

Nevada County Consolidated Fire District

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BOARD OF DIRECTORS MINUTES May 18, 2023

Regular Meeting held at
11329 McCourtney Road, Grass Valley, CA 95949

NCCFD DIRECTORS

Present: Grueneberg (President), Hall, Carrington, Nelson, Slade-Troutman, Garrett, Dorland

STAFF:

Present: Fire Chief Robitaille, Fire Marshal Mason, Administrative Services Long and Fleet & Facilities Greene.

STANDING ORDERS:

President Grueneberg called the meeting to order at 7:00 pm and took roll call, noting all Directors were present. President Grueneberg led in the pledge of allegiance.

*PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Per CA Government Code 54954.3

CONSENT CALENDAR

1. Acceptance of Minutes –April 20, 2023
2. Fund Balances, Check History Report and Credit Card History Report

Director Slade-Troutman motioned to accept the consent calendar. Director Hall seconded. **MOTION** passed unanimously.

COMMITTEE REPORTS

STANDING COMMITTEES

FINANCE/BUDGET: Hall, Slade-Troutman

PERSONNEL: Carrington, Nelson

AD HOC COMMITTEES

BOARD POLICY AND PROCEDURES: Grueneberg

CONSOLIDATION: Grueneberg, Dorland, Carrington

LOCAL AGENCY ASSIGNMENTS

NEVADA COUNTY FIRE AGENCY (JPA): Garrett, Robitaille

Finance – None

Personnel – None

Board Policy & Procedures – None

Consolidation – President Grueneberg advised PVFD & NCC Fire to discuss after joint board meeting on 5/22/23.

JPA – Director Garrett stated meeting is next Thursday (they meet quarterly)

NEW BUSINESS

3. Discussion and Possible Action, Appoint Applicant to Citizen Oversight Committee

President Grueneberg introduced Don Bessee, Citizens Oversight Committee Board Chair. Don briefly highlighted Sandy's background and work history. After a brief discussion, Director Nelson motioned to appoint Sandy Laffins to the Citizen Oversight Committee. Director Carrington seconded. **MOTION** passed unanimously by a roll call vote.

4. Discussion and Possible Action, Fire Prevention Services

Fire Marshal Mason stated the Fire Prevention Department was advised to move forward with RFP for fire inspection services. Four proposals were received along with the associated hourly amounts calculated to an annual cost. Staff discussed both the advantages and disadvantages to both options. The FPO II position was flown to current employees in which one letter of interested was received. Captain Robert Tellam was offered and accepted the position on May 8, 2023. His start date is May 15, 2023.

5. Discussion and Possible Action, Resolution 23-04, Transfer \$400,000.00 from Fund 734 to Fund 722

Administrative Services Long reported this is a transfer resolution we do several times a year when 2012 Special Tax Funds are received and then transferred to our Operating Fund. Director Nelson motioned to adopt Resolution 23-04, Transfer \$400,000.00 from Fund 734 to Fund 722. Director Hall seconded. **MOTION** passed unanimously following a roll call vote.

6. Discussion and Possible Action, Resolution 23-05, Transfer of Funds for Capital Improvements

Administrative Services Long reported this is a transfer resolution in which the fiscal year budget reflected a transfer of \$125,000.00 to assist with the costs of future apparatus purchases. Director Slade- Troutman motioned to adopt Resolution 23-05, Transfer of Funds for Capital Improvements. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote.

7. Discussion and Possible Action, Resolution 23-06, Transfer of Funds for Sell Back Reimbursement

Administrative Services Long reported this is a transfer resolution which covers the costs of the accrued leave amounts paid out to a retiring employee. Director Nelson motioned to adopt Resolution 23-06, Transfer of Funds for Sell Back Reimbursement. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote.

8. Discussion and Possible Action, Audit Services for FYE 22/23

Administrative Services Long stated that after the completion of each fiscal year, NCCFD is required to have an audit. Three years ago, NCCFD solicited RFP's and selected Fechter & Company to complete the past three years of annual audits. At the February 2023 meeting, the board approved an RFP for audit and SCO reporting services, however, the district only received one proposal by deadline. Due to limited response, the staff did not interview that company. Staff reached out to Fechter & Company who advised they could complete the audit at a cost of \$16,500.00. Director Garrett motioned to utilize Fechter & Company for the FYE 22/23 audit and attempt to go to bid next year for the 23/24, 24/25 and 25/26 audits. Director Nelson seconded. **MOTION** passed unanimously following a roll call vote.

9. Discussion and Possible Action, Resolution 23-07, Amended and Restated Joint Powers Agreement of Fire Risk Management Services

Administrative Services Long advised that the Fire Districts Association of California Employment Benefits Association (FDAC EBA) and Fire Agencies Self Insurance System (FASIS) will consolidate on July 1, 2023 to form Fire Risk Management Services (FRMS). FRMS provides comprehensive and cost-effective coverage programs through a responsive risk pool for fire service agencies. There are no additional costs or changes.

Director Nelson motioned to Authorize Participation in and Approving the Amended and Restated Joint Exercise of Powers Agreement of the Fire Risk Management Services Joint Powers Authority. Director Slade-Troutman seconded. **MOTION** passed unanimously following a roll call vote.

10. Discussion regarding the 23/24 Fiscal Year Preliminary Budget

Chief Robitaille reported NCC Fire staff met for a needs assessment and developed action items to put on the table. NCC Fire will be allocating items utilizing partnerships and grants. NCCFD Station 88 needs an interior remodel and staff will be looking for grant funding through USDA and utilizing a Grass Valley address due to the cost savings coupon whereas Nevada City addresses do not qualify. These items do not reflect labor negotiations.

11. Discussion and Possible Action, Resolution 23-08, Awarding Successful Bidder for HVAC Reconfiguration

Fleet & Facilities Greene reported there is funding in Fund 722 Account 6681 to reconfigure the HVAC system at NCCFD Station 84. The NCCFD purchasing policy was followed and a request for bids was sent out with a deadline of May 16, 2023 at 3:00 P.M. Staff received 3 bids and determined A&A Heating and Air had the lowest, responsible bid of \$24,582.00. Director Garrett motioned to adopt Resolution 23-08, Awarding A&A Heating and Air the successful bidder to reconfigure the HVAC system at NCCFD Station 84 for \$24,582.00. Director Dorland seconded. **MOTION** passed unanimously following a roll call vote.

12. Discussion and Possible Action, Resolution 23-09, Updating the Job Descriptions for Captain and Battalion Chief

Chief Robitaille briefly reviewed changes behind the Battalion Chief and Captain job descriptions and advised the State Fire Marshal made some changes to the standards and our descriptions were updated to reflect those changes. Director Garrett motioned to adopt Resolution 23-09, Updating the Job Description Changes for Captain and Battalion Chief. Director Hall seconded. **MOTION** passed unanimously following a roll call vote.

CHIEFS MONTHLY REPORT

Chief Robitaille highlighted the Badge Pinning Ceremony at Alta Sierra Country Club. He advised Seasonal Interviews were completed by BC Davison and BC Sunde. He met with senior NCCFD staff for a Needs Assessment Review. He highlighted the PG&E Transmission Overview Project and the timelines associated with it. The Chief addressed the Lake Vera Round Mountain Fire Wise Committee. The Chief discussed potential new partnerships with Penn Valley Fire. Lastly, the Chief reminded the Board about the ASPOA Thank the First Responders Event on May 20, 2023. The Chief advised he met with Rob Wood (AIPC Principal Planner), John Paye (Banner Mountain Project), Greg Anderson (ESO), Millennium Planning, Citizens Oversight Committee, CAL OES SWT and attended the Penn Valley/ Rough & Ready Fire Consolidation Meeting. The Chief and Division Chief Sullivan attended the Nevada County Chief's Meeting, NCCFD Battalion Chiefs Meeting, Law Enforcement Fire Council Meeting, and CISM Team Response. Division Chief Sullivan verbally reviewed his report highlighting that there were 244 calls for service and a 6:16 minute average travel time for first arriving unit.

Fire Marshal Mason verbally reviewed his report, highlighting he met with OES to discuss moving a hazardous vegetation case forward for abatement. He attended the Nevada County Fire Chief's Association breakfast, met with Nevada County Code Compliance to develop a new workflow for Annual Cannabis Permits and convened with Local 3800 to discuss staffing for the Department of Fire Prevention and review the FPO II position description. Fire Marshal Mason along with E-88 (Captain Menet and Firefighter Graves) met with Lakewood Lane Fire Wise Community to discuss wildfire preparedness. Fire Marshal Mason attended an administrative meeting with PG&E regarding the gas transmission project and associated mitigation factors. He assisted OES with interviews for a Supervising Defensible Space Inspector position. He stated E-88 attended the Forest Springs Mobile Home Park wildfire preparedness event and provided fire extinguisher training for the residents.

Fleet & Facilities Greene passed out an updated floorplan of Station 86 and advised all are on board with it.

***BOARD DISCUSSION**

President Grueneberg spoke briefly about the work Robinson Enterprises has done to the back of Station 91. There was a brief discussion on the Rough & Ready and Penn Valley Fire Consolidation process.

13. CLOSED SESSION

No public comment was made for closed session. The Board went into closed session at 7:46 P.M. President Grueneberg reported out of closed session at 8:26 P.M. The board advised the negotiation team on how to proceed.

ADJOURNMENT

President Grueneberg adjourned the meeting at 8:27 P.M.

Attest:

Tricia Bush
Tricia Bush (Jun 28, 2023 10:22 PDT)

Tricia Bush
Board Secretary

Approved by:

Keith M. Grueneberg
Keith M. Grueneberg (Jun 28, 2023 10:20 PDT)

Keith Grueneberg
President of the Board










2023-05-18 Meeting Minutes Approved

Final Audit Report

2023-06-28

Created:	2023-06-28
By:	Tricia Bush (triciabush@nccfire.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAC1tVcKyBXFGYGVn3RgtFbokDZCwacy2c

"2023-05-18 Meeting Minutes Approved" History

-  Document created by Tricia Bush (triciabush@nccfire.com)
2023-06-28 - 3:39:36 PM GMT
-  Document emailed to keithgrueneberg@nccfire.com for signature
2023-06-28 - 3:40:03 PM GMT
-  Email viewed by keithgrueneberg@nccfire.com
2023-06-28 - 5:20:16 PM GMT
-  Signer keithgrueneberg@nccfire.com entered name at signing as Keith M. Grueneberg
2023-06-28 - 5:20:45 PM GMT
-  Document e-signed by Keith M. Grueneberg (keithgrueneberg@nccfire.com)
Signature Date: 2023-06-28 - 5:20:47 PM GMT - Time Source: server
-  Document emailed to Tricia Bush (triciabush@nccfire.com) for signature
2023-06-28 - 5:20:48 PM GMT
-  Email viewed by Tricia Bush (triciabush@nccfire.com)
2023-06-28 - 5:21:56 PM GMT
-  Document e-signed by Tricia Bush (triciabush@nccfire.com)
Signature Date: 2023-06-28 - 5:22:08 PM GMT - Time Source: server
-  Agreement completed.
2023-06-28 - 5:22:08 PM GMT