

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
Patrick Mason, Fire Marshal
Kevin Greene, Fleet and Facilities Supervisor
Nicole Long, Administrative Services Manager
Kaitlin Purvis, Finance Administrative Assistant
Tricia Bush, Administrative Services Assistant

BOARD OF DIRECTORS -REGULAR MEETING THURSDAY, OCTOBER 20, 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.

Tricia Bush, Board Secretary
(530) 265-4431
triciabush@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 – September 15, 2022
2. Fund Balances, Check History Report and Credit Card History Report
3. 2012 Special Tax Report for Fiscal Year 2021/2022
4. Annual AB1600 Report for Fiscal Year 2021/2022

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

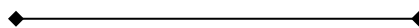
NEW BUSINESS

5. Discussion and possible action, Regarding the District’s Property, Liability, and Vehicle Insurance Coverage. Chief Turner
6. Discussion and possible action, Resolution 22-34, Approving the Job Description and Amending the District Staffing Roster to establish the following position per the NCCFD Personnel Code Section 1.3.1:
 - Fire Prevention Assistant Fire Marshal Mason
7. Correspondence
 - 7A. Thank you note from The Daughters of the American Revolution, dated October 2022.

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 triciabush@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.

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BOARD OF DIRECTORS MINUTES September 15, 2022

Regular Meeting held at
11329 McCourtney Road, Grass Valley, CA 95949

NCCFD DIRECTORS

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

STAFF:

Present: Fire Chief Turner, Division Chief Sullivan, Administrative Services Long

STANDING ORDERS:

President Grueneberg called the meeting to order at 7:00 pm and took roll call, noting Director Hall was absent. Director Dorland led in the pledge of allegiance.

*PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Per CA Government Code 54954.3

No public comment.

CONSENT CALENDAR

1. Acceptance of Minutes –August 18, 2022
2. Acceptance of Minutes- August 31, 2022
3. Fund Balances, Check History Report and Credit Card History Report

Director Slade-Troutman motioned to accept the consent calendar. Director Carrington seconded. **MOTION** passed unanimously, with Director Hall being absent.

COMMITTEE REPORTS

STANDING COMMITTEES

FINANCE/BUDGET: Hall, Slade-Troutman

PERSONNEL: Carrington, Nelson

AD HOC COMMITTEES

BOARD POLICY AND PROCEDURES: Grueneberg

CONSOLIDATION: Grueneberg, Dorland, Carrington

LOCAL AGENCY ASSIGNMENTS

NEVADA COUNTY FIRE AGENCY (JPA): Garrett, Turner

Finance – None

Personnel – None

Board Policy & Procedures – None

Consolidation – None

JPA – None

OLD BUSINESS

4. Discussion and possible action, Senate Bill 1205 Annual Inspection Compliance Report 2021/2022

Fire Chief Turner verbally reviewed Fire Marshal Mason's amended report, verbally reporting that 3 hotels/motels, 8 churches, 5 large assemblies were not inspected. Director Nelson motioned to accept this report as submitted as it meets the reporting requirement set forth in 13146.4 H&S. Director Dorland seconded. **MOTION** passed unanimously, with Director Hall being absent.

5. Discussion and possible action, Resolution R22-29, 2022/2023 Corrected Fiscal Year District Wage and Compensation Schedule.

Administrative Services Long reported the District Wage and Compensation Schedule was corrected to reflect the FPO II/ Deputy Fire Marshal position's hourly rate which was miscalculated by .33 cents per hour. Director Nelson motioned to adopt Resolution R22-29, 2022/2023 Corrected Fiscal Year District Wage and Compensation Schedule. Director Garrett seconded. **MOTION** passed unanimously following a roll call vote, with Director Hall being absent.

NEW BUSINESS

6. Discussion and possible action, Resolution 22-30, Fee Schedule for Prevention, Regulatory Programs, Incidents and Other Services.

Fire Chief Turner reported the Fee Schedule is associated with services for prevention, shop and other programs. Staff reviews this annually and takes actual costs into account. The hourly rate increased from \$138.00 to now be \$144.00. Director Nelson requested there be a notation indicating drone use with a half hour rate indicated. Director Slade-Troutman motioned to adopt Resolution 22-30, Fee Schedule for Prevention, Regulatory Programs, Incidents and Other Services with the changes. Director Nelson seconded. **MOTION** passed unanimously following a roll call vote, with Director Hall being absent.

7. Discussion and possible action, Resolution R22-31, AB 1600 Mitigation Fee Adjustment

Administrative Services Long reported this resolution reflects the increase in the AB 1600 Mitigation Fee Schedule of 7.05% per the Western States Consumer Price Index. The Capital Fire Facilities Fee is charged against new construction and development. Director Garrett motioned to adopt Resolution 22-31, 2022/2023 AB 1600 Mitigation Fee Adjustment. Director Carrington seconded. **MOTION** passed unanimously, following a roll call vote, with Director Hall being absent.

8. Discussion and possible action, Resolution 22-32, Approval of Medical Benefit Plans with Various Providers for the Period of December 1, 2022 to November 20, 2023.

Administrative Services Long discussed this resolution is required for the continuation and addition of medical plans. Lacey Elliott, our medical insurance broker, determined that Blue Shield and Kaiser had the best plans for this area for our personnel. Director Nelson motioned to adopt Resolution 22-32, Approval of Medical Benefit Plans with Various Providers for the Period of December 1, 2022 to November 30, 2023. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote, with Director Hall being absent.

9. **Public Hearing regarding the Fiscal Year 2022/2023 Final Budget with discussion and possible action concerning the below.**

President Grueneberg opened the public hearing at 7:29 p.m. Hearing no comments, the public hearing was closed at 7:30 p.m.

R22-33, A Resolution Establishing the Final Budget for the Fiscal Year 2022/2023 for the Nevada County Consolidated Fire District

Fire Chief Turner reviewed the budget and highlighted these changes:

- In Operating Fund 722, there was a 5% increase in secured property tax and an 8% increase in current unsecured tax.
- There was a \$27,480 reduction in reimbursements for DSI.
- In Facilities & Maintenance, an increase of \$44,000 from the preliminary budget due to several 21/22 FY projects coming to a completion such as the Station 91 Garage Door and the Station 84 Generator.
- In Operating Fund 758, there was a significant savings of \$40,000 due to the financing of the water tender and the down payment due next fiscal year 23/24.
- In summary, \$3,779,135 in available funds.

Director Nelson motioned to adopt R22-33, Establishing the final budget in the total amount of \$8,604,943. Director Slade-Troutman seconded. **MOTION** passed unanimously following a roll call vote, with Director Hall being absent.

CHIEF'S MONTHLY REPORT

Division Chief Sullivan verbally reviewed his report highlighting that there were 255 calls for service, which included 1 structure fire, 2 vehicle fires and 7 vegetation fires. There were several strike team deployments including the McKinney, 6 Rivers, Pleasant and Rum Creek Fires.

Division Chief Sullivan highlighted that he was able to attend the International Association of Fire Chief Conference, which the main topic was mental health of fire service personnel.

Division Chief Sullivan highlighted Rough & Ready Fire Departments call volume statistics.

Division Chief Sullivan verbally reviewed the Fire Prevention report, highlighting the Cal Disaster Airlift Response Team (CalDART). This team will assist fire agencies and families, such as transportation for out of area responses, requiring a crew swap as well as transporting personnel or families due for any emergencies. Chief Turner and Fire Marshal met with Nevada County CEO Allison Lehman to discuss the ½ cent sales tax proposal. There was a brief discussion on the ½ cent sales tax (Measure V) as well as ad valorem taxes and why each special district is charged a different amount.

Station 88 crew walked the Ponderosa Pines Mobile Home Park with their safety committee meeting to discuss best practices in the event of an evacuation.

Fire Marshal Mason performed a final inspection of an aircraft hangar at the Nevada County Airport and a final inspection of a 7,000-gallon water storage system in the area of Red Dog Road and Jones Ridge Road.

***BOARD DISCUSSION**

There was a brief discussion on the topic of Unfunded CalPERS Liability. Administrative Services Long stated that NCC Fire pays annually, saving interest fees on paying monthly.

***PUBLIC COMMENT ON CLOSED SESSION ITEMS:**

Per CA Government Code 54954.3

While members of the public are not allowed in Closed Sessions, they do have the right to comment on the Closed Session item before the Board goes into Closed Session. And, if the Board will be taking action on the item out of Closed Session, then the public also has the right to comment during the Report Out of Closed Session when consideration of the action to be taken. Any member of the public who wishes to comment may do so after receiving recognition from the Chairman.

CLOSED SESSION

No public comment was made. The board went into closed session at 8:03 p.m.

- 10. Possible Adoption of Contract for New Fire Chief.

Pursuant to CA Government Code Section 54957

REPORT OUT OF CLOSED SESSION

The board reported out of closed session at 8:18 p.m. and reported a conditional offer has been offered to Jason Robitaille for the position of Fire Chief and terms of an agreement have been met.

ADJOURNMENT

President Grueneberg adjourned the meeting at 8:19 p.m.

Attest:

Approved by:

Tricia Bush
Board Secretary

Keith Grueneberg
President of the Board

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

	Fund					Total
	722 Operating	723 Contingency	733 AB1600	734 Special Tax	758 Capital	
Beginning Cash ¹	396,353	1,321,736	60,185	3,037	792,045	2,573,356
Revenues	53,836	-	12,367	81	3,496	69,780
Expenditures	(669,915)	-	-	-	(694)	(670,609)
Other Inc/Expense	(863)	-	-	-	-	(863)
Other Activity ²	5,605	-	(144)	-	-	5,462
Ending Cash ¹	(214,984)	1,321,736	72,408	3,118	794,847	1,977,126

¹ Includes Well Fargo

² Reconciling items, prior period adjustments

Nevada County Consolidated Fire District
Operating Fund 722
September 2022

	<u>Sep 22</u>	<u>Jul - Sep 22</u>	<u>Budget</u>	<u>% of Budget</u>
Revenues				
4000 · Taxes & Assessments				
4010 · Current Secured			3,825,234	
4020 · Current Unsecured		14	54,819	0%
4030 · Prior Unsecured		13	2,296	1%
4040 · Supplemental Secured		2,202	47,344	5%
4050 · Supplemental Unsecured		98	8,598	1%
4060 · Supplemental Prior Unsecured			388	
4110 · Special Assessment		49	2,214,078	0%
4150 · Special Tax of 2012			1,001,388	
4151 · Special Tax 2012 (transfer in)		55,000		100%
4230 · State Homeowners			24,888	
4240 · State Public Safety Prop 172	43,521	138,813	388,019	36%
Total 4000 · Taxes & Assessments	<u>43,521</u>	<u>196,189</u>	<u>7,567,052</u>	<u>3%</u>
4500 · Reimbursements				
4510 · Strike Team			75,000	
4540 · Vehicle Repair		800	5,000	16%
4550 · Cost Recovery		326	3,000	11%
4690 · Other Reimbursements	839	11,156	23,480	48%
Total 4500 · Reimbursements	<u>839</u>	<u>12,282</u>	<u>106,480</u>	<u>12%</u>
4800 · Other Revenue				
4810 · Inspections & Permits		552	7,500	7%
4812 · Plan Reviews	276	1,509	12,000	13%
4820 · Interest & Finance Charges	8,950	8,967	22,000	41%
4830 · Rentals	250	750	3,240	23%
4840 · Other Current Services		853	3,000	28%
Total 4800 · Other Revenue	<u>9,476</u>	<u>12,631</u>	<u>47,740</u>	<u>26%</u>
Total Revenues	<u>53,836</u>	<u>221,102</u>	<u>7,721,272</u>	<u>3%</u>

Nevada County Consolidated Fire District Operating Fund 722 September 2022

Expense	Sep 22	Jul - Sep 22	Budget	% of Budget
5000 · Wages & Benefits				
5100 · Wages				
5111 · Chief / Dep. & Div. Chief (2.5)	26,083	90,911	322,361	28%
5113 · Battalion Chief (3)	24,842	90,156	350,039	26%
5114 · Fire Marshal / DFM (2)	10,267	35,786	248,147	14%
5121 · Captains (9)	69,452	239,886	875,804	27%
5122 · Lieutenants (6)	36,520	120,670	467,539	26%
5123 · Firefighter (12)	46,903	167,998	736,903	23%
5131 · Supplemental / Seasonal FF	23,800	66,122	157,277	42%
5132 · PCF / Reserve FF	968	3,345	4,800	70%
5141 · Clerical (3)	12,057	44,293	203,691	22%
5145 · Fire Mechanic (1.5)	10,574	38,358	149,089	26%
5151 · Overtime	6,421	107,351	501,048	21%
5153 · Additional Overtime Staffing	10,147	10,147	18,541	55%
5155 · EPSL Overtime	4,343	7,913		
5161 · Strike Team	116,173	277,481		
5165 · Strike Team Backfill	44,910	99,152		
5171 · Holiday Stipend	7,806	15,105	80,199	19%
5173 · Vacation / CTO Buy Back	5,491	18,910	115,648	16%
5185 · Directors	450	1,275	4,500	28%
Total 5100 · Wages	457,207	1,434,859	4,235,586	34%
5500 · Payroll Taxes				
5511 · Medicare Employer Tax	6,337	19,498	61,355	32%
5512 · Soc Security Employer Tax	88	286	887	32%
5521 · SUI Employer Tax	140	1,145	5,637	20%
Total 5500 · Payroll Taxes	6,565	20,929	67,879	31%
5700 · Benefits				
5711 · Pension	49,091	666,237	1,258,282	53%
5731 · Health Insurance	47,718	155,569	772,464	20%
5735 · Life Insurance	1,217	2,297	14,400	16%
5751 · Workers Comp Insurance	18,431	204,884	228,707	90%
		<i>Annual Worker's Compensation Program Payment</i>		
Total 5700 · Benefits	116,457	1,028,987	2,273,853	45%
Total 5000 · Wages & Benefits	580,229	2,484,775	6,577,318	38%

Nevada County Consolidated Fire District
Operating Fund 722
September 2022

	<u>Sep 22</u>	<u>Jul - Sep 22</u>	<u>Budget</u>	<u>% of Budget</u>
6000 · Personnel Related				
6010 · Clothing / PPE				
6011 · Uniforms	60	2,757	35,080	8%
6021 · Personal Protective Equip	(2)	18,510	51,500	36%
6031 · Safety & PPE (per MOU)	486	16,851	32,130	52%
Total 6010 · Clothing / PPE	<u>544</u>	<u>38,118</u>	<u>118,710</u>	<u>32%</u>
6100 · Food / Meals				
6111 · Meals - Administration		48	1,300	4%
6113 · Meals - Fire		166	1,000	17%
6114 · Meals - Interns			15,411	
Total 6100 · Food / Meals		<u>214</u>	<u>17,711</u>	<u>1%</u>
6200 · Training / Fitness				
6211 · Wellness Program	575	725	31,660	2%
6213 · Fitness Program	458	598	5,910	10%
6221 · Tuition - Safety Personnel	875	890	30,500	3%
6232 · Travel Expense			10,000	
6241 · Training Materials			2,500	
6246 · Public Safety Training Center			1,000	
6261 · Licenses & Certificates	86	197	2,500	8%
6271 · Training - Administration		1,418	8,500	17%
Total 6200 · Training / Fitness	<u>1,994</u>	<u>3,828</u>	<u>92,570</u>	<u>4%</u>
Total 6000 · Personnel Related	<u>2,538</u>	<u>42,160</u>	<u>228,991</u>	<u>18%</u>
6500 · Facility & Equipment Related				
6510 · Communications				
6511 · Telephones	364	3,353	19,260	17%
6521 · Mobile Phones	644	1,942	15,500	13%
Total 6510 · Communications	<u>1,008</u>	<u>5,295</u>	<u>34,760</u>	<u>15%</u>
6550 · Station				
6551 · Supplies & Services - Stations	2,350	4,914	24,760	20%
Total 6550 · Station	<u>2,350</u>	<u>4,914</u>	<u>24,760</u>	<u>20%</u>
6610 · Insurance				
6611 · Liability			26,887	
6621 · Property			22,289	
Total 6610 · Insurance			<u>49,176</u>	
6650 · Maintenance				
6681 · Facility Maint & Improvements	11,293	23,970	189,000	13%
Total 6650 · Maintenance	<u>11,293</u>	<u>23,970</u>	<u>189,000</u>	<u>13%</u>
6700 · Medical Supplies				
6716 · EMS Supplies	2,710	6,243	18,500	34%
Total 6700 · Medical Supplies	<u>2,710</u>	<u>6,243</u>	<u>18,500</u>	<u>34%</u>
6750 · Apparatus Equipment				
6751 · Hose			22,000	
6756 · Ladders			1,553	
6761 · Suppression Equip/Small Tools		1,627	7,500	22%

Nevada County Consolidated Fire District Operating Fund 722 September 2022

	Sep 22	Jul - Sep 22	Budget	% of Budget
6766 · Power Tools & Equipment	1,460	1,460	7,902	18%
6771 · Pump Testing			4,337	
6776 · Mobile Communications	106	2,659	7,685	35%
6781 · Technical Rescue Equip	4,035	4,245	13,000	33%
6786 · SCBA Repair & Mainteneace	2,330	2,505	10,500	24%
6796 · Drone			1,412	
6798 · Utility Terrain Vehicle		461	1,500	31%
Total 6750 · Apparatus Equipment	7,931	12,957	77,389	17%
6800 · Utilities				
6811 · Alarm		330	1,500	22%
6821 · Electricity / Gas	6,897	18,377	56,170	33%
6831 · Propane	22	466	13,924	3%
6841 · Trash	125	808	3,600	22%
6851 · Water / Sewer	718	1,615	11,487	14%
Total 6800 · Utilities	7,762	21,596	86,681	25%
6900 · Capital Expenditures				
6941 · Admin Office Equipm & Computers		2,703	27,125	10%
Total 6900 · Capital Expenditures		2,703	27,125	10%
Total 6500 · Facility & Equipment Related	33,054	77,678	507,391	15%
7000 · Vehicle Related				
7001 · Insurance			10,085	
7010 · Maintenance				
7011 · Accessories	1,781	4,546	111,000	
7016 · Batteries	705	530		
7021 · Body	1,565	1,961		
7026 · Brakes		1,664		
7031 · Drive Train	2,885	14,901		
7036 · Pumps	5	3,004		
7041 · Tires		1,633		
7046 · Tools & Shop Related	1,927	2,797		
7048 · All Categories for Budget				
7049 · Outside Agency Vehicle Maint	(799)	946		
Total 7010 · Maintenance	8,069	31,982	111,000	29%
7050 · Fuel				
7051 · Fuel	8,026	24,930	93,447	27%
Total 7050 · Fuel	8,026	24,930	93,447	27%
Total 7000 · Vehicle Related	16,095	56,912	214,532	27%
7500 · General & Admin Related				
7501 · Office Expense				
7502 · Administration	87	953	4,500	21%
7506 · Board	14	14	1,000	1%
7508 · Computer & Software Expense	4,866	9,431	86,233	11%
7509 · Copier Expense	93	258	1,200	22%
7511 · Memberships		5,065	16,190	31%

**Nevada County Consolidated Fire District
Operating Fund 722
September 2022**

	Sep 22	Jul - Sep 22	Budget	% of Budget
7516 · Mileage Reimbursements	44	44	100	44%
7521 · Postage & Delivery	(2)	222	1,100	20%
7501 · Office Expense - Other	0	10		100%
Total 7501 · Office Expense	5,102	15,997	110,323	15%
7550 · Professional Services				
7551 · Accounting	10,852	12,252	12,880	95%
7556 · Computer & IT Support	945	2,498	14,980	17%
7561 · Consultants			10,000	
7563 · Hiring Expense	6,329	8,560	11,380	75%
7566 · Legal Expense	4,687	10,075	46,675	22%
7571 · Medical Director		1,650	6,600	25%
Total 7550 · Professional Services	22,813	35,035	102,515	34%
7590 · Publications				
7591 · Legal Notices			600	
7596 · Marketing / Advertising			500	
Total 7590 · Publications			1,100	
7600 · Special District				
7611 · Elections			30,000	
7621 · LAFCo		5,687	6,663	85%
7631 · Nevada County Fees			89,228	
Total 7600 · Special District		5,687	125,891	5%
7650 · Prevention				
7651 · Code Purchases			1,800	
7653 · Investigation Supplies		2,367	4,300	55%
7657 · Inspection Supplies			1,500	
7661 · Prof Svcs / Plan Checks			2,500	
7663 · Public Education Supplies			3,100	
7665 · Subscriptions / Memberships	51	336	1,400	24%
7667 · Training			6,000	
7669 · Other Prevention / Law Enforce	113	951	1,500	63%
Total 7650 · Prevention	164	3,654	22,100	17%
7800 · JPA				
7831 · Dispatch Charges		9,619	130,000	7%
7841 · Dues / Administration	6,431	6,431	12,862	50%
Total 7800 · JPA	6,431	16,050	142,862	11%
Total 7500 · General & Admin Related	34,510	76,423	504,791	15%
8500 · Strike Team Non Labor Expenses	3,489	8,696		100%
Total Expense	669,915	2,746,644	8,033,023	34%
Fund Over/<Under>	(616,079)	(2,525,542)	(311,751)	
Other Income				
9001 · Grant Revenue				
9001.08 · RFC 7GF21089		7,876		
Total 9001 · Grant Revenue		7,876		
Total Other Income		7,876		

Nevada County Consolidated Fire District
Operating Fund 722
September 2022

	<u>Sep 22</u>	<u>Jul - Sep 22</u>	<u>Budget</u>	<u>% of Budget</u>
Other Expense				
9101 · Grant Expense				
9101.01 · AFG EMW-2019-FG-03486 Radio		15,771		
9101.09 · CA Fire Foundation Comm Veg Red	863	2,723		
Total 9101 · Grant Expense	<u>863</u>	<u>18,494</u>		
Total Other Expense	<u>863</u>	<u>18,494</u>		
Net Other	(863)	(10,618)		
Net Fund Activity	<u>(616,942)</u>	<u>(2,536,160)</u>	<u>(311,751)</u>	

Nevada County Consolidated Fire District
AB 1600 Mitigation Fund 733
September 2022

	<u>Sep 22</u>	<u>Jul - Sep 22</u>	<u>Budget</u>	<u>% of Budget</u>
Revenues				
4000 · Taxes & Assessments				
4160 · AB 1600 Mitigation Fees	11,993	25,393	100,412	25%
Total 4000 · Taxes & Assessments	<u>11,993</u>	<u>25,393</u>	<u>100,412</u>	<u>25%</u>
4800 · Other Revenue				
4820 · Interest & Finance Charges	374	374	1,200	31%
Total 4800 · Other Revenue	<u>374</u>	<u>374</u>	<u>1,200</u>	<u>31%</u>
Total Revenues	<u>12,367</u>	<u>25,767</u>	<u>101,612</u>	<u>25%</u>
Expense				
6500 · Facility & Equipment Related				
6900 · Capital Expenditures				
6921 · Apparatus & Equipment		51,803	51,803	100%
Total 6900 · Capital Expenditures		<u>51,803</u>	<u>51,803</u>	<u>100%</u>
Total 6500 · Facility & Equipment Related		<u>51,803</u>	<u>51,803</u>	<u>100%</u>
7500 · General & Admin Related				
7550 · Professional Services				
7561 · Consultants			23,000	
Total 7550 · Professional Services			<u>23,000</u>	
Total 7500 · General & Admin Related			<u>23,000</u>	
Total Expense		<u>51,803</u>	<u>74,803</u>	<u>69%</u>
Fund Over/<Under>	12,367	(26,036)	26,809	
Net Fund Activity	<u>12,367</u>	<u>(26,036)</u>	<u>26,809</u>	

Nevada County Consolidated Fire District
Special Tax Fund 734
September 2022

	<u>Sep 22</u>	<u>Jul - Sep 22</u>	<u>Budget</u>	<u>% of Budget</u>
Revenues				
4000 · Taxes & Assessments				
4150 · Special Tax of 2012			1,010,219	
Total 4000 · Taxes & Assessments			1,010,219	
4800 · Other Revenue				
4820 · Interest & Finance Charges	81	81	1,500	5%
Total 4800 · Other Revenue	81	81	1,500	5%
Total Revenues	81	81	1,011,719	
Expense				
7500 · General & Admin Related				
7600 · Special District				
7631 · Nevada County Fees			10,331	
Total 7600 · Special District			10,331	
Total 7500 · General & Admin Related			10,331	
Total Expense			10,331	
Fund Over/<Under>	81	81	1,001,388	
Other Expense				
8700 · Transfers Out				
8722 · Transfer to 722		55,000		
Total 8700 · Transfers Out		55,000		
Total Other Expense		55,000		
Net Other		(55,000)		
Net Fund Activity	81	(54,919)	1,001,388	

Nevada County Consolidated Fire District
Capital Fund 758
September 2022

	<u>Sep 22</u>	<u>Jul - Sep 22</u>	<u>Budget</u>	<u>% of Budget</u>
Revenues				
4800 · Other Revenue				
4820 · Interest & Finance Charges	3,496	3,496		
4850 · Sale Surplus Equipment			60,000	
Total 4800 · Other Revenue	<u>3,496</u>	<u>3,496</u>	<u>60,000</u>	<u>6%</u>
Total Revenues	<u>3,496</u>	<u>3,496</u>	<u>60,000</u>	<u>6%</u>
Expense				
6500 · Facility & Equipment Related				
6650 · Maintenance				
6681 · Facility Maint & Improvements	694	19,124		
Total 6650 · Maintenance	<u>694</u>	<u>19,124</u>		
6900 · Capital Expenditures				
6911 · Stations			8,000	
6921 · Apparatus & Equipment		66,864	151,249	44%
6931 · Vehicles			65,000	
Total 6900 · Capital Expenditures		<u>66,864</u>	<u>224,249</u>	<u>30%</u>
Total 6500 · Facility & Equipment Related	694	85,988	224,249	38%
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>694</u>	<u>85,988</u>	<u>230,249</u>	
Fund Over/<Under>	<u>2,802</u>	<u>(82,492)</u>	<u>(170,249)</u>	
Net Fund Activity	<u><u>2,802</u></u>	<u><u>(82,492)</u></u>	<u><u>(170,249)</u></u>	

Nevada County Consolidated Fire District Check History Report

September 2022

<u>Fund 722</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>
	09/01/2022	250597	AFLAC	763.76
	09/01/2022	250529	BLUE SHIELD OF CALIFORNIA	34,202.56
	09/01/2022	961706	FDAC Employee Benefits Authority	1,548.15
	09/01/2022	961692	KAISER FOUNDATION HEALTH PLAN	18,300.56
	09/01/2022	961653	SPECIAL DIST RISK MGMT AUTH.	4,593.60
	09/01/2022	250614	STANDARD INSURANCE COMPANY	899.00
	09/06/2022	250631	B&C ACE HOME & GARDEN CENTER	443.87
	09/06/2022	250663	GOLDEN STATE EMERGENCY VEHICLE	256.07
	09/06/2022	250642	GRASS VALLEY FIRE DEPARTMENT	2,121.94
	09/06/2022	961738	MISSION LINEN SUPPLY, INC.	126.48
	09/06/2022	961755	MOTOR ELECTRIC SERVICE CO.	164.22
	09/06/2022	250637	NETWORK DESIGN ASSOCIATES	438.75
	09/06/2022	250644	NEVADA COUNTY FIRE AGENCY	6,430.95
	09/06/2022	250641	SPD SAW SHOP	56.03
	09/06/2022	961741	WALKER'S OFFICE SUPPLY	42.99
	09/06/2022	961764	Work Health Solutions	5,568.00
	09/08/2022	250707	CalPERS 457 Plan (Def. Comp)	1,275.00
	09/08/2022	962235	NCCFD - EFTPS (Fed & State Taxes)	29,961.93
	09/08/2022	962246	NEVADA COUNTY PROF FF ASSN	1,120.00
	09/08/2022	962251	NATIONWIDE RETIREMENT SOLUTION	5,121.18
	09/08/2022	911659	CalPERS (Retirement)	37,687.05
	09/09/2022	GJE658	Net Pay Pay Period Ending 09/03/22	130,600.84
	09/12/2022	250808	SULLIVAN, PATRICK	412.59
	09/12/2022	962370	A TO Z SUPPLY	1.55
	09/12/2022	250851	ADVANTAGE GEAR, INC.	47.19
	09/12/2022	250855	AUBURN FORD	136.52
	09/12/2022	962401	BANNER COMMUNICATIONS	54.25
	09/12/2022	962398	BEST BEST & KRIEGER	2,853.60
	09/12/2022	962441	Code 3 Rescue	875.00
	09/12/2022	962367	ECONOMY PEST CONTROL	136.00
	09/12/2022	250871	GAETKE MEDICAL CORPORATION	575.00
	09/12/2022	250862	GOLDEN STATE EMERGENCY VEHICLE	161.81
	09/12/2022	250834	HANSEN BROS. ENTERPRISES	94.60
	09/12/2022	962392	HUNT & SONS, INC.	5,681.02
	09/12/2022	962415	LEHR AUTO ELECTRIC	51.93
	09/12/2022	962399	MUNICIPAL EMERGENCY SERVICES	3,790.33
	09/12/2022	250829	NETWORK DESIGN ASSOCIATES	1,917.00
	09/12/2022	250823	NEVADA CITY, CITY OF	361.50
	09/12/2022	250876	RIEBES AUTO PARTS	1,274.41
	09/12/2022	962381	RIVERVIEW INTERNATIONAL TRUCKS	467.27
	09/12/2022	962404	ROBINSON ENTERPRISES, INC.	1,459.00
	09/12/2022	962368	RUSSO, TONY	86.00
	09/12/2022	962361	SPECIAL DIST RISK MGMT AUTH.	18,431.11
	09/12/2022	250853	UPS	15.83

Nevada County Consolidated Fire District Check History Report

September 2022

Date	Num	Name	Paid Amount
09/12/2022	962386	WALKER'S OFFICE SUPPLY	14.09
09/12/2022	250827	WASTE MANAGEMENT OF NEV. CO.	165.40
09/12/2022	250837	YUBA DOCS	365.00
09/15/2022	250878	NCCFD - EFTPS (Fed & State Taxes)	397.93
09/15/2022	250879	CalCARD (US BANK)	23,431.96
09/19/2022	251002	B&C ACE HOME & GARDEN CENTER	44.01
09/19/2022	251054	CMC RESCUE, INC.	2,301.71
09/19/2022	962507	ECONOMY PEST CONTROL	101.00
09/19/2022	251043	GOLDEN STATE EMERGENCY VEHICLE	1,080.37
09/19/2022	962511	HILLS FLAT LUMBER COMPANY	48.68
09/19/2022	251050	Mid-Sierra Towing & Repair	1,000.00
09/19/2022	962512	MISSION LINEN SUPPLY, INC.	68.00
09/19/2022	251009	NETWORK DESIGN ASSOCIATES	506.25
09/19/2022	251021	NEVADA COUNTY CDA SOLID WASTE	913.60
09/19/2022	251016	NID	89.23
09/19/2022	251047	PORAC	9.00
09/19/2022	251048	PORAC - LEGAL DEFENSE FUND	42.00
09/19/2022	962517	RIVERVIEW INTERNATIONAL TRUCKS	660.64
09/19/2022	251008	WASTE MANAGEMENT OF NEV. CO.	821.73
09/19/2022	251015	YUBA DOCS	165.00
09/19/2022	251001	AT&T CALNET 3	463.34
09/22/2022	251063	CalPERS 457 Plan (Def. Comp)	1,175.00
09/22/2022	962591	NCCFD - EFTPS (Fed & State Taxes)	65,305.46
09/22/2022	962605	NATIONWIDE RETIREMENT SOLUTION	6,811.69
09/22/2022	962599	NEVADA COUNTY PROF FF ASSN	1,120.00
09/22/2022	911707	CalPERS (Retirement)	39,414.69
09/22/2022	251064	FRANCHISE TAX BOARD (CALIF.)	1,836.55
09/23/2022	GJE659	Net Pay Pay Period Ending 09/17/22	201,262.10
09/26/2022	251175	AT&T CALNET 3	25.13
09/26/2022	251176	The Home Depot	2,503.64
09/26/2022	251238	ADVANTAGE GEAR, INC.	85.80
09/26/2022	962757	BEST BEST & KRIEGER	1,529.05
09/26/2022	962794	BoutinJones	304.00
09/26/2022	962723	BUCKMASTER OFFICE SOLUTIONS	92.71
09/26/2022	962728	ECONOMY PEST CONTROL	303.00
09/26/2022	251245	FECHTER & COMPANY, CPA's	10,306.00
09/26/2022	251215	LIFE ASSIST INC.	2,669.96
09/26/2022	962735	MISSION LINEN SUPPLY, INC.	68.00
09/26/2022	251203	NETWORK DESIGN ASSOCIATES	200.00
09/26/2022	251219	NID	267.22
09/26/2022	251224	PENN VALLEY FIRE	590.41
09/26/2022	962742	RIVERVIEW INTERNATIONAL TRUCKS	510.13
09/26/2022	962762	ROBINSON ENTERPRISES, INC.	1,188.00
09/26/2022	251241	SPAR TREE FORESTRY	300.00
09/26/2022	962756	WILSON, BRANDEN	40.00
Fund 722 Total:			<u>691,203.92</u>

Nevada County Consolidated Fire District Check History Report

September 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>
Fund 758			
09/12/2022	962395	REED'S LOCKSMITHING	515.38
09/19/2022	962556	THE UNION	178.20
Fund 758 Total:			693.58

Nevada County Consolidated Fire District Credit Card History Report

September, 2022

Num	Name	Paid Amount
<u>Fund 722</u>		
BENTON	AMAZON MARKETPLACE	1,732.92
COOMBE	AMAZON MARKETPLACE	413.76
COOMBE	WITMER ASSOCIATES, INC. dba	-75.84
COOMBE	Raley's	24.93
COOMBE	Black Bear Diner	42.65
COOMBE	In-n-Out Burget	11.80
COOMBE	Red Lion Inn & Suites (Rum Creek, OR)	1,307.52
DAVISON	AMAZON MARKETPLACE	36.52
DAVISON	Springbok Puzzles	327.82
FIN MGR	STREAMLINE	200.00
FIN MGR	AT&T Long Distance	41.15
FIN MGR	PACIFIC GAS & ELECTRIC CO.	6,897.37
FIN MGR	Cloudflare	5.00
FIN MGR	COMCAST	386.48
FIN MGR	AT&T (Carol Stream)	44.11
FIN MGR	COMCAST	135.05
FIN MGR	Garage Organization	7,477.86
FIN MGR	MICROSOFT OFFICE	1,265.20
FIN MGR	SMARTER BROADBAND	40.00
FIN MGR	SUDDENLINK (CEQUEL)	26.32
FIN MGR	SUDDENLINK (CEQUEL)	159.45
FIN MGR	COMCAST	145.73
FIN MGR	VERIZON WIRELESS	644.48
GREENE	SNAP-ON INDUSTRIAL	58.32
GREENE	SNAP-ON INDUSTRIAL	132.82
GREENE	SNAP-ON INDUSTRIAL	320.08
GREENE	SNAP-ON INDUSTRIAL	55.90
GREENE	Gold Country Tractors	33.34
GREENE	DISH NETWORK	93.79
GREENE	Willow Creek Auto Parts (Willow Creek, CA)	772.73
GREENE	Willow Creek Auto Parts (Willow Creek, CA)	104.45
GREENE	SNAP-ON INDUSTRIAL	103.63
LONG	MICROSOFT OFFICE	1,279.00
LONG	AMAZON MARKETPLACE	51.05
LONG	AMAZON MARKETPLACE	51.05
LONG	AMAZON MARKETPLACE	30.12
LONG	AMAZON MARKETPLACE	81.49
LONG	AMAZON MARKETPLACE	5.58
LONG	Sierra Mountain Coffee	59.08
LONG	Beach Hut Deli	132.04
LONG	SAFEWAY	40.00
MASON	AAA Police Supply	112.95
MCELHANNON	Supplycache.com	74.22
NUNNINK	Ferrell Gas	21.67

Nevada County Consolidated Fire District Credit Card History Report

September, 2022

Num	Name	Paid Amount
NUNNINK	AMAZON MARKETPLACE	98.88
ROSS	BIG 5 SPORTING GOODS	27.11
SCHAAKE	AMAZON MARKETPLACE	27.94
SCHAAKE	AMAZON MARKETPLACE	429.96
SERNA	Travelodge (Eureka, CA)	168.80
SERNA	AMAZON MARKETPLACE	63.40
SERNA	BC Tint & Graphics	200.00
TELLAM	Best Western Plus (Eureka, CA)	292.82
TELLAM	Best Western Plus (Eureka, CA)	146.41
TREVETHICK	Jefferson's Roadhouse (Rum Creek, OR)	59.83
TREVETHICK	SAFEWAY	24.60
TREVETHICK	G Street Bar & Grill (Rum Creek, OR)	91.50
TREVETHICK	SAFEWAY	41.10
TREVETHICK	SAFEWAY	80.04
TREVETHICK	Koi Sushi Bar & Asian Bistro (Rum Creek, OR)	75.00
TREVETHICK	Wild River Brewing & Pizza (Rum Creek, OR)	26.50
TREVETHICK	SAFEWAY	32.40
TREVETHICK	Saigon Xich Lo Restaurant (Rum Creek, OR)	50.70
TREVETHICK	SAFEWAY	31.65
TREVETHICK	SAFEWAY	30.65
TREVETHICK	SAFEWAY	68.88
TREVETHICK	Wild River Brewing & Pizza (Rum Creek, OR)	50.75
TREVETHICK	SAFEWAY	66.38
TREVETHICK	SAFEWAY	32.90
TREVETHICK	SAFEWAY	80.70
WEATHERS	SPD MARKET	839.40
WEATHERS	AMAZON MARKETPLACE	22.44
WEATHERS	AMAZON MARKETPLACE	64.97
WEATHERS	AMAZON MARKETPLACE	12.88
WEATHERS	AMAZON MARKETPLACE	85.98
WEATHERS	AMAZON MARKETPLACE	40.83
WEATHERS	AMAZON MARKETPLACE	7.50
WEATHERS	AMAZON MARKETPLACE	23.52
WEATHERS	AMAZON MARKETPLACE	23.52
WEATHERS	AMAZON MARKETPLACE	18.43
WILSON	CVS Pharmacy	32.53
WILSON	Best Western Plus	190.72
WILSON	Willow Creek Auto Parts	25.84
WILSON	Willow Creek Ace Hardware	11.97
WILSON	Holiday Inn Express	229.14
WILSON	Best Western Plus (Eureka, CA)	242.33
Total 2021 · US Bank Payable		29,074.49
TOTAL		29,074.49



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: Nicole Long through Fire Chief Turner
Date: October 4, 2022
Re: Annual Special Tax Report

In accordance with Government Code Section 50075.3, as per the Nevada County Consolidated Fire District Fire Chief, I am filing the annual report required by Resolution R11-18.

As set forth in the Resolution R11-18 this annual report contains:

1. The amount of funds collected and expended during fiscal year 2021-2022
2. The status of projects required or authorized to be funded with the proceeds of the special tax.

Special Tax Funds Collected and Expended

The special tax was used solely for the purpose of providing fire protection, both prevention and suppression, for emergency medical response services within the District, and automatic/mutual aid agreements with other fire suppression or emergency service agencies.

In the fiscal year ending June 30, 2022, the district received proceeds of \$1,003,262 from the 2012 Special Tax and \$1,665 for interest, for a total of \$1,006,303. These funds were allocated as follows:

1. 2012 Special Tax Nevada County administrative fees of \$8,197.00.
2. Operating expenses in the areas of personnel, facility and equipment of \$993,000.
3. Fund balance of \$58,037, an increase of \$5,106.



Nevada County Consolidated Fire District

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nccfire@nccfire.com • www.nccfire.com

To: Board of Directors
From: Nicole Long through Fire Chief Turner
Date: October 4, 2022
Re: Annual AB1600 Report

General Background:

Through the enactment of Government Code § 66000 (Mitigation Fee Act), the State of California gave local governments the authority to impose fees for a broad class of projects related to growth and development.

Government Code §66006 (b)(1) stipulates the local government will provide information regarding the fees to the public within 180 days after the last day of the fiscal year.

District Background:

Fees are collected by Nevada County Consolidated Fire District based on new development. Prior to December 2016, fees collected were based on the pre-consolidation rates area of responsibility. During the fiscal year, a new fee structure was approved and implemented. The new fee is a universal fee for the entire district. The fee as of October 1, 2020 in hydrant areas is 41 cents per square foot of new development, while un-hydrant areas are 43 cents per square foot of new development.

The collected fees are deposited within the Nevada County treasury system, designated fund 6733. As appropriate expenditures occur, warrants are submitted to the county for withdrawal from this same fund. Interest income on the fund balance is applied quarterly.

Upon the completion of each month, fund 6733 activity is reported, along with other district funds. The fund reports are included in the monthly board package. The package is available at the monthly board meeting and posted on the district website.

2021-22 Activity for Fund 6733

Beginning Fund Balance	\$113,056
Fees Collected	83,819
Interest Earned	1,009
PNC – Engine 86	< 98,996 >
Utility Terrain Vehicle	< 98 >
Ending Fund Balance	\$ 98,790



5.

**Insurance Coverage Discussion
With Possible Action**



Nevada County Consolidated Fire District

Resolution 22-34

Amending the District Staff Roster

WHEREAS, the Nevada County Consolidated Fire District Board of Directors (Board) of Nevada County Consolidated Fire District (NCCFD or The District) has the authority as described in Health and Safety Code Section 13861(d), to appoint necessary employees to define their qualifications and duties, and to provide a pay schedule for performance of their duties, and;

WHEREAS, the Board of Directors of The District has approved the job description for the following position within The District as follows:

- Fire Prevention Assistant

WHEREAS, the attached Exhibit A defines, in detail, the job description within the fire district, as approved by the Board;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Directors of the Nevada County Consolidated Fire District hereby approves including the position and job description listed above.

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 20th day of October 2022 by the following roll call:

Ayes:

Noes:

Absent:

Abstain:

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

Attest:

Tricia Bush, 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

POSITION DESCRIPTION

POSITION: Fire Prevention Assistant

CLASSIFICATION: Reserve
Non-management

DEFINITION: Reports to the Fire Marshal

COMPENSATION: \$25.00 - \$50.00 Assignment Dependent

DESCRIPTION:

The Fire Prevention Assistant will assist the Department of Fire Prevention with fire investigations, code enforcement, plan review and/or public education as needed. This position requires specific knowledge and skills in each specific field. The Reserve may work with limited supervision and has wide latitude for independent application and judgment.

DISTINGUISHING CHARACTERISTICS:

This class is a stand-alone entity within the Department of Fire Prevention.

EXAMPLES OF DUTIES:

The following duties are performed by employees in this classification. However, employees may perform other related duties as required. Each individual in the classification does not necessarily perform all duties listed.

1. Enforce fire prevention laws and ordinances; compile evidence and assist in the prosecution of persons charged with violations.
2. Inspects occupancies requiring operations/storage permits and issues such permits.
3. Oversee and assist with public education programs as directed by the Fire Marshal.
4. Reviews plan submittals for compliance with the California Fire Code and other applicable documents.
5. May be required to attend meetings to represent the district and/or the Department of Fire Prevention.
6. Perform related duties as necessary.

MINIMUM QUALIFICATIONS:

Any equivalent combination of education, training, and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the district. A typical way to obtain the knowledge and skills would be:

Education:

- High School diploma or equivalent
- Fire Investigator 1A – 1C or equivalent (Fire Investigator)
- Fire Inspector 1A – 1D or equivalent (Code Enforcement / Plan Review)

Experience:**Fire Investigator:**

- Three years performing fire investigations with a public or private entity.

Code Enforcement:

- One year part time or six months full time enforcing federal, state, or local life safety codes and/or ordinances.

Plan Review:

- Two years performing plan reviews for a public or private entity.

Public Education:

- Speaking to an audience and delivering a message appropriate for the age group or event.

Special Requirements:

- Must possess and maintain throughout employment a valid California Class “C” driver's license with a driving record sufficient to be insurable through the district.
- Maintain a valid First Aid / CPR certification

Knowledge of:

- Principles and practices of management necessary to plan, analyze, develop, direct and evaluate fire programs, administrative policies and fire control problems;
- Principles, practices and techniques of modern fire suppression, and the ability to apply this knowledge to fire investigations;
- Principles, practices and techniques of fire prevention and provisions of local fire code requirements and related ordinances;
- Federal and State laws and typical rules and procedures governing the activities of a fire district serving an extensive wildland urban interface community and rural areas.
- NFPA 921 and 1033 as it pertains to fire and explosion investigations.

Ability to:

- Demonstrate a professional image in any condition with regard to the performance of duties.
- Resolve conflicts in an effective manner to ensure compliance with laws, codes, standards, and ordinances.
- Interact with the public in a tactful, constructive, and assertive manner when required.
- Communicate effectively, both written and orally, in a clear, concise and legible manner.
- Issue written notices that clearly indicate required corrective action.
- Basic computer and math skills.
- The employee is required to have the ability to operate district staff vehicles.

Desirable Qualifications:

- Additional course work in the area of the fire prevention.

The employee may have an assigned district vehicle to drive while on duty. It is the responsibility of the employee to maintain as necessary.

Conditional Job Offer Candidate:

I have read and I understand the duties and responsibilities listed above. I agree to execute the tasks in accordance with my employment agreement.

Signature

Date

District Representative:

Signature

Date

The Nevada County Consolidated Fire District is fully committed to Equal Employment Opportunity and is committed to an active nondiscrimination program. It is the stated policy of NCCFD that harassment, discrimination, and retaliation are prohibited and that

all employees, applicants, agents, contractors, and interns/volunteers shall receive equal consideration and treatment. All terms and conditions of employment, including but not limited to recruitment, hiring, transfer, and promotion will be based on the qualifications of the individual for the positions being filled regardless of gender (including gender identity and expression), sexual orientation, race, color, ancestry, religion, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including pregnancy, childbirth and related medical conditions), or any other classification protected by federal, state, or local law. Please contact the Human Resources Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.

called you numerous times.
Most recently you were there
to assist the ambulance
with Julie. I personally
thank you from the
bottom of my heart -

Sally Kuntson
on behalf of Captain John
Oldham DAR

October 2022

The Daughters of the American
Revolution wish to thank you
for everything you do for our
community. I especially
want to thank you for
helping my cousins, Bert
and Julie Barker. He is
disabled and they have



NCCFD CHIEFS' MONTHLY REPORT

To: NCCFD Board of Directors
From: Jim Turner, Fire Chief
Pat Sullivan, Division of Operations Chief
Date: October 20, 2022

SUPPRESSION

257 calls for service

3 Structure Fires

2 Vehicle Fires

6 Vegetation Fires

5:56 Average first unit to scene time

- All out of county resources have returned
- E-88 attended the Constitution Day Parade in Nevada City
- E-84 attended the 9-11 memorial in Nevada City
- E-84 attended Hero's Night at NUHS

ADMINISTRATION

- Nevada County Fire Chiefs Meeting – Turner, Sullivan & Mason
- Nevada County Law Enforcement Fire Council - Sullivan
- Yuba River Cohorts Meeting - Turner & Sullivan
- Ponderosa MHP - Turner
- Penn Valley / Grass Valley Meeting re: Rough and Ready -Turner & Sullivan
- Nevada Union HS Safety Summit - Sullivan
- KNCO Talk of the Town - Sullivan



NCCFD CHIEFS' MONTHLY REPORT

FIRE PREVENTION

Public Education:

- Station 89 crew stood by for the Alta Sierra Elementary School Jog-a-Thon – 350 Students, 7 adults
- Station 84 crew visited Nini's Preschool – 12 children, 2 adults

Fire Investigations:

- Assisted Lt. Chris Johnsen with a fire investigation involving solar panels on a residential roof.
- Investigated a fire within a travel trailer parked at a residence. Cause was determined to be RC car batteries charging.

Meetings and Training attended by Fire Marshal Mason:

- The hazardous vegetation ordinance – Survey to county stakeholders was concluded, and data compiled. Presentation to the Board of Supervisors on October 24th.
- Met with the Fire Safe Council and OES about the Access and Functional Needs grant
- Fire Safe Council Board of Directors meeting.
- Chief Turner and I completed our quarterly firearms qualification training.
- Along with Clayton Thomas (PVFD) and Scott Eckman (Cal Fire DFM), we met with Supervisor Hoek to discuss the proposed changes to the Cannabis and Hazardous Vegetation Ordinances.
- Attended the Wolf Mountain Road Association meeting
- Over the month of September, met with 7 property owners to discuss locations to place water storage tanks on their properties.

Comments:

- I did not make it to the Sierra Nevada Regional Wildfire Resiliency Task Force Meeting.
- Performed a final inspection of the two 10,000-gallon water storage sites on Greenhorn Road.

Custom ▾ Sep 1, 2022 - Sep 30, 2022 ▾

05:56

MM:SS
Average First Apparatus Travel Time

11:05

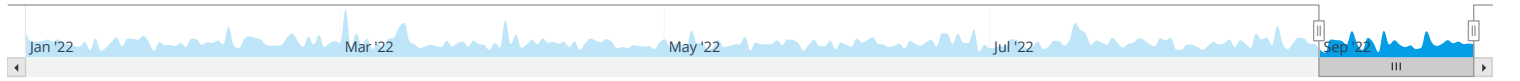
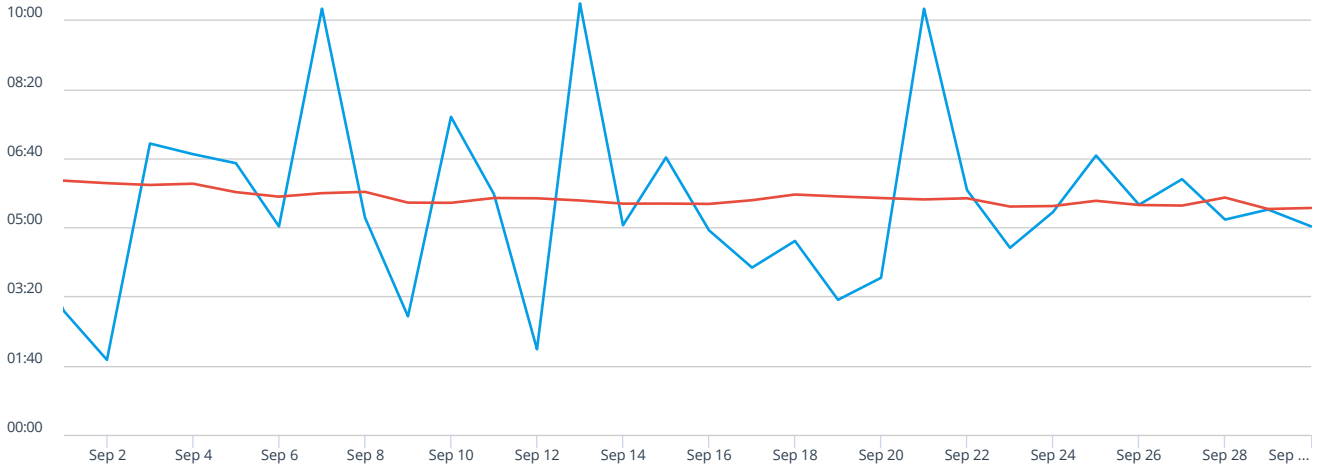
MM:SS
90th Percentile First Apparatus Travel Time

30

DAYS
In Selected Time Slice

221

INCIDENTS
In Selected Time Slice



Counts | % Rows | % Columns | % All

Week Ending	9/4/22	9/11/22	9/18/22	9/25/22	10/2/22	10/9/22	10/16/22	10/23/22	10/30/22	11/6/22	11/13/22	11/20/22	11/27/22	Total
00:00 - 03:59	17	24	23	17	17									98
04:00 - 07:59	8	16	20	15	14									73
08:00 - 11:59	1	7	4	13	6									31
12:00 - 15:59	2		1	2	2									7
16:00 - 29:59	2	5	1	2	1									11
30:00 - 1:29:59			1											1
Total	30	52	50	49	40									221
Exceptions														36

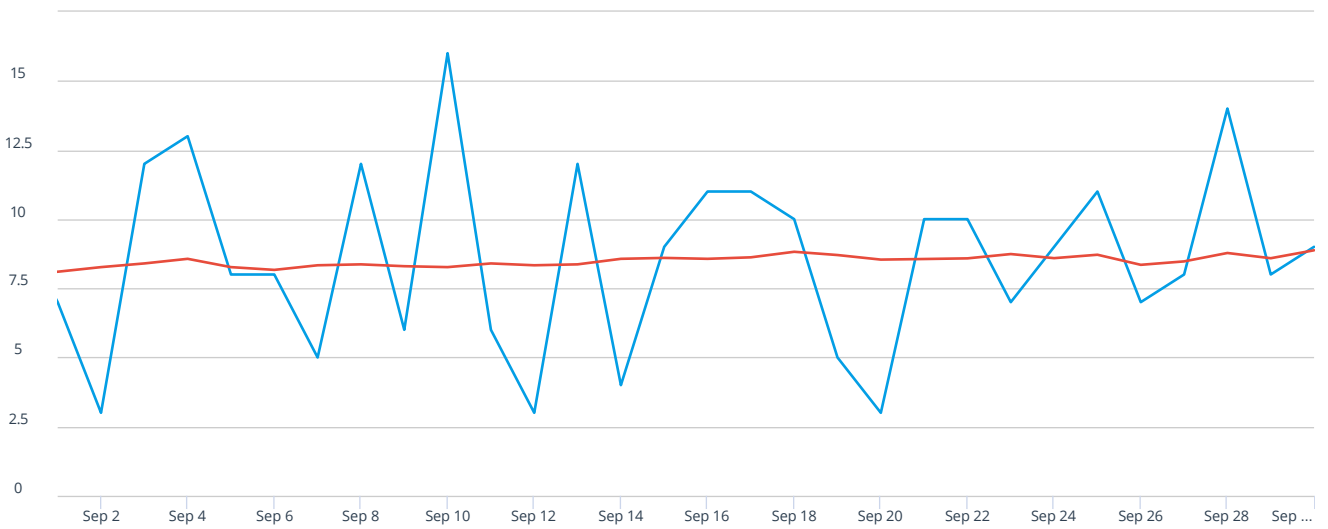
Custom ▾ Sep 1, 2022 - Sep 30, 2022 ▾

46%
FIRE
 Percentage of Total Incidents

54%
EMS
 Percentage of Total Incidents

257
INCIDENTS
 In Selected Time Slice

30
DAYS
 In Selected Time Slice



Counts | % Rows | % Columns | % All

Week Ending	9/4/22	9/11/22	9/18/22	9/25/22	10/2/22	10/9/22	10/16/22	10/23/22	10/30/22	11/6/22	11/13/22	11/20/22	11/27/22	Total
(11) Structure Fire	1	1	1											3
(13) Mobile property (vehicle) fire	1	1												2
(14) Natural vegetation fire	4	1	1											6
(16) Special outside fire				1										1
(22) Overpressure rupture from air or gas (no fire)				1										1
(31) Medical assist		12	13	7	9									41
(32) Emergency medical service (EMS) incident	14	21	17	29	16									97
(35) Extrication, rescue	1													1
(41) Combustible/f.. spills & leaks			1											1
(44) Electrical wiring/equipm.. problem		3	1		2									6
(46) Accident, potential accident				2	2									4
(51) Person in distress	1	1												2
(53) Smoke, odor problem				1	1									2
(55) Public service assistance	5	7	10	6	9									37
(56) Unauthorized burning				1										1

Week Ending	9/4/22	9/11/22	9/18/22	9/25/22	10/2/22	10/9/22	10/16/22	10/23/22	10/30/22	11/6/22	11/13/22	11/20/22	11/27/22	Total
(60) Good intent call, other					1									1
(61) Dispatched and canceled en route	4	7	8	6	6									31
(62) Wrong location, no emergency found			3											3
(67) HazMat release investigation w/no HazMat	1													1
(73) System or detector malfunction		3	4											7
(74) Unintentional system/detect... operation (no fire)	1	4	1	1										7
(91) Citizen complaint	1													1
NULL	1													1
Total	35	61	60	55	46									257