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## Nevada County Consolidated Fire District



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### BOARD OF DIRECTORS MINUTES February 25, 2026

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

#### **NCCFD DIRECTORS**

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

#### **STAFF:**

**Present:** Fire Chief Robitaille, Administrative Services Manager Long, Battalion Chief Sunde

#### **STANDING ORDERS:**

President Grueneberg called the meeting to order at 11:00 am and took roll call, noting all Directors were present. Battalion Chief Sunde 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 – January 28, 2026
2. Fund Balances, Check History Report and Credit Card History Report

Director Slade-Troutman motioned to accept the consent calendar as presented. Director Carrington seconded. **MOTION** passed unanimously with all Directors present but Director Hall present.

#### **COMMITTEE REPORTS**

##### **STANDING COMMITTEES**

**FINANCE/BUDGET:** Hall, Slade-Troutman

**PERSONNEL:** Carrington, Bennett, Nelson

##### **AD HOC COMMITTEES**

**BOARD POLICY AND PROCEDURES:** Grueneberg

**REORGANIZATION:** Carrington, Dorland, Grueneberg

##### **LOCAL AGENCY ASSIGNMENTS**

**NEVADA COUNTY FIRE AGENCY (JPA):** Bennett, Robitaille

**Finance** – No report

**Personnel** – No report

**Board Policy & Procedures** – No report

**JPA** – No report

**Reorganization** – No report

#### **NEW BUSINESS**

3. **Discussion and Possible Action, Financial Audit for Fiscal Year Ending 2025.** Joanne Berry with Fechter & Company introduced herself and briefly covered required communications between auditors and

management. She briefly discussed the financial highlights indicating the District exceeded its liabilities by \$2,432,997. The District's net position decreased by \$41,264. Revenues of \$10,905,889 were lower than expenditures of \$10,947,153 by \$41,264. Short term liabilities decreased by \$57,840 and long-term liabilities decreased by \$591,647 (paydown of loans, leases and in pension/OPEB liabilities.) Total liabilities decreased by \$604,767. At the close of the year, June 30, 2025, the District's governmental funds reported an ending fund balance of \$4,449,111. There were two significant deficiencies found in internal control over financial reporting. There were no difficulties nor disagreements found, any misstatements were corrected, no disagreements with management and no instances of non-compliance. The opinion of the financial position is that the district is in good shape. Director Nelson motioned to approve Financial Audit for Fiscal Year Ending 2025. Director Slade-Troutman seconded. **MOTION** passed unanimously following a roll call vote, with all Directors but Director Hall present.

4. **Discussion and Possible Action, Resolution R26-05, Resolution Regarding PILT Funding and Proposition 172.** President Grueneberg advised he made a note after the December Board Meeting to follow up on this. These letters were sent to the Board of Supervisors but routed to the Ad Hoc Committee. These need to be routed to the Board of Supervisors during budget hearing with a specific date and time to meet by resolution. Director Nelson motioned to adopt Resolution 26-05, Resolution Regarding PILT Funding and Proposition. Director Bennett seconded. **MOTION** passed unanimously following a roll call vote, with all Directors but Director Hall present.
5. **Discussion and Possible Action, Transient Occupancy Tax Request Letter.** President Grueneberg advised this is a request to the Board of Supervisors to allocate a portion of the County's Transient Occupancy Tax (TOT) revenue to NCCFD to offset costs incurred in providing emergency services to non-resident populations. Our district serves several visitors yearly, who utilize our recreational areas and lodging facilities and benefit from our emergency response services but do not contribute to our District's property tax base, which is our primary funding source. This allocation supports public safety infrastructure required to protect visitors and would provide a fair mechanism to offset financial impact on local taxpayers who bear the full cost. This staff report requests the Board of Supervisors evaluate options to dedicate or distribute an appropriate percentage of the TOT revenue to NCCFD and other fire protection agencies serving high-visitor areas within the County. President Grueneberg and the Chief are exploring every funding opportunity they possibly can. Director Carrington motioned to approve sending the Transient Occupancy Tax Request Letter to the Board of Supervisors. Director Dorland seconded. **MOTION** passed unanimously following a roll call vote, with all Directors but Director Hall present.
6. **Discussion and Possible Action, Per Diem Policy.** Fire Chief Robitaille advised that District personnel purchase meals and incidental expenses using district issued Cal-Cards while attending training, prepositions and strike team deployments. Employees are then required to submit detailed receipts for all purchases and then finance staff reviews, tracks and reconciles as part of the expense reporting process. Staff recommend approval of the Per Diem Policy, authorizing the use of a flat daily meal rate for qualifying assignments. Personnel would be reimbursed at an applicable rate established by the California Fire Assistance or US Generals Services Administration. Director Carrington motioned to approve the Per Diem Policy. Director Slade-Troutman seconded. **MOTION** passed unanimously following a roll call vote, with all Directors but Director Hall present.
7. **Discussion and Possible Action, Shop Agreement with the City of Grass Valley.** Chief Robitaille advised this is an agreement with the City of Grass Valley to share the city-owned shop at 110 Spring Hill, Suite 10 to maintain respective district-owned vehicles. With a CAN crew moving to Station 92, they thought co-occupying the above location would be a good idea with 4 mechanics under one roof. The agreement lists rent free for our district for 2 years, the \$1,000 a month after with utilities split. Director Nelson motioned to approve the Shop Agreement with the City of Grass Valley. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote, with all Directors but Director Hall present.

## **CHIEFS MONTHLY REPORT**

Fire Chief Robitaille went briefed the Board on his meetings and any updates. He advised he and Chief Rothenberger were on KNCO, he attended both the NCCFD/OHFPD and the County Ad Hoc Meetings, CalOES briefing, FDAC Legislative Group, met with the new LAFCo Executive Officer, attended the Operations Meeting with CalFire, and the Federal Appropriations Meeting Briefing. Additionally, he highlighted he attended his routine monthly meetings. He also mentioned Captain Benton was deployed for the Penstock Water Break and rescued 2 people with H24. President Grueneberg told the board the Chief helped orchestrate the task force during the storm to assist getting the power on and unblocking close to 16 roads in Cascade Shores – said it was well organized, and he was very appreciative. Chief Robitaille went over monthly stats for January. Fire Marshal Mason was not in attendance, so Chief Robitaille presented his prevention report stating he had 1 plan review and 21 inspections. He said FM Mason met with Nevada County Contractor Association to discuss scanning of archived plans, he met with CDA to discuss commercial occupancy classifications, attended the NU Fire Alarm Drill and presented at the Ponderosa Pines Fire Safety Committee Meeting. He investigated an RV fire in the Deadman’s Flat area and coordinated with Cannabis Code Compliance to rectify the list of cannabis gardens in operation this year. He and Captain Tellam investigated a structure fire in Auburn and completed their quarterly range qualifications. Lastly, Captain Tellam met with a resident on Idaho Maryland to replace her smoke detectors.

## **BOARD DISCUSSION**

No discussion

## **CLOSED SESSION**

No public comment was made for Closed Session. The board entered closed session at 12:03pm.

### 8. Conference With Labor Negotiators

The Board came out of closed session at 12:34pm. Director Bennett motioned to approve the new MOU and authorize President Grueneberg to sign it. Director Nelson seconded. **MOTION** passed unanimously following a roll call vote, with all Directors but Director Hall present.

## **ADJOURNMENT**

President Grueneberg adjourned the meeting at 12:35pm.

Attest:

*Tricia Bush*

Tricia Bush (Mar 26, 2026 12:26:57 PDT)

Tricia Bush  
Board Secretary

Approved by:

*Keith Grueneberg*

Keith Grueneberg (Mar 26, 2026 17:59:54 PDT)

Keith Grueneberg  
President of the Board









# AGENDA Meeting Minutes

Final Audit Report

2026-03-27

Created:	2026-03-26
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