

# Nevada County Consolidated Fire District

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## BOARD OF DIRECTORS MINUTES February 15, 2024

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

### NCCFD DIRECTORS

**Present:** Grueneberg (President), Carrington, Slade-Troutman, Garrett, Dorland, Nelson (7:18pm)

### STAFF:

**Present:** Fire Chief Robitaille, Fire Marshal Mason, 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 Hall and Director Nelson present. Director Hall experienced travel issues and Director Nelson advised she would be a few minutes late. President Grueneberg led in the pledge of allegiance.

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

*Per CA Government Code 54954.3*

No comment.

### CONSENT CALENDAR

1. Acceptance of Minutes – January 18, 2024
2. Acceptance of Special Meeting Minutes – January 30, 2024
3. Fund Balances, Check History Report and Credit Card History Report
4. Engagement Letter with Willdan Financial Services and the Nevada County Consolidated Fire District for Assessment and Special Tax Levy's (reoccurring).

Director Carrington motioned to accept the consent calendar. Director Slade-Troutman seconded. **MOTION** passed unanimously with all Directors present except Director Hall and Director Nelson.

### 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:** No report. Meeting on February 21, 2024.

**JPA** – No report.

Agenda Item #8 was moved up to the first item as it was a zoom item.

**8. Discussion and Possible Action, Financial Audit for Fiscal Year Ending 2023.**

Joanne Berry with Fechter & Co. went over a few slides that covered required communications between auditors and management. They are responsible for forming and expressing an opinion about the district finances. She advised working with Administrative Services Long has been great. There were no difficulties found, any misstatements were corrected, no disagreements with management and no concerns, exposures, or red flags. The opinion of the financial position is that the district is in good shape. Director Slade-Troutman motioned to approve the Financial Audit for Fiscal Year Ending 2023. Director Garrett seconded. **MOTION** passed unanimously following a roll call vote with Director Hall and Director Nelson absent.

**OLD BUSINESS**

**5. Staff Report Regarding R24-02, Authorizing the Leasing of One Type I Engine and Designating an Agent of the Board to Sign Leasing Documents on Behalf of the District.**

At the January 2024 Board Meeting, the Board requested a staff report reflecting the updated pre-payment discount of 11.67% from Golden State Apparatus (equating to a cost savings of \$128,000.00) and bringing the cost down to \$968,832.20 for the engine. This staff report shows the different lending options, APR's and the 8 year semi-annual payment lease of the engine.

**6. Staff Report Regarding Gaetke Medical Corporation/ 1582 LLC.**

At the January Board Meeting, the Board requested a staff report highlighting the allocation of the costs for the 1582 physicals with Gaetke Medical. Grass Valley Firefighters (and Nevada City) also complete these physicals, splitting the cost of the \$2,500.00 on site fee (each agency paying \$1,250.00). The staff report shows the district cost as \$1,250.00, with a \$875.00 per employee cost for the exam. Employees who need their DMV physical (bi-annually) incur an additional \$50.00. These funds come from the 23/24 fiscal year budget.

**NEW BUSINESS**

**7. Discussion and Possible Action, RGS Contract Amendment.**

Administrative Services Long advised the Board approved entering into an agreement with RGS as a Human Resources consultant for non-routine items. The process has changed for Industrial Disability Retirement with CalPERS and is much more comprehensive. The California Family Rights Act (CFRA) has also changed. The district has utilized their services and is close to the \$12,000.00 contracted threshold and would like to ask the Board for an additional \$8,000.00 for a total of \$20,000.00 for the spending limit for RGS. Director Garrett motioned to approve the RGS Contract Amendment. Director Slade-Troutman seconded. **MOTION** passed unanimously following a roll call vote, with Director Nelson abstaining and Director Hall absent.

**9. Discussion and Possible Action, Increase the Spending Threshold for Legal Services with the Law Offices of William Ross.**

Fire Chief Robitaille stated the Board approved entering into an agreement with the Law Offices of William Ross for legal services pertaining to the reorganization. The board placed a spending limit of \$5,000.00 for legal services. The district has reached that threshold and is requesting an additional \$5,000.00 for needed services coming from account 7566 Legal Expenses. Director Nelson advised she wanted the budget and timeline in the future; implementing a system to show what our expenditures will be so we can remain fiscally responsible. Director Slade-Troutman motioned to increase the spending threshold for legal services with the Law Offices of William Ross. Director Garrett seconded. **MOTION** passed unanimously following a roll call vote with Director Nelson abstaining and Director Hall absent.

**CHIEF’S MONTHLY REPORT**

The Chief presented the monthly report highlighting the different meetings he and Division Chief Sullivan attended and provided a summary for January indicating there were 326 incidents, 7:49 average response time to scene with 59% of the calls being EMS related and 41% being fire/other calls. He informed the Board that he was going to meet with the County CEO next month and discuss needs and value and share the vision with them.

Fire Marshal Mason presented his Prevention Report for January and advised he met with the Building Departments Director to discuss temporary occupancy approvals for fire district notifications. He met with a business owner on Loma Rica Drive to discuss the storage of lithium batteries and shared with the Board how dangerous they can be, attended the Nevada County Fire Safe Council Board of Directors Meeting, attended two Community Wildfire Preparedness Plan workshops and will assist OES with application review for the micro grant process. He and Captain Tellam attended the Sacramento-Sierra Arson Task Force Meeting in Roseville (Chief Mason transferred out of the Executive Board while Captain Tellam was voted in as Treasurer), the Sacramento Regional Fire Prevention Officers Meeting highlighting Occupancy Separation and completed an 8 hour range and firearms training with NCPD at Placer County’s indoor range. He stated all school inspections were completed during Christmas break and briefed the board on a few public education events that occurred with local preschools.

**\*BOARD DISCUSSION**

Director Slade-Troutman commended Secretary Bush’s Special Meeting Minutes from the meeting on January 30, 2024 advising they were organized and contained all of the details from the meeting. Additionally, she requested an update on the Reorganization. The Chief advised there is no timeline and that we are waiting for the MSR. Administrative Services Long reminded the Board of the NCC Fire Badge Pinning Ceremony on April 23 at the ASCC.

**CLOSED SESSION**

No public comment was made for closed session.

The board entered closed session at 8:04pm and reopened item #9. Director Dorland asked if there was a way to recoup costs for William Ross. The county should be paying since it is an administrative process. The Chief stated that the County has a specialized legal team, and it would be a conflict of interest. He advised Mr. Ross would be the buffer.

**10. Conference with Labor Negotiators**

The Board advised negotiators how to proceed.

The Board reported out of closed session at 8:14 pm.

**ADJOURNMENT**

President Grueneberg adjourned the meeting at 8:19 pm.

Attest:

Approved by:

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Tricia Bush  
Board Secretary

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Keith Grueneberg  
President of the Board