

Nevada County Consolidated Fire District

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BOARD OF DIRECTORS MINUTES July 20, 2023

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

NCCFD DIRECTORS

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

STAFF:

Present: Fire Chief Robitaille, Division Chief Sullivan, Administrative Services Manager Long, Fire Prevention Officer II Tellam and Battalion Chief Davison.

STANDING ORDERS:

President Grueneberg called the meeting to order at 7:00 pm and took roll call, noting that all Directors but Director Nelson was present as she was running late. President Grueneberg led in the pledge of allegiance.

*PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Per CA Government Code 54954.3

No comments. President Grueneberg advised item #14 would be removed from the agenda.

CONSENT CALENDAR

1. Acceptance of Special Meeting Minutes – June 7, 2023
2. Acceptance of Meeting Minutes – June 15, 2023
3. Acceptance of Special Meeting Minutes – June 29, 2023
4. Fund Balances, Check History Report, and Credit Card History Report

Director Slade-Troutman motioned to accept the consent calendar. Director Carrington 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

CONSOLIDATION: Carrington, Dorland, Grueneberg

LOCAL AGENCY ASSIGNMENTS

NEVADA COUNTY FIRE AGENCY (JPA): Garrett, Robitaille

Finance – No report.

Personnel – No report.

Board Policy & Procedures – No report

Consolidation – No report

JPA – No report

NEW BUSINESS

5. Discussion and Possible Action, Resolution 23-17, Establishing Designation of Applicants Agent Resolution for Non-State Agencies.

Administrative Services Manager Long reported that this resolution is a requirement from Office of Emergency Services for reimbursement to help recover costs from situations like COVID or the winter storms. Director Garrett motioned to adopt Resolution 23-17, Establishing Designation of Applicants Agent Resolution for Non-State Agencies. Director Hall seconded. **MOTION** passed unanimously following a roll call vote with Director Nelson absent.

6. Discussion and Possible Action, Resolution 23-18, Authorized Benefit Resolution for the Miscellaneous Non-Represented Employees.

Administrative Services Manager Long advised this resolution is part of the “me-too” clause and allows part-time employees the same incentives as full-time employees such as education incentive pay. Director Hall motioned to adopt Resolution 23-18, Authorized Benefit Resolution for Miscellaneous Non-Represented Employees. Director Dorland seconded. **MOTION** passed unanimously following a roll call vote, with all Directors present.

7. Discussion and Possible Action, Memorandum of Understanding Between County of Nevada, Rough & Ready Fire Protection District, Penn Valley Fire Protection District and Nevada County Consolidated Fire District.

Fire Chief Robitaille stated this MOU has several people involved that all assisted with the collaboration of staffing Station #59. He advised the need to staff outpaced the ability to sit down and discuss various impacts, however, this document helps us see what is needed and will be brought forth to the County of Nevada at their Board of Supervisors Meeting on August 8, 2023. Director Dorland motioned to adopt the Memorandum of Understanding Between 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.

8. Discussion and Possible Action, Letter Drafted to the County of Nevada Requesting Gap Funding for the Staffing of Rough & Ready Fire.

Fire Chief Robitaille explained that the County cannot give public funds, however this letter and situation meets their criteria. Director Garrett motioned to approve the Letter Drafted to the County of Nevada Requesting Gap Funding for the Staffing of Rough & Ready Fire. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote, with all Directors present.

9. Discussion and Possible Action, Resolution R23-19, Updating the Authorized Personnel for Fiscal Year 23/24.

Fire Chief Robitaille advised with staffing Station #59, we have had 3 overtime individuals from NCC Fire assisting and 3 firefighters from Penn Valley that were recently rehired, totaling 6 firefighters to fully staff the station 24/7/365. NCC Fire and Penn Valley Fire’s request for gap funding to Nevada County justifies the need for 3 additional firefighters based on future assessments. Director Nelson motioned to adopt Resolution 23-19, Updating the Authorized Personnel for Fiscal Year 2/24. Director Slade-Troutman seconded. **MOTION** passed unanimously following a roll call vote, with all Directors present.

10. Discussion and Possible Action, Proposal for Legal Services for Nevada County Consolidated Fire District.

Fire Chief Robitaille and Penn Valley Fire Board of Directors both felt it was critical to use a lawyer with extensive knowledge in this subject matter of a consolidation. Both districts reached out to William Ross to assist with the reorganization feasibility plan. Both boards felt it would be easier to take the same path forward with this company. They would be billed hourly. There was some discussion on which line item the legal charges would come out of as well as monetary boundaries and possibly capping the threshold off at \$5000. Director Nelson motioned to obtain the proposal from William Ross, to establish a threshold

of \$5000 in expenditure and when threshold is met, a briefing with the Chief and other fire districts on the scope of future work. Director Garrett seconded. **MOTION** passed unanimously following a roll call vote, with all Directors present.

11. Discussion and Possible Action, Resolution 23-20, 2023/2024 Fiscal Year District Wage and Compensation Schedule.

Fire Chief Robitaille reported this resolution is required when adopting a wage and compensation schedule. This reflects the wage approved in the MOU and the me-too clause. Director Dorland motioned to approve Resolution 23-20, 2023/2024 Fiscal Year District Wage and Compensation Schedule. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote, with all Directors present.

12. Discussion and Possible Action, Resolution 23-21, Enter into An Agreement with Golden State Fire Apparatus for One (1) Pierce Manufacturing, Inc. 4X4 Enforcer 1500 GPM Pumper Engine.

Fleet and Facilities Supervisor Greene advised the Board that there is a four year wait list for a new engine and we are already 6-8 months behind schedule. This engine would replace Engine 84 (2006). Engines have a 15 year life span on the frontline and a 10 year span as a Reserve Engine. He advised there is no out of pocket, this is just to get on the list. Director Slade-Troutman motioned to approve Entering into An Agreement with Golden State Fire Apparatus for One (1) Pierce Manufacturing, Inc. 4X4 Enforcer 1500 GPM Pumper Engine. Director Dorland seconded. **MOTION** passed unanimously following a roll call vote, with all Directors present.

13. Discussion and Possible Action, Staff Report to Surplus, Accept Offer from Nevada City Police and Authorize Fire Chief Robitaille or Designee to Sign the Necessary Documents for the Sale of Two Staff Vehicles.

Fire Chief Robitaille stated the 2 Ford Explorers (previously utilized by two retired employees) no longer fit our operational need. The are both outfitted for law enforcement needs and Nevada City Police Department expressed interest in purchasing both of them for \$38,000. Director Nelson motioned to approve Staff Report to Surplus, Accept Offer from Nevada City Police and Authorize Fire Chief Robitaille or Designee to Sign the Necessary Documents for the Sale of Two Staff Vehicles. Director Hall seconded. **MOTION** passed unanimously following a roll call vote, with all Directors present.

14. This item was removed from agenda at the start of the board meeting.

15. Discussion and Possible Action, Agreement with Suburban Propane for Commercial Propane Gas Sales.

Battalion Chief Davison said after the last two winters and rising costs of propane, he investigated cost saving options for the district. He explained propane is delivered in bulk from the Bay Area and to reach our area, the cost is more. He advised that Suburban would deliver to our district priority when our tanks are at 55%. Additionally, there would be a 5-cent savings from our previous fee. Director Carrington motioned to approve an Agreement with Suburban Propane for Commercial Propane Gas Sales. Director Garrett seconded. **MOTION** passed unanimously following a roll call vote, with all Directors present.

16. Discussion and Possible Action, SDRMA Official Election Ballot for 2023 Board of Directors Election.

President Grueneberg advised there are 4 candidates running for election and the board needed to vote for three. After a brief discussion, Director Nelson motioned to vote for the three incumbents for the 2023 Official Election for the SDRMA Board of Directors. Director Dorland seconded. **MOTION** passed unanimously following a roll call vote, with all Directors present.

17. Correspondence.

The Board looked over a thank you letter from Cheyanne Barker (Penn Valley Rodeo Queen) and a thank you letter from Twin Rivers Elementary School.

CHIEF'S MONTHLY REPORT

Chief Robitaille briefly went over the meetings he and Division Chief Sullivan attended this month but highlighted that he met with Sierra College regarding possibly utilizing NCCFD Station #82 for student housing for Fire Academy students. He hopes to revitalize that area with the grant funding the district received. Division Chief Sullivan summarized the statistics for the district, advising 307 calls for service with 47% as Fire Calls and 53% EMS calls. He reported a 9:08 average travel time for first due units to scene, 12 vehicle accidents, 4 swift water rescues and 2 technical rope rescues.

FPO II Tellam gave the Fire Prevention Report, informing the Board that both him and Fire Marshal Mason attended the South County Area MAC/ District III Townhall Meeting, the Sacramento-Sierra Arson Task Force meeting, attended the fire alarm test at NUHS Choir room, met with OES to discuss a five-year strategic plan for the Defensible Space Program and assisted them with interviews for the temporary DSI positions. FPO II Tellam stated Fire Marshal Mason investigated a residential structure fire on George Way- the cause is undetermined while he investigated a residential structure fire on Raccoon Mountain Road- cause also was undetermined. The final inspection for 49 Self Storage was conducted for temporary occupancy of the five bottom buildings. Lastly, they both inspected multiple cannabis gardens for operational permits and met with multiple property owners to walk through and discuss defensible space.

*BOARD DISCUSSION

No discussion

CLOSED SESSION

No public comment was made for closed session. The Board went into closed session at 7:26pm.

18. Board Secretary Evaluation: President Grueneberg advised the Board gave Tricia Bush an "Exceeds Expectations" rating on her evaluation.

19. Negotiations: The board discussed with nothing to report.

The board reported out of closed session at 8:25pm.

ADJOURNMENT

President Grueneberg adjourned the meeting at 8:25 pm.

Attest:

Tricia Bush

Tricia Bush
Board Secretary

Approved by:

Keith M. Grueneberg

[Keith M. Grueneberg \(Aug 21, 2023 09:22 PDT\)](#)

Keith Grueneberg
President of the Board










2023- 07-20 Meeting Minutes Approved

Final Audit Report

2023-08-21

Created:	2023-08-21
By:	Tricia Bush (triciabush@nccfire.com)
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