

Nevada County Consolidated Fire District

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BOARD OF DIRECTORS MINUTES April 18, 2024

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

NCCFD DIRECTORS

Present: Grueneberg (President), Slade-Troutman, Dorland (7:06pm), Nelson, Hall

STAFF:

Present: Fire Chief Robitaille, Fire Marshal Mason, Division Chief Sullivan, Fleet & Facilities Supervisor Greene, Administrative Services Long and PVFD Board President Stephenson.

STANDING ORDERS:

President Grueneberg called the meeting to order at 7:00 pm and took roll call, noting that all Directors but Director Carrington, Director Garrett and Director Dorland present. President Grueneberg led in the pledge of allegiance.

*PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Per CA Government Code 54954.3

PVFPD Chairman Stephenson stated Rough & Ready Station #59 responded to approximately 64 incidents last month, which is a direct reflection of the joint staffing by Penn Valley Fire and Nevada County Consolidated Fire.

CONSENT CALENDAR

1. Acceptance of Minutes – March 21, 2024
2. Fund Balances, Check History Report and Credit Card History Report

Director Slade-Troutman motioned to accept the consent calendar as presented. Director Nelson seconded. **MOTION** passed unanimously with all Directors present. Directors Dorland, Carrington and Garrett were absent.

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 – Chief Robitaille advised there is LAFCo meeting Monday. An update is that there is a gap of \$2.7 million, they are waiting for the MSR. Chief Robitaille and Wagner participated in the AP Triton interviews and toured the 13 stations. They both went and talked to SR Jones at LAFCo and to get an update, she advised the administrative draft should be complete in July. The Chief spoke with Don Jarvis from AP Triton to get a letter stating indicating their findings in order to keep our momentum. Chief Robitaille also advised Ophir Hill Fire invited him and President Grueneberg to their board meeting. Grass Valley Fire was present as well and offered what they can do. President Grueneberg invited two of their members to join the County Ad Hoc Committee as they explore their options.

PIO Committee: No report.

JPA – Chief Robitaille advised there is a meeting next Monday with NCSO on the status of Command One and whether or not to surplus the vehicle. Fleet & Facilities Supervisor Greene found water damage and mold in it and will be taken to a repair facility.

NEW BUSINESS

3. **Discussion and Possible Action, Resolution R24-05, Transfer of Funds from Fund 6758 to 6722 in the Amount of \$9,292.50.**

Administrative Services Long advised that there are different funds to serve different purposes, Expenditures for the grant trailhead project were paid from Fund 6722 in the amount of \$9,292.50 and should have been paid from Fund 6758. Director Nelson motioned to approve the transfer of funds from Fund 6758 to 6722 in the amount of \$9,292.50. Director Hall seconded. **MOTION** passed unanimously following a roll call vote, with Director Carrington and Director Garrett absent.

4. **Discussion and Possible Action, Resolution R24-06, Amended 23/24 Budget.**

Administrative Services Long stated the Board adopted Resolution R23-28 which adopted the final budget for fiscal year beginning July 1, 2023 and ending June 30, 2024. Staff requests to amend the 23/24 budget because activities occurring during the fiscal year have caused deviations from the final budget approved by Resolution 28-23. These expenditures have been approved by the Board of Directors and are within authorized spending limits. Administrative Services Long went into detail with all the increases and decreases pertaining to the budget. It was noted that there was an error in the Resolution in regard to the fiscal year and the year on the resolution date being incorrect. Director Nelson motioned to adopt Resolution R24-06, amending the 23/24 Budget with the corrections to the fiscal year date on the resolution and the year on the resolution date. Director Slade-Troutman seconded. **MOTION** passed unanimously following a roll call vote, with Director Carrington and Director Garrett absent.

5. **Discussion and Possible Action, Engagement Letter from Fechter for 23/24 Audit.**

Administrative Services Long stated that each fiscal year, NCCFD must have an audit performed by an independent qualified auditor. NCCFD has used Fechter & Company for the last 4 years. Staff discussed to RFP for a new auditor with it only being for a year due to the potential for reorganization. We reached out and discussed with Fechter on their availability to do a 5th year for our district. Ms. Berry, with Fechter & Company, stated how few auditors are taking on new clients without substantial costs due to the information and time requirements. The cost to use Fechter & Company for the audit is \$17,250.00. Director Slade-Troutman motioned to enter into an agreement with Fechter & Company to complete the district's 2023/2024 fiscal year audit. Director Dorland seconded. **MOTION** passed unanimously following a roll call vote, with Director Carrington and Director Garrett absent.

6. **Discussion and Possible Action, Surplus Station 83.**

Division Chief Sullivan stated the annual maintenance, insurance cost and limited operational necessity of Station 83 is a net deficit on the district. There is a full response from Station 84 that covers that area, plus a fiscal need to streamline liabilities, facilities and finances; staff recommends the surplus of Station 83. This allows the sale of the property and designates Chief Robitaille or designee to notify other government entities as required by law. If no other government entities have interest, Chief Robitaille or the designee

can rezone the property and move forward with the sale of Station 83. Director Dorland motioned to deem Station 83 surplus property and authorize Fire Chief Robitaille, or designee, to move forward with the surplus property if no other government entities have any interest, obtain a broker, list the property for sale and negotiate the price with the prospective buyer. Director Hall seconded. **MOTION** passed unanimously following a roll call vote, with Director Carrington and Director Garrett absent.

7. Discussion and Possible Action, Request for Nominations for Special District Voting Member on the Nevada Local Agency Formation Commission (LAFCo).

President Grueneberg advised in May 2024, Nevada LAFCo will have an open seat, and they are requesting nominations to serve through May 2028. Penn Valley Fire Protection District Board Chairman advised they nominated Gordon Mangel who is currently on the Board. After a brief discussion, Director Nelson motioned to nominate Gordon Mangel as a Special District Voting Member on Nevada Local Agency Formation Commission. Director Slade-Troutman seconded. **MOTION** passed unanimously following a roll call vote, with Director Carrington and Director Garrett absent.

8. Correspondence

President Grueneberg stated Station 88 received a thank you card from a family who recently lost a loved one but wanted to thank the firefighters for their assistance and their kindness. President Grueneberg stated he knew the person mentioned in the card and that he worked with him previously. He commended the Station 88 crews for doing a wonderful job in the community.

CHIEF'S MONTHLY REPORT

The Chief presented the monthly report highlighting the different meetings he and Division Chief Sullivan attended. Division Chief Sullivan provided a summary for March indicating there were 280 incidents, 8:08 average response time to scene with 61% of the calls being EMS related and 39% being fire/other calls. He briefly summarized the monthly calls for service highlights.

Fire Marshal Mason presented his Prevention Report for March and advised he met with Harmony Firewise Community to discuss OES micro-grants, participated in the Land Tender Tutorial, attended the Fire Aside question and answer meeting at the Nevada County Fire Safe Council and attended a joint meeting with Grass Valley Fire Chief Buttron at a bio-char site visit with the County of Nevada. He and Captain Tellam attended the Sierra Sacramento Arson Task Force Meeting and the Sacramento Regional Fire Prevention Officers Meeting in El Dorado Hills. He highlighted that the annual cannabis operational permit inspections are ramping up. There was a brief discussion on cannabis permits. Additionally, he completed the fire sprinkler hydro test for the County of Nevada Ranch House Project. Captain Tellam assisted a homeowner with installing new smoke detectors and carbon monoxide detectors.

***BOARD DISCUSSION**

There was a brief discussion on the status of the Fire Safe Council. Additionally, there was more conversation about the growing of cannabis in Nevada County and regulations. Administrative Services Long reminded the directors on the Badge Pinning occurring at the Alta Sierra Country Club on April 23, 2024 at 6:00pm.

CLOSED SESSION

No public comment was made for closed session. The board entered closed session at 8:17 pm.

9. Conference with Labor Negotiators

No action taken by the Board.

The Board reported out of closed session at 8:42 pm.

ADJOURNMENT

President Grueneberg adjourned the meeting at 8:43 pm.

Attest:

Approved by:

Tricia Bush


Keith Grueneberg (May 25, 2024 11:40 PDT)

Tricia Bush
Board Secretary

Keith Grueneberg
President of the Board

DRAFT









AGENDA

Final Audit Report

2024-05-19

Created:	2024-05-17
By:	Tricia Bush (triciabush@nccfire.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAEFaINxVvj1vu0W5hBuoKGTXXKr3iwsBhs

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