

Nevada County Consolidated Fire District

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BOARD OF DIRECTORS MINUTES September 23, 2026

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

NCCFD DIRECTORS

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

STAFF:

Present: Fire Chief Robitaille, Division Chief Rothenberger, Fire Marshal Mason, Administrative Services Long, Battalion Chief Sunde, Captain Serna and Firefighter Mendoza.

STANDING ORDERS:

President Grueneberg called the meeting to order at 11:00 am and took roll call, noting all Directors present and 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 – August 26, 2026
2. Fund Balances, Check History Report and Credit Card History Report

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

LOCAL AGENCY ASSIGNMENTS

NEVADA COUNTY FIRE AGENCY (JPA): Bennett, Robitaille

Finance – No report

Personnel – No report

Board Policy & Procedures – Updating the Bylaws

JPA – Next meeting is October 22, 2026

NEW BUSINESS

3. **SB 1205 - CA State Mandated Annual Inspection Compliance Report (2018).** Fire Marshal Mason advised SB 1205 is an annual bill to increase fire safety and accountability in California, requiring fire departments to report annually on their compliance with safety building inspection requirements to their administering

agents. This reporting comes after the “Ghost Ship Fire” in Oakland that killed 36 people. CA Health & Safety Code 13146.2 required NCCFD to inspect certain structures annually such as hotels, motels, lodging houses and apartment houses for compliance with building standards from the California Fire Code and other regulations adopted by the State Fire Marshal. Health & Safety Code 13146.3 requires every building used as a public school or private school within the NCCFD boundaries to have a compliance inspection each year. Lastly, Health & Safety Code 13146.4 was added requiring the governing body to acknowledge receipt of this report. Fire Marshal Mason’s report shows 6 out of the 7 schools inspected (an email has gone out to the last school to schedule their inspection), 3 of the 4 hotels/motels in our district have been inspected, there are 0 lodging houses, and 2 of the 2 apartment houses were inspected. There were a few corrections to his report that needed to be updated, including a typo on the fiscal year and that the report met the requirements set forth in SB 1205. Director Nelson motioned to accept this report with the amended changes. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote, with all Directors present.

4. **Public Hearing, With Discussion and Possible Action, for the 2nd Reading of Ordinance OR26-01, Amending the Nevada County Consolidated Fire District’s Bylaws.** President Grueneberg asked the board if there were any corrections to the Bylaws. The Board did not have any further corrections.

President Grueneberg opened the public hearing at 11:07am. Hearing no comments, the public hearing was closed at 11:08am. Director Slade-Troutman motioned to approve the 2nd reading of Ordinance OR26-01, Amending the Nevada County Consolidated Fire District’s Bylaws. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote, with all Directors present.

5. **Discussion and Possible Action, Resolution R26-20, Authorizing the Execution and Delivery of an Installment Sale Agreement, and Authorizing and Directing Certain Actions in Connection with the Acquisition of a Medium Rescue.** Chief Robitaille advised at the August 2026 NCCFD Board Meeting, the purchase of the medium rescue was approved in the amount of \$964,898.16. The district will receive \$377,000.00 from an appropriations grant through Congressman Kiley’s office upon delivery of the rescue. Staff requested three proposals from three different financing corporations, the financing proposal from Municipal Finance Corporation provided a 4.9% interest rate for financing the amount of \$765,000.00. We were able to be locked in at that percentage before the feds increased the interest rate. Staff recommends utilizing the \$377,000.00 appropriations funding to front load the loan payments, allowing the district to apply the appropriated funds towards the initial loan payments and reduce the ongoing annual payment obligation. Funds will come from Fund 733 – Mitigation Fees, as the medium rescue represents a new service to constituents. The Chief advised that this apparatus would qualify for prepositions and deployments in which we get reimbursed for, making the revenues offset the payment. Director Nelson motioned to approve R26-20, Authorizing the Execution and Delivery of an Installment Sale Agreement, and Authorizing and Directing Certain Actions in Connection with the Acquisition of a Medium Rescue. Director Hall seconded. **MOTION** passed unanimously following a roll call vote, with all Directors present.
6. **Discussion and Possible Actions, Resolution R26-21, Emergency HVAC Repair at Station 89.** Fire Chief Robitaille advised the air conditioning unit at Station 89 is the original unit and it is not keeping up with demands. We went to RFP and had a service technician come out to look at the unit and he recommended replacement. Since that appointment, the unit declined more, making it very uncomfortable for the crews working at the Station. Due to the safety of the crews, Staff solicited an expedited quote from A&A Air Conditioning Heating & Sheet Metal in the amount of \$16,637, allowing the district to bypass the competitive bidding under California Public Contract Code 22050. Funding is allocated in FY 2026/2027 Operational Budget for the replacement and recommends utilizing Fund 722 for this expense. Director Slade-Troutman motioned to adopt R26-21, Emergency HVAC Repair at Station 89. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote, with all Directors present.

7. **Discussion and Possible Action, Resolution R26-22, Approving Renewal with Benefit Carriers for Benefit Plans Through Various Providers, For the Period December 1, 2026 to November 30, 2027.** Admin Services Long advised this is an annual resolution we do. We are still looking at the various plans being offered next year for our staff, so this is more of a generic resolution indicating yes, we offer benefit plans for our employees, yes we utilize a broker, and we are currently working with our union for the best plan. Director Nelson motioned to adopt R26-22, Approving Renewal with Benefit Carriers for Benefit Plans Through Various Providers, For the Period December 1, 2026 to November 30, 2027. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote, with all Directors present.
8. **Discussion and Possible Action, Resolution R26-23, Authorizing the Execution of a Memorandum of Understanding and Authorizing Participation in the Special District Risk Management Authority's Health Benefits Program.** Admin Services Long advised this resolution approves and authorizes an MOU between our district and SDRMA's Health Benefits Program. They are an ancillary we use for dental, vision and workers compensation. Director Nelson motioned to adopt R26-23, Authorizing the Execution of a Memorandum of Understanding and Authorizing Participation in the Special District Risk Management Authority's Health Benefits Program. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote, with all Directors present.
9. **Discussion and Possible Action, Resolution R26-24, Fee Schedule of Prevention, Regulatory Programs, Incidents and Other Services.** Admin Services Long advised this resolution for Fee Schedule is annual and based on OR23-01, fees can be adjusted annually based on actual cost calculations and reflected in the fee schedule of prevention, regulatory programs, incidents and other services. She advised the hourly rate increased from \$185.00 to \$200.00, with the increase of many items it brings the number up. We had an addition to clerical with Monique joining admin. The shop rate decreased \$2.00. There was brief discussion on EV response, how much water needs to be put on those types of fires, the lack of assistance for these incidents and the on-scene time constraints. There was discussion regarding billing for these types (EV response as well as other types of rescues) and Cost Recovery will be useful, we just need to get actual information to bill individuals. There was an error on the signature line and meeting date that needed to be corrected. Director Nelson motioned to adopt R26-24, Fee Schedule of Prevention, Regulatory Programs, Incidents and Other Services. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote, with all Directors present.
10. **Discussion and Possible Action, Resolution R26-25, Updating the Job Descriptions for:**
- a. **Fire Mechanic II**
 - b. **Captain**
 - c. **Lieutenant**

Fire Chief Robitaille advised this resolution was to update three job descriptions. The job descriptions of Captain and Lieutenant were updated. Currently, the district does not have a Captain promotion list, the Lieutenant's job description needed to be revamped as requirements for that position have changed and the Fire Mechanic II position is being reclassified, with Facilities being done by the Division Chief or Captain's instead. The Fire Mechanic II position was being brought back with changes to bring emergency vehicle technician certifications while eliminating the Fleet and Facilities Supervisor position. Battalion Chief Sunde advised that every position meets the bare minimum for the next job up and then discussed how California is aligning with NFPA standards, which is less than our current standards. Director Dorland inquired about Fleet & Facilities Supervisor Greene, and how this would affect him and his hourly wage. The Chief advised his hourly wage would be decreased. Director Dorland asked if it was demotion, because he was promoted due to merit. The Chief advised no, just reclassified. There was discussion about Kevin Greene taking the duties of Facilities when Deputy Chief Funk retired, the Chief advised Division Chief Rothenberger would now be taking Facilities. The Chief advised he is streamlining duties and he doesn't want to waste taxpayer money. Director Dorland advised he just hates seeing him lose

money. Representatives for the Local 3800 Union were in the audience and advised at the end of the day, it is the Chief's job to make choices for the betterment of the department. President Grueneberg told the Chief to follow up with legal counsel. Director Slade-Troutman motioned to adopt R26-25, Updating the Job Descriptions of Fire Mechanic II, Captain and Lieutenant. Director Carrington seconded. **MOTION** passed following a roll call vote, with all Directors present. Director Dorland abstained from voting.

11. Discussion and Possible Action, Resolution R26-26, Amending the Authorized Personnel Resolution. Fire Chief Robitaille advised this resolution amends the authorized personnel to reflect the district's current operational, administrative, and staffing needs as of December 26, 2026. With the consolidation of Ophir Hill Fire, personnel have changed with the addition of a Division Chief, 17 Captains from 14 to offset overtime, a Fire Mechanic II (previously the Fleet & Facilities Supervisor) and the addition of a part-time Admin Services Assistant. The district incurred \$775,000.00 of overtime, so we are working to minimize offset overtime. Director Carrington motioned to adopt R26-26, Amending the Authorized Personnel Resolution. Director Hall seconded. **MOTION** passed unanimously following a roll call vote, with all Directors present.

12. Discussion and Possible Action, Resolution R26-27, 2026/2027 Updated Fiscal Year District Wage and Compensation Schedule. Fire Chief Robitaille advised this resolution establishes compensation for safety management, non-safety management and miscellaneous non-represented employees. Director Dorland asked how much of a pay cut Kevin Greene would be getting with his new reclassification and it was determined to be about \$10 an hour. The Chief advised he believes in "service before self" and after some discussion, the Chief stated that to make up the difference he would give him his step increase. The Board advised no. Director Nelson motioned to adopt R26-27, 2026/2027 Updated Fiscal Year District Wage and Compensation Schedule. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote, with all Directors present.

13. Public Hearing and Possible Action Concerning:

- **Staff Report Reflecting Requirements Met Regarding Vacancies, Retention Efforts, and Any Necessary Actions – Mandated Per Assembly Bill 2561.**

Fire Chief Robitaille advised that Attorney William Ross brought this item to our attention and it hasn't been done. It allows districts to document and report any vacancies. The MSR recommends 3-0 staffing which we do not have funding for. There was discussion on capturing vacancies and how we just approved of a roster without vacancies but are below recommended staffing levels. The Chief wanted to present this to the Board so we were not subject to any penalties. The Chief advised San Mateo Fire addressed a similar model recently.

President Grueneberg opened the public hearing at 11:49am. Hearing no comments, the public hearing was closed at 11:50am. Director Dorland motioned to approve the Staff Report Reflecting Requirements Met Regarding Vacancies, Retention Efforts, and Any Necessary Actions – Mandated Per Assembly Bill 2561. Director Slade-Troutman seconded. **MOTION** passed unanimously following a roll call vote, with all Directors present.

14. Public Hearing and Possible Action Concerning:

- **Resolution R26-28, A Resolution Establishing the Final Budget for Fiscal Year 2026/2027 for the Nevada County Consolidated Fire District.**

Fire Chief Robitaille started out by saying this budget had a lot of one-time costs, and that we should not have these moving forward. He advised the HVAC repair would come out of Fund 722, not Fund 758. Administrative Services Long went through the budget, highlighting some of the major changes.

Fund 722: She advised additional revenue from Ophir Hill is projected to be at \$953,000 with taxes and

assessments. There is a slight increase to account 4690 as we signed the contract with the Fairgrounds for events. In 4820, we have an increase due to additional funds from Ophir Hill. In Wages & Benefits, changes include addition of a Division Chief, an additional 2 Captains from Ophir Hill, 3 additional firefighters designated to reduce overtime, a part time person from Ophir Hill and the reclassification of Fleet & Facilities Supervisor to Fire Mechanic II. There were changes in uniform allowance, holiday stipends, vacation/CTO, payroll taxes and PERS with the additional people from Ophir Hill. We will be receiving a refund from the fiscal 25/26 pertaining to projected wages as we had 3 additional personnel (Rough & Ready) that will assist with the coverages in the 26/27 fiscal year. There was an increase in personnel related costs: uniforms, PPE, wellness, tuition and an increase due to locations the Chief is attending trainings. Under Facilities, we had an increase in phones, starlink, station supplies, EMS supplies, radios, technical rescue and SCBA all due including Ophir Hill. There were decreases in facility maintenance (not sealing all the driveways) and Swiftwater as there was a change in response policy. Increase due to HVAC replacement at Station 89 and an upgrade to server licenses, iPad replacements and computers. There were changes in vehicle related costs with the inclusion of Ophir Hill on insurance and fuel. We also had changes in Admin with new office furniture for Monique, additional software licenses, accounting and consultant increases, hiring, JPA and dispatch fees for hiring additional people.

Fund 723: Contingency Fund has a balance of \$1,038,736, 10% of revenue is \$1,004,783.

Fund 733: The expenses in Fund 733 are for the medium rescue detailed earlier.

Fund 734: Willdan reported this revenue for NCCFD and OHF – monies were transferred to Fund 722.

Fund 758: Increase due to Station 92 improvements. This was a large transfer as the transfer from fiscal year 25/26 did not take place until this fiscal year.

GANN Limit: We are within the GANN limit set by LAFCo. They did not have data from Ophir Hill. The limit was set at \$7,423,239 and we are currently at \$7,197,172.

A quick snapshot shows our wages and benefits are currently 85.5% or 84.79% with supplemental, reserves, directors and health reimbursement removed. Our operating expenses are at 18%, we are operating at 103.5% this fiscal year. Our large carryover was from prior year strike team revenue and the 758 transfer not coming through. She advised we will be watching the budget closely to see if any amendments need to be made with the continuing transition with the consolidation.

Director Nelson requested a 5-year projection. Admin Services Long advised she would try to have it completed by the October meeting.

President Grueneberg opened the public hearing at 12:07 pm. Hearing no comments, the public hearing was closed at 12:08 pm. Director Nelson motioned to approve Resolution R26-28, A Resolution Establishing the Final Budget for Fiscal Year 2026/2027 for the Nevada County Consolidated Fire District. Director Slade-Troutman seconded. **MOTION** passed unanimously following a roll call vote, with all Directors present.

- 15. Discussion and Possible Action, Potential Date Changes for the NCCFD November and December Board Meetings.** President Grueneberg inquired regarding potentially changing Board Meeting dates due to scheduling conflicts and the upcoming holiday season. He mentioned the possibility of moving the meetings up one week, to October 21, November 18 and December 16. The Board agreed and decided to change the meeting dates for the remainder of the year.

16. Correspondence:

President Grueneberg highlighted each item of correspondence.

CHIEFS MONTHLY REPORT

Chief Robitaille went through and highlighted his meetings and any administrative updates including: meeting with CalFire NEU, discussing the XNE Response Plan, he met with Nevada City OES, met with Assemblymember Hadwick's Office, and attended the OPEB Actuarial meeting, both the FDAC monthly and legislative meetings and was invited to join FDAC's Group in Sacramento. He attended the NID emergency response meeting, preconstruction meeting with Fouts, was on KNCO Talk of the Town, and attended the ASPOA's 55 year anniversary dinner. He advised Captain McElhannon and Tellam both received their Chief Officer certificates. Additionally, he advised PG&E contacted our district regarding a donation of surplus equipment. Lastly, he advised William Ross brought SB 660 to our attention, which has to do with the CA Health Information Exchange. Division Chief Rothenberger talked about the CTE program through area high schools. Division Chief Rothenberger briefed the board on monthly statistics, indicating our 10:05 response time was related to several out of area calls our crews responded to, advising one or two of these calls can skew our response times. Fire Marshal Mason went to 2 plan reviews and 24 inspections. While at an inspection, he advised a local smoke shop was selling huge canisters of nitrous oxide and sold several of them in the short time he was there. Gov. Newsome just passed a bill that prohibits selling or distributing nitrous oxide containers holding more than 8 grams as of January 1, 2027. He attended the CAUSSS meeting, met with new management at Ponderosa Pines MHP, participated in a panelist discussion for the Nevada County Wildfire Ready Coalition and attended the Nevada County Quarterly Wildfire Stakeholder Meeting. HE briefed the board on "Coloring with Caution" and the changes made this year, including adding Union Hill School to the mix. He conducted fire extinguisher training to over 400 students at NU.

BOARD DISCUSSION

There was a brief discussion about fires and the unhoused being tracked. President Grueneberg brought up the previous discussion on sending a letter to the Board of Supervisors regarding funding. He currently is waiting on the Nevada County Chiefs Association to draft a response, but he feels they are dragging their feet. He is seeking acceptance from the Board to draft a letter on behalf of NCC Fire's Board addressing several key issues regarding the letter they sent to the district a few months ago pertaining to our funding inquiry. He thinks there are a few items that need to be addressed and cleared up. Director Slade-Troutman thought it would be beneficial to have all Directors sign it and the Board was in agreeance with that. President Grueneberg feels this letter should not involve the Chief but be between elected officials. Director Slade-Troutman motioned to approve President Grueneberg's request in drafting a letter to the Nevada County Board of Supervisors on behalf of NCC Fire's Board of Directors regarding funding issues in the fire service. Director Nelson seconded.

CLOSED SESSION

No public comment was made about the Closed Session. The board entered closed session at 12:55pm.

17. Conference With Labor Negotiators

The Board advised the negotiations team on how to proceed.

The Board came out of closed session at 1:18 pm.

ADJOURNMENT

President Grueneberg adjourned the meeting at 1:19pm.

Attest:

Approved by:

Tricia Bush


Keith Grueneberg (Oct 21, 2026 20:44:23 PDT)

Tricia Bush
Board Secretary

Keith Grueneberg
President of the Board

Meeting Minutes Approved 2026 09 23

Final Audit Report

2026-10-22

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