

Nevada County Consolidated Fire District

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BOARD OF DIRECTORS MINUTES December 21, 2023

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

NCCFD DIRECTORS

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

STAFF:

Present: Fire Chief Robitaille, Division Chief Sullivan, Fire Marshal Mason, Fleet & Facilities Supervisor Greene 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 present. Division Chief Sullivan 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 Meeting Minutes – November 16, 2023
2. Fund Balances, Check History Report, and Credit Card History Report

Director Slade-Troutman motioned to accept the consent calendar, with one correction to the November 16, 2023 Meeting Minutes, advising Director Dorland was at the meeting, but the minutes did not reflect he was present. Director Carrington seconded. **MOTION** passed unanimously with all Directors but Director Hall 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

PR/COMMUNICATIONS: Nelson, Bush

LOCAL AGENCY ASSIGNMENTS

NEVADA COUNTY FIRE AGENCY (JPA): Garrett, Robitaille

Finance – No report.

Personnel – No report.

Board Policy & Procedures – No report

Reorganization – Fire Chief Robitaille advised to utilize the term “reorganization” versus “consolidation” moving forward and gave a brief update on what both districts are contributing to the process with LAFCo. The MSR has been delayed a month due to delays with other fire districts and will most likely be completed next month.

PR/Communications: Director Nelson gave an update on the meeting that took place December 13. She advised they were working on an outline/draft of the reorganization fact sheet and answering “who, what, where, when, why and how” pertaining to the new district. She indicated we need a map highlighting the new district and wanted to illustrate the LAFCo process and how we will streamline services within the district. She spoke about the chain of command process on how to disseminate info from the ad hoc committee to the staff of the districts.

JPA – Director Garrett did not attend the meeting but provided an update advising new contract for Dispatch Services were signed.

NEW BUSINESS

3. Discussion and Possible Action, Resolution R23-31, Updating the Job Description for Lieutenant.

Division Chief Sullivan said 3-5 years ago, we lost several firefighters to Sac Metro. We backfilled but knew there was going to be a wide gap between Captain and newer firefighters. He stated they made an adjustment to the job description under experience in which it reads “minimum of 36 months of firefighter experience, with 24 consecutive months (probation included) as a full-time NCCFD firefighter instead of 3 years (probation included) as a full time NCCFD firefighter. Director Garrett motioned to approve R23-31, Updating the Job Description for Lieutenant. Director Dorland seconded. **MOTION** passed unanimously following a roll call vote, with Director Hall absent.

4. Discussion and Possible Action, Election of Board Officers for the term January 1, 2024 through December 31, 2024.

President Grueneberg advised it was the time to vote for a new President and Vice President for the NCCFD Board. Director Slade Troutman motioned to nominate President Grueneberg as President for another term because of the potential changes regarding the district and she emphasized stability. Director Dorland seconded. **MOTION** passed unanimously following a roll call vote, with Director Hall absent. Director Slade-Troutman motioned to keep Director Nelson as Vice President of the NCCFD Board as well and commended her hard work. Director Garrett seconded. **MOTION** passed unanimously following a roll call vote, with Director Hall absent.

CHIEF’S MONTHLY REPORT

Chief Robitaille addressed the Board stating new firefighter panel interviews have begun with chief interviews scheduled in January. He highlighted that the temporary firefighters have been on-boarded and assigned to their stations along with two of the three lateral firefighters that were just hired have completed their qualification to be second person on an engine. The Chief indicated the possibility of surplus Station 83. He briefed the Board on the LZ project and that Robinson Enterprises completed the job under budget. The Chief highlighted the board on the meetings he attended such as: County Ad Hoc, LAFCo, KNCO Interview with Robinson’s as well as joining the Steering Committee for the Local Hazard Mitigation Plan with OES. The Directors commented on several of the pictures in the Chiefs Report. Division Chief Sullivan went over the Suppression report, advising 295 calls for service in November with 3,274 calls for service to date. 57% EMS calls and 43% Fire calls. 5:41 average first unit to scene with 8 fires (3 structure, 2 vehicle and 3 vegetation) and 2 vehicle extrications.

Fire Marshal Mason met with homeowners on Vee Court to discuss community-based water storage for fire suppression. He attended a joint leadership meeting in Penn Valley and submitted the fire prevention proposal. Discussions were opened on the relocation of prevention to Station 59. FPO II Tellam attended Sacramento-Sierra Arson Task Force/Sierra-Sacramento Valley Fire Prevention Officer Association meetings. FPO II Tellam performed two fire extinguisher trainings with 2 Loma Rica Drive businesses. Fire Marshal Mason reviewed a pre-application for a project on Highway 49/Cerrito Road including 30 residential lots, an RV park and 15 acre equestrian center. Fire Marshal Mason stated Phase 1 of the Nevada County Transfer Station is complete and a new indoor dumping facility will be constructed soon.

***BOARD DISCUSSION**

President Grueneberg asked Fire Marshal Mason about the structure fire on Ball Road that occurred the week before. He advised it was still under investigation and there are interviews with the occupants next week. President Grueneberg advised the board will discuss board composition and the process at the next meeting. President Grueneberg also spoke about the nccfire.com website and the amount of page views we are receiving (roughly 15,000-20,000 a month).

Two people were in the audience and missed public comment but stated they worked for a digital agency alongside city governments. They saw the notice in the paper and wanted to extend their services. Their business cards were given to Director Nelson and PVFD Board Chair Stephenson.

ADJOURNMENT

President Grueneberg adjourned the meeting at 7:37 pm.

Attest:

Tricia Bush

Tricia Bush
Board Secretary

Approved by:

Keith M. Grueneberg

[Keith M. Grueneberg \(Jan 19, 2024 08:41 PST\)](#)

Keith Grueneberg
President of the Board










2023-12-21 Meeting Minutes Approved

Final Audit Report

2024-01-19

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