

Nevada County Consolidated Fire District

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BOARD OF DIRECTORS MINUTES January 20, 2022

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

NCCFD DIRECTORS

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

STAFF:

Present: Fire Chief Turner, Deputy Chief Funk, Fire Marshal McMahan, Division Chief Sullivan, Battalion Chief Davison, Deputy Fire Marshal Mason

STANDING ORDERS:

President Grueneberg called the meeting to order at 7:00 pm and took roll call, noting that Directors were 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 public comment.

CONSENT CALENDAR

1. Acceptance of Minutes – December 16, 2021
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: Dorland, Slade-Troutman

PERSONNEL: Carrington, Nelson

AD HOC COMMITTEES

BOARD POLICY AND PROCEDURES: Grueneberg

SUCCESSION PLANNING: Carrington, Nelson

LOCAL AGENCY ASSIGNMENTS

NEVADA COUNTY FIRE AGENCY (JPA): Garrett, Turner

Finance – No report.

Personnel – No report.

Board Policy & Procedures – No report.

Succession Planning – No report.

JPA – No report.

NEW BUSINESS

4. **Discussion and action, Audit Exit Interview for fiscal year ending 20/21 with Fechter & Company.**

Finance Manager Van Groningen reported that the audit was completed for Fiscal Year ending June 2021. He reported that the audit went very well and reported no significant issues, then introduced Craig Fechter from Fechter & Company. Mr. Fechter reviewed the management and analysis and reported the district has good numbers and one of the measurements is how much the books had to be adjusted, which was minimal and all smaller adjustments. He also reported that there were no concerns, exposures or red flags. The opinion of the financial position is the district is in good shape as shown on the cash balances on the fund reports.

Finance Manager Van Groningen also introduced Michelle Thelin, the Finance Manager for Penn Valley Fire, that will be assisting the District with high level financial functions.

Director Garrett motioned to approve the Audit Exit Interview for the fiscal year 20/21. Director Nelson seconded. **MOTION** passed unanimously following a roll call vote.

5. **Discussion and possible action, Resolution 22-01, Transfer Funds from 733 to 722 in the amount of \$373.79**

Chief Turner reported that we had a couple refunds for changed or cancelled projects. The funds were reimbursed from the operating fund 722 and should have been reimbursed from mitigation fund 733. This resolution is to correct this and repay the funds from 733 to 722. Director Dorland motioned approve Resolution R22-01, Transfer \$373.79 from Fund 733 to Fund 722. Director Slade-Troutman seconded. **MOTION** passed unanimously following a roll call vote.

6. **Discussion and possible action, Resolution 22-02, Transfer Funds from 734 to 722 in the amount of \$544,000.00**

Chief Turner stated that we received our first allocation of funds from the special tax, 55%, from the County for our Special Tax. This is one of three transfer resolutions we do a year as the County allocations are 55% in December 45% in April and 5% in June. Director Garrett motioned to adopt Resolution R22-02, Transfer Funds from 734 to 722 in the amount of \$544,000.00. Director Hall seconded. **MOTION** passed unanimously following a roll call vote.

7. **Discussion and possible action, Resolution 22-03, Authorized Signatures for the County of Nevada.**

Chief Turner reported that this is a required resolution for the County to allow Staff to sign warrant requests without the need for a Board member to sign for our approved budgeted items. This resolution updates the past one to reflect the changes with Chief Funk's retirement. Director Carrington motioned to adopt Resolution R22-03, Authorized Signatures for the County of Nevada. Director Dorland seconded. **MOTION** passed unanimously following a roll call vote.

8. **Discussion and possible action, Nevada County Signature Sheet.**

Chief Turner stated that this is the list of signatures that are approved to sign the warrant requests for payments. After a brief discussion, Director Hall motioned to approve the Nevada County Signature Sheet. Director Garrett seconded. **MOTION** passed unanimously following a roll call vote, noting that Director Carrington, Director Slade-Troutman and Director Nelson were absent.

9. **Discussion and possible action, Resolution 22-04, Authorized Signatures for the District controlled bank accounts with Wells Fargo.**

With the retirement of Finance Manager Van Groningen and the Administration reorganization, Chief Turner reported that the authorized signatures for our Wells Fargo accounts need to be updated. A correction needs to be made to the resolution, with a change from Battalion Chief to Division Chief and grants not grand. After some discussion, Director Carrington motioned to adopt Resolution R22-04, with corrections, Authorized Signatures for the District controlled bank accounts with Wells Fargo. Director Slade-Troutman seconded. **MOTION** passed unanimously following a roll call vote.

10. **Discussion and possible action concerning the annual review of Board Committee Assignments, Standing Ad Hoc and Local Agency.**

President Grueneberg reported that it is time to review the committees and see if any Directors want to change.

The Finance Committee will be Director Slade-Troutman and Director Hall.

The Personnel Committee will be Director Carrington, Director Garrett and Director Nelson.

President Grueneberg will remain on the Board Policies Committee.

Consolidation Committee will consist of Director Carrington, Director Dorland and Director Grueneberg.

CHIEF'S MONTHLY REPORT

Division Pat Sullivan is now overseeing operations. December was quite the month with 443 calls for service with the storm we ran power lines down, trees into structures and vehicle accidents. The Battalion Chief utility was damaged from a tree that fell. Staff completed 593 hours of training.

Division Chief Sullivan reported that we are going to slightly change the Chiefs' report and have the Battalion Chiefs' involved. Newly promoted Battalion Chief Davison was introduced and then gave a quick overview of his history.

Fleet and Facilities Supervisor gave the status of the fleet and facilities. The Battalion Chief damage is approximately \$16k, the deck at Station 84 is currently being reassembled and the roof at Station 86 is currently off and hopeful to be done on Saturday.

Fire Marshal McMahan reported that all Fire Marshals are working with the Board of Supervisors with the Title 14 Road Standards being proposed. They are proposing wider roadways, heavier loads and change in slopes. The Alta Sierra celebrated their 50-year anniversary and the Fire District received kudos and appreciation. Fire Marshal McMahan reported that they have received approximately \$5 million dollars worth of grants and are experiencing growing pains as they are up to 30 employees.

***BOARD DISCUSSION**

Staff is looking to hold a badge pinning ceremony at the beginning of March, possibly the 3rd or the 8th.

AB1234 if you want to attend the training put on by the County, please let Nicole know and she will get you signed up.

President Grueneberg reported Chief Funk has served 37 years in the Fire District. He has been an extreme asset to this agency and will be recognized.

The Personnel Committee will be reviewing applications for Board Secretary and setting up interviews.

ADJOURNMENT

President Grueneberg adjourned the meeting at 7:57
p.m.

Attest:

Nicole Long

Nicole Long
Board Secretary

Approved by:

Keith M. Grueneberg

[Keith M. Grueneberg \(Apr 25, 2022 10:36 PDT\)](#)

Keith Grueneberg
President of the Board









2022-01-20 Approved Board Minutes

Final Audit Report

2022-04-25

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