



# Nevada County Consolidated Fire District

"Excellence in Emergency Service"

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## Board of Directors Regular Meeting Minutes

**Thursday, June 24, 2010**  
**7:00 p.m. - Open Session**

### **PRESENT:**

#### **NCCFD Directors**

David Hanson, Chairman  
Robert Rhodes, Vice Chairman  
Ralph Hitchcock  
Warren Knox  
John Leonard  
Ron McRoberts

#### **NCCFD Staff**

Tim Fike, Chief  
Darlene Bennett, Board Secretary  
David Ray, B. C./Training & Support  
Helen Henthorn, Finance/Office Manager  
Terry McMahan, FPO

### **ABSENT:**

#### **NCCFD Directors**

Mark Bass, Treasurer

#### **NCCFD Staff**

Spike Newby, B. C./Operations  
Vern Canon, B. C./Fire Marshal  
Lisa LaBarbera, HR Administrator  
Nicole Long, Operations Support Specialist  
Jim Curtis, District Counsel

### **CALL TO ORDER:**

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 everyone in attendance and then moved the meeting to the Consent Calendar.

### **CONSENT CALENDAR**

1. Acceptance of Minutes – 06/03/2010, 04/15/10
2. Fund Balances and Check History Reports
3. Treasurer's Report
4. Fire Marshal's Report
5. Nevada County Fire Agency Minutes – 03/25/2010
6. Authorize Chief to Sign the Audit Engagement Letter with McSweeney & Associates to perform FY2009-10 Annual Audit

Chairman Hanson pulled Item 1 from the Consent Calendar for a correction. Director McRoberts moved to accept Items 2 through 6 as presented. Director Rhodes seconded. **MOTION** unanimously carried.

*Consent Calendar continued on next page.*

## **CONSENT CALENDAR (cont.)**

Chairman Hanson noted a correction needed to be made on page 1-9 of the June 3, 2010 Minutes. In the paragraph beginning with the word “Lastly,...” the correct name of the committee to which Director Hitchcock was being appointed is the “Interim Technical Committee”. This replaces the words “Interim Committee of Elected Officials”. Board Secretary Bennett would make the correction. Director Rhodes moved to accept Item 1 of the Consent Calendar as corrected. Director McRoberts seconded. **MOTION** unanimously carried.

## **\*PUBLIC COMMENT ON MATTERS NOT ON AGENDA**

**None**

## **COMMITTEE REPORTS**

### **Standing Committees**

Finance – Mark Bass, Chair

Operations – Dave Hanson, Chair

Personnel – Bob Rhodes, Chair

Public Relations – Warren Knox, Chair

### **Ad Hoc Committees**

Board Policy and Procedures –  
Ralph Hitchcock, Chair

Chairman Hanson reported that Finance Chair, Director Bass, due to his planned absence, had submitted a written report. Chairman Hanson read aloud the written report, which is included in the Minute Binder at the Admin Office.

Director Hitchcock gave an update on the Board Policy and Procedures (BPP) Ad Hoc Committee’s work on the draft handbook. District Counsel had reviewed the proposed changes to the Bylaws and creation of the BPP Handbook. The committee will review the proposed District Counsel’s changes in the next few months. He also wondered what effect the proposed JPA might have on the Bylaws and BPP Handbook, but said the committee would continue to complete the present work until given direction from the Board to do otherwise.

There was nothing new to report according to the Chairs of the other Standing Committees.

## **OLD BUSINESS**

**NONE**

## **NEW BUSINESS**

### **7. Discussion and possible action concerning a Public Hearing for the Adoption of Resolution No. R10-05 Abatement of Hazardous Conditions (Fuel Management Program).**

FPO McMahan reported that of the 75 vacant parcels targeted in this spring’s Fuel Management Program, 72 were mailed letters asking for voluntary compliance. As of the day of the Board Meeting, 23 remained to be finished. An updated version of the Resolution listing the remaining parcels was distributed at the meeting.

Director McRoberts asked if the program had only targets Alta Sierra. Chairman Hanson replied that there is a focus on different areas each season or year, with Alta Sierra being targeted this time. Chief Fike reported that an area off of Gracie Road, in the Banner Mountain Area, was being considered for the next target area.

Director McRoberts moved to adopt Resolution R10-05, Abatement of Hazardous Conditions (Fuel Management Program). Director Rhodes seconded. **MOTION** unanimously carried after a roll call vote.

**8. Discussion and possible action concerning Resolution No. R10-06, Adopting the Preliminary Budget for Fiscal Year 2010/2011.**

Board discussion began with questions about the various causes of the decrease in revenue and increase in expenses. Chief Fike noted that many parcels had been recently reassessed which made their taxes decrease, that the decrease was more than the county had original estimated, and reviewed the other highlights as reported in the introduction to the Preliminary Budget.

Director Hitchcock pointed out that overtime had increased. Chief Fike replied that the injuries to several safety personnel who are out on long-term medical leave had caused much of the overtime through backfill. He then reported a new probable long term leave case for a safety employee. Captain Amaral had torn his bicep that day while on-duty at the station during his physical training period. Returning to the topic of overtime, Chief Fike continued by saying that an agreement had been worked out with the Grass Valley FD to use their furloughed personnel to fill some of the open shifts. He also stated that supplemental employees may need to be hired to help provide shift coverage. He summed up by reporting that, with Captain Amaral's absence, the District now had four employees out on long-term medical leave, one of which is not a not workers comp case.

Director Hitchcock asked about workers comp costs. HR Administrator, Lisa LaBarbera, replied that the workers comp costs had actually decreased this fiscal year, but thought the would probably go up next fiscal year since the three workers comp injuries had occurred in the last half of FY09-10.

Chief Fike pointed to Agenda Item 11, noting that the repaving of the Administrative parking lot was recently added to the budget. The number of sink holes in the parking lot had increased and enlarged after the heavy rains this winter. Speculation is that they may be caused by old mining shafts and that there might be a lot of "surprises" when the old pavement is removed. He clarified that only the parking lot will be repaved and not the driveway. The lot would be brought up to ADA code compliance as well. There had been some recent comments from the public, including one person in a wheelchair, about the condition of the parking lot making parking and access to the building more challenging.

Director Rhodes moved to adopt Resolution No. R10-06, Adopting the Preliminary Budget for Fiscal Year 2010/2011, with Fund 6722, Operations, at \$4,999,275; Fund 6733, AB1600 (Mitigation Fees) at \$115,272; and with Fund 6758, Reserves, at \$576,585. Director McRoberts seconded. **MOTION** unanimously carried after a roll call vote.

**9. Discussion and possible action concerning Resolution R10-07, Authorizing the Fire Suppression Benefit Assessment, District 2004-1, Located in the Boundaries of the Nevada County Consolidated Fire District, to be Placed on the Nevada County Secured Tax Rolls, Requesting the County of Nevada to Levy and Collect this District-Wide Fire Suppression Benefit Assessment for FY 2010/2011. *This item will include discussion and possible action concerning the Potential Need for an Increase in the Assessment Rate.***

Director Rhodes opened the discussion asking if it is correct that the Assessment with a 3% rate increase had been approved by the Board annually. Chairman Hanson replied that, except for the second year, it was. Director Rhodes replied that he understood that there are dwindling revenues, but that the taxpayers would be paying for this increase, which caused him concern.

## **9. Fire Suppression Benefit Assessment Resolution (cont.)**

Director Rhodes continued by stating that he thought it was very cynical of the Board to be rubberstamping the same increase every year, something he had never seen in the private sector.

Director McRoberts replied that the increase would bring the District's funds back to where they were in the previous year. Director Hitchcock commented that the increase represented about \$3 extra annually per taxpayer. He argued that the increase was needed to reverse the loss of revenue from the Fire District.

Director McRoberts stated that most would not see a difference in their overall tax bill. Director Rhodes countered that not everyone would be reassessed, therefore, not all would see decreases in their property tax bills.

Director Leonard added his opinion that it was a long term, historic process to bring the District revenues back up to the cost of living. The increase was part of the original assessment ballot and not hidden and therefore something which he did not feel the District should be embarrassed about. Director Hitchcock closed the discussion stating that the increase was 7 cents per week to keep the firefighters on board.

Director Hitchcock moved to adopt Resolution R10-07, Authorizing the Fire Suppression Benefit Assessment, District 2004-1, Located in the Boundaries of the Nevada County Consolidated Fire District, to be Placed on the Nevada County Secured Tax Rolls, Requesting the County of Nevada to Levy and Collect this District-Wide Fire Suppression Benefit Assessment for FY 2010/2011 and approving a 3% rate increase due to increase costs to the District. Director Leonard seconded. **MOTION** carried, after a roll call vote, with five directors voting yes and one director, Director Rhodes, voting no.

## **10. Discussion and possible action concerning Resolution No. R10-08, Adopting the Nationwide Deferred Compensation Program and Establishing the NCCFD Deferred Compensation Plan for the Voluntary Participation of All Eligible Employees.**

Rich Berg, Retirement Specialist, and Jim Keeler, Program Director, both from Nationwide Retirement Solutions, were introduced to the Board. As stated in the Staff Report for this agenda item, the NCPFF Local 3800 had learned of Nationwide's Deferred Compensation Plan 457 (b) and asked to have it added as an alternative the other two programs current available to District personnel. The International Association of Firefighters (IAFF) endorses Nationwide's program. Advantages of the program were outlined in the Staff Report and the two representatives elaborated on them.

One of the main advantages that personnel said they wanted is to have more of guidance and education about retirement planning, which Nationwide offers by providing a local representative who meets on a regular basis with their clients. Mr. Keeler noted that Mr. Berg would be that representative and that he is very passionate about providing face-to-face service and accessibility.

## **10. Nationwide Deferred Compensation Program (cont.)**

Director Leonard asked about the current two programs offered through the District from IAG and CalPERS. Mr. Berg replied that IAG does not currently have a representative and that CalPERS was not able to provide the kind of representation that the District employees were searching for. Chief Fike pointed out another advantage over the current programs; that Nationwide was offering a cheaper buy-in with a minimum of \$260 per year or \$10 per paycheck making it a much easier plan to begin to invest in. Mr. Keeler and Mr. Berg answered specific questions from the Board about their program. The Board concurred that it would be a good benefit addition for the employees with no added cost to the District.

Director McRoberts moved to adopt Resolution No. R10-08, Adopting the Nationwide Deferred Compensation Program and Establishing the NCCFD Deferred Compensation Plan for the Voluntary Participation of All Eligible Employees. Director Rhodes seconded. **MOTION** unanimously carried after a roll call vote.

## **11. Discussion and possible action concerning Approval to Request Proposals to Repave the Station 91 Parking Lot, which will include changes in grading and striping to meet ADA requirements.** Chief Fike

Engineer Shawn Entz, heading the Parking Lot Re-pavement Project, answered specific questions about what testing would be done, how the repairs would be made and other details about the work that needed to be done. Eng. Entz noted that the current parking lot was a standard one that was not built to withstand the impact of heavy fire engines. Director Hitchcock noted that there was very little pavement there currently, which Chief Fike confirmed, saying he thought it was maybe an inch deep, if that.

Director McRoberts asked if there was any ADA grant money available for this project. Chief Fike replied that Staff could look into it. But Eng. Entz stated that very little of the cost of this project had to do with ADA compliance since only some grading, striping, and signage needed to be added to be in compliance.

Director Rhodes moved to approve Request Proposals to Repave the Station 91 Parking Lot, which will include changes in grading and striping to meet ADA requirements. Director Knox seconded. **MOTION** unanimously carried.

## **12. Discussion and possible action concerning CSDA Board Of Directors Election 2010 and possible adoption of 2010 Proposed CSDA Bylaws Amendments.**

After a brief discussion, the Board agreed to take **NO ACTION** on the CSDA Board of Directors Election 2010 due to a lack of knowledge of the candidates. However they did agree to vote on the adoption of 2010 Proposed CSDA Bylaws Amendments.

Director Hitchcock moved to vote for the adoption of 2010 Proposed CSDA Bylaws Amendments. Director Leonard seconded. **MOTION** unanimously carried.

## **CHIEF'S MONTHLY REPORT**

After the Chief summarized and reviewed his written report, he noted that the District had received a Thank You letter from the Nevada City, City Counsel, for our quick response to a fire at Hirschman's Pond recently. Chairman Hanson asked if this was the start of something new at the City Council, but then stated he was grateful for their letter. When asked about the cause of the fire, B.C. Ray reported that a bulldozer operator was almost positive that he must have caused it since he had been working in that area. Chief Fike expressed his surprise that a rock strike had caused a fire in such low-risk weather conditions.

Director Hitchcock commented that the Chief's Report was very good and he thought the overview of what the chief had been up to over the last two months was a very good one.

## **\*BOARD DISCUSSION**

Director Hitchcock reported that he had taken his grandson to the NCFD 105<sup>th</sup> celebration and that he was very impressed by the engine parade and that Chief Ray had his sirens on all the way down Broad Street. Chief Ray reported that he was actually going to a call of a person down on the Pine Street Bridge. The bicyclist had very serious injuries after taking a header on the bridge.

Chairman Hanson reported that he rode in the Parade. Chief Fike reported that his son rode on a TNF Engine in the parade as well.

Chairman Hanson reported that he had met with individual members of the Nevada City, City Council. He directed the Board Secretary to mail a copy of the NCCFD June 3, 2010 minutes to each member on the two JOA city councils. He would provide a cover letter.

Chief Fike asked the Board if they would add a closed session to the agenda for a matter that had just come up and could not be postponed to a later date. Director McRoberts moved to add a closed session to the agenda. Director Rhodes seconded. **MOTION** unanimously carried.

The Board went into Closed Session at 8:00 p.m.

## **CLOSED SESSION:**

### **13. Personnel Matter**

*- Pursuant to CA Government Code Section 54957*

## **REPORT OUT OF CLOSED SESSION AND ADJOURNMENT**

The Board met in Closed Session Pursuant to CA Government Code Section 54957. Chairman Hanson reported out of Closed Session that the Board had given direction to Chief Fike regarding a Personnel Matter as provided by the above named Code Section.

There was no more Board Discussion or closed sessions. The next Regular Board Meeting was confirmed for Thursday, July 15, 2010, at 7:00 p.m. at Station 84, 10135 Coyote Street, Nevada City. The meeting adjourned at 8:35 p.m.

Attest:

Approved by:

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Darlene E. Bennett  
District and Board Secretary

\_\_\_\_\_  
David S. Hanson  
Chairman of the Board