#### **Nevada County Consolidated Fire District**

640 Coyote Street Nevada City, CA 95959 (530) 265-4431 FAX 265-4438



www.nccfire.com nccfire@nccfire.com

#### **BOARD OF DIRECTORS**

Keith Grueneberg, President Barry Dorland, Vice President Tom Carrington Spencer Garrett Patricia Nelson Marianne Slade-Troutman

#### STAFF

Jim Turner, Fire Chief Jerry Funk, Deputy Fire Chief Terry McMahan, Fire Marshal Patrick Mason, Deputy Fire Marshal Jeff Van Groningen, Finance Manager Kaitlin Purvis, Finance Assistant Nicole Long, Operations Support

## BOARD OF DIRECTORS AGENDA - REGULAR MEETING THURSDAY, SEPTEMBER 16, 2021 7:00 P.M.

11329 McCourtney Road, Grass Valley, CA 95949

The Board of Directors welcomes you to its meetings and your participation is encouraged and appreciated. All meetings are recorded. Any Member of the Audience desiring to address the Board on a matter appearing on the Agenda, <u>before or during consideration of the item</u>, may do so after receiving recognition from the President. In order that all interested parties have an opportunity to speak, please limit your comments to the specific item under discussion. For further rules on public comment and other matters, please see the last page of this agenda.

The Nevada County Consolidated Fire Board of Directors will meet in regular session commencing at 7:00 p.m. September 16, 2021 in the meeting room of Nevada County Consolidated Fire District's Station 91, Grass Valley, CA. This meeting will be recorded for posting on the District's webpage at <a href="https://www.nccfire.com">www.nccfire.com</a>.

#### **NOTICE**

If requested, this agenda can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact the Clerk of the Board for further information. In addition, a person with a disability who requires a modification or accommodation, in order to participate in a public meeting should telephone or otherwise contact the Clerk of the Board as soon as possible and at least 48 hours prior to the meeting. The Clerk of the Board may be reached at 530-265-4431 or at the following addresses:

Nicole Long, Board Secretary

Nevada County Consolidated Fire District, 640 Coyote Street, Nevada City, CA 95959

#### E-mail

All items posted on the agenda, including under correspondence, may be acted upon by the Board of Directors. However, matters under committee reports and department manager's reports may be briefly addressed by the Board or Staff but no action or discussion shall be undertaken on any item not appearing on the posted agenda. (GC 54954.2)

The Board of Directors may hold a Closed Session as the agenda schedule permits.

#### **STANDING ORDERS:**



7:00 p.m. Call to Order
Roll Call
Pledge of Allegiance to the Flag
Corrections and/or deletions to the agenda

#### \*Public Comment for Items NOT on the Agenda

Per CA Government Code 54954.3

This is the time for any member of the public to address the Board on any item not on this Agenda that is within the subject matter jurisdiction of the NCCFD Board. Please wait for recognition from the President. The Board generally cannot act on or discuss an item not on the agenda. However, the Board may "briefly respond" to comments or questions from the members of the public. Please see the rules for public comment at the end of this agenda.

#### **CONSENT CALENDAR**

These items are considered to be routine and may be enacted by one motion by the Board of Directors. There will be no separate discussion of these items. If discussion is desired, any board or staff member or interested party may request that an item be removed from the Consent Calendar to be considered separately.

- 1. Acceptance of Minutes August 19, 2021
- 2. Acceptance of Finance Committee Minutes September 2, 2021
- 3. Fund Balances, Check History Report and Credit Card History Report

#### **COMMITTEE REPORTS**

#### **STANDING COMMITTEES**

FINANCE/BUDGET: Dorland, Slade-Troutman PERSONNEL: Carrington, Hanson, Nelson

#### **AD HOC COMMITTEES**

BOARD POLICY AND PROCEDURES: Grueneberg

SUCCESSION PLANNING: Carrington, Hanson, Nelson

JOA AGREEMENT: Carrington, Dorland, Grueneberg

#### **LOCAL AGENCY ASSIGNMENTS**

NEVADA COUNTY FIRE AGENCY (JPA): Garrett, Turner

#### **NEW BUSINESS**

- 4. Public Hearing regarding the Fiscal Year 2021/2022 Final Budget with discussion and possible action concerning the below. Finance Manager Van Groningen
  - > Resolution R21-24, A Resolution establishing the Final Budget for the Fiscal Year 2021/2022 for the Nevada County Consolidated Fire District.
- 5. Discussion and possible action, Resolution R21-25, Fee Schedule for Prevention, Regulatory Programs, Incidents and Other Services. Finance Manager Van Groningen
- 6. Discussion and possible action, Resolution R21-26, Approval of medical benefit plans with various providers for the period of December 1, 2021 to November 30, 2022. Fire Chief Turner
- 7. Discussion and possible action, Response to proposal from the City of Grass Valley. President Grueneberg
- 8. Discussion and possible action, Resolution R21-27, Amending the District Staffing Roster. Fire Chief Turner

- Discussion and possible action, Resolution R21-28, Updated 2021/2022 Fiscal Year District Wage Schedule and Compensation Schedule. Fire Chief Turner
- 10. Discussion and possible action, Resolution R21-29, Authorized Personnel Resolution for the Fiscal Year 2021/2022. Fire Chief Turner
- 11. Discussion and possible action, Firefighter Eligibility List. Deputy Chief Funk
- 12. Discussion and possible action, Resolution R21-30, Approving the Department of Forestry and Fire Protection Agreement # 7FG21089 for Services from the date of this last signatory on Page 1 of the agreement to June 30, 2022 under the Rural Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978. The total project amount is for \$19,349.00, this is a matching grant, District responsibility \$9,674.50. Deputy Chief Funk
- 13. Discussion and possible action, Automatic Aid Agreement between Rough and Ready Fire Department and Nevada County Consolidated Fire District. Fire Chief Turner
- 14. Discussion and possible action, Automatic Aid Agreement between Ophir Hill Fire Protection District and Nevada County Consolidated Fire District. Fire Chief Turner
- 15. Discussion and possible action, Surplus of (2) 1996 International Fire Engines. Deputy Chief Funk
- 16. Discussion and action concerning filling a vacancy on the Board of Directors following the Board Selection Process. President Grueneberg
  - (1) Applicants' presentation and interview.
  - (2) Selection of candidate to fill the vacancy.
  - (3) Adoption of Resolution R21-31, appointing selected candidate to Vacancy on Board of Directors.
- 17. Correspondence Log
  - 17.(A) Thank you from Friends of Banner Mountain
  - 17.(B)Thank you from County of Nevada.
  - 17.(C) Thank you from Nevada County Friends.
  - 17.(D) Thank you from Nevada County Law Enforcement and Fire Safe Council

#### CHIEF'S MONTHLY REPORT

#### **CLOSED SESSION**

#### Public Comment on Closed Session Items:

Per CA Government Code 54954.3

While members of the public are not allowed in Closed Sessions, they do have a right to comment on the Closed Session item <u>before</u> the Board goes into Closed Session. And, if the Board will be taking action on the item out of Closed Session, then the public also has a right to comment during consideration of the action to be taken. Any member of the public who wishes to comment may do so after receiving recognition from the Chairman.

#### 18. Public employee performance evaluation

Pursuant to CA Government Code Section 54957

**Title: Fire Chief** 

#### 19. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to CA Government Code Section 54957

**Title: Deputy Chief** 

#### \*BOARD DISCUSSION

#### **DIRECTION TO STAFF & PLANNING FOR NEXT MEETINGS**

Regular Board Meeting -

**Date:** October 21, 2021

**Time:** 7:00 p.m.

**Location:** 11329 McCourtney Road, Grass Valley, CA 95949

#### **ADJOURNMENT**



#### Access Issues

In the District's efforts to comply with the requirement of the Title II of the Americans With Disabilities Act of 1990, the Administration requires that any person in need of any type of special equipment, assistance or accommodation(s), in order to communicate at a District public meeting, must inform the District Secretary a minimum of 72 hours prior to the scheduled meeting so that we may make arrangements to accommodate you. Phone (530) 265-4431

#### **Board Meeting Schedule**

With the exception of the month of June, <u>all Regular Board Meetings will take place on the third Thursday of the month.</u>

#### Copies

Copies of the agenda documents relative to an agenda item may be obtained at the Administrative Office, 640 Coyote Street, Nevada City, CA 95959, at a cost of \$1.00 dollar per page.

#### **Board Meeting Notices**

This Regular Meeting Agenda was posted 72 hours in advance of the meeting at the following locations: Nevada County Consolidated Fire District: Administration Office, 640 Coyote Street, Nevada City; Station 86, 12337 Banner Lava Cap Rd, Nevada City; Station 88, 14400 Golden Star, Grass Valley; Station 89, 11833 Tammy Way, Grass Valley; and on our website address at <a href="http://www.nccfire.com">http://www.nccfire.com</a>. Our e-mail address is nccfire@nccfire.com.

#### **Rules Applying to Public Comments** (as provided by CA Government Code Section 54954.)

- A. Members of the public wishing to address the Board upon any subject within the jurisdiction of the Nevada County Consolidated Fire District may do so upon receiving recognition from the President at the appropriate time. You may address the Board on any agenda item prior to Board Action. If you wish to address the Board on an item not on the agenda, you may do so during the General Public Comment period. Understand that no action may be taken on an item not on the agenda.
  - Where necessary for the orderly operation of the meeting, the President may limit public comment during the public comment period or public hearing to no more than five minutes per individual.
- B. After receiving recognition, please stand and state your name, as all meetings are being taped. Note that stating your name is a <u>voluntary</u> act and is not required.
- C. <u>All documents to be presented to the Board of Directors shall be given to the Secretary of the Board for distribution (original and seven copies) prior to the Call of Order of meeting.</u>
- D. Complaints against any individual District employee cannot be brought up in open meeting directly. The District will only consider such a complaint if submitted in writing.

## DRAFT Nevada County Consolidated Fire District

640 Coyote Street Nevada City, CA 95959 (530) 265-4431 FAX 265-4438



www.nccfire.com nccfire@nccfire.com

#### **BOARD OF DIRECTORS MINUTES August 19, 2021**

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

#### NCCFD DIRECTORS

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

**STAFF:** 

**<u>Present:</u>** Fire Chief Turner, Deputy Chief Funk, Fire Marshal McMahan, Deputy Fire Marshal Mason,

Finance Manager Van Groningen, Operations Support Long

#### **STANDING ORDERS:**

President Grueneberg called the meeting to order at 7:00 pm and took roll call, noting that Director Nelson, was absent. President Grueneberg 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 July 15, 2021
- 2. Fund Balances, Check History Report and Credit Card History Report June 2021

Director Slade-Troutman motioned to accept the consent calendar as presented. Director Hanson seconded. **MOTION** passed unanimously with Director Nelson absent.

#### **COMMITTEE REPORTS**

#### **STANDING COMMITTEES**

FINANCE/BUDGET: Dorland, Slade-Troutman PERSONNEL: Carrington, Hanson, Nelson

AD HOC COMMITTEES

<u>BOARD POLICY AND PROCEDURES</u>: **Grueneberg**<u>SUCCESSION PLANNING</u>: **Carrington, Hanson, 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 possible action, Resolution R21-23, AB1600 Mitigation Fee Adjustment.

Finance Manager Van Groningen reported that this is the annual increase to the mitigation fees based on the Western States CPI. A correction to the last whereas in the resolution, the dates should reflect July 2020 to June 2021, effective October 1, 2021.

Director Hanson motioned to adopt resolution R21-23, AB1600 Mitigation Fee Adjustment. Director Carrington seconded. **MOTION** passed unanimously with Director Nelson absent.

#### 5. Discussion and possible action, GovInvest Extension Agreement

Finance Manager Van Groningen reviewed the history, it can be useful but Staff at the time was not going to not extend, they returned an offer of no cost for 6 months. This is to let the new Finance Manager see the program and determine needs. Director Hanson motioned to enter into the extension agreement with GovInvest. Director Slade-Troutman seconded. **MOTION** passed unanimously with Director Nelson absent.

#### 6. <u>Discussion and possible action, Finance Manager Position.</u>

Finance Manager Van Groningen reported that his projected termination date is October 14, 2021. We have been recruiting for a couple months and have not found a candidate for one reason or another. Chief Turner would like to ask for flexibility to work with the personnel committee to have the latitude and flexibility to bring them in possibly at higher steps. In the interim, Finance Manager Van Groningen will stay on in a limited capacity to complete tasks as needed during the recruitment and training. After a brief discussion, the Board authorized Chief Turner to work with the personnel committee on the recruitment of a Finance Manager.

#### 7. Discussion and possible action, Proposal from the City of Grass Valley for Station 1.

Chief Turner reported that annually we take a look at the JOA agreement to see if any changes need to be made. Staff participated in an anonymous survey and it showed a majority were not in favor of a rewrite of the agreement. Staff is preparing technical data for review prior to a response to the proposal received by the City of Grass Valley. Chief Turner recommends an ad hoc committee be formed for review of the data and draft a response to the proposal. President Grueneberg, Vice President Dorland and Director Carrington volunteered to sit on the committee. Director Hanson motioned to develop the ad hoc committee with the volunteered directors. Director Garrett seconded. **MOTION** passed unanimously with Director Nelson absent.

#### **CHIEF'S MONTHLY REPORT**

Deputy Chief Funk reported that the call volume is not reflective of the number of hours or work put in. A local fire has been dispatched almost daily. OES 4610 is still out with its  $5^{th}$  or  $6^{th}$  crew swap.

Administratively the month was standard with meetings.

Deputy Chief Funk and Fire Marshal McMahan discussed the fair events and thanked the reserves for their work.

Fire Marshal McMahan reported that Deputy Fire Marshal Mason is working on reviewing and updating the Hazardous Vegetation Ordinance with the County of Nevada.

#### \*BOARD DISCUSSION

Director Hanson has submitted his resignation effective immediately after this meeting. 27 years on the board, 52 years in the fire service. Directors and Staff thanked Director Hanson and wished him well.

#### **ADJOURNMENT**

President	Grueneherg	adjourned:	the meeting	at 7:30 p.m.
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Attest:	Approved by:
Nicole Long	Keith Grueneberg
Board Secretary	President of the Board

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#### **FINANCE COMMITTEE MINUTES September 2, 2021**

Finance Committee Meeting held in the conference room 640 Coyote Street, Nevada City, CA 95959

#### **NCCFD DIRECTORS**

Present: Dorland, Slade-Troutman

**STAFF:** 

**<u>Present:</u>** Fire Chief Turner, Deputy Chief Funk, Fire Marshal McMahan, Finance Manager Van

Groningen, Operations Support Long

#### **STANDING ORDERS:**

Director Dorland called the meeting to order at 3:07 p.m. Roll call was taken, and Deputy Chief Funk led in the Pledge of Allegiance.

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

Per CA Government Code 54954.3

No public comment was made.

#### **NEW BUSINESS**

#### 1. Final Budget Review for Fiscal Year 2021/2022.

Finance Manager Van Groningen reviewed the preliminary budget highlights and the budget as outlined below:

Throughout the budget there are three (3) columns, the FY 21/22 preliminary budget, 20/21 amended budget and the actual pre-audited expenses and revenue as of June 30, 2021.

Page 1-2: high level recap of operating budget, fund 722.

Page 1-3: Revenues increased by \$70,000.00 from the preliminary

- Account 4010: increased 5% per assessed values received from the County.
- Account 4110: 3% increase approved at the June meeting.
- Account 4150: 1.7% increase approved at the June meeting.
- Account 4690: decrease due to less administrative work with Higgins.

Page 1-4: negotiations are completed, so the budget now reflects the approved 3% increase.

- Account 5151: increase to overtime budget for vacancies.
- Account 5751: increase from the preliminary for prior fy adjustments.

#### Page 1-6:

- Account 6611 & 6621: increase notice from carriers estimating significant increases.
- Account 6751: rolled over as hose was not received by the end of last fiscal year.

#### Page 1-7:

- Account 6821: increase in utility costs.
- Account 6921: additional cost share for radios.
- Account 7001: increase per insurance carrier.
- Account 7051: increasing costs in fuel.

#### Page 1-8:

- Account 7508: increased for hardware replacements.
- Account 7566: decreased as negotiations are complete.

The total operating budget expenditures (fund 722) is \$7,714,624.00.

Fund 733, mitigation fund. Time for a new nexus study to be done, the cost for this of \$23,000.00 has been added as an expenditure to this account from the preliminary budget.

Fund 758, capital improvement fund. Increased expenditures for a replacement vehicle for the Deputy Fire Marshal in the amount of \$65,000.00 and sales commission on surplus engines for \$6,000.00

Director Dorland accepted the review of the final budget for FY 21/22 and approved it moving forward to the regular meeting on September 16, 2021. Director Slade-Troutman seconded. **MOTION** passed unanimously following a roll call.

ADJOURNMENT	
Director adjourned the meeting at 3:51 p.m.	
Attest:	Approved by:
Nicole Long Board Secretary	Barry Dorland Finance Committee

#### Nevada County Consolidated Fire District Fund Recap & Cash Balances August 2021

	Fund					
	722	723	733	734	758	Total
	Operating	Contingency	AB1600	Special Tax	Capital	
Beginning Cash <sup>1</sup>	698,501	1,321,736	113,129	3,976	557,306	2,694,648
Revenues	6,157	-	10,597	-	-	16,754
Expenditures	(742,669)	-	(49,498)	-	(66,864)	(859,031)
Other Inc/Expense	-		1,222		-	1,222
Other Activity <sup>2</sup>	- 45,018	-			-	45,018
Ending Cash <sup>1</sup>	7,007	1,321,736	75,450	3,976	490,442	1,898,611

<sup>&</sup>lt;sup>1</sup> Includes Well Fargo

<sup>&</sup>lt;sup>2</sup> Reconciling items, prior period adjustments

August 2021

## Nevada County Consolidated Fire District Operating Fund 722

	Aug 21	Jul - Aug 21	Budget	% of Budget
Revenues				
4000 · Taxes & Assessments				
4010 · Current Secured			3,333,005	
4020 · Current Unsecured			50,012	
4030 · Prior Unsecured			1,673	
4040 · Supplemental Secured			31,083	
4050 · Supplemental Unsecured			8,354	
4060 · Supplemental Prior Unsecured			307	
4110 · Special Assessment	45	45	2,136,436	0%
4150 · Special Tax of 2012			985,846	
4151 · Special Tax 2012 (transfer in)		49,000		
4230 · State Homeowners			24,888	
4240 · State Public Safety Prop 172			415,869	
Total 4000 · Taxes & Assessments	45	49,045	6,987,473	1%
4500 · Reimbursements				
4510 · Strike Team	648	648	149,850	0%
4522 · Strike Team Cost Offset	(533)	(533)		
4540 · Vehicle Repair		1,425	7,500	19%
4550 · Cost Recovery			6,000	
4690 · Other Reimbursements	1,440	3,209	58,960	5%
Total 4500 · Reimbursements	1,555	4,749	222,310	2%
4800 · Other Revenue				
4810 · Inspections & Permits	1,544	1,940	7,500	26%
4812 · Plan Reviews	1,518	3,036	15,000	20%
4820 · Interest & Finance Charges	0	0	25,000	0%
4830 · Rentals	1,450	2,900	3,240	90%
4840 · Other Current Services			3,000	
4870 · Other Revenue	45	80		
Total 4800 · Other Revenue	4,557	7,956	53,740	15%
Total Revenue	6,157	61,750	7,263,523	1%

Solid - Wages & Benefits   Solid - Wages   W		Aug 21	Jul - Aug 21	Budget	% of Budget	
5100 · Wages         5111 · Chief / Deputy Chief (2)         28,557         70,976         380,426         20%           5113 · Battalion Chief (2)         18,354         44,959         225,361         20%           5114 · Prevention (2)         16,846         41,374         210,119         20%           5122 · Captains (9)         67,098         165,362         841,161         20%           5122 · Lleutenants (6)         36,034         88,944         463,061         19%           5123 · Firefighter (12)         49,146         137,616         758,331         18%           5131 · Supplemental / Seasonal FF         33,554         61,049         204,816         30%           5132 · PCF / Reserve FF         2,146         2,146         1,500         143%           5141 · Clerical (3)         17,218         42,773         216,773         20%           5145 · Fire Mechanic (1.5)         10,292         25,220         129,730         19%           5151 · Overtime         44,833         115,509         433,954         27%           5153 · Additional Overtime Staffing         7,171         75,501         9%           5167 · Strike Team Revenue Offset         (533)         (533)         (533)         (533)         (533)	Expense					
5111 · Chief / Deputy Chief (2)         28,557         70,976         360,426         20%           5113 · Battalion Chief (2)         18,354         44,959         225,361         20%           5114 · Prevention (2)         16,646         41,374         210,119         20%           5121 · Captains (9)         67,098         165,362         841,161         20%           5122 · Lieutenants (6)         36,034         89,944         463,061         19%           5123 · Firefighter (12)         49,146         137,616         758,331         18%           5131 · Supplemental / Seasonal FF         33,554         61,049         204,816         30%           5132 · PCF / Reserve FF         2,146         2,146         1,500         143%           5141 · Clerical (3)         17,218         42,773         216,773         20%           5151 · Overtime         44,833         115,509         433,954         27%           5163 · Additional Overtime Staffing         18,862         18,862           5161 · Strike Team Backfill         58,611         110,179         1667 · Strike Team Revenue Offset         (533)         (533)         (533)         5171 · Holiday Stipend         7,171         75,501         9%           5173 · Vacation / CTO	5000 · Wages & Benefits					
5113 · Battalion Chief (2)         18,354         44,959         225,361         20%           5114 · Prevention (2)         16,646         41,374         210,119         20%           5121 · Captains (9)         67,098         165,362         841,161         20%           5122 · Lieutenants (6)         36,034         88,944         463,061         19%           5122 · Firefighter (12)         49,146         137,616         758,331         18%           5131 · Supplemental / Seasonal FF         33,554         61,049         204,816         30%           5132 · PCF / Reserve FF         2,146         2,146         1,500         143%           5141 · Clerical (3)         17,218         42,773         216,773         20%           5145 · Fire Mechanic (1.5)         10,292         25,220         129,700         19%           5153 · Additional Overtime         44,833         115,509         433,954         27%           5165 · Strike Team         153,670         267,741         5165 · Strike Team Revenue Offset         (533)         (533)           5173 · Vacation / CTO Buy Back         15,107         24,431         80,256         30%           5185 · Directors         225         750         4,500         17%     <	5100 · Wages					
5114 · Prevention (2)         16,646         41,374         210,119         20%           5121 · Captains (9)         67,098         165,362         841,161         20%           5122 · Lieutenants (6)         36,034         88,944         463,061         19%           5123 · Firefighter (12)         49,146         137,616         758,331         18%           5131 · Supplemental / Seasonal FF         33,554         61,049         204,816         30%           5132 · PCF / Reserve FF         2,146         2,146         1,500         143%           5141 · Clerical (3)         17,218         42,773         216,773         20%           5145 · Fire Mechanic (1.5)         10,292         25,220         129,730         19%           5151 · Overtime         44,833         115,509         433,954         27%           5153 · Additional Overtime Staffing         18,862         18,862           5161 · Strike Team Backfill         58,611         110,179         18,862           5167 · Strike Team Revenue Offset         (533)         (533)         (533)           5171 · Holiday Stipend         7,171         75,501         9%           5173 · Vacation / CTO Buy Back         15,107         24,431         80,256         3	5111 · Chief / Deputy Chief (2)	28,557	70,976	360,426	20%	
5121 · Captains (9)         67,098         165,362         841,161         20%           5122 · Lieutenants (6)         36,034         88,944         463,061         19%           5123 · Firefighter (12)         49,146         137,616         758,331         18%           5131 · Supplemental / Seasonal FF         33,554         61,049         204,816         30%           5132 · PCF / Reserve FF         2,146         2,146         1,500         143%           5141 · Clerical (3)         17,218         42,773         216,773         20%           5145 · Fire Mechanic (1.5)         10,292         25,220         129,730         19%           5151 · Overtime         44,833         115,509         433,954         27%           5165 · Strike Team         153,670         267,741         5165         517 (200)         17%           5167 · Strike Team Backfill         58,611         110,179         1	5113 · Battalion Chief (2)	18,354	44,959	225,361	20%	
5122 · Lieutenants (6)         36,034         88,944         463,061         19%           5123 · Firefighter (12)         49,146         137,616         758,331         18%           5131 · Supplemental / Seasonal FF         33,554         61,049         204,816         30%           5132 · PCF / Reserve FF         2,146         2,146         1,500         143%           5141 · Clerical (3)         17,218         42,773         216,773         20%           5145 · Fire Mechanic (1,5)         10,292         25,220         129,730         19%           5151 · Overtime         44,833         115,509         433,954         27%           5161 · Strike Team         153,670         267,741         18,862           5161 · Strike Team Backfill         58,611         110,179         110,179           5167 · Strike Team Revenue Offset         (533)         (533)         (533)           5171 · Holiday Stipend         7,171         75,501         9%           5185 · Directors         225         750         4,500         17%           Total 5100 · Wages         550,958         1,205,667         4,024,351         30%           5511 · Medicare Employer Tax         7,335         16,344         58,771         28%	5114 · Prevention (2)	16,646	41,374	210,119	20%	
5123 · Firefighter (12)         49,146         137,616         758,331         18%           5131 · Supplemental / Seasonal FF         33,554         61,049         204,816         30%           5132 · PCF / Reserve FF         2,146         2,146         1,500         143%           5141 · Clerical (3)         17,218         42,773         216,773         20%           5145 · Fire Mechanic (1.5)         10,292         25,220         129,730         19%           5151 · Overtime         44,833         115,509         433,954         27%           5153 · Additional Overtime Staffing         18,862         18,862           5161 · Strike Team         153,670         267,741         5165 · Strike Team Backfill         58,611         110,179           5167 · Strike Team Revenue Offset         (533)         (533)         (533)         5171 · Holiday Stipend         7,171         75,501         9%           5173 · Vacation / CTO Buy Back         15,107         24,431         80,256         30%           5185 · Directors         225         750         4,004,351         30%           5500 · Payroll Taxes         550,958         1,205,667         4,024,351         30%           5511 · Medicare Employer Tax         7,335         16,34	5121 · Captains (9)	67,098	165,362	841,161	20%	
5131 · Supplemental / Seasonal FF         33,554         61,049         204,816         30%           5132 · PCF / Reserve FF         2,146         2,146         1,500         143%           5141 · Clerical (3)         17,218         42,773         216,773         20%           5145 · Fire Mechanic (1.5)         10,292         25,220         129,730         19%           5151 · Overtime         44,833         115,509         433,954         27%           5153 · Additional Overtime Staffing         18,862         18,862           5161 · Strike Team         153,670         267,741         18,862           5167 · Strike Team Backfill         58,611         110,179         18,862           5171 · Holiday Stipend         7,171         75,501         9%           5173 · Vacation / CTO Buy Back         15,107         24,431         80,256         30%           5185 · Directors         225         750         4,500         17%           Total 5100 · Wages         550,958         1,205,667         4,024,351         30%           5511 · Medicare Employer Tax         7,335         16,344         58,771         28%           5512 · Sul Employer Tax         147         180         372         48%	5122 · Lieutenants (6)	36,034	88,944	463,061	19%	
5132 · PCF / Reserve FF         2,146         2,146         1,500         143%           5141 · Clerical (3)         17,218         42,773         216,773         20%           5145 · Fire Mechanic (1.5)         10,292         25,220         129,730         19%           5151 · Overtime         44,833         115,509         433,954         27%           5153 · Additional Overtime Staffing         18,862         18,862           5161 · Strike Team Backfill         58,611         110,179           5165 · Strike Team Revenue Offset         (533)         (533)           5171 · Holiday Stipend         7,171         75,501         9%           5173 · Vacation / CTO Buy Back         15,107         24,431         80,256         30%           5185 · Directors         225         750         4,500         17%           Total 5100 · Wages         550,958         1,205,667         4,024,351         30%           Strike team 9%           5500 · Payroll Taxes         7,335         16,344         58,771         28%           5512 · Soc Security Employer Tax         147         180         372         48%           5521 · SUI Employer Tax         677         1,215         6,030         20%	5123 · Firefighter (12)	49,146	137,616	758,331	18%	
5141 · Clerical (3)         17,218         42,773         216,773         20%           5145 · Fire Mechanic (1.5)         10,292         25,220         129,730         19%           5151 · Overtime         44,833         115,509         433,954         27%           5153 · Additional Overtime Staffing         18,862         18,862           5161 · Strike Team         153,670         267,741         5165 · Strike Team Backfill         58,611         110,179           5167 · Strike Team Revenue Offset         (533)         (533)         (533)         5171         75,501         9%           5173 · Vacation / CTO Buy Back         15,107         24,431         80,256         30%         5185 · Directors         225         750         4,500         17%           Total 5100 · Wages         550,958         1,205,667         4,024,351         30%         Strike team 9%           5500 · Payroll Taxes         5511 · Medicare Employer Tax         7,335         16,344         58,771         28%           5512 · Soc Security Employer Tax         147         180         372         48%           5521 · SUI Employer Tax         677         1,215         6,030         20%           Total 5500 · Payroll Taxes         8,159         17,739	5131 · Supplemental / Seasonal FF	33,554	61,049	204,816	30%	
5145 · Fire Mechanic (1.5)         10,292         25,220         129,730         19%           5151 · Overtime         44,833         115,509         433,954         27%           5153 · Additional Overtime Staffing         18,862         18,862           5161 · Strike Team         153,670         267,741         5165 · Strike Team Backfill         58,611         110,179           5167 · Strike Team Revenue Offset         (533)         (533)         (533)         5171 · Holiday Stipend         7,171         75,501         9%           5173 · Vacation / CTO Buy Back         15,107         24,431         80,256         30%           5185 · Directors         225         750         4,500         17%           Total 5100 · Wages         550,958         1,205,667         4,024,351         30%           5511 · Medicare Employer Tax         7,335         16,344         58,771         28%           5512 · Soc Security Employer Tax         147         180         372         48%           5521 · SUI Employer Tax         677         1,215         6,030         20%           Total 5500 · Payroll Taxes         8,159         17,739         65,173         27%           5700 · Benefits         50,534         545,127         1,136	5132 · PCF / Reserve FF	2,146	2,146	1,500	143%	
5151 · Overtime       44,833       115,509       433,954       27%         5153 · Additional Overtime Staffing       18,862       18,862         5161 · Strike Team       153,670       267,741       267,741         5165 · Strike Team Backfill       58,611       110,179       110,179         5167 · Strike Team Revenue Offset       (533)       (533)       (533)         5171 · Holiday Stipend       7,171       75,501       9%         5173 · Vacation / CTO Buy Back       15,107       24,431       80,256       30%         5185 · Directors       225       750       4,500       17%         Total 5100 · Wages       550,958       1,205,667       4,024,351       30%         Strike team 9%         5500 · Payroll Taxes       5511 · Medicare Employer Tax       7,335       16,344       58,771       28%         5521 · SUI Employer Tax       147       180       372       48%         5521 · SUI Employer Tax       677       1,215       6,030       20%         Total 5500 · Payroll Taxes       8,159       17,739       65,173       27%         5700 · Benefits       50,534       545,127       1,136,726       48%         Annual UAL Payment \$441,922	5141 · Clerical (3)	17,218	42,773	216,773	20%	
5153 · Additional Overtime Staffing       153,670       267,741         5165 · Strike Team       153,670       267,741         5165 · Strike Team Backfill       58,611       110,179         5167 · Strike Team Revenue Offset       (533)       (533)         5171 · Holiday Stipend       7,171       75,501       9%         5173 · Vacation / CTO Buy Back       15,107       24,431       80,256       30%         5185 · Directors       225       750       4,500       17%         Total 5100 · Wages       550,958       1,205,667       4,024,351       30%         Strike team 9%         5500 · Payroll Taxes         5511 · Medicare Employer Tax       7,335       16,344       58,771       28%         5512 · Soc Security Employer Tax       147       180       372       48%         5521 · SUI Employer Tax       677       1,215       6,030       20%         Total 5500 · Payroll Taxes       8,159       17,739       65,173       27%         5700 · Benefits       50,534       545,127       1,136,726       48%         Annual UAL Payment \$441,922         5731 · Health Insurance       53,208       104,020       772,464       13%	5145 · Fire Mechanic (1.5)	10,292	25,220	129,730	19%	
5161 · Strike Team       153,670       267,741         5165 · Strike Team Backfill       58,611       110,179         5167 · Strike Team Revenue Offset       (533)       (533)         5171 · Holiday Stipend       7,171       75,501       9%         5173 · Vacation / CTO Buy Back       15,107       24,431       80,256       30%         5185 · Directors       225       750       4,500       17%         Total 5100 · Wages       550,958       1,205,667       4,024,351       30%         Strike team 9%         5500 · Payroll Taxes         5511 · Medicare Employer Tax       7,335       16,344       58,771       28%         5512 · Soc Security Employer Tax       147       180       372       48%         5521 · SUI Employer Tax       677       1,215       6,030       20%         Total 5500 · Payroll Taxes       8,159       17,739       65,173       27%         5700 · Benefits       50,534       545,127       1,136,726       48%         Annual UAL Payment \$441,922         5731 · Health Insurance       53,208       104,020       772,464       13%         5752 · Life Insurance       811       1,275       14,400 <th< td=""><td>5151 · Overtime</td><td>44,833</td><td>115,509</td><td>433,954</td><td>27%</td></th<>	5151 · Overtime	44,833	115,509	433,954	27%	
5165 · Strike Team Backfill         58,611         110,179           5167 · Strike Team Revenue Offset         (533)         (533)           5171 · Holiday Stipend         7,171         75,501         9%           5173 · Vacation / CTO Buy Back         15,107         24,431         80,256         30%           5185 · Directors         225         750         4,500         17%           Total 5100 · Wages         550,958         1,205,667         4,024,351         30%           Strike team 9%           5500 · Payroll Taxes         7,335         16,344         58,771         28%           5512 · Soc Security Employer Tax         147         180         372         48%           5521 · SUI Employer Tax         677         1,215         6,030         20%           Total 5500 · Payroll Taxes         8,159         17,739         65,173         27%           5700 · Benefits         50,534         545,127         1,136,726         48%           Annual UAL Payment \$441,922           5731 · Health Insurance         53,208         104,020         772,464         13%           5751 · Workers Comp Insurance         14,265         140,320         137,351         102% <th cols<="" td=""><td>5153 · Additional Overtime Staffing</td><td></td><td></td><td>18,862</td><td></td></th>	<td>5153 · Additional Overtime Staffing</td> <td></td> <td></td> <td>18,862</td> <td></td>	5153 · Additional Overtime Staffing			18,862	
5167 · Strike Team Revenue Offset         (533)         (533)         (533)           5171 · Holiday Stipend         7,171         75,501         9%           5173 · Vacation / CTO Buy Back         15,107         24,431         80,256         30%           5185 · Directors         225         750         4,500         17%           Total 5100 · Wages         550,958         1,205,667         4,024,351         30%           Strike team 9%           S500 · Payroll Taxes           5511 · Medicare Employer Tax         7,335         16,344         58,771         28%           5512 · Soc Security Employer Tax         147         180         372         48%           5521 · SUI Employer Tax         677         1,215         6,030         20%           Total 5500 · Payroll Taxes         8,159         17,739         65,173         27%           5700 · Benefits         50,534         545,127         1,136,726         48%           Annual UAL Payment \$441,922           5731 · Health Insurance         53,208         104,020         772,464         13%           575 · Life Insurance         811         1,275         14,400         9%						

	Aug 21	Jul - Aug 21	Budget	% of Budget
6000 · Personnel Related				
6010 · Clothing / PPE				
6011 · Uniforms	684	1,498	24,960	6%
6021 · Personal Protective Equip		1,378	35,000	4%
6031 · Safety & PPE (per MOU)	955	15,370	32,130	48%
Total 6010 · Clothing / PPE	1,639	18,246	92,090	20%
6100 · Food / Meals				
6111 · Meals - Administration		35	300	12%
6113 · Meals - Fire			1,500	
6114 · Meals - Interns			30,822	
Total 6100 · Food / Meals		35	32,622	0%
6200 · Training / Fitness				
6211 · Wellness Program	325	325	31,660	1%
6213 · Fitness Program			4,744	
6221 · Tuition - Safety Personnel	690	2,282	22,000	10%
6232 · Travel Expense	72	72	7,500	1%
6241 · Training Materials		(1,351)	2,000	(68%)
6246 · Public Safety Training Center			1,000	
6261 · Licenses & Certificates		78	2,500	3%
6271 · Training - Administration			8,500	
Total 6200 · Training / Fitness	1,087	1,406	79,904	2%
Total 6000 · Personnel Related	2,726	19,687	204,616	10%
6500 · Facility & Equipment Related				
6510 · Communications				
6511 · Telephones	1,437	2,861	18,760	15%
6521 · Mobile Phones	587	1,168	10,600	11%
Total 6510 · Communications	2,024	4,029	29,360	14%
6550 · Station				
6551 · Supplies & Services - Stations	1,423	3,164	20,000	16%
Total 6550 · Station	1,423	3,164	20,000	16%
6610 · Insurance				
6611 · Liability			15,750	
6621 · Property			19,302	
Total 6610 · Insurance			35,052	-
6650 · Maintenance				
6681 · Facility Maint & Improvements	2,382	6,686	170,000	4%
Total 6650 · Maintenance	2,382	6,686	170,000	4%
6700 · Medical Supplies	2,002	0,000	,	.,,
6716 · EMS Supplies	4,791	5,073	15,000	34%
Total 6700 · Medical Supplies	4,791	5,073	15,000	34%
6750 · Apparatus Equipment	4,131	5,075	10,000	J <del>-1</del> /0
6751 · Hose	3,908	10,356	18,000	58%
6756 · Ladders	3,900	10,550		30%
	1 224	2 662	1,500 7,500	35%
6761 · Suppression Equip	1,334	2,662	7,500	35%

,	Aug 21	Jul - Aug 21	Budget	% of Budget
6766 · Power Tools & Equipment	39	123	16,800	1%
6771 · Pump Testing			3,830	
6776 · Mobile Communications	47	296	4,300	7%
6781 · Technical Rescue Equip			13,000	
6786 · SCBA Repair & Maintenace			8,500	
6796 · Drone			1,912	
6798 · Utility Terrain Vehicle			3,220	
Total 6750 · Apparatus Equipment	5,328	13,437	78,562	17%
6800 · Utilities	-,	,	,	
6811 · Alarm	165	330	1,500	22%
6821 · Electricity / Gas	5,650	13,299	43,047	31%
6831 · Propane	38	103	12,432	1%
6841 · Trash	247	488	3,600	14%
6851 · Water / Sewer	320	1,082	8,731	12%
Total 6800 · Utilities	6,420	15,302	69,310	22%
6900 · Capital Expenditures	-, -	-,	,	
6911 · Stations	(4)	(4)	7,800	(0%)
6931 · Vehicles	( ' /	(71)	1,000	100%
6941 · Admin Office Equipm & Computers		399	3,000	13%
Total 6900 · Capital Expenditures	(4)	324	10,800	3%
Total 6500 · Facility & Equipment Related	22,364	48,015	428,084	11%
7000 · Vehicle Related	22,004	40,010	420,004	1170
7001 · Insurance				
7005 · Vehicle Insurance		806		100%
7001 · Insurance - Other		000	8,925	10070
Total 7001 · Insurance		806	8,925	9%
7010 · Maintenance		000	0,020	370
7011 · Accessories	549	719		
7016 · Batteries	647	647		
7021 · Body	9,334	10,078		
7026 · Brakes	225	236		
7031 · Drive Train	361	552		
7036 · Pumps	4,625	4,625		
7046 · Tools & Shop Related	855	1,709		
7048 · All Categories for Budget	000	1,700	107,342	
7049 · Outside Agency Vehicle Maint	842	(756)	107,012	
Total 7010 · Maintenance	17,438	17,810	107,342	17%
7050 · Fuel	17,400	17,010	107,042	1770
7051 · Fuel	6,240	12,696	44,856	28%
Total 7050 · Fuel	6,240	12,696	44,856	28%
Total 7000 · Vehicle Related				19%
7500 · General & Admin Related	23,678	31,312	161,123	19%
7501 · Office Expense				
7501 · Office Expense  7502 · Administration	202	458	7,000	7%
7 JUL Administration	202	400	7,000	1 70

	Aug 21	Jul - Aug 21	Budget	% of Budget
7506 · Board	J		500	
7508 · Computer & Software Expense	4,381	6,837	80,000	9%
7509 · Copier Expense	77	168	1,500	11%
7511 · Memberships	360	1,915	15,655	12%
7521 · Postage & Delivery	200	250	1,900	13%
7531 · Other	0	0	.,000	.070
Total 7501 · Office Expense	5,220	9,628	106,555	9%
7550 · Professional Services	0,220	0,020	100,000	0,70
7551 · Accounting	1,400	1,400	12,880	11%
7556 · Computer & IT Support	1,013	1,654	14,980	11%
7561 · Consultants	1,2 . 2	1,00	7,500	
7563 · Hiring Expense	106	219	11,450	2%
7566 · Legal Expense	186	5,702	51,675	11%
7571 · Medical Director		-,	6,600	
Total 7550 · Professional Services	2,705	8,975	105,085	9%
7590 · Publications	_,. 00	0,0.0	.00,000	0.70
7591 · Legal Notices			600	
7596 · Marketing / Advertising			500	
Total 7590 · Publications			1,100	
7600 · Special District			1,100	
7621 · LAFCo		6,157	5,762	107%
7631 · Nevada County Fees		0,101	77,243	10170
Total 7600 · Special District		6,157	83,005	7%
7650 · Prevention		3,.3.	33,333	. , ,
7651 · Code Purchases			1,800	
7653 · Investigation Supplies		2,302	4,300	54%
7657 · Inspection Supplies		354	1,500	24%
7661 · Prof Svcs / Plan Checks			2,500	
7663 · Public Education Supplies			4,000	
7665 · Subscriptions / Memberships			3,000	
7667 · Training	450	460	9,000	5%
7669 · Other Prevention / Law Enforce			3,500	
Total 7650 · Prevention	450	3,116	29,600	11%
7800 · JPA		2,112	,	
7831 · Dispatch Charges			125,000	
7841 · Dues / Administration			9,000	
Total 7800 · JPA			134,000	
Total 7500 · General & Admin Related	8,375	27,876	459,345	6%
8500 · Strike Team Non Labor Expenses	6,994	7,660	100,010	0,0
8510 · Reimbursables	3,00	.,000		
8512 · COVID testing	597	597		
Total 8510 · Reimbursables	597	597		
Total Expense	742,669	2,149,295	7,403,633	29%
Fund Over/ <under></under>	(736,512)	(2,087,545)	(140,110)	1,490%

	Aug 21	Jul - Aug 21	Budget	% of Budget
Other Expense				
8700 · Transfers Out				
8723 · Transfer to 723			35,604	
8758 · Transfer to 758			125,000	
Total 8700 · Transfers Out			160,604	
9101 · Grant Expense			36,000	
Total Other Expense			196,604	
Net Other			(196,604)	
let Fund Activity	(736,512)	(2,087,545)	(336,714)	

### **Nevada County Consolidated Fire District** AB 1600 Mitigation Fund 733

August 2021

#### **Nevada County Consolidated Fire District Operating Fund 733**

	Aug 21	Jul - Aug 21	Budget	% of Budget
Revenue				
4000 · Taxes & Assessments				
4160 · AB 1600 Mitigation Fees	10,597	11,898	125,000	10%
Total 4000 · Taxes & Assessments	10,597	11,898	125,000	10%
4800 · Other Revenue				
4820 · Interest & Finance Charges			1,500	
Total 4800 · Other Revenue			1,500	
Total Revenue	10,597	11,898	126,500	9%
Expense				
6500 · Facility & Equipment Related				
6900 · Capital Expenditures				
6921 · Apparatus & Equipment	49,498	49,498	98,996	50%
Total 6900 · Capital Expenditures	49,498	49,498	98,996	50%
Total 6500 · Facility & Equipment Related	49,498	49,498	98,996	50%
Total Expense	49,498	49,498	98,996	50%
Fund Over/ <under></under>	(38,901)	(37,600)	27,504	(137%)
Other Expense				
9101 · Grant Expense				
9101.07 · NCLEFC UTV Accessories	(1,222)	(1,222)		
9101 · Grant Expense - Other		1,229		
Total 9101 · Grant Expense	(1,222)	7		
Total Other Expense	(1,222)	7		
Net Other	1,222	(7)		
Net Fund Activity	(37,679)	(37,607)	27,504	(137%)

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#### Nevada County Consolidated Fire District Special Tax Fund 734

August 2021

## Nevada County Consolidated Fire District Operating Fund 734

	Aug 21	Jul - Aug 21	Budget	% of Budget
Revenue				
4000 · Taxes & Assessments				
4150 · Special Tax of 2012			995,804	
Total 4000 · Taxes & Assessments			995,804	
Total Revenue			995,804	
Expense				
7500 · General & Admin Related				
7600 · Special District				
7631 · Nevada County Fees			9,958	
Total 7600 · Special District			9,958	
Total 7500 · General & Admin Related			9,958	
Total Expense			9,958	
Fund Over/ <under></under>			985,846	
Other Expense				
8700 · Transfers Out				
8722 · Transfer to 722		49,000	985,846	5%
Total 8700 · Transfers Out		49,000	985,846	5%
Total Other Expense		49,000	985,846	5%
Net Other		(49,000)	(985,846)	5%
Net Fund Activity		(49,000)		100%

## Nevada County Consolidated Fire District Capital Fund 758

August 2021

## Nevada County Consolidated Fire District Operating Fund 758

	Aug 21	Jul - Aug 21	Budget	% of Budget
Revenue				
4800 · Other Revenue				
4850 · Sale Surplus Equipment			60,000	
Total 4800 · Other Revenue			60,000	
Total Revenue			60,000	
Expense				
6500 · Facility & Equipment Related				
6900 · Capital Expenditures				
6921 · Apparatus & Equipment	66,864	66,864	320,048	21%
6931 · Vehicles		3,419		100%
Total 6900 · Capital Expenditures	66,864	70,283	320,048	22%
Total 6500 · Facility & Equipment Related	66,864	70,283	320,048	22%
Total Expense	66,864	70,283	320,048	22%
Fund Over/ <under></under>	(66,864)	(70,283)	(260,048)	27%
Other Income				
8800 · Transfers In				
8822 · Transfer from 722			125,000	
Total 8800 · Transfers In			125,000	
Total Other Income			125,000	
Net Other			125,000	
Net Fund Activity	(66,864)	(70,283)	(135,048)	52%

## Nevada County Consolidated Fire District Check History Report August 2021

## **Nevada County Consolidated Fire District Check History Report**

Date Num		Name	Paid Amount
Fund 722			
08/02/2021	236544	AFLAC	1,473.00
08/02/2021	236491	BLUE SHIELD OF CALIFORNIA	31,380.26
08/02/2021	945504	FDAC Employee Benefits Authority	1,505.05
08/02/2021	945497	KAISER FOUNDATION HEALTH PLAN	20,410.23
08/02/2021	945466	SPECIAL DIST RISK MGMT AUTH.	4,695.65
08/02/2021	236559	STANDARD INSURANCE COMPANY	986.00
08/02/2021	236518	ADVANTAGE GEAR, INC.	114.70
08/02/2021	236486	B&C ACE HOME & GARDEN CENTER	81.35
08/02/2021	945470	ECONOMY PEST CONTROL	202.00
08/02/2021	236502	EVERGUARD SYSTEMS	165.00
08/02/2021	236504	GRASS VALLEY FIRE DEPARTMENT	5,760.39
08/02/2021	236500	LIFE ASSIST INC.	106.52
08/02/2021	945476	MISSION LINEN SUPPLY, INC.	68.00
08/02/2021	236509	NEVADA COUNTY FIRE CHIEFS ASSN	100.00
08/02/2021	236521	SERVICENTER RADIATOR & AUTO	65.72
08/02/2021	945508	SOLON FIRE CONTROL	416.00
08/02/2021	236545	TOTAL ADMIN SVCS (TASC)	505.44
08/02/2021	945484	WALKER'S OFFICE SUPPLY	78.32
08/02/2021	236493	WASTE MANAGEMENT OF NEV. CO.	6.91
08/09/2021	236675	Howie Muir	130.62
08/09/2021	236677	B&C ACE HOME & GARDEN CENTER	44.45
08/09/2021	946047	BANNER COMMUNICATIONS	8.68
08/09/2021	946029	ECONOMY PEST CONTROL	296.00
08/09/2021	946044	Fitguard	325.40
08/09/2021	236725	GOLDEN STATE EMERGENCY VEHICLE	443.36
08/09/2021	236703	GRASS VALLEY FIRE DEPARTMENT	839.37
08/09/2021	236685	HBE RENTALS	23.69
08/09/2021	946033	HILLS FLAT LUMBER COMPANY	66.10
08/09/2021	946042	HUNT & SONS, INC.	4,612.88
08/09/2021	946034	MISSION LINEN SUPPLY, INC.	58.48
08/09/2021	236686	NETWORK DESIGN ASSOCIATES	405.00
08/09/2021	946035	PURCHASE POWER	200.04
08/09/2021	946040	RIVERVIEW INTERNATIONAL TRUCKS	469.50
08/09/2021	946049	ROBINSON ENTERPRISES, INC.	974.66
08/09/2021	236731	Synapse Technologies Inc.	3,280.80
08/09/2021	946041	WALKER'S OFFICE SUPPLY	403.66
08/12/2021	236741	CalPERS 457 Plan (Def. Comp)	1,400.00
08/12/2021	946069	NCCFD - EFTPS (Fed & State Taxes)	61,681.25
08/12/2021	946088	NATIONWIDE RETIREMENT SOLUTION	11,481.43
08/12/2021	946080	NEVADA COUNTY PROF FF ASSN	1,050.00
08/12/2021	910467	CalPERS (Retirement)	39,327.48

## **Nevada County Consolidated Fire District** Check History Report August 2021

		3	
Date	Num	Name	Paid Amount
08/16/2021	236828	CalCARD (US BANK)	25,708.66
08/16/2021	236848	A&A A/C & HEATING	1,114.00
08/16/2021	236884	AUBURN FORD	72.27
08/16/2021	236902	GOLDEN STATE EMERGENCY VEHICLE	4,598.06
08/16/2021	236869	GRASS VALLEY FIRE DEPARTMENT	5,456.67
08/16/2021	236851	L.N. CURTIS & SONS	3,784.46
08/16/2021	946214	MISSION LINEN SUPPLY, INC.	68.00
08/16/2021	236864	NID	89.09
08/16/2021	236866	RIEBES AUTO PARTS	657.56
08/16/2021	946219	RIVERVIEW INTERNATIONAL TRUCKS	146.21
08/16/2021	236897	THE UPS STORE/DJE CONSULTANTS	105.50
08/16/2021	236875	TRIPP'S AUTO BODY & PAINT SHOP, INC.	3,582.25
08/16/2021	236856	WASTE MANAGEMENT OF NEV. CO.	240.47
08/23/2021	910508	CalPERS (Retirement)	1,400.00
08/23/2021	237034	A&A A/C & HEATING	725.70
08/23/2021	946369	BUCKMASTER OFFICE SOLUTIONS	76.68
08/23/2021	237044	GRASS VALLEY FIRE DEPARTMENT	1,250.00
08/23/2021	946375	HILLS FLAT LUMBER COMPANY	104.47
08/23/2021	237035	L.N. CURTIS & SONS	124.00
08/23/2021	946376	MISSION LINEN SUPPLY, INC.	58.48
08/23/2021	237042	NID	230.87
08/23/2021	946394	Reliable Auto Glass Company	290.25
08/23/2021	946395	ROBINSON ENTERPRISES, INC.	865.94
08/23/2021	946370	SPECIAL DIST RISK MGMT AUTH.	14,265.16
08/26/2021	237073	CalPERS 457 Plan (Def. Comp)	1,400.00
08/26/2021	946424	NCCFD - EFTPS (Fed & State Taxes)	46,782.57
08/26/2021	946442	NATIONWIDE RETIREMENT SOLUTION	6,236.15
08/26/2021	946434	NEVADA COUNTY PROF FF ASSN	1,015.00
08/26/2021	910517	CalPERS (Retirement)	39,231.68
08/30/2021	237336	AT&T CALNET 3	497.98
08/30/2021	237325	AUBURN FORD	85.67
08/30/2021	946607	Bare Bones Workwear	569.37
08/30/2021	946590	BEST BEST & KRIEGER	186.00
08/30/2021	946579	BURTON'S FIRE APPARATUS	4,143.94
08/30/2021	237313	GRASS VALLEY FIRE DEPARTMENT	597.00
08/30/2021	237308	LIFE ASSIST INC.	2,434.99
08/30/2021	946558	MISSION LINEN SUPPLY, INC.	68.00
08/30/2021	946599	MOTOR ELECTRIC SERVICE CO.	623.53
08/30/2021	237299	NETWORK DESIGN ASSOCIATES	607.50
08/30/2021	237343	Titan Shred	35.00
08/30/2021	946572	WALKER'S OFFICE SUPPLY	56.80
			\$ 365,229.32

4:31 PM 09/02/21 Cash Basis

## **Nevada County Consolidated Fire District** Check History Report August 2021

	Date	Num	Name		Paid Amount	
	08/30/2021	2237285	PNC EQUIPMENT FINANCE			49,498.06
				Total:	\$	49,498.06
<u>Fund 758</u>	08/02/2021	236476	PNC EQUIPMENT FINANCE			66,864.32
	00,02,202	200110	THE EQUI MENT THE WINGE	Total:	\$	66,864.32

## Nevada County Consolidated Fire District Account QuickReport

As of August 31, 2021

## Nevada County Consolidated Fire District Credit Card History Report

Num	Name	Paid Amount
COOMBE	Best Western Rose Quartz Inn	106.56
COOMBE	Best Western Rose Quartz Inn	106.56
DAVISON	AMAZON MARKETPLACE	213.89
DAVISON	AMAZON MARKETPLACE	899.78
DAVISON	Comfort Inn	1,579.20
DAVISON	SAFEWAY	48.03
FIN MGR	AT&T (Carol Stream)	40.40
FIN MGR	AT&T Long Distance	7.38
FIN MGR	COMCAST	330.98
FIN MGR	COMCAST	131.96
FIN MGR	COMCAST	142.64
FIN MGR	PACIFIC GAS & ELECTRIC CO.	5,650.06
FIN MGR	SMARTER BROADBAND	40.00
FIN MGR	STREAMLINE	200.00
FIN MGR	SUDDENLINK (CEQUEL)	143.45
FIN MGR	SUDDENLINK (CEQUEL)	26.31
FIN MGR	VERIZON WIRELESS	575.02
FUNK	Airport Parking	72.00
FUNK	CVS	2,249.98
GREENE	Black Bart Industries	57.71
GREENE	CORNWELL ANDERSON TOOL	106.08
GREENE	DAVID CLARK COMPANY INC.	35.25
GREENE	DISH NETWORK	75.61
GREENE	MAC TOOLS	150.87
GREENE	RJ Marx, Inc.	518.35
GREENE	SNAP-ON INDUSTRIAL	236.50
LONG	AMAZON MARKETPLACE	29.01
LONG	AMAZON MARKETPLACE	21.66
LONG	AMAZON MARKETPLACE	21.98
LONG	AMAZON MARKETPLACE	45.16
LONG	MICROSOFT OFFICE	878.64
MARGHERITA	BC Tint & Graphics	185.00
MARGHERITA	CA Fire Mechanics Academy	690.00
MARGHERITA	National Products Inc.	138.83
MARGHERITA	Pure Gear/Pay Pal	11.95
MASON	CCAI	450.00
MCELHANNON	Gold Dust West	101.90
MCELHANNON	Gold Dust West	101.90
MCELHANNON	Quality Inn & Suites	141.25
ROSS	O'Reilly Auto Parts	16.23
ROSS	Shell Gas	113.21

## **Nevada County Consolidated Fire District** Account QuickReport As of August 31, 2021

Num	Name	Paid Amount
SERNA	AMAZON MARKETPLACE	144.21
SERNA	AMAZON MARKETPLACE	49.29
SERNA	American Valley Hardware	19.28
SERNA	Best Western Rose Quartz Inn	106.56
SERNA	Best Western Rose Quartz Inn	106.56
SERNA	Best Western Rose Quartz Inn	106.56
SERNA	Best Western Rose Quartz Inn	106.56
SERNA	Best Western Rose Quartz Inn	106.56
SERNA	Best Western Rose Quartz Inn	106.56
SERNA	Chevron Gas	14.54
SERNA	Dollar General	12.65
SERNA	Kestrel Meters	18.55
SERNA	Sierra Sky Lodge	163.50
SMITH	Grand Sierra Resort	151.46
SMITH	Hampton Inn & Suites	142.95
SMITH	Maverik Gas	39.36
SMITH	Maverik Gas	43.41
SMITH	Maverik Gas	50.37
SMITH	Quality Inn & Suites	141.25
SUNDE	Cicada Cantina	17.24
SUNDE	Logan's Roadhouse	23.35
SUNDE	Redwood Oil	17.14
TELLAM	Gold Dust West	101.90
TELLAM	Gold Dust West	101.90
TELLAM	Gold Dust West	101.90
TELLAM	Gold Dust West	101.90
TELLAM	Grand Sierra Resort	149.47
TELLAM	Grand Sierra Resort	149.47
TELLAM	Hampton Inn & Suites	142.95
TELLAM	Hampton Inn & Suites	142.95
TELLAM	Quality Inn & Suites	141.25
TELLAM	Quality Inn & Suites	141.25
TURNER	INTERNATIONAL ASSOCIATION OF FIRE CHIEFS	260.00
TURNER	ADVANTAGE GEAR, INC.	955.33
WEATHERS	SPD SAW SHOP	75.85
WILSON 8500	Best Western Rose Quartz Inn	100.80
WILSON 8500	Best Western Rose Quartz Inn	100.80
WILSON 8500	Best Western Rose Quartz Inn	100.80
WILSON 8500	Comfort Inn	208.31
WILSON 8500	Holiday Inn Express	181.18
WITTER	AMAZON MARKETPLACE	71.92
WITTER	AMAZON MARKETPLACE	19.34
WITTER	American Valley Hardware	50.24
WITTER	Canyon Motor Parts	43.39
WITTER	Holiday Inn Express	155.96

4:16 PM 09/02/21 Cash Basis

## **Nevada County Consolidated Fire District** Account QuickReport As of August 31, 2021

	Num	Name	Paid Amount
	WITTER	Holiday Inn Express	156.20
	WITTER	Holiday Inn Express	156.20
	WITTER	Holiday Inn Express	156.20
	WITTER	Holiday Inn Express	155.96
	WITTER	Shell Gas	25.76
	WITTER	Travelodge	274.78
			22,903.16
TOTAL			22,903.16



## Nevada County Consolidated Fire District Resolution 21-24

#### Final Budget for the Fiscal Year 2021-22

WHEREAS, § 13895 of the California Health and Safety Code requires the adoption of an Operations Budget by the Board of Directors on or before October 1 each year at a public hearing; and

**WHEREAS,** management has identified the need to expend funds during Fiscal Year 2021-22 to maintain a designated level of service over and above operational expenditures; and

WHEREAS, the District currently has three designated Funds from which supplemental purchases may be taken; Fund 733 AB 1600, Fund 734 Special Tax Assessment (2012) and Fund 758 Capital Purchases (if necessary);

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Nevada County Consolidated Fire District hereby adopts the Final Budget for Fiscal Year 2021-22 in the amount of \$8,273,778 attached hereto as Exhibit "A", with the stipulation that all purchases comply with Resolution R16-07:

1. Fund 722 - \$6,747,705 2. Fund 733 - \$ 121,996 3. Fund 734 - \$1,013,029 4. Fund 758 - \$ 391,048

**PASSED AND ADOPTED** by the Board of Directors as Resolution of the Nevada County Consolidated Fire District at the Regular Board Meeting held on the 16<sup>th</sup> day of September 2021 by the following roll call:

Ayes: Noes: Absent: Abstain:	
Attest:	Keith Grueneberg, President of the Board Nevada County Consolidated Fire District
Nicole Long, Secretary of the Board	



# Nevada County Consolidated Fire District Final Budget Fiscal Year 2021-22 As of September 16, 2021

P	age	
	2	Budget Recap - Operating Fund 722
	3	Budget Summary - Operating Fund 722
	10	Budget Summary - Mitigation Fee Fund 733
	11	Budget Summary - Special Tax Fund 734
	12	Budget Summary - Capital Expenditure Fund 758
	13	Budget Summary - All Fund Summary

#### Nevada County Consolidated Fire District ~Operating Fund 722 Budget Recap~

	2021-22		2020-21		
	Final	Preliminary	Amended	Through	
	Budget	Budget	Budget	30-Jun	
Revenues					
Taxes & Assessments	7,059,044	6,987,473	6,814,359	100%	
Reimbursements	211,810	222,310	228,460	250%	
Other Revenue	53,740	53,740	82,221	96%	
Revenue Total	7,324,594	7,263,523	7,125,040	105%	
Operating Expenditures					
Wages & Benefits					
Wages	4,265,255	4,024,351	3,839,057	97%	
Taxes	68,666	65,173	61,930	86%	
Benefits	2,088,249	2,060,941	1,987,950	94%	
Wages & Benefits Total	6,422,170	6,150,465	5,888,937	96%	
Personnel Related	206,116	204,616	154,683	79%	
Facility & Equipment	452,105	428,084	503,094	76%	
Vehicle Related	171,980	161,123	175,377	92%	
Gen & Admin	462,253	459,345	487,383	88%	
Total Operating Expenditures	7,714,624	7,403,634	7,209,474	93%	
Other Income & Expense	(36,000)	(36,000)			
Fund 722 Over / <under></under>	(426,030)	(176,110)	(84,434)		
Seasonals, Generator, Workers Comp Audit	298,989	-	See page 9		
Fund 722 adjusted Over / <under></under>	(163,041)	(176,110)			
Beginning Cash Balance	1,976,193	2,342,753			
Revenues	7,324,594	7,263,523			
Available Cash	9,300,787	9,606,276			
Expenditures	(7,714,624)	(7,403,634)			
Other Income & Expense	(36,000)	(36,000)			
Transfer Out Capital Expenditures (758)	(125,000)	(125,000)			
Transfer Out Contingency Fund (723)	(92,612)	(35,604)			
Ending Cash Balance	1,332,551	2,006,039			
Contingency Fund (723)					
Beginning Cash Balance	1,321,736	1,321,729			
Transfer In Operating Funds (722)	92,612	35,604			
Ending Cash Balance	1,414,348	1,357,333			

Budget Summary for:	FY 202	1-22	2020-	21	
~Operating Fund 722~	Final	Preliminary	Amended	Through	
	Budget	Budget	Budget	30-Jun	
Revenues					
Taxes & Assessments					
4010 Current Secured (Tax)	3,397,435	3,333,005	3,226,494	100%	5.0% increase
4011 Prior Secured (Tax)	-	0	-		
4020 Current Unsecured (Tax)	50,758	50,012	50,459	101%	
4030 Prior Unsecured (Tax)	2,296	1,673	1,390	165%	
4040 Supplemental Secured (Tax)	47,344	31,083	39,205	121%	
4050 Supplemental Unsecured (Tax)	8,598	8,354	1,315	654%	
4060 Suppl Prior Unsecured (Tax)	388	307	169	230%	
4110 NCCFD Special Assess	2,136,398	2,136,436	2,073,062	100%	3.0% increase
4150 Special Tax - 2012	1,002,919	985,846	981,062	99%	1.7% increase
4230 State - Homeowners (Tax)	24,889	24,888	25,334	98%	
4240 State Aid - Prop 172	388,019	415,869	415,869	92%	Reduction from prior year
4290 Other	-	0	-		
	7,059,044	6,987,473	6,814,359	100%	
<u>Reimbursements</u>					
4510 Fire Reimbursement (net)	149,850	149,850	150,000	330%	
4520 Prior Year Fire Reimbursement	-	0	-		
4540 Vehicle Repairs (Non-Tax	7,500	7,500	5,000	146%	
4550 Cost Recovery (Non-Tax)	6,000	6,000	7,500	88%	
4690 Reimbursement - Other	48,460	58,960	65,960	94%	Includes DSI
Subtotal	211,810	222,310	228,460	250%	
Other Revenue					
4810 Inspections/Permits (Prevention)	7,500	7,500	12,000	48%	
4812 Plan Review (Prevention)	15,000	15,000	10,000	188%	
4820 Interest (Non-Tax)	25,000	25,000	31,481	75%	
4830 Rentals (Non-Tax)	3,240	3,240	28,740	96%	
4840 Other Current Svcs (Non-Tax)	3,000	3,000	-	0%	
4850 Sale: Surplus Equipme 8-	-	-	-	0%	
4860 Prior Year Revenue (Non-Tax)	-	-	-	0%	
4870 Other Revenue (Non-Tax)		<u>-</u>	<u>-</u> _		
Subtotal	53,740	53,740	82,221	96%	
Revenue Total	7,324,594	7,263,523	7,125,040	105%	

Budget Summary for:	FY	2021-2	2	20	20-21		
~Operating Fund 722~	Final		Preliminary	Amended		Through	
	Budget		Budget	Budget		30-Jun	
Wages & Benefits							
Wages (staffing level)							3% increase
5111 Chief / Deputy Chief (2)	371,239	(2)	360,426	353,362	(2)	101%	
5113 Battalion Chief (2)	233,513	(2)	225,361	225,361	(2)	99%	
5114 Prevention(2)	216,423	(2)	210,119	207,881	(2)	100%	
5121 Captains (9)	867,571	(9)	841,161	844,810	(9)	102%	
5122 Lieutenants (6)	477,939	(6)	463,061	471,207	(6)	96%	
5123 Firefighter (12)	785,471	(12)	758,331	763,117	(12)	94%	
5131 Suppl/Seasonal/Apprentic FF	204,816		204,816	-			
5132 PCF Program	1,500		1,500	600		0%	
5141 Clerical(3)	223,844	(3)	216,773	226,807	(3)	90%	
5145 Fire Mechanic (2)	134,666	(2)	129,730	125,510	(2)	98%	
5151 Overtime & ESPL	523,190		433,954	402,730		110%	
5153 Additional Overtime Staffing	19,487		18,862	41,225		53%	
5161 Strike Team	-		0	-		0%	
5165 Strike Team Backfill	-		0	-		0%	
5171 Holiday Stipend	78,028		75,501	75,196		103%	
5173 Vacation Sell Back	123,066		80,256	96,751		85%	Includes terminating employees
5185 Directors	4,500		4,500	4,500		68%	
Subtotal	4,265,255	(38)	4,024,351	3,839,057	(38)	97%	
Taxes							
5511 Medicare: Employer Tax	62,264		58,771	55,921		85%	
5512 FICA: Employer Tax	372		372	316		211%	
5521 SUI: Employer Tax	6,030		6,030	5,693		90%	
Subtotal	68,666		65,173	61,930		86%	
<u>Benefits</u>							Classic
5711 CalPERS	1,142,376		1,136,726	1,009,523		97%	Safety 21.79%, Misc 15.25% PEPRA
5731 Health Insurance	772,464		772,464	772,464		89%	Safety 13.13%, Misc 7.59%
5735 Life Insurance	14,400		14,400	15,000		84%	<u>UAL</u> \$442k
5751 Workers Comp Insurance	159,009		137,351	190,964		100%	EMOD 81%
Subtotal	2,088,249		2,060,941	1,987,950		94%	
Wages & Benefits Total	6,422,170		6,150,465	5,888,937		96%	
% of Revenue	87.7%		83.9%	82.7%			
Adjusted for seasonal reserve	84.3%						

4-5

Budget Summary for:	FY 202	1-22	2020-	· <b>21</b>	
~Operating Fund 722~	Final	Preliminary	Amended	Through	
	Budget	Budget	Budget	30-Jun	
Personnel Related					
Clothing/PPE					
6011 Uniforms	26,460	24,960	13,005	80%	
6021 Personal Protective Equipment	35,000	35,000	35,000	76%	
6031 Safety & PPE (per MOU)	32,130	32,130	33,060	96%	
Subtotal	93,590	92,090	81,065	85%	
Food / Meals					
6111 Meals - Administration	300	300	300	198%	
6113 Meals - Fire	1,500	1,500	500	365%	
6114 Meals - Interns	30,822	30,822	4,000	100%	12 2nd half
Subtotal	32,622	32,622	4,800	134%	
Training / Fitness					
6211 Wellness	31,660	31,660	30,818	62%	
6213 Fitness	4,744	4,744	8,500	72%	
6221 Tuition/Licenses	22,000	22,000	13,500	83%	
6232 Travel	7,500	7,500	6,500	71%	
6241 Training Materials	2,000	2,000	2,000	141%	
6246 Public Safety Training Center	1,000	1,000	1,000	67%	
6261 Mandatory Licenses	2,500	2,500	2,500	84%	
6271 Admin Training	8,500	8,500	4,000	24%	
Subtotal	79,904	79,904	68,818	69%	
Personnel Related Total	206,116	204,616	154,683	79%	

udget Summary for:	FY 202	1-22	2020-	-21	
Operating Fund 722~	Final	Preliminary	Amended	Through	
	Budget	Budget	Budget	30-Jun	
cility & Equipment					
<u>Communication</u>					
6511 Telephones	18,760	18,760	16,280	108%	
6521 Cellular Phones	10,600	10,600	10,000	90%	
Subtotal	29,360	29,360	26,280	101%	
Station					
6551 Supplies & Services	20,000	20,000	17,400	99%	
Subtotal	20,000	20,000	17,400	99%	
Insurance					
6611 Liability & Umbrella	18,750	15,750	15,052	100%	
6621 Property	22,979	19,302	17,322	106%	
Subtotal	41,729	35,052	32,374	103%	
Facility Maintenance					
6681 Facility Maintenance & Imp	170,000	170,000	170,000	46%	Includes deck - station 84
Subtotal	170,000	170,000	170,000	46%	
Medical Supplies					
6716 EMS Supplies	15,000	15,000	25,000	97%	
Subtotal	15,000	15,000	25,000	97%	
Apparatus Equipment					
6751 Hose	22,000	18,000	16,000	75%	Carry over \$4k from prior year
6756 Ladder	1,500	1,500	1,500	0%	
6761 Suppression Equip/Small Tools	7,500	7,500	7,500	53%	Jaws service, saw replacements,
6766 Power Tools	16,800	16,800	6,800	11%	scene lights, batteries, rescue bags
6771 Pumps	3,830	3,830	4,350	83%	misc repairs.
6776 Mobile Communication	4,300	4,300	4,800	130%	
6781 Technical Rescue Equipment	13,000	13,000	10,000	67%	Includes HRT
6786 SCBA's	8,500	8,500	8,381	50%	
6791 Small Tools	-	0	3,100	110%	
6796 Drone	1,912	1,912	3,168	52%	
6798 Utility Terrain Vehicle	3,220	3,220			Spare parts & safety items
Subtotal	82,562	78,562	65,599	65%	

Budget Summary for:	FY 202	1-22	2020-	21	
~Operating Fund 722~	Final	Preliminary	Amended	Through	
	Budget	Budget	Budget	30-Jun	
<u>Utilities</u>					
6811 Alarm	1,500	1,500	1,360	97%	
6821 Electricity / Gas (PGE)	50,391	43,047	41,143	96%	
6831 Propane	12,432	12,432	13,136	63%	
6841 Trash	3,600	3,600	3,600	79%	
6851 Water / Sewer	8,731	8,731	8,549	93%	
Subtotal	76,654	69,310	67,788	88%	
Capital Expenditures					
6911 Station	7,800	7,800	-		Extractor S88
6921 Equipment	6,000	0	37,103	70%	Add'l radios cost share (AFG)
6931 Vehicle	=	0	37,000	89%	
6941 Admin	3,000	3,000	24,550	82%	Office furniture
6951 Other	-	0	-		
Subtotal	16,800	10,800	98,653	101%	
Facility & Equipment Total	452,105	428,084	503,094	76%	
<u>Vehicle Related</u>					
Insurance					
7001 Vehicle Insurance	12,225	8,925	9,557	87%	
Subtotal	12,225	8,925	9,557	87%	
<u>Maintenance</u>					
7048 All categories	107,342	107,342	110,820		
Subtotal	107,342	107,342	110,820	93%	
<u>Fuel</u>					
7051 Fuel	52,413	44,856	55,000	91%	
Subtotal	52,413	44,856	55,000	91%	
Vehicle Related Total	171,980	161,123	175,377	92%	

dget Summary for:	FY 202	2020-21		
perating Fund 722~	Final	Preliminary	Amended	Through
	Budget	Budget	Budget	30-Jun
en & Admin				
Office Expense				
7502 Administration	7,000	7,000	5,200	64%
7506 Board	500	500	1,200	19%
7508 Computers	90,000	80,000	74,850	79%
7509 Copier	1,500	1,500	1,500	68%
7511 Memberships	15,655	15,655	15,125	127%
7516 Mileage Reimbursement	-	-	-	0%
7521 Postage & Delivery	1,900	1,900	1,800	76%
7531 Other	-	-	-	
Subtotal	116,555	106,555	99,675	85%
Professional Services				
7551 Accounting	12,880	12,880	16,400	75%
7556 Computer	14,850	14,980	10,080	78%
7561 Consultants	7,500	7,500	8,000	88%
7563 Hiring	12,880	11,450	8,250	59%
7566 Legal	41,675	51,675	73,115	70%
7571 Medical Director	6,600	6,600	3,600	92%
Subtotal	96,385	105,085	119,445	72%
Publications				
7591 Legal Notices	600	600	600	125%
7596 Marketing/Advertising	500	500	500	0%
Subtotal	1,100	1,100	1,100	68%
Special District				
7611 Election	-	-	30,000	
7621 LAFCo Budget Share	6,072	5,762	6,745	94%
7631 Nevada County Fees	78,541	77,243	74,838	109%
7641 Other	-	=	-	
Subtotal	84,613	83,005	111,583	108%

General counsel, negotiations, Lexipol, ERC

Budget Summary for:	FY 202	FY 2021-22		-21	
~Operating Fund 722~	Final	Preliminary	Amended	Through	
	Budget	Budget	Budget	30-Jun	
<u>Prevention</u>		_	'		
7651 Code purchases	1,800	1,800	1,900	103%	
7653 Investigation supplies	4,300	4,300	4,300	87%	
7657 Inspection supplies	1,500	1,500	1,500	14%	
7661 Professional Svcs/Plan checks	2,500	2,500	2,500	84%	
7663 Public Education supplies	4,000	4,000	500	4%	
7665 Subscriptions/Memberships	3,000	3,000	3,000	63%	
7667 Training	9,000	9,000	5,000	60%	
7669 Other	3,500	3,500	3,500	52%	
Subtotal	29,600	29,600	22,200	66%	
JPA	,	,	,		
7831 Dispatch Charges	125,000	125,000	120,000	93%	
7841 JPA Expense Allocation	9,000	9,000	13,380	94%	
Subtotal	134,000	134,000	133,380	93%	
Gen & Admin Total	462,253	459,345	487,383	88%	
Total Operating Expenditures	7,714,624	7,403,634	7,209,474	93%	
Other Income & Expense	-	-	-		
9101 Grant Expense	(36,000)	(36,000)			Generator - funds received in fy 20-21
Fund 722 Over / <under></under>	(426,030)	(176,110)	(84,434)		
Note: Cost of seasonal program	248,724	248724			<u> </u>
(funded by fy 20-21 strike team)	248,724	248724			
Generator grant (funds received fy 20-21	36,000				
Workers Comp audit fy 20-21 (due to fy 20-21 strike team)	14,265				
	298,989				

Budget Summary for:	FY 21	1-22	2020-21		
~Mitigation Fee Fund 733~	Final	Preliminary	Amended	Through	
	Budget	Budget	Budget	30-Jun	
<u>Revenues</u>					
4160 Mitigation Fees	125,000	125,000	160,000	125%	
4820 Interest	1,500	1,500	0		
Revenue Total	126,500	126,500	160,000	126%	
<u>Expenses</u>					
6911 Structure & Improvements	-	0	27,085	100%	
6921 Equipment	98,996	98,996	119,931	99%	
7561 Consultants	23,000	0			
Expense Total	121,996	98,996	147,016	99%	
Fund 733 Over / <under></under>	4,504	27,504	12,984		
Beginning Cash	108,246	99,238	0		
Fund 733 Over / <under></under>	4,504	27,504	0		
Ending Cash	112,750	126,742	0		
<u>Detail</u>					
Acct Description	<u>Amount</u>				
6921 E 86 payments	98,996	98,996			
7561 Nexus study	23,000				

Budget Summary for:	FY 202	21-22	2020-21	
~Special Tax Fund 734~	Final	Preliminary	Amended	Through
	Budget	Budget	Budget	30-Jun
Revenues				
4150 Special Tax 2012	1,011,029	995,804	988,182	99%
4820 Interest	2,000	0	1,897	119%
Revenue Total	1,013,029	995,804	990,079	99%
<u>Expenses</u>				
7631 Special District Fees	10,110	9,958	9,018	93%
Expense Total	10,110	9,958	9,018	93%
Fund 734 Over / <under></under>	1,002,919	985,846	981,061	
Beginning Cash	52,994	52,757		
Fund 734 Over / <under></under>	1,002,919	985,846		
Transfer Out	(1,002,919)	(985,846)		
Ending Cash	52,994	52,757		

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<b>Budget Summary for:</b>	FY 2021-22		2020-21	
~Capital Expenditure Fund 758~	Final	Preliminary	Amended	Through
	Budget	Budget	Budget	30-Jun
Revenues				
4820 Interest			0	
4830 Equipment Rental			0	
4850 Sale of Surplus Property	60,000	60,000	25,000	
Revenue Total	60,000	60,000	25,000	217%
<u>Expenses</u>				
6911 Station	0	0	0	
6921 Equipment	320,048	320,048	35,000	
6931 Vehicles	65,000	0	70,884	
7561 Consultants	6,000	0	0	
Expense Total	391,048	320,048	105,884	91%
•	,	,	,	
Fund 758 Over / <under></under>	(331,048)	(260,048)	(80,884)	
Beginning Cash	560,725	430,940		
Transfer in from 722	125,000	125,000		
Fund 758 Over / <under></under>	(331,048)	(260,048)		
Ending Cash	(351,046) 354,677	295,892		
Lifuling Cash	334,077	233,832		
Detail				
Acct	<u>Amount</u>	<u>Amount</u>		
6921 AED Replacements	19,500	19,500		
Jaws E86	40,000	40,000		
Thermal Imaging Camera	10,000	10,000		
R84 Payments	59,819	59,819		
E88 Hose & Equipment	55,000	55,000		
E88 K12 Saw	2,000	2,000		
E88 Payments	133,729	133,729		
	320,048	320,048		
6931 F250 for Deputy Fire Marshal	65,000			
7561 Brindlee commission	6,000			

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# Budget Summary for: "All Fund Summary" FY 2021-22

	722	723	733	734	758	
	Operating	Contingency	AB1600	Spec Tax	Capital	Total
Beginning Balance	1,976,193	1,321,736	108,246	52,994	560,725	4,019,894
Receipts	6,321,675		126,500	1,013,029	60,000	7,521,204
Special Tax	1,002,919			(1,002,919)		-
Expenditures	(7,714,624)		(121,996)	(10,110)	(391,048)	(8,237,778)
Change for Fiscal Year	(390,030)	-	4,504	(0)	(331,048)	(716,574)
0.1	(0.0.00)					(0.5.000)
Other Income & Expense	(36,000)					(36,000)
Tuenefeue						
Transfers	(02.612)	02.612				
Contingency	(92,612)	92,612			425.000	-
Equipment Fund	(125,000)				125,000	-
Ending Dalance	1 222 554	1 414 240	112 750	F2 004	254.677	2 267 220
Ending Balance	1,332,551	1,414,348	112,750	52,994	354,677	3,267,320

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# Nevada County Consolidated Fire District Resolution 21-25

# Fee Schedule of Prevention, Regulatory Programs, Incidents and other Services

**WHEREAS,** The Board of Directors of the Nevada County Consolidated Fire District has determined that there is a need for a Fee Schedule for services provided; and

**WHEREAS,** the current fee schedule was approved by Ordinance 17-01 at the regular board meeting on May 18, 2017; and

**WHEREAS,** Ordinance 17-01 specifies fees can be adjusted annually beginning October, 2018 and each October thereafter, based on the actual cost calculations provided by staff; and

WHEREAS, staff has performed cost calculations.

**NOW, THEREFORE, BE IT RESOLVED** the fee schedule be updated to reflect the updated cost calculations, as specified on the attached exhibit.

**PASSED AND ADOPTED** by the Board of Directors as Resolution of the Nevada County Consolidated Fire District at the Regular Board Meeting held on the 16<sup>th</sup> day of September 2021 by the following roll call:

Ayes:	
Noes:	
Absent:	
Abstain:	
	Keith Grueneberg, President of the Board
	Nevada County Consolidated Fire District
Attest:	
	<u>.</u>
Nicole Long, Secretary of the Board	

### Nevada County Consolidated Fire District Fee Schedule for

#### Prevention, Regulatory Programs, Incidents and Other

The following Fee Schedule provides the cost to be paid by the requestor for the services listed. It does not provide comprehensive review, instruction, forms or government codes associated with each service listed. Those can be obtained by contacting district staff.

The fees reflect the minimum fee associated with providing these services.

Payment of fees and quotes for Permits, Reviews, Office time, Field time, Planned Events and other items, are required before services are provided. Actual costs incurred above the minimum fee paid will be billed. Amounts not paid when due are subject to late fees, as specified in item Z.

Items not specifically described within the fee schedule will be assgined a fee category by determination of the Fire Marshal.

Inquires and payments can be sent to NCCFD, 640 Coyote Street, Nevada City, CA 95959 or call (530) 265-4431.

Ho	urly F	Rate	\$ 138.00
	Ott	in Time Havely 1/2 have minument	
A.	<u>Οπι</u> 1.	ice Time - Hourly - 1/2 hour minumum General	
	1.	a. Preapplication review	\$ 69.00
		b. Consultation and Meetings	\$ 69.00
		c. Research	\$ 69.00
		d. Miscellaneous plan reviews	\$ 69.00
		e. Review of revised plans or proposals	\$ 69.00
В.	<u>Fiel</u>	d Time - 1/2 hour minimum	
	1.	General	
		a. Site inspections	\$ 69.00
		b. Vacant lot inspection with drone.	\$ 94.00
		b. Second and subsequent inspections of deficiencies	\$ 69.00
		c. Failure to cancel inspection requests	\$ 69.00
		d. Witness additional test or procedures above what is allowed in minimum fee	\$ 69.00
		e. Inspection of health care, day care and other facilities requiring fire safety	\$ 69.00
		clearance for licensing.	
		f. Meetings, public hearings, etc.	\$ 69.00
c.	Pho	otocopy Costs	
	1.	Incident reports	
		a. Printed	\$ 25.00
		b. Emailed	\$ 20.00
	2.	Inspection reports	
		a. Printed	\$ 25.00
		b. Emailed	\$ 20.00
	3.	Investigation reports	
		a. Printed	\$ 25.00
		b. Emailed	\$ 20.00

# Nevada County Consolidated Fire District Fee Schedule for

### Prevention, Regulatory Programs, Incidents and Other

		revention, regulatory ringrams, melacitis and other		
	4.	Digital Photographs - emailed		
		a. Up to 20	\$	20.00
		b. Over 20, each additional	\$	0.50
	5.	CD - Photo or video	\$	25.00
	6.	Thumb drive	\$	30.00
	7.	Photocopies (per page)	\$	0.50
	8.	Scans - Actual time spent scanning and sending. Minim	num \$	5.00
D.	Оре	eration Permits (Deposit / Minimum fee - additional charges may apply)		
	1.	Aviation Fees	\$	207.00
		(Aircraft servicing, repair and aircraft fuel-servicing vehicles)		
	2.	Aviation Fees in excess of #1 - hourly, 1/2 hour minimum		
	3.	Cannabis operations	\$	207.00
	4.	Compressed gas		
		a. Storage and use, including fixed installation of medical gas	\$	138.00
		<ul> <li>Medical gas system - new installation; code compliance review and site inspections.</li> </ul>	\$	207.00
	5.	Cryogens	\$	138.00
	6.	Dust producing operations, including woodworking and cabinet shops	\$	138.00
	7.	Explosives and blasting agents	\$	138.00
	8.	Fireworks	\$	345.00
	9.	Flammable/combustible liquids		
		(for underground tanks, see section E)		
		a. Storage cabinet, each location	\$	138.00
		b. Storage rooms	\$	207.00
		c. Inside storage	\$	138.00
		d. Outside storage	\$	138.00
		e. Dispense	\$	207.00
		f. Install or repair equipment	\$	345.00
	10.	Fumigation or thermal insecticidal fogging	\$	69.00
	11.	Repair Garages and Motor Fuel Dispensing Facilities	\$	207.00
	12.	Hazardous materials	\$	276.00
	13.	Hazardous production materials	\$	276.00
	14.	High piled combustible storage	\$	276.00
	15.	Liquefied petroleum gas		
		a. Dispense	\$	138.00
		b. Install tank less than 2,000 gallon water capacity	\$	138.00
		c. Install tank more than 2,000 gallon water capacity	\$	207.00
		d. Underground residential tank	\$	207.00
		e. Underground commerical tank	\$	414.00
	16.	Lumber Yard	\$	207.00
	17.	Mobile Food Preparation Vehicles	·	
	18.	Ovens, industrial baking or drying	\$	276.00
	19.			
		a. Occupancy by 50 to 99 persons	\$	138.00
		b. Occupancy by 100 to 299 persons	\$	207.00

# Nevada County Consolidated Fire District Fee Schedule for

### Prevention, Regulatory Programs, Incidents and Other

		c. Occupancy of more than 300 persons	\$	276.00
	20.	Spray painting		
		a. Spray booths and spray areas	\$	138.00
		b. Code compliance review and testing of fire suppression system	\$	345.00
	21.	Tents, canopies, and temporary membrane support structures	\$	207.00
	22.	Waste Handling		
	23.	Welding or cutting operations in any occupancy	\$	138.00
	24.	Miscellaneous Permits, 1 hour minimum	\$	138.00
	25.		\$	(69.00)
		Discount applies for mutliple inspections at same location at same time.		
E.	Ope	ration Permits (Deposit / Minimum Fee - applied to hourly charge)		
	1.	Flammable/Combustible liquids		
		a. Installation of underground tanks		
		1. Base fee (single tank)	\$	414.00
		2. Fee for each additional tank	\$	69.00
		b. Removal of underground tanks		
		1. Base fee (single tank)	\$	276.00
		2. Fee for each additional tank	\$	69.00
	2.	Auxiliary Power Equipment		
		a. Residential	\$	69.00
	_	b. Business	\$	207.00
	3.	Expediated services outside normal business hours - double the normal rate.		
_	D:1	ding Diag and Occurrency Devices (Democit / Minimum For applied to be sulty showns)		
F.		ding Plan and Occupancy Review (Deposit / Minimum Fee - applied to hourly charges)		
	1.	New building construction	ċ	276.00
		a. 1 to 2,499 square feet	\$	621.00
		<ul><li>b. 2,500 to 4,999 square feet</li><li>c, 5,000 to 9,999 square feet</li></ul>	\$ \$	2,484.00
		•	\$ \$	•
			\$ \$	2,898.00 5,382.00
		e. 25,000 to 39,999 square feet f. 40,000 square feet or more	\$ \$	6,624.00
	2.	Tenant improvements	ې	0,024.00
	۷.	a. 1 to 2,499 square feet	\$	276.00
		b. 2,500 to 4,999 square feet	\$	414.00
		c. 5,000 to 9,999 square feet	\$	828.00
		d. 10,000 to 24,999 square feet	\$	1,932.00
		e. 25,000 to 39,999 square feet	\$ \$	3,588.00
		f. 40,000 square feet or more	\$	4,416.00
	3.	Outside Service - Cost plus 10% and inspection fees	Ų	4,410.00
	٦.	(discretion of the Fire Marshal)		
	4.	Expedited services outside of normal business hours - double the normal rate.		
G.		Suppression and Detection System Review (Deposit Fee / Minimum Fee - applied to hou	ırly charge	۵).
٥.	1.	Fire alarm systems	,	<del>- 9 -</del>
		a. Automatic or manual	\$	276.00
		b. Fire sprinkler monitoring	\$	138.00
		c. Tenant improvement of 999 square feet or less	\$	69.00
		and the second of the second o	~	

# Nevada County Consolidated Fire District Fee Schedule for

#### Prevention, Regulatory Programs, Incidents and Other

		Prevention, Regulatory Programs, incluents and Other		
		d. Tenant improvement of more than 1,000 square feet	\$	138.00
	2.	Fire hydrant system, on-site	\$	414.00
	3.	On-site water storage systems	\$	207.00
	4.	Fire sprinkler systems		
		a. New construction		
		1. Less than 49 fire sprinkler heads	\$	690.00
		2. 50 to 99 fire sprinkler heads	\$	828.00
		3. More than 100 fire sprinkler heads	\$	966.00
		b. Tenant improvement		
		1. 1 to 999 square feet	\$	138.00
		2. More than 1,000 square feet	\$	276.00
	5.	Hood and duct fire suppression system	\$	414.00
н.	Lan	d Use Review (Deposit / Minimum Fee- applied to hourly charges)		
	1.	2nd Dwelling/Accessory Dwelling Unit	\$	345.00
	2.	Subdivisions		
		a. 1 or 2 newly created parcels	\$	276.00
		b. 3 or 4 newly created parcels	\$	345.00
		c. 5 to 9 newly created parcels	\$	414.00
		d. 10 or more newly created parcels	\$	621.00
	3.	Temporary roadside business		
		a. Enclosed area, single use	\$	138.00
		b. Enclosed area, multiple use	\$	207.00
	4.	Use Permit	\$	69.00
	5.	Site plan review	\$	69.00
	6.	Cannibas Administrative Development Permit	\$	276.00
ı.	<u>Inci</u>	<u>dents</u>		
	1.	Bill by Fire Recovery at their published rates		
	2.	OES incident response - Per CFAA guidelines and prevailing rates		
	3.	Investigation (hourly)	А	ctual Cost
J.	<u>Equ</u>	ipment Hourly - Quoted upon request		
	1.	Engine Company - Planned Events - (includes staffing)		
	2.	Water Tender - Planned Events (includes staffing)		

- Water Tender Planned Events (includes staffing)
- 3. Drone Surveillance

#### K. Staffing - Planned Events

1. Quoted upon request

#### Y. Other

1.	Legal Appearance	Actual Cost
2.	Mechanic Shop Rate (hourly)	\$ 100.00
3.	Administrative (hourly)	\$ 80.00
4.	Credit card convenience fee paid directly to processor- the greater of:	\$3.00 or 2.65%
5.	Other activities	Actual Cost

# Nevada County Consolidated Fire District Fee Schedule for Prevention, Regulatory Programs, Incidents and Other

#### Z. <u>Late Fees</u>

- 1. 01-30 days past due, 10% late fee
- 2. 31-60 days past due, 25% late fee
- 3. 61 + days past due, 1% additional per month for each month or partial month, the fee remains unpaid.
- 4. Over 90 past due, additional fees may apply along with referral to collections, and revoking of permits if applicable.
- 5. Non-Sufficient Fund check applicable late fee plus \$25 processing fee.



640 Coyote Street, Nevada City, CA 95959 (530) 265-4431 FAX (530) 265-4438 nccfire@nccfire.com ● www.nccfire.com

#### **RESOLUTION NO. 21-26**

Approving Renewal with Benefit Carriers for Benefit Plans through Various Providers, For the Period of December 1, 2021 to November 30, 2022

**WHEREAS**, the Board of Directors wishes to continue to provide access to medical health care for its employees, and;

WHEREAS, Staff has discussed the changes and specifics with a Licensed Broker, and;

**NOW, THEREFORE, BE IT RESOLVED** the Board of Directors of the Nevada County Consolidated Fire District resolves that the Board hereby approves the continuation and addition of medical plans through Blue Shield and Kaiser;

**BE IT FURTHER RESOLVED,** the Board of Directors authorizes the Fire Chief to enter into agreement with Blue Shield and Kaiser Permanente.

ON A MOTION by	, seconded by	the
ON A MOTION by foregoing resolution was passed and add to wit:	opted this <u>16<sup>th</sup> day of September 202</u>	21, by the following vote
Ayes:		
Noes: Absent:		
Abstain:		
	Keith Grueneberg, President of the Nevada County Consolidated Fire	
Attest:		
	<u> </u>	
Nicole Long, Secretary of the Board		



640 Coyote Street, Nevada City, CA 95959 (530) 265-4431 FAX (530) 265-4438

nccfire@nccfire.com • www.nccfire.com

September 16, 2021

City Manager Tim Kiser Fire Chief Mark Buttron City of Grass Valley 125 East Main Street Grass Valley, CA 95945

City Manager Kiser and Fire Chief Buttron,

On August 12, 2021, the Nevada County Consolidated Fire District Board President received a "Cooperative Staffing" proposal from the City of Grass Valley. The proposal outlined several operational considerations to address the identified shortcomings within the current Joint Operational Agreement.

The proposal was presented at the District's August 19<sup>th</sup> Board meeting and under the direction of the Board President an ad hoc committee was established. The Ad Hoc committee was directed to discuss and review factual data pertaining to the current operations within the Joint Operational Agreement. The Committee met on August 25<sup>th</sup>, 2021 with the Fire Chief and the Deputy Fire Chief.

The number one priority to the District is providing the constituents of Nevada County with the most professional, well trained, courteous, and expedient emergency services, while being good financial stewards of taxpayer dollars. The overall success of the Western Nevada County Fire Services is cooperation between agencies. In order to provide the highest level of services to our constituents is by responding with the closest resource, regardless of jurisdictional boundaries.

The Nevada County Consolidated Fire District is proposing the following considerations to address the identified areas of concern within the current Joint Operational Agreement:

#### **Staffing and Equipment**

- The City of Grass Valley resumes the staffing of Fire Station 1 with City Personnel
- Each agency has sole independent responsibility of equipment

#### **Boundary Drop and Reponses**

- No changes to current boundary drop
- Nevada County Consolidated Fire will provide coverage to the City of Grass Valley when their resources are committed to a response in the Station 87 / Station 91 area

#### **Battalion Chiefs**

- Each agency will be responsible for providing Battalion Chief coverage within their respective agency
- Battalion Chiefs will be available to assist between agencies for coverage of calls as determined by incident complexity and/or needs
- Battalion Chiefs will be housed in fire stations of employing agency

#### **Coverage of NCCFD and City**

- Fire Chiefs will continue to discuss and consider options
- Nevada County Consolidated Fire and City of Grass Valley / Nevada City will continue to provide mutual support to each other with cover
- Agencies will continue to evaluate and entertain contractual agreements with neighboring fire
  agencies to reduce response times and reduce impacts on individual agency's commitment times
- We will continue to use of outside agency assistance to cover resources when Nevada County Consolidated Fire and City of Grass Valley / Nevada City experience drawdown

Respectfully,

Keith Grueneberg, President Nevada County Consolidated Fire District



### CITY OF GRASS VALLEY

#### ADMINISTRATION

125 East Main Street Grass Valley, CA 95945 (530)274-4310 Council Members

Ben Aguilar, Mayor Jan Arbuckle, Vice Mayor Hilary Hodge Bob Branstrom Tom Ivy

Grass Valley and NCCFD have worked together to staff Fire Station 1 for the last 20 years, including the housing of Battalion Chiefs. This partnership has ensured immediate emergency response and exceptional service for City and County populations alike. While this agreement has led to much success, challenges related to co-staffing, the oversight of two Fire Chiefs, different labor agreements, and competing priorities have brought about the need for a change. The staffing proposal listed below retains components of the current JOA while addressing the known issues surrounding Fire Station 1. The City is open to discussing alternate compensation models to assure Fire Station 1 continues the same level of service.

#### **Staffing and Equipment**

- City proposes to staff Fire Station (FS) 1 providing same level of service to NCCFD as current.
- NCCFD provides reimbursement to City for 3 firefighters at the firefighter rate of NCCFD. Current NCCFD staff will not be impacted, change through attrition of staff only.
- NCCFD current staffing 1 Capt., 1 Lt, 1 FF-\$368,816. 3 FFs reimbursement to City-\$317,184.00 NCCFD Savings \$51,632.00
- City will cover difference in cost between the reimbursement rate, Officers' positions and 3 City positions at FS 1. 3 City FFs-\$354,138.00, Captain Position Increase \$22,352.00. City increased cost \$59,306.00
- City will continue to provide the fire engine and maintenance as is the current practice.
- City will continue to provide fire station and maintenance as is the current practice.
- City will identify service to NCCFD on Engine 1

#### **Boundary Drop and Responses**

- No changes to current boundary drop or responses into NCCFD from City.
- City will document all responses in Image Trend and provide NCCFD data on an agreed basis.

#### **Battalion Chiefs**

- City will promote one additional Battalion Chief for a total of 2
- City will staff 2 Battalion Chiefs on shift, NCCFD 1 Battalion Chief. The remaining NCCFD Battalion Chief is available for NCCFD use as determined by the Fire Chief.
- Battalion Chiefs will be operational only (incident responses), no administrative duties for other agency. Fire Chiefs will define and provide to Battalion Chiefs expectations for operational involvement.
- Battalion Chiefs will be housed in FS of employing agency.

# Coverage of NCCFD and City

- Fire Chiefs are currently considering many options.
- City and NCCFD continue to provide mutual support to each other with cover.
- Increase use of outside agency cover resources when City and NCCFD experience drawdown.

### <u>Personnel</u>

- City is open to discussion on shared use of personnel.



640 Coyote Street, Nevada City, CA 95959 (530) 265-4431 FAX (530) 265-4438

nccfire@nccfire.com • www.nccfire.com

To: Nevada County Consolidated Fire District Board of Directors

From: Jim Turner, Fire Chief

Date: September 7, 2021

Re: Reclassification of Management Positions

#### **Background:**

Within the next five to sixteen months, this organization faces the retirements of eighty percent of the senior management positions.

After evaluating the District's current organizational command structure, I have identified areas within that structure that can be approved upon.

To enhance overall communication and supervision, reclassifying the Deputy Fire Chief and Fire Marshal positions to Division Chiefs will allow for a more consistent and effective chain of command. With the reclassification of these two positions, we will have a Division Chief overseeing operation and a Division Chief overseeing the Department of Fire Prevention. Both individuals will report directly to the Fire Chief and have equal supervising authority.

#### Recommendation:

The District Board of Directors approve the reclassification of the Deputy Fire Chief and Fire Marshal positions in accordance with the job descriptions that have been provided.

#### **Fiscal Implications:**

Personnel movement as described in the recommendations would realize estimated savings and costs as follows:

Deputy Chief to Division Chief - Savings - \$40,224.00

Fire Marshal to Division Chief - Cost - \$10,278.00

These movements would have a combined estimated wage savings in the first year of \$29,946.00

Estimated savings and cost were based on the following wage schedule listed below.

Deputy Chief \$ 135,987.00 to \$ 163,935.00 (existing)

Division Chief \$ 123,711.00 to \$ 150,371.00 (proposed)

Fire Marshal \$95,551.00 to \$113,433.00 (existing)



# Nevada County Consolidated Fire District Resolution 21-27

# Amending the District Staffing Roster to Include a Revised and Updated Job Description for the Position of Division Chief, Fire Marshal and Division Chief, Operations

**WHEREAS,** the Board of Directors of Nevada County Consolidated Fire District established the District Staffing Roster on April 20, 2017 with Resolution R17-13; and

**WHEREAS,** Staff has determined a need to reclassify Management Positions and create the job descriptions that follows:

- Division Chief, Fire Marshal (Safety)
- Division Chief, Operations (Safety)

**WHEREAS,** the Board wishes to include the above job descriptions to the District Staffing Roster;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Nevada County Consolidated Fire District hereby includes the positions and job descriptions above, amending resolution 17-13;

**PASSED AND ADOPTED** by the Board of Directors as Resolution of the Nevada County Consolidated Fire District at the Regular Board Meeting held on the 16<sup>th</sup> day of September 2021 by the following roll call:

Ayes: Noes: Absent: Abstain:	
Attest:	Keith Grueneberg, President of the Board Nevada County Consolidated Fire District
Nicole Long, Secretary of the Board	



640 Coyote Street, Nevada City, CA 95959 (530) 265-4431 FAX (530) 265-4438

<u>nccfire@nccfire.com</u> ● <u>www.nccfire.com</u>

#### POSITION DESCRIPTION

**POSITION:** Division Chief – Fire Marshal

**CLASSIFICATION:** Regular Employee

Non-Classified, Permanent

FLSA Exempt, Management Position

**DEFINITION:** Reports to the Fire Chief

**COMPENSATION:** In accordance with adopted District Wage Schedule

**DESCRIPTION:** 

This is a Division Chief level position, which requires specific skill in the implementation and enforcement of the Fire District's Fire Prevention Programs including inspections, public education, investigation, and law enforcement. May assume the duties of the Fire Chief in his/her absence and in the absence of the Operations Chief.

The position requires designation of the employee as a peace officer in accordance with Section 830.37 of the Penal Code of California and the Personnel Code of the District. May be authorized to carry a firearm in performance of duties.

Oversees and delegates assignments of the Department of Fire Prevention and Public Education Duties. Supervises the Deputy Fire Marshal, Fire Prevention Officer(s) and Fire Inspector(s).

The Fire Marshal shall have the obligation to provide the Fire Chief, in private, the full benefit of his/her honest advice and/or opinion pertaining to proposed or existing policies, procedures and/or decisions. Once final decisions are made, the Fire Marshal shall publicly promote and fully support and sustain the policies, procedures and/or decisions of the Fire Chief, and/or the Board of Directors.

#### SUPERVISION RECEIVED AND EXERCISED:

Under general direction of the Fire Chief, the Fire Marshal is responsible for the management of the department of fire prevention including supervision, training and development of subordinate personnel, development and supervision of public education, fire investigation, inspection, preplanning, plan review programs and is responsible the enforcement of applicable laws, codes regulations and standards related to fire prevention and suppression. The Fire Marshal may perform a range of emergency responsibility duties.

#### **ESSENTIAL DUTIES AND RESPONSIBILITES:**

The following duties are intended only as illustrations of the various types of work that may be performed. The omission of specific statement on duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Each individual in the classification does not necessarily perform all the duties listed. Employees may perform other related duties at an equivalent level as required.

- Supervision, training, development, and evaluation of the performance of subordinate employees.
- Conducts or supervises plan checks of building plans, subdivision maps and fire protection systems. Works closely and cooperatively with builders and developers, other permitting departments and agencies, and elected officials.
- Responsible for the investigation of fires to determine origin and cause. Investigate post blast, bombing and explosion scenes. Responsible for the investigation of crimes involving the use of fire and explosives from the time of initial call until prosecution of the case has been completed.
- Provide training to appropriate personnel in fire prevention, public education, investigation, suppression, and pertinent laws relating to the fire service.
- Prepare budget for area of responsibility. Develop and implement revenue programs to offset the cost of providing services.
- Responds to emergency and non-emergency incidents as needed and may participate on all emergency scene in certified capacity.
- Attends classes and fire related conferences as assigned; makes public presentations; handles public complaints and investigates such complaints.
- Supervises and participates in inspection of buildings for fire safety and hazards. Prepares, plans, and directs pre-fire incident planning.
- Provides administrative and management services which include but are not limited to creation and implementation of policies and procedures, providing program and project management, completing administrative assignments, participation in the budgeting process and supervision of assigned personnel.
- Establishes and maintains, personally and through subordinates, cooperative relationships with the public and media to gain acceptance of and participation in fire prevention programs, home fire inspections, building evacuation drills, and pre-fire planning.
- In the absence of a superior, may be assigned to assume additional responsibility.
- May act as the District's Public Information Officer as directed by the Fire Chief.
- May conduct internal affairs investigation at the direction of the Fire Chief.
- Recommends the adoption of codes, sops or guidelines pertaining to fire prevention.
- Makes formal presentations to the Board of Directors

#### **MINIMUM QUALIFICATIONS:**

Any equivalent combination of education, training, and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the District. A typical way to obtain the knowledge and skills would be:

**Education:** Completion of two years of college level course work in a related field.

#### **Desirable Qualifications:**

- Fire Prevention Officer III Certification is highly desirable.
- Fire Investigator II certification is highly desirable.
- Experience in Fire, EMS, and Incident Management.
- A Bachelor's Degree from an Accredited College.
- California State Chief Officer or Chief Fire Officer Certification. Chief Fire Officer designation from the Center for Public Safety Excellence (CPSE) is acceptable.

**Experience:** A minimum of three (3) years full-time NCCFD Deputy Fire Marshal or equivalent rank within an organized Department of Fire Prevention.

#### **Special Requirements:**

- Fire Protection Specialist or Fire Inspector I & II, California State Fire Training Certification.
- Fire Investigator I Certification, California State Board of Fire Services.
- Level III Law Enforcement Officer (PC 832) or certification w/in one year of appointment.
- Must possess a valid Class C California Driver's License.
- Possession of a current CPR Card/EMT.
- Computer and writing skills.
- Comprehensive experience in the field of fire prevention.
- Experience in competent management and leadership practices.
- All candidates for this position will be subject to a District approved fitness exam. Fitness for duty exam may be required when appropriate.
- All candidates for this position must pass a standard safety position background investigation.
- Must keep knowledge, skills and education current through seminars, employee development classes or formal education.
- Subject to being called back when off duty.

#### **Knowledge of:**

- Fire and building codes, life safety codes and standards.
- Modern fire prevention practices and techniques.
- Extensive knowledge of the streets, water supplies, target hazards and wildland fire risks.

- Training practices and techniques.
- Law, ordinances, and regulations which govern the Fire District.
- Principles, practices, procedures, and equipment used in fighting fires and savings lives and property.
- Principles of hydraulics and chemistry as applied to firefighting.
- Arson investigation.
- Modern principles of supervision.
- Modern administrative, project management and budgetary principles and techniques.

#### **Ability to:**

- adhere to the highest standards of professional conduct. Be forthright, honest and fair in
  making recommendations, relationships with Board members, relations with the Fire Chief,
  giving and receiving suggestions and criticisms, carrying out the policies and directions of the
  Board, admitting mistakes, dealing with the entire staff, respecting the authority of the Board in
  exercising its legislative function;
- Direct and train subordinates
- Quickly evaluate risk and implement the appropriate action to mitigate risk in an effective manner.
- Calmly maintain effective management of emergency scene during high stress situations.
- Maintain discipline and high morale
- Prepare clear and concise reports
- Communicate effectively both orally and in writing
- Meet and deal tactfully and effectively with the public
- Recognize and appraise fire hazards
- Manage time in an effective manner
- operate a variety of automated office machines including smart phone, radio, calculator, copier, fax machine, telephone, and computer;
- provide instruction and guidance to staff including providing leadership to subordinate staff in addressing identified Fire District needs;
- promote staff development and motivation including overseeing a program for orientation and training for all employees;
- encourage and assist staff in the performance of their duties and encourage their professional growth. Participate in the role of mentor for his/her subordinate personnel;
- assess the work of employees and write performance appraisals;
- approve the transfer, promotion, or step increase of employees;

- analyze problems that arise in the areas under supervision and recommend solutions;
- perform complex tasks during life threatening emergencies;
- use a variety of clerical, accounting, medical, training and computer tools and supplies;
- comprehend and correctly use a variety of reference books and manuals as well as informational documents, and maps;
- apply principles of influence systems such as supervising, instructing, and rational systems such as budgeting;
- exert a light physical effort in sedentary to light work involving sitting much of the time;
   periodically involves ability to exert a moderate to considerable amount of force periodically to work in high places, lift, carry, push, pull or otherwise move very heavy objects;
- add, subtract, multiply, and divide; calculate decimals, ratios, percentages, and fractions; ability to calculate and apply statistical theory;
- use independent judgment in frequently non-routine situations involving some period of financial risk in decision making and occasional major risk of injury or death to self, staff or public;
- prepare typed letters, staff reports, memos, performance appraisals, budgets and a variety of documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style;
- communicate effectively with coworkers, labor representatives, general public, legislators, and other political figures verbally and in writing;
- utilize and interpret basic technical medical, engineering, legal, accounting, mechanics, electrical, personnel and marketing terminology.

#### **Physical Requirements:**

- Mobility: Frequent work in offices and buildings; occasional moderate to severe amount of
  physical effort to climb ladders, stooping, bending, squatting, working in high places and in
  closely confined places;
- Vision/Talking/Hearing: Regular reliance on sense of sight, hearing, smell and touch while on fire grounds to aid in assigning duties and maintaining personal safety; color vision sufficient to perform assigned duties safely; visual acuity sufficient to drive vehicles, read blueprints, specifications, fine print and Video Display Terminals; hear well enough to identify mechanical noises, to converse on the radio, telephone, and in person over incident noise;
- **Dexterity:** Occasional performance of a variety of tasks on slippery, hazardous surfaces such as on rooftops or from ladders;
- Emotional/Psychological: Occasional work for long periods of time requiring sustained physical
  and intense concentration; occasional physically demanding work in hot conditions while
  wearing equipment which significantly impairs body cooling mechanisms; or in wet, icy, or
  muddy conditions; infrequent exposure to grotesque sights and smells associated with major
  trauma and burn victims;

- Driving: Ability to use fine and gross motor coordination for driving;
- Potential Exposures: Occasional work outside in all weather conditions under hazardous conditions and in closely confined areas; exposure to carcinogenic dust or toxic substances, either to inhalation or skin contact; frequently faces exposure to infectious agents such as Hepatitis B or HIV;
- No person shall pose a direct threat to themselves, to the health and safety of other individuals in the workplace, or the public they serve.

#### **Typical Working Conditions:**

Incumbents are typically assigned work both in an indoor and outdoor environment which may take place in various types of weather and high temperatures. Work may take place in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces. Work may involve exposure to hazardous and/or carcinogenic materials through inhalation or skin contact and on rare occasions may include exposure as outlined above. Work will include traveling from site to site in a vehicle.

Pursuant to the ADA and FEHA, the District will provide, upon request, reasonable accommodation to a qualified applicant and/or employee with a disability to allow him/her to perform the essential functions of his/her job, unless the accommodation would create an undue hardship for the District.

#### Conditional Job Offer Candidate:

I have read and I understand the duties and res accordance with my employment agreement.	ponsibilities listed above. I agree to execute the tasks i
Signature	Date

The Nevada County Consolidated Fire District is fully committed to Equal Employment Opportunity and is committed to an active nondiscrimination program. It is the stated policy of NCCFD that harassment, discrimination, and retaliation are prohibited and that all employees, applicants, agents, contractors, and interns/volunteers shall receive equal consideration and treatment. All terms and conditions of employment, including but not limited to recruitment, hiring, transfer, and promotion will be based on the qualifications of the individual for the positions being filled regardless of gender (including gender identity and expression), sexual orientation, race, color, ancestry, religion, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including pregnancy, childbirth and related medical conditions), or any other classification protected by federal, state, or local law. Please contact the Human Resources Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.



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#### POSITION DESCRIPTION

**POSITION:** Division Chief - Operations

**CLASSIFICATION:** Regular Employee

Non-Classified

FLSA Exempt, Management Position

**DEFINITION:** Reports to Fire Chief

**COMPENSATION:** In Accordance with District Wage Schedule

#### **DESCRIPTION:**

Under the direction of the Fire Chief, provides leadership and direction for programs and activities of the Fire District. Acts as second in command of the Fire District, manages day-to-day operations of the District; directs and coordinates the operations relating to fire suppression, including research and development, strategic planning, pre-fire planning, company inspections, training, emergency medical services, special operations, fleet and facility maintenance and dispatching. Incumbent assumes the duties of the Fire Chief in his/her absence.

The Operations Chief shall have the obligation to provide the Fire Chief, in private, the full benefit of his/her honest advice and/or opinion pertaining to proposed or existing policies, procedures and/or decisions. Once final decisions are made, the Operations Chief shall publicly promote and fully support and sustain the policies, procedures and/or decisions of the Fire Chief, and/or the Board of Directors.

#### SUPERVISION RECEIVED AND EXERCISED:

The Operations Chief reports directly to the Fire Chief. The Operations Chief provides direct or indirect supervision to the Battalion Chiefs and other subordinate staff which may include administrative, professional, fleet maintenance and clerical classifications.

#### **ESSENTIAL DUTIES AND RESPONSIBILITES:**

The following duties are intended only as illustrations of the various types of work that may be performed. The omission of specific statement on duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Each individual in the classification does not necessarily perform all the duties listed. Employees may perform other related duties at an equivalent level as required.

- Develops, monitors and coordinates operational functions of the District, and oversees the
  effective and efficient operation of the following areas within the District: emergency medical
  services, special operations, training, logistics and fleet / facility maintenance;
- Directs fire suppression operations;
- Reviews incident reports prior to release to requesting parties.

• Directly supervises the Battalion Chiefs and other fire suppression and clerical personner

through the chain-of-command including recruiting, planning, assigning and reviewing work, maintaining standards, coordinating activities, allocating personnel, acting on employee problems, and approving step increases for subordinate personnel, transferring/promotions;

- Writes performance evaluations and reviews and approves evaluations of all subordinate personnel; approves overtime and vacation time;
- Coordinates and oversees seasonal and entry level firefighter testing, maintaining current eligibility lists.
- Coordinates and oversees promotional testing, maintaining current eligibility lists for Lieutenant, Captain and Battalion Chief.
- Conducts internal affairs investigations and administers discipline, up to and including termination, with the approval of the Fire Chief;
- Manages and coordinates fire suppression personnel and fleet maintenance;
- Promotes the effective operation of emergency responders; maintains line accountability;
- Performs media outreach/interaction with regional partners and stakeholders;
- Shall insure that company personnel maintain their Company Inspection Program up to date, and comply with the District's public education expectations;
- Assists in the development of the District's Strategic Plan, assists in the formulation of short and long term goals; recommends and formulates District rules, regulations and procedures;
- Assists in forecasting future financial, personnel, equipment, and supply needs in preparing the District budget;
- Interprets and enforces District policy and procedures and union Memorandum of Understanding language;
- Acts as Safety Officer for the District;
- Chairs or participates in various committees as directed by the Fire Chief;
- Attends professional development courses and conferences to assure and enhance his/her own growth and competency;
- Makes formal presentations to the Board of Directors;
- Receives and investigates citizen complaints against personnel; conducts periodic inspections of personnel, apparatus and stations;
- Responds to emergency incidents and acts as incident commander;
- Enters data into a data management system; analyzes technical and financial data in order to implement programs;
- Prepares, or directs preparation of community disaster plans;
- Interprets and publicizes the mission of the District for and to the public;
- Approves purchases for the District, reviews and evaluates expenses of the District;
- Provides oversight of collateral duties.

- Recommends the adoption of, and oversees the carrying out of Standard Operating Procedures or Guidelines:
- Assist in the development and writing of specifications for fire suppression apparatus and other specialized fire equipment for purchase;
- Researches, applies for, and manages grants.
- Performs other related essential duties as required.

#### **MINIMUM QUALIFICATIONS:**

Any equivalent combination of education, training, and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the District. A typical way to obtain the knowledge and skills would be:

**Education:** An associate degree from an accredited college with major course work in an applicable field is required.

**Experience:** Work at the Chief Officer level; 10 years' experience in fire suppression; knowledge of all functions of the District is essential for this position.

#### **Special Requirements:**

- California State Chief Officer or Chief Fire Officer Certification is required; Chief Fire Officer designation from the Center for Public Safety Excellence (CPSE) is acceptable.
- Must possess and maintain throughout employment a valid California Class "C" driver's license with a driving record sufficient to be insurable through the District.
- All candidates for this position will be subject to a District approved fitness exam. Fitness for duty exam may be required when appropriate.
- All candidates for this position must pass a standard safety position background investigation.
- Must keep knowledge, skills and education current through seminars, employee development classes or formal education.
- Possession of a current certification as an EMT-B in the State of California and / or National Registry.
- Subject to being called back when off duty.

#### **Knowledge of:**

- Principles and practices of management necessary to plan, analyze, develop, direct and evaluate fire programs, administrative policies and fire control problems;
- Current research and development in the fields of fire suppression, fire administration, emergency medical services and strategic planning;
- Principles and modern methods of fire administration including organization, negotiation, fiscal management, program planning, implementation and administration;
- Principles, practices and techniques of modern fire suppression, and the ability to apply this knowledge to varied fire control and fire administrative problems;

- Principles, practices and techniques of fire prevention and provisions of local fire code requirements and related ordinances;
- Federal and State laws and typical rules and procedures governing the activities of a fire district serving an extensive wildland urban interface community and rural areas;
- Principles of employee supervision including training, performance evaluations, employee counseling and progressive discipline;
- Operational capabilities of various types of apparatus and equipment used in modern fire suppression;

#### **Ability to:**

- Adhere to the highest standards of professional conduct. Be forthright, honest and fair in
  making recommendations, relationships with Board members, relations with the Fire Chief,
  giving and receiving suggestions and criticisms, carrying out the policies and directions of the
  Board, admitting mistakes, dealing with the entire staff, respecting the authority of the Board in
  exercising its legislative function;
- Operate a variety of automated office machines including smart phone, radio, calculator, copier, fax machine, telephone and computer;
- supervise Battalion Chiefs and other fire suppression and clerical personnel through the chainof-command;
- Lead the Operations management team in the execution of the team members' respective responsibilities and duties;
- Provide instruction and guidance to staff including providing leadership to subordinate staff in addressing identified Fire District needs;
- Promote staff development and motivation including overseeing a program for orientation and training for all employees;
- Encourage and assist staff in the performance of their duties and encourage their professional growth. Participate in the role of mentor for his/her subordinate personnel;
- Assess the work of employees and write performance appraisals;
- Approve the transfer, promotion or step increase of employees;
- Administer the discipline or discharge of staff;
- Analyze problems that arise in the areas under supervision and recommend solutions;
- Perform complex tasks during life threatening emergencies;
- Use a variety of clerical, accounting, medical, training and computer tools and supplies;
- Comprehend and correctly use a variety of reference books and manuals as well as informational documents, and maps;
- Apply principles of influence systems such as supervising, instructing, and rational systems such as budgeting;

- Use fine and gross motor coordination in computer entry, and donning protective equipment;
- Exert a light physical effort in sedentary to light work involving sitting much of the time; periodically involves ability to exert a moderate to considerable amount of force periodically to work in high places, lift, carry, push, pull or otherwise move very heavy objects;
- Add, subtract, multiply, and divide;
- Calculate decimals, ratios, percentages and fractions; ability to calculate and apply statistical theory;
- Prepare typed letters, staff reports, memos, performance appraisals, budgets and a variety of documents using prescribed format and conforming to all rules of punctuation, grammar, and style;
- Communicate effectively with coworkers, labor representatives, general public, allied agencies and other political figures verbally and in writing;
- utilize and interpret basic technical medical, engineering, legal, accounting, mechanics, electrical, personnel and marketing terminology.

#### **Physical Requirements:**

- Mobility: Frequent work in offices and buildings; occasional moderate to severe amount of physical effort to climb ladders, stooping, bending, squatting, working in high places and in closely confined places;
- Vision/Talking/Hearing: Regular reliance on sense of sight, hearing, smell and touch while on fire grounds to aid in assigning duties and maintaining personal safety; color vision sufficient to perform assigned duties safely; visual acuity sufficient to drive vehicles, read blueprints, specifications, fine print and Video Display Terminals; hear well enough to identify mechanical noises, to converse on the radio, telephone, and in person over incident noise;
- **Dexterity:** Occasional performance of a variety of tasks on slippery, hazardous surfaces such as on rooftops or from ladders;
- Emotional/Psychological: Occasional work for long periods of time requiring sustained physical and intense concentration; occasional physically demanding work in hot conditions while wearing equipment which significantly impairs body cooling mechanisms; or in wet, icy or muddy conditions; infrequent exposure to grotesque sights and smells associated with major trauma and burn victims;
- Driving: Ability to use fine and gross motor coordination for driving;
- Potential Exposures: Occasional work outside in all weather conditions under hazardous
  conditions and in closely confined areas; exposure to carcinogenic dust or toxic substances,
  either to inhalation or skin contact; frequently faces exposure to infectious agents such as
  Hepatitis B or HIV;
- No person shall pose a direct threat to themselves, to the health and safety of other individuals in the workplace, or the public they serve.

#### **Typical Working Conditions:**

Incumbents are typically assigned work both in an indoor and outdoor environment which may take place in various types of weather and high temperatures. Work may take place in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces. Work may involve exposure to hazardous and/or carcinogenic materials through inhalation or skin contact and on rare occasions may include exposure as outlined above. Work will include traveling from site to site in a vehicle.

Pursuant to the ADA and FEHA, the District will provide, upon request, reasonable accommodation to a qualified applicant and/or employee with a disability to allow him/her to perform the essential functions of his/her job, unless the accommodation would create an undue hardship for the District.

Conditional	Job O	ffer Can	didate:
Conantiona		iici cai	uluutt.

I have read and I understand the duties and resaccordance with my employment agreement.	sponsibilities listed above. I agree to execute the tasks in
Signature	 Date

The Nevada County Consolidated Fire District is fully committed to Equal Employment Opportunity and is committed to an active nondiscrimination program. It is the stated policy of NCCFD that harassment, discrimination, and retaliation are prohibited and that all employees, applicants, agents, contractors, and interns/volunteers shall receive equal consideration and treatment. All terms and conditions of employment, including but not limited to recruitment, hiring, transfer, and promotion will be based on the qualifications of the individual for the positions being filled regardless of gender (including gender identity and expression), sexual orientation, race, color, ancestry, religion, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including pregnancy, childbirth and related medical conditions), or any other classification protected by federal, state, or local law. Please contact the Human Resources Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.



# Nevada County Consolidated Fire District Resolution 21-28

### 2021/2022 Updated Fiscal Year District Wage and Compensation Schedule

**WHEREAS,** the Nevada County Consolidated Fire District Board of Directors has the authority under Section 13861 of the Health and Safety Code to establish compensation for safety management, safety non-management, and miscellaneous non-represented employees; and

**WHEREAS,** the pay ranges and compensation schedule in attachment "A" for the identified job classifications are hereby established effective September 16, 2021.

**PASSED AND ADOPTED** by the Board of Directors as Resolution of the Nevada County Consolidated Fire District at the Regular Board Meeting held on the 16<sup>th</sup> day of September 2021 by the following roll call:

Ayes:	
Noes:	
Absent:	
Abstain:	
	Keith Grueneberg, President of the Board
	Nevada County Consolidated Fire District
Attest:	
Nicole Long, Secretary of the Board	

Nevada County Consolidated Fire District Wage and Compensation Schedule Fiscal Year 2021/22

Effective S	September 16, 2021		Step	Increases								
				1		2		3		4		5
Safety												
	Hourly Rate (per MOU)											
	Firefighter	shift	\$	17.88	\$	18.83	\$	19.78	\$	20.72	\$	21.67
	Lieutentant	shift	\$	21.67	\$	22.66	\$	23.76	\$	24.87	\$	25.98
	Captain	shift	\$	25.98	\$	27.18	\$	28.45	\$	29.71	\$	30.97
	Battalion Chief	shift	\$	30.97	\$	32.42	\$	33.84	\$	35.25	\$	36.66
	Fire Mechanic II	40 Hr	\$	34.70	\$	36.29	\$	37.97	\$	39.64	\$	41.31
	Deputy Fire Marshal	40 Hr	\$	34.70	\$	36.29	\$	37.97	\$	39.64	\$	41.31
	Salary											
	Fire Marshal		\$	95,551	\$	100,038	\$	104,459	\$	108,914	\$	113,433
	Division Chief		\$	123,711	\$	129,897	\$	136,391	\$	143,221	\$	150,371
	Deputy Chief		\$	135,987	\$	142,471	\$	149,280	\$	156,429	\$	163,935
	Fire Chief		\$	158,514	\$	166,125	\$	174,117	\$	182,507	\$	191,317
Non-Safet	v											
	Hourly Rate											
	Service Technician	40 Hr	\$	19.79	\$	20.62	\$	21.51	\$	22.43	\$	23.40
	Admin	40 Hr	\$	21.83	\$	23.02	\$	24.29	\$	25.63	\$	27.06
	Fire Inspector	40 Hr	\$	21.83	\$	23.02	\$	24.29	\$	25.63	\$	27.06
	Fire Mechanic I	20 Hr	\$	23.97	\$	25.22	\$	26.48	\$	27.73	\$	28.99
	Salary											
	Operations Manager		\$	66,360	\$	69,369	\$	72,530	\$	75,846	\$	79,330
	•	Soc	\$ \$	69,369	۶ \$	72,529	۶ \$	72,330 75,846	۶ \$	79,329	۶ \$	79,330 82,987
	Operations Mgr / Board	SEL			-	•		-		-		
	Finance Manager		\$	76,009	\$	78,064	\$	83,166	\$	85,432	\$	89,798

Wages do not include education incentive, longevity incentive or shift to 40 hour conversion.



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#### **RESOLUTION NO. 21-29**

#### AMENDED AUTHORIZED PERSONNEL RESOLUTION

WHEREAS, the Nevada County Consolidated Fire District Board of Directors is authorized by Health and Safety Code Section 13861 (d) to appoint necessary employees, to define their qualifications and duties, and to provide a pay schedule for performance of their duties, and;

**WHEREAS**, the Board adopted Resolution R21-14 on June 17,2021, Staff has presented a reclassification of management positions to improve the organizational command structure;

**WHEREAS,** the Board of Directors must determine the number of employees needed to protect the lives and property of its residents and to perform other staff function, and;

**WHEREAS**, the Board must budget accordingly for the positions authorized by this resolution.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Nevada County Consolidated Fire District, the following number of personnel are hereby authorized for Fiscal Year 2021-2022:

<u>Description</u>	Total Number	<u>Description</u>	Total Number
Fire Chief	1	Deputy Fire Chief	1/0
Division Chief	0/2	Battalion Chief	2
Fire Marshal	1/0	Deputy Fire Marshal	1
Fire Captain	9	Lieutenant	6
Firefighter/Operator	12	Fire Mechanic I	0
Fire Inspector, Non-Safety	0	Finance Manager	1
Operations Sup Manager	1	Finance Administrative Asst.	1
Reserves	15	Fire Mechanic II	1
Service Technician	1	Seasonal Firefighters	9
		, seconded by Directo opted this <u>16<sup>th</sup></u> day of <u>September</u> , 2021	
Attest:		Keith Grueneberg, President of the E Nevada County Consolidated Fire Dis	

Nicole Long, Secretary of the Board



640 Coyote Street, Nevada City, CA 95959 (530) 265-4431 FAX (530) 265-4438

nccfire@nccfire.com • www.nccfire.com

To: Board of Directors

From: Jerry Funk, Deputy Chief

Date: September 7, 2021

Re: Firefighter Eligibility List

#### **Background:**

NCCFD maintains an eligibility list for the position of firefighter. Our current eligibility list was established in April 2021 and remains in effect up to one year, or until exhausted. The District has experienced a significant turnover of employees in the recent months. As a result, the District is at risk of depleting its current firefighter eligibility list. Due to the very active fire season, establishing a new eligibility list would not be recommended until the winter months.

The District currently employs nine seasonal firefighters for the term of July 1, 2021 to November 30, 2021. These candidates were hired after a competitive process and meet the minimum qualifications set forth for permanent firefighters.

NCCFD Personnel Code, Chapter 2.2 Hiring Procedures, Section 2.2.2. Policy Regarding Open Versus Promotional Hiring. (a) The Board shall determine whether a vacant position in the Classified Service shall be filled by open or promotional examination. (b) Selection by promotional examination may be used when it appears to the Board that there are sufficient qualified employees to provide a competitive selection likely to produce a highly qualified employee to fill the position. (c) Otherwise selection shall be by open examination.

An employee is defined in the Personnel Code as:

A person who is legally occupying a position in the District Service, or who is on authorized leave of absence. A paid call firefighter is not an employee for the purpose of this Code unless otherwise specified.

#### **Recommendation:**

Staff recommends in the event the current eligibility list is exhausted, prior to a successor list being established, the Chief be given the latitude to determine if highly qualified personnel exist within the seasonal fire fighter ranks. If it is determined those candidate(s) exist, allow the Chief to competitively select and promote individual(s) from the seasonal firefighter ranks to entry level probationary firefighter.

This recommendation is brought forth, and supported, as a result of collaborative efforts on both the part of NCCFD Administrative Personnel and the NCCFD Local 3800 Shop Steward.

This process would continue until qualified individuals are exhausted from the seasonal firefighter ranks, or a successor eligibility list for firefighter is established.



640 Coyote Street, Nevada City, CA 95959 (530) 265-4431 FAX (530) 265-4438 nccfire@nccfire.com • www.nccfire.com

**RESOLUTION NO. 21-30** 

RESOLUTION APPROVING THE DEPARTMENT OF FORESTRY AND FIRE PROTECTION
AGREEMENT # 7FG21089 FOR SERVICES FROM THE DATE OF LAST SIGNATORY ON PAGE 1 OF
THE AGREEMENT TO JUNE 30, 2022 UNDER THE RURAL FIRE CAPACITY PROGRAM OF THE
COOPERATIVE FORESTRY ASSISTANCE ACT OF 1978

**NOW, THEREFORE, BE IT RESOLVED** the Board of Directors of the Nevada County Consolidated Fire District, that said Board does hereby approve the Agreement with the California Department of Forestry and Fire Protection dated as the last signatory date on page 1 of the Agreement, and any amendments thereto. This Agreement provides for an award, during the term of this Agreement, under the Rural Fire Capacity Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2021-22 up to and no more than the amount \$19,349.00.

**BE IT FURTHER RESOLVED,** that Deputy Chief Jerry Funk be and hereby is authorized to sign and execute said agreement and any amendments on behalf of the Nevada County Consolidated Fire District.

The foregoing resolution was duly passed and adopted by the Nevada County Consolidated Fire District at a regular meeting thereof, held on the 16<sup>th</sup> day of September, 16, 2021 by the following vote:

Ayes: Noes: Absent: Abstain:	
	Keith Grueneberg, President of the Board
	Barry Dorland, Vice President of the Board

# -----CERTIFICATION OF RESOLUTION-----ATTEST: I, Nicole Long, Clerk of the Nevada County

I, <u>Nicole Long</u>, Clerk of the <u>Nevada County Consolidated Fire District</u>, County of <u>Nevada</u>, California do hereby certify that this is a true and correct copy of the original Resolution Number <u>R21-30</u>.

WITNESS MY HAND OR THE SEAL OF THE Nevada County Consolidated Fire District, on this  $\underline{16^{th}}$  day of September 2020.

Signature

<u>Operations Support/Board Secretary; Nevada County Consolidated Fire District</u> Title and Name of Local Agency

# State of California Department of Forestry and Fire Protection (CAL FIRE) Cooperative Fire Protection GRANT AGREEMENT

APPLICANT:						
PROJECT TITLE:	Rural Fire Capacit	у				
GRANT AGREEMENT:	7GF21089	7GF21089				
PROJECT PERFORMANCE PE Under the terms and conditions described in the project descript Protection, agrees to fund the pr	of this Grant Agreement, ion, and the State of Cali	the applicant agr fornia, acting thro	rees to complete the project as ough the Department of Forestry & Fire			
<b>PROJECT DESCRIPTION:</b> Cocapability to organize, train, and			nce to rural areas in upgrading their			
Total State Grant not to excee	ed \$ \$9,674.50		(or project costs, whichever is less)			
*The Special and General Provisi	ions attached are made a μ	part of and incorp	orated into this Grant Agreement.			
			STATE OF CALIFORNIA PARTMENT OF FORESTRY AND FIRE PROTECTION			
Applicant		-	, , , , , , , , , , , , , , , , , , , ,			
Ву		Ву				
Signature of Authorized Representative  Title		Title: Gabrielle Avina Staff Chief, Cooperative Fire Programs				
Date		Date				
	CERTIFICATION	N OF FUNDING				
GRANT AGREEMENT NUMBER	POID		SUPPLIER ID			
FUND	FUND NAME					
0001	General Fund					
PROJECT ID 354021DG2012138	ACTIVITY ID SUBGNT	AMOUNT OF ESTIMATE FUNDING \$9,674.50				
GL UNIT	BUD REF	CHAPTER	ADJ. INCREASING ENCUMBRANCE			
3540	001	21	\$ 0.00			
PROGRAM NUMBER	ENY		ADJ. DECREASING ENCUMBRANCE			
9999000FED ACCOUNT	2021 ALT ACCOUNT		\$ 0.00 UNENCUMBERED BALANCE			
REPORTING STRUCTURE	SERVICE LOCATION					
35409206	92717					
5340580 REPORTING STRUCTURE 35409206  I hereby certify upon my perse	5340580002 SERVICE LOCATION 92717 onal knowledge that bu	dgeted funds ar	\$ \$9,674.50 e available for this encumbrance.			
Signature of CAL FIRE Accounting Office	cer		Date			

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#### RURAL FIRE CAPACITY PROGRAM TERMS AND CONDITIONS

#### DEPARTMENT OF FORESTRY AND FIRE PROTECTION

#### STATE OF CALIFORNIA Natural Resources Agency

Agreement for the Rural Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978

THIS AGREEMENT, made and entered between the STATE of California, acting through the Director of the Department of Forestry and Fire Protection hereinafter called "STATE", and hereinafter called

# "LOCAL AGENCY", covenants as follows:

#### **RECITALS:**

- 1. STATE has been approved as a passthrough agent of the United States Department of Agriculture, (USDA), Forest Service for the purpose of administering the Rural Fire Capacity program in California, hereinafter referred to as RFC, authorized by the Cooperative Forestry Assistance Act (CFAA) of 1978 (PL 95-313, 92 Stat 365, 16 U.S.C. 2101-2114), as amended.
- 2. This is a subaward under the 2021 Rural Fire Capacity Grant #21-DG-11052012-138 awarded to STATE by the Forest Service on July 21,2021. The CFDA for the award is 10.664, Cooperative Forestry Assistance. This subaward is funded solely with Federal funds and is subject to the Office of Management and Budget (OMB) guidance in subparts A through F of 2 CFR Part 200, as adopted and supplemented by the USDA in 2 CFR Part 400, and under certain terms and conditions to LOCAL AGENCY to assist LOCAL AGENCY to upgrade its fire protection capability.
- 3. LOCAL AGENCY desires to participate in said RFC and agrees to the terms and conditions specified in the Procedural Guide for Rural Fire Capacity Program 2021.

NOW THEREFORE, it is mutually agreed between the parties as follows:

- 4. <u>APPROVAL</u>: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. LOCAL AGENCY may not commence performance until such approval has been obtained.
- 5. <u>INCORPORATION</u>: The Procedural Guide for Rural Fire Capacity Program 2021, submitted Application for Funding and associated Grant Assurances are hereby incorporated by reference as part of the Grant Agreement.
- 6. <u>TIMELINESS</u>: Time is of the essence in this Agreement.
- 7. <u>FORFEITURE OF AWARD</u>: LOCAL AGENCY must return this Agreement and required resolution properly signed and executed to STATE at the email address specified in paragraph 12, with a timestamp no later than December 1, 2021 or LOCAL AGENCY will forfeit the funds.

8. GRANT AND BUDGET CONTIGENCY CLAUSE: It is mutually understood between the parties that this **Agreement** may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds, to avoid program and fiscal delays that would occur if the **Agreement** were executed after that determination was made.

This **Agreement** is valid and enforceable only if sufficient funds are made available to the STATE by the United States Government for the **State Fiscal Year 2021** for the purpose of this program. In addition, this **Agreement** is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this **Agreement** in any manner.

The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this **Agreement** shall be amended to reflect any reduction in funds.

The STATE has the option to invalidate the **Agreement** under the 30-day cancellation clause or to amend the **Agreement** to reflect any reduction in funds.

- 9. REIMBURSEMENT: STATE will reimburse LOCAL AGENCY, from funds made available to STATE by the Federal Government, an amount not to exceed \$9,674.50 on a 50/50 matching funds basis, for the performance of specific projects and/or purchase of specific items identified in Proposed Project, Application for Funding, attached hereto. Reimbursement will be only for those projects accomplished and/or items purchased between THE LAST SIGNATORY DATE ON PAGE 1 and JUNE 30, 2022. This sum is the sole and maximum payment that STATE will make pursuant to this Agreement. LOCAL AGENCY must bill STATE at the e-mail address specified in paragraph 12, with a timestamp no later than September 1, 2022 in order to receive the funds. The bill submitted by LOCAL AGENCY must clearly delineate the projects performed and/or items purchased. A vendor's invoice and proof of payment to vendor(s) must be included for items purchased.
- 10. <u>LIMITATIONS</u>: Expenditure of the funds distributed by STATE herein is subject to the same limitations as placed by the RFC, upon expenditure of United States Government Funds. Pursuant to 2CFR200.313 Equipment, subject to the obligations and conditions set forth in that section; title to any equipment and supplies acquired under this **Agreement** vests with the LOCAL AGENCY. For any equipment items over \$5,000, the federal government may retain a vested interested in accordance with paragraph 16 below.
- 11. MATCHING FUNDS: Any and all funds paid to LOCAL AGENCY under the terms of this **Agreement**, hereinafter referred to as "RFC Funds", shall be matched by LOCAL AGENCY on a dollar-for-dollar basis, for each project listed on attachment(s) hereto identified as "Proposed Project". No amount of unpaid "contributed" or "volunteer" labor or services shall be used or consigned in calculating the matching amount "actually spent" by LOCAL AGENCY.

LOCAL AGENCY shall not use RFC Funds as matching funds for other federal grants, including Department of Interior (USDI) Rural Fire Assistance grants, nor use funds from other federal grants, including USDI Rural Fire Assistance grants, as matching funds for RFC Funds.

Attention: Telephone Number(s):
---------------------------------

13. <u>PURPOSE</u>: Any project to be funded hereunder must be intended to specifically assist LOCAL AGENCY to organize, train, and/or equip local firefighting forces in the aforementioned rural area and community to prevent or suppress fires which threaten life, resources, and/or improvements within the area of operation of LOCAL AGENCY. Project funds are not to be used for research and development.

E-MAIL: Megan.Esfandiary@fire.ca.gov

- 14. <u>COMBINING</u>: In the event funds are paid for two or more separate, but closely related projects, the 50/50 cost-sharing formula will be applied to the total cost of such combined projects.
- 15. OVERRUNS: In the event that the total cost of a funded project exceeds the estimate of costs upon which this Agreement is made, LOCAL AGENCY may request additional funds to cover the **Agreement** share of the amount exceeded. However, there is no assurance that any such funds are, or may be, available for reimbursement. Any increase in funding will require an amendment.
- 16. <u>UNDERRUNS</u>: In the event that the total cost of a funded project is less than the estimate of costs upon which this **Agreement** is made, LOCAL AGENCY may request that additional eligible projects/items be approved by STATE for **Agreement** funding. However, there is no assurance that any such approval will be funded. Approval of additional projects/items, not listed on the Proposed Project application, made by STATE, will be in writing and will require an amendment.
- 17. <u>FEDERAL INTEREST IN EQUIPMENT</u>: The Federal Government has a vested interest in any item purchased with RFC funding in excess of \$5,000 regardless of the length of this **Agreement**, until such time as the fair market value is less than \$5,000. The RFC percentage used to purchase the equipment will be applied to the sale price and recovered for the Government during the sale. This percentage will remain the same even following depreciation. The Federal Government may not have to be reimbursed if the disposal sale amounts to a fair market value of less than \$5,000. LOCAL AGENCY will notify STATE of the disposal of such items.

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- 18. <u>EQUIPMENT INVENTORY</u>: Any single item purchased in excess of \$5,000 will be assigned an RFC Property Number by the STATE. LOCAL AGENCY shall forward a copy of the purchase documents listing the item, brand, model, serial number, any LOCAL AGENCY property number assigned, and a LOCAL AGENCY contact and return address to STATE at the address specified in paragraph 12. The STATE will advise the LOCAL AGENCY Contact of the RFC Property Number assigned.
- 19. <u>AUDIT</u>: LOCAL AGENCY agrees that the STATE, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. LOCAL AGENCY agrees to maintain such records for possible audit for a minimum of five (5) years after final payment, unless a longer period of records retention is stipulated. LOCAL AGENCY agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, LOCAL AGENCY agrees to include a similar right of the State of California to audit records and interview staff in any subcontract related to performance of this **Agreement**. (GC 8546.7, PCC 10115 et seq., CCR Title 2, Section 1896).
- 20. <u>DISPUTES</u>: In the event of any dispute over qualifying matching expenditures of LOCAL AGENCY or audit findings, the dispute will be decided by STATE and its decision shall be final and binding.
- 21. <u>MONITORING</u>: LOCAL AGENCY agrees to the monitoring of activities as necessary by STATE to ensure that the award is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the agreement; and that performance goals are achieved.
- 22. <u>INDEMNIFICATION</u>: LOCAL AGENCY agrees to indemnify, defend, and save harmless, the STATE, its officers, agents, and employees, from any and all claims and losses, accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this **Agreement**, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by LOCAL AGENCY in the performance of this **Agreement**.
- 23. <u>CIVIL RIGHTS</u>: LOCAL AGENCY agrees to comply with civil rights requirements as detailed in the Complying With Civil Rights Requirements brochure (FS-850) and the And Justice For All poster (AD-475A). The poster is to be placed at all public point of contact/reception areas.
- 24. <u>DRUG-FREE WORKPLACE REQUIREMENTS</u>: LOCAL AGENCY will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
  - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
  - b. Establish a Drug-Free Awareness Program to inform employees about:

7GF21089

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drugfree workplace;
- any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.
- c. Every employee who works on the proposed **Agreement** will:
  - 1) receive a copy of the company's drug-free workplace policy statement; and,
  - 2) agree to abide by the terms of the company's statement as a condition of employment on the **Agreement**.

Failure to comply with these requirements may result in suspension of payments under the **Agreement** or termination of the **Agreement** or both and LOCAL AGENCY may be ineligible for funding of any future State **Agreement** if the department determines that any of the following has occurred: (1) the LOCAL AGENCY has made false certification, or violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)

- 25. <u>TERM</u>: The term of the Agreement SHALL COMMENCE ON THE LAST SIGNATORY DATE ON PAGE 1 and continue through June 30, 2022.
- 26. <u>TERMINATION</u>: This **Agreement** may be terminated by either party giving 30 days written notice to the other party or provisions herein amended upon mutual consent of the parties hereto.
- 27. <u>AMENDMENTS</u>: No amendment or variation of the terms of this **Agreement** shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or **Agreement** not incorporated in the **Agreement** is binding on any of the parties.
- 28. <u>INDEPENDENT CONTRACTOR</u>: LOCAL AGENCY, and the agents and employees of LOCAL AGENCY, in the performance of this **Agreement**, shall act in an independent capacity and not as officers or employees or agents of the STATE or the Federal Government.
- 29. <u>INDIRECT RATE</u>: LOCAL AGENCY may not assess an indirect rate in excess of their Federally approved Negotiated Indirect Cost Rate Agreement (NICRA), a de minimis rate if LOCAL AGENCY does not have an approved NICRA, or the RFC program cap rate of 10%, whichever is lesser. LOCAL AGENCY may also elect not to assess an indirect rate. The approved indirect cost rate at the time of execution is 0%.
- 30. <u>MEDIA</u>: LOCAL AGENCY shall acknowledge STATE and USDA Forest Service support in any publications, audiovisuals and electronic media developed as a result of this award.

It is encouraged to give public notice of the receipt of this award and announce progress and accomplishments, acknowledging STATE and USDA Forest Service support. Follow direction in USDA Supplemental 2 CFR 415.2.

31. <u>ASSIGNMENT</u>: This Agreement is not assignable by LOCAL AGENCY either in whole or in part.

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### **AUTOMATIC AID AGREEMENT**



# AMONG THE ROUGH and READY FIRE DEPARTMENT and NEVADA COUNTY CONSOLIDATED FIRE DISTRICT

This Agreement made the \_\_\_\_\_ among the Rough and Ready Fire Department, hereinafter referred to as RAR, the Nevada County Consolidated Fire District, hereinafter referred to as NCC. Each party may be referred to as "Agency" or collectively as "Agencies" or "Parties."

#### WITNESSETH

**WHEREAS,** RAR maintains and operates a Fire Protection Organization covering the Rough and Ready Fire District; and

**WHEREAS,** NCC maintains and operates a Fire Protection Organization covering Nevada County Consolidated Fire District; and

**WHEREAS**, it is the desire of RAR and NCC to enter into an Automatic Aid agreement amongst the agencies. This will provide for the time closest appropriate apparatus responds to the emergency.

**WHEREAS,** Automatic Aid, is defined, as "responding to an emergency in an adjacent fire jurisdiction without being requested by the agency with jurisdiction over that area"

**NOW, THEREFORE**, it is agreed among the parties hereto pursuant to this document that:

- 1. The above recitals are true and correct and incorporated herein as a part of this Agreement.
- 2. Upon receipt of any fire incident, vehicle accident, or medical emergency within RAR jurisdiction, NCC will provide Automatic Aid by responding with one (1) apparatus with a minimum staffing of two (2) personnel as determined by CAD as the closest available resource.
- 3. Upon receipt of any fire incident, vehicle accident, or medical emergency within NCC, RAR will provide Automatic Aid by responding with one (1) apparatus with a minimum staffing of two (2) personnel as determined by CAD as the closest available resource.
- 4. Resources necessary for Coverage will be requested using the mutual aid system. All parties to this Agreement may request a resource to cover their area of responsibility using the following guidelines:
  - a. The requesting agency 's resources are depleted.
  - b. The agency receiving the request is the closest resource available as determined by CAD.

- c. The agency receiving the request ("Providing Agency") for coverage has the final decision on whether or not they can fulfill the request without depleting resources within their jurisdiction.
- 5. A Regular Mutual Aid request by a Duty Chief or a Company Officer will be handled by the Emergency Communication Center ("ECC") in the usual manner using closest resource. With regard to Regular Mutual Aid requests, the Providing Agency has the final decision on whether or not they can provide the response without depleting resources within their jurisdiction.
- 6. When operating an incident, each Agency shall utilize the command and tactical frequency assigned by the ECC.
- 7. The Agency with jurisdiction should be the Incident Commander.
- 8. As soon as adequate resources arrive at scene, as determined by the Incident Commander, and the NCC/RNR resource is no longer needed, it will be released.
- 9. Full protective safety clothing and equipment shall be worn by all firefighters when exposed to hazardous elements on the scene of a fire.
- 10. Both Agencies should train together at least quarterly (3) annually on Standard Operating Procedures/Guidelines, which apply to each Agency. Standard Operating Procedures must be utilized on all incidents.
- 11. The Requesting Agency, whether that be RAR or NCC shall indemnify, defend and hold harmless the Providing Agency, its officials, officers, employees, agents or consultants from any and all liabilities, costs, losses and expenses, including without limitation court costs and reasonable attorneys' fees arising out of or in connection with this Agreement or the automatic or mutual aid, or coverage, provided by the Providing Agency, except such loss or damage which was caused by the sole negligence or willful misconduct of the Providing Agency. The Agencies enter into this Agreement as independent contractors and not as employees of the other Agencies. The Agencies shall have no power or authority by this Agreement to bind the other Agencies in any respect. Nothing in this Agreement shall be construed to be inconsistent with this relationship or status.
- 12. This Agreement shall supersede all other agreements between the two (2) parties.
- 13. This Agreement shall remain in effect from this date indefinitely, unless terminated by any of the Parties hereto giving to the others thirty (30) days' notice in writing of such termination, or until amended by mutual agreement of the Parties. RNR and NCC agree to review this Agreement annually to ensure general public benefit.

IN WITNESS WHEREOF, the parties have set their	hands this ( )
Fire Chief, RAR	Board President, RAR
Fire Chief, NCC	Board President, NCC



## **AUTOMATIC AID AGREEMENT**

# AMONG THE OPHIR HILL FIRE PROTECTION DISTRICT and NEVADA COUNTY CONSOLIDATED FIRE DISTRICT



This Agreement made the \_\_\_\_\_ among the Ophir Hill Fire Protection District, hereinafter referred to as OPH, the Nevada County Consolidated Fire District, hereinafter referred to as NCC. Each party may be referred to as "Agency" or collectively as "Agencies" or "Parties."

#### WITNESSETH

**WHEREAS,** OPH maintains and operates a Fire Protection Organization covering the Ophir Hill Fire Protection District; and

**WHEREAS,** NCC maintains and operates a Fire Protection Organization covering Nevada County Consolidated Fire District; and

**WHEREAS**, it is the desire of OPH and NCC to enter into an Automatic Aid agreement amongst the agencies. This will provide for the time closest appropriate apparatus responds to the emergency.

**WHEREAS,** Automatic Aid, is defined, as "responding to an emergency in an adjacent fire jurisdiction without being requested by the agency with jurisdiction over that area"

**NOW, THEREFORE**, it is agreed among the parties hereto pursuant to this document that:

- 1. The above recitals are true and correct and incorporated herein as a part of this Agreement.
- 2. Upon receipt of any fire incident, vehicle accident, or medical emergency within OPH jurisdiction, NCC will provide Automatic Aid by responding with one (1) apparatus with a minimum staffing of two (2) personnel as determined by CAD as the closest available resource.
- 3. Upon receipt of any fire incident, vehicle accident, or medical emergency within NCC, OPH will provide Automatic Aid by responding with one (1) apparatus with a minimum staffing of two (2) personnel as determined by CAD as the closest available resource.
- 4. Resources necessary for Coverage will be requested using the mutual aid system. All parties to this Agreement may request a resource to cover their area of responsibility using the following guidelines:
  - a. The requesting agency 's resources are depleted.
  - b. The agency receiving the request is the closest resource available as determined by CAD.

- c. The agency receiving the request ("Providing Agency") for coverage has the final decision on whether or not they can fulfill the request without depleting resources within their jurisdiction.
- 5. A Regular Mutual Aid request by a Duty Chief or a Company Officer will be handled by the Emergency Communication Center ("ECC") in the usual manner using closest resource. With regard to Regular Mutual Aid requests, the Providing Agency has the final decision on whether or not they can provide the response without depleting resources within their jurisdiction.
- 6. When operating an incident, each Agency shall utilize the command and tactical frequency assigned by the ECC.
- 7. The Agency with jurisdiction should be the Incident Commander.
- 8. As soon as adequate resources arrive at scene, as determined by the Incident Commander, and the NCC/OPH resource is no longer needed, it will be released.
- 9. Full protective safety clothing and equipment shall be worn by all firefighters when exposed to hazardous elements on the scene of a fire.
- 10. Both Agencies should train together at least quarterly (3) annually on Standard Operating Procedures/Guidelines, which apply to each Agency. Standard Operating Procedures must be utilized on all incidents.
- 11. The Requesting Agency, whether that be OPH or NCC shall indemnify, defend and hold harmless the Providing Agency, its officials, officers, employees, agents or consultants from any and all liabilities, costs, losses and expenses, including without limitation court costs and reasonable attorneys' fees arising out of or in connection with this Agreement or the automatic or mutual aid, or coverage, provided by the Providing Agency, except such loss or damage which was caused by the sole negligence or willful misconduct of the Providing Agency. The Agencies enter into this Agreement as independent contractors and not as employees of the other Agencies. The Agencies shall have no power or authority by this Agreement to bind the other Agencies in any respect. Nothing in this Agreement shall be construed to be inconsistent with this relationship or status.
- 12. This Agreement shall supersede all other agreements between the two (2) parties.
- 13. This Agreement shall remain in effect from this date indefinitely, unless terminated by any of the Parties hereto giving to the others thirty (30) days' notice in writing of such termination, or until amended by mutual agreement of the Parties. OPH and NCC agree to review this Agreement annually to ensure general public benefit.

IN WITNESS WHEREOF, the parties have set their	hands this ( )
Fire Chief, OPH	Board President, OPH
Fire Chief, NCC	Board President, NCC



# **Nevada County Consolidated Fire District**

640 Coyote Street, Nevada City, CA 95959 (530) 265-4431 FAX (530) 265-4438

nccfire@nccfire.com ● www.nccfire.com

To: Board of Directors

From: Deputy Chief Jerry Funk

Date: September 8, 2021

Subject: Surplus Equipment

## **Background:**

The District operates a fleet of 32 vehicles, 13 of those being fire engines. These engines are housed at District fire stations, as either front line or reserve apparatus. The District has ordered and anticipates receiving a new fire engine for Station 88 in early January. In addition, the District took possession of an OES Type 6 fire engine in June 2021.

### **Recommendation:**

As a result of receiving a new engine and taking possession of the OES engine, staff recommends the Board declare the following two reserve engines surplus:

Unit # 129 1996 International 4800 VIN #1HTSEAAN8TH268944
 Unit # 130 1996 International 4800 VIN #1HTSEAAN7TH397631

In addition to declaring the fire engines surplus, authorize Deputy Chief Jerry Funk to negotiate the sale at fair market value, and sign any documentation required for the sale on behalf of the District.

## **Fiscal Implications:**

Anticipated net revenue from the sale of surplus fire engines –

•	Unit # 129	1996 International 4800	\$30,000.00
•	Unit # 130	1996 International 4800	\$30,000.00



# Application for Appointment: Board of Directors Vacancy

Date * (?)	08/28/2021	
Applicant Information		
Last Name*	Hall	
First Name *	Jon	
Email Address*	hall.jon@comcast.net	
Best Contact Number * (?)	530-478-0538	
Physical Address*	Street Address 12830 Quaker Hill Cross Rd Address Line 2	
	City	State / Province / Region
	CA Nevada City	CA
	Postal / Zip Code	Country
	95959	United States
Within Nevada County	y Consolidated Fire District Boundaries: *	
✓ Yes	□ No	
Mailing Address	(if different than street address)	
	Street Address	
	Address Line 2	
	City	State / Province / Region
	Postal / Zip Code	Country
General Informa	tion	
Occupation: *	retired Pharmacist	
Statement Reflecting Qualifications and Interests: *		
have been a longtime volunteer fire lookout at the Banner Mt lookout. Interested student of forest management &		

# Experience in Community Service: \*

15 years fire lookout & volunteer coordinator at the Banner Mt Fire Lookout; CERT volunteer

fire suppression. In the past have been an active member of the Fire Safe council of Nevada County.

# Affiliations with Technical / Professional Organizations: \*

USC alumni Association : California Pharmacist Association

Background and Educa	ition:
pharmacist for 47 years.	Pharr

pharmacist for 47 years. PharmD University of Southern California 1971

Do you anticipate any potential conflict of interest as a member of the Board of Directors?\*

Yes

✓ No

**Additional** 

Comments:

# **CERTIFICATION OF APPLICANT**



I hereby certify that all statements made on or in connection with this application, including those regarding my education, training and experience, are true and complete to the best of my knowledge and belief. I understand that any misstatements or omissions of material fact herein are cause for dismissal from NCCFD. I also acknowledge that I will be required to file an economic interest disclosure form.

Signature \*

TONB HALL

Date 8/28/2021



# **Nevada County Consolidated Fire District**

640 Coyote Street, Nevada City, CA 95959 (530) 265-4431 FAX (530) 265-4438 nccfire@nccfire.com • www.nccfire.com

# RESOLUTION NO. 21-31

Appointing	to Fill the Vacancy on the Board of Directors
WHEREAS, at the adjourned recognized a vacancy of	gular meeting of the Board of Directors held on August 19, on August 19, 2021.
WHEREAS, notice of the vacan- Code Section 1780;	cy has been duly issued in accordance with Government
Consolidated Fire District hereby appoint the Board of Directors effective Septe	SOLVED that the Board of Directors of the Nevada County to fill the vacancy on mber 16, 2021. The appointment to the Board shall, in ction 1780 (d)(2), be until the next general district election,
<b>ON A MOTION</b> by Director foregoing resolution was passed and ado to wit:	, seconded by Directorthe pted this <u>16<sup>th</sup></u> day of <u>September</u> 2021, by the following vote
Ayes: Noes: Absent: Abstain:	
Abstairi.	
	Keith Grueneberg, President of the Board Nevada County Consolidated Fire District
Attest:	
Nicole Long, Secretary of the Board	

## **Nicole Long**

From: Jim Turner

Sent: Wednesday, August 11, 2021 10:43 AM

To: Nicole Long
Cc: Terry McMahan
Subject: FW: Thank You Terry!

Please include in the September Board packet... Thank you...

Jim Turner, Fire Chief
Nevada County Consolidated Fire District
640 Coyote Street
Nevada City, CA 95959
Office (530) 265-4431
Fax (530) 265-4438
jimturner@nccfire.com

----Original Message----

From: Ann Westling

Sent: Wednesday, August 11, 2021 9:29 AM

To: Terry McMahan <terrymcmahan@nccfire.com>

Cc: Jim Turner < jimturner@nccfire.com>; Ed and Bernadette Sylvester ; Jeff Peach

Subject: Thank You Terry!

Dear Terry - I just wanted to thank you a bit more formally for your continual help getting our neighborhood ready for fire season and ready for a potential evacuation!! Your presence at our neighborhood meeting (Forest View Dr off Banner Lava Cap) was greatly appreciated by all! Many expressed their thanks for your time - on a Sunday afternoon - your day off! And for your advice and suggestions. It means so much to us all that our fire department is so willing to help us as we prepare for potentially the worst fire season in a long time.

Your presence added a sense of importance to our preparations and grounded us in the science and facts of wildfire response. And you provided a friendly face and welcoming approach - so very important during a scary fire year.

We are lucky to have such a community minded fire department - one that is not too busy to give up their day off or evening to advise us all.

Thanks so much, again for your consistent support!! We hope you and NCCFD have a very safe year.

Ann Westling

Resident of Forest View Dr

Friends of Banner Mountain board member and Firewise Committee





Alison Lehman, County Executive Officer
530.575.7977 | Alison.lehman@co.nevada.ca.us

Dear Nevada County Consolidated Fire, on behalf of Nevada County. I want to extend sincere appreciation and gratitude for your prompt and effective action to Contain the Bennett Fire. You are all amazing human beings!

Alison Lehman, Nevada County CEO 17.18



Dean Fire Fighters

We cannot Thank you enough

for all that you are doing

for us, your neighbors,

your community.

Hope you enjoy these
treats, baked with hove and
appreciation, along with
special coffees at Grass

Valley Herist/Coffee Drive Here!

Your Nevada County Friends

17.(C)



August 30, 2021

Nevada County Consolidated Fire District Chief Jim Turner 640 Coyote St. Nevada City, CA 95959

Dear Chief Turner:

On behalf of the Nevada County Law Enforcement and Fire Protection Council Board of Directors, I would like to personally thank you for your auction donation to our Red and Blue Light Evening, "A Fire Truck Ride to Alta Sierra Elementary School". Shane Fruzza and Anthony Halby each made the winning bid and will be contacting you.

Your continuous support of the Council over the years is very greatly appreciated. Without generous people such as yourself, the Council would not be able to provide support and assistance to the various law and fire agencies in Nevada County.

Sincerely,

Donna Roach

Secretary

SEP 03 2021

NCCFD



# NCCFD CHIEFS' MONTHLY REPORT

To: NCCFD Board of Directors

**From:** Jim Turner, Fire Chief

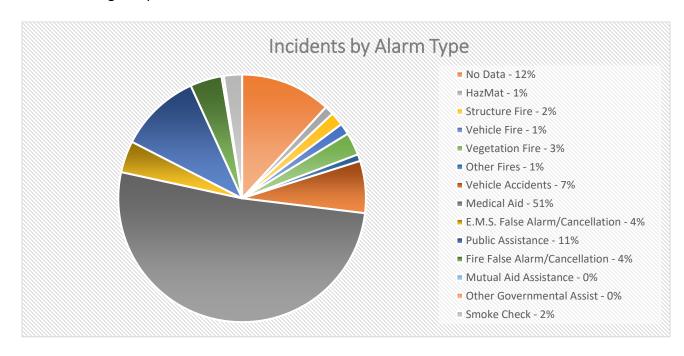
Jerry Funk, Deputy Chief

Date: September 9, 2021

## **OPERATIONS**

Statistical data for the period of August 1 thru August 31, 2021.

- 338 calls for service.
- Average response time overall 7 minutes 56 seconds



#### Significant Incidents:

- River Fire 2619 acres, 142 structures destroyed, 21 structures damaged.
- Bennett Fire 59 acres.
- Numerous local initial attack vegetation fires; North San Juan (3), Idaho Maryland, Penn Valley
- Commercial structure fire, Grass Valley City. A medical office sustained significant damage. An arrest was made for suspected arson.
- Residential structure fire, Newtown Road area. Residence fully involved upon the arrival of first units.



# NCCFD CHIEFS' MONTHLY REPORT

- Residential structure fire Penn Valley area.
- Reserve personnel provided EMS coverage for the Nevada County Fair. Crews handled 11
   EMS calls during the fair and provided community outreach on numerous occasions.
- Strike Team and overhead resources committed to numerous fires in the North state. Our OES Type VI engine deployed on 6-30-21 remains assigned. Our seventh fourteen-day crew swap occurred on 9-6-21.

#### Training:

• 501 hours of documented training for the month of August.

#### **ADMINISTRATION**

- Chief Turner, Deputy Chief Funk and Fire Marshal McMahan attended the monthly meeting of the Nevada County Fire Chiefs Association.
- Chief Turner and Deputy Chief Funk attended a JOA Chiefs Meeting.
- Chief Turner and Deputy Chief Funk attended the Law Enforcement and Fire Protection Council Meeting.
- Chief Turner and Fire Marshal McMahan attended the Yuba River Public Safety Cohort Meeting.
- Chief Turner met with Ophir Hill / Rough and Ready Fire Chief Rothenberger.
- Chief Turner and Deputy Chief Funk met with the Ad-Hoc committee regarding the proposal received from the City of Grass Valley.
- Staff received notification of award for the Rural Fire Capacity Grant. The District received an award of \$19,349.00 for the purchase of wildland personal protective equipment.

#### **FIRE PREVENTION**

#### Meetings and Training attended by Fire Marshal McMahan:

- Met with 6B Ranch Estates, Supervisor Hoek and other County Officials regarding Cannabis Grow concerns near their subdivisions. Concerns regarding vegetation management and lack of water storage for fire protection.
- Met with Forest View Homeowners Association looking to do a mock evacuation drill. This
  changed due to the River Fire to a communications and question and answers meeting.
- Board of Supervisors Meeting regarding changes to the current shooting ordinance.
   Discussion regarding the shooting at organized ranges during Red Flag Warnings. The
   District feels if the range has a current inspection on file there should not be an issue.



# **NCCFD CHIEFS' MONTHLY REPORT**

- Arson Task Force and California Conference of Arson Investigators joint meeting virtually with Deputy Fire Marshal Mason.
- Fire Safe Council of Nevada County Board Meeting.
- Nor Cal Fire Prevention Officers virtual meeting, was supposed to meet in Amador County but was unable to due to the Caldor Fire.

#### Comments:

Fire Marshal McMahan assisted with overcrowding concerns within the Board of Supervisors Chambers. No major incidents occurred.

Nevada County Fair went well, no incidents requiring the State Fire Marshal's Office to respond.

Fire Marshal McMahan was on KNCO twice, once during the Nevada County Fair and the other was an invitation from the Nevada County Law Enforcement and Fire Protection Council.



# 18.

# Closed Session Fire Chief Performance Evaluation



# 19.

# Closed Session Deputy Chief Performance Evaluation