directly, the accountability, the authorization to draw additional warrants to reimburse the fund, and shall contain an itemized account of expenditures will lie within the Finance Department of the Nevada County Consolidated Fire District.

THEREFORE, the Board of Directors of the Nevada County Consolidated Fire District has determined that the petty cash account will not exceed five hundred dollars (\$500.00) according to Section 13905 of the Health and Safety Code.

PASSED AND ADOPTED by the Board of Directors as Resolution of the Nevada County Consolidated Fire District at the Regular Board Meeting held on the 19th day of May 2022 by the following roll call:

Ayes:

Noes:

Absent:

Abstain:

Keith Grueneberg, President of the Board
Nevada County Consolidated Fire District

Attest:

Nicole Long, Secretary of the Board



Nevada County Consolidated Fire District

640 Coyote Street, Nevada City, CA 95959

(530) 265-4431 FAX (530) 265-4438

nccfire@nccfire.com • www.nccfire.com

To: NCCFD Board of Directors
From: Nicole, Administrative Services Manager through Fire Chief Turner
Subject: November 8, 2022 General District Election
Date: May 3, 2022

BACKGROUND

Due to the expiring terms of four District Board members, the Nevada County Elections Department has sent a memo with instructions for documents that must be processed to get ready for the November 8, 2022 General Election. The documents are state-mandated and required to “consolidate” our election of elective offices with the other agencies’ elective offices that may need to be placed on the General Election ballot in November.

ACTION REQUIRED

The Board is required to determine if

1. The District or the candidates must pay for their candidate’s statement; and
2. The candidate’s statement should be limited to 200 or 400 words.

Please note that, in the past, the NCCFD Board has chosen to have the candidate pay the cost and has limited the statement to 200 words.

After the Board decides the above, the Board adopts a Resolution reporting their decision. Resolution R22-09 is included in the Board Packet for this purpose.

NOTICE OF DISTRICT ELECTION

The Notice includes the above information as well as the following information about the elective offices (Long = 4-Year Term; Short = 2-Year Term):

<u>Title of Office</u>	<u>Name of Incumbent</u>	<u>Length of Term</u>
Director	Keith Grueneberg	Long
Director	Barry Dorland	Long
Director	Jon Hall	Long

CANDIDATE FILING DEADLINE

Please note the following important deadlines and instructions for the Candidates listed above:

- Candidate Filing begins Monday, July 18, 2022 and ends Friday, August 12, 2022 at 5:00 p.m.
- If the incumbent does not seek re-election, the filing period is extended through Wednesday, August 17, 2022 at 5:00 p.m.
- All candidates file with the Nevada County Elections Office.
- To avoid more than one visit to the Elections Office in Nevada City, candidates who choose to have a Candidate's Statement published in the Sample Ballot Booklet should submit their Candidate's Statement when they file their nomination documents.



Nevada County Consolidated Fire District

Resolution 22-09

Resolution Calling for General District Election

WHEREAS, an election will be held within the Nevada County Consolidated Fire District (NCCFD) on November 8, 2022 for the purpose of electing three (3) members to the District Board of Directors; and

WHEREAS, whenever two or more elections are called to be held on the same day, in the same territory, or in part of the same territory, such elections should be consolidated;

NOW, THEREFORE, BE IT RESOLVED THAT an election be held on November 8, 2022 for the purpose of electing three (3) members to the District Board of Directors; and

BE IT FURTHER RESOLVED THAT the Nevada County Consolidated Fire District requests the governing body of the County of Nevada, as prescribed by Elections Code Section 10402 and 10403 to consolidate the regularly scheduled district election with any other elections to be held on November 8, 2022, and

BE IT FURTHER RESOLVED THAT the _____ is to pay for the publication of the Candidate's Statement of Qualifications, pursuant to Elections Code Section 13307. The limitation on the number of words that a candidate may use in his/her Candidate's Statement is 200 words; and

BE IT FURTHER RESOLVED THAT the Nevada County Consolidated Fire District agrees to reimburse the County of Nevada for the district's prorated share of the costs of the election.

PASSED AND ADOPTED by the following vote on May 19, 2022.

YES Votes _____
(Number)

NO Votes _____
(Number)

ABSENT _____
(Number)

Keith Grueneberg, President of the Board
Nevada County Consolidated Fire District

Attest:

Nicole Long, Secretary of the Board



Nevada County Consolidated Fire District

640 Coyote Street, Nevada City, CA 95959

(530) 265-4431 FAX (530) 265-4438

nccfire@nccfire.com • www.nccfire.com

To: Nevada County Consolidated Fire District Board of Directors
From: Jim Turner, Fire Chief
Date: May 9, 2022
Re: Division Chief – Fire Prevention

Background:

On June 4th, 2022, the District will experience a vacancy within the Department of Fire Prevention with the retirement of Fire Marshal Terry McMahan. Staff have been very proactive in identifying a well-qualified individual to fulfill the vacancy and to minimize the impact of the transition. Last year an eligibility list was established for the position of Division Chief of Fire Prevention. Deputy Fire Marshal Patrick Mason successfully met all of the requirements for the position and was placed on the eligibility list. Mr. Mason has a significant background within the Department of Fire Prevention and has established an exceptional working relation with our citizens and allied agencies. He is well versed in the requirements and responsibilities of the position of the Fire Marshal.

Recommendation:

In accordance with; *Section 1.2.4. of the District's Personnel Code, "Appointing Authority"*

Except as specifically provided elsewhere, the following shall be deemed the Appointing Authority:

(b) The Chief shall be the appointing authority for the Fire Marshal, but such appointment shall be subject to confirmation by the Board.

Recognizing the requirements of the District's Personnel Code, the Board of Directors authorize Chief Turner to appoint Deputy Fire Marshal Patrick Mason to the position of Fire Marshal effective June 5, 2022.

Fiscal Implications:

The position is identified and budgeted for within the 2021/2022 fiscal budget. There are no additional costs incurred by the district.

Motion Needed to Approve:

The District Board of Directors authorize Chief Turner to appoint Patrick Mason to the position of Fire Marshal effective June 5th, 2022, in accordance with Section 1.2.4 (b) of the Personnel Code.

Dear Fire Marshal McLahan,

On behalf of the Foxwood-Slate Creek FWC
I would like to thank you for attending
our FWC meeting on April 23rd, especially
on such late notice. With the threat of
wild fire being on top of everyone's mind,
it was greatly appreciated that you
were there to inform the group and
answer their questions. Also, congratulations
on your upcoming retirement and thank
you for serving our community for so
many years.

Sincerely,
Lisa Macrina
Foxwood-Slate Creek FWC
Volunteer

ROUGH AND READY Volunteer FIRE DEPT.

09May2022

Nevada County Consolidated Fire District
10135 Nevada City, CA 95959

Memo: Board of Directors

Per our meeting with Chief Turner on May 2, 2022, please consider a contract with Rough and Ready Fire District for a Chief and Administration, as determined necessary. Please provide us with the details and price of your services.

Our expectation is for the Chief and Administration to configure staffing and coverage that is budget appropriate. It is our intention that going forward we begin negotiations for long term solutions.

Respectfully,

Sheridan Loungway, Board of Directors Chairperson
Tom Nelson, Board of Directors, VP and Personnel
Doug Wittler, Board of Directors, Finance

For additional information: Preliminary DRAFT Budget 2022-23 Overview

Est. Income **444,564.00** + **estimated donations 20,000**
464,564.00 Adjusted Income
270,654.00 PR, Co Paid Taxes, Health Benefits (minimum)
37,576.00 Workers Comp
171,785.00 Fixed Expenses
1,5451.00 Shortfall

Rough and Ready Fire-Volunteer to Paid Staff

- The Fire District had operated as a volunteer fire department since its inception in 1967. Various revenue sources help fund its operation, in 2018 we put on paid staff consisting of two Captions working as single staffing on rotating shifts of three (24 hour) days on and three days off. Along with volunteer staffing.
- 2019 The Fire District came to the Community and ask for a per Parcel Fire Suppression Assessment for the purpose of enhancing staffing and the increasing expenses for services, maintenance and supplies of a staffed fire station. This Assessment was based on fire suppression services only.
- The Assessment Engineering was based on the previous staffing schedule. After the Assessment passed the District was able to hire two more personnel being able to staff the fire house with 2 staffing 24/7 and fund the expanding cost of operating a staffed fire station.
- The Three day staffing became problematic with overtime, scheduling and expenditures, and had become not the normal in the industry. The current standard in the industry is a 48 hour on shift with 96 hours off shift (48/96), creating three shifts A shift, B shift, C shift, employing Six Firefighters, supplemented with two/three seasonal fire personnel during fire season, this allowed us to participate in strike team assignments, bringing in extra revenue. While being back staffed with our dedicated Volunteers.
- 2021 the State Fire Marshal eliminated the volunteer fire certification and a minimum standard requires completion from a Fire Academy for staffing response at the Firehouse. Along with other mandates from the Fire Marshal and the State our operation cost has increased along with the cost of living and inflation increases.
- While it has only been a few short years sense the Assessment was implemented the Industry and the cost of doing business has changed significantly. Our revenue has changed very little in comparison.
- The current Administration has taken on the challenge to find a sustainable solution to maintain the quality fire service the community has come to know and count on. We are reaching out and meeting with Employees Union Representatives, neighboring Fire Districts, our County Supervisor, LAFCO,(agency that has oversight on special Districts) Community groups and individuals for input from all parties involved to find a sustainable solution.
- The current Administration would like to thank the community for its support over the many years and with the support our Grange, the Chamber of Commerce, the Upper Rough and Ready Fire Wise Road committee, Individuals and with the end of the Covid restriction, we are looking forward the resuming the community breakfast, spaghetti dinners, Secession Days, the Fair booth and working with our community to keep our local pride and identity.

Fire Chief Report

April 2022

Incidents

Date	Time	Type	Location	Agency
3/1	1622	Public assist	Rough and Ready Hwy.	RAR
3/1	2136	MVA	Pleasant Valley Rd.	PNV
3/2	1946	MVA	John Born Rd,	PNV
3/3	1434	Medical/ Fall	Rough and Ready Hwy.	RAR
3/8	2148	Medical / Allergic reaction	Jones Bar Rd.	PNV
3/10	1906	MVA	Penn Valley Dr.	PNV
3/10	2027	Poss. 11-44	Starduster Dr.	PNV
3/11	0510	Fire alarm	West Dr.	NCC
3/11	1357	Code 2 medical/ Fall	Valley Dr.	PNV
3/12	1201	MVA	Newtown Rd.	PNV
3/12	1458	Vegetation Fire	John Born Rd.	PNV
3/13	0142	Vegetation fire	McKittrick Ranch Rd.	PNV
3/13	1533	MVA	Bitney Springs Rd.	NCC
3/15	1618	Assault	Fickle Lake Ln.	PNV
3/16	0714	Lines Down	Bitney Springs Rd.	NCC
3/16	0951	Leg pain	Rough and Ready Rd.	RAR
3/16	1615	MVA	Lake wildwood Dr.	PNV
3/17	1300	MVA	Mooney Flat Rd.	PNV
3/17	2119	Hip Injury	Cook Rd.	RAR
3/18	1801	Dog bite	Kodama Rd.	PNV
3/18	2204	Structure Fire	Rough and ready Hwy.	NCC
3/19	0119	Fall	Briarwood Ln.	NCC
3/19	1054	Overdose	Shepard Rd.	PNV
3/19	1403	Code 2 Medical/ Back pain	Sunset Av.	NCC
3/19	2204	MVA	Willow Ln.	PNV
3/20	0950	Head Injury	Prospector Rd.	RAR
3/22	1137	Smoke Check	Mountaineer Tr.	NCC
3/22	1344	Lift Assist	Sunset Av.	NCC
3/26	1059	MVA	Live Oak Ln.	PNV
3/26	1432	MVA	Bridgeport	PNV

3/26	1839	Altered LOC	Clover Ct.	PNV
3/27	0642	Broken Ankle	Rough and ready Rd.	RAR
3/27	2340	Altered LOC	N. Ponderosa Wy. .	RAR
3/28	0911	Code 2 Medical / Ill Person	East Dr.	NCC
3/28	1906	Fall	Gold Country Dr.	PNV
3/29	1255	Syncopy	Penn Valley Dr.	PNV
3/29	1357	Irregular BP	Paradise Dr.	PNV
3/29	2221	Fall	Briarwood Ln.	NCC
3/30	0614	Med Check out	East Dr.	NCC
3/30	0702	Person slumped over wheel	Taco Shell	PNV

40 total incidents. 7 in Rough and Ready, 22 in Penn Valley, 11 in Nevada County Consolidated.

Fire Chief's Report

March 2022

INCIDENTS

Date	Time	Type	Location	Agency
2/2	0909	Ill Male.	Diersak Ln.	RAR
2/5	1738	Structure Fire	Rough and Ready Hwy.	NCC
2/7	0416	MVA	Rough and Ready Hwy.	RAR
2/7	0924	Person down	Rough and Ready Hwy.	RAR
2/10	1634	Overdose	Mystic Mine Rd.	NCC
2/11	1116	Control burn check	Mystic Mine Rd.	NCC
2/11	1539	Public Assist	Rough and Ready Hwy.	RAR
2/12	1912	Structure Fire	Lost Tr.	NCC
2/16	1349	Difficulty breathing	Del Bonita Wy.	PNV
2/17	1726	Structure Fire	Walker Dr.	NCC
2/18	0132	Assault	Mystic Mine Rd.	NCC
2/19	1140	MVA	Bitney Springs Rd.	PNV
2/19	1258	Unknown medical	Quail Ln.	PNV
2/19	1307	Unresponsive person	Wildflower Dr.	PNV
2/19	1518	Echo Response	Easy St.	PNV
2/20	1101	Chest pain	Brower Dr,	PNV
2/20	2056	Structure Fire	Empty Diggins Ln.	RAR
2/21	0925	Stage per NCSO	Kentucky Flat Rd.	PNV
2/21	1829	Vegetation Fire	Kentucky Flat Rd.	PNV
2/23	0013	Difficulty breathing	Yukon Wy.	NCC
2/23	1629	Altered LOC	Quincy Ln.	PNV
2/23	2144	Structure Fire	Bitney Springs Rd.	PNV
2/24	0742	Unresponsive person	S. Ponderosa Wy.	RAR
2/25	1058	Commercial Fire Alarm	Pleasant Valley Rd.	PNV
2/25	1616	Echo Response	Lake Forest Dr.	PNV
2/25	1646	Back injury	Penn Valley Dr.	PNV

2/25	1918	Public Assist	Cook Rd.	PNV
2/26	0749	Echo Response	Chaparral Dr.	PNV
2/26	1021	Cardiac	King Arthurs Ct.	RAR
2/28	0520	Control Burn Check	Bitney Springs Rd.	PNV

CO BAR 17 PV
T NCC

E-5960 is back in service ready for pickup. E-5981 out of service transmission issues. WT-5995 sold.

Shifts have been restructured. Captain Billberg is now with FF Crouthmel, Engineer Grayson is on with FF Costa and Engineer Hanlon is on with FF Cartmell.

Jonathan, Taj, Pat and Ben completed S-290 Intermediate fire behavior at Station 52 (free training thank you Ophir Hill). Sarah is currently in Driver/Operator 1B.

Fire Chief's Report

February 2022

Incidents

Date	Time	Type	Location	Agency
1/2	2133	Ill person	Pierite Rd.	NCC
1/4	0323	Difficulty breathing	Ironclad Rd.	RAR
1/4	1053	Ill person	Rough and Ready Hwy.	RAR
1/7	1918	Echo response	Mystic Ct.	NCC
1/12	1255	Detox	Rough and Ready Hwy.	RAR
1/14	2051	NCSO Pt. check	N. Ponderosa Wy.	NCC
1/15	0904	Swelling legs	Ironclad Rd.	RAR
1/15	1327	Public Assist	Rough and Ready Hwy.	RAR
1/16	0707	Ill Person	Yukon Wy.	NCC
1/17	1001	Swollen Legs	Ironclad Rd.	RAR
1/19	0756	MVA	Hwy.20 X Poker Flat	PNV
1/20	0624	Public Assist	Rough and Ready Hwy.	RAR
1/22	0040	Difficulty breathing	Ironclad Rd.	RAR
1/22	1313	Abdominal pain	Pick and Pan Ln.	RAR
1/22	1551	Vegetation fire	Lowden Ln.	NCC
1/23	0804	Dislocated hip	Cook Rd.	RAR
1/24	0917	Public Assist	Kearney Ct.	PNV
1/24	1809	Control burn check	Flying T Rd.	RAR
1/25	0028	MVA	Sun Forest Dr.	PNV
1/25	0830	Difficulty breathing	Kearney Ct.	PNV
1/25	1118	COPD	Rough and Ready Hwy.	RAR
1/28	1617	MVA	Chaparral Dr.	PNV
1/28	1704	Echo response	Hemlock Dr.	PNV
1/28	1754	Stroke	Sugarbush Ct.	PNV
1/31	0224	NCSO Pt. check	W.Digger Hill Wy.	RAR

25 total incidents. 13 in RAR, 7 in PNV, 5 in NCC.



NCCFD CHIEFS' MONTHLY REPORT

To: NCCFD Board of Directors
From: Jim Turner, Fire Chief
Pat Sullivan, Division of Operations Chief
Date: May 19, 2022

SUPPRESSION

222 Calls for Service
1 Structure Fire (minor loss)
2 vegetation Fires (less than an acre)
5:39 minutes average response time to scene.

ADMINISTRATION

Lieutenant Exam was completed, and the candidates are ranked.
Firefighter exam was completed, and four candidates are completing pre-employment screenings.
Captain Brock Benton received the Medal of Valor by the Placer County Law Enforcement Agencies for rescues performed with CHP Helicopter H-20 as a part of the Nevada County Helicopter Rescue Team on the North Complex in 2020. (See attachment)

FLEET AND FACILITIES

Pump testing all equipment passed
Station 86 update
New Engine 88 delivered

MEETINGS

Division Chief Sullivan attended:
Yuba River Cohorts monthly meeting
Chief Sullivan and Fire Marshal McMahan attended:
Sacramento Valley-Sierra Foothills Critical Incident Team quarterly meeting
Nevada County Law Enforcement and Fire Protection Council
Chief Turner, Division Chief Sullivan and Fire Marshal McMahan attended:
County Chiefs monthly meeting.



NCCFD CHIEFS' MONTHLY REPORT

FIRE PREVENTION

Public Education:

Deputy Fire Marshal Mason was busy attending Eden Ranch Fire Safety Meetings and speaking at Eskaton Village on preparing for evacuation.

Engine Crews attended the Forest Springs Mobile Home Community Safety Meeting. It was well attended by the residents of the community.

Meetings and Training attended by Fire Marshal McMahan:

Community Agencies United for Safe Schools and Safe Streets (CAUSSSS)

Fire Prevention Staff Meeting

Nor-Cal FPO, held in Plymouth, California

Fire Safe Council of Nevada County Board of Directors meeting

Lake Vera Round Mountain Firewise Community held at Camp Gold Hollow

Comments:

Counseled juveniles on the dangers of setting fires.

Deputy Fire Marshal Mason attended the Sacramento Regional Fire Prevention meeting.



Placer Law Enforcement Agencies

THIS IS TO CERTIFY THAT THE PLEA HONORS AND AWARDS
SELECTION COMMITTEE HAS AWARDED THE

BRONZE MEDAL OF VALOR

TO

CAPTAIN BROCK BENTON

NEVADA COUNTY CONSOLIDATED FIRE

GIVEN THIS DAY, 04 NOVEMBER, 2021

A handwritten signature in blue ink that reads "T Bergstrom".

Troy Bergstrom, Chief of Police

Honors and Awards Committee Chairman

Placer Law Enforcement Agencies



CITATION TO ACCOMPANY THE AWARD OF THE
BRONZE MEDAL OF VALOR
TO
CAPTAIN BROCK BENTON

On 10/03/20, Nevada County Firefighter / Hoist Rescue Technician Brock Benton was the part of a team aboard CHP Helicopter-20 (H-20) on a mission to rescue four injured firefighters battling the North Complex Fire in Butte County. The firefighters were pinned down and stuck on a steep mountainside. Over a three hour period, Firefighter Benton participated in four separate trips in H-20 traveling in steep rugged terrain, an active fire line, with poor visibility due to smoke and strong winds. The mission potentially saved the lives of all four injured firefighters, all of whom made a full recovery.

Given this day, 04 November, 2021