



Special Meeting Agenda

Nevada County Consolidated Fire, Penn Valley Fire & Rough & Ready Fire

Tuesday, January 30th, 2024 – 6:30PM

Station #59: 14506 Rough and Ready Highway

The Board of Directors welcomes you to its meetings and your participation is encouraged and appreciated. Any Member of the Audience desiring to address the Board on a matter appearing on the Agenda, before or during consideration of the item, may do so after receiving recognition from the presiding officer. In order that all interested parties have an opportunity to speak, please limit your comments to the specific item under discussion. For further rules on public comment and other matters, please see the last page of this agenda.

NOTICE

If requested, this agenda can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact the Clerk of the Board for further information.

All items posted on the agenda, including under correspondence, may be acted upon by the Board of Directors. However, matters under committee reports and department manager's reports may be briefly addressed by the Board or Staff but no action or discussion shall be undertaken on any item not appearing on the posted agenda. (GC 54954.2)

The Board of Directors may hold a Closed Session as the agenda schedule permits.

STANDING ORDERS:



- 6:30 p.m. Call to Order
- Roll Call
- Pledge of Allegiance to the Flag
- Corrections and/or deletions to the agenda

*PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Per CA Government Code 54954.3

This is the time for any member of the public to address the Boards on any item not on this Agenda that is within the subject matter jurisdiction of the three Boards. Please wait for recognition from the presiding officer. The Boards generally cannot act on or discuss an item not on the agenda. However, the Boards 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.

NEW BUSINESS

1. Discussion and Possible Action, Reorganization Update. **Chief Robitaille/ Chief Wagner**
2. Discussion and Possible Action, Review of the Reorganization Plan. **Chief Robitaille / Chief Wagner**
3. Discussion and Possible Action, Funding for AP Triton's Municipal Service Review & Sphere of Influence Study in the amount of \$11,568 To Be Split Between the Three Districts. **Chief Robitaille**
4. Discussion and Possible Action, Approval of the Reorganization PR Material and Funding Threshold for Print Materials. **PVFD Board Chair Stephenson**
5. Discussion and Possible Action, PR Committee Processes and Product. **PVFD Board Chair Stephenson**

WORKSHOP DISCUSSION

ADJOURNMENT

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

A. Members of the public wishing to address the Boards upon any subject within the jurisdiction of the Nevada County Consolidated Fire District, Penn Valley Fire Protection District and the Rough & Ready Fire Protection District may do so upon receiving recognition from the presiding officer at the appropriate time. You may address the Boards on any agenda item prior to Board Action. If you wish to address the Boards 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.

- Where necessary for the orderly operation of the meeting, the presiding officer may limit public comment during the public comment period or public hearing to no more than five minutes per individual.

B. After receiving recognition, please stand and state your name, as all meetings are being recorded. Note that stating your name is a voluntary act and is not required.

C. Members of the public may submit written comments on any matter that is listed on the agenda or for general public comment. You may submit written comments on any matter by U.S. Mail addressed to 640 Coyote Street, Nevada City, CA 95959 or by e-mail to nevadacountyfireandrescue@nccfire.com. For comments to be read at the meeting and entered into the minutes they must be received no later than 8:00 a.m. on the morning of the noticed meeting.

D. 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 the Call of Order of meeting.

E. Complaints against any individual District employee cannot be brought up in open meeting directly. The district's will only consider such a complaint if submitted in writing.

NEVADA COUNTY

FIRE & RESCUE

640 Coyote Street, Nevada City, CA 95959
(530) 265-4431 (530) 265-4438 (fax)
nccfire@nccfire.com - www.nccfire.com

Agenda Item #1 Reorganization Update

NEVADA COUNTY
FIRE & RESCUE

640 Coyote Street, Nevada City, CA 95959
(530) 265-4431 (530) 265-4438 (fax)
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Agenda Item #2
Review of the Reorganization Plan



Nevada County LAFCO

Proposal for SECTION 5 only Fire & Emergency Response Services Municipal Service Review & SPHERE OF INFLUENCE STUDY

Updated January 2023



Firm Description

Legal Name & Address

AP Triton, LLC is a limited liability company (S Corporation) and has no parent company. The headquarters of AP Triton is located in Sheridan, Wyoming. Consultants and other subject matter experts (SMEs) are independent contractors located throughout the United States.

- **Primary Contact:** Kurt P. Henke, Principal/Managing Partner
- **Address:** 1309 Coffeen Avenue, Suite 3178, Sheridan, WY 82801
- **Phone:** 833.251.5824 (toll free)
- **E-Mail:** info@aptriton.com
- **Website:** www.aptriton.com

Project Scope of Work

The following represents the proposed Scope of Work (SOW) prepared by Triton based on the requirements of the LAFCO to successfully complete the Municipal Service Review & Sphere of Influence Study. The various sections and tasks have been developed specifically for this project.

Section Five—Consolidation/Reorganization Plan Financial Analysis (OPTIONAL)

Triton will complete a financial analysis of the plan prepared by the Penn Valley, Nevada Consolidated, and Rough & Ready, including review and verification of financial assumptions.

Task 5-A: Project Initiation & Development of a Work Plan

Triton will develop a project work plan inclusive of milestones based on the scope of work and converse with Nevada County LAFCO's project team to gain a comprehensive understanding of the goals and expectations for this section of the project. This exchange will also help establish working relationships, make logistical arrangements, determine an appropriate line of communications, and finalize contractual arrangements.

Task 5-B: Procurement of Information & Data

Triton will request current and pertinent fiscal information and data from Penn Valley (PVFPD), Nevada Consolidated (NCFPD) and Rough & Ready Fire Protection Districts (RRFPD). This information is critical and will be used extensively in the analysis and development of the updated financial information and forecasts. The documents and information relevant to the completion of this study will include, but not be limited to, the following:

- PVFPD, NCFPD and RRFPD financial data, including:
 - All actual fiscal year-end internal financial statements, for all funds, for the last 3–5 years.
 - Analysis of all reserve and debt service funds.
 - Schedule and repayment terms of current debt instruments.
 - Latest month's internal financial statements for the fiscal year-end of June 30, 2023, for all funds, compared to the current fiscal year budget.
 - Assessed and taxable values of each district for the last 3–5 years.

- Any and all preliminary financial projections related to the districts, including internally prepared projections and justifications, each district's growth projections as prepared by the state's financial services division, local chamber of commerce or other demographic information, any other externally prepared report.
- Any and all legal documentation related to the impositions of fees and assessments
- Any other documents and records necessary for the successful completion of this task, including current labor agreements, current and projected pension liabilities, OPEB liabilities, apparatus, equipment and facilities replacement program with the timing of replacement, estimated costs of each apparatus to be replaced, anticipated funding mechanism, and other equipment costs.
- Copy of current strategic and/or financial plans.

Task 5-C: Financial Review & Update

Triton will analyze budgets for each agency to allow for an updated comparative examination of the costs and as a tool for analyzing the financial effects of any type of consolidation or reorganization.

- Review and analyze district budgets and revenues
- Review separate budgets
- Analyze the projected consolidated budget extending to a minimum of five years
- Identify financial issues of consolidation/reorganization
- Identify areas of short- and long-term savings and costs

The fiscal analysis is an important component of the consolidation/reorganization plan. The long-term survival of an emergency services system requires that the system be adequately funded. Triton will use the analysis to determine the fiscal state of each agency and develop recommendations on improving the financial resources available for emergency services.

Task 5-D: Development & Review of the Draft Report

Triton will develop and produce an electronic version of the draft written report for technical review by representatives of Nevada County LAFCO.

This feedback is a very important aspect of the project, and Triton will provide adequate opportunities for review and discussion of the draft report before finalization. The report will include:

- Clearly designated recommendations

- Detailed narrative analysis written and presented in sections with explanatory support to ensure an understanding by all readers
- Charts, graphs, GIS maps and analyses, and diagrams, where appropriate

Task 5-E: Publication of the Final Report

Following a final technical review and approval by Nevada County LAFCO, Triton will provide an electronic version (PDF format) of the report.

Task 5-F: Presentation of the Final Report

Triton will conduct a virtual presentation of the report to representatives as designated by Nevada County LAFCO. The presentation will include:

- A summary of the nature of the report, methods of analysis, primary findings, and critical recommendations
- An audio-visual presentation of the study
- A review and explanation of charts, graphs, diagrams, and maps, where appropriate
- Opportunity for questions and answers

All presentation materials, files, graphics, and written material will be provided to Nevada County LAFCO at the conclusion of the presentation(s).

Fee Proposal

Project Fee Proposal

AP Triton, LLC presents the following formal cost proposal for the project outlined in the Scope of Work. The fee is inclusive of expenses:

Project Section	Fees & Expenses
Section 1: Project Initiation	\$13,563
Section 2: Baseline Evaluations of the Agencies	\$60,220
Section 3: Exploration of Future Reorganizations	\$8,158
Section 4: Development, Review, & Delivery of the Report	\$15,216
Proposed Project Fee (will not exceed):	\$97,157
ADDED Section 5: Financial Analysis - Consolidation Plan	\$11,568
Grand Total with Option (will not exceed):	\$108,725

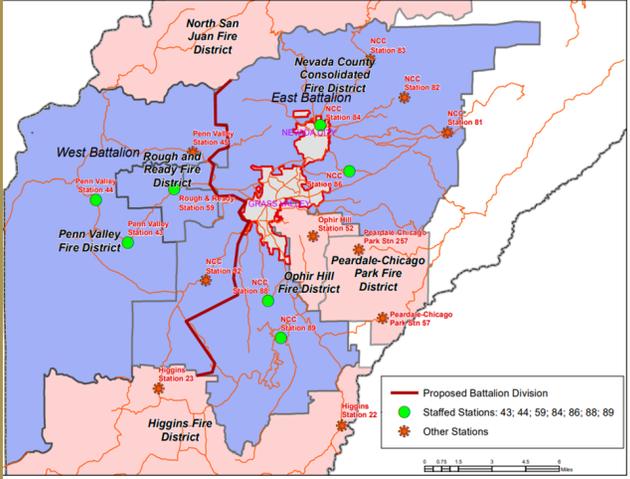
Payment Schedule & Invoicing

- 50% payment due for SECTION 5 upon execution of the amendment
- The balance due of 50% will be invoiced and due upon completion of SECTION 5.
- Additional work requested and approved beyond the Scope of Work will be billed at a rate of \$175/hour for the Senior Project Manager and \$135/hour for consultants, plus any additional travel expenses

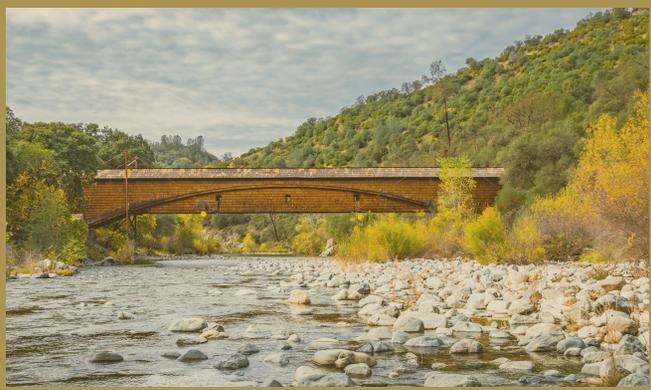
Cost Quotation Information

- The bid quotation is valid for 30 days
- Triton Federal Employer Identification Number: 47-2170685

WHICH FIRE DISTRICT AM I IN?



REORGANIZATION INFORMATION



For current updates and additional information, please visit our Reorganization FAQ's page at www.nccfire.com

CONTACT US HERE

NEVADA COUNTY CONSOLIDATED FIRE
640 Coyote Street
Nevada City, CA 95959
(530) 265-4431

PENN VALLEY FIRE
10513 Spenceville Road
Penn Valley, CA 95946

ROUGH & READY FIRE
14506 Rough & Ready Highway
Rough & Ready, CA 95975

nevadacountyfireandrescue@nccfire.com



NEVADA COUNTY FIRE & RESCUE



SERVING NEVADA COUNTY BETTER, TOGETHER

WHO



This reorganization effects people who live, work and recreate within the boundaries of the Penn Valley, Rough & Ready and Nevada County Consolidated Fire Districts.



WHEN

The reorganization has a start date of July 1, 2024.

The three districts of Penn Valley Fire Protection District, Rough & Ready Fire Protection District and the Nevada County Consolidated Fire District will become Nevada County Fire & Rescue District.



WHY

To provide sustainability by streamlining local fire and emergency services.



WHAT

A reorganization of the three fire districts will provide enhanced services in our county.

WHERE

This reorganization encompasses approximately 250 square miles within Western Nevada County.



HOW

Combining resources; enhancing fire and rescue services with adequate crew staffing on fire apparatus while remaining fiscally responsible. 4-2

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**FOR MORE INFO & CURRENT UPDATES, VISIT [NCCFIRE.COM](https://nccfire.com)
OR CALL (530) 265-4431
EMAIL: NEVADACOUNTYFIREANDRESCUE@NCCFIRE.COM**



Front page Teaser on NCC Fire website directing to a page titled “Nevada County Fire and Rescue Information.”

TIMELINE OF EVENTS

In 2022, the Rough & Ready Fire Protection District determined that the operational revenue within its district fell short of the threshold to sustain their services and collaborated with Penn Valley Fire Protection District and Nevada County Consolidated Fire District to address the realities of their circumstances. Exercising mutual aid agreements between these and Grass Valley Fire Districts, emergency services have been uninterrupted.

In May 2023, an Ad hoc Committee comprising two representatives of the Nevada County Board of Supervisors (Sue Hoek, District 4 and Lisa Swarthout, District 2) and representatives of each fire district was established to address and develop solutions to local emergency service needs.

In June 2023, Rough & Ready Fire Protection District had proposed dissolution and worked with Penn Valley Fire Protection District, Nevada County Board of Supervisors and Local Agency Formation Committee (LAFCO) to annex their district and reorganize these with that of Nevada County Consolidated Fire.

To support the reorganization of the three districts, the Ad Hoc Committee developed an agreement with the three fire districts to support the reorganization and provide one-time supplemental County funds for operating the Rough & Ready Fire Station (Station #59) until the larger reorganization is complete.

The reorganization has a start date of July 1, 2024. The three districts of Penn Valley Fire Protection District, Nevada County Consolidated Fire District and Rough & Ready Fire District will become Nevada County Fire & Rescue District.

REORGANIZATION FACTS

WHO: This reorganization effects people who live, work and recreate within Penn Valley, Rough & Ready and Nevada County Consolidated Fire Districts.

WHAT: A reorganization of the three fire districts will provide enhanced services in our county.

WHERE: This reorganization encompasses approximately 250 square miles within Western Nevada County.

WHEN: July 1, 2024

WHY: To provide sustainability by streamlining local fire and emergency services.

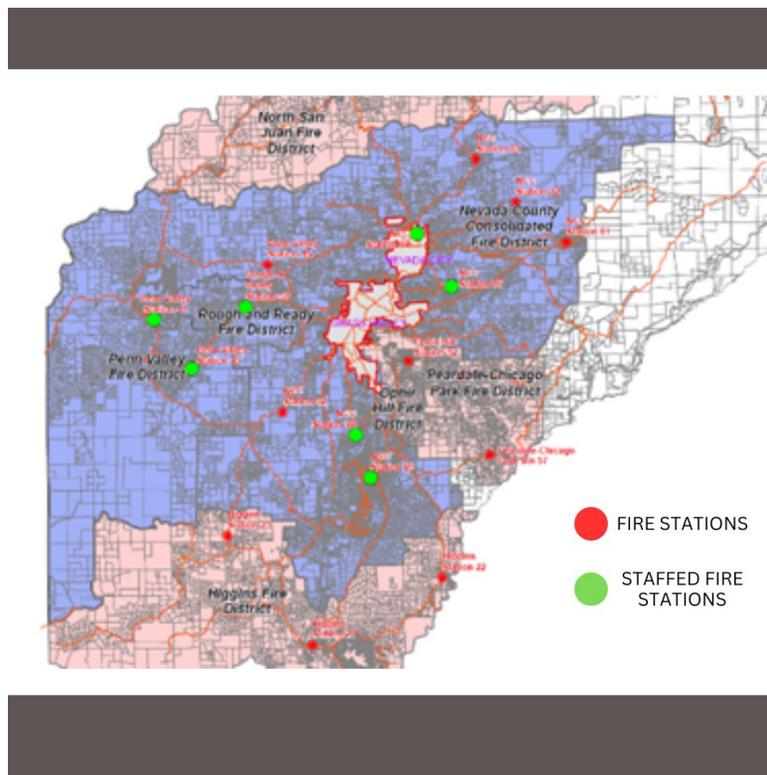
HOW: Combining resources; enhancing fire and rescue services with adequate crew staffing on fire apparatus while remaining fiscally responsible.

FREQUENTLY ASKED QUESTIONS

IF I PURCHASE ITEMS FROM VARIOUS SUPPORT GROUPS (EXAMPLE: PENN VALLEY THRIFT STORE OR DONATE TO THE AUXILLARIES) WHERE WILL MY MONEY GO?

If you donate money towards a volunteer support group, your money stays with the fire district you are donating towards. So, money donated from the Penn Valley Thrift store will remain in Penn Valley's District and used for their community.

WHICH DISTRICT AM I IN?



HOW DOES THIS AFFECT ME? THIS DEPENDS ON WHERE YOU LIVE IN NEVADA COUNTY.

Current Nevada County Consolidated Fire residents: Residents are getting improved medical response (ALS) which was not previously available.

Current Penn Valley residents: Fire & Rescue crews will have improved critical medical response.

Current Rough & Ready residents: Your station, Station #59, is staffed 24/7.

As updates come available, they will be posted here and through our various social media outlets. If you have additional questions, email: nevadacountyfireandrescue@nccfire.com or call 530-265-4431

NEVADA COUNTY

FIRE & RESCUE

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640 Coyote Street
Nevada City, CA 95959



Penn Valley Fire Protection District
10513 Spenceville Rd.
Penn Valley, CA 95946



Rough & Ready Fire Protection District
14506 Rough and Ready Hwy
Rough and Ready, CA 95975

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Agenda Item #5 PR Committee Processes & Product