

# Nevada County Consolidated Fire District

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## BOARD OF DIRECTORS MINUTES March 18, 2021

Regular Meeting held virtually at

<https://us02web.zoom.us/j/7829237035>

Meeting ID: 782 923 7035

### NCCFD DIRECTORS

**Present:** Grueneberg (President), Carrington, Garrett, Hanson, Nelson

### STAFF:

**Present:** Fire Chief Turner, Deputy Chief Funk, Fire Marshal McMahan, Deputy Fire Marshal Mason, Finance Manager Van Groningen, Operations Support Long

### STANDING ORDERS:

President Grueneberg called the meeting to order at 7:04 pm and took roll call, noting that Director Dorland and Director Slade-Troutman was absent. President Grueneberg led in the pledge of allegiance.

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

*Per CA Government Code 54954.3*

Robin Serna, Shop Steward Local 3800, current contract is expiring and would like to open negotiations.

Jeff Van Groningen, Finance Manager, wanted to confirm that all Directors and public received the updated Audited Financial Statements.

### CONSENT CALENDAR

1. Acceptance of Minutes – January 21, 2021
2. Fund Balances, Check History Report and Credit Card History Report – January 2021 and February 2021

Director Carrington motioned to accept the consent calendar. Director Nelson seconded. **MOTION** passed unanimously following a roll call vote with Director Dorland and Director Slade-Troutman being absent.

### COMMITTEE REPORTS

#### STANDING COMMITTEES

FINANCE/BUDGET: Dorland, Slade-Troutman

PERSONNEL: Carrington, Hanson, Nelson

#### Ad Hoc COMMITTEES

NEGOTIATIONS: Carrington

BOARD POLICY AND PROCEDURES: Grueneberg

#### LOCAL AGENCY ASSIGNMENTS

NEVADA COUNTY FIRE AGENCY (JPA): Garrett, Turner

Finance – No report

Personnel – Director Carrington reported that meeting needs to be scheduled to discuss succession planning.

Board Policy & Procedures – No report

JPA – A meeting was held last week, and general business was discussed.

### **NEW BUSINESS**

3. **Discussion and possible action, Audit Exit Interview for fiscal year ending 19/20 with Fechter and Company.**

Finance Manager Van Groningen discussed how different the audit was conducted this year was with no on-site visits. He then introduced Craig Fechter and he reiterated the difference in auditing agencies was as well. Mr. Fechter discussed how the audit worked and how numbers are tested and verified. He also reported that Fechter and Company were issuing a clean opinion and with no significant issue. Annual adjustments are always needed and had nothing to bring to the attention of the Board. Fechter and Company does internal control workshops, free of charge to clients through May and July. President Grueneberg and Finance Manager Van Groningen thanked Craig Fechter and Company. After a brief discussion, Director Nelson motioned to approve the audited financial statements for fiscal year ending 19/20. Director seconded. **MOTION** passed unanimously, with Director Dorland, Director Hanson and Director Slade-Troutman being absent.

4. **Discussion and possible action, Resolution 21-06, Transfer Funds from 758 to 722 in the amount of \$7,980.19.**

Finance Manager Van Groningen discussed that we have three (3) different fund accounts that the District utilizes. With the changes in personnel in Finance Department over the last 3 months, it was recognized that some items were paid out of fund 722, that were budget to come out of fund 758. To make this correction with the County of Nevada Auditors a resolution is needed. Director Carrington motioned to adopt Resolution 21-06, Transfer Funds from 758 to 722 in the amount of \$7,980.19. Director Garrett seconded. **MOTION** passed unanimously, with Director Dorland and Director Slade-Troutman being absent.

5. **Discussion and possible action, Authorize Deputy Chief Funk to purchase (1) 2011 Ford F250 Standard Cab 4wd in the amount of \$32,286.63.**

Deputy Chief Funk reviewed his staff report verbally. After some discussion, Director Hanson motioned to authorize Deputy Chief Funk to purchase (1) 2011 Ford F250 Standard Cab 4wd in the amount of \$32,286.63. Director Nelson seconded. **MOTION** passed unanimously, with Director Dorland Director Slade-Troutman being absent.

6. **Discussion and possible action, California Special Districts Association (CSDA) Board of Directors Call for Nomination Seat A.**

President Grueneberg reported that CSDA is calling for nominations for Seat A and tallied the Directors for interest. No nominations on our Board.

7. **Correspondence.**

President Grueneberg reported that the District received a very nice thank you letter.

### **CHIEF'S MONTHLY REPORT**

Deputy Chief Funk reviewed both February and March reports, stating we have had several significant structure fires. The Crews did an amazing job on all the incidents. After reviewing the administrative side he also mentioned a few items that were not included. The District was awarded the Power Safety Power Shutoff grant for a generator replacement for station 89. Contractors have also broke ground for the generator replacement at station 84.

Fire Marshal McMahan reviewed his report, highlighting the prevention video with Nevada Union High School.

Chief Turner reported that the off-road vehicle has been purchased and with the assistance of Firefighter Wheeler, a price below government pricing was reached.

**\*BOARD DISCUSSION**

President Grueneberg reported that the zoom is working well and is the next best thing to meeting in person. Board Secretary Nicole reminded the Directors to complete their Form 700 by April 1<sup>st</sup>. AB1234 ethics training offered by the County is coming up and all Directors are due to recertify this year.

**ADJOURNMENT**

President Grueneberg adjourned the meeting at 7:40 p.m.

Attest:

*Nicole Long*

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Nicole Long  
Board Secretary

Approved by:

*Keith M. Grueneberg*  
[Keith M. Grueneberg \(Aug 13, 2021 10:47 PDT\)](#)

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Keith Grueneberg  
President of the Board

# 2021-03-18 Final Minutes

Final Audit Report

2021-08-27

Created:	2021-08-10
By:	Nicole Long (nicolelong@nccfire.com)
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