

# Nevada County Consolidated Fire District

640 Coyote Street  
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FAX 265-4438



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## BOARD OF DIRECTORS

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

## STAFF

Jim Turner, Fire Chief  
Jerry Funk, Deputy Fire Chief  
Terry McMahan, Fire Marshal  
Patrick Mason, Deputy Fire Marshal  
Jeff Van Groningen, Finance Manager  
Leslie Quintero, Finance Assistant  
Nicole Long, Operations Support Manager

**BOARD OF DIRECTORS**  
**AGENDA - REGULAR MEETING**  
**THURSDAY, JULY 16, 2020 – 7:00 PM**  
**Held Remotely at Conference Caller**  
**1 (800) 444-2801**  
**Conference Code: 1665498**

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Governor Newsom has declared a State of Emergency to exist in California as a result of the threat of the Coronavirus (COVID-19). The Governor issued Executive Order N-25-20 and N-29-20, which directs Californians to follow the public health directives including canceling large gatherings. The Executive Order also allows local legislative bodies to hold meetings via conference calls while still satisfying state transparency requirements.

The Governor has also issued Executive Order N-33-20, prohibiting people from leaving their homes or places of residence except to access necessary supplies and services or to engage in specified critical infrastructure employment.

The Public's and Employees 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. To facilitate this process, the meeting of the Board will be available by:

Held Remotely at Conference Caller  
1 (800) 444-2801  
Conference Code: 1665498

Note: The meeting is being held only by telephonic means and will be made accessible to members of the public seeking to attend and to address the Board only through the phone number set forth above, except members of the public seeking to attend and address the Board who require reasonable accommodations to access the meeting, based on disability or other reasons, should contact the following person at least twelve (12) hours in advance of a Regular meeting to make arrangements for such reasonable accommodations:

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

The Board of Directors welcomes you to its meetings and your participation is encouraged and appreciated. All meetings are recorded. 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 – June 18, 2020
2. Fund Balances, Check History Report and Credit Card History Report

### **COMMITTEE REPORTS**

#### **STANDING COMMITTEES**

**FINANCE/BUDGET: Dorland, Slade-Troutman**  
**PERSONNEL: Carrington, Hanson, Nelson**

#### **AD HOC COMMITTEES**

**BOARD POLICY AND PROCEDURES: Grueneberg**  
**WESTERN NEVADA COUNTY FIRE AGENCY: Grueneberg, Dorland, Hanson**

#### **LOCAL AGENCY ASSIGNMENTS**

**NEVADA COUNTY FIRE AGENCY (JPA): Garrett, Turner**

### **NEW BUSINESS**

3. Discussion and possible action, Resolution R20-23, Transfer of Funds from 2012 Special Tax Fund 734 to Operating Fund 722 in the amount of \$49,817.11. **Finance Manager Van Groningen**
4. Discussion and possible action, Resolution R20-24, Approving the amended job description for Finance Administration Assistant. **Finance Manager Van Groningen**
5. Discussion and possible action, Senate Bill 1205 Fire Protection Services Annual Report. **Fire Marshal McMahan**
6. Discussion and possible action, regarding surplus vehicles. **Deputy Chief Funk**

7. Correspondence.

7.A – Thank you for the free residential green waste disposal drop off.

**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](mailto: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](mailto: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  
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**BOARD OF DIRECTORS MINUTES June 18, 2020**

Regular Meeting held remotely at  
1 (800) 444-2801  
Conference Code: 1665498

**NCCFD DIRECTORS**

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

**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 7:00 pm and took roll call, noting that all Directors were present. President Grueneberg lead 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 – May 21, 2020 and June 4, 2020
2. Fund Balances, Check History report and Credit Card History Report

Finance Manager Van Groningen reported that the fund balance percentages were incorrect, should be 92%. Director Hanson pulled item 1 for corrections, changes and clarifications to the minutes. After all changes, corrections, and clarifications were made, Director Hanson motioned to accept the consent calendar. Director Nelson seconded. **MOTION** passed unanimously following a roll call vote.

**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 – Director Dorland reported that the budget committee met on June 4, 2020 and reviewed audit services, the Fiscal Year (FY) 20/21 preliminary budget and FY 20/21 appropriations limit. The committee approved the recommended audit firm, Fechter & Company. The FY 20/21 preliminary budget and FY 20/21 appropriations limit were approved by the finance committee and will be heard as business below.

Personnel – No report

Board Policy & Procedures – No report

JPA – No report

## **NEW BUSINESS**

3. **Discussion and possible action, Resolution R20-14, Transfer of Funds from Operating Fund 722 to Capital Reserve Fund 758 for Equipment and Vehicles.**

Finance Manager Van Groningen reported that at the close of each fiscal year we have several fund transfers, this is the transfer from 722 operating fund to 758 capital reserve fund. Director Hanson motioned to adopt Resolution R20-14, Transfer \$75,000.00 from Operating Fund 722 to Capital Reserve Fund 758. Director Slade-Troutman seconded. **MOTION** passed unanimously following a roll call vote.

4. **Discussion and possible action, Resolution R20-15, Transfer of Funds from Operating Fund 722 to Contingency Fund 723, for Obtaining the two-month desired operating costs in the contingency fund.**

Finance Manager Van Groningen reviewed the resolution verbally. After a brief discussion Director Slade-Troutman motioned to adopt Resolution R20-15, Transfer \$175,348 from Fund 722 to Fund 723. Director Nelson seconded. **MOTION** passed unanimously following a roll call vote.

5. **Discussion and possible action, Resolution R20-16, Transfer of Funds from Operating Fund 722 to Capital Reserve Fund 758, for the Annual Reserve Contribution.**

Finance Manager Van Groningen reviewed the resolution and the history of the annual reserve contribution approved by resolution 18-30 on December 20, 2018. Director Hanson motioned to adopt Resolution R20-16, Transfer \$50,000 from Fund. Director Slade-Troutman seconded. **MOTION** passed unanimously following a roll call vote.

6. **Discussion and possible action, Resolution R20-17, Authorized Personnel Resolution for Fiscal Year 2020/2021.**

Chief Turner reviewed the authorized personnel resolution reporting that the total number of positions for this fiscal year is 53. This is a reduction as compared to last year, as funding is not available for seasonal firefighters this year. After discussion on the need for increased staffing levels for various situations such as red flag warnings, storms, etc., overtime expenditures would be less than funding the seasonal program. Director Slade-Troutman motioned to adopt Resolution R20-17, Total of 53 positions. Director Garrett seconded. **MOTION** passed unanimously following a roll call vote.

7. **Discussion and possible action, Resolution R20-18, Establishing the Appropriations Limit for Fiscal Year 2020/2021.**

Finance Manager Van Groningen reported the state requires public agencies to set appropriations limit. Director Nelson motioned to approve Resolution R20-18, approving the appropriations limit of \$5,384,510.00 for the fiscal year 2020/2021. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote.

8. **Discussion and possible action, Resolution R20-19, Adopting the Preliminary Budget for the Fiscal Year 2020/2021.**

Finance Manager Van Groningen reviewed the preliminary budget. No significant changes were made from the preliminary budget that was in the May 21, 2020 board packet. He then recapped that the total revenue in operating fund 722 in the preliminary budget is \$7,004,002.00 with a 3% increase to property taxes and the assessment. Staff budgeted the revenue at \$80,000.00 for fund 733 with two expenditures, the final payment for station 84 and two engine 86 payments. Fund 734 revenue is based on a 2.7% increase and will be transferred to fund 722. In fund 758, the anticipated revenue is \$40,000.00 from surplus equipment. The expenses will be for the new squad 84. Finance Manager Van Groningen then reported this budget shows \$160,682.00 expenditures over the revenue anticipated. Director Hanson motioned to adopt Resolution R20-19, Fund 722 \$7,164,864; Fund 733 \$126,081; Fund 734 \$9,018 and Fund 758 \$84,819 for a total budget of \$7,384,782.00. Director Dorland seconded. **MOTION** passed unanimously following a roll call vote.

9. **Discussion and possible action, Resolution R20-20, Amending the Participants for US Cal-Card Purchasing Program.**

Finance Manager Van Groningen gave background of the new process implemented by the County of Nevada, explaining they are now mailing checks from their office with no remittance. Staff would like to utilize this card to pay recurring regular transactions such as utilities, so the payments are applied correctly. After some discussion, Director Dorland asked Finance Manager Van Groningen to look and see if we receive points and if it would be beneficial to pay most with credit cards. Director Hanson asked to have the card be in the name Finance Manager instead of Finance Department. With this amendment Director Dorland motioned to adopt Resolution R20-20. Director Hanson seconded. **MOTION** passed unanimously following a roll call vote.

10. **Discussion and possible action, Resolution R20-21, Employment of a Part-Time, Temporary Finance Assistant Position.**

Chief Turner reported that the District lost an instrumental part of the administrative team, Shawna Cresswell, who accepted a position with Nevada Irrigation District. He stated this leaves a void in the office that will eventually need to be filled permanently. While recruitment takes place, staff recommends filling the position with a temporary position. Director Slade-Troutman motioned to adopt Resolution R20-21, Employment of a Part-Time, Temporary Finance Assistant Position. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote.

11. **Discussion and possible action, Resolution R20-22, Resolution for 180-Day Wait Period Exception G.C. sections 7522.56 & 21221(h).**

Finance Manager Van Groningen reported that we have the opportunity to fill the part-time, temporary finance assistant position with a PERS annuitant, Leslie Quintero, who recently retired from the Auditor-Controller's office with the County of Nevada. He stated that this resolution is required by CAL PERS to bring on a retiree that has not been separated for 180-days. Director Hanson motioned to adopt Resolution R20-22, Resolution for 180-Day Wait Period Exception. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote.

**CHIEF'S MONTHLY REPORT**

Chief Funk did a quick overview of incidents. Calls have increased from April, but still down overall. There were a few significant incidents, one was a high angle rescue at the Vista Point on Highway 20. There were also several vegetation fires from debris burns that took place prior to the burn permit suspension. Staff participated several meetings regarding COVID-19. Chief Funk reported they are moving forward with generator at station 84.

Fire Marshal McMahan reported that he is working with the Coalition of Firewise Communities. The County maintenance facility is almost completed. The 4<sup>th</sup> of July parade and events are cancelled, although the enforcement taskforce will remain.

**\*BOARD DISCUSSION**

No board discussion.

**ADJOURNMENT**

President Grueneberg adjourned the meeting at 8:09 p.m.

Attest:

Approved by:

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Nicole Long  
Board Secretary

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Keith Grueneberg  
President of the Board

**Nevada County Consolidated Fire District  
Fund Recap & Cash Balances  
June 2020**

|                             | Fund             |                    |               |                    |                | Total     |
|-----------------------------|------------------|--------------------|---------------|--------------------|----------------|-----------|
|                             | 722<br>Operating | 723<br>Contingency | 733<br>AB1600 | 734<br>Special Tax | 758<br>Capital |           |
| Beginning Cash <sup>1</sup> | 1,512,848        | 1,069,800          | 75,743        | 389,683            | 338,460        | 3,386,534 |
| Revenues                    | 337,233          |                    | 7,800         | 49,136             | 1,263          | 395,432   |
| Expenditures                | (430,944)        | -                  | (27,085)      | -                  | 4,905          | (453,124) |
| Other Inc/Expense           | (300,821)        | 175,340            | -             | (389,000)          | 125,000        | (481)     |
| Other Activity <sup>2</sup> | 389,000<br>3,181 | -                  |               | -                  |                | 3,181     |
| Ending Cash <sup>1</sup>    | 1,510,497        | 1,245,140          | 56,458        | 49,819             | 469,628        | 3,331,542 |

<sup>1</sup> Includes Well Fargo

<sup>2</sup> Balance sheet cash activity not reported on fund report in the current month.

**Nevada County Consolidated Fire District**  
**Operating Fund 722**  
June 2020

|   | <b>June</b>    | <b>YTD Actual</b> | <b>Budget</b>    | <b>% of Budget</b> |
|---|----------------|-------------------|------------------|--------------------|
| <b>Revenues</b>                             |                |                   |                  |                    |
| <b>4000 · Taxes &amp; Assessments</b>       |                |                   |                  |                    |
| 4010 · Current Secured                      | 155,269        | 3,106,514         | 3,084,552        | 101%               |
| 4011 · Prior Secured                        |                | (1,134)           | 59,702           | (2%)               |
| 4020 · Current Unsecured                    | 482            | 52,769            |                  | 100%               |
| 4030 · Prior Unsecured                      | 40             | 1,485             |                  | 100%               |
| 4040 · Supplemental Secured                 | 10,740         | 36,865            | 29,477           | 125%               |
| 4050 · Supplemental Unsecured               | 136            | 1,457             |                  | 100%               |
| 4060 · Supplemental Prior Unsecured         | 13             | 185               |                  | 100%               |
| 4110 · Special Assessment                   | 100,367        | 2,009,531         | 2,009,382        | 100%               |
| 4150 · Special Tax of 2012                  | (16)           | 557               |                  | 100%               |
| 4151 · Special Tax 2012 (transfer in)       | 389,000        | 952,000           | 955,327          | 100%               |
| 4160 · AB 1600 Mitigation Fees              | 0              | 0                 |                  |                    |
| 4230 · State Homeowners                     | 1,267          | 25,333            | 25,435           | 100%               |
| 4240 · State Public Safety Prop 172         | 50,587         | 384,558           | 387,198          | 99%                |
| 4290 · Other                                | 3              | 4                 |                  |                    |
| <b>Total 4000 · Taxes &amp; Assessments</b> | <b>707,888</b> | <b>6,570,124</b>  | <b>6,551,073</b> | <b>100%</b>        |
| <b>4500 · Reimbursements</b>                |                |                   |                  |                    |
| 4510 · Strike Team                          |                | 228,248           | 79,591           | 287%               |
| 4520 · Strike Team Prior Year               |                | 10,468            | 10,468           | 100%               |
| 4522 · Strike Team Cost Offset              |                | (146,572)         |                  |                    |
| 4540 · Vehicle Repair                       | 1,712          | 5,983             | 5,000            | 120%               |
| 4550 · Cost Recovery                        | 3,274          | 20,226            | 20,000           | 101%               |
| 4690 · Other Reimbursements                 | 1,405          | 79,088            | 63,910           | 124%               |
| <b>Total 4500 · Reimbursements</b>          | <b>6,391</b>   | <b>197,441</b>    | <b>178,969</b>   | <b>110%</b>        |
| <b>4800 · Other Revenue</b>                 |                |                   |                  |                    |
| 4810 · Inspections & Permits                | 124            | 11,656            | 10,000           | 117%               |
| 4812 · Plan Reviews                         |                | 19,264            | 15,000           | 128%               |
| 4820 · Interest & Finance Charges           | 9,856          | 33,467            | 18,000           | 186%               |
| 4830 · Rentals                              | 1,450          | 28,980            | 28,740           | 101%               |
| 4870 · Other Revenue                        | 524            | 2,165             | 2,000            | 108%               |
| <b>Total 4800 · Other Revenue</b>           | <b>11,954</b>  | <b>95,532</b>     | <b>73,740</b>    | <b>130%</b>        |
| <b>Total Revenues</b>                       | <b>726,233</b> | <b>6,863,097</b>  | <b>6,803,782</b> | <b>101%</b>        |



| Expense                                  | June           | YTD Actual       | Budget           | % of Budget |
|--|----------------|------------------|------------------|-------------|
| <b>5000 · Wages &amp; Benefits</b>       |                |                  |                  |             |
| <b>5100 · Wages</b>                      |                |                  |                  |             |
| 5111 · Chief / Deputy Chief (2)          | 27,181         | 352,781          | 353,362          | 100%        |
| 5113 · Battalion Chief (2)               | 17,616         | 223,841          | 224,280          | 100%        |
| 5114 · Prevention (2)                    | 15,576         | 201,914          | 206,267          | 98%         |
| 5121 · Captains (9)                      | 66,486         | 824,330          | 830,102          | 99%         |
| 5122 · Lieutenants (6)                   | 35,377         | 446,501          | 463,822          | 96%         |
| 5123 · Firefighter (12)                  | 51,731         | 719,301          | 740,641          | 97%         |
| 5131 · Supplemental / Seasonal FF        |                | 137,631          | 137,631          | 100%        |
| 5132 · PCF / Reserve FF                  |                | 3,792            | 3,815            | 99%         |
| 5141 · Clerical (3)                      | 17,246         | 224,148          | 226,555          | 99%         |
| 5145 · Fire Mechanic (1.5)               | 8,723          | 118,021          | 124,363          | 95%         |
| 5151 · Overtime                          | 29,575         | 367,064          | 412,142          | 89%         |
| 5153 · Additional Overtime Staffing      | 991            | 10,077           | 18,292           | 55%         |
| 5155 · EPSL Overtime                     | 1,931          | 3,315            |                  |             |
| 5161 · Strike Team                       | 11             | 98,875           |                  |             |
| 5165 · Strike Team Backfill              | 2              | 47,669           |                  |             |
| 5167 · Strike Team Revenue Offset        |                | (144,477)        |                  |             |
| 5171 · Holiday Stipend                   | 6,960          | 75,665           | 73,707           | 103%        |
| 5173 · Vacation / CTO Buy Back           | 12,789         | 72,488           | 81,425           | 89%         |
| 5185 · Directors                         | 513            | 3,900            | 4,500            | 87%         |
| <b>Total 5100 · Wages</b>                | <b>292,708</b> | <b>3,786,836</b> | <b>3,900,904</b> | <b>97%</b>  |
| <b>5500 · Payroll Taxes</b>              |                |                  |                  |             |
| 5511 · Medicare Employer Tax             | 3,789          | 51,801           | 56,878           | 91%         |
| 5512 · Soc Security Employer Tax         | 23             | 477              | 516              | 92%         |
| 5521 · SUI Employer Tax                  | 8              | 6,848            | 9,108            | 75%         |
| 5526 · Strike Team Revenue Offset        |                | (2,095)          |                  |             |
| <b>Total 5500 · Payroll Taxes</b>        | <b>3,820</b>   | <b>57,031</b>    | <b>66,502</b>    | <b>86%</b>  |
| <b>5700 · Benefits</b>                   |                |                  |                  |             |
| 5711 · Pension                           | 44,822         | 892,077          | 913,074          | 98%         |
| 5731 · Health Insurance                  | 55,892         | 678,824          | 772,464          | 88%         |
| 5735 · Life Insurance                    | 930            | 14,047           | 16,200           | 87%         |
| 5751 · Workers Comp Insurance            |                | 188,898          | 188,898          | 100%        |
| <b>Total 5700 · Benefits</b>             | <b>101,644</b> | <b>1,773,846</b> | <b>1,890,636</b> | <b>94%</b>  |
| <b>Total 5000 · Wages &amp; Benefits</b> | <b>398,172</b> | <b>5,617,713</b> | <b>5,858,042</b> | <b>96%</b>  |

|  | <u>June</u>  | <u>YTD Actual</u> | <u>Budget</u>  | <u>% of Budget</u> |
|--|--------------|-------------------|----------------|--------------------|
| <b>6000 · Personnel Related</b>                |              |                   |                |                    |
| <b>6010 · Clothing / PPE</b>                   |              |                   |                |                    |
| 6011 · Uniforms                                |              | 8,751             | 11,835         | 74%                |
| 6021 · Personal Protective Equip               | 962          | 35,631            | 40,000         | 89%                |
| 6031 · Safety & PPE (per MOU)                  | 121          | 32,441            | 33,060         | 98%                |
| <b>Total 6010 · Clothing / PPE</b>             | <u>1,083</u> | <u>76,823</u>     | <u>84,895</u>  | <u>90%</u>         |
| <b>6100 · Food / Meals</b>                     |              |                   |                |                    |
| 6111 · Meals - Administration                  |              | 80                | 350            | 23%                |
| 6113 · Meals - Fire                            |              |                   | 1,500          |                    |
| 6114 · Meals - Interns                         |              | 10,560            | 10,560         | 100%               |
| <b>Total 6100 · Food / Meals</b>               |              | <u>10,640</u>     | <u>12,410</u>  | <u>86%</u>         |
| <b>6200 · Training / Fitness</b>               |              |                   |                |                    |
| 6211 · Wellness Program                        |              | 22,831            | 26,740         | 85%                |
| 6213 · Fitness Program                         | 400          | 4,208             | 4,400          | 96%                |
| 6221 · Tuition - Safety Personnel              | (1,100)      | 11,094            | 20,000         | 55%                |
| 6232 · Travel Expense                          |              | 4,017             | 8,500          | 47%                |
| 6241 · Training Materials                      |              | 556               | 2,000          | 28%                |
| 6246 · Public Safety Training Center           | (284)        | 910               | 1,000          | 91%                |
| 6251 · Education Incentive Program             |              | 407               | 407            | 100%               |
| 6261 · Licenses & Certificates                 | 58           | 2,267             | 2,250          | 101%               |
| 6271 · Training - Administration               |              | 3,867             | 7,000          | 55%                |
| <b>Total 6200 · Training / Fitness</b>         | <u>(926)</u> | <u>50,157</u>     | <u>72,297</u>  | <u>69%</u>         |
| <b>Total 6000 · Personnel Related</b>          | <u>157</u>   | <u>137,620</u>    | <u>169,602</u> | <u>81%</u>         |
| <b>6500 · Facility &amp; Equipment Related</b> |              |                   |                |                    |
| <b>6510 · Communications</b>                   |              |                   |                |                    |
| 6511 · Telephones                              | 1,540        | 16,265            | 18,000         | 90%                |
| 6521 · Mobile Phones                           | 1,338        | 8,220             | 8,550          | 96%                |
| 6510 · Communications - Other                  |              | 21                |                |                    |
| <b>Total 6510 · Communications</b>             | <u>2,878</u> | <u>24,506</u>     | <u>26,550</u>  | <u>92%</u>         |
| <b>6550 · Station</b>                          |              |                   |                |                    |
| 6551 · Supplies & Services - Stations          | 1,230        | 14,154            | 18,000         | 79%                |
| 6591 · Small Tools                             | (17)         | 191               |                |                    |
| <b>Total 6550 · Station</b>                    | <u>1,213</u> | <u>14,345</u>     | <u>18,000</u>  | <u>80%</u>         |
| <b>6610 · Insurance</b>                        |              |                   |                |                    |
| 6611 · Liability                               |              | 14,335            | 13,824         | 104%               |
| 6621 · Property                                |              | 16,497            | 16,457         | 100%               |
| <b>Total 6610 · Insurance</b>                  |              | <u>30,832</u>     | <u>30,281</u>  | <u>102%</u>        |
| <b>6650 · Maintenance</b>                      |              |                   |                |                    |
| 6681 · Facility Maint & Improvements           | 246          | 112,696           | 120,000        | 94%                |
| <b>Total 6650 · Maintenance</b>                | <u>246</u>   | <u>112,696</u>    | <u>120,000</u> | <u>94%</u>         |

|  | <u>June</u> | <u>YTD Actual</u> | <u>Budget</u> | <u>% of Budget</u> |
|--|-------------|-------------------|---------------|--------------------|
| <b>6700 · Medical Supplies</b>                       |             |                   |               |                    |
| 6716 · EMS Supplies                                  |             | 15,723            | 17,000        | 92%                |
| <b>Total 6700 · Medical Supplies</b>                 |             | 15,723            | 17,000        | 92%                |
| <b>6750 · Apparatus Equipment</b>                    |             |                   |               |                    |
| 6751 · Hose  | 6,399       | 18,839            | 21,000        | 90%                |
| 6756 · Ladders                                       | 1,177       | 1,177             | 1,150         | 102%               |
| 6761 · Suppression Equip                             | 307         | 4,326             | 10,000        | 43%                |
| 6766 · Power Tools & Equipment                       |             | 6,957             | 6,800         | 102%               |
| 6771 · Pump Testing                                  |             | 3,740             | 4,347         | 86%                |
| 6776 · Mobile Communications                         |             | 2,245             | 2,500         | 90%                |
| 6781 · Technical Rescue Equip                        | 478         | 5,862             | 6,500         | 90%                |
| 6786 · SCBA Repair & Mainteneace                     |             | 6,005             | 5,000         | 120%               |
| 6791 · Small Tools - Apparatus                       |             | 38                | 1,000         | 4%                 |
| <b>Total 6750 · Apparatus Equipment</b>              | 8,361       | 49,189            | 58,297        | 84%                |
| <b>6800 · Utilities</b>                              |             |                   |               |                    |
| 6811 · Alarm   |             | 1,348             | 2,120         | 64%                |
| 6821 · Electricity / Gas                             | 3,111       | 38,884            | 44,515        | 87%                |
| 6831 · Propane                                       |             | 11,425            | 13,230        | 86%                |
| 6841 · Trash   | 226         | 3,330             | 3,837         | 87%                |
| 6851 · Water / Sewer                                 | 192         | 7,630             | 8,224         | 93%                |
| <b>Total 6800 · Utilities</b>                        | 3,529       | 62,617            | 71,926        | 87%                |
| <b>6900 · Capital Expenditures</b>                   |             |                   |               |                    |
| 6911 · Stations                                      |             | 18,000            | 18,000        | 100%               |
| 6921 · Apparatus & Equipment                         |             | 26,763            | 31,500        | 85%                |
| 6931 · Vehicles                                      | 243         | 243               |               |                    |
| <b>Total 6900 · Capital Expenditures</b>             | 243         | 45,006            | 49,500        | 91%                |
| <b>Total 6500 · Facility &amp; Equipment Related</b> | 16,470      | 354,914           | 391,554       | 91%                |
| <b>7000 · Vehicle Related</b>                        |             |                   |               |                    |
| <b>7001 · Insurance</b>                              |             |                   |               |                    |
| 7005 · Vehicle Insurance                             |             | 7,471             | 8,481         | 88%                |
| 7001 · Insurance - Other                             |             | 202               |               | 100%               |
| <b>Total 7001 · Insurance</b>                        |             | 7,673             | 8,481         | 90%                |
| <b>7010 · Maintenance</b>                            |             |                   |               |                    |
| 7011 · Accessories                                   | 1,405       | 60,542            |               |                    |
| 7016 · Batteries                                     |             | 1,992             |               |                    |
| 7021 · Body  |             | 902               |               |                    |
| 7026 · Brakes  |             | 4,496             |               |                    |
| 7036 · Pumps   |             | 2,866             |               |                    |
| 7041 · Tires   | 305         | 10,866            |               |                    |
| 7046 · Tools & Shop Related                          | 690         | 13,156            |               |                    |
| 7048 · All Categories for Budget                     |             |                   | 106,200       |                    |
| 7049 · Outside Agency Vehicle Maint                  | (6,082)     | (1,325)           |               |                    |
| 7010 · Maintenance - Other                           |             | 248               |               |                    |
| <b>Total 7010 · Maintenance</b>                      | (3,682)     | 93,743            | 106,200       | 88%                |

|   | <u>June</u>   | <u>YTD Actual</u> | <u>Budget</u> | <u>% of Budget</u> |
|---|---------------|-------------------|---------------|--------------------|
| <b>7050 · Fuel</b>                        |               |                   |               |                    |
| 7051 · Fuel                               | 1,899         | 55,013            | 67,598        | 81%                |
| <b>Total 7050 · Fuel</b>                  | <u>1,899</u>  | <u>55,013</u>     | <u>67,598</u> | <u>81%</u>         |
| <b>Total 7000 · Vehicle Related</b>       | (1,783)       | 156,429           | 182,279       | 86%                |
| <b>7500 · General &amp; Admin Related</b> |               |                   |               |                    |
| <b>7501 · Office Expense</b>              |               |                   |               |                    |
| 7502 · Administration                     | 376           | 5,032             | 7,200         | 70%                |
| 7506 · Board                              | 80            | 853               | 1,800         | 47%                |
| 7508 · Computer & Software Expense        | 12,026        | 51,882            | 60,723        | 85%                |
| 7509 · Copier Expense                     |               | 1,199             | 1,500         | 80%                |
| 7511 · Memberships                        |               | 10,247            | 15,000        | 68%                |
| 7521 · Postage & Delivery                 | 293           | 1,352             | 2,040         | 66%                |
| 7531 · Other                              | 0             | 0                 |               |                    |
| <b>Total 7501 · Office Expense</b>        | <u>12,775</u> | <u>70,565</u>     | <u>88,263</u> | <u>80%</u>         |
| <b>7550 · Professional Services</b>       |               |                   |               |                    |
| 7551 · Accounting                         |               | 11,764            | 11,450        | 103%               |
| 7556 · Computer & IT Support              | 338           | 8,035             | 9,720         | 83%                |
| 7561 · Consultants                        |               | 23,895            | 33,495        | 71%                |
| 7563 · Hiring Expense                     | (49)          | 2,089             | 8,005         | 26%                |
| 7566 · Legal Expense                      | 342           | 20,651            | 24,433        | 85%                |
| 7571 · Medical Director                   |               | 1,874             | 3,600         | 52%                |
| <b>Total 7550 · Professional Services</b> | <u>631</u>    | <u>68,308</u>     | <u>90,703</u> | <u>75%</u>         |
| <b>7590 · Publications</b>                |               |                   |               |                    |
| 7591 · Legal Notices                      |               | 392               | 600           | 65%                |
| 7596 · Marketing / Advertising            |               |                   | 500           |                    |
| <b>Total 7590 · Publications</b>          |               | <u>392</u>        | <u>1,100</u>  | <u>36%</u>         |
| <b>7600 · Special District</b>            |               |                   |               |                    |
| 7611 · Elections                          | 50            | 50                |               | 100%               |
| 7621 · LAFCo                              |               | 6,458             | 6,458         | 100%               |
| 7631 · Nevada County Fees                 |               | 76,540            | 71,901        | 106%               |
| <b>Total 7600 · Special District</b>      | <u>50</u>     | <u>83,048</u>     | <u>78,359</u> | <u>106%</u>        |
| <b>7650 · Prevention</b>                  |               |                   |               |                    |
| 7651 · Code Purchases                     |               | 3,127             | 3,000         | 104%               |
| 7653 · Investigation Supplies             | 772           | 1,663             | 7,025         | 24%                |
| 7657 · Inspection Supplies                | 329           | 1,048             | 3,000         | 35%                |
| 7661 · Prof Svcs / Plan Checks            |               | 1,372             | 2,500         | 55%                |
| 7663 · Public Education Supplies          | 723           | 5,339             | 6,000         | 89%                |
| 7665 · Subscriptions / Memberships        | 363           | 1,629             | 5,750         | 28%                |
| 7667 · Training                           |               | 4,259             | 5,000         | 85%                |
| 7669 · Other Prevention / Law Enforce     | 2,285         | 4,359             | 8,000         | 54%                |
| <b>Total 7650 · Prevention</b>            | <u>4,472</u>  | <u>22,796</u>     | <u>40,275</u> | <u>57%</u>         |

|   | <u>June</u>           | <u>YTD Actual</u>      | <u>Budget</u>           | <u>% of Budget</u> |
|---|-----------------------|------------------------|-------------------------|--------------------|
| <b>7800 · JPA</b>                               |                       |                        |                         |                    |
| <b>7831 · Dispatch Charges</b>                  |                       | 107,061                | 100,000                 | 107%               |
| <b>7841 · Dues / Administration</b>             |                       | 4,316                  | 8,918                   | 48%                |
| <b>Total 7800 · JPA</b>                         |                       | <u>111,377</u>         | <u>108,918</u>          | <u>102%</u>        |
| <b>Total 7500 · General &amp; Admin Related</b> | 17,928                | 356,486                | 407,618                 | 87%                |
| <b>8500 · Strike Team Non Labor Expenses</b>    |                       | 4,312                  |                         |                    |
| <b>Total Expense</b>                            | <u>430,944</u>        | <u>6,627,474</u>       | <u>7,009,095</u>        | <u>95%</u>         |
| <b>Fund Over/&lt;Under&gt;</b>                  | 295,289               | 235,623                | (205,313)               |                    |
| <b>Other Income</b>                             |                       |                        |                         |                    |
| <b>9001 · Grant Revenue</b>                     |                       | 26,250                 |                         |                    |
| <b>Total Other Income</b>                       |                       | 26,250                 |                         |                    |
| <b>Other Expense</b>                            |                       |                        |                         |                    |
| <b>8700 · Transfers Out</b>                     |                       |                        |                         |                    |
| <b>8723 · Transfer to 723</b>                   | 175,340               | 175,340                | 166,940                 | 105%               |
| <b>8758 · Transfer to 758</b>                   | 125,000               | 125,000                | 75,000                  | 167%               |
| <b>Total 8700 · Transfers Out</b>               | <u>300,340</u>        | <u>300,340</u>         | <u>241,940</u>          | <u>124%</u>        |
| <b>8901 · Interest Expense</b>                  | 37                    | 37                     |                         |                    |
| <b>9101 · Grant Expense</b>                     | 444                   | 19,282                 |                         |                    |
| <b>Total Other Expense</b>                      | <u>300,821</u>        | <u>319,659</u>         | <u>241,940</u>          | <u>132%</u>        |
| <b>Net Other</b>                                | <u>(300,821)</u>      | <u>(293,409)</u>       | <u>(241,940)</u>        | <u>121%</u>        |
| <b>Net Fund Activity</b>                        | <u><u>(5,532)</u></u> | <u><u>(57,786)</u></u> | <u><u>(447,253)</u></u> |                    |

**Nevada County Consolidated Fire District**  
**AB 1600 Mitigation Fund 733**  
June 2020

|  | <u>June</u>            | <u>Budg</u> | <u>YTD Actual</u>      | <u>Budget</u>          | <u>% of Budget</u> |
|--|------------------------|-------------|------------------------|------------------------|--------------------|
| <b>Revenues</b>                                      |                        |             |                        |                        |                    |
| <b>4000 · Taxes &amp; Assessments</b>                |                        |             |                        |                        |                    |
| 4160 · AB 1600 Mitigation Fees                       | 7,550                  |             | 88,998                 | 80,000                 | 111%               |
| <b>Total 4000 · Taxes &amp; Assessments</b>          | <u>7,550</u>           |             | <u>88,998</u>          | <u>80,000</u>          | <u>111%</u>        |
| <b>4800 · Other Revenue</b>                          |                        |             |                        |                        |                    |
| 4820 · Interest & Finance Charges                    | 250                    |             | 1,900                  | 2,000                  | 95%                |
| 4870 · Other Revenue                                 |                        |             | 50                     |                        |                    |
| <b>Total 4800 · Other Revenue</b>                    | <u>250</u>             |             | <u>1,950</u>           | <u>2,000</u>           | <u>98%</u>         |
| <b>Total Revenues</b>                                | <u>7,800</u>           |             | <u>90,948</u>          | <u>82,000</u>          | <u>111%</u>        |
| <b>Expense</b>                                       |                        |             |                        |                        |                    |
| <b>6500 · Facility &amp; Equipment Related</b>       |                        |             |                        |                        |                    |
| <b>6900 · Capital Expenditures</b>                   |                        |             |                        |                        |                    |
| 6911 · Stations                                      | 27,085                 |             | 54,170                 | 54,170                 | 100%               |
| 6921 · Apparatus & Equipment                         |                        |             | 98,996                 | 98,996                 | 100%               |
| <b>Total 6900 · Capital Expenditures</b>             | <u>27,085</u>          |             | <u>153,166</u>         | <u>153,166</u>         | <u>100%</u>        |
| <b>Total 6500 · Facility &amp; Equipment Related</b> | <u>27,085</u>          |             | <u>153,166</u>         | <u>153,166</u>         | <u>100%</u>        |
| <b>Total Expense</b>                                 | <u>27,085</u>          |             | <u>153,166</u>         | <u>153,166</u>         | <u>100%</u>        |
| <b>Fund Over / &lt;Under&gt;</b>                     | <u>(19,285)</u>        |             | <u>(62,218)</u>        | <u>(71,166)</u>        | <u>87%</u>         |
| <b>Net Fund Activity</b>                             | <u><u>(19,285)</u></u> |             | <u><u>(62,218)</u></u> | <u><u>(71,166)</u></u> | <u><u>87%</u></u>  |

**Nevada County Consolidated Fire District**  
**Special Tax Fund 734**  
June 2020

|   | <u>June</u>      | <u>YTD Actual</u> | <u>Budget</u>  | <u>% of Budget</u> |
|---|------------------|-------------------|----------------|--------------------|
| <b>Revenues</b>                                 |                  |                   |                |                    |
| <b>4000 · Taxes &amp; Assessments</b>           |                  |                   |                |                    |
| 4150 · Special Tax of 2012                      | 48,266           | 962,010           | 962,226        | 100%               |
| <b>Total 4000 · Taxes &amp; Assessments</b>     | <u>48,266</u>    | <u>962,010</u>    | <u>962,226</u> | <u>100%</u>        |
| <b>4800 · Other Revenue</b>                     |                  |                   |                |                    |
| 4820 · Interest & Finance Charges               | 870              | 2,293             | 1,355          | 169%               |
| <b>Total 4800 · Other Revenue</b>               | <u>870</u>       | <u>2,293</u>      | <u>1,355</u>   | <u>169%</u>        |
| <b>Total Revenues</b>                           | <u>49,136</u>    | <u>964,303</u>    | <u>963,581</u> | <u>100%</u>        |
| <b>Expense</b>                                  |                  |                   |                |                    |
| <b>7500 · General &amp; Admin Related</b>       |                  |                   |                |                    |
| <b>7600 · Special District</b>                  |                  |                   |                |                    |
| 7631 · Nevada County Fees                       |                  | 8,502             | 8,757          | 97%                |
| <b>Total 7600 · Special District</b>            |                  | <u>8,502</u>      | <u>8,757</u>   | <u>97%</u>         |
| <b>Total 7500 · General &amp; Admin Related</b> |                  | <u>8,502</u>      | <u>8,757</u>   | <u>97%</u>         |
| <b>Total Expense</b>                            |                  | <u>8,502</u>      | <u>8,757</u>   | <u>97%</u>         |
| <b>Fund Over / &lt;Under&gt;</b>                | 49,136           | 955,801           | 954,824        | 100%               |
| <b>Other Expense</b>                            |                  |                   |                |                    |
| <b>8700 · Transfers Out</b>                     |                  |                   |                |                    |
| 8722 · Transfer to 722                          | 389,000          | 952,000           | 955,327        | 100%               |
| <b>Total 8700 · Transfers Out</b>               | <u>389,000</u>   | <u>952,000</u>    | <u>955,327</u> | <u>100%</u>        |
| <b>Total Other Expense</b>                      | <u>389,000</u>   | <u>952,000</u>    | <u>955,327</u> | <u>100%</u>        |
| <b>Net Other</b>                                | (389,000)        | (952,000)         | (955,327)      | 100%               |
| <b>Net Fund Activity</b>                        | <u>(339,864)</u> | <u>3,801</u>      | <u>(503)</u>   | <u>(756%)</u>      |

**Nevada County Consolidated Fire District**  
**Capital Fund 758**  
June 2020

|  | <b>June</b>    | <b>YTD Actual</b> | <b>Budget</b>    | <b>% of Budget</b> |
|--|----------------|-------------------|------------------|--------------------|
| <b>Revenues</b>                                      |                |                   |                  |                    |
| 4800 · Other Revenue                                 |                |                   |                  |                    |
| 4820 · Interest & Finance Charges                    | 1,263          | 9,650             | 10,000           | 97%                |
| <b>Total 4800 · Other Revenue</b>                    | <b>1,263</b>   | <b>9,650</b>      | <b>10,000</b>    | <b>97%</b>         |
| <b>Total Revenues</b>                                | <b>1,263</b>   | <b>9,650</b>      | <b>10,000</b>    | <b>97%</b>         |
| <b>Expense</b>                                       |                |                   |                  |                    |
| 5000 · Wages & Benefits                              |                |                   |                  |                    |
| 5700 · Benefits                                      |                |                   |                  |                    |
| 5731 · Health Insurance                              | (7,065)        | (7,065)           |                  |                    |
| <b>Total 5700 · Benefits</b>                         | <b>(7,065)</b> | <b>(7,065)</b>    |                  |                    |
| <b>Total 5000 · Wages &amp; Benefits</b>             | <b>(7,065)</b> | <b>(7,065)</b>    |                  |                    |
| 6500 · Facility & Equipment Related                  |                |                   |                  |                    |
| 6900 · Capital Expenditures                          |                |                   |                  |                    |
| 6911 · Stations                                      |                | 41,120            | 42,000           | 98%                |
| 6921 · Apparatus & Equipment                         |                | 195,878           | 205,286          | 95%                |
| 6931 · Vehicles                                      | 2,160          | 69,411            | 65,000           | 107%               |
| <b>Total 6900 · Capital Expenditures</b>             | <b>2,160</b>   | <b>306,409</b>    | <b>312,286</b>   | <b>98%</b>         |
| <b>Total 6500 · Facility &amp; Equipment Related</b> | <b>2,160</b>   | <b>306,409</b>    | <b>312,286</b>   | <b>98%</b>         |
| <b>Total Expense</b>                                 | <b>(4,905)</b> | <b>299,344</b>    | <b>312,286</b>   | <b>96%</b>         |
| <b>Fund Over / &lt;Under&gt;</b>                     | <b>6,168</b>   | <b>(289,694)</b>  | <b>(302,286)</b> | <b>96%</b>         |
| <b>Other Income</b>                                  |                |                   |                  |                    |
| 8800 · Transfers In                                  |                |                   |                  |                    |
| 8822 · Transfer from 722                             | 125,000        | 125,000           | 75,000           | 167%               |
| <b>Total 8800 · Transfers In</b>                     | <b>125,000</b> | <b>125,000</b>    | <b>75,000</b>    | <b>167%</b>        |
| <b>Total Other Income</b>                            | <b>125,000</b> | <b>125,000</b>    | <b>75,000</b>    | <b>167%</b>        |
| <b>Net Other</b>                                     | <b>125,000</b> | <b>125,000</b>    | <b>75,000</b>    | <b>167%</b>        |
| <b>Net Fund Activity</b>                             | <b>131,168</b> | <b>(164,694)</b>  | <b>(227,286)</b> | <b>72%</b>         |



# Nevada County Consolidated Fire District

## Check History Report

### June, 2020

11:40 AM

07/07/2020

Cash Basis

| Date       | Num     | Name                              | Account                      | Paid Amount |
|------------|---------|-----------------------------------|------------------------------|-------------|
| 06/01/2020 | 222477  | B&C ACE HOME & GARDEN CENTER      | 6551 - Supplies / Station    | 77.81       |
| 06/01/2020 | 222484  | BLUE SHIELD OF CALIFORNIA         | 5731 - Health Insurance      | 29,970.76   |
| 06/01/2020 | 222487  | NETWORK DESIGN ASSOCIATES         | 7556 - Computer & IT         | 270.00      |
| 06/01/2020 | 222489  | PURCHASE POWER                    | 7521 - Postage & Delivery    | 318.92      |
| 06/01/2020 | 222491  | LIEBERT CASSIDY WHITMORE          | 7566 - Legal                 | 342.00      |
| 06/01/2020 | 222499  | AT&T Long Distance                | 6511 - Telephones            | 13.49       |
| 06/01/2020 | 222502  | CDW GOVERNMENT INC                | 7508 - Computer & Software   | 1,927.90    |
| 06/01/2020 | 222506  | COMCAST                           | 6511 - Telephones            | 697.33      |
| 06/01/2020 | 222518  | AFLAC                             | 2271 - AFLAC Payable         | 982.00      |
| 06/01/2020 | 222519  | AT&T CALNET 3                     | 6511 - Telephones            | 89.12       |
| 06/01/2020 | 222520  | GOLDEN STATE EMERGENCY VEHICLE    | 7049 - Outside Agency Mtc    | 118.86      |
| 06/01/2020 | 222522  | FDAC Employee Benefits Authority  | 5735 - Life Insurance        | 1,599.15    |
| 06/01/2020 | 222529  | STANDARD INSURANCE COMPANY        | 2273 - LTD Payable           | 907.50      |
| 06/01/2020 | 222530  | ArchiveSocial                     | 7508 - Computer & Software   | 4,788.00    |
| 06/01/2020 | V964799 | SPECIAL DIST RISK MGMT AUTH.      | 5731 - Health Insurance      | 4,851.57    |
| 06/01/2020 | V964808 | ECONOMY PEST CONTROL              | 6681 - Facility Maint        | 97.00       |
| 06/01/2020 | V964811 | A TO Z SUPPLY                     | 6681 - Facility Maint        | 200.06      |
| 06/01/2020 | V964812 | MISSION LINEN SUPPLY, INC.        | 6551 - Supplies              | 58.48       |
| 06/01/2020 | V964817 | RIVERVIEW INTERNATIONAL TRUCKS    | 7011 - Accessories           | 93.46       |
| 06/01/2020 | V964820 | WALKER'S OFFICE SUPPLY            | 6551 - Supplies / Station    | 28.93       |
| 06/01/2020 | V964831 | KAISER FOUNDATION HEALTH PLAN     | 5731 - Health Insurance      | 20,456.58   |
| 06/01/2020 | V964836 | SMARTER BROADBAND                 | 6511 - Telephones            | 40.00       |
| 06/01/2020 | V964838 | ROBINSON ENTERPRISES, INC.        | 7051 - Fuel                  | 326.15      |
| 06/04/2020 |         | PP 5/17 - 5/30/20                 | Net Payroll                  | 104,590.42  |
| 06/04/2020 | 222585  | NCCFD - EFTPS (Fed & State Taxes) | Payroll Taxes Payable        | 25,057.88   |
| 06/04/2020 | 222586  | HSA BANK, DIV. OF WEBSTER BANK    | 2276 - HSA Payable           | 178.21      |
| 06/04/2020 | 222587  | HSA BANK, DIV. OF WEBSTER BANK    | 5731 - Health Insurance      | 3,164.60    |
| 06/04/2020 | 222588  | CalPERS 457 Plan (Def. Comp)      | 2266 - Deferred Comp Payable | 1,350.00    |
| 06/04/2020 | 222589  | NEVADA COUNTY CLERK-RECORDER      | 7611 - Elections             | 50.00       |
| 06/04/2020 | 222623  | B&C ACE HOME & GARDEN CENTER      | 7508 - Computer & Software   | 11.59       |
| 06/04/2020 | 222634  | NETWORK DESIGN ASSOCIATES         | 7556 - Computer & IT         | 67.50       |
| 06/04/2020 | 222640  | MOULE PAINT & GLASS, INC.         | 7011 - Accessories           | 694.13      |
| 06/04/2020 | 909119  | CalPERS (Retirement)              | 5711 - Pension               | 35,117.84   |
| 06/04/2020 | V964865 | ECONOMY PEST CONTROL              | 6681 - Facility Maint        | 97.00       |
| 06/04/2020 | V964880 | NEVADA COUNTY PROF FF ASSN        | 2251 - NCCFA Dues            | 1,085.00    |
| 06/04/2020 | V964885 | NATIONWIDE RETIREMENT SOLUTION    | 2266 - Deferred Comp Payable | 5,530.92    |
| 06/04/2020 | V964889 | WALKER'S OFFICE SUPPLY            | 6551 - Supplies / Station    | 127.86      |
| 06/11/2020 | 222819  | WASTE MANAGEMENT OF NEV. CO.      | 6841 - Trash                 | 225.90      |
| 06/11/2020 | 222828  | PLAZA TIRE & AUTO SERVICE         | 7041 - Tires                 | 304.75      |
| 06/11/2020 | 222836  | NID                               | 6851 - Water / Sewer         | 84.62       |
| 06/11/2020 | 222839  | RIEBES AUTO PARTS                 | Various Vehicle Expenses     | 1,047.38    |
| 06/11/2020 | 222853  | SNAP-ON INDUSTRIAL                | 7046 - Tools & Shop          | 68.67       |

# Nevada County Consolidated Fire District

## Check History Report

### June, 2020

11:40 AM

07/07/2020

Cash Basis

| Date       | Num     | Name                              | Account                        | Paid Amount |
|------------|---------|-----------------------------------|--------------------------------|-------------|
| 06/11/2020 | 222862  | COMCAST                           | 6511 - Telephones              | 129.34      |
| 06/11/2020 | 222864  | WITMER ASSOCIATES, INC. dba       | 6021 - Personal Protective Eq  | 460.94      |
| 06/11/2020 | 222867  | AUBURN FORD                       | 7011 - Accessories             | 124.11      |
| 06/11/2020 | 222869  | CalCARD (US BANK)                 | See Credit Card History Report | 5,635.49    |
| 06/11/2020 | 222889  | Alea Geospatial, Inc.             | 7508 - Computer & Software     | 300.00      |
| 06/11/2020 | 222896  | AT&T CALNET 3                     | 6511 - Telephones              | 384.59      |
| 06/11/2020 | 222903  | PORAC                             | 7665 - Subscriptions           | 81.00       |
| 06/11/2020 | 222904  | PORAC - LEGAL DEFENSE FUND        | 7665 - Subscriptions           | 126.00      |
| 06/11/2020 | 222916  | STREAMLINE                        | 7508 - Computer & Software     | 200.00      |
| 06/11/2020 | V965492 | HILLS FLAT LUMBER COMPANY         | 7657 - Inspection Supplies     | 96.58       |
| 06/11/2020 | V965493 | MISSION LINEN SUPPLY, INC.        | 6551 - Supplies                | 126.48      |
| 06/11/2020 | V965501 | WALKER'S OFFICE SUPPLY            | 6551 - Supplies / Station      | 514.71      |
| 06/11/2020 | V965502 | SULLIVAN, PATRICK                 | 6021 - Personal Protective Eq  | 329.77      |
| 06/11/2020 | V965504 | HUNT & SONS, INC.                 | 7051 - Fuel                    | 1,317.15    |
| 06/11/2020 | V965511 | SUDDENLINK (CEQUEL)               | 6511 - Telephones              | 191.50      |
| 06/11/2020 | V965519 | SATCOM GLOBAL INC                 | 6521 - Mobile Phones           | 102.26      |
| 06/11/2020 | V965526 | ROBINSON ENTERPRISES, INC.        | 7051 - Fuel                    | 522.02      |
| 06/11/2020 | V965535 | MARIANNE SLADE TROUTMAN           | Replacement check              | 138.15      |
| 06/15/2020 | 222941  | FOREMOST PROMOTIONS               | 7663 - Public Education        | 306.00      |
| 06/15/2020 | 222942  | FOREMOST PROMOTIONS               | 7663 - Public Education        | 364.01      |
| 06/15/2020 | 222944  | TargetSolutions                   | 7508 - Computer & Software     | 3,040.00    |
| 06/15/2020 | 222945  | FAIL SAFE TESTING                 | 6756 - Ladders                 | 1,048.80    |
| 06/18/2020 |         | PP 5/31 - 6/13/20                 | Net Payroll                    | 101,855.06  |
| 06/18/2020 | 223038  | NCCFD - EFTPS (Fed & State Taxes) | Payroll Taxes Payable          | 23,568.89   |
| 06/18/2020 | 223039  | HSA BANK, DIV. OF WEBSTER BANK    | 2276 - HSA Payable             | 178.21      |
| 06/18/2020 | 223040  | CalPERS 457 Plan (Def. Comp)      | 2266 - Deferred Comp Payable   | 1,350.00    |
| 06/18/2020 | 223177  | L.N. CURTIS & SONS                | 6751 - Hose                    | 6,398.68    |
| 06/18/2020 | 223184  | VERIZON WIRELESS                  | 7508 - Computer & Software     | 668.91      |
| 06/18/2020 | 223194  | MIWALL CORPORATION                | 7669 - Law Enforcement         | 1,187.88    |
| 06/18/2020 | 223195  | NID                               | 6851 - Water / Sewer           | 106.96      |
| 06/18/2020 | 223196  | PACIFIC GAS & ELECTRIC CO.        | 6821 - Electricity / Gas       | 3,110.71    |
| 06/18/2020 | 223218  | SCOTT'S PPE RECON, INC.           | 6021 - Personal Protective Eq  | 135.00      |
| 06/18/2020 | 223258  | GOLDEN STATE EMERGENCY VEHICLE    | 7011 - Accessories             | 57.56       |
| 06/18/2020 | 223277  | FAIL SAFE TESTING                 | 6756 - Ladders                 | 128.50      |
| 06/18/2020 | 909159  | CalPERS (Retirement)              | 5711 - Pension                 | 33,511.38   |
| 06/18/2020 | V965610 | NEVADA COUNTY PROF FF ASSN        | 2251 - NCCFA Dues              | 1,085.00    |
| 06/18/2020 | V965612 | PURCHASE POWER                    | 7502 - Administration          | 37.16       |
| 06/18/2020 | V965619 | NATIONWIDE RETIREMENT SOLUTION    | 2266 - Deferred Comp Payable   | 5,283.69    |
| 06/18/2020 | V965636 | REED'S LOCKSMITHING               | 6681 - Facility Maint          | 145.00      |
| 06/22/2020 | 223339  | VERIZON WIRELESS                  | 6521 - Mobile Phones           | 1,175.80    |
| 06/22/2020 | 223373  | GOLDEN STATE EMERGENCY VEHICLE    | 7011 - Accessories             | 340.25      |
| 06/22/2020 | V965751 | HILLS FLAT LUMBER COMPANY         | 6681 - Facility Maint          | 444.45      |

Nevada County Consolidated Fire District  
 Check History Report  
 June, 2020

11:40 AM

07/07/2020

Cash Basis

| Date       | Num      | Name                                    | Account                   | Paid Amount |
|------------|----------|---|---------------------------|-------------|
| 06/22/2020 | V965753  | MISSION LINEN SUPPLY, INC.              | 6551 - Supplies           | 68.00       |
| 06/22/2020 | V965764  | WALKER'S OFFICE SUPPLY                  | 6551 - Supplies / Station | 30.33       |
|            |          | Total 1002 - NC Operating 722           |                           | 443,515.66  |
| 06/15/2020 | 222943   | WESTAMERICA BANK                        | 6911 - Stations           | 27,085.03   |
|            |          | Total 1003 NC Mitigation 733            |                           | 27,085.03   |
| 06/01/2020 | V964824  | BURTON'S FIRE APPARATUS                 | 6931 - Vehicles           | 83.24       |
| 06/01/2020 | 222488   | PLAZA TIRE & AUTO SERVICE               | 6931 - Vehicles           | 883.69      |
| 06/01/2020 | V964846  | SOLON FIRE CONTROL                      | 6931 - Vehicles           | 584.55      |
| 06/05/2020 | V964895  | BURTON'S FIRE APPARATUS                 | 6931 - Vehicles           | 154.05      |
| 06/05/2020 | 222674   | GOLDEN STATE EMERGENCY VEHICLE          | 6931 - Vehicles           | 243.45      |
| 06/11/2020 | V965540  | LEHR AUTO ELECTRIC                      | 6931 - Vehicles           | 220.83      |
| 06/11/2020 | 222839-1 | RIEBES AUTO PARTS                       | 6931 - Vehicles           | 59.66       |
|            |          | Total 1008 - NC Capital Replacement 758 |                           | 2,229.47    |

**Nevada County Consolidated Fire District**  
**Credit Card History Report**  
June, 2020

| <b>Cardholder</b> | <b>Vendor Name</b>                   | <b>Class</b>                          | <b>Account</b> | <b>Paid Amount</b> |
|-------------------|--------------------------------------|---------------------------------------|----------------|--------------------|
| DAVISON           | AMAZON MARKETPLACE                   | 6551 · Supplies & Services - Stations |                | \$ 47.10           |
| DAVISON           | MICHAEL'S                            | 7502 · Administration                 |                | 132.21             |
| DAVISON           | AMAZON MARKETPLACE                   | 6551 · Supplies & Services - Stations |                | 9.62               |
| DAVISON           | AMAZON MARKETPLACE                   | 6551 · Supplies & Services - Stations |                | 23.75              |
| DAVISON           | AMAZON MARKETPLACE                   | 6551 · Supplies & Services - Stations |                | 26.33              |
| FUNK              | AMAZON MARKETPLACE                   | 7502 · Administration                 |                | 168.78             |
| FUNK              | WPSG, INC                            | 6031 · Safety & PPE (per MOU)         |                | 120.88             |
| GREENE            | CFMA                                 | 6221 · Tuition - Safety Personnel     |                | -550.00            |
| GREENE            | CFMA                                 | 6221 · Tuition - Safety Personnel     |                | -550.00            |
| GREENE            | SNAP-ON INDUSTRIAL                   | 7046 · Tools & Shop Related           |                | 519.49             |
| GREENE            | CORNWELL ANDERSON TOOL               | 6931 · Vehicles                       |                | 171.15             |
| GREENE            | AMERICAN TRUCK & TRAILER BODY CO INC | -SPLIT-                               |                | 153.90             |
| GREENE            | SNAP-ON INDUSTRIAL                   | 7046 · Tools & Shop Related           |                | 27.68              |
| GREENE            | KIMBALL MIDWEST                      | 7011 · Accessories                    |                | 72.03              |
| GREENE            | DISH NETWORK                         | 6511 · Telephones                     |                | 75.60              |
| GREENE            | SNAP-ON INDUSTRIAL                   | 7046 · Tools & Shop Related           |                | 98.69              |
| JVG               | LIEBERT CASSIDY WHITMORE             | 6761 · Suppression Equip              |                | 75.00              |
| JVG               | LIEBERT CASSIDY WHITMORE             | 6761 · Suppression Equip              |                | 75.00              |
| LONG              | AMAZON MARKETPLACE                   | 7508 · Computer & Software Expense    |                | 29.01              |
| LONG              | MISC CAL CARD VENDOR                 | 7665 · Subscriptions / Memberships    |                | 96.00              |
| LONG              | MICROSOFT OFFICE                     | 7508 · Computer & Software Expense    |                | 893.00             |
| LONG              | CONFERENCECALLER.COM                 | 7506 · Board                          |                | 50.00              |
| LONG              | AMAZON MARKETPLACE                   | 7653 · Investigation Supplies         |                | 299.99             |
| LONG              | AMAZON MARKETPLACE                   | 7653 · Investigation Supplies         |                | 299.99             |
| LONG              | AMAZON MARKETPLACE                   | 7653 · Investigation Supplies         |                | 37.61              |
| LONG              | AMAZON MARKETPLACE                   | 7508 · Computer & Software Expense    |                | 284.80             |
| LONG              | AMAZON MARKETPLACE                   | 7653 · Investigation Supplies         |                | 37.92              |
| LONG              | AMAZON MARKETPLACE                   | 7508 · Computer & Software Expense    |                | 12.73              |
| LONG              | CONFERENCECALLER.COM                 | -SPLIT-                               |                | 30.00              |
| MASON             | AMAZON MARKETPLACE                   | -SPLIT-                               |                | 927.76             |
| MASON             | AMAZON MARKETPLACE                   | 7657 · Inspection Supplies            |                | 13.96              |
| MCKINLEY          | TITAN DISTRIBUTORS                   | 6213 · Fitness Program                |                | 399.86             |
| MICMAHAN          | AMAZON MARKETPLACE                   | 7508 · Computer & Software Expense    |                | 69.86              |
| MICMAHAN          | AMAZON MARKETPLACE                   | 7508 · Computer & Software Expense    |                | -69.86             |
| MICMAHAN          | AMAZON MARKETPLACE                   | 7508 · Computer & Software Expense    |                | 32.50              |
| MICMAHAN          | NCFPOA                               | -SPLIT-                               |                | 315.05             |
| MICMAHAN          | SRFPOA                               | 7665 · Subscriptions / Memberships    |                | 60.00              |
| MENET             | AMAZON MARKETPLACE                   | 6551 · Supplies & Services - Stations |                | 46.20              |
| MENTH             | FIND IT PARTS                        | 6551 · Supplies & Services - Stations |                | 48.42              |
| ROSS              | SIERRA-SACRAMENTO VALLEY EMS         | 6261 · Licenses & Certificates        |                | 68.00              |
| SERNA             | K-MART, 9746                         | 6551 · Supplies & Services - Stations |                | 14.73              |
| SULLIVAN          | NORTHWEST RIVER SUPPLIES             | 6781 · Technical Rescue Equip         |                | 478.39             |
| TELLAM            | K-jMART                              | 6551 · Supplies & Services - Stations |                | 4.55               |
| TURNER            | SUDS BROS                            | 7502 · Administration                 |                | 17.00              |

Nevada County Consolidated Fire District  
 Credit Card History Report  
 June, 2020

| <b>Cardholder</b>     | <b>Vendor Name</b> | <b>Class</b>                          | <b>Account</b> | <b>Paid Amount</b> |
|-----------------------|--------------------|---------------------------------------|----------------|--------------------|
| TURNER                | STREICHER'S        | 7669 · Other Prevention / Law Enforce |                | 169.39             |
| WITTER                | AMAZON MARKETPLACE | 6761 · Suppression Equip              |                | 139.33             |
| WITTER                | AMAZON MARKETPLACE | -SPLIT-                               |                | 149.40             |
| WITTER                | AMAZON MARKETPLACE | 6591 · Small Tools                    |                | -17.31             |
| <b>Fund 722 Total</b> |                    |                                       |                | <b>\$ 5,635.49</b> |



# Nevada County Consolidated Fire District

## Resolution 20-23

### 2012 Special Tax Fund Transfer

**WHEREAS**, the 2012 Special Tax was passed by voters to provide additional operating funds to Nevada County Consolidated Fire District (“District” or “NCCFD”), and

**WHEREAS**, the tax measure contained the stipulation it would be established as a separate fund in the Nevada County treasury, and

**WHEREAS**, Nevada County has provided the June 2020 installment of this tax, and fund has a balance of \$49,817.11 as of the writing of this resolution, and

**WHEREAS**, the Nevada County Auditor-Controller requires the NCCFD Board of Directors to authorize and approve the transfer from the special fund to operating funds.

**NOW, THEREFORE, BE IT RESOLVED** that the NCCFD Board of Directors, by adoption of this resolution, approves the transfer of \$45,000.00 from the 2012 Special Tax Fund (6734) to operating funds (6722) to cover operating expenses.

**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 16<sup>th</sup> day of July 2020 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

## Resolution 20-24

### Approving the Amended Job Description for the Finance Administration Assistant

**WHEREAS**, the Nevada County Consolidated Fire District (NCCFD) Board of Directors (Board) 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**, job functions for the Finance Administration Assistant has changed based on NCCFD needs.

**NOW, THEREFORE, BE IT RESOLVED** that the Board approves the amended job description for the Finance Administration Assistant as indicated in Exhibit A;

**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 16<sup>th</sup> day of July 2020 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](mailto:nccfire@nccfire.com) • [www.nccfire.com](http://www.nccfire.com)

### POSITION DESCRIPTION

**Position:** Finance Administration Assistant

**Classification:** Regular Employee  
Full Time, Permanent  
Non-management, Non-exempt

**Supervisor:** Reports to Finance Manager

**Compensation:** TBD

**Definition:** Position is responsible for providing financial, administrative and clerical support in order to ensure effective, efficient and accurate financial and administrative operations. The position must comply with generally accepted accounting principles and NCCFD policies and procedures.

#### **Job Responsibilities:**

**Accounts Payable:** Perform all functions associated with paying vendors for services and goods received, according to district standard operating procedures, purchasing policies and generally accepted accounting principles. Duties include, but are not limited to:

- Receive source documents from various sources; purchase orders, receivers & vendor invoices.
- Prepare payment package by verifying the purchase order to receivers to invoices.
- Submit payment package for approvals by chiefs and finance manager.
- Enter payment requests into County Fin Plus system.
- Submit batch to chiefs and finance manager for final approval.
- Submit approved batch to county via fax.
- ~~Pick up checks when notified by county.~~
- Match checks and vouchers to payment packages.
- Mail checks **as necessary**.
- Enter payments in district accounting system.
- Maintain associated filing.

**Payroll:** Perform all **various** functions associated with paying employees according to district standard operating procedures, generally accepted accounting principles and labor law, both state and federal. Duties include, but are not limited to:

- Upon timesheet verification by operational support, finance assistant will proceed with the payroll processing.
- ~~Maintain employee information as needed for payroll preparation. Examples: pay rates, filing status, deductions.~~
- ~~Receive and verify timesheet for non-safety personnel.~~
- ~~Prepare payroll utilizing district payroll system.~~
- Enter net paycheck information into the County Fin Plus system.
- Enter other various check requests associated with payroll, including, but not limited to: taxes, CalPERS and insurances.



- Distribute pay checks and pay stubs. Send various payroll related payments.
- Prepare quarterly payroll tax returns for both state and federal entities.
- Prepare annual W-2's.
- Address payroll inquiries as needed.
- Maintain associated filing.

Accounts Receivable: Perform all functions associated with tracking invoicing according to district standard operating procedures and generally accepted accounting principles.

- Maintain accounts receivable by processing invoices received and applying cash receipts.
- Prepared weekly deposits.
- Process deposits into the County system. Deliver deposits to County.
- Enter deposits in district accounting system.
- Prepare monthly accounts receivable report.
- Collection activity as necessary on delinquent invoices.
- Maintain associated filing.

Miscellaneous Reporting: Prepare and distribute requested report, as indicated, but not limited to:

- Check history report – monthly.
- Credit card transaction report – monthly.
- Payroll comparison report – per pay period.
- Utility comparison report – when bill paid.
- Fund comparison report – monthly.

Office Support: includes, but not limited to:

- Telephone support
- Burn permits
- Calculate and collect AB1600 fees
- Counter support

### **Qualifications**

Experience: Five years ~~increasingly responsible~~ experience as a finance assistant, preferably in a governmental accounting environment.

Knowledge and Abilities:

- Computer literate, including working knowledge of Microsoft Office and account software.
- Effective written and verbal communication skills.
- Ability to be proactive rather than reactive under pressure.
- Ability to work calmly and effectively under pressure.
- Ability to meet deadlines.
- Ability to work individually, as well as with a team.
- Ability to adapt.
- Ability to work independently and be a self-starter
- Knowledge of accounting, budgeting, public administration, pertinent laws/codes/regulations and time/project management, as it relates to this position.

Other Requirements:

- 18 years of age.
- High school diploma or equivalent.
- Strong work ethic
- Maintain attendance and work overtime when needed.

- Self-confident and creative.
- Class C California Driver's License

Desirable Qualifications:

- Experience in a public agency setting
- Experience in a large organization.



## Nevada County Consolidated Fire District

640 Coyote Street, Nevada City, CA 95959

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

[nccfire@nccfire.com](mailto:nccfire@nccfire.com) • [www.nccfire.com](http://www.nccfire.com)

To: Nevada County Consolidated Fire District Board of Directors  
From: Terry McMahan, Fire Marshal through Jim Turner, Fire Chief  
Date: July 9, 2020  
Re: Senate Bill 1205-Fire Protection Services: Inspection compliance reporting

---

### Background:

- State Bill SB 1205 to increase fire safety and accountability in California Cities, Counties and Districts unanimously passed the State Legislature in August 2018 and was signed by Governor Jerry Brown on September 27, 2018. This bill went into effect January 1, 2019. SB 1205 requires fire departments/districts to report annually their compliance with safety building inspection requirements to their administering agents, such as city council or district boards. This bill was introduced after a Bay Area News Group report showed that many schools and apartment buildings in the Bay Area did not receive their annual required inspection at least once from 2010 to 2017. The Bay Area News Group conducted the investigation into building inspections after the Oakland Ghost Ship warehouse fire in 2016, which killed 36 people.
- As a result, SB 1205 Section **13146.4** was added to the Health and Safety Code. 13146.4 reads (a) Every city or county fire department, or district required to perform an annual inspection pursuant to Sections 13146.2 and 13146.3 shall report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3 (b) The report made pursuant to subdivision (a) shall occur when the administering authority discusses its annual budget, or at another time determined by the administering authority.(c) The administering authority shall acknowledge receipt of the report made pursuant to subdivision (a) in a resolution or a similar formal document.(d) For purposes of this section, “administering authority” means a city council, county board of supervisors, or district board, as the case may be.
- Nevada County Consolidated Fire District has completed these inspections on an annual basis for Schools (Public and Charter), hotels, motels, lodging houses, churches and large assemblies.

**Recommendation:**

- Accept this report as submitted, as it meets the reporting requirement set forth in Health and Safety Code Section 13146.4. (See attached list)

**Fiscal Implications:**

- None.
- The inspection program has been in place for a number of years.



## SB 1205 Annual Inspection Compliance Report - 2019 Nevada County Consolidated Fire District

| Category         |  | Total in District |
|------------------|--|-------------------|
| Schools          |  | 7                 |
| Hotels/Motels    |  | 4                 |
| Churches         |  | 7                 |
| Large Assemblies |  | 13                |



## Nevada County Consolidated Fire District

640 Coyote Street, Nevada City, CA 95959

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

[nccfire@nccfire.com](mailto:nccfire@nccfire.com) • [www.nccfire.com](http://www.nccfire.com)

**To:** Board of Directors  
**From:** Deputy Chief Jerry Funk through Fire Chief Turner  
**Date:** July 9, 2020  
**Re:** Surplus Vehicle

---

### Background:

In accordance with the District's mobile equipment replacement plan, one 2002 Ford F-150 is being recommended for surplus. This vehicle has been replaced and is no longer of use to the District. Current mileage of the vehicle is 128,435 miles. The Washington Volunteer Fire Department, which borders NCCFD, often responds mutually to the same incidents. They currently do not have a funding mechanism allowing for capitol purchases, including vehicles. Their current fleet is made up of donated vehicles, with many of them being quite old and with questionable reliability.

### Recommendation:

The District declare the following vehicle surplus and authorize the donation of the vehicle to the Washington Fire Department;

- Unit # 137, 2002 Ford F-150, VIN # 1FTRX18L12NA59426

### Fiscal Implications:

Kelley Blue Book lists an approximate valuation for the vehicle of \$2,400.00.



# Nevada County Consolidated Fire District

## Resolution 20-25

### Donation of a Surplus Vehicle to the Washington Fire Department

**WHEREAS**, the Washington Fire Department is a volunteer fire department in rural Nevada County; and,

**WHEREAS**, the Washington Fire Department borders the Nevada County Consolidated Fire District, where both agencies often respond mutually to the same incidents; and,

**WHEREAS**, purchase of a similar vehicle is not financially possible for the Washington Fire Department; and,

**WHEREAS**, the Nevada County Consolidated Fire District declared surplus an aging unit which is no longer of operational use to the District; and,

**WHEREAS**, the Nevada County Consolidated Fire District wishes to donate one surplus vehicle to the Washington Fire Department; and,

**WHEREAS**, a 2002 Ford F-150, VIN # 1FTRX18L12NA59426, has been removed from service and has been identified for the purpose of this donation; and,

**WHEREAS**, this vehicle would serve as a valuable tool for the Washington Fire Department,

**NOW, THEREFORE, BE IT RESOLVED**, that the Nevada County Consolidated Fire District approve donating one surplus vehicle to the Washington Fire Department.

**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 16<sup>th</sup> day of July 2020 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  
640 Coyote Street  
Nevada City, CA 95959  
Attn: Board of Directors

06-22-2020

We learned of the free residential green waste disposal drop off from a neighbor and were thrilled to be able to take advantage of this program. Nevada County endures some heavy winter conditions resulting in an abundance of green waste. Our neighborhood consists of some large lots (5+acres each) and we all do our part to keep our properties clean and clear of debris as we enter into the dry season. This program was a huge asset to us and provided numerous benefits. Without the program, we all would have burned the waste over the course of many days. Collectively it would have been hundreds of hours of monitored burn days.

This program saved us time and money while assuring that we were prepared for the dry season. Safety is our first concern. We all utilized the free green waste program and on numerous occasions, we made trailer size dumps at the Brunswick location.

We urge you to offer this program again in the future, it encourages the community to clear properties in a timely matter. We appreciate the program and want to express our thanks to the Nevada County Consolidated Fire and Ready Nevada County for organizing the program and also want to express our gratitude to the many volunteers that worked the drop off location on Brunswick. We found the people working were extremely friendly, helpful, efficient and knowledgeable. THANK YOU!

We hope to be able to use this resource again in the future to help keep our community safe, clean and beautiful.

Sincerely,

Our Neighbors:

Mark [REDACTED]  
Bill [REDACTED]  
Greg [REDACTED]  
Gary [REDACTED]





# NCCFD CHIEFS' MONTHLY REPORT

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**To:** NCCFD Board of Directors

**From:** Jim Turner, Fire Chief  
Jerry Funk, Deputy Chief

**Date:** July 7, 2020

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## OPERATIONS

### **Statistical data for the period of June 1 thru June 30, 2020.**

- 595 calls for service. (346 emergency, 249 non-emergency)
  - Average response time urban – 3 minutes 39 seconds
  - Average response time rural – 8 minutes 49 seconds
  - Average response time overall - 6 minutes 42 seconds
- \*Averages based on emergency responses only.

### **Significant Incidents:**

- COVID 19
- Multiple rescues at the South Yuba River.
- Structure Fire, Wolf Mountain area. Fire Contained to an attached garage. Fire remains under investigation.
- Several vegetation fires. Largest being ½ acre.

### **Training:**

- 1097 hours of documented training for the month of June.

## ADMINISTRATION

- Staff would like to recognize the following employees and their recent milestones for years of service:

| Nevada County Consolidated Fire District / FY 19-20 |                  |                  |
|---|------------------|------------------|
| Rank  | Name             | Years of Service |
| Deputy Fire Chief                                   | Jerry Funk       | 35               |
| Captain   | Kevin Menet      | 25               |
| Lieutenant  | Brock Benton     | 20               |
| Lieutenant  | Lance McKinley   | 15               |
| Captain   | Jared McElhannon | 15               |
| Firefighter   | Mathew Schaake   | 5                |
| Firefighter   | Bryan Wheeler    | 5                |



## NCCFD CHIEFS' MONTHLY REPORT

- Chief Turner participated in several tele-meetings regarding COVID-19.
- Chief Turner, Deputy Chief Funk, Fire Marshal McMahan and B/C Sunde participated in the monthly tele-meeting of the Nevada County Fire Chiefs Association.
- Chief Turner, Deputy Chief Funk, Chief Buttron and Division Chief Goodspeed met regarding the JOA.
- Staff held several meetings in the development of the preliminary budget.
- B/C Sunde attended the Cal Fire NEU Cooperators meeting for updates regarding fire season.
- Captain Davison, Lieutenant Benton and Firefighter Schaaque conducted firefighter interviews. Successful candidates were ranked and placed on the Firefighter Eligibility List.
- Staff participated in a Finance Committee Meeting. Various staff members, fire agencies and the NCCFD Honor Guard participated in the memorial service for Fairbanks Alaska Fire Department Battalion Chief Ken Mayfield. B/C Mayfield was a former member of the Alta Oaks Sunset Fire Department and NCCFD.
- Captain Jason Davison, Firefighter Dane Sheidler, Intern Firefighter Kyle Bryant, Sierra Nevada Ambulance and a Cal Fire Communication Operator were personally recognized by resident John Brodbeck. Mr. Brodbeck celebrated with the crews the work this group of Nevada County first responders did to save his life.
- Chief Turner and Fire Marshal McMahan attended a Yuba River Cohort meeting virtually.

### **FIRE PREVENTION**

#### **Projects:**

- Two larger projects that have started in the Loma Rica Industrial Park, ZAP Manufacturing and Event Helper. Site work for fire protection and water have been completed on both projects.

#### **Fire Investigations:**

- Chief Turner and Fire Marshal McMahan investigated a fire in a garage on Wolf Mountain. The fire appears to be accidental.

#### **Meetings and Training attended by Fire Marshal McMahan:**

- Staff participated in a Finance Committee Meeting.
- Presentation on an Emergency Incident Application presented by the County of Nevada.
- Attended the Nevada County Board of Supervisors meeting with Deputy Fire Marshal Mason to assist with the Wildfire Preparedness update presented by the Nevada County Office of Emergency Service.



## NCCFD CHIEFS' MONTHLY REPORT

- Fire Safe Council of Nevada County virtual meeting, with Deputy Fire Marshal Mason.

### **Comments:**

- Deputy Fire Marshal Mason was busy working on the annual July 4<sup>th</sup> Task Force.