

Nevada County Consolidated Fire District

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BOARD OF DIRECTORS MINUTES July 18, 2024

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

NCCFD DIRECTORS

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

STAFF:

Present: Fire Chief Robitaille, Division Chief Sullivan, Administrative Services Long, Battalion Chief Nunnink 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 were present. President Grueneberg led in the pledge of allegiance.

*PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Per CA Government Code 54954.3

No comments.

CONSENT CALENDAR

1. Acceptance of Minutes – June 20, 2024
2. Fund Balances, Check History Report and Credit Card History Report

Director Nelson motioned to accept the consent calendar as presented. Director Garrett 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

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 – Next meeting on 7/30/24

JPA - No report.

NEW BUSINESS

3. **Discussion and Possible Action, Agreement Between the County of Nevada and Nevada County Consolidated Fire District Regarding the Defensible Space Inspection Program**

Chief Robitaille advised the board the DSI program was established in 2019 in which NCC Fire and the County of Nevada entered an annual MOU requiring 10 hours per week of the Fire Marshals time. A cost analysis was completed through the fire district and an MOU was agreed upon with a total compensation of \$40,960.00 to be billed quarterly. However, this agreement has since been revised and it was determined that 10 hours of assistance was no longer needed. During the 2022/2023 MOU period, the Fire Marshal assessed his time committed and discussions began to change the MOU to an hourly billing process. The district will now be compensated for actual hours provided, not a flat rate, capping at \$20,480.00. Director Nelson asked about metrics based on previous work done and asked if we could set up system to track hours or create a line item indicating the work done. Director Carrington motioned authorize staff to sign the Agreement between the County of Nevada and Nevada County Consolidated Fire District for Defensible Space Inspection Program. Director Slade-Troutman seconded. **MOTION** passed unanimously following a roll call vote, with all Directors present.

4. **Discussion and Possible Action, Amendment Number #2 to the Memorandum of Understanding Between County of Nevada, Rough & Ready Fire Protection District, Penn Valley Fire Protection District and Nevada County Consolidated Fire District.**

Chief Robitaille reported this MOU was amended to reflect the new target date of reorganization (July 1, 2025) since the MSR was not received in time. Ophir Hill Fire District is not a part of this MOU. Director Slade-Troutman motioned to accept Amendment #2 to the MOU Between the 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.

5. **Discussion and Possible Action, Accept the Proposal and Enter into an Agreement with Emergency Services Consulting International (ESCI).**

Chief Robitaille advised this would be the Service Plan for the reorganization and different elements. Originally, the district was going to tag on to the County of Nevada's RFP process with AP Tritan, however, he and Chief Wagner lost confidence it would meet actually meet the threshold since the MSR is overdue. AP Tritan originally quoted Penn Valley Fire and Rough & Ready Fire \$60,000.00 to complete it, and an increase to include NCC Fire at \$68,000.00. We thought we could do it ourselves but including Ophir Hill Fire and the potential of other districts in the future, we need a good analysis to lay a good foundation. Chief Robitaille advised he and Chief Wager met with ESCI via zoom and to talk about a Plan B. AP Tritan's most recent proposal which took 2 months to get is now at \$111,000.00 with a 12-month window to get it completed. The Chief advised this proposal from ESCI is \$29,000.00 to complete the Reorganization Plan of Service and financial analysis. We sent them our template, which they advised would lessen the staff hours to complete with a timeline of 4 months. This would be applied to the \$60,000 MOU bill. We are the first district to bring this to our board and would like approval of the proposal on the terms the other 3 districts also agree to move forward with it. Director Nelson questions regarding including and defining stakeholders within the agreement. Director Nelson motioned to accept and enter into an agreement with ESCI on the condition the other three districts also approve the proposal. Director Dorland seconded. **MOTION** passed unanimously following a roll call vote, with all Directors present.

6. **Discussion and Possible Action, Regional Government Services (RGS) Agreement for Management and Administrative Services.**

Administrative Services Long stated the Board approved staff to enter into an agreement with RGS in 2023 to assist with Industrial Medical Retirement and Workers Compensation. At the last board meeting, staff approved the preliminary budget which included \$50,000.00 for a human resources consultant. A few policies need to be rewritten. Director Slade-Troutman motioned to adopt accept agreement with Regional Government Services for the amount not to exceed \$50,000.00. Director Garrett seconded. **MOTION** passed unanimously following a roll call vote with all Directors present.

7. **Discussion and Possible Action, Resolution R24-19, Transfer \$58,000.00 from Fund 734 to Fund 722.**

Administrative Services Long advised this was an annual resolution the district does 3 times each year. This is the June installment in which \$58,000.00 is to be transferred from the 2012 Special Tax Fund (6734) to Operating Fund (6722) to cover operating expenses. Director Garrett motioned to adopt Resolution R24-19, Transfer \$58,000.00 from Fund 734 to Fund 722. Director Hall seconded. **MOTION** passed unanimously following a roll call vote with all Directors present.

8. **Correspondence:**

President Grueneberg advised we had two items for correspondence, a thank you letter from Grass Valley Police and an OES Type 3 Letter from the California Office of Emergency Services. President Grueneberg advised both were good accomplishments for our district.

CHIEF'S MONTHLY REPORT

The Chief advised the board that chief interviews for lieutenant took place as well as interviews for entry level firefighter. He briefed the board on the CalOES taskforce and the OTS grant. The Chief highlighted the meetings he and Division Chief Sullivan attended. Division Chief Sullivan stated there were 340 incidents, 8:17 average response time to scene with 59% of the calls being EMS related and 41% being fire/other calls and briefed the board on the call highlights.

Fire Marshal Mason was not present. Division Chief Sullivan presented the Prevention Report for June and advised 13 plan reviews were completed. He completed 11 general (operational permits), 4 construction inspection and 2 education property walks. He briefed the board on meetings Fire Marshal Mason and Prevention Officer Tellam attended, including the CCAI Monthly Meeting, the Fire Safe Council Board of Directors Meeting, Met with Animal Save to discuss fire safety plans and Slakey Brothers regarding gas storage. Range qualifications were completed by Tellam and McMahan. Lastly, they assisted PCP Fire with a vehicle fire investigation and advised smoking material on back deck of structure fire was the cause of a structure fire.

***BOARD DISCUSSION**

President Grueneberg reminded the directors of elections and the process. Director Garrett advised he may not run for another term.

CLOSED SESSION

No public comment was made for closed session. The board entered closed session at 7:51 pm.

9. **Conference with Labor Negotiators**

Negotiators advised how to proceed.

The Board reported out of closed session at 8:01 pm.

ADJOURNMENT

President Grueneberg adjourned the meeting at 8:04 pm.

Attest:

Tricia Bush

Tricia Bush
Board Secretary

Approved by:

Keith Grueneberg

Keith Grueneberg (Aug 20, 2024 13:25 PDT)
Keith Grueneberg
President of the Board









Approved Meeting Minutes 7/18/24

Final Audit Report

2024-08-20

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| Created: | 2024-08-19 |
| By: | Tricia Bush (triciabush@nccfire.com) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAHVmlq2bJMwTJI4FqhDcgstllnCrmZkFD |

"Approved Meeting Minutes 7/18/24" History

-  Document created by Tricia Bush (triciabush@nccfire.com)
2024-08-19 - 3:33:24 PM GMT
-  Document emailed to Keith Grueneberg (keithgrueneberg@nccfire.com) for signature
2024-08-19 - 3:33:29 PM GMT
-  Document emailed to Tricia Bush (triciabush@nccfire.com) for signature
2024-08-19 - 3:33:30 PM GMT
-  Email viewed by Tricia Bush (triciabush@nccfire.com)
2024-08-19 - 3:34:23 PM GMT
-  Document e-signed by Tricia Bush (triciabush@nccfire.com)
Signature Date: 2024-08-19 - 3:34:34 PM GMT - Time Source: server
-  Email viewed by Keith Grueneberg (keithgrueneberg@nccfire.com)
2024-08-20 - 8:24:51 PM GMT
-  Document e-signed by Keith Grueneberg (keithgrueneberg@nccfire.com)
Signature Date: 2024-08-20 - 8:25:18 PM GMT - Time Source: server
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2024-08-20 - 8:25:18 PM GMT