

Nevada County Consolidated Fire District

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BOARD OF DIRECTORS MINUTES August 15, 2024

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

NCCFD DIRECTORS

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

STAFF:

Present: Fire Chief Robitaille, Division Chief Sullivan, Administrative Services Long and PVFD Board President Stephenson.

STANDING ORDERS:

President Grueneberg called the meeting to order at 7:00 pm and took roll call, noting that 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

No comments.

CONSENT CALENDAR

1. Acceptance of Minutes – July 18, 2024
2. Fund Balances, Check History Report and Credit Card History Report
3. 2012 Special Tax Report for Fiscal Year 2023/2024
4. Annual AB 1600 Report for Fiscal Year 2023/2024

Director Carrington motioned to accept the consent calendar as presented. Director Dorland seconded.

MOTION passed unanimously with all Directors present.

COMMITTEE REPORTS

STANDING COMMITTEES

FINANCE/BUDGET: Hall, Slade-Troutman

PERSONNEL: Carrington, Garrett, Nelson

AD HOC COMMITTEES

BOARD POLICY AND PROCEDURES: Grueneberg

REORGANIZATION: Carrington, Dorland, Grueneberg

PUBLIC INFORMATION OFFICE: Nelson, Bush

LOCAL AGENCY ASSIGNMENTS

NEVADA COUNTY FIRE AGENCY (JPA): Garrett, Robitaille

Finance – No report.

Personnel – No report.

Board Policy & Procedures – No report.

PIO Committee – No report.

Reorganization – No report.

JPA – No report.

NEW BUSINESS

5. Discussion and Possible Action, Resolution R24-20, Authorizing Overtime and Portal to Portal Pay for Employees.

Administrative Services Long advised this resolution is regulated from Cal OES is for fair payment to all NCC Fire employees who, in the course of their employment, may be away from their duty station and assigned to an emergency incident. The Fire Prevention Officer II position was added. Director Slade-Troutman motioned to adopt R24-20, Authorizing Overtime and Portal to Portal Pay for Employees. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote, with all Directors present.

6. Discussion and Possible Action, Resolution R24-21, Purchasing Policy Update.

Administrative Services Long stated this Resolution is to update the current purchasing policy due to an increase of costs. Additionally, it also addresses the need for additional unassigned Cal Cards for personnel that have not been issued cards to use while on assignment. The policy associated shows the cost thresholds, an update to the bidding process and the purchase order requirements. Director Nelson motioned to adopt R24-21, Purchasing Policy Update. Director Hall seconded. **MOTION** passed unanimously following a roll call vote, with all Directors present.

7. Discussion and Possible Action, Resolution R24-22, Approving the Part-Time, Temporary Fleet Maintenance Job Description and Amending the District Staffing Roster per the NCCFD Personnel Code Section 1.3.1.

Division Chief Sullivan advised the district would like to add (2) intern positions for Fleet Maintenance and provided the updated job description with associated duties and qualifications for that position. Director Nelson motioned to adopt Resolution R24-22, Approving the Part-Time, Temporary Fleet Maintenance Job Description and Amending the District Staffing Roster per the NCCFD Personnel Code Section 1.3.1. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote, with all Directors present.

8. Discussion and Possible Action, Resolution R24-23, Amending the Authorized Personnel Resolution for Fiscal Year 24/25.

Division Chief Sullivan advised the need to amend the district's staffing roster to increase the number of Captains to (10), assigning a Captain to each station for each shift, promoting continuity and leadership while decreasing the number of Lieutenants from (6) to (5) on the staffing roster. Director Nelson motioned to adopt Resolution R24-23, Amending the Authorized Personnel Resolution for Fiscal Year 2024/2025. Director Hall seconded. **MOTION** passed unanimously following a roll call vote with all Directors present.

9. Discussion and Possible Action, Enter into an Agreement with Nevada Union Joint High School District for CTE Works Joint Venture.

Division Chief Sullivan advised this is an agreement between NUJHS and NCC Fire to allow CTE (Career Technical Education) students the ability to get hands on career experience in the position of Fleet Maintenance (Intern) while in high school. Director Slade-Troutman motioned to Enter into an Agreement with Nevada Union Joint High School District for CTE Works Joint Venture. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote with all Directors present.

10. Facilities PowerPoint Presentation

Chief Robitaille presented a Power Point presentation highlighting all 9 NCC Fire Stations within the district and how they are a direct reflection of us. He briefly explained the improvements done at each station, showed plans for stations undergoing structural remodels, as well as future plans for unstaffed stations.

CHIEF’S MONTHLY REPORT

Chief Robitaille stated entry level firefighter interviews have began. He provided a brief summary of the various Strike Team and Overhead assignments the crews have been assigned to as well as the number of CAL OES repositioning events we have participated in due to critical fire weather with our district having the most OES requests. He summarized the monthly meetings he and the other Chief’s have attended, highlighting the meeting with other Nevada County Fire Chiefs and the Nevada County CEO. The Chief briefly explained the local hazard mitigation plan and how several of our facilities were recognized. He advised the MSR report goes to LAFCo in September and a modified version shows it is right in line with what we are doing. Chief Robitaille also met with Climatech, a company the County uses to make their buildings more energy efficient (cost savings of 140%). Division Chief Sullivan briefly highlighted monthly statistics with 449 incidents, 45% of calls were fire related and 55% of called were EMS related. Crews had an average response time of 8:29. He summarized the notable calls for service and rescues the crews were dispatched to.

Fire Marshal Mason completed 4 plan reviews, 6 general operational permits, 5 construction permits and 4 educational property walks. He met with the Fire Safe Council Board of Directors, Wildwood Estates HOA and OES regarding hazardous vegetation and broadcast burning and attended a meeting to discuss the transition to the new dump facility. He gave a brief summary of the Department of Fire Prevention, stating Captain Tellam was committed to Strike Team Leader Trainee position for the last 4 weeks. Fire Marshal Mason assisted with a hazardous materials incident in which a 32 ton CO2 tank over pressurized, he investigated a fire intentionally set on a back porch in a BBQ and worked with the Harmony Ridge Firewise Community to develop a 32,000 gallon water supply system.

***BOARD DISCUSSION**

Division Chief Sullivan advised the board he would be retiring March of 2025.

ADJOURNMENT

President Grueneberg adjourned the meeting at 8:10pm.

Attest:

Approved by:

Tricia Bush


Keith Grueneberg (Sep 23, 2024 12:03 PDT)

Tricia Bush
Board Secretary

Keith Grueneberg
President of the Board









2024-08-15 Approved Meeting Minutes

Final Audit Report

2024-09-23

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