



# Nevada County Consolidated Fire District

"Excellence in Emergency Service"

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## BOARD OF DIRECTORS MINUTES OCTOBER 20, 2011

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

### NCCFD DIRECTORS:

**Present:** Bass (Treasurer), Grueneberg, Hanson (Chairman), Hitchcock, Knox (Vice Chairman), Leonard, Rhodes

**Absent:** None

### STAFF:

**Present:** Chief Fike, Board Sec. Bennett, B. C. Ray, DFM McMahan, Fin. Mgr. Henthorn

**Absent:** B.C. Newby, HR LaBarbera, OSS Long, 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. After the Pledge of Allegiance, Chairman Hanson welcomed everyone in the audience, which included representatives and members of the Local 3800 Union. Asking for and finding no additions or deletions to the agenda, Chairman Hanson moved the meeting on to the Consent Calendar.

### CONSENT CALENDAR

1. Acceptance of Minutes – 09/29/11
2. Fund Balances and Check History Reports
3. Treasurer's Report
4. Fire Prevention Bureau Report
5. Chief's Recommendation for Employee Merit Increases:
  - One Firefighter – From Level 9B, 4-Years, to Level 9B, 5-Years, bringing the annual salary to \$46,067, effective and retroactive to July 1, 2011.
  - One Firefighter – From Level 9B, 4-Years, to Level 9B, 5-Years, bringing the annual salary to \$46,067, effective and retroactive to August 20, 2011.

Chairman Hanson pulled Item 1, Acceptance of Sept 29, 2011 Minutes, from the Consent Calendar to be tabled until the next Board meeting, as the draft minutes were distributed at that night's meeting.

Director Grueneberg moved to accept Items 2 through 5 of the Consent Calendar as presented. Director Bass seconded. **MOTION** unanimously carried.

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

NONE

**COMMITTEE REPORTS**

**STANDING COMMITTEES**

**FINANCE:**

Director Bass distributed his [Treasurer's Report](#), which covered four items and is attached, noting the most significant item was that the tax revenue projections from Nevada County was \$13,400 less than were projected for the FY 2011-12 Final Budget.

Director Knox noted that the decrease was probably due to the number of property owners asking to have their property revalued by the county assessor. Director Bass added that the county still has 1,400 revaluation requests waiting for review and that they had been receiving the requests at between 200 and 300 a month. Therefore the tax revenues would probably continue to sink sometime into the next few years.

There was nothing new to report from the remaining committees.

**OLD BUSINESS**

**\*DISCUSSION CONCERNING A NEW ENGINEERED FIRE SUPPRESSION SPECIAL BENEFIT ASSESSMENT OR A SPECIAL TAX TO PROVIDE FUNDING FOR THE DISTRICT TO MAINTAIN ITS LEVEL OF SERVICE.**

Chief Fike distributed the "Proposed Timeline for Special Tax Mailed Election on March 6, 2012", which was created by the SCI consultants. (See attached copy of [document](#).) Chief Fike noted that he was glad the Elections Department would be receiving the returned ballots. He reported that the consultants and he were working together on the possible tax rate and felt they were very close at narrowing it down. He anticipated presenting it early in the next week to the Finance Committee. He noted that they had come up with the rough number for commercial parcels at 4 cents a square foot, but that number was very preliminary.

After reviewing the timeline further, Chief Fike noticed that the Tabulation of Ballots was listed as being received by the League of Women Voters. He had thought that had changed and stated that he would follow-up with the consultants about this versus his understanding that the Elections Department would be doing this.

Director Knox asked if all documents presented in the future to the Board have the source indicated on the document. He noted that the Timeline did not have the consultants' name on it. Staff agreed to this request.

Chairman Hanson stated the importance of putting a marketing plan together as soon as possible. Chairman Hanson replied that a major marketing plan needed to be created and he appointed Director Knox to be the leader of creating such a plan. Director Grueneberg suggested anyone who was interested to forward their ideas to Director Knox.

Chief Fike replied that the consultants were already working on drafting a public relations plan. Chief Fike added that prior campaign materials had been forwarded to SCI. Director Hitchcock asked when their plan would be available. Chief Fike replied as soon as the Board comes up with some solid numbers for the consultants. Since a resolution would be presented at the next Board meeting, he wanted to meet with the Finance Committee first to solidify the proposed rates before the November Board meeting. Chairman Hanson wanted everyone to be involved when the numbers had been solidified.

**OLD BUSINESS**

**\*DISCUSSION CONCERNING A NEW ENGINEERED FIRE SUPPRESSION SPECIAL BENEFIT ASSESSMENT OR A SPECIAL TAX ... (cont.)**

Director Rhodes asked if SCI had samples of marketing plans from other fire districts. Chairman Hanson asked that those sample marketing plans be provided as soon as possible to Director Knox. Chief Fike concurred.

Chief Fike reported that he had already begun to receive phone calls about the proposed tax and had many in the public asking him about it.

Director Rhodes stated that we needed to use community groups to help sell the proposed tax, adding that having a grass roots effort would be very important to selling this. Chief Fike reported an email from Helene Hall of the Banner Mountain Homeowners Association asking what we would need for the campaign. Chairman Hanson suggested using the Fire Safe Council, while Director Knox added the Federation of Neighborhoods Association.

Chairman Hanson commended everyone for the recent station open houses which he thought was a great start. He felt that those kinds of events were important in getting the word out, with the one on one contact. He also thought the members who were on the radio were great. He continued by saying that we need to start really pushing our story to let them know that the District is not just gouging them and that the firefighters are not overpaid.

Chairman Hanson summarized that he would be happy to work with Director Knox as soon as he got started on the marketing plan and asked if there was anyone from District personnel who would join them in brainstorming. Captain Jerry Funk replied absolutely. Chief Fike stated that they had all indicated that they were all ready to go door to door. Chairman Hanson asked what they could and could not do during the campaign. Chief Fike stated that, naturally, they could not campaign while on duty or in uniform; nor could any signs be placed on District property. However, off duty they were allowed to campaign. While on duty, personnel can provide information, they just can not tell the voters how they should vote. Chairman Hanson expressed his surprise as he had never done a marketing campaign without telling people to buy the product he was selling.

Engineer Gross stated that he had taken some quick notes and asked if it wouldn't be a good idea to do an informational newsletter. He read aloud what he thought such a newsletter might have in it (see his notes [attached](#)). He stated that such a newsletter could be available to hand out at the stations. He said that the public were already coming to the stations wanting information about this. This would be a way to give them accurate information.

Chief Fike replied that he wanted to wait for the rate to be determined so that the correct amount could be provided to the public. Chief Fike reminded him of the brochure from the last campaign had all of those items in it and summed it up very nicely.

Engineer Sunde suggested adding incident statistics and response times to information media. Engineer Gross added information about possible ISO changes should level of service drop. Firefighter Davison asked if all of this could be put on the District website. Both Chief Fike and Chairman Hanson replied absolutely.

Director Knox mentioned non-profits setting up a Facebook page and/or sending Tweets. He mentioned the importance of making data user-friendly by using graphics. He used as an example of an excellent use of graphics the Google mapping of Napoleon's march into Russia.

**OLD BUSINESS**

**\*DISCUSSION CONCERNING A NEW ENGINEERED FIRE SUPPRESSION SPECIAL BENEFIT ASSESSMENT OR A SPECIAL TAX ... (cont.)**

After discussion concluded on possible marketing strategies, there was consensus by the Board that the Finance Committee would hold a meeting in the following week to review the proposed special tax rates created by SCI. There was **NO FURTHER ACTION** on this item.

**NEW BUSINESS**

**DISCUSSION AND POSSIBLE ACTION CONCERNING RESOLUTION R11-15, PUBLIC NUISANCE ABATEMENT COST RECOVERY CONFIRMATION OF ASSESSMENT FOR THE FUELS MANAGEMENT & HAZARD REDUCTION PROGRAM.**

DFM McMahan reported that the work had been completed, by the contractor, on the six parcels that did not complete the required Hazard Reduction by the required dates of the current program. The next step was for the Board to approve a resolution approving the charges for the work to be placed on the respective parcels, as listed in Resolution R11-15, with costs detailed in the attached Exhibits. He reminded the Board that the costs included administrative time spent by the Fire Prevention Bureau in managing the program.

Director Grueneberg moved to adopt Resolution R11-15, Public Nuisance Abatement Cost Recovery Confirmation of Assessment for the Fuels Management & Hazard Reduction Program. Director Knox seconded. **MOTION** unanimously carried.

**CHIEF'S MONTHLY REPORT**

Chief Fike briefly reviewed his written report. He reported that he had some phone calls after his radio interview, both pro and con regarding the Special Tax. The calls resulted in the surprise support of two members of the public who were not very supportive in past fire district funding campaigns

He added an update on the Station open houses that had taken place recently, which were very successful. There were about 100 people at the Station 84 Open House and about 110 at the two Station 1 Open Houses. He concluded by reporting that the next Open House would take place at Station 89 on the following Saturday from 10 a.m. to 4 p.m.

**\*BOARD DISCUSSION**

NONE

**CLOSED SESSION**

*Pursuant to Government Code Section 54957.6:*

**Conference with Labor Negotiators**

*NCCFD Negotiators:*

Directors Grueneberg, Hitchcock and Rhodes, Personnel Committee Members

*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

**REPORT OUT OF CLOSED SESSION AND ADJOURNMENT**

The Board met in Closed Session pursuant to Government Code Section 54954.6 to meet with Personnel Committee Members, Directors Grueneberg, Hitchcock, and Rhodes, the designated NCCFD negotiators, regarding Labor Negotiations with all employee bargaining units. Chairman Hanson reported out of closed session that the Board received an update regarding negotiations from the Personnel Committee and would be taking their input under advisement.

Director Rhodes, Chair of the Personnel Committee, stated that they shared with the Board the minutes from the recent meetings with representatives from the bargaining units. He wanted to thank all of the units and the Committee members for their very positive discussions and their cooperation. Director Rhodes especially wanted to thank Captain Jerry Funk, Local 3800 Union representative, for his efforts in working with him regarding the wording of the agreement. He stated that the next step would be a circulation of a draft MOU that would include the language and changes in it as understood by the negotiators. Within 15 days, they would like comments back so that the process can be completed before the next Board meeting.

There were no closed sessions or further Board discussion. The next Regular Board Meeting was confirmed for Thursday, November 17, 2011, to be held at 7:00 p.m. at 10135 Coyote Street, Nevada City. The meeting adjourned at 7:50 p.m.

Attest:

Approved by:

**DRAFT**

Signature on File  
\_\_\_\_\_  
Darlene E. Bennett  
District & Board Secretary

Signature on File  
\_\_\_\_\_  
David S. Hanson  
Chairman of the Board

Attachment 1: Treasurer's Report


Date: October 19, 2011  
To: NCCFD Board of Directors  
From: Mark Bass, Board Treasurer  
Subject: September Financial Reports

Today I met with Helen and together we reviewed the September Financial Report. I find this Report to be consistent with the FY 2011-12 Final Budget.

Items of note from this meeting:

- At 25% of FY 2011-12, overall Operations Expenses were on target at 25%.
- Fund 733: AB1600 (Development fees) total collected thru September, \$24,337 (*41% of the projected amount*).
- Fund 722: Overtime expense is under budget at 18%
- The revenue projections from Nevada County for Current Secured, Current Unsecured, and State Homeowners taxes is \$13,400 less than we projected in the FY 2011-12 Final Budget.

Respectfully submitted,



Mark Bass  
Treasurer



Attachment 3

Notes from Engineer Randy Gross – October 20, 2011

Informational Newsletter:

- A) History
- B) Services Provided
- C) Overview of District
- D) Chiefs Statement
- E) Firefighters' Statement
- F) Graphs
- G) Pros and Cons
- H) Need for continuing emergency service
- I) Steps taken already
- J) ISO Issue

Notes  
① Informational Newsletter  
A) History -  
B) Services Provided  
C) Overview of Dist.  
D) Chiefs Statement  
E) FF Statement  
F) Graphs  
G. Pros + Cons -  
H.) ~~Need for ES - Continuing~~  
~~I) Steps Taken already -~~  
J) ISO Issue