

# Nevada County Consolidated Fire District

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



[www.nccfire.com](http://www.nccfire.com)  
[nccfire@nccfire.com](mailto:nccfire@nccfire.com)

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## BOARD OF DIRECTORS MINUTES January 19, 2023

Regular Meeting held at  
11329 McCourtney Road, Grass Valley, CA 95949  
REMOTELY VIA ZOOM: PHONE: 1-669-900-6833  
PASSCODE: 01192023

### NCCFD DIRECTORS

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

### STAFF:

**Present:** Fire Chief Robitaille, Division Chief Sullivan, Fire Marshal Mason, Battalion Chief Smith, Battalion Chief Sunde, Administrative Services Long and Fleet & Facilities Supervisor Greene

### STANDING ORDERS:

President Grueneberg called the meeting to order at 7:00 pm and took roll call, noting all Directors were present. President Grueneberg led in the pledge of allegiance.

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

*Per CA Government Code 54954.3*

No public comment.

### CONSENT CALENDAR

1. Acceptance of Minutes –December 15, 2022
2. Fund Balances, Check History Report and Credit Card History Report
3. County of Nevada Signature Sheet

Director Slade-Troutman motioned to accept the consent calendar. Director Hall seconded. **MOTION** passed unanimously.

### COMMITTEE REPORTS

#### STANDING COMMITTEES

FINANCE/BUDGET: Hall, Slade-Troutman

PERSONNEL: Carrington, Nelson

#### AD HOC COMMITTEES

BOARD POLICY AND PROCEDURES: Grueneberg

CONSOLIDATION: Grueneberg, Dorland, Carrington

#### LOCAL AGENCY ASSIGNMENTS

NEVADA COUNTY FIRE AGENCY (JPA): Garrett

Finance – None  
Personnel – None  
Board Policy & Procedures – None  
Consolidation – None  
JPA – None

## **NEW BUSINESS**

### **4. Sierra-Sacramento Valley EMS Recognition Award**

Lieutenant Branden Wilson (NCCFD) and Dane Meredith (Sierra Nevada Ambulance) were recognized for their life-saving efforts while off-duty for an individual who suffered a cardiac emergency at a local gym. Division Chief Sullivan presented Lt. Wilson with a certificate for NCCFD's appreciation for his actions. Sierra-Sacramento Valley EMS Manager Kristy Harlan presented Lt. Wilson with a life saving pin for their gratitude.

### **5. Discussion and Possible Action, Audit Exit Interview for Fiscal Year Ending 21/22 with Fechter & Company**

Administrative Services Long stated this audit was completed for fiscal year ending June 2022. She introduced Joann Berry, who has managed the audit for the last three years. Joanne Berry reported the audit went well without any significant issues. She reported there were no concerns, all processes and policies were adhered to and that the financial position of the district is in good shape. Director Nelson motioned to approve the Audit Exit Interview for the fiscal year 21/22. Director Slade-Troutman seconded. **MOTION** passed unanimously following a roll call vote.

### **6. Discussion and Possible Action, Resolution 23-01, Transfer Funds from 734 to 722 in the amount of \$542,000.00**

Administrative Services Long reported that this resolution is to transfer the Special Tax funds received into the Operating fund. Director Carrington motioned to adopt Resolution 23-01, Transfer of Funds from 734 to 722 in the amount of \$542,000.00 Director Hall seconded. **MOTION** passed unanimously following a roll call vote.

### **7. Discussion and Possible Action, Staff Report to Surplus Water Tender**

Fleet and Facilities Supervisor Greene stated the new engine should arrive in the next week and made the recommendation to surplus the old water tender (Unit 128). Director Garrett motioned to accept the staff report to surplus the water tender. Director Dorland seconded. **MOTION** passed unanimously following a roll call vote.

### **8. Discussion and Possible Action, California 1582 Memorandum of Understanding**

Division Chief Sullivan stated we have used Gaetke Medical for the last 10 years for firefighter physicals and they do a very thorough job. Division Chief Sullivan indicated the MOU is new this year and highlights what is expected in their services. Director Nelson motioned to approve California 1582 Memorandum of Understanding. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote.

### **9. Discussion and Possible Action, Board and Fire Chief Expectations**

President Grueneberg presented the Expectations of the Board and the Fire Chief. The Board agreed that these were the expectations along with the added notation on item #11: "partnership with other agencies" instead of "interact with other agencies."

### **10. Discussion and Possible Action, Annual Review of Board Committee Assignments: Standing, Ad Hoc and Local Agency, with Possible Changes in Assignments**

All Directors agreed to stay with their current assignments. Chief Robitaille was added to JPA. Director Slade-Troutman thought it would be beneficial if other Board members were more involved with the Finance/Budget and mentioned having all attend the finance committee meetings. Chief Robitaille stated the application process for the Oversight Committee is open and that he is hoping to get that started again.

**CHIEF'S MONTHLY REPORT**

Chief Robitaille highlighted the recognition of Lt. Branden Wilson (NCCFD) and Dane Meredith (SN Ambulance) for their actions off-duty. He advised that he and Division Chief Sullivan interviewed and ranked seven firefighters for potential hiring. He wanted to thank the Brennan Family and Firefighter Brennan for coordinating Santa Claus visiting Station 84. The Chief also added staff is beginning to review ordering and financing options for Engine 84 replacement.

Division Chief Sullivan verbally reviewed his report highlighting that there were 282 calls for service, which included 1 structure fire.

Administration attended several meetings this past month including KNCO Talk of the Town, CAUSSS Meeting, Nevada County Fire Chiefs Meeting, Board of Supervisors DSI Presentation and with Higgins Fire.

Fire Marshal Mason advised he met with Clayton Thomas (Penn Valley FD) to discuss the sharing of Fire Investigation resources. He attended the monthly OES staff meeting and assisted them with temporary employment interviews for Defensible Space Inspectors and to develop the end of year data to report out for the DSI program. He attended the Planning Commission Meeting for the cannabis ordinance update. Fire Marshal Mason completed all but two school inspections over Christmas Break. He reported they have one reserve hired for fire prevention as a fire investigator. Fire Marshal Mason reported the 2022 California Fire Code was adopted by the Board of Supervisors and provided an attachment for the adopted amendments which pertained to open flame regulations and modular home sprinklers.

**\*BOARD DISCUSSION**

Board Photos will be taking place on March 6, 2023 at 6:00pm and directors were reminded to wear their polo shirts. The Red Light ball is taking place on February 25, 2023 at the Elks Lodge.

**\*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 the right to comment on the Closed Session item before 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 the right to comment during the Report Out of Closed Session when 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.*

**ADJOURNMENT**

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

Attest:

*Tricia Bush*  
[Tricia Bush \(Feb 22, 2023 13:55 PST\)](#)

Tricia Bush  
Board Secretary

Approved by:

*Keith M. Grueneberg*  
[Keith M. Grueneberg \(Feb 22, 2023 13:54 PST\)](#)

Keith Grueneberg  
President of the Board










# 2023-01-19 Regular Board Meeting Minutes Approved

Final Audit Report

2023-02-22

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