

Nevada County Consolidated Fire District

640 Coyote Street
Nevada City, CA 95959
(530) 265-4431
FAX 265-4438



www.nccfire.com
nccfire@nccfire.com

BOARD OF DIRECTORS MINUTES June 15, 2021

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

NCCFD DIRECTORS

Present: Grueneberg (President), Carrington, Garrett, Hall

STAFF:

Present: Fire Chief Robitaille, Division Chief Sullivan, Fire Marshal Mason, Administrative Services Long

STANDING ORDERS:

President Grueneberg called the meeting to order at 7:00 pm and took roll call, noting that Director Dorland, Director Slade-Troutman and Director Nelson were absent. FPO II Tellam led in the pledge of allegiance.

*PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Per CA Government Code 54954.3

No report.

CONSENT CALENDAR

1. Acceptance of Minutes – May 18, 2023
2. Fund Balances, Check History Report, and Credit Card History Report

Director Hall motioned to accept the consent calendar. Director Garrett seconded. **MOTION** passed unanimously with Director Dorland, Director Slade-Troutman and Director Nelson absent.

COMMITTEE REPORTS

STANDING COMMITTEES

FINANCE/BUDGET: Hall, Slade-Troutman

PERSONNEL: Carrington, Garrett, Nelson

AD HOC COMMITTEES

BOARD POLICY AND PROCEDURES: Grueneberg

CONSOLIDATION: Carrington, Dorland, Grueneberg

LOCAL AGENCY ASSIGNMENTS

NEVADA COUNTY FIRE AGENCY (JPA): Garrett, Robitaille

Finance – No report.

Personnel – No report.

Board Policy & Procedures – No report

Consolidation – Discussion with Rough & Ready, Penn Valley and NCC have been taking place.

JPA – Chief Robitaille stated he attended his first meeting, and they are working on the budget as well as replacing long time secretary/bookkeeper Jessica.

NEW BUSINESS

4. **Discussion and possible action, Resolution 23-11, Transfer \$125,000.00 from Fund 722 to Capital Reserve Fund 758 for Equipment and Vehicles.**

Chief Robitaille reported that this is an annual transfer of funds from our operating fund to our capital improvement fund. Staff recommends putting \$125,000 of the net proceeds from the 2022/2023 fire season for the wear and tear of apparatus and equipment into fund 758 for future equipment and vehicles. Director motioned to adopt Resolution 23-11, Transfer \$125,000.00 from Fund 722 to Fund 758. Director seconded. **MOTION** passed unanimously following a roll call vote, with Director Dorland, Director Slade-Troutman and Director Nelson absent.

5. **Discussion and possible action, Resolution 23-12, Authorized Personnel Resolution for Fiscal Year 2022/2023.**

Chief Robitaille reported that each year we bring an authorization to the board that identifies the positions to be held during the fiscal year; this resolution reflects the staffing for the 2023/2024 fiscal year. Director motioned to adopt Resolution 23-12, Authorized Personnel Resolution for Fiscal Year 2023/2024. Director seconded. **MOTION** passed unanimously following a roll call vote, with Director Dorland, Director Slade-Trotman and Director Nelson absent.

6. **Discussion and possible action, Resolution R23-13, Authorizing the Special Tax for Fire Suppression, Protection & Emergency Medical Response Services within the Boundaries of Nevada County Consolidated Fire District & Requesting the County of Nevada to Levy & Collect District-Wide Special Tax for Fire Suppression, Protection & Emergency Medical Response Services for FY 2023/2024 Tax Rolls.**

Administrative Services Manager Long reported that the initial resolution states that the special tax can increase by the Western States CPI or 3%, whichever is less. The current Western States CPI is 8%, Staff recommends increasing the special tax to 3%, increasing revenue by \$30,000. Director motioned to adopt Resolution 23-13, Authorizing the Special Tax for Fire Suppression, Protection & Emergency Medical Response Services within the Boundaries of Nevada County Consolidated Fire District & Requesting the County of Nevada to Levy & Collect District-Wide Special Tax for Fire Suppression, Protection & Emergency Medical Response Services for FY 2023/2024 Tax Rolls. Director seconded. **MOTION** passed unanimously following a roll call vote, with Director Dorland, Director Slade-Troutman and Director Nelson absent.

7. **Discussion and possible action, Resolution R23-14, Establishing the Appropriations Limit for Fiscal Year 2023/2024.**

Administrative Services Manager Long reported that California mandates an appropriation limit be set every fiscal year. He reviewed the calculation of appropriations limits and stated that the district is well within its limit. Director motioned to adopt Resolution 23-14, Establishing the Appropriations Limit for Fiscal Year 2023/2024. Director seconded. **MOTION** passed unanimously following a roll call vote, with Director Dorland, Director Slade-Troutman, and Director Nelson absent.

8. **Discussion and possible action, Resolution R23-15, Adopting the Preliminary Budget for the Fiscal Year 2023/2024.**

Fire Chief Robitaille reviewed the budget, with the highlights being captured below.

Throughout the budget, there are three (3) columns, the FY 23/24 preliminary budget, 22/23 amended budget, and the actual expenses and revenue percentages as of May 31, 2021.

Page 8-3: preliminary budget highlights.

Page 8-4: fund 722 budget recap.

Page 8-5: secured taxes, 3% increase has been placed in the budget; the district will receive values in

August but do not receive actual numbers until October.

- Account 4110: 3% increase as approved.
- Account 4150: 3% increase as approved.

Page 11-6: this preliminary budget has no projected increases in wages and benefits.

- Account 5731: the cap is budgeted for all employees.
- Account 5751: increase in Workers' Comp experience modification 22%

Page 8-7: Account 6114, no interns

Page 11-9: Account 7051, decrease is due to the use of the indexes from the Department of Energy to project costs.

Director motioned to adopt Resolution 23-15, Adopting the Preliminary Budget for Fiscal Year 2023/2024 in the amount of. Director seconded. **MOTION** passed unanimously following a roll call vote, with Director Dorland, Director Slade-Troutman and Director Nelson absent.

9. **Discussion and possible action, Resolution 23-16, Transfer \$10,775.00 from Fund 758 to Fund 722.**

Administrative Services Long reported that payment for the architectural services for station 86 was incorrectly paid for out of 722. This resolution is for the County to transfer the funds back to our operating fund. Director motioned to adopt Resolution 23-16, Transferring \$10,775.00 from Fund 758 to Fund 722. Director seconded. **MOTION** passed unanimously following a roll call vote, with Director Dorland, Director Slade-Troutman, and Director Nelson absent.

CHIEF'S MONTHLY REPORT

***BOARD DISCUSSION**

10. **Closed Session.**

The board entered closed session at 7:42.

The board came out of closed session at 8:02.

Director Garrett motioned to approve the MOU pending district legal review, authorizing staff to make the payroll changes for the pay period beginning June 25, 2023, for represented and unrepresented employees.

ADJOURNMENT

President Grueneberg adjourned the meeting at 8:11 pm

Attest:

Nicole Long

Nicole Long
Acting Board Secretary

Approved by:

Keith M. Grueneberg
[Keith M. Grueneberg \(Jul 25, 2023 12:50 PDT\)](#)

Keith Grueneberg
President of the Board










2023-06-15 Board Meeting Minutes Approved

Final Audit Report

2023-07-25

Created:	2023-07-24
By:	Tricia Bush (triciabush@nccfire.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAjBcv4NWPBuDgagrxEsT8DpgpObn917F

"2023-06-15 Board Meeting Minutes Approved" History

-  Document created by Tricia Bush (triciabush@nccfire.com)
2023-07-24 - 9:24:49 PM GMT
-  Document emailed to keithgrueneberg@nccfire.com for signature
2023-07-24 - 9:25:21 PM GMT
-  Email viewed by keithgrueneberg@nccfire.com
2023-07-25 - 7:49:50 PM GMT
-  Signer keithgrueneberg@nccfire.com entered name at signing as Keith M. Grueneberg
2023-07-25 - 7:50:18 PM GMT
-  Document e-signed by Keith M. Grueneberg (keithgrueneberg@nccfire.com)
Signature Date: 2023-07-25 - 7:50:20 PM GMT - Time Source: server
-  Document emailed to Nicole Long (nicolelong@nccfire.com) for signature
2023-07-25 - 7:50:21 PM GMT
-  Email viewed by Nicole Long (nicolelong@nccfire.com)
2023-07-25 - 7:51:28 PM GMT
-  Document e-signed by Nicole Long (nicolelong@nccfire.com)
Signature Date: 2023-07-25 - 7:51:36 PM GMT - Time Source: server
-  Agreement completed.
2023-07-25 - 7:51:36 PM GMT