



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

www.nccfire.com

Board of Directors Regular Meeting Minutes

Thursday, March 18, 2010
7:00 p.m. - Open Session

PRESENT:

NCCFD DIRECTORS

David Hanson, Chairman
Mark Bass, Treasurer
Ralph Hitchcock
Warren Knox
Ron McRoberts

STAFF

Tim Fike, Chief
Darlene Bennett, Board Secretary
Spike Newby, B. C./Operations
Helen Henthorn, Finance Manager
Terry McMahan, FPO

ABSENT:

NCCFD DIRECTORS

John Leonard
Robert Rhodes, Vice Chairman

STAFF

Vern Canon, B. C./Fire Marshal
David Ray, B. C./Training & Support
Lisa LaBarbera, HR Administrator
Nicole Long, Operations Support
Specialist
Jim Curtis, District Counsel

STANDING ORDERS

Chairman Hanson called the meeting to order at 7:00 p.m. at Station 84, 10135 Coyote Street, Nevada City, which was the time and place scheduled for the Regular Meeting. Chairman Hanson welcomed the guests in the audience and then moved the meeting to the Consent Calendar.

CONSENT CALENDAR

- 2A. Acceptance of Minutes – 02/20/2010
- 2B. Fund Balances and Check History Reports
- 2C. Treasurer's Report
- 2D. Fire Marshal's Report
- 2E. Chief's Recommendation for Employee Merit Increases:
 - One Operations Support Specialist – From Level 9A, 4 Years to Level 9A, 5 Years, \$44,891 effective and retroactive back to March 18, 2010.
 - One Firefighter – From Level 9B, 4 Years to Level 9B, 5 Years, \$46,067 effective April 1, 2010.
 - One Captain – From Level 14, 1 Year to Level 14, 2 Years, \$60,081 effective April 1, 2010.
 - One Captain – From Level 14, 3 Years to Level 14, 4 Years, \$66,239 effective April 1, 2010.

CONSENT CALENDAR (cont.)

Director Bass moved to accept the Consent Calendar as presented. Director McRoberts seconded. **MOTION** unanimously carried.

OLD BUSINESS

DISCUSSION AND POSSIBLE ACTION CONCERNING COMMITTEE REPORTS, IF ANY.

There were no Committee Reports. However, Chairman Hanson asked for the status of the Draft Policy and Procedures Manual from Director Hitchcock. Director Hitchcock replied that the plan was to possibly place it on the agenda in May.

NEW BUSINESS

4A. DISCUSSION AND POSSIBLE ACTION CONCERNING PROPOSED MODIFICATIONS TO THE FINAL BUDGET WITH THE POSSIBLE ADOPTION OF RESOLUTION R10-02, MODIFYING THE FISCAL YEAR 2009-10 FINAL BUDGET, OPERATIONS FUND 722.

Chief Fike summarized the Finance Manager's Staff Report, included in the Board Packet on page 4A-3, which outlined the various factors that created a need to modify the final budget. Director Hitchcock noted the clarity of the report however had a few questions about some of the details behind the report. Chief Fike elaborated for him and for other Board members as questions arose.

Chairman Hanson asked what effect the recent workers compensation claims would have on the budget. Chief Fike stated that the costs would be played out in the long term. Short term costs are being reduced by using two paid-call firefighters to backfill, thus avoiding overtime costs.

Director Hitchcock moved to adopt Resolution R10-02, Modifying the Fiscal Year 2009-10 Final Budget, Operations Fund 722. Director Bass seconded. After a roll call vote, **MOTION** unanimously carried.

4B. DISCUSSION AND POSSIBLE ACTION CONCERNING PURCHASING A COPIER FOR THE ADMINISTRATIVE OFFICE.

Chief Fike reviewed the written Staff Report which reported that the lease on the current copier is expiring and, after careful research, Staff found that purchasing a copier would be less in the long run than leasing one. After requesting quotes from several vendors, Staff found that the best purchase price and maintenance agreement price was through MO-Cal Office Solutions. A copy of their quote was provided in the Board packet.

Board discussion followed with detailed questions including ones about the maintenance contract; the charges for colored copies; and if the office would stop replacing desktop printers and/or stop using the desktop printers when their toner ran out and use only this new printer copier. The chief answered all of the questions, referring back to the Staff report on most. However with regards to questions about the current desktop printers, Chief Fike replied that Staff had no plan of discontinuing use of the currently owned desktop printers. Secretary Bennett added that most of the desktop printers were pretty old, 10+ years, either bought new, used previously at stations, or purchased already refurbished and most were used for printing small jobs. Chief Fike noted that he rarely used his, but that the office would always need a back-up machine. He added that Staff would continue to review the need for replacements when the desktop machines wore out keeping the budget in mind.

4B. PURCHASING A COPIER FOR THE ADMINISTRATIVE OFFICE (cont.)

Director McRoberts moved to accept and approve Staff's recommendation to purchase a new Lanier LD540cspf Color Digital MFP copy machine for the Administrative Office from the lowest responsible bidder, Mo-Cal Office Solutions, for \$11,145, from Fund 758, NCCFD Contingency, and approve the associated Annual Maintenance Agreement to be paid monthly at the cost of \$45, and authorizing B.C. Newby to sign all documents as an agent of the District. Director Knox seconded. **MOTION** unanimously carried.

4C. DISCUSSION AND POSSIBLE ACTION CONCERNING APPROVAL OF FIREFIGHTER ELIGIBILITY LIST.

Chief Fike reported that, following the procedures from the Personnel Code, Sections 2.2.10 through 2.2.13, the District tested and interviewed candidates for the establishment of a new Firefighter Eligibility list. He continued to report that this list needed to be updated. Although the Board is not required to approve the Establishment of Eligibility Lists, the District has a history of informing the Board of the establishment of new lists and asking the Board to acknowledge the receipt of this information by making a formal motion to approve a new list. Therefore, Chief Fike asked the Board to approve the new Firefighter Eligibility List. He reminded the Board that he will return to the Board, notifying them in writing, when he finds it necessary to fill the current vacancy or any vacancies, should they occur.

Director Knox moved to approve the new Firefighter Eligibility List effective through March 17, 2011. Director Bass seconded. **MOTION** unanimously carried.

CHIEF'S MONTHLY REPORT

Chief Fike reported that he had just driven home from a Firescope meeting in Los Gatos. They got a lot of work done on the revision of the Field Operations Guide (FOG) with the possibility of the new version coming out in a year.

Next he reported on the status of Captain Niederberger. Bruce visited Admin on Tuesday. The doctors still are unsure of the what caused his medical incident, stating they believe it began with a seizure but they don't know why. Chairman Hanson asked if anyone had thanked the citizens from the towing company that found Bruce in the engine during the episode. Chief Fike replied affirmatively.

Chief Fike continued by stating that his last four weeks had been very busy with meetings. In February, he attended an Incident Command Meeting at McClellan where, for the first time he can remember, all of the Incident Commanders (ICs) were under one roof. Chief Fike described the scenarios that were presented to the multi-agency teams, sharing how his experience was valuable in working out the scenarios. The Facilitator worked out issues from the crowd. The groups wrote issue papers, which will go to the heads of the USFS, CAL FIRE, and other participating agencies. The USFS Supervisor stated that it was good to witness the passion that the ICs shared for the job.

Chief Fike noted that there are 19 IC Teams, which include 10 from CAL FIRE; four Type 1 CA Teams; and five Type 2 CA Teams (two in the north and three in the south). One issue paper was on the subject of succession and that it will be a long time and require a crash before things will be done about the loss of experienced and trained people on these teams. He noted that most of the people in the room are within five years of retirement.

CHIEF'S MONTHLY REPORT (cont.)

He also reported that one day of the meeting was spent on team selection which is kind of like Baseball Trading Days. He said that there are no finance chiefs available because there is no backfill for USF personnel on the teams; they are harassed by their home supervisors the entire time they are on the team; and that it is weird and getting worse.

Chairman Hanson asked where to go to get this fixed. Chief Fike replied that it has to come from Washington from the USFS and that the USFS Supervisor at the meeting was very frustrated. Chief Newby added his opinion that it would not be fixed by planning because there are too many involved. He continued that he believed that it would take a large catastrophe to force one person to make a decision to make the changes needed to fix the problems.

***BOARD DISCUSSION**

Chairman Hanson asked Director Hitchcock about the status of the JOA Committee Meetings. Director Hitchcock replied that they are getting to the end of the discussion points. Chief Fike reported that the three chiefs would be giving presentations to their respective governing bodies and that the order of the presentations would be City of Grass Valley, City of Nevada City, and lastly NCCFD. The first presentation date was tentatively scheduled for April 24. The plan was for committee members to attend to answer questions and that the Local 3800 was strongly urged to attend all presentations. Jerry Funk, representing the Local 3800, confirmed that they would have representatives at all of the presentations.

Director Bass asked what was being done about getting District email addresses for the Directors. This issue had come up before as there was concern about the legal issues with using personal email addresses for District business. He couldn't remember why the Directors had not gotten District email addresses. B.C. Newby agreed to follow-up with the Operations Support Specialist to look back into it.

***PUBLIC COMMENT ON MATTERS NOT ON AGENDA**

NONE

ADJOURNMENT

After the last agenda item, there was no further Board Discussion or Board action. The next Regular Board Meeting was confirmed for Thursday, April 15, 2010, at 7:00 p.m. at Station 84, 10135 Coyote Street, Nevada City. The meeting and workshop adjourned at 7:50 p.m.

Attest:

Approved by:

Darlene E. Bennett
District and Board Secretary

David S. Hanson
Chairman of the Board