



# Nevada County Consolidated Fire District

"Excellence in Emergency Service"

11329 McCourtney Road, Grass Valley, CA 95949

(530) 273-3158 FAX (530) 273-1780

[nccfire@nccfire.com](mailto:nccfire@nccfire.com)

[www.nccfire.com](http://www.nccfire.com)

## BOARD OF DIRECTORS REGULAR MEETING AGENDA

### MEETING PLACE

#### **Station 84**

10135 Coyote Street, Nevada City

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**Thursday, October 16, 2008**

**7:00 p.m. - Open Session**

### NCCFD DIRECTORS

David Hanson, Chairman  
Robert Rhodes, Vice Chairman  
Mark Bass, Treasurer  
Fred Buhler  
Olivia Diaz  
Ralph Hitchcock  
John Leonard

### STAFF

Tim Fike, Chief  
Darlene Bennett, Board Secretary  
Spike Newby, B. C./Operations  
Vern Canon, B. C./Fire Marshal  
David Ray, B. C./Training & Support  
Helen Henthorn, Finance/Office Manager  
Terry McMahan, FPO  
Lisa LaBarbera, HR Administrator  
Nicole Long, Operations Support Specialist  
Jim Curtis, District Counsel

### 1. CALL TO ORDER

7:00 p.m. - Call to order



Pledge of Allegiance to the Flag

Introduction of Staff/Guests

**Award Presentation to  
Nevada County Consolidated Fire District  
for the  
2007-2008 Outstanding Business of the Year Award  
for the  
49er Regional Occupational Program (ROP)**

Presentation, on behalf of the 49er ROP Awards Committee,  
by Randi Scott, Assistant Superintendent,  
Career and Technical Education, Placer County Office of Education,  
and Chris Armstrong, ROP Fire Science Careers Instructor

## 2. CONSENT CALENDAR

*All matters listed under Item 2, Consent Calendar, are considered to be routine by the Board of Directors and will be enacted by one motion at the appropriate time. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Calendar and will be considered separately.*

- A. Acceptance of Minutes – 09/18/08
- B. Fund Balances and Check History Reports
- C. Treasurer’s Report
- D. Fire Marshal’s Report
- E. Chief’s Recommendation for Employee Merit Increases
  - One Firefighter – From Level 9B, Entry, to Level 9B, 1Year, bringing the annual salary to \$37,525, effective November 1, 2008 and moving from probationary to permanent appointment.
  - One Firefighter – From Level 9B, 3-Years, to Level 9B, 4-Years, bringing the annual salary to \$43,440 retroactive to October 1, 2008.
- F. Approval of Revised and Completed Draft Board Policy and Procedures Manual Policy Numbers:
  - 1020 – Conflict of Interest
  - 1070 – Public Contributions
  - 5060 – Minutes and Record of Board Meetings
- G. Authorizing extensions of temporary appointments of two Firefighters as Acting Engineers.
- H. Authorization to fill the three new entry level firefighter positions by Open Examination.

## 3. OLD BUSINESS

- A. Discussion and possible action concerning Monthly Follow-up from the January 26, 2008 Board Workshop – 2008 Goals and Committee Reports:

### Standing Committees

- Finance - Mark Bass, Chair
- Operations – Dave Hanson, Chair
- Personnel – Bob Rhodes, Chair
- Public Relations – Olivia Diaz, Chair

### Ad Hoc Committees

- Board Policy and Procedures – Olivia Diaz, Chair
- Endowments – Fred Buhler, Chair
- Employee Educational Incentive Program (EEIP) – Bob Rhodes, Chair

- B. Discussion and possible action concerning the Lower Circle Property. B.C. Newby
- C. Discussion and possible action concerning regarding the Fire Safe Council of Nevada County. Chairman Hanson

4. **NEW BUSINESS**

A. Discussion and possible action concerning Announcement of Captain Promotion. Chief Fike

B. (i) **Go to Closed Session:** Pursuant to Government Code Section 54957.6:

**Conference with Labor Negotiators**

*NCCFD Negotiator:*

Chief Fike

*Employee Organizations and Unrepresented Employees:*

- ÿ Local Firefighters Union 3800 representing the Non-Management Safety Employees
- ÿ Non-Management Administrative Employees Bargaining Unit
- ÿ Safety Management Employees Bargaining Unit
- ÿ Management Administrative Employee
- ÿ Fire Chief

(ii) **Report Out of Closed Session and Return to Open Session**

C. Discussion and possible action concerning adopting Resolution No. 08-10, Resolution Authorizing Execution of Memoranda of Understanding Regarding Compensation and Benefits with the Classified District Employees. Director Hanson

D. Discussion and possible action concerning Resolution No. R08-11, Designating an Agent of the District to Sign the Right-of-Way Contract, for the Acquisition, by Caltrans, of a Portion of District-Owned Parcel, APN 23-221-65-000. Chief Fike

E. Discussion and possible action concerning Resolution No. R08-12, Designating an Agent of the District to Sign the Certification of Acceptance of Real Property, Pursuant to California Government Code Section 27281, for District-Owned Property Title Changes. Chief Fike

F. Discussion and possible action regarding expenditure of bequeathed funds for fire apparatus. Chief Fike

G. Discussion and possible action concerning Resolution No. R08-13, Amending the Operations Billing and Payment Responsibility Policy for Cost Recovery for Fire Protection and Emergency Services and Designating an Agent of the District to Sign a Service Agreement with an Independent Contractor. Chief Fike

H. Discussion and possible action concerning update on agreement for Station 54/Nevada City Fire. Chief Fike

\*I. Discussion concerning update of new computer system. B.C. Newby

5. **CHIEF'S MONTHLY REPORT**

6. **\*BOARD DISCUSSION**

7. **\*PUBLIC COMMENT ON MATTERS NOT ON AGENDA**

*This is the time for any member of the public to address the Board with any item not on the Agenda. According to the California Government Code 54954, the public may talk about anything within the subject matter jurisdiction of the NCCFD Board, but **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.*

8. **DIRECTION TO STAFF & PLANNING FOR NEXT MEETING**

Ø Regular Meeting –

**Date:** November 20, 2008

**Time:** 7:00 p.m.

**Location:** Station 84, 10135 Coyote Street, Nevada City

Ø *NCCFD Regular Board Meetings are held every 3rd Thursday of the Month, except in the month of June when it is held the 4th Thursday for budgeting and administrative purposes.*

9. **ADJOURNMENT**



*Items marked with an asterisk (\*) are informational items only. No action may be taken on matters brought up under those agenda items; however, the Board may take action on any other item on the agenda, including, without limitation, expenditure of District funds.*

***Access Issues***

In the District's efforts to comply with the requirement of the Title II of the Americans With Disabilities Act of 1990, the Administration requires that any person in need of any type of special equipment, assistance or accommodation(s), in order to communicate at a District public meeting, must inform the District Secretary a minimum of 72 hours prior to the scheduled meeting so that we may make arrangements to accommodate you. Phone (530) 273-3158

***Copies***

Copies of the agenda documents relative to an agenda item may be obtained at the Administrative Office, 11329 McCourtney Road, Grass Valley, at a cost of 10 cents per page.

***Meeting Announcements***

This Agenda was posted 72 hours in advance of the meeting at the following locations: Nevada County Consolidated Fire District: Administration Office, 11329 McCourtney Road, Grass Valley; Station 84, 10135 Coyote Street, Nevada City; Station 86, 12337 Banner Lava Cap Rd, Nevada City; Station 88, 14518 Highway 49 South, Grass Valley; Station 89, 11833 Tammy Way, Grass Valley. Our e-mail address is [nccfire@nccfire.com](mailto:nccfire@nccfire.com). Our website address is <http://www.nccfire.com>.

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

1. *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 Chairman 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.*

***Rules Applying to Public Comments (cont.)***

- 1.(a) Where necessary for the orderly operation of the meeting, the Chair may limit public comment during the public comment period or public hearing to no more than five minutes per individual.*
- 2. After receiving recognition, please stand and state your name and address before making your presentation, as all meetings are being taped.*
- 3. **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 Call of Order of meeting.***
- 4. 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.*