

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

Per CA Government Code 54954.3

This is the time for any member of the public to address the Board on any item not on this Agenda that is within the subject matter jurisdiction of the NCCFD Board. Please wait for recognition from the presiding officer. The Board generally cannot act on or discuss an item not on the agenda. However, the Board may "briefly respond" to comments or questions from the members of the public. Please see the rules for public comment at the end of this agenda.

CONSENT CALENDAR

These items are considered to be routine and may be enacted by one motion by the Board of Directors. There will be no separate discussion of these items. If discussion is desired, any board or staff member or interested party may request that an item be removed from the Consent Calendar to be considered separately.

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

COMMITTEE REPORTS

STANDING COMMITTEES

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

AD HOC COMMITTEES

BOARD POLICY AND PROCEDURES: Grueneberg
REORGANIZATION: Grueneberg, Dorland, Carrington
PUBLIC INFORMATION OFFICE: Nelson, Bush

LOCAL AGENCY ASSIGNMENTS

NEVADA COUNTY FIRE AGENCY (JPA): Garrett, Robitaille

NEW BUSINESS

5. Discussion and Possible Action, Resolution R24-20, Authorizing Overtime and Portal to Portal Pay for Employees. Admin Svcs. Long
6. Discussion and Possible Action, Resolution R24-21, Purchasing Policy Update. Admin Svcs. Long
7. Discussion and Possible Action, Resolution R24-22, Approving the Job Description and Amending the District Staffing Roster to Establish the Following Position per the NCCFD Personnel Code Section 1.3.1. Division Chief Sullivan
 - A Part-time, Temporary Intern – Fleet Maintenance
8. Discussion and Possible Action, Resolution R24-23, Amending the Authorized Personnel Resolution for Fiscal Year 24/25. Division Chief Sullivan
9. Discussion and Possible Action, Enter into an Agreement with Nevada Union Joint High School District for CTE Works Joint Venture. Division Chief Sullivan
10. Facilities Power Point Presentation. Chief Robitaille

CHIEFS MONTHLY REPORT

***BOARD DISCUSSION**

ADJOURNMENT

Board Meeting Schedule

All Regular Board Meetings will take place on the third Thursday of the month.

Copies

Copies of the agenda documents relative to an agenda item may be obtained at the Administrative Office, 640 Coyote Street, Nevada City, CA 95959, at a cost of \$1.00 dollar per page.

Board Meeting Notices

This Regular Meeting Agenda was posted 72 hours in advance of the meeting at the following locations: Nevada County Consolidated Fire District: Administration Office, 640 Coyote Street, Nevada City; Station 86, 12337 Banner Lava Cap Rd, Nevada City; Station 88, 14400 Golden Star, Grass Valley; Station 89, 11833 Tammy Way, Grass Valley; and on our website address at <http://www.nccfire.com>. Our e-mail address is nccfire@nccfire.com.

Rules Applying to Public Comments (as provided by CA Government Code Section 54954.)

A. Members of the public wishing to address the Board upon any subject within the jurisdiction of the Nevada County Consolidated Fire District may do so upon receiving recognition from the presiding officer at the appropriate time. You may address the Board on any agenda item prior to Board Action. If you wish to address the Board on an item not on the agenda, you may do so during the General Public Comment period. Understand that no action may be taken on an item not on the agenda.

— Where necessary for the orderly operation of the meeting, the presiding officer may limit public comment during the public comment period or public hearing to no more than five minutes per individual.

B. After receiving recognition, please stand and state your name, as all meetings are being taped. Note that stating your name is a voluntary act and is not required.

C. Members of the public may submit written comments on any matter that is listed on the agenda or for general public comment. You may submit written comments on any matter by U.S. Mail addressed to 640 Coyote Street, Nevada City, CA 95959 or by e-mail to triciabush@nccfire.com. For comments to be read at the meeting and entered into the minutes they must be received no later than 8:00 a.m. on the morning of the noticed meeting.

D. All documents to be presented to the Board of Directors shall be given to the Secretary of the Board for distribution (original and seven copies) prior to the Call of Order of meeting.

E. Complaints against any individual District employee cannot be brought up in open meeting directly. The District will only consider such a complaint if submitted in writing.

DRAFT
Nevada County Consolidated Fire District

640 Coyote Street
Nevada City, CA 95959
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nccfire@nccfire.com

BOARD OF DIRECTORS MINUTES July 18, 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, Battalion Chief Nunnink 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 – June 20, 2024
2. Fund Balances, Check History Report and Credit Card History Report

Director Nelson motioned to accept the consent calendar as presented. Director Garrett 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.

Reorganization – No report.

PIO Committee – Next meeting on 7/30/24

JPA - No report.

NEW BUSINESS

3. **Discussion and Possible Action, Agreement Between the County of Nevada and Nevada County Consolidated Fire District Regarding the Defensible Space Inspection Program**

Chief Robitaille advised the board the DSI program was established in 2019 in which NCC Fire and the County of Nevada entered an annual MOU requiring 10 hours per week of the Fire Marshals time. A cost analysis was completed through the fire district and an MOU was agreed upon with a total compensation of \$40,960.00 to be billed quarterly. However, this agreement has since been revised and it was determined that 10 hours of assistance was no longer needed. During the 2022/2023 MOU period, the Fire Marshal assessed his time committed and discussions began to change the MOU to an hourly billing process. The district will now be compensated for actual hours provided, not a flat rate, capping at \$20,480.00. Director Nelson asked about metrics based on previous work done and asked if we could set up system to track hours or create a line item indicating the work done. Director Carrington motioned authorize staff to sign the Agreement between the County of Nevada and Nevada County Consolidated Fire District for Defensible Space Inspection Program. Director Slade-Troutman seconded. **MOTION** passed unanimously following a roll call vote, with all Directors present.

4. **Discussion and Possible Action, Amendment Number #2 to the Memorandum of Understanding Between County of Nevada, Rough & Ready Fire Protection District, Penn Valley Fire Protection District and Nevada County Consolidated Fire District.**

Chief Robitaille reported this MOU was amended to reflect the new target date of reorganization (July 1, 2025) since the MSR was not received in time. Ophir Hill Fire District is not a part of this MOU. Director Slade-Troutman motioned to accept Amendment #2 to the MOU Between the County of Nevada, Rough & Ready Fire Protection District, Penn Valley Fire Protection District and Nevada County Consolidated Fire District. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote, with all Directors present.

5. **Discussion and Possible Action, Accept the Proposal and Enter into an Agreement with Emergency Services Consulting International (ESCI).**

Chief Robitaille advised this would be the Service Plan for the reorganization and different elements. Originally, the district was going to tag on to the County of Nevada's RFP process with AP Tritan, however, he and Chief Wagner lost confidence it would meet actually meet the threshold since the MSR is overdue. AP Tritan originally quoted Penn Valley Fire and Rough & Ready Fire \$60,000.00 to complete it, and an increase to include NCC Fire at \$68,000.00. We thought we could do it ourselves but including Ophir Hill Fire and the potential of other districts in the future, we need a good analysis to lay a good foundation. Chief Robitaille advised he and Chief Wager met with ESCI via zoom and to talk about a Plan B. AP Tritan's most recent proposal which took 2 months to get is now at \$111,000.00 with a 12-month window to get it completed. The Chief advised this proposal from ESCI is \$29,000.00 to complete the Reorganization Plan of Service and financial analysis. We sent them our template, which they advised would lessen the staff hours to complete with a timeline of 4 months. This would be applied to the \$60,000 MOU bill. We are the first district to bring this to our board and would like approval of the proposal on the terms the other 3 districts also agree to move forward with it. Director Nelson questions regarding including and defining stakeholders within the agreement. Director Nelson motioned to accept and enter into an agreement with ESCI on the condition the other three districts also approve the proposal. Director Dorland seconded. **MOTION** passed unanimously following a roll call vote, with all Directors present.

6. **Discussion and Possible Action, Regional Government Services (RGS) Agreement for Management and Administrative Services.**

Administrative Services Long stated the Board approved staff to enter into an agreement with RGS in 2023 to assist with Industrial Medical Retirement and Workers Compensation. At the last board meeting, staff approved the preliminary budget which included \$50,000.00 for a human resources consultant. A few policies need to be rewritten. Director Slade-Troutman motioned to adopt accept agreement with Regional Government Services for the amount not to exceed \$50,000.00. Director Garrett seconded. **MOTION** passed unanimously following a roll call vote with all Directors present.

7. **Discussion and Possible Action, Resolution R24-19, Transfer \$58,000.00 from Fund 734 to Fund 722.**

Administrative Services Long advised this was an annual resolution the district does 3 times each year. This is the June installment in which \$58,000.00 is to be transferred from the 2012 Special Tax Fund (6734) to Operating Fund (6722) to cover operating expenses. Director Garrett motioned to adopt Resolution R24-19, Transfer \$58,000.00 from Fund 734 to Fund 722. Director Hall seconded. **MOTION** passed unanimously following a roll call vote with all Directors present.

8. **Correspondence:**

President Grueneberg advised we had two items for correspondence, a thank you letter from Grass Valley Police and an OES Type 3 Letter from the California Office of Emergency Services. President Grueneberg advised both were good accomplishments for our district.

CHIEF'S MONTHLY REPORT

The Chief advised the board that chief interviews for lieutenant took place as well as interviews for entry level firefighter. He briefed the board on the CalOES taskforce and the OTS grant. The Chief highlighted the meetings he and Division Chief Sullivan attended. Division Chief Sullivan stated there were 340 incidents, 8:17 average response time to scene with 59% of the calls being EMS related and 41% being fire/other calls and briefed the board on the call highlights.

Fire Marshal Mason was not present. Division Chief Sullivan presented the Prevention Report for June and advised 13 plan reviews were completed. He completed 11 general (operational permits), 4 construction inspection and 2 education property walks. He briefed the board on meetings Fire Marshal Mason and Prevention Officer Tellam attended, including the CCAI Monthly Meeting, the Fire Safe Council Board of Directors Meeting, Met with Animal Save to discuss fire safety plans and Slakey Brothers regarding gas storage. Range qualifications were completed by Tellam and McMahan. Lastly, they assisted PCP Fire with a vehicle fire investigation and advised smoking material on back deck of structure fire was the cause of a structure fire.

***BOARD DISCUSSION**

President Grueneberg reminded the directors of elections and the process. Director Garrett advised he may not run for another term.

CLOSED SESSION

No public comment was made for closed session. The board entered closed session at 7:51 pm.

9. **Conference with Labor Negotiators**

Negotiators advised how to proceed.

The Board reported out of closed session at 8:01 pm.

ADJOURNMENT

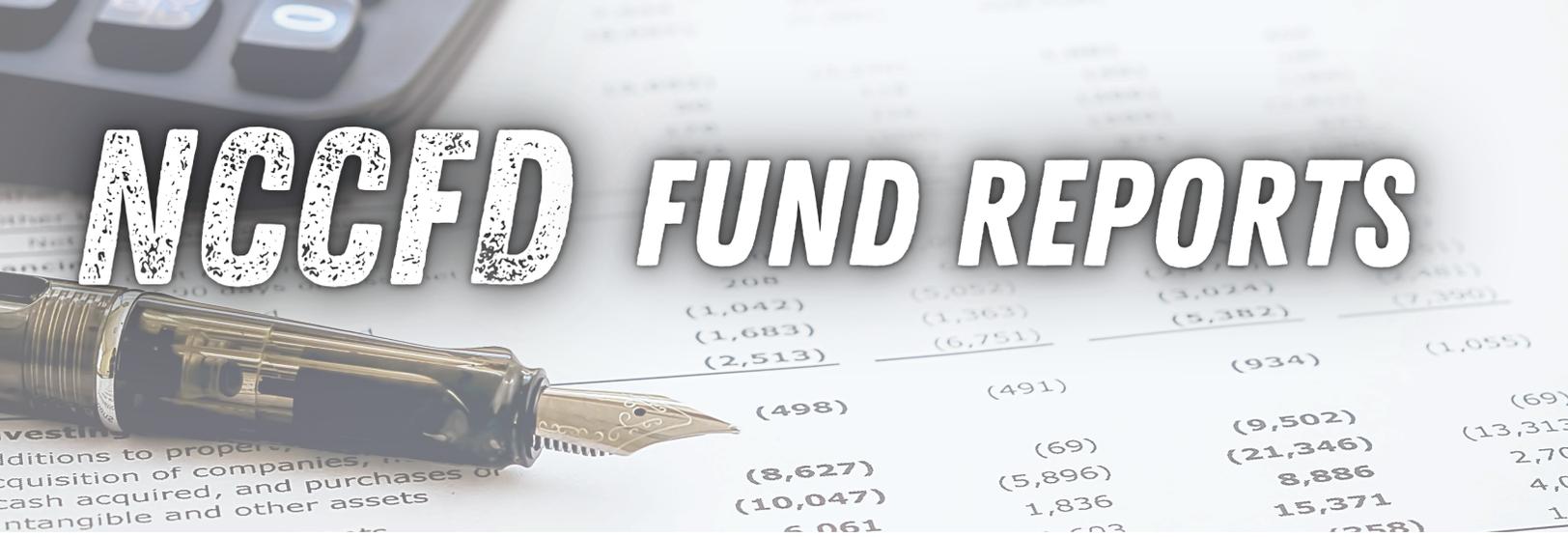
President Grueneberg adjourned the meeting at 8:04 pm.

Attest:

Approved by:

Tricia Bush
Board Secretary

Keith Grueneberg
President of the Board



NCCFD FUND REPORTS

Fund Description:

722 Operating Fund- Everyday budgeted expenses. This fund is used to track normal operating revenues and expenses.

723 Contingency Fund- Contingency funds. The current board resolution is to have a minimum of 10% of revenue at time of final budget be the minimum balance in this account.

733 Mitigation Fund- Fees that are collected for new construction that impacts the district. There are different rates for residential, commercial, industrial, and agriculture buildings. The revenue from this fund can only be utilized for new or enhanced services. This serves as a one-time enhancement, not to continue services.

734 Special Tax of 2012- Fund used to collect revenues received from the 2012 Parcel Tax. These funds are transferred to Fund 722 to help cover operating expenses.

758 Capital Expenses- This fund is for capital purchases, whether for facilities, apparatus, utilities, or SCBAs. It is funded by the sale of equipment and transfers from Fund 722, based on resolutions from the board and strike team revenue.

**Nevada County Consolidated Fire District
Fund Recap & Cash Balances
July 2024**

	Fund					Total
	722 Operating	723 Contingency	733 AB1600	734 Special Tax	758 Capital	
Beginning Cash ¹	2,524,048	1,113,736	259,854	64,795	644,878	4,607,311
Revenues	166,405	-	2,580	204	45,000	214,189
Expenditures	(1,482,419)	-	-	-	(4,750)	(1,487,169)
Other Inc/Expense	-	-	-	(58,000)	(440)	(58,440)
Other Activity ²	8,986	-	(943)	-	-	8,043
Ending Cash ¹	1,217,021	1,113,736	261,491	6,999	684,688	3,283,934

¹ Includes Well Fargo

² Reconciling items, prior period adjustments

Nevada County Consolidated Fire District Operating Fund 722 July 2024

	Jul 24	Jul 24	Budget	% of Budget
Revenues				
4000 · Taxes & Assessments				
4010 · Current Secured	13,253	13,253	3,960,482	0%
4020 · Current Unsecured	156	156	69,102	0%
4030 · Prior Unsecured	14	14	1,244	1%
4040 · Supplemental Secured	4,655	4,655	108,160	4%
4050 · Supplemental Unsecured	170	170	4,800	4%
4060 · Supplemental Prior Unsecured			307	0%
4110 · Benefit Assessment	159	159	2,350,130	0%
4150 · Special Tax of 2012			1,075,000	0%
4151 · Special Tax 2012 (transfer in)	58,000	58,000		
4230 · State Homeowners			23,920	0%
4240 · State Public Safety Prop 172	82,888	82,888	520,000	16%
Total 4000 · Taxes & Assessments	159,295	159,295	8,113,145	2%
4500 · Reimbursements				
4510 · Strike Team			125,000	0%
4540 · Vehicle Repair			2,500	0%
4550 · Cost Recovery			18,000	0%
4690 · Other Reimbursements	684	684	9,358	7%
Total 4500 · Reimbursements	684	684	154,858	0%
4800 · Other Revenue				
4810 · Inspections & Permits	3,500	3,500	11,845	30%
4812 · Plan Reviews	2,100	2,100	10,300	20%
4820 · Interest & Finance Charges	26	26	40,000	0%
4830 · Rentals	800	800	5,400	15%
4840 · Other Current Services			3,000	0%
Total 4800 · Other Revenue	6,426	6,426	70,545	9%
Total Revenues	166,405	166,405	8,338,548	2%

Nevada County Consolidated Fire District
Operating Fund 722
July 2024

Expense	Jul 24	Jul 24	Budget	% of Budget
5000 · Wages & Benefits				
5100 · Wages				
5111 · Chief / Div. Chief (2)	26,802	26,802	352,828	8%
5113 · Battalion Chief (3)	28,591	28,591	380,735	8%
5114 · Fire Marshal / FPO II (2)	22,736	22,736	269,329	8%
5121 · Captains (9)	72,215	72,215	965,740	7%
5122 · Lieutenants (6)	32,368	32,368	220,110	15%
5123 · Firefighter (15)	55,490	55,490	1,034,244	5%
5131 · Supplemental / Seasonal FF	8,871	8,871	50,000	18%
5132 · PCF / Reserve FF			5,500	0%
5141 · Clerical (2.5)	15,945	15,945	222,690	7%
5145 · Fire Mechanic (2)	11,990	11,990	173,018	7%
5151 · Overtime	46,019	46,019	398,329	12%
5153 · Additional Overtime Staffing	1,071	1,071	15,000	7%
5159 · St. 59 Staffing (Wages)	4,212	4,212		
5161 · Strike Team	126,710	126,710		
5165 · Strike Team Backfill	38,473	38,473		
5171 · Holiday Stipend	8,746	8,746	93,091	9%
5173 · Vacation / CTO Buy Back	8,932	8,932	54,562	16%
5185 · Directors	525	525	4,500	12%
Total 5100 · Wages	509,696	509,696	4,239,676	12%
5500 · Payroll Taxes				
5511 · Medicare Employer Tax	7,301	7,301	61,283	12%
5512 · Soc Security Employer Tax	38	38	1,723	2%
5521 · SUI Employer Tax	39	39	5,662	1%
5559 · St. 59 Payroll Taxes (Taxes)	106	106		
Total 5500 · Payroll Taxes	7,484	7,484	68,668	11%
5700 · Benefits				
5711 · Pension	689,640	689,640	1,333,547	52%
5731 · Health Insurance	73,042	73,042	792,756	9%
5735 · Life Insurance	890	890	15,300	6%
5751 · Workers Comp Insurance	(103)	(103)	445,341	(0%)
5759 · St. 59 Benefits	(3,616)	(3,616)		
Total 5700 · Benefits	759,853	759,853	2,586,944	29%
Total 5000 · Wages & Benefits	1,277,033	1,277,033	6,895,288	19%

Nevada County Consolidated Fire District Operating Fund 722 July 2024

	Jul 24	Jul 24	Budget	% of Budget
6000 · Personnel Related				
6010 · Clothing / PPE				
6011 · Uniforms	544	544	32,785	2%
6021 · Personal Protective Equip	6,178	6,178	88,221	7%
6031 · Safety & PPE (per MOU)	15,400	15,400	36,390	42%
Total 6010 · Clothing / PPE	22,122	22,122	157,396	14%
6100 · Food / Meals				
6111 · Meals - Administration			3,500	0%
6113 · Meals - Fire	(164)	(164)	500	(33%)
Total 6100 · Food / Meals	(164)	(164)	4,000	(4%)
6200 · Training / Fitness				
6211 · Wellness Program			39,575	0%
6213 · Fitness Program			7,500	0%
6221 · Tuition - Safety Personnel	11,000	11,000	35,400	31%
6222 · Chief/Ops Div Chief Training			3,000	0%
6232 · Training Travel & Meals	1,035	1,035	6,000	17%
6241 · Training Materials			2,000	0%
6261 · Licenses & Certificates	211	211	2,500	8%
6271 · Training - Administration			6,000	0%
Total 6200 · Training / Fitness	12,246	12,246	101,975	12%
Total 6000 · Personnel Related	34,204	34,204	263,371	13%
6500 · Facility & Equipment Related				
6510 · Communications				
6511 · Telephones	1,755	1,755	20,040	9%
6521 · Mobile Phones	1,521	1,521	10,280	15%
Total 6510 · Communications	3,276	3,276	30,320	11%
6550 · Station				
6551 · Supplies & Services - Stations	970	970	25,740	4%
Total 6550 · Station	970	970	25,740	4%
6610 · Insurance				
6611 · Liability & Umbrella	90,395	90,395	132,030	68%
Total 6610 · Insurance	90,395	90,395	132,030	68%
6650 · Maintenance				
6681 · Facility Maint & Improvements	6,871	6,871	120,000	6%
Total 6650 · Maintenance	6,871	6,871	120,000	6%
6700 · Medical Supplies				
6716 · EMS Supplies			18,600	0%
Total 6700 · Medical Supplies			18,600	
6750 · Apparatus Equipment				
6751 · Hose			23,000	0%
6756 · Ladders			3,500	0%
6761 · Suppression Equip/Small Tools	225	225	7,500	3%
6766 · Power Tools & Equipment	119	119	14,000	1%
6771 · Pump Testing			5,500	0%

Nevada County Consolidated Fire District Operating Fund 722 July 2024

	Jul 24	Jul 24	Budget	% of Budget
6776 · Mobile Communications	16	16	32,300	0%
6781 · Technical Rescue Equip			18,660	0%
6782 · Swift Water Rescue			1,280	0%
6783 · Urban Search and Rescue			2,000	0%
6786 · SCBA Repair & Maintenace			7,550	0%
6796 · Drone			2,800	0%
6798 · Utility Terrain Vehicle			1,000	0%
Total 6750 · Apparatus Equipment	360	360	119,090	0%
6800 · Utilities				
6811 · Alarm	330	330	1,987	17%
6821 · Electricity / Gas	7,818	7,818	75,950	10%
6831 · Propane	144	144	17,360	1%
6841 · Trash	269	269	5,705	5%
6851 · Water / Sewer	745	745	8,240	9%
Total 6800 · Utilities	9,306	9,306	109,242	9%
6900 · Capital Expenditures				
6941 · Admin Office Equipm & Computers	75	75	44,515	0%
Total 6900 · Capital Expenditures	75	75	44,515	0%
Total 6500 · Facility & Equipment Related	111,253	111,253	599,537	19%
7000 · Vehicle Related				
7001 · Insurance	18,057	18,057	24,341	74%
7010 · Maintenance				
7011 · Accessories	3,640	3,640	106,500	
7021 · Body	309	309		
7026 · Brakes	745	745		
7031 · Drive Train	2,760	2,760		
7036 · Pumps	64	64		
7041 · Tires	1,908	1,908		
7048 · All Categories for Budget				
7049 · Outside Agency Vehicle Maint	(1,765)	(1,765)		
Total 7010 · Maintenance	7,661	7,661	106,500	7%
7050 · Fuel				
7051 · Fuel	7,387	7,387	82,694	9%
Total 7050 · Fuel	7,387	7,387	82,694	9%
Total 7000 · Vehicle Related	33,105	33,105	213,535	16%
7500 · General & Admin Related				
7501 · Office Expense				
7502 · Administration	384	384	5,825	7%
7506 · Board			1,000	0%
7508 · Computer & Software Expense	1,674	1,674	98,095	2%
7509 · Copier Expense			1,000	0%
7511 · Memberships	1,483	1,483	14,825	10%

Nevada County Consolidated Fire District Operating Fund 722 July 2024

	Jul 24	Jul 24	Budget	% of Budget
7516 · Mileage Reimbursements			200	0%
7521 · Postage & Delivery	70	70	1,000	7%
Total 7501 · Office Expense	3,611	3,611	121,945	3%
7550 · Professional Services				
7551 · Accounting	3,000	3,000	18,750	16%
7556 · Computer & IT Support	435	435	17,120	3%
7561 · Consultants	2,617	2,617	67,500	4%
7563 · Hiring Expense			11,790	0%
7566 · Legal Expense	3,235	3,235	54,500	6%
7571 · Medical Director	1,650	1,650	6,600	25%
7572 · Independent Medical Examiner			30,000	0%
Total 7550 · Professional Services	10,937	10,937	206,260	5%
7590 · Publications				
7591 · Legal Notices	94	94	500	19%
7596 · Marketing / Advertising			500	
Total 7590 · Publications	94	94	1,000	9%
7600 · Special District				
7611 · Elections			33,230	
7621 · LAFCo	8,650	8,650	8,533	101%
7631 · Nevada County Fees			88,702	
Total 7600 · Special District	8,650	8,650	130,465	7%
7650 · Prevention				
7651 · Code Purchases			1,600	0%
7653 · Investigation Supplies			4,000	0%
7657 · Inspection Supplies			1,000	0%
7661 · Prof Svcs / Plan Checks	307	307	1,000	31%
7663 · Public Education Supplies			10,000	0%
7665 · Subscriptions / Memberships	761	761	1,500	51%
7667 · Training			6,000	0%
7669 · Other Prevention / Law Enforce			5,000	0%
Total 7650 · Prevention	1,068	1,068	30,100	4%
7800 · JPA				
7831 · Dispatch Charges			168,000	0%
7841 · Dues / Administration			15,094	0%
Total 7800 · JPA			183,094	
Total 7500 · General & Admin Related	24,360	24,360	672,864	4%
8500 · Strike Team Non Labor Expenses	2,464	2,464	12,500	20%
Total Expense	1,482,419	1,482,419	8,657,095	17%
Fund Over/<Under>	(1,316,014)	(1,316,014)	(318,547)	
Net Fund Activity	(1,316,014)	(1,316,014)	(318,547)	

Nevada County Consolidated Fire District
AB 1600 Mitigation Fund 733
July 2024

	Jul 24	Jul 24	Budget	% of Budget
Revenues				
4000 · Taxes & Assessments				
4160 · AB 1600 Mitigation Fees	2,580	2,580	134,000	2%
Total 4000 · Taxes & Assessments	2,580	2,580	134,000	2%
4800 · Other Revenue				
4820 · Interest & Finance Charges			3,500	
Total 4800 · Other Revenue			3,500	
Total Revenues	2,580	2,580	137,500	2%
Expense				
6500 · Facility & Equipment Related				
6900 · Capital Expenditures				
6921 · Apparatus & Equipment			160,417	
Total 6900 · Capital Expenditures			160,417	
Total 6500 · Facility & Equipment Related			160,417	
Total Expense			160,417	
Fund Over/<Under>	2,580	2,580	(22,917)	
Net Fund Activity	2,580	2,580	(22,917)	

Nevada County Consolidated Fire District Special Tax Fund 734

July 2024

	Jul 24	Jul 24	Budget	% of Budget
Revenues				
4000 · Taxes & Assessments				
4150 · Special Tax of 2012	204	204	1,091,442	0%
Total 4000 · Taxes & Assessments	204	204	1,091,442	0%
4800 · Other Revenue				
4820 · Interest & Finance Charges			160	
Total 4800 · Other Revenue			160	
Total Revenues	204	204	1,091,602	0%
Expense				
7500 · General & Admin Related				
7600 · Special District				
7631 · Nevada County Fees			8,730	
Total 7600 · Special District			8,730	
Total 7500 · General & Admin Related			8,730	
Total Expense			8,730	
Fund Over/<Under>	204	204	1,082,872	0%
Other Expense				
8700 · Transfers Out				
8722 · Transfer to 722	58,000	58,000		
Total 8700 · Transfers Out	58,000	58,000		
Total Other Expense	58,000	58,000		
Net Other	(58,000)	(58,000)		
Net Fund Activity	(57,796)	(57,796)	1,082,872	

Nevada County Consolidated Fire District
Capital Fund 758
July 2024

	<u>Jul 24</u>	<u>Jul 24</u>	<u>Budget</u>	<u>% of Budget</u>
Revenues				
4800 · Other Revenue				
4820 · Interest & Finance Charges			6,542	
4850 · Sale Surplus Equipment	45,000	45,000	200,000	23%
Total 4800 · Other Revenue	<u>45,000</u>	<u>45,000</u>	<u>206,542</u>	<u>22%</u>
Total Revenues	<u>45,000</u>	<u>45,000</u>	<u>206,542</u>	<u>22%</u>
Expense				
6500 · Facility & Equipment Related				
6900 · Capital Expenditures				
6911 · Stations	250	250	215,000	0%
6921 · Apparatus & Equipment			65,000	
6931 · Vehicles			337,864	
Total 6900 · Capital Expenditures	<u>250</u>	<u>250</u>	<u>617,864</u>	<u>0%</u>
Total 6500 · Facility & Equipment Related	<u>250</u>	<u>250</u>	<u>617,864</u>	<u>0%</u>
7500 · General & Admin Related				
7550 · Professional Services				
7561 · Consultants	4,500	4,500	5,000	90%
Total 7550 · Professional Services	<u>4,500</u>	<u>4,500</u>	<u>5,000</u>	<u>90%</u>
Total 7500 · General & Admin Related	<u>4,500</u>	<u>4,500</u>	<u>5,000</u>	<u>90%</u>
Total Expense	<u>4,750</u>	<u>4,750</u>	<u>622,864</u>	<u>1%</u>
Fund Over/<Under>	40,250	40,250	(416,322)	(10%)
Other Expense				
9101 · Grant Expense				
9101.10 · AAPA OVSF2- St.82 Trailhead	440	440		
Total 9101 · Grant Expense	<u>440</u>	<u>440</u>		
Total Other Expense	<u>440</u>	<u>440</u>		
Net Other	<u>(440)</u>	<u>(440)</u>		
Net Fund Activity	<u><u>39,810</u></u>	<u><u>39,810</u></u>	<u><u>(416,322)</u></u>	

Nevada County Consolidated Fire District
Check History Report
July 2024

Date	Num	Name	Account	Paid Amount
07/03/2024	272373	SACRAMENTO REGIONAL FPO	7665 · Prevention: Subscriptions/Memberships	60.00
07/03/2024	272485	AFLAC	2271 · AFLAC Payable	729.98
07/03/2024	272400	BLUE SHIELD OF CALIFORNIA	5731 · Health Insurance	35,812.47
07/03/2024	V990893	Fire Risk Management Services	5735 · Life Insurance	1,396.00
07/03/2024	V990904	KAISER FOUNDATION HEALTH PLAN	5731 · Health Insurance	17,131.84
07/03/2024	V990853	SPECIAL DIST RISK MGMT AUTH.	5731 · Health Insurance	5,186.02
07/03/2024	272468	STANDARD INSURANCE COMPANY	2273 · LTD (Safety) Payable	1,015.00
07/03/2024	272416	ATWOOD INSURANCE AGENCY	7001 · Insurance: Vehicle	18,057.00
			6611 · Insurance: Liability & Umbrella	90,394.99
07/03/2024	V990953	Code 3 Rescue	6221 · Tuition - Safety Personnel	1,900.00
07/03/2024	272458	EVERGUARD SYSTEMS	6811 · Alarm	165.00
07/03/2024	V990867	MISSION LINEN SUPPLY, INC.	6551 · Supplies & Services - Stations	75.00
07/03/2024	272461	PORAC	7665 · Prevention: Subscriptions/Memberships	138.00
07/03/2024	272463	PORAC - LEGAL DEFENSE FUND	7665 · Prevention: Subscriptions/Memberships	168.00
07/08/2024	272518	NFPA	7665 · Prevention: Subscriptions/Memberships	225.00
07/08/2024	V991494	BANNER COMMUNICATIONS	6776 · Mobile Communications (Radios)	15.95
07/08/2024	V991485	BURTON'S FIRE APPARATUS	7049 · Vehicle Mtc.: Outside Agency Repair	23.56
			7036 · Vehicle Mtc.: Pumps	63.69
07/08/2024	V991468	ECONOMY PEST CONTROL	6681 · Facility Mtc & Improvements	195.00
07/08/2024	272529	FIRE DISTRICTS ASSOCIATION OF CALIFORNIA	7511 · Office Expenses: Memberships	400.00
07/08/2024	272582	GOLDEN STATE EMERGENCY VEHICLE	7011 · Vehicle Mtc: Accessories	3,584.73
07/08/2024	V991536	HUNT & SONS, INC.	7051 · Fuel	3,778.34
07/08/2024	V991490	Law Offices of William D. Ross	7566 · Office Expenses: Legal	1,912.50
07/08/2024	V991474	MISSION LINEN SUPPLY, INC.	6551 · Supplies & Services - Stations	56.70
07/08/2024	V991469	SMITH, JAMES	5731 · Health Insurance	475.00
07/08/2024	272581	GOLDEN STATE EMERGENCY VEHICLE	7049 · Vehicle Mtc.: Outside Agency Repair	365.40
07/11/2024	913614	CalPERS (Retirement)	5711 · Benefits: Pension	36,061.00
07/11/2024	913615	CalPERS (Retirement)	5711 · Benefits: Pension	590,487.00
07/11/2024	913617	CalPERS (Retirement)	5711 · Benefits: Pension	1,075.00
07/11/2024	913616	CalPERS (Retirement)	5711 · Benefits: Pension	5,643.00
07/11/2024	913643	HSA BANK, DIV. OF WEBSTER BANK	2276 · HSA Payable	25.00
			5731 · Health Insurance	20,407.70
07/11/2024	913644	CalPERS 457 Plan (Def. Comp)	2266 · Deferred Compensation Payable	2,509.32
07/11/2024	V999560	NCCFD - EFTPS (Fed & State Taxes)	2201 · Federal Income Tax Payable	32,709.84
			2202 · FICA Payable (Medicare & SS)	7,613.34
			2211 · State Income Tax Payable	13,957.59
			2213 · SUI Payable	29.89
07/11/2024	V999564	RUSSO, TONY	5123 · Wages: Firefighter	448.00
07/11/2024	V999573	NEVADA COUNTY PROF FF ASSN	2251 · NCCFA Dues	1,555.00
07/11/2024	V999579	NATIONWIDE RETIREMENT SOLUTION	2266 · Deferred Compensation Payable	8,744.76
07/11/2024	913618	CalPERS (Retirement)	5711 · Benefits: Pension	29,702.48
			2261 · CalPERS: Payable	16,652.71
07/12/2024	GJE819	Net Pay Pay Period Ending 07/06/2024	1002 · NC Operating 722	183,366.42
07/15/2024	272716	CAL DEPT FORESTRY (ACCTG OFF)	6261 · Licenses & Certificates	125.00
07/15/2024	272717	CalCARD (US BANK)	2021 · US Bank Payable	9,210.45
07/15/2024	272721	NID	6851 · Utilities: Water/Sewer	53.16
07/15/2024	272719	WASTE MANAGEMENT OF NEV. CO.	6841 · Utilities: Trash	48.30
07/15/2024	272720	NID	6851 · Utilities: Water/Sewer	31.23
07/15/2024	272718	WASTE MANAGEMENT OF NEV. CO.	6841 · Utilities: Trash	221.12
07/15/2024	272737	B&C ACE HOME & GARDEN CENTER	6766 · Power Tools	119.33
			6551 · Supplies & Services - Stations	36.88
07/15/2024	V999749	BEST BEST & KRIEGER	7566 · Office Expenses: Legal	1,322.40
07/15/2024	V999784	Column Software	7591 · Publications: Legal Notices	94.03

Nevada County Consolidated Fire District
Check History Report
July 2024

Date	Num	Name	Account	Paid Amount
07/15/2024	272769	CRAIG JOHNSON PLUMBING	6681 · Facility Maint & Improvements	2,900.00
07/15/2024	V999777	Daniel L Goldsmith	7571 · Office Expenses: Medical Director	1,650.00
07/15/2024	V999719	ECONOMY PEST CONTROL	6681 · Facility Mtc & Improvements	346.00
07/15/2024	272746	ENGINEERED FIRE SYSTEMS, INC.	7661 · Prevention: Prof. Svcs/Plan Checks	187.50
07/15/2024	272771	FECHTER & COMPANY, CPA's	7551 · Office Expenses: Accounting	3,000.00
07/15/2024	V999723	HILLS FLAT LUMBER COMPANY	6681 · Facility Mtc & Improvements	943.62
07/15/2024	V999725	MISSION LINEN SUPPLY, INC.	6551 · Supplies & Services - Stations	75.00
07/15/2024	V999726	PURCHASE POWER	7521 · Office Expenses: Postage & Delivery	70.00
07/15/2024	V999728	RIVERVIEW INTERNATIONAL TRUCKS	7049 · Vehicle Mtc.: Outside Agency Repair	527.49
07/15/2024	V999754	ROBINSON ENTERPRISES, INC.	7051 · Fuel	1,650.37
07/15/2024	272745	SACRAMENTO TRUCK CENTER	7049 · Vehicle Mtc.: Outside Agency Repair	78.58
07/15/2024	V999747	WINNER CHEVROLET	7021 · Vehicle Mtc.: Body	309.16
07/15/2024	272738	B&C ACE HOME & GARDEN CENTER	6021 · PPE	28.19
07/22/2024	272885	AT&T CALNET 3	6511 · Telephones	504.68
07/22/2024	V950000	NEVADA CITY, CITY OF	6851 · Utilities: Water/Sewer	377.63
07/22/2024	272883	NID	6851 · Utilities: Water/Sewer	211.37
07/22/2024	272884	NID	6851 · Utilities: Water/Sewer	71.50
07/22/2024	272886	CALIFORNIA FIRE CHIEFS ASSN.	7511 · Office Expenses: Memberships	1,008.00
07/22/2024	272926	ADVANTAGE GEAR, INC.	6011 · Uniforms	266.95
07/22/2024	V950026	Auburn Dodge	7049 · Vehicle Mtc.: Outside Agency Repair	1,372.53
07/22/2024	272920	Auburn Tire	7041 · Vehicle Mtc.: Tires	1,908.22
07/22/2024	V950010	BURTON'S FIRE APPARATUS	7049 · Vehicle Mtc.: Outside Agency Repair	839.56
07/22/2024	V950052	Code 3 Rescue	6221 · Tuition - Safety Personnel	6,700.00
07/22/2024	272953	DuPratt Ford	7049 · Vehicle Mtc.: Outside Agency Repair	146.09
			7031 · Vehicle Mtc.: Drive Train	175.40
07/22/2024	V950061	Great Vibes Cleaning Inc.	7502 · Administration	262.50
07/22/2024	V950001	L.N. CURTIS & SONS	6021 · PPE	4,437.75
07/22/2024	V950003	MISSION LINEN SUPPLY, INC.	6551 · Supplies & Services - Stations	56.70
07/22/2024	272904	NETWORK DESIGN ASSOCIATES	7556 · Computer & IT Support	435.00
07/22/2024	V950048	Regional Government Services	7561 · Consultants	1,417.00
07/22/2024	V950004	RIVERVIEW INTERNATIONAL TRUCKS	7049 · Vehicle Mtc.: Outside Agency Repair	549.61
			7031 · Vehicle Mtc.: Drive Train	99.06
07/22/2024	272925	ADVANTAGE GEAR, INC.	6011 · Uniforms	251.93
07/22/2024	272954	DuPratt Ford	7026 · Vehicle Mtc.: Brakes	615.75
07/22/2024	272927	ADVANTAGE GEAR, INC.	6011 · Uniforms	21.45
07/25/2024	272958	HSA BANK, DIV. OF WEBSTER BANK	2276 · HSA Payable	25.00
07/25/2024	272959	CalPERS 457 Plan (Def. Comp)	2266 · Deferred Compensation Payable	2,740.71
07/25/2024	V950085	NCCFD - EFTPS (Fed & State Taxes)	2201 · Federal Income Tax Payable	35,165.21
			2202 · FICA Payable (Medicare & SS)	7,844.96
			2211 · State Income Tax Payable	15,047.25
			2213 · SUI Payable	9.19
07/25/2024	V950089	RUSSO, TONY	5123 · Wages: Firefighter	448.00
07/25/2024	V950096	NEVADA COUNTY PROF FF ASSN	2251 · NCCFA Dues	1,555.00
07/25/2024	V950102	NATIONWIDE RETIREMENT SOLUTION	2266 · Deferred Compensation Payable	9,553.59
07/25/2024	913694	CalPERS (Retirement)	5711 · Benefits: Pension	26,671.78
			2261 · CalPERS: Payable	15,432.22
07/26/2024	GJE820	Net Pay Pay Period Ending 07/20/2024	1002 · NC Operating 722	188,640.72
07/29/2024	273143	ADVANTAGE GEAR, INC.	6031 · Clothing/PPE- Safety & PPE (per MOU)	54.70
07/29/2024	V950264	BURTON'S FIRE APPARATUS	7049 · Vehicle Mtc.: Outside Agency Repair	934.87
07/29/2024	273164	DuPratt Ford	7049 · Vehicle Mtc.: Outside Agency Repair	400.72
07/29/2024	V950249	ECONOMY PEST CONTROL	6681 · Facility Mtc & Improvements	249.00
07/29/2024	273148	EVERGUARD SYSTEMS	6811 · Alarm	165.00
07/29/2024	273128	HBE RENTALS	6831 · Utilities: Propane	9.72

Nevada County Consolidated Fire District
Check History Report
 July 2024

Date	Num	Name	Account	Paid Amount
07/29/2024	V950247	L.N. CURTIS & SONS	6021 · PPE	1,650.68
07/29/2024	V950303	MESCHER DOOR COMPANY	6681 · Facility Maint & Improvements	1,860.00
07/29/2024	V950280	MOTOR ELECTRIC SERVICE CO.	7031 · Vehicle Mtc: Drive Train	893.43
07/29/2024	273166	North Net Training Center	6221 · Tuition - Safety Personnel	2,400.00
07/29/2024	V950276	ROBINSON ENTERPRISES, INC.	7051 · Fuel	1,958.57
07/29/2024	273136	SUBURBAN PROPANE	6831 · Utilities: Propane	134.22
07/29/2024	273147	TOTAL ADMIN SVCS (TASC)	5731 · Health Insurance	280.44
07/29/2024	273165	DuPratt Ford	7026 · Vehicle Mtc: Brakes	128.97
07/29/2024	273173	AT&T CALNET 3	6511 · Telephones	29.82
07/29/2024	273172	CalPERS (Retirement)	7561 · Office Expenses: Consultants	1,200.00
07/29/2024	273171	Department of Treasury (IRS)	2201 · Federal Income Tax Payable	64.41
Total 1002 · NC Operating 722:				1,494,617.89

1008-2 · Future Equipment Purchase

07/22/2024	272937	BRINDLEE MOUNTAIN FIRE	7561 · Office Expenses: Consultants	4,500.00
Fund 758-2 Total				\$ 4,500.00

1008-3 · Facility Purchases

07/08/2024	V991511	Millennium Planning & Engineering	9101.10 · Grant Expense- AAPA OVSF2- St.82	440.00
07/15/2024	272717	CalCARD (US BANK)	2021 · US Bank Payable	250.00
Fund 758-3 Total				\$ 690.00

Total 1008 · NC 758 Capital Expenditures: \$ 5,190.00

Nevada County Consolidated Fire District
Credit Card History Report
July 2024

Date	Num	Name	Account	Paid Amount
07/08/2024	8492-ACOSTA	Oxford Inn & Suites (Chico, CA)	6232 - Training Travel & Meals	\$ 480.28
07/08/2024	8492-ACOSTA	Arco (Chico, CA)	6232 - Training Travel & Meals	\$ 74.20
07/08/2024	8492-NICHOLS	Walmart	8500 - Strike Team Non Labor Expenses	\$ 4.44
07/08/2024	8492-NICHOLS	SAFEWAY	6011 - Uniform	\$ 3.76
07/08/2024	8492-NICHOLS	Econolodge (Yreka, CA)	8500 - Strike Team Non Labor Expenses	\$ 107.51
07/08/2024	8492-TANTUM	O'Reilly Automotive	7031 - Vehicle Mtc: Drive Train	\$ 21.69
07/08/2024	8492-TANTUM	SPD MARKET	8500 - Strike Team Non Labor Expenses	\$ 71.01
07/08/2024	8492-TANTUM	El Taco Loco	8500 - Strike Team Non Labor Expenses	\$ 62.98
07/08/2024	8492-TANTUM	Gold Flat Gas	8500 - Strike Team Non Labor Expenses	\$ 109.97
07/08/2024	8492-TANTUM	Miner Moe's Pizza	8500 - Strike Team Non Labor Expenses	\$ 93.65
07/08/2024	8492-TANTUM	SPD MARKET	8500 - Strike Team Non Labor Expenses	\$ 65.01
07/08/2024	8500-PARKER	Oxford Inn & Suites (Chico, CA)	6232 - Training Travel & Meals	\$ 480.28
07/08/2024	8500-TANTUM	SPD MARKET	8500 - Strike Team Non Labor Expenses	\$ 71.70
07/08/2024	8500-TANTUM	SPD MARKET	8500 - Strike Team Non Labor Expenses	\$ 128.06
07/08/2024	8500-TANTUM	SPD MARKET	8500 - Strike Team Non Labor Expenses	\$ 124.20
07/08/2024	8500-TANTUM	SPD MARKET	8500 - Strike Team Non Labor Expenses	\$ 125.09
07/08/2024	8500-TANTUM	El Gaban Taqueria	8500 - Strike Team Non Labor Expenses	\$ 66.88
07/08/2024	8500-TANTUM	Burger & Cream	8500 - Strike Team Non Labor Expenses	\$ 61.74
07/08/2024	8500-TANTUM	Chevron (Grass Valley, CA)	8500 - Strike Team Non Labor Expenses	\$ 22.81
07/08/2024	DAVISON	Bulletpoint Mount	7011 - Vehicle Mtc.: Accessories	\$ 210.10
07/08/2024	DAVISON	Sourdough & Co.	8500 - Strike Team Non Labor Expenses	\$ 23.35
07/08/2024	DAVISON	Raley's	8500 - Strike Team Non Labor Expenses	\$ 48.77
07/08/2024	DAVISON	Humpty Dumpty Kitchen	8500 - Strike Team Non Labor Expenses	\$ 44.16
07/08/2024	DAVISON	Northridge of Nevada City	8500 - Strike Team Non Labor Expenses	\$ 28.41
07/08/2024	DAVISON	Raley's	8500 - Strike Team Non Labor Expenses	\$ 57.33
07/08/2024	DAVISON	Raley's	8500 - Strike Team Non Labor Expenses	\$ 32.40
07/08/2024	DAVISON	El Gaban Taqueria	8500 - Strike Team Non Labor Expenses	\$ 18.10
07/08/2024	DAVISON	Humpty Dumpty Kitchen	8500 - Strike Team Non Labor Expenses	\$ 21.27
07/08/2024	DAVISON	Burger & Cream	8500 - Strike Team Non Labor Expenses	\$ 21.85
07/08/2024	DAVISON	Sourdough & Co.	8500 - Strike Team Non Labor Expenses	\$ 63.56
07/08/2024	DAVISON	Northridge of Nevada City	8500 - Strike Team Non Labor Expenses	\$ 89.82
07/01/2024	FIN MGR	STREAMLINE	7508 - Computer & Software Expense	\$ 249.00
07/03/2024	FIN MGR	Quick Quack Car Wash	7011 - Vehicle Mtc.: Accessories	\$ 124.95
07/04/2024	FIN MGR	AT&T Long Distance	6511 - Telephones	\$ 82.82
07/09/2024	FIN MGR	Cloudflare	7508 - Computer & Software Expense	\$ 5.00
07/11/2024	FIN MGR	COMCAST	6511 - Telephones	\$ 529.77
07/13/2024	FIN MGR	AT&T (Carol Stream)	6511 - Telephones	\$ 48.67
07/18/2024	FIN MGR	COMCAST	6511 - Telephones	\$ 144.08
07/20/2024	FIN MGR	MICROSOFT OFFICE	7508 - Computer & Software Expense	\$ 1,315.00
07/20/2024	FIN MGR	OPTIMUM (SUDDENLINK)	6511 - Telephones	\$ 159.45
07/23/2024	FIN MGR	OPTIMUM (SUDDENLINK)	6511 - Telephones	\$ 150.92
07/23/2024	FIN MGR	PACIFIC GAS & ELECTRIC CO.	6821 - Electricity / Gas	\$ 7,818.39
07/23/2024	FIN MGR	Courtyard by Marriott (Baldwin Park, CA)	8500 - Strike Team Non Labor Expenses	\$ 156.58
07/26/2024	FIN MGR	VERIZON WIRELESS	6521 - Mobile Phones	\$ 1,520.90
07/08/2024	GREENE	DISH NETWORK	6511 - Telephones	\$ 104.82
07/08/2024	GREENE	Valley Fuel Injection	7031 - Vehicle Mtc: Drive Train	\$ 1,569.92
07/08/2024	JACKSON	AMAZON MARKETPLACE	6761 - Suppression Equip/Small Tools	\$ 224.68
07/08/2024	JOHNSEN	AMAZON MARKETPLACE	6551 - Supplies & Services - Stations	\$ 162.17
			7011 - Vehicle Mtc.: Accessories	\$ 18.26
07/08/2024	LONG	INTERNATIONAL CODE COUNCIL	7665 - Prevention: Subscriptions / Memberships	\$ 170.00
07/08/2024	LONG	TechSmith	7508 - Computer & Software Expense	\$ 51.09
07/08/2024	LONG	CALIFORNIA FIRE CHIEFS ASSN.	7511 - Memberships	\$ 75.00
07/08/2024	LONG	AMAZON MARKETPLACE	6941 - Admin Office Equipm & Computers	\$ 75.20
07/08/2024	LONG	Sam's Club	7502 - Administration	\$ 21.65
07/08/2024	LONG	GoPro.com	7502 - Administration	\$ 99.99
07/08/2024	MASON	Bluebeam	7661 - Prof Svcs / Plan Checks	\$ 119.00

Nevada County Consolidated Fire District
Credit Card History Report
 July 2024

Date	Num	Name	Account	Paid Amount
07/08/2024	MCELHANNON	AMAZON MARKETPLACE	6551 · Supplies & Services - Stations	\$ 15.04
07/08/2024	MENET	Costco	6551 · Supplies & Services - Stations	\$ 57.92
07/08/2024	MENET	El Gaban Taqueria	8500 · Strike Team Non Labor Expenses	\$ 13.34
07/08/2024	NIEDERBERGER	Target (Grass Valley, CA)	6551 · Supplies & Services - Stations	\$ 65.08
07/08/2024	NUNNINK	Fix My Gadget	7508 · Computer & Software Expense	\$ 54.25
07/08/2024	NUNNINK	Caroline's Coffee	8500 · Strike Team Non Labor Expenses	\$ 161.89
07/08/2024	NUNNINK	Humpty Dumpty Kitchen	8500 · Strike Team Non Labor Expenses	\$ 127.26
07/08/2024	NUNNINK	Gold Flat Gas (Nevada City, CA)	8500 · Strike Team Non Labor Expenses	\$ 13.89
07/08/2024	NUNNINK	Costco	6551 · Supplies & Services - Stations	\$ 197.91
07/08/2024	SCHAAKE	True Value (Penn Valley, CA)	6551 · Supplies & Services - Stations	\$ 6.44
07/08/2024	SCHAAKE	SIERRA-SACRAMENTO VALLEY EMS	6261 · Licenses & Certificates	\$ 86.00
07/08/2024	SULLIVAN	AMAZON MARKETPLACE	6681 · Facility Maint & Improvements	\$ 377.40
07/08/2024	SULLIVAN	AMAZON MARKETPLACE	6021 · PPE	\$ 61.18
07/08/2024	SUNDE	Gulf Oil	8500 · Strike Team Non Labor Expenses	\$ 79.28
07/08/2024	SUNDE	Gulf Oil	8500 · Strike Team Non Labor Expenses	\$ 74.86
07/08/2024	SUNDE	Hilton Garden Inn (Clovis, CA)	8500 · Strike Team Non Labor Expenses	\$ 141.60
07/08/2024	SUNDE	University Market (Clovis, CA)	8500 · Strike Team Non Labor Expenses	\$ 19.02
07/08/2024	SUNDE	University Market (Clovis, CA)	8500 · Strike Team Non Labor Expenses	\$ 75.00
07/08/2024	SUNDE	Carls Jr (Clovis, CA)	8500 · Strike Team Non Labor Expenses	\$ 15.72
07/08/2024	TELLAM	Sourdough & Co.	8500 · Strike Team Non Labor Expenses	\$ 21.92
07/08/2024	TREVETHICK	STAPLES	6551 · Supplies & Services - Stations	\$ 150.24
Fund 722 Total				\$ 19,646.93
<hr/>				
07/08/2024	COOMBE	Acknowledge Plumbing	6911 · Capital Expenditures- Stations	\$ 250.00
Fund 758-3 Total				\$ 250.00
<hr/>				
Total Charges on Statement				\$ 22,785.57
Total Charges Paid to 6/27/24 Pre-Pay				\$ (13,325.12)
<hr/>				
Payment Information				
07/15/2024	07.08.24STMT-722	Check #272717	Fund 722	\$ (9,210.45)
07/15/2024	07.08.24STMT- 758-3	Check #272717	Fund 758-3	\$ (250.00)
Payments to U.S. Bank Cal Card				\$ (9,460.45)
<hr/>				
Account Balance				\$ -
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Nevada County Consolidated Fire District

640 Coyote Street, Nevada City, CA 95959

(530) 265-4431 FAX (530) 265-4438

nccfire@nccfire.com • www.nccfire.com

To: Board of Directors
From: Nicole Long through Fire Chief Robitaille
Date: July 26, 2024
Re: Annual Special Tax Report

In accordance with Government Code Section 50075.3, as per the Nevada County Consolidated Fire District Fire Chief, I am filing the annual report required by Resolution R11-18.

As set forth in the Resolution R11-18 this annual report contains:

1. The amount of funds collected and expended during fiscal year 2023-2024
2. The status of projects required or authorized to be funded with the proceeds of the special tax.

Special Tax Funds Collected and Expended

The special tax was used solely for the purpose of providing fire protection, both prevention and suppression, for emergency medical response services within the District and automatic/mutual aid agreements with other fire suppression or emergency service agencies.

In the fiscal year ending June 30, 2024, the district received proceeds of \$1,055,924 from the 2012 Special Tax and \$5,559 for interest, for a total of \$1,061,483. These funds were allocated as follows:

1. 2012 Special Tax Nevada County administrative fees of \$8,187.00.
2. Operating expenses in the areas of personnel, facility, and equipment of \$1,055,584.



Nevada County Consolidated Fire District

640 Coyote Street, Nevada City, CA 95959

(530) 265-4431 FAX (530) 265-4438

nccfire@nccfire.com • www.nccfire.com

To: Board of Directors
From: Nicole Long through Fire Chief Robitaille
Date: July 26, 2024
Re: Annual AB1600 Report

General Background:

Through the enactment of Government Code § 66000 (Mitigation Fee Act), the State of California gave local governments the authority to impose fees for a broad class of projects related to growth and development.

Government Code §66006 (b)(1) stipulates that the local government will provide information regarding the fees to the public within 180 days after the last day of the fiscal year.

District Background:

Fees are collected by Nevada County Consolidated Fire District based on new development. Prior to December 2016, fees collected were based on the pre-consolidation rates area of responsibility. During the fiscal year, a new fee structure was approved and implemented. The new fee is a universal fee for the entire district. The fee as of October 1, 2023 in hydrant areas is 63 cents per square foot of new development, while non-hydrant areas are 67 cents per square foot of new development.

The collected fees are deposited within the Nevada County treasury system, designated fund 6733. As appropriate expenditures occur, warrants are submitted to the county for withdrawal from this same fund. Interest income on the fund balance is applied quarterly.

Upon the completion of each month, fund 6733 activity is reported, along with other district funds. The fund reports are included in the monthly board package. The package is available at the monthly board meeting and posted on the district website.

2023-24 Activity for Fund 6733

Beginning Fund Balance	\$164,960
Fees Collected	107,887
Interest Earned	6,374
Nexus Study	<19,230>
Refunds	<138>
Ending Fund Balance	\$259,853



Nevada County Consolidated Fire District

Resolution 24-20

Authorizing Overtime and Portal to Portal Pay for Employees

WHEREAS, the Nevada County Consolidated Fire District is a public agency located in the County of Nevada, State of California, and

WHEREAS, it is the Board of Directors desire to provide fair and legal payment to all its employees for time worked; and

WHEREAS, the Nevada County Consolidated Fire District has in its employ, fire department response personnel include: Fire Chief, Division Chief, Deputy Chief, Battalion Chief, Fire Marshal, Deputy Fire Marshal, Fire Prevention Officer II, Fire Captain, Lieutenant, Firefighter/Operator, Fleet and Facilities Supervisor, Fire Mechanic I, Fire Mechanic II, Service Technician, Seasonal Firefighters, Administrative Services Manager, Finance Administrative Assistant and Admin. Support; and

WHEREAS, the Nevada County Consolidated Fire District will compensate its employee’s portal to portal while in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response; and

NOW, THEREFORE, BE IT RESOLVED that the conditions set forth in this resolution, as stated above, take effect upon adoption by the Nevada County Consolidated Fire Board of Directors.

PASSED, APPROVED AND ADOPTED this 15th day of August 2024.

Ayes:
Noes:
Absent:
Abstain:

Keith Grueneberg, President of the Board
Nevada County Consolidated Fire District

Attest:

Tricia Board, Secretary of the Board



Nevada County Consolidated Fire District

640 Coyote Street, Nevada City, CA 95959

(530) 265-4431 FAX (530) 265-4438

nccfire@nccfire.com • www.nccfire.com

To: Board of Directors
From: Chief Robitaille via Administrative Services Manager Long
Date: 8-15-2024
Re: Purchasing Policy

Background:

The board approved the current purchasing policy (R21-39) at the December 16, 2021 NCCFD Board Meeting. With the increase of costs, Staff has recognized a need for changes to the current policy to allow staff the ability to purchase needed items. Also recognized was the need for additional unassigned Cal Cards for personnel that have not been issued cards to use while on assignment.

Recommendation:

Approve the purchasing policy with the changes presented.

Motion Requested:

Motion to approve resolution 24-21, adopting the new purchasing policy.

Fiscal Implications:

No fiscal impact.

Purchasing

209.1 PURPOSE AND SCOPE

The purpose and scope of this policy is two-fold:

- (a) To establish efficient procedures for the purchase of supplies and equipment and for obtaining construction and other services by Nevada County Consolidated Fire District (hereafter referred to as District) which will assure the lowest cost commensurate with sound quality and in accordance with appropriate standards and specifications; to provide for positive financial control over purchases; to provide for competitive bidding; and to provide a uniform procedure and notice thereof to prospective suppliers.
- (b) Meet the requirements of *Ca Government codes §54202 and 54204*.

This policy is written in accordance with the following California governmental codes. Items not specifically addressed in this policy will be governed by the same.

- *CA Civil Code*
- *CA Government Code*
- *CA Health and Safety Code*
- *CA Public Contract Code*

209.2 PURCHASING OFFICER

The Fire Chief is designated as the purchasing officer. The Fire Chief may delegate portions of the purchasing officer authority to subordinates. During times of leave of the Fire Chief, the Deputy/ Division **Fire Chief** will assume the purchasing authority of the Fire Chief.
Operations

The purchasing officer, or designated agent, shall have the authority, in accordance with purchasing procedures required by this policy, to:

- (a) Purchase or contract for work, services, supplies, and equipment;
- (b) Negotiate, recommend, and execute contracts for the purchase of supplies, equipment, and services;
- (c) Act to procure for the District optimum quality in supplies, services, and equipment to meet the needs of the district at the least expense to the district;
- (d) Seek to obtain as full and open competition as possible on all purchases commensurate with the needs of the district; and,
- (e) Supervise and inspect all supplies and equipment purchased to ensure conformance with specifications.

Nevada County Consolidated Fire District

Nevada County Consolidated Fire District Fire Policy Manual

Purchasing

209.3 PURCHASING AUTHORITY

209.3.1 Budgeted and non-Budgeted Purchases

- (a) Board of Directors (BOD) approval of the annual district budget shall constitute authorization for the purchase of equipment, goods and services specifically listed and described in such budget.
- (b) The purchasing officer may, without bids, quotes or prior BOD approval, make single non-budgeted purchases not to exceed Five Thousand Dollars (\$5,000.00).
- (c) The purchasing officer may exceed the single purchase limit (\$5,000.00) for maintenance of structures and equipment which cannot be postponed until action can be taken by the board. The purchasing officer or his/her designee shall submit a report of these transactions and present such at the next regular BOD meeting (reference *CA Public Contract Code §22050*).

209.3.2 Purchasing Limits

Purchasing limits, within the confines of §209.3.1, are as follows:

Company Officer	Up to \$250.00 \$500.00
Service Technician	Up to \$250.00 \$500.00
Battalion Chief	Up to \$1,000.00 \$1,500.00
Deputy Fire Marshal	Up to \$1,000.00 \$1,500.00
Collateral Duty Officer	Up to \$1,000.00 \$1,500.00
Administrative Svcs Manager	Up to \$2,500.00 \$3,000.00
Fleet and Facilities Supervisor	Up to \$2,500.00 \$3,000.00
Mechanic	Up to \$2,500.00 \$3,000.00
Finance Manager	Up to \$2,500.00 \$3,000.00
Deputy Fire Chief	Up to \$5,000.00
Division Chief	Up to \$5,000.00
Fire Chief	In accordance to this policy

Refer to *Exhibit 1* for Collateral Duty listing.

209.3.3 Purchase Orders

Purchase order requirements are dependent on dollar amount purchased. Purchasing limits per §209.3.2 apply to the following:

- (a) Purchases of ~~\$250.00~~ ^{\$500.00} or less do not require a purchase order or purchase order #.
- (b) Purchases of ~~\$500~~ ^{\$1,000} or less by Fleet ~~Division~~ ^{and Facility} Personnel for the purpose of vehicle repair ~~do not require a purchase order #.~~ ^{& facility}
- (c) Purchases of ~~\$250.01~~ ^{\$500.01} to \$2,500.00 requires obtaining a purchase order # from admin.
- (d) Purchases of \$2,500.01 to \$5,000.00 requires

Nevada County Consolidated Fire District

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Purchasing

- (a) Obtaining a purchase order # from admin,
- (b) Preparation and submittal of a purchase order form, and
- (c) Approval from the Fire Chief, Deputy Fire Chief, Division Chief, Finance Manager, or Administrative Services Manager prior to purchase.
- (e) Purchases of \$5,000.01 to \$10,000.00 requires:
 - (a) Bid from three (3) or more vendors, if three bids can be obtained. Reference §209.4.2 *Informal Bids*.
 - (b) Obtaining a purchase order # from admin,
 - (c) Preparation and submittal of a purchase order form, and
 - (d) Approval from the Fire Chief, Deputy Fire Chief, Division Chief, Finance Manager, and Administrative Services Manager prior to purchase.
- (f) Purchases of \$10,000.01 and over, see §209.4 - *Bidding and Quotations*
Refer to *Exhibit 2* for the Purchase Order template.

209.3.4 Obtaining a Purchase Order No.

Purchase order #'s are numerically controlled and are assigned as needed. The following information is required to obtain a purchase order #. The purchase order # is required prior to the purchase being finalized

- (a) Date
- (b) Vendor
- (c) Nature of purchase and account classification
- (d) Vehicle ID, Station ID or Employee Name, if applicable
- (e) Appropriate level of authorization
- (f) Estimated amount.

209.3.5 Credit Card Purchases

The district provides credit cards to employees of designated classification for the preliminary purposes of emergency, travel, necessity and expediency. Purchasing activity, as outline in §209.3.1 through §209.3.4, pertain to credit card purchasing.

Exhibit 3 outlines the monthly credit card purchasing limits of each designated employee classification.

Quotation

209.4 BIDDING AND ~~QUOTATION~~ PROCEDURES: INFORMAL AND FORMAL

209.4.1 Competitive Written Bid and/or Oral Quotation

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Nevada County Consolidated Fire District Fire Policy Manual

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Except as otherwise provided in this policy, hiring of work, construction, and other services, and purchases of supplies and equipment shall be by competitive bidding (the written submission of prices by individuals or firms competing for a contract, privilege, or right to do work or supply merchandise or services), or solicited oral quotation pursuant to the procedures established by this policy. Bidding shall not be required in any of the following instances:

- (a) Emergencies: Although exempt from competitive bidding, emergency purchases are subject to provisions of §209.3 *Purchasing Authority*,
- (b) When the commodity can be obtained from only one vendor (sole source vendors),
- (c) When the total amount involved is five thousand dollars (\$5,000.00) or less, subject to the provisions in §209.3, and
- (d) Purchases from other public agencies or joint purchasing authority.

209.4.2 Informal Quotation

- (a) (a) Except as provided in §209.4.4 below work, services, and purchases of an estimated value of between five thousand dollars (\$5,000.00) and ten thousand dollars (\$10,000.00), shall be made by the purchasing officer pursuant to the procedure prescribed in this section.
- (b) Costs of work, services, and purchases shall, whenever possible, be based upon at least three (3) independent quotations, if three quotations can be obtained, and shall be awarded to the lowest responsible party as determined by the purchasing officer.
- (c) The purchasing officer shall solicit bids or quotations by written request, by telephone, by fax, advertising, or by notice posted on a public bulletin board at the administrative office or by any combination of these methods. Formal contracts shall be executed as needed.

209.4.3 Formal Bidding

Except as otherwise provided in this policy, work, services and purchases, and obtaining construction and other services, of an estimated value of ten thousand dollars (\$10,000.00) or more shall be by written contract with the lowest responsible bidder pursuant to the procedures prescribed in the following manner. Reference *Ca Public Contract Codes §20810 to 20813*.

- (a) Notice Inviting Bids:
 - 1. Notices inviting sealed bids shall include a general description of the article(s) or service(s) to be purchased or supplied, shall state where bid forms and specifications may be obtained, and the time and place for opening bids. The notice shall specify the amount and form of bidder's security if required. The notice shall state that bids shall be submitted and contracts awarded pursuant to the provisions of this policy and any resolution setting forth other applicable

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rules and regulations. The notice shall state that the board may reject any and all bids.

2. Notices inviting bids shall be published at least once in a newspaper of general circulation printed and published in the County of Nevada. A notice shall also be posted on public bulletin board at the administration office. This does not preclude, when deemed advantageous, the additional use of metropolitan newspapers and trade publications.
- (b) Bidder List, Security
1. In all transactions where sealed bids are required, the purchasing officer may require bidder's security and specify the amount and form thereof in the call for bids. District counsel may review any such security requirements.
 2. The deposit of the successful bidder shall be held to secure the capacity, readiness, and willingness of the successful bidder to execute the contract. The deposits of the unsuccessful bidders shall be mailed back within ten (10) days following the bid award. The successful bidder shall forfeit the deposit of bid security upon refusal or failure to execute the contract within ten (10) day notice of award of contract
 3. The board may, on refusal or failure of the successful bidder to execute the contract, award the contract to the next lowest responsible bidder, the amount of the said successful bidder's security shall be applied by the district to the difference between the successful bid and the next lowest responsible bid; and the surplus, if any, shall be forfeited as the reasonable cost to the district of delay and/or administrative cost involved in re-letting the contract.
- (c) Bid Opening - Sealed bids shall be submitted as set forth in the published notice and shall be identified as "bids" on the envelope and opened by the purchasing officer or a designated representative at a time and place stated in the published notice. Sealed bids shall be reviewed by the purchasing officer or a designated representative and a recommendation submitted to the board for approval within thirty (30) days of its next regularly scheduled meeting after the date on which the bids are opened. A tabulation of all bids received shall be open for public inspection. Bids received after the closing date and time shall be returned unopened to the bidder.
- (d) Bid Rejection, Re-advertisement - The Board may, in its discretion, reject any and all bids and may re-advertise for bids pursuant to the procedures contained in this section.
- (e) Tie Bids - If two or more bids are received for the same total amount or unit price and all other applicable considerations are equal, the board may, in its discretion, accept either bid.
- (f) Performance Bond - The district shall require bidders to submit a performance bond in such amount as it may find reasonably necessary, and as per *Ca Civil Code §9550*, to protect the interests of the District, and the form and amount of such bond shall be specified in the notice inviting bids.
- (g) Award - Except as otherwise provided herein, a contract shall be awarded by resolution of the board of directors to the lowest responsible bidder as determined by the board.

Nevada County Consolidated Fire District

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Purchasing

209.4.4 Special Services and Equipment - Request for Proposals (RFP)

- (a) Recognizing that acquisition of some goods and services, such as computer and/or telecommunications equipment or professional services, are of such a unique or complex nature that a structured competitive bid process based solely on lowest price would detract from the district's ability to acquire the most appropriate goods or services, the purchasing officer and/or the District Board may determine that it is in the best interest of the District to purchase such goods and services based on criteria other than lowest cost. In such cases, notwithstanding any other provision of this Policy, the purchasing officer may prepare RFP's which shall establish the criteria that the District will use in selecting a provider and in purchasing the goods and services.
- (b) In structuring an RFP, the RFP should include, but not be limited to, the following:
 - 1. Company or individual background;
 - 2. Details of product or services;
 - 3. Cost;
 - 4. Time of delivery;
 - 5. dollar limits of performance bond, and / or liability insurance requested, if required;
 - 6. References;
 - 7. Products, service capabilities, and warranties;
 - 8. Other information or requirements appropriate to the types of products or services; and
 - 9. Any other consideration that may aid the Board or purchasing officer in evaluating the proposal
- (c) Proposals may be accepted, rejected, or negotiated prior to final contract approval by the Board.
- (d) Purchase of district utility vehicles - The district has a Federal Identification Number (FIN) with General Motors and Ford which allows the District to purchase utility vehicles from these two manufacturers at a government wholesale price. All dealerships receive the same pricing from the above manufacturers, which eliminates the competitive pricing between dealerships. In an effort to provide warranty service, the district may contact the closest authorized dealer who participates in the government wholesale purchase program for its purchase of utility vehicles provided

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that the closest authorized dealers add-on charge does not exceed 3% over the manufacturer's government wholesale price.

209.4.5 Report Results of Bidding to Board:

The purchasing officer shall submit a written report on all bidding, formal or informal, setting forth results, conclusions, and recommendations.

209.5 REQUIREMENTS ON FACILITY CONSTRUCTION, MAINTENANCE AND RELATED SERVICES

Facility construction, maintenance and related services procured by a public entity in the State of California may have requirements per *SB 854*.

- (a) The following conditions are governed by *SB 854*. If these conditions are not met, §209.5 does not apply.
 - 1. Services procured through a contractor for construction and maintenance services, which utilizes labor for completion of such services, whether the labor is provided by the contractor or their sub-contractors.
 - 2. The project or service contract is \$1,000.00 or more.
- (b) Contractor requirements are:
 - 1. Registered as a Public Works Contractor with the Department of Industrial Relations (DIR) during the performance of the project and/or contract.
 - 2. Maintain an active contractor license with the California Contractor State License Board during the performance of the project and/or contract.
 - 3. Pay laborers used on the project/contract prevailing wage rates.
 - 4. Deliver Certified Payroll reports to the DIR via the eCPR on-line portal. Insure sub-contractors do the same.
 - 5. Be vigilant in prevailing wage compliance.
 - 6. Provide certificates of insurance with the following limits and the district named as additionally insured.
 - (a) General liability - \$1,000,000.00
 - (b) Property insurance - value of equipment and goods stored on the project site.
 - (c) Commercial automobile - \$300,000.
 - 7. Understand and agree to terms of Nevada County Consolidated Fire District Public Works Contract. See exhibit 4.
- (c) District requirements are:
 - 1. Utilize Public Works Contractors for projects/contracts that apply.

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2. Insure contractor is aware of DIR requirements, via the contract and/or purchase order.
3. File PWC-100 for each subject project/contract on the DIR website.
4. Review submitted Certified Payroll reports to insurance contractor and sub-contractor(s) compliance.
5. File a notice of completion with DIR when the terms of the project/contract are complete.
6. All other purchasing and bid requirements remain in force.

209.6 THE PURCHASE

When finalizing the purchase with the vendor, pertinent purchasing information is given to the vendor. Information given to the vendor would include:

- (a) Purchase order # - to be included on all vendor documentation, including the receiving document(s) and invoice(s).
- (b) Shipping or service address.
- (c) Receipt date - delivery date of the goods or services.
- (d) Payment terms - when the vendor will be paid.
- (e) Total amount of purchase, including sales tax and freight.

209.7 AUTHORIZATION FOR PAYMENT

Vendor payment procurement requires verification the goods or services have been received, and within the parameters of the purchase order. The method of verification is provided to the finance assistant. Valid verifications are as follows:

- (a) Purchases up to ~~\$100.00~~ ^{\$500.00} - verbal communication, or signed receipt (i.e. receiver, packing slip, credit card receipt, invoice).
- (b) All other purchases - signed receipt, or signed as received on the purchase order.

Vendor payment will be procured when the purchase order, receipt verification and invoice are verified against each other.

209.8 EXHIBIT 1 - COLLATERAL DUTIES

SCBA

Annual Pump Testing

Apparatus Maintenance / Repair

Nevada County Consolidated Fire District

Nevada County Consolidated Fire District Fire Policy Manual

Purchasing

Asset / Inventory Control

Communications Equipment

District Website / Social Media

Driver Training Coordinator

EMS C.E Coordinator

Facilities Maintenance

Fire Extinguisher Maintenance

Health & Wellness Coordinator

Hose Repair & Testing

Hydrant Program

Infection Control Officer

Mapping Information System

EMS Supplies

Personal Protective Equipment

Public Education

Reserve Program

Small Tools / Equipment

Small Tools / Power Equipment

Training Coordinator

UAV Program Coordinator

Uniforms

209.9 EXHIBIT 2 - PURCHASE ORDER

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209.10 EXHIBIT 3 - CREDIT CARDS MONTHLY LIMIT BY DESIGNATED CLASSIFICATION

Finance Department	\$20,000.00
Fire Chief	\$5,000.00
Deputy Fire Chief	\$5,000.00
Division Chief	\$5,000.00
Battalion Chief	\$3,000.00
Deputy Fire Marshal	\$3,000.00

Nevada County Consolidated Fire District

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Purchasing

Fleet & Facilities Spvsr	\$5,000.00
Mechanic	\$5,000.00
Administrative Svcs Mgr.	\$3,000.00
Captain	\$2,000.00
Service Technician	\$2,000.00
Lieutenant	\$1,000.00
Unassigned / Floater	\$1,000.00

209.11 EXHIBIT 4 - PUBLIC WORKS CONTRACT TEMPLATE

[Policy 209 Quick Reference Guide](#)

Attachments

Policy 209 quick reference_ ~~12.16.2021~~.pdf

08/15/2024

Purchasing Quick Reference – see Purchasing Policy 209 referenced sections for additional details.

Purchasing Limits (§209.3.2), within the confines of §209.3.1, are as follows:

- | | |
|------------------------------------|---|
| 1. Company Officer | Up to \$ 100.00 \$500.00 |
| 2. Service Technician | Up to \$ 250.00 \$500.00 |
| 3. Battalion Chief | Up to \$ 1,000.00 \$1,500.00 |
| 4. Deputy Fire Marshal | Up to \$ 1,000.00 \$1,500.00 |
| 5. Collateral Duty Officer | Up to \$ 1,000.00 \$1,500.00 |
| 6. Administrative Svcs Manager | Up to \$ 2,500.00 \$3,000.00 |
| 7. Fleet and Facilities Supervisor | Up to \$ 2,500.00 \$3,000.00 |
| 8. Mechanic | Up to \$ 2,500.00 \$3,000.00 |
| 9. Finance Manager | Up to \$ 2,500.00 \$3,000.00 |
| 10. Deputy Fire Chief | Up to \$5,000.00 |
| 11. Division Chief | Up to \$5,000.00 |
| 12. Fire Chief | In accordance with this purchasing policy |

Purchase Order Requirements (§209.3.3) are dependent on dollar amount purchased. Purchasing limits per §209.3.2 apply to the following:

1. Purchases of \$ ~~100.00~~ ^{\$500.00} or less do not require a purchase order.
2. Purchase of \$ ~~500.00~~ ^{\$500.00} or less by Fleet ^{& Facilities} ~~Division~~ Personnel for the purpose of vehicle repair ^{& facility} do not require a purchase order.
3. Purchases of \$ ~~100.01~~ ^{\$1,000.00} to \$2,500.00 requires obtaining a purchase order number from admin.
4. Purchases of \$2,500.01 to \$5,000.00 requires
 - a. Obtaining a purchase order number from admin,
 - b. Preparation and submittal of a purchase order form or obtain a PDF purchase order from admin , and
 - c. Approval from the Fire Chief, Deputy Fire Chief, Division Chief, Finance Manager, or Administrative Services Manager prior to purchase.
5. Purchases of \$5,000.01 to \$10,000.00 requires
 - a. Bid from 3 or more vendors, if three bids can be obtained. Reference § 209.4.2 *Informal Bids*
 - b. Obtaining a purchase order number from admin,
 - c. Preparation and submittal of a purchase order form or obtain a PDF purchase order from admin, and
 - d. Approval from the Fire Chief, Deputy Fire Chief, Division Chief, Finance Manager, and Administrative Services Manager prior to purchase.
6. Purchases of \$10,000.01 and over – see §209.4 – *Bidding and Quotations*

Obtaining a Purchase Order Number. (§209.3.4) - Purchase order number are numerically controlled and are assigned as needed. The following information is required to obtain a purchase order number. The purchase order number is required prior to the purchase being finalized.

1. Date
2. Vendor
3. Nature of purchase and account classification.
4. Vehicle ID, Station ID or Employee Name, if applicable.
5. Appropriate level of authorization
6. Estimated Amount

Authorization for Payment (§209.7) - Vendor payment procurement requires verification the goods or services have been received, and within the parameters of the purchase order. The method of verification is provided to the finance assistant. Valid verifications are as follows:

1. Purchases up to \$ ~~100.00~~ ^{\$500.00} – verbal communication, or **signed receipt** (i.e. receiver, packing slip, credit card receipt, invoice).
2. All other purchases – signed receipt, or signed as received on the purchase order.

Note: This document does not eliminate the requirement to read and understand Policy 209.



Nevada County Consolidated Fire District

Resolution 24-21

Purchasing Policy

WHEREAS, the Nevada County Consolidated Fire District Board of Directors has the requirement to follow purchasing and related guidelines set as forth by the following California codes; Civil Code, Government Code, Health and Safety Code, and Public Contract Code; and

WHEREAS, the existing District Purchasing Policy requires updating to meet current District operational needs and staffing changes; and

WHEREAS, the purchasing policy submitted herewith, replaces the prior purchasing policy authorized by Resolution R21-39.

NOW, THEREFORE, BE IT RESOLVED by the Nevada County Consolidated Fire District Board of Directors, the attached Policy 209 Purchasing is approved and effective immediately.

PASSED AND ADOPTED by the Board of Directors as Resolution of the Nevada County Consolidated Fire District at the Regular Board Meeting held on the 15th day of August, 2024 by the following roll call:

Ayes:
Noes:
Absent:
Abstain:

Keith Grueneberg, President of the Board
Nevada County Consolidated Fire District

Attest:

Tricia Bush, Secretary of the Board



Nevada County Consolidated Fire District

640 Coyote Street, Nevada City, CA 95959

(530) 265-4431 FAX (530) 265-4438

nccfire@nccfire.com • www.nccfire.com

POSITION DESCRIPTION

POSITION: Intern-Fleet Maintenance (NUJHSD CTE Program)
CLASSIFICATION: Temporary Employee – Intern Position
DEPARTMENT: NCC Fire- Fleet Services
SUPERVISOR: Reports to Fleet Services Manager or Supervising Mechanic

FUNCTIONS OF AGENCY/DEPARTMENT:

The Nevada County Consolidated Fire Fleet Services Department is responsible for the acquisition, utilization, repair, and replacement of the vehicle and equipment fleet for the NCC Fire District. The NCC Fire fleet program includes automobiles, fire engines, and other associated machinery and equipment.

INTERN DUTIES AND RESPONSIBILITIES:

Under general supervision inspects, services, and repairs County vehicles; and performs related work as required. Intern duties will be assigned based on skill level, repair work availability and may include tasks such as: tire rotations and replacement, oil and filter changes, wiper blade replacements, battery replacement, fuses/bulbs/lamp replacements, and general vehicle maintenance.

- Maintains County vehicles and a fleet of fire apparatus performing preventive maintenance by time and mileage.
- Inspects vehicle systems including differentials, transmissions, transfer cases, drive shafts, wiring, hoses, fuel lines, air lines, gas lines, fuel tanks and mounts, frames, springs, shackles, steering, brakes, tires, and wheels.
- Performs diagnostics on engine drive-ability problems, powertrain problems, fluid leaks, electrical component problems, steering systems, alignment problems, and braking problems.
- Compiles a list of parts for the completion of the job and orders parts from suppliers.
- Removes lubricating fluids and replaces with correct type and amount and removes and replaces filters.
- Repairs vehicle systems including water pumps, cooling systems, tires, brakes, exhaust systems, drive lines, electrical systems, lights, turn signals, suspensions, steering, etc.
- Installs and removes tires on pick-up trucks and large earth-moving equipment and performs related work associated with the running of the tire service truck in the County service.
- Gain an understanding of the local government workforce and culture to build their resume, explore career options and employment opportunities.
- Develop communication and interpersonal skills to aid in future job interviews.

Conditional Internship Candidate:

I have read and I understand the duties and responsibilities listed above. I agree to execute the tasks in accordance with my employment agreement.

Signature

Date

District Representative:

Signature

Date

The Nevada County Consolidated Fire District is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, disability, veteran status or any other characteristic prohibited by state or federal law. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.



Nevada County Consolidated Fire District

Resolution 24-22

Amending the District Staff Roster

WHEREAS, the Nevada County Consolidated Fire District Board of Directors (Board) of Nevada County Consolidated Fire District (NCCFD or The District) has the authority as described in Health and Safety Code Section 13861(d), to appoint necessary employees to define their qualifications and duties, and to provide a pay schedule for performance of their duties, and;

WHEREAS, the Board of Directors of The District has approved the job description for the following position within The District as follows:

- Student Intern – Fleet Maintenance

WHEREAS, the attached Exhibit A defines, in detail, the job description within the fire district, as approved by the Board;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Directors of the Nevada County Consolidated Fire District hereby approves including the position and job description listed above.

PASSED AND ADOPTED by the Board of Directors as Resolution of the Nevada County Consolidated Fire District at the Regular Board Meeting held on the 15th day of August 2024 by the following roll call:

Ayes:

Noes:

Absent:

Abstain:

Keith Grueneberg, President of the Board
Nevada County Consolidated Fire District

Attest:

Tricia Bush, Secretary of the Board



Nevada County Consolidated Fire District

640 Coyote Street, Nevada City, CA 95959

(530) 265-4431 FAX (530) 265-4438

nccfire@nccfire.com • www.nccfire.com

To: Board of Directors
From: Chief Robitaille via Division Chief Sullivan
Date: 8-15-2024
Re: Captain staffing increase

Background:

Currently, we have 9 assigned Captains within the District at the following stations:

Station 84: 3 captains (all shifts)

Station 88: 3 captains (all shifts)

Station 89: 2 captains (A and B shift)

Station 86: 1 captain (C shift)

Staff identified an operational need to have a Captain at each station on each shift to give continuity of oversight and leadership. As the budget allows, Staff will continue to aim for this goal.

Recommendation:

The board approve the increase to 10 Captains and decrease Lieutenants to 5. T

Motion Requested:

Motion to approve resolution 24-## authorizing the increase in Captain positions to 10 and decreasing the Lieutenant positions to 5.

Fiscal Implications:

The projected cost to change the staffing roster to 10 Captains and 5 Lieutenants is \$21,638 for the 24/25 fiscal year.



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RESOLUTION NO. 24-23

AMENDED AUTHORIZED PERSONNEL RESOLUTION

WHEREAS, the Nevada County Consolidated Fire District Board of Directors is authorized by Health and Safety Code Section 13861 (d) to appoint necessary employees, define their qualifications and duties, and to provide a pay schedule for the performance of their duties, and;

WHEREAS, the Board adopted Resolution R24-15 on June 20, 2024; staff presented the authorized personnel for the 2024/2025 fiscal year;

WHEREAS, this staffing resolution includes the 3 additional personnel for the joint staffing with Penn Valley Fire Protection, to staff Rough & Ready Station 59;

WHEREAS, the Board must budget accordingly for the positions authorized by this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Nevada County Consolidated Fire District, the following number of active personnel are hereby authorized for Fiscal Year 2024-2025:

<u>Description</u>	<u>Total Number</u>	<u>Description</u>	<u>Total Number</u>
Fire Chief	1	Fleet and Facilities Supervisor	1
Deputy Fire Chief	0	Fire Mechanic II	0
Division Chief Operations	1	Fire Mechanic I	0
Division Chief Fire Marshal	1	Service Technician	1
Battalion Chief	3	Administrative Services Manager	1
Fire Captain	10	Part Time Finance Manager	.25
Lieutenant	5	Finance Administrative Asst.	1
Firefighter/Operator	15	Administrative Services Assistant	.5
Fire Prevention Officer II	1	Board Secretary	.5
Seasonal Firefighters	0	Reserves	5
		Student Interns	2

ON A MOTION by Director Nelson, seconded by _____, the foregoing resolution was passed and adopted this 15th day of August 2024, by the following vote to wit:

- Ayes:
- Noes:
- Absent:
- Abstain:

Keith Grueneberg, President of the Board
Nevada County Consolidated Fire District

Attest:

Tricia Bush, Secretary of the Board

NEVADA JOINT UNION HIGH SCHOOL DISTRICT – CTE WORKS JOINT VENTURE AGREEMENT

This agreement is being initiated by **Jeff Dellis** for the Nevada Joint Union High School District. This agreement is entered into this 15th day of August 2024, by **Nevada County Consolidated Fire District** and between Dan Frisella, Superintendent, in his capacity as the Chief Executive Officer of the Nevada Joint Union High School District (“NJUHSD”), hereinafter referred to as “NJUHSD” and the following business partner, hereinafter referred to as “Company”.

Nevada County Consolidated Fire District (NCCFD)	530-265-4431
640 Coyote Street	Pat Sullivan, Division Chief of Operations
Nevada City, CA 95959	George Woodward, NU Teacher

In an effort to provide a quality job training experience for Career Technical Education (CTE) students, the NJUHSD and Company, agree to the following:

1. NCCFD agrees to provide training stations and practical instruction for NJUHSD sponsored students who are enrolled in a CTE course and therefore considered “special employees” of NJUHSD and who are qualified and acceptable to NCCFD. NCCFD may reject CTE students who are not qualified or are otherwise not acceptable.
2. NCCFD may terminate the training of any CTE student if the student does not perform satisfactorily, or if NCCFD determines at any time that no suitable training is available. NCCFD will advise the CTE Instructor prior to taking such action.
3. NCCFD shall not compensate CTE students for any training activities.
4. The NCCFD shall provide a thorough orientation about the work site and direct supervision by a designated employee who must be physically present at the training site while the CTE student is in attendance.
5. NJUHSD, pursuant to the provision of Education Code Section 51769, shall be considered the employer under Division 4, commencing with Section 3200 of the Labor Code, and therefore agrees to secure Worker’s Compensation Insurance for students during their training activities. NJUHSD agrees to accept all financial responsibility for Worker’s Compensation Insurance claims under the terms of this policy.
6. NJUHSD shall provide direct supervision for students in the classroom and general supervision while they are under the direct supervision of a designated Company employee at the training site.
7. NJUHSD and the NCCFD shall separately assume the responsibility for any property damage or loss caused by the CTE student’s actions whenever the student is under their direct supervision.
8. NCCFD may, in its sole discretion expressly waive in writing the requirement that a CTE student be immunized Hib Meningitis, Diphtheria, Tetanus, Pertussis, Hepatitis B, Measles, Mumps, Rubella, Polio, Varicella, and/or Influenza. NCCFD may also, in its sole discretion, waive the requirement that a CTE student have a clear tuberculosis (TB) test.
9. In the event that NCCFD expressly and in its sole discretion waives immunization and TB test requirements for any CTE student, NCCFD agrees to indemnify and hold harmless. NJUHSD, its officials, administrators, employees and agents from any and all claims, injuries, damages, liabilities, losses or lawsuits, including attorney’s fees, resulting from any claim or lawsuit by a Company employee, patient or agent arising out of exposure to CTE student for whom such waiver is expressly made.
10. NCCFD and NJUHSD shall work jointly in performing the following:
 - a. Assign CTE students to training stations that provide experiences consistent with the course curriculum.
 - b. Provide supervision and a written plan of training activities that ensure that assigned CTE students may receive maximum education benefits.
 - c. Maintain accurate records of the CTE student’s attendance and job skills performed while at their training site.
 - d. Instruct CTE students as to Company’s rules and regulations to be adhered to while performing training activities.
 - e. Counsel each CTE student regarding problems that may arise pertaining to the student’s training performance or behavior.
 - f. Provide desirable training conditions that will not endanger the health, safety or welfare of CTE students, including protection from discrimination and sexual harassment.
 - g. Provide written performance ratings on each CTE student performing training activities. NJUHSD shall provide the Company with the performance rating forms.
11. The NCCFD shall:
 - a. Consult the CTE instructor assigned to each student by NJUHSD regarding problems that may arise pertaining to student’s training performance and behavior.
 - b. Permit the CTE instructor of each student to observe the student while performing training activities hereunder.
 - c. Not utilize the services of any CTE students pursuant to this agreement to displace or replace any NCCFD employee or impair existing contracts for services.
12. No student shall be denied participation in the CTE WORKS Program because of race, color, religion, sex, national origin, age, disability or political affiliation.
13. Either party may terminate this agreement at any time upon written notice to the other party.

Joint Venture Agreements shall be in effect for a period not to exceed three years. This Agreement will be effective from August 15, 2024 through June 30, 2027. All above provisions are agreed to by:

 Dan Frisella, Superintendent Nevada
 Joint Union High School District

 Company Representative Signature

 Title

 Date



NEVADA COUNTY
CONSOLIDATED FIRE

STATION
84

ENGINE
COMPANY
84

NEVADA COUNTY
CONSOLIDATED FIRE

RESCUE
84

FACILITIES TOUR

NCCFD STATION 81

16528 PASQUALE ROAD
NEVADA CITY- CASCADE SHORES



- Pressure Wash Exterior
- Siding- repair/replace
- Exterior Paint
- Siding- metal wainscot installation on exterior





NCCFD STATION 82

18969 SCOTTS FLAT ROAD
NEVADA CITY

- Site Plans
- Tree & Stump removal
- Landscape plan
- **Pressure wash/paint 2024**

NCCFD STATION 82

LANDSCAPE PLANS

PLANT & MATERIALS PALETTE



NCCFD STATION 83

14700 NORTH BLOOMFIELD ROAD
NEVADA CITY, CA



- CalFire work project detail
- Deemed surplus
- Currently obtaining agent to provide comps
- Offer to other government agencies
- Zone change
- Open market sale

NCCFD STATION 84

ADMINISTRATION OFFICE
640 COYOTE STREET- NEVADA CITY



- Coyote Landing Zone
- Shed
- CalFire work project detail involving brushing/clearing
- HVAC duct work
- Admin- water fountain removal, cabinet installation
- Retrofit lighting to LED
- **Parking seal coat 2024**

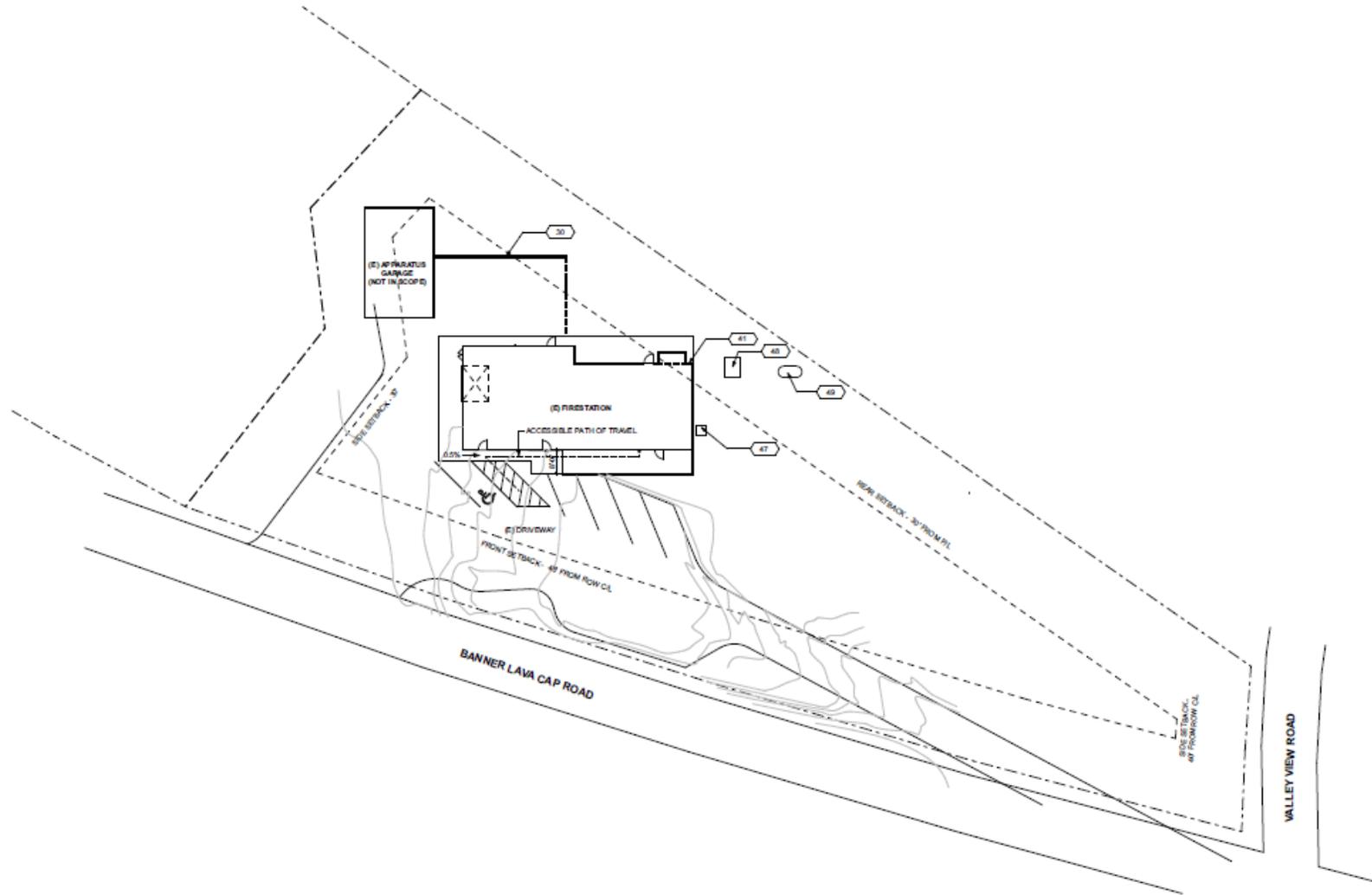
NCCFD STATION 86

12337 BANNER LAVA CAP ROAD
NEVADA CITY - BANNER MOUNTAIN

- Hired architect and drafted new floorplan
- RFP process – quotes were over budget
- Architect is value engineering floorplan
- Repeat RFP process



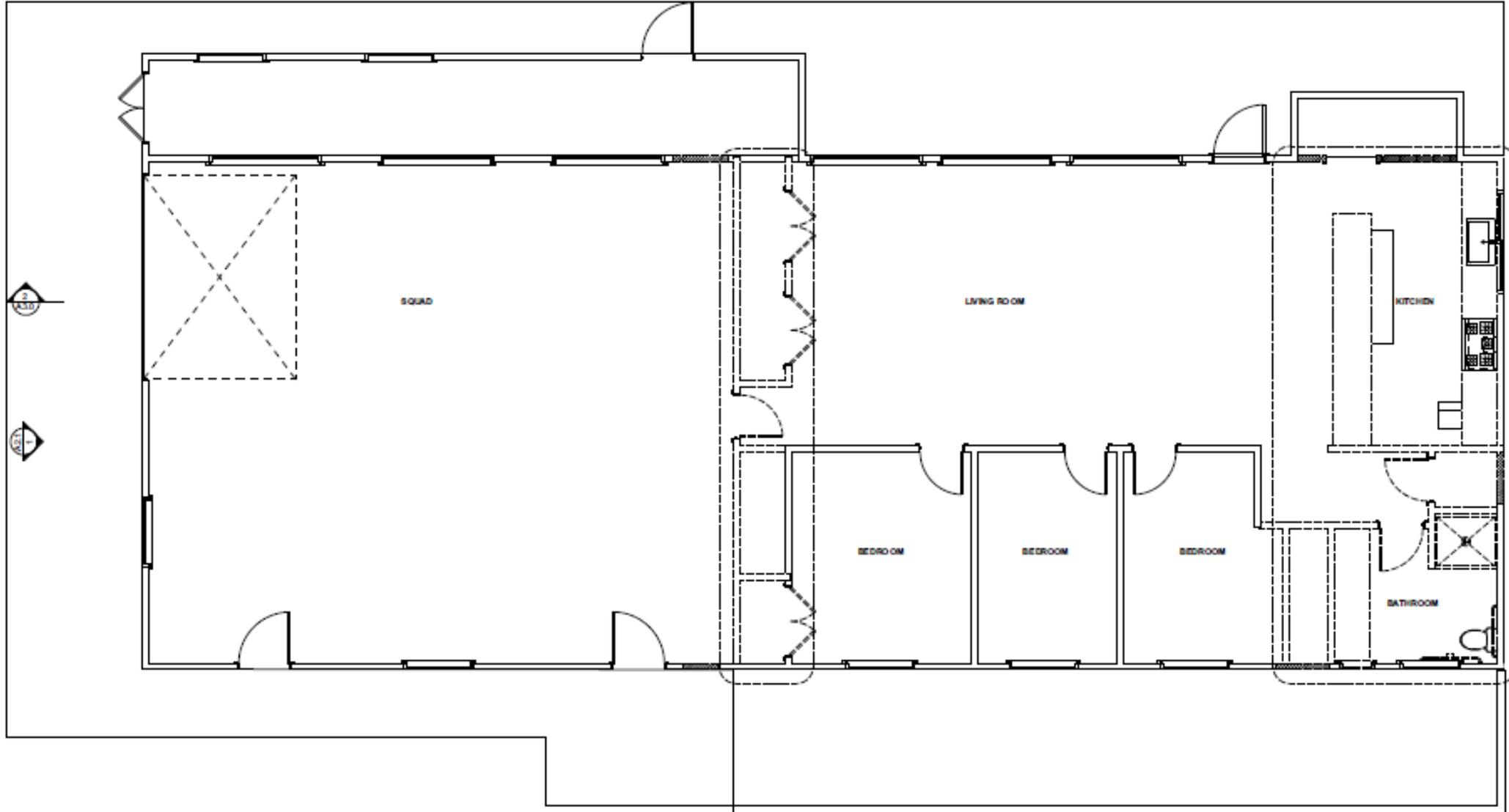
NCCFD STATION 86 REMODEL



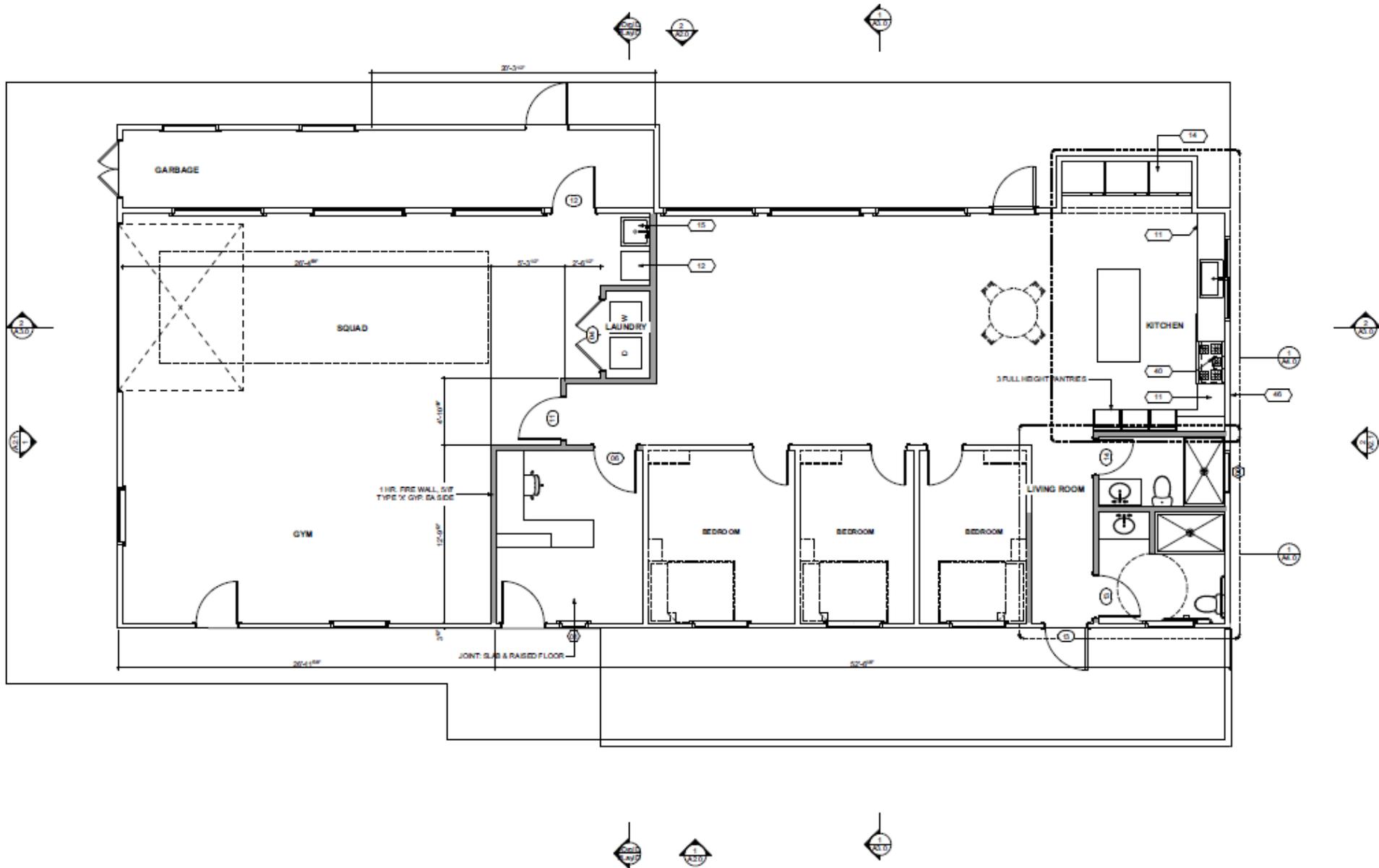
1 SITE PLAN
SCALE: 1/8" = 1'-0"

NCCFD STATION 86 REMODEL

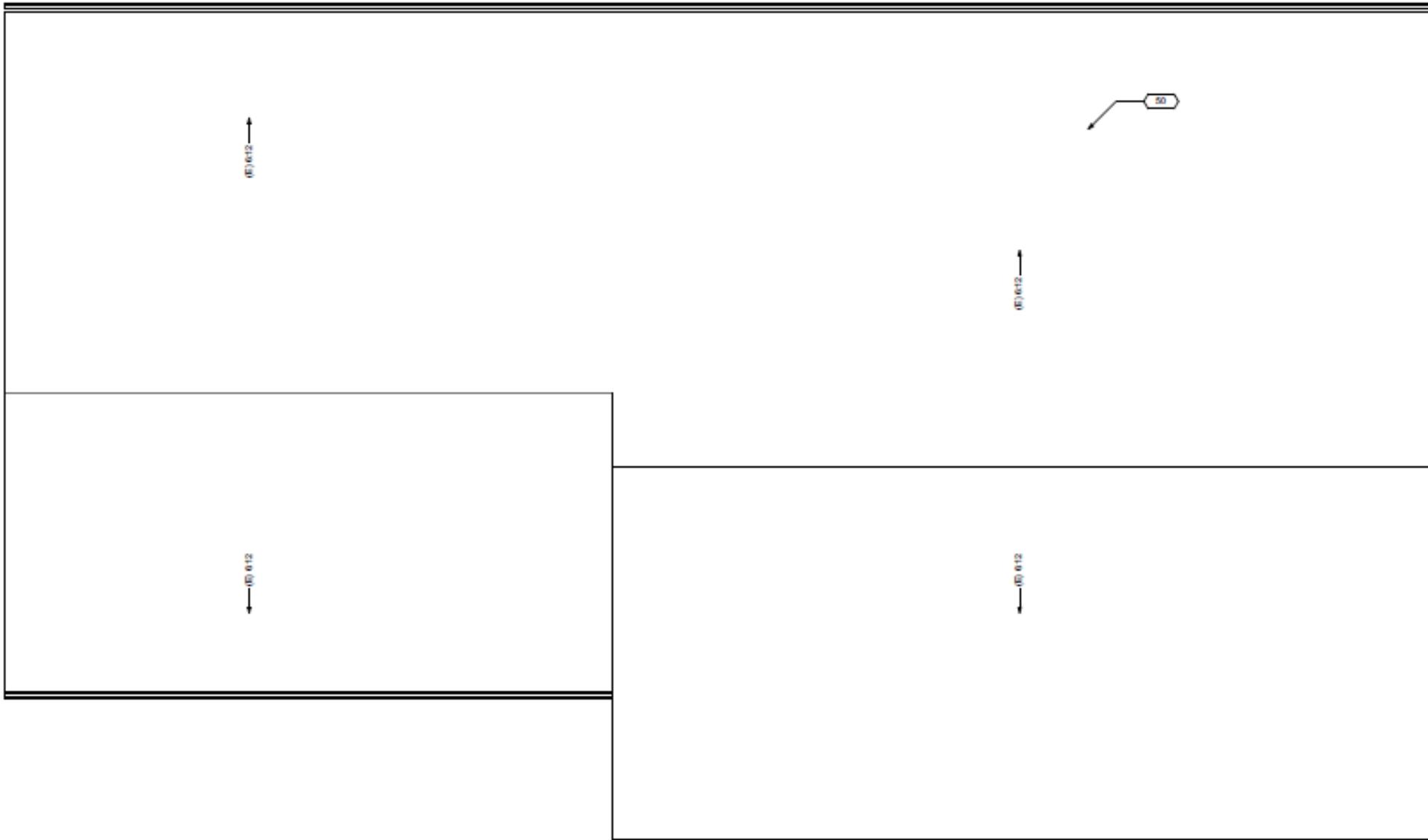
FIRST FLOOR DEMO PLAN



NCCFD STATION 86 REMODEL NEW 1ST FLOOR PLAN



NCCFD STATION 86 REMODEL ROOF PLAN

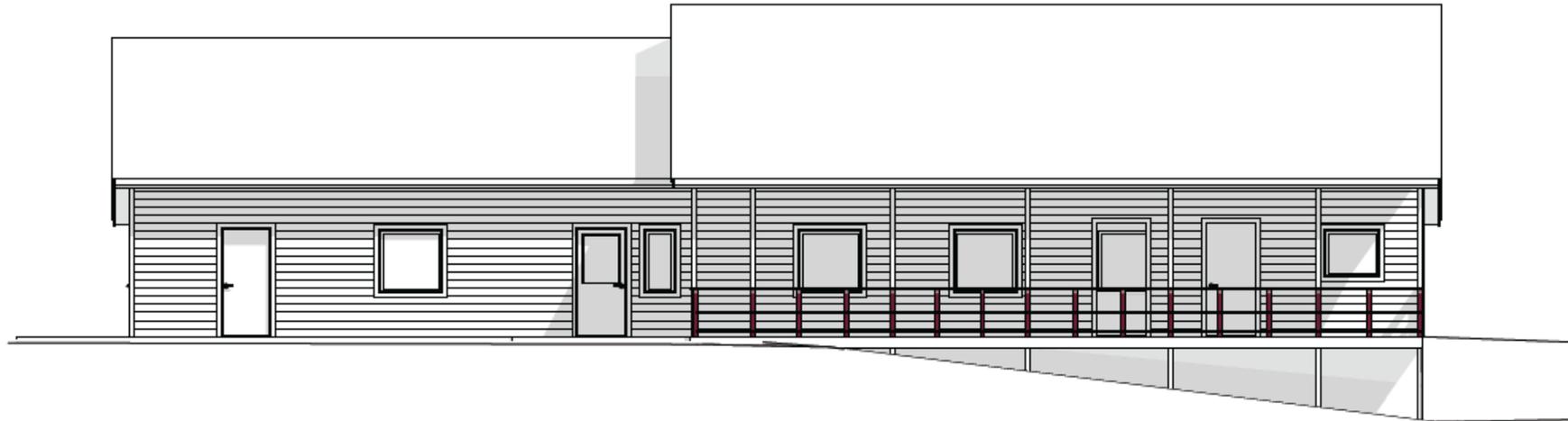


NCCFD STATION 86 REMODEL

NORTH & SOUTH
ELEVATIONS

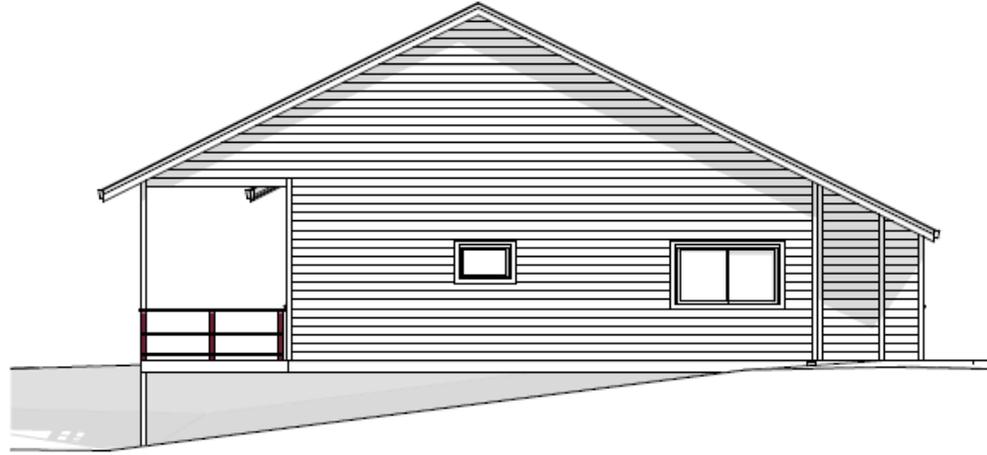


2 NORTH ELEVATION
SCALE 1/4" = 1'-0"

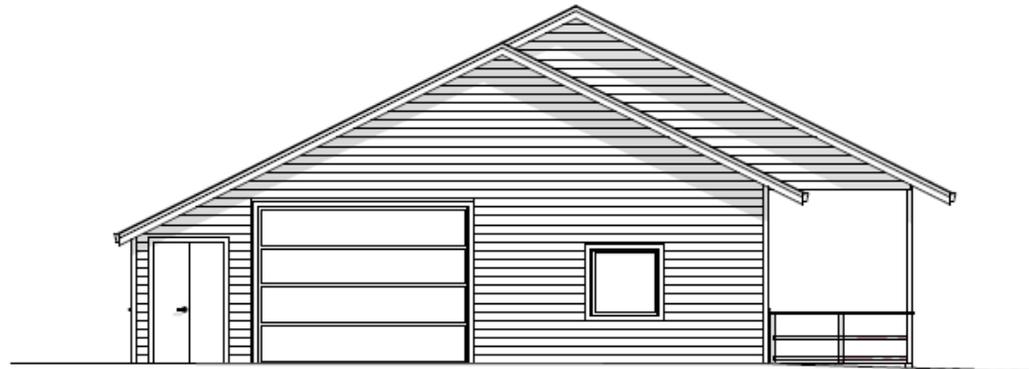


1 SOUTH ELEVATION
SCALE 1/4" = 1'-0"

NCCFD STATION 86 REMODEL EAST & WEST ELEVATIONS



2 EAST ELEVATION
SCALE: 1/4" = 1'-0"



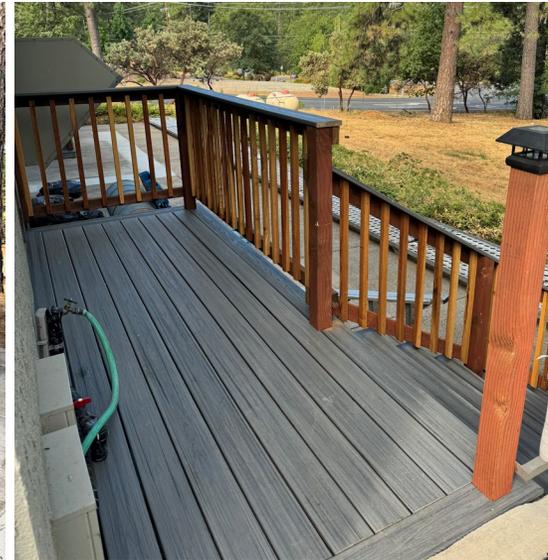
1 WEST ELEVATION
SCALE: 1/4" = 1'-0"

NCCFD STATION 88

14400 GOLDEN STAR ROAD
GRASS VALLEY



- Extractor
- New plumbing
- Deck rebuild ("north" deck)



NCCFD STATION 89

11833 TAMMY WAY
GRASS VALLEY - ALTA SIERRA



- New internet provider
- Interior paint/drywall
- Floors in living space
- LED lighting
- New appliances
- Kitchen remodel
- Bedroom floors
- Working with Alta Sierra Country Club to remove wood chip piles in rear of station



NCCFD STATION 91

11329 MCCOURTNEY ROAD
GRASS VALLEY



- Upper parking area improvement
- New fiber installed (\$60,000)
- Approached Newmont Mine regarding additional land acquisition
- Possible new fleet shop/logistics facility

NCCFD STATION 92

14481 MCCOURTNEY ROAD
GRASS VALLEY - THE SHOP



- CalFire work project detail brush clearing
- **Asphalt seal**



NEVADA COUNTY
CONSOLIDATED
FIRE DISTRICT

CHIEFS MONTHLY REPORT



AUGUST 15, 2024
REGULAR BOARD MEETING



PREPARED BY:

Fire Chief Jason Robitaille
Division Chief Patrick Sullivan
Fire Marshal Patrick Mason

NEVADA COUNTY CONSOLIDATED FIRE DISTRICT

JULY HIGHLIGHTS



ADMINISTRATION

- Entry Level Firefighter Interviews
- Strike Teams Update
- OES Prepositioning



MEETINGS

- Joint Leadership Meeting (Robitaille/Mason)
- Climatch Comprehensive Approach to Renewal & Resiliency (Robitaille)
- Law Enforcement Fire Council Meeting (Sullivan)
- Fire Services Ad Hoc Committee Meeting (Robitaille)
- NCC Battalion Chief's Meeting (Robitaille/Sullivan)
- District 1 Town Hall Meeting
- Meeting with Fire Chiefs & County CEO (Robitaille/Wagner/Grueneberg)
- Yuba River Cohorts Meeting (Sullivan)
- County Chiefs Meeting (Robitaille/Mason/Sullivan)
- Admin Management Meeting (Robitaille/Sullivan/Mason)



NEVADA COUNTY CONSOLIDATED FIRE DISTRICT

JULY MONTHLY STATISTICS

8:29

AVG.
RESPONSE
TIME



HIGHLIGHTS:

FIRES:

- 7 VEGETATION FIRES
- 4 BUILDING FIRES
- 1 COOKING FIRE
- 1 OUTDOOR RUBBISH FIRES
- 4 VEHICLE FIRES

5 GAS LEAKS

2 ELECTRICAL EQUIPMENT ISSUES

1 ARCING INCIDENT

2 POWER LINES DOWN

VEHICLES ACCIDENTS:

- 15 WITH INJURIES
- 8 W/O INJURIES
- 1 VEHICLE EXTRICATION

23 PUBLIC ASSISTANCE CALLS

215 EMS/MEDICAL ASSISTS

4 SMOKE CHECKS

1 CO2 INCIDENT

RESCUES:

1 SWIFT WATER RESCUE

3 HIGH ANGLE RESCUE

1 SWIMMING/ REC RESCUE

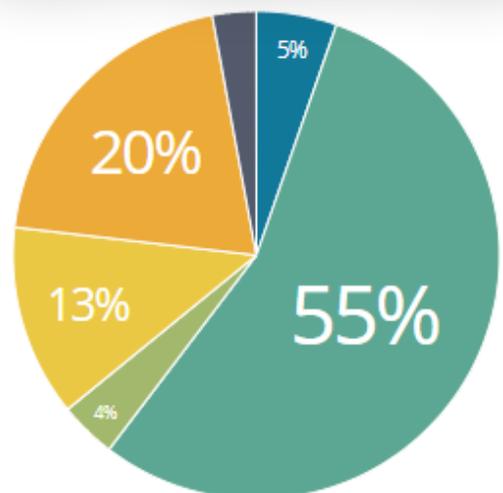
1 HRT DEPLOYMENT

449 INCIDENTS

3 OES PREPOSITIONING EVENTS
DUE TO CRITICAL FIRE WEATHER

6 STRIKE TEAM DEPLOYMENTS/
OVERHEAD ASSIGNMENTS

55% EMS CALLS
45% FIRE/OTHER



NEVADA COUNTY CONSOLIDATED FIRE DISTRICT **JULY FIRE PREVENTION REPORT**

Plan Reviews: 4 Completed

Inspections:

6 General (Operational Permits)

5 Construction

4 Educational Property Walks



MEETINGS

- Attended the Fire Safe Council Board of Directors Meeting – Mason
- Met with the Wildwood Estates HOA and OES to discuss hazardous vegetation and broadcast burning – Mason
- Meeting to discuss the transition to the new dump facility for Phase 2 - Mason

COMMENTS

- Captain Tellam was committed to a Strike Team Leader Trainee position for 4 weeks.
- Chief Mason Assisted with a hazardous materials incident – 32-Ton Carbon Dioxide tank over pressurization.
- Chief Mason called out to document a fire scene – Intentionally set fire on a back porch in a BBQ.
- Chief Mason worked with the Harmony Firewise Community to develop a 32,000-gallon water supply system.

