Nevada County Consolidated Fire District

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BOARD OF DIRECTORS MINUTES July 22, 2026
Regular Meeting held at
11329 McCourtney Road, Grass Valley, CA 95949

NCCFD DIRECTORS

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

STAFF:

Present: Fire Chief Robitaille, Fire Marshal Mason, Division Chief Rothenberger, Administrative Services Manager Long, Administrative Services Assistant Sousa and Battalion Chief Nunnink.

STANDING ORDERS:

President Grueneberg called the meeting to order at 11:00 am and took roll call, noting all Directors were present. Fire Marshal Mason led in the pledge of allegiance.

***PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

Per CA Government Code 54954.3

No public comment.

CONSENT CALENDAR

1. Acceptance of Minutes – June 24, 2026
2. Fund Balances, Check History Report and Credit Card History Report

President Grueneberg advised to remove item 1 from the agenda, no minutes were included from the June 24th meeting. Director Carrington motioned to accept the consent calendar as presented. Director Slade-Troutman seconded. **MOTION** passed unanimously with all Directors present.

COMMITTEE REPORTS

STANDING COMMITTEES

FINANCE/BUDGET: **Hall, Slade-Troutman**
PERSONNEL: **Carrington, Bennett, Nelson**

AD HOC COMMITTEES

BOARD POLICY AND PROCEDURES: **Grueneberg**
REORGANIZATION: **Carrington, Dorland, Grueneberg**

LOCAL AGENCY ASSIGNMENTS

NEVADA COUNTY FIRE AGENCY (JPA): **Bennett, Robitaille**

Finance – No report
Personnel – No report
Board Policy & Procedures – Bylaws
JPA – Meeting Monday – Short meeting, continuing to contract with CalFire Dispatch Boards, dissolving.
Reorganization – Remove from agenda in the future

NEW BUSINESS

3. **Discussion and Possible Action, Discussion and Possible Action, Review of the NCC Fire Bylaws and Recommend Any Changes**. President Grueneberg reviewed some of the changes he wanted to make regarding the NCC Fire bylaws including in the Table of Contents under section 2.7, changing volunteer firefighters to Reserves and all references to volunteers being changed to Reserves throughout the remainder of the Bylaws. On page 6, change the board meeting date and time to fourth Wednesday of the month at 11:00am. Under 4.3, Special Meetings, remove the second sentence and update mail to be e-mail. Under section 4.12, under committee reports, include "c. Ad-Hoc." On page 8 under Adjournment, remove "and otherwise by the most recent edition of Robert's Rules of Order." Additionally, to remove item c "Secretary/Clerk" from 5.1 Designation of Officers. Lastly, under Section 5.5, he recommended changing the President appointing three members from the Board to oversee Personnel Policies. President Grueneberg asked the Board is there were any other changes to be made, there was none. Consensus was to bring anything further to the first reading at the next Board Meeting in August.

4. **Discussion and Possible Action, Staff Report Regarding Increase Staffing Measure.** Fire Chief Robitaille reviewed his staff report on the funding initiative, reporting that despite the district's efforts to improve efficiency and pursue outside funding, long term financial challenges remain with inflation, increasing personnel costs, equipment, maintenance and emergency service demands that continue to outpace existing revenue growth. Staff is seeking Board support to begin the process of evaluating a benefit assessment increase for voter consideration, to better increase frontline engine staffing from 2 to 3 firefighters, improve firefighter safety, replace aging apparatus, maintain facilities, improve recruitment, reduce long term reliance on grants and continue to provide exceptional emergency services to District residents. Once the Board approves, staff will return with a detailed financial analysis, public outreach plan, legal requirements and timelines associated with a measure. There was Board consensus to move forward.

5. **Discussion and Possible Action, Resolution R26-16, Fund Transfer from Fund 734 in the amount of $87,000.00 to Fund 722.** Admin Services Long said this resolution is the final transfer of the 25/26 fiscal year including the 5% allocation and the $40,000.00 that was to be utilized as an expenditure. Director Nelson motioned to adopt Resolution R26-16, Fund Transfer from Fund 734 in the amount of $87,000.00 to Fund 722. Director Hall seconded. **MOTION** passed unanimously following a roll call vote, with all Directors present.

6. **Snapshot of the Preliminary Consolidated Budget with Ophir Hill Fire Protection District.** Admin Services Long stated this is the first official review with the consolidated budget. This is not the final as further review of needs are still being reviewed and the Chief is also looking at organizational changes. Admin Services Long advised we do go over but have carryover from prior year and Ophir Hill Fire will come over with about $900,000.

7. **Discussion and Possible Action, Staff Report Regarding Banking with the County.** Admin Services Long reviewed her staff report and discussed the review of cost of doing business with county employees along with some data Monique provided from outside banking. She advised she did not look at lines of credit and we have had several larger expenses that have been due such as Workers Compensation, Liability Insurance and UAL. Staff recommends continuing to maintain the district's banking relationship through the County Treasury Pool rather than establishing independent banking services with a commercial financial institution. Director Carrington motioned to maintain the district's banking services with the county. Director Nelson seconded. **MOTION** passed unanimously following a roll call vote, with all Directors present.

8. **Correspondence – Thank you letter from citizen.** President Grueneberg we received a thank you card from a neighborhood meeting he attended.

CHIEFS MONTHLY REPORT

Fire Chief Robitaille introduced Division Chief Rothenberger and Administrative Services Assistant Sousa. He briefed the Board on the Paye Property and we should get the deed by end of the month. He attended the FDAC Town Hall Zoom and sent the letter of support from the NC Chiefs meeting for funding, attended the NCLEFC meeting and gave them a proposal for $19,800 that was approved for asphalting the LZ. We attended the final Ophir Hill Board Meeting. A plaque was made that was put on Station 52. He advised the FF academy just finished and it went well and that we have 5 members currently on IMT and OH deployments. Our apparatus participated in the 4th of July Parade in Nevada City and we met with Truckee FD. Captain Tellam, McElhannon and Battalion Chief Nunnink completed their Chief Officer task book. Lastly, we had an operations meeting with PCP and Higgins Fire Division Chief Rothenberger highlighted our monthly stats advising we had 303 incidents with an average response time of 8:30.

Fire Marshal Mason reviewed his report advising he attended the Greenhorn Firewise Community for a water tank inspection. We attended the Health & Safety Fair and saw a lot of kids. The NCAA scanning contract is complete. He attended the NC Wildfire Resiliency Forum as a panelist. Director Dorland asked with the addition of Ophir Hill, how many more properties will he see. Fire Marshal Mason advised they have approximately have 44 commercial properties which were not permitted before. There was discussion on doing company inspections (fire engines will be doing).

BOARD DISCUSSION

Admin Services long brought up election candidates' timelines. Director Bennett brought up funding and the annual salaries of the top firefighters and their hours.

ADJOURNMENT

President Grueneberg adjourned the meeting at 12:11pm.

Attest:	Approved by:
Keith Grueneberg (Aug 27, 2026 21:15:47 PDT)	
Nicole Long Acting Board Secretary	Keith Grueneberg President of the Board

2026-07-22 Meeting Minutes Approved

Final Audit Report 2026-08-28

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