



# Nevada County Consolidated Fire District

"Excellence in Emergency Service"

11329 McCourtney Road, Grass Valley, CA 95949  
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## BOARD OF DIRECTORS MINUTES, JANUARY 20, 2011

Meeting held in the Conference Room, Station 84, 10135 Coyote Street, Nevada City, CA

### PRESENT:

#### Directors

David Hanson, Chairman  
Warren Knox, Vice Chairman  
Mark Bass, Treasurer  
Keith Grueneberg  
Ralph Hitchcock  
John Leonard

#### Staff

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

### ABSENT:

#### Directors

Robert Rhodes

#### Staff

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

### REGULAR MEETING: 7:00 p.m.

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

### CONSENT CALENDAR

1. Acceptance of Minutes – 12/16/10
2. Fund Balances and Check History Reports
3. Treasurer's Report
4. Fire Prevention Bureau Report
5. Annual Update of Authorized Signatures for Payment Requests
6. Chief's Recommendation for Employee Merit Increases:
  - One Firefighter – From Level 9B, 1-Year, to Level 9B, 2-Years, bringing the annual salary to \$39,795, effective and retroactive to January 4, 2010.
  - One Firefighter – From Level 9B, 3-Years, to Level 9B, 4-Years, bringing the annual salary to \$43,874, effective and retroactive to January 1, 2010.
  - One Apparatus Engineer – From Level 11B, 4-Years, to Level 11B, 5-Years, bringing the annual salary to \$54,122, effective and retroactive to January 1, 2010.

**CONSENT CALENDAR (cont.)**

ACTION TAKEN: To better reflect Director Hitchcock's original intent with his comment, the word "attended" was replaced with the word "chaired", under Board Discussion, on page 1-4 of the December 16, 2010 Board Meeting Minutes, changing the sentence to read "...having already chaired an Arson Fire Taskforce meeting.". Director Bass moved to accept the Consent Calendar, with a correction to the minutes, as presented. Director Knox 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

Finance Committee Chair, Director Bass, noted that he had discussed with the finance manager the modified budget that will probably be brought to the February Special Meeting and Workshop.

Chairman Hanson noted the drop in AB1600, Development Mitigation, revenue as highlighted in red on page 2-9 of the Budget Status Report. In answer to Board questions, Chief Fike noted that reserves may need to be used to make two payments on the Station 84 loan and, reported that BC Newby was researching a possible refinance in order to get a longer term to lower the monthly payments on the loan. He also confirmed that the final payments on the lease for the three CAFS engines were made.

No other committees had anything new to report. NO ACTION TAKEN.

**OLD BUSINESS**

**NONE**

**NEW BUSINESS**

**7. DISCUSSION AND POSSIBLE ACTION CONCERNING ANNUAL REVIEW OF BOARD COMMITTEE ASSIGNMENTS, BOTH STANDING AND AD HOC, WITH POSSIBLE CHANGES IN ASSIGNMENTS.**

ACTION TAKEN: After board discussion, the Board concurred to keep the committee assignments the same except for the following changes.

**Finance Committee** Add Director Knox to fill the vacancy on the committee.

**Operations Committee** Add Director Grueneberg. The Board decided to have only two Board members on the committee, dropping Directors Hitchcock and Rhodes from the committee.

**Personnel Committee** The Board decided to reduce the assignments from three to two and, therefore, not filling the vacancy on the committee.

**8. DISCUSSION AND POSSIBLE ACTION CONCERNING AGENDA ITEMS FOR THE SATURDAY, FEBRUARY 19, 2011 PLANNING WORKSHOP.**

Chief Fike reported that the draft Planning Workshop Agenda enclosed in the Board Packet was actually the prior year's workshop agenda, slightly modified and updated. The Board discussed the topics and suggested other items and goals that might be added to the agenda.

Chairman Hanson reported on his attendance at a Nevada County Board of Supervisors workshop that had a presentation given by a consultant on Labor Negotiations. He had requested a copy of the slide presentation so that he could better share with the Board some of the valuable information he gained from the workshop that might be applied to the District's negotiations. This prompted him to mention suggest discussing the Board's approach for next year's negotiations. Director Grueneberg mentioned "concession bargaining".

Director Grueneberg next asked questions about the District's fee schedule. Chief Fike replied with information about the Cost Recovery Program and noted that all of the rest of the District's fee schedules needed updating.

ACTION TAKEN: The Board confirmed the date of Saturday, February 19, 2011 from 9:00 a.m. until 1:00 p.m. for a Special Meeting and Board Workshop which replaces the Thursday, February 17, 2011 Regular Board Meeting. Chairman Hanson directed the Board and encouraged any NCCFD personnel who so chose to submit their items for the Workshop Agenda as soon as possible to Chief Fike.

**9. DISCUSSION AND POSSIBLE ACTION CONCERNING THE REPLACEMENT OF DISTRICT CREDIT CARDS.**

Chief Fike added to the Staff Report that Staff was looking into Cal Card as a possible replacement for the District's cancelled credit cards. Chairman Hanson suggested trying a credit union. Chief Fike agreed and stated that there might be a need for a Special Board Meeting in case a new credit card provider was located before the next Board meeting should paperwork need to be expedited. NO ACTION TAKEN.

**CLOSED SESSION**

*Pursuant to Government Code Section 54957.6:*

**Conference with Labor Negotiators**

*NCCFD Negotiator:*

Chief Fike

*Employee Organizations and Unrepresented Employees:*

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

**REPORT OUT OF CLOSED SESSION & RETURN TO OPEN SESSION**

The Board met in Closed Session pursuant to Government Code Section 54954.6 to meet with Chief Fike, designated NCCFD negotiator, regarding Labor Negotiations with all employee bargaining units. Chairman Hanson reported out of Closed Session that the Board agreed with the final negotiations of all of the NCCFD Bargaining Units' Memorandum of Understandings and the Chief Fike's Amendment to his NCCFD Employment Agreement. Chairman Hanson

**REPORT OUT OF CLOSED SESSION (cont.)**

move the meeting to the last item to formalize the Board's acceptance to all agreements and to close negotiations.

**10. DISCUSSION AND POSSIBLE ACTION CONCERNING ADOPTING RESOLUTION NO. R11-01 RESOLUTION AUTHORIZING EXECUTION OF MEMORANDA OF UNDERSTANDING REGARDING COMPENSATION AND BENEFITS WITH THE CLASSIFIED DISTRICT EMPLOYEES.**

ACTION TAKEN: Director Grueneberg moved to adopt Resolution No. R11-01, Resolution Authorizing Execution of Memoranda of Understanding Regarding Compensation and Benefits with the Classified District Employees including the Chief's Amendment to his NCCFD Employment Agreement. Director Bass seconded. After a roll call vote, **MOTION** unanimously carried.

**CHIEF'S MONTHLY REPORT**

Before going into Closed Session, Chief Fike reported to the Board that he had been informed, in late December, by NCCFD Firefighter Scott Mason that he was considering an employment offer from North Lake Tahoe Fire District (NLTFD) for a firefighter paramedic position. NLTFD is an advanced life support/ambulance transporting fire department and FF Mason was interested in using his paramedic skills. Chief Fike encouraged FF Mason to pursue the offer, which he did and his last day would be January 21, 2011. (For more details, see Attachment 1, Staff Report and FF Mason's letter). As Chief Fike stated in his Staff Report, FF Mason is an exceptionally talented person and, after over six years with us, he would be sorely missed.

To fill the vacant position, Chief Fike chose, from the current firefighter eligibility list, Dustin Emick. FF Emick was a former intern and has been used as a backfill firefighter covering for one of the long-term career firefighters who had been out due to injury; adding that both Captain Amaral and Captain Niederberger had recently returned to active duty.

Chief Fike introduced the new probationary firefighter to the Board and formally pinned his new firefighter badge on FF Emick's uniform. The Board members individually congratulated FF Emick and introduced themselves to him individually. After the brief badge pinning ceremony, Chairman Hanson moved the meeting to Closed Session.

After the Report Out of Closed Session and the completion of the Resolution adoption, Chief Fike resumed his oral Chief's Monthly Report. He reported that the fiduciary for the Carlson Estate, Ron Chittock had closed out the estate. (For a copy of Chief Fike's thank-you letter, see Attachment 2)

Chief Fike also reported that the Station 1 crew had received a thank you note and two apple pies for their recent rescue of a cat.

Lastly, Chief Fike reported that Staff had replied to an email, from Dept. of Homeland Security Assistance for Firefighters Grant Program, asking the final questions about our grant application that are usually asked right before it is actually awarded to us. Therefore, it looked more certain that we would be successful in being awarded the grant for Training Props for the new training center at Sierra College. The entire grant amount requested was over \$250,000, with the District's match at 10%, or just over \$25,000. Chief Fike added that the Nevada County Law Enforcement and Fire Prevention Council had agreed to be a partner and provide at least half of the matching amount. Staff would report back the results when they were known.

**\*BOARD DISCUSSION**

Chairman Hanson thank Chief Fike for handling the negotiations. He also re-emphasized the importance of all of the District personnel and Board Members' input to the Board Planning Workshop, encouraging everyone to actively participate, especially during these difficult economic times.

**ADJOURNMENT**

There were no more closed sessions or further Board discussion. The next Regular Board was cancelled and replaced with a Special Meeting and Planning Workshop on Saturday, February 19, 2011 at 9:00 a.m. at 10135 Coyote Street, Nevada City. The meeting adjourned at 9:00 p.m.

Attest:

Approved by:

\_\_\_\_\_  
Darlene E. Bennett  
District and Board Secretary

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



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# Memo

**To:** NCCFD Board of Directors

**From:** Tim Fike, Chief

**Date:** January 7, 2011

**Re:** Personnel Changes

Last month I was approached by Firefighter Scott Mason who informed me he was considering an offer as a firefighter paramedic with North Lake Tahoe Fire District (NLTFD). NLTFD is an advanced life support/ambulance transporting fire department and Scott has an interest in using his paramedic skills.

I encouraged Scott to pursue the offer. I feel Scott will be a very good fit with their organization. I am good friends with their chief and two of his deputy chiefs and we have discussed the offer. Chief Whitelaw admits he owes me lunch. Scott has been with us for over six years and is an exceptionally talented person who will be sorely missed.

We have been utilizing Dustin Emick as a backfill firefighter covering for one of our long-term career firefighters who had been out due to injury. I am happy to inform you that both Captain Amaral and Captain Niederberger are fully released and back on normal shift assignment. I have selected Dustin to fill the firefighter position behind Scott Mason. Dustin is a former intern and is on our current firefighter eligibility list.

Congratulations to Scott for his new position with NLTFD and welcome on board, Dustin, as a probationary firefighter with NCCFD.

Scott Mason  
1450 Whyler Rd #23  
Yuba City, CA 95993  
JAN 1, 2011

Chief Tim Fike  
Nevada County Consolidated Fire District  
11329 McCourtney Rd  
Grass Valley, CA 95949

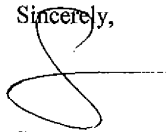
Dear Chief Fike:

I would like to express my deepest appreciation for the opportunity of employment as a firefighter for the past 6 and one half years! Nevada County will always feel like home. I feel I was privileged to build a career here in the fire service. I will carry those lessons and experiences with me throughout the rest of my career! NCC is built of nothing but professionals that I now consider friends.

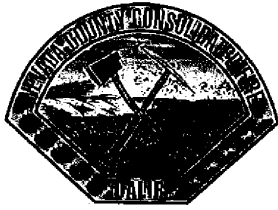
Therefore please consider this my formal resignation. My last day of employment will be January 21, 2011. I have enjoyed my time spent with Nevada County Consolidated Fire District. Every member has displayed nothing but courtesy, respect and expertise in their position. It has been my honor working with you.

Thank you for the opportunity and support.

Sincerely,



Scott Mason



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January 7, 2011

Ron Chittock  
101 West McKnight Way, Suite B, No. 43  
Grass Valley, CA 95949-9613

Dear Ron,

Thank you for your expertise as a fiduciary while guiding us through the extended distribution of the Eric Carlson Estate. I must admit my first reaction was total confusion. Why would someone leave an entire estate to a fire department and what the heck is a fiduciary? When I first met you in the house full of trash and wine bottles as you sorted through three-foot deep piles of old mail, I had no idea what we were in for.

I want to personally thank you for your efforts that went above and beyond. From this estate, we have purchased a new 4X4 state-of-the-art wildland fire engine and outfitted it with all of the necessary equipment worth approximately \$250K. We purchased a long sought after Public Education/Prevention Trailer that is a huge hit wherever it goes. The outreach from this venue makes it a lifesaving, priceless asset. The cost for the unit was always out of our reach, but with the help of the estate, we were able to purchase this nearly \$100,000 unit. And lastly, we still own the house which we are renting to a firefighter, providing us with some ongoing income.

Should you ever care for a tour of these lifesaving tools (perhaps with a grandchild), feel free to call me anytime.

Sincerely,

Tim Fike  
NCCFD Chief