Nevada County Consolidated Fire District

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BOARD OF DIRECTORS MINUTES June 24, 2026

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

NCCFD DIRECTORS

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

STAFF:

Present: Fire Chief Robitaille, Fire Marshal Mason, Administrative Services Manager Long and Battalion Chief Sunde.

STANDING ORDERS:

President Grueneberg called the meeting to order at 11:00 am and took roll call, noting all Directors were present but Director Hall. President Grueneberg 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 – May 27, 2026
2. Fund Balances, Check History Report and Credit Card History Report

Director Carrington motioned to accept the consent calendar as presented. Director Bennett seconded. **MOTION** passed unanimously with all Directors present but Director Hall.

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 – No report
JPA – Meeting Monday – topic to dissolve JPA.
Reorganization – Later in report, but we just have to pay our portion of the fees.

NEW BUSINESS

3. **Discussion and Possible Action, Resolution R26-11, Transfer of $225,000 of Fire Reimbursement Funds in Operating Fund 722 to Capital Reserve Fund 758 for Future Payments for Equipment and Vehicles.** Administrative Services Long stated this resolution is for when CAL OES and CALFIRE may send NCCFD personnel and equipment to emergencies throughout California with an agreement that NCCFD be paid predetermined rates to cover expenses incurred, the use of equipment and wear and tear on the vehicles. Director Nelson motioned to adopt Resolution R26-11, Transfer of $225,000 of Fire Reimbursement Funds in Operating Fund 722 to Capital Reserve Fund 758 for Future Payments for Equipment and Vehicles. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote, with all Directors but Director Hall present.

4. **Discussion and Possible Action, Resolution R26-12, Transfer of $50,000 from Operating Fund 722 to Capital Replacement Fund 758.** Administrative Services Long advised this was an annual resolution the district does each year for equipment the district uses. This resolution sets aside that money so our equipment can be maintained efficiently and safely. Director Carrington motioned to adopt Resolution R26-12, Transfer of $50,000 from Operating Fund 722 to Capital Replacement Fund 758. Director Nelson seconded. **MOTION** passed unanimously following a roll call vote, with all Directors but Director Hall present.

5. **Discussion and Possible Action, Resolution R26-13, Designating the Authority and Updating the Process and Procedures in the Determination of Disability Retirements for Employees.** Admin Services Long stated this resolution allows the office/position of District Fire Chief, authority to make decisions regarding disability retirement of all employees and to initiate reinstatement of such employees who are retired for disability. We currently have no process in place to do this, and now after 12 months, COBRA will kick in. Director Nelson motioned to adopt Resolution R26-13, Designating the Authority and Updating the Process and Procedures in the Determination of Disability Retirements for Employees. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote, with all Directors but Director Hall present.

6. **Discussion and Possible Action, Adoption of the Extended Leave Policy.** Fire Chief Robitaille advised our district has employees who remain on leave for extended periods of time for various circumstances, and our district lacks clear guidance regarding continuation of benefits and accruals during leaves of absence. This policy provides clarity on the eligibility for employees on leave while reducing potential long-term costs associated with the indefinite continuation of benefits for employees on leave beyond a year and are not protected by state and federal laws. Director Nelson motions to approve the proposed extended leave policy. Director Slade-Troutman seconded. **MOTION** passed unanimously following a roll call vote, with all Directors but Director Hall present.

7. **Discussion and Possible Action, Chiefs Request Letter to the County of Nevada.** Chief Robitaille advised this letter is to request the County to revisit and strengthen county funding support for local fire protection and emergency response. The communities we serve are experiencing increased fire risk and emergency response demand. Additionally, NCCFD is the sole provider of Swiftwater rescue in Western Nevada County and the only local agency providing emergency rescue services for the South Yuba River State Park. River rescues commit personnel from 2 fire stations and a Battalion Chief for upwards 4-5 hours. The letter requests the County explore and prioritize funding opportunities associated with PILT funding, Proposition 172 funding, Transient Occupancy Tax and modification of existing property tax allocation agreements. There was brief discussion on some verbiage changes and making sure all fire districts who want to be included are. Additionally, there was discussion on possibly adopting a policy invoicing State Parks for our services. Director Carrington motions to approve the Chiefs Request Letter to the County of Nevada. Director Dorland seconded. **MOTION** passed unanimously following a roll call vote, with all Directors but Director Hall present.

8. **Discussion and Possible Action, Resolution R26-14, Establishing the Appropriations Limit for Fiscal Year 2026/2027.** Administrative Services Long stated this resolution is required for each fiscal year in which the California State Department of Finance transmits an estimate of percentage change in population in local governments. The 2026/2027 Appropriations spending limit is $7,140,211 which is based on a change factor of 1.0434, arrived by using a per capita income growth factor of 4.95% and a population decrease of .58%. There is an increase of 4.34% or $297,080 from the previous fiscal year. Director Carrington motions to approve Resolution R26-14, Establishing the Appropriations Limit for Fiscal Year**.** Director Bennett seconded. **MOTION** passed unanimously following a roll call vote, with all Directors but Director Hall present.

9. **Discussion and Possible Action, Resolution R26-15, Adopting the Preliminary Budget for Fiscal Year 2026/2027.** Admin. Services Long went over the preliminary budget, highlighting the key parts. In Fund 722, the revenue is $8,811,433, with a 3% increase in current secured tax, 3% increase in benefit assessment, 2.8% increase in Special Tax of 2012, and a $200,000 strike team reimbursement. For expenses, wages and benefits come in at $7,563,305. Expenses include the replacement of the Station 84 bay heater and resealed station driveways. We replaced the dry suits, personal floatation devices and 11mm rope as well as purchased new IPads. There was a 10% increase in fuel. In Fund 733, we saw a decline of building. For expenses, the new medium rescue apportionment is $377,000, the remainder of apparatus and equipment is estimated at $600,000. In Fund 758 Capital Improvement Funds, Revenue is the interest and equipment reimbursements from strike team deployments. Expenses associated with this fund are expenses from strike teams that are not reimbursed, the Station 84 roof ($130,000), Station 92 move ($12,000) New E84 payments ($365,529.00), new WT payment ($34,127) and Inclement Weather Package ($45,000). 758 Expenditures exceed revenue by $369,056. President Grueneberg advised this is expected during a consolidation, and we will bounce back within 18 months. There was brief discussion on the budget. Director Slade-Troutman motioned to approve Resolution R26-15, Adopting the Preliminary Budget for Fiscal Year 2026/2027. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote, with all Directors but Director Hall present.

10. **Discussion and Possible Action, Regional Government Services (RGS) Agreement for Management and Administrative Services for Fiscal Year 2026/2027.** Admin Services Long said this agreement is an amendment to the Management and Administrative Services Agreement between our district and RGS. Services would be extended through June 30, 2027 and amended to not exceed $50,000. Director Nelson motions to approve Regional Government Services (RGS) Agreement for Management and Administrative Services for Fiscal Year 2026/2027. Director Slade-Troutman seconded. **MOTION** passed unanimously following a roll call vote, with all Directors but Director Hall present.

11. **Discussion and Possible Action, Enter into an Agreement with an Independent Contractor – Finance Consultant.** Administrative Services Long indicated this agreement is between NCCFD and John "Jeff" Van Groningen DBA VGA for financial consulting for a period of 180 days and an amount of no more that $25,000. Director Dorland motions to Enter into an Agreement with an Independent Contractor – Finance Consultant. Director Nelson seconded. **MOTION** passed unanimously following a roll call vote, with all Directors but Director Hall present.

12. **Discussion and Possible Action, Approval of the Change Order for Engine 84 through Golden State Apparatus in the amount of $57,667.63.** Fire Chief Robitaille stated there were some changes with the E84 order in the amount of $57,667.63. It had been 3 years since we ordered the vehicle and has some similarities to a mini excavator. Director Carrington motions to Approval of the Change Order for Engine 84 through Golden State Apparatus in the amount of $57,667.63. Director Bennett seconded. **MOTION** passed unanimously following a roll call vote, with all Directors but Director Hall present.

13. **Correspondence: Thank you letter from the Nevada County 4H Civic Engagement Project.** President Grueneberg stated this was a very nice card.

CHIEFS MONTHLY REPORT

Fire Chief Robitaille briefed the board on various meetings he attended including meeting with Congressman Kiley's Office, Holman Capital and CalMuni. He was on KNCO Talk of the Town, attended the pre-construction meeting for E84, LAFCo Protest Hearing, CalFire Check in and the All-Hands Consolidation Meeting at Station 91. He advised staff participated in the Health, Safety & Fire Preparedness Carnival and SB 287 Training. Chief Robitaille went over monthly stats with 298 incidents and an average response time of 8:12. Fire Marshal Mason attended the Nevada County Chiefs Meeting, Monthly Admin & Prevention Meetings and CAUSSS Meeting. He attended the pre-event meeting at the NC Airport for Armed Services Day and Fly-In. He met with the Banner Cross Neighborhood Watch coordinator. HE participated in the NC OES Wildfire Preparedness exercise provided fire extinguisher training to Hospice of the Foothills employees, worked through separating all archived documents at Station 82 for scanning and shredding, assisted a homeowner on Pammy with CO2 monitors and advised R84 participated in Water Safety Day at NUHS.

BOARD DISCUSSION

The Board discussed Penn Valley Fire's response to the Grand Jury report. President Grueneberg advised that he supports our Chief as does our Board. There was discussion on the consolidation. There was talk about 3-0 staffing and how engines are 50% more effective with a third person. Once the consolidation is complete, we really want to focus on staffing and its importance. Also, there was discussion on the Benefit Assessment as well as the Special Tax and how we really need to get education out there first and help the public understand what the fire service is all about.

ADJOURNMENT

President Grueneberg adjourned the meeting at 12:59pm.

Attest:

Tricia Bush

Tricia Bush
Board Secretary

Approved by:

Keith Grueneberg (Aug 27, 2026 21:14:51 PDT)

Keith Grueneberg
President of the Board

Meeting Minutes 06/24/2026 Approved

Final Audit Report 2026-08-28

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