

# Nevada County Consolidated Fire District

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## BOARD OF DIRECTORS MINUTES April 20, 2023

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

### NCCFD DIRECTORS

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

### STAFF:

**Present:** Fire Chief Robitaille, Division Chief Sullivan, Fire Marshal Mason, Administrative Services Long and Battalion Chief Davison.

### STANDING ORDERS:

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

### CONSENT CALENDAR

Division Chief Sullivan presented Administrative Services Long with a Life Saving Certificate. NCCFD is grateful for her training, skills and persistence in recognizing what she thought might have been an emergency and following her intuition.

1. Acceptance of Minutes –March 16, 2023
2. Fund Balances, Check History Report and Credit Card History Report

Director Slade-Troutman motioned to accept the consent calendar. Director Hall seconded. **MOTION** passed unanimously.

### COMMITTEE REPORTS

#### STANDING COMMITTEES

FINANCE/BUDGET: Hall, Slade-Troutman

PERSONNEL: Carrington, Nelson

#### AD HOC COMMITTEES

BOARD POLICY AND PROCEDURES: Grueneberg

CONSOLIDATION: Grueneberg, Dorland, Carrington

#### LOCAL AGENCY ASSIGNMENTS

NEVADA COUNTY FIRE AGENCY (JPA): Garrett, Robitaille

Finance – None

Personnel – None

Board Policy & Procedures – None

Consolidation – President Grueneberg to follow-up during Board Discussion

JPA – None

## **NEW BUSINESS**

### **3. Discussion and Possible Action, Agreement with Robinson Enterprises**

Chief Robitaille advised NCCFD has entered into a lease agreement with Robinson Enterprises to utilize NCCFD Station 91 as a premise to store Emergency Equipment trailers. The lease begins May 1, 2023 and continues on a month-to-month basis until one of the parties terminates the tenancy. Director Nelson motioned to approve the agreement with Robinson Enterprises. Director Garrett seconded. **MOTION** passed unanimously by a roll call vote.

### **4. Discussion and Possible Action, Memorandum of Understanding with AmeriCorp**

Division Chief Sullivan stated the purpose of this MOU is outreach and collaboration with other agencies for in kind vegetation management services provided to NCCFD. NCCFD shall provide housing for the AmeriCorps Red 6 work crew at NCCFD Station 82 (Scotts Flat Road in Nevada City) which begins May 25, 2023 through July 17, 2023. Fire Safe Council shall provide seven crew days (up to 6 people) of work including equipment, fuel, and other supplies to perform vegetation management activities. The estimated value of crew labor, equipment and supplies is \$8,064. Director Dorland motioned to approve the MOU with AmeriCorp. Director Carrington seconded. **MOTION** passed unanimously by a roll call vote.

### **5. Discussion and Possible Action, Resolution 23-03, Amending the 22/23 Fiscal Year Budget**

Chief Robitaille reported that getting near the end of the fiscal year, Staff reviews the budget and amends as necessary. He reviewed and discussed the changes. Director Slade-Troutman motioned to adopt Resolution 23-03, Amending the 22/23 fiscal year budget. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote.

### **6. Correspondence**

President Grueneberg highlighted a thank you card and an e-mail sent to our Administrative Office commending both past and present employees of NCCFD on their dedication to helping the citizens of Nevada County during the storms in early March.

## **CHIEFS MONTHLY REPORT**

Chief Robitaille gave an update to the Rough & Ready Fire District plans. He advised he applied for grant funds through the Outdoor Visitor Safety Fund and was invited to submit a full application for NCCFD Station 82. Chief Robitaille highlighted the partnerships with AmeriCorps and Fire Safe Council. He announced we received our Final ISO Report- the new score will be in effect July 1, 2023. The Chief reminded the Board of the Badge Pinning Ceremony on April 25, 2023. Additionally, he met with District 2 Supervisor, Ed Scofield for Storm Updates. Division Chief Sullivan verbally reviewed his report highlighting that there were 319 calls for service. 6:53 minutes average travel time for first arriving unit.

Fire Marshal Mason verbally reviewed his report, highlighting he met with Nevada County Superintendents Director of School Safety and NCSO regarding school evacuation procedures. He assisted OES with a presentation referencing the Hazardous Vegetation Ordinance. He attended the Nevada County Fire Chiefs Association. He attended the Nevada Union High School emergency lock-down and fire evacuation drill. He went to the Sacramento-Sierra Arson Task Force meeting hosted by the Office of the State Fire Marshal and Bomb Unit. Fire Marshal Mason met with residents on Cedarsong Road, Lower Circle Drive and Honeysuckle Drive for fire insurance inquiries. Lastly, he met with Nevada County Contractors Association, Cannabis Alliance Group and the County of Nevada to discuss changes to Fire Safety Regulations Title 14 taking effect on April 1. He investigated a structure fire in Cascade Shores- cause was electrical due to weather and stated the Nevada County Landfill upgrade project has been approved with a grading permit issued.

**\*BOARD DISCUSSION**

President Grueneberg briefed the Board on the Penn Valley Fire District filing with LAFCO to annex Rough & Ready Fire. Penn Valley Fire will not annex unless the County of Nevada comes up with funding to staff the station.

**7. CLOSED SESSION**

No public comment was made for closed session. The Board went into closed session at 7:26 P.M. President Grueneberg reported out of closed session at 8:00P.M. The NCCFD Board named President Grueneberg, Director Dorland and Chief Robitaille as negotiated with nothing to report.

**ADJOURNMENT**

President Grueneberg adjourned the meeting at 8:00 P.M.

Attest:

*Tricia Bush*

Tricia Bush (May 22, 2023 14:42 PDT)

Tricia Bush  
Board Secretary

Approved by:

*Keith M. Grueneberg*

Keith M. Grueneberg (May 22, 2023 14:41 PDT)

Keith Grueneberg  
President of the Board










# 2023-04-20 NCCFD Meeting Minutes

Final Audit Report

2023-05-22

Created:	2023-05-22
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-  Signer keithgrueneberg@nccfire.com entered name at signing as Keith M. Grueneberg  
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