

# 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)

---

## BOARD OF DIRECTORS MINUTES September 16, 2021

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

### NCCFD DIRECTORS

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

### STAFF:

**Present:** 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 all Directors were present. 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.

### CONSENT CALENDAR

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

Director Slade-Troutman motioned to accept the consent calendar as presented. Director Carrington seconded. **MOTION** passed unanimously. President Grueneberg requested the board to move item 16 to number 4. All Directors agreed.

### COMMITTEE REPORTS

#### STANDING COMMITTEES

FINANCE/BUDGET: Dorland, Slade-Troutman

PERSONNEL: Carrington, Nelson

#### AD HOC COMMITTEES

BOARD POLICY AND PROCEDURES: Grueneberg

SUCCESSION PLANNING: Carrington, Nelson

JOA AGREEMENT: Carrington, Dorland, Grueneberg

#### LOCAL AGENCY ASSIGNMENTS

NEVADA COUNTY FIRE AGENCY (JPA): Garrett, Turner

Finance – Director Dorland reported that the Finance Committee met to review and approve the final budget for fiscal year 2021/2022 that is on the agenda for tonight.

Personnel – Possibly need to replace a member.

Board Policy & Procedures – No report

Succession Planning – Possibly need to replace a member.

JOA Agreement – This is an item to discuss later on the agenda.

JPA – No report

#### **NEW BUSINESS**

4. **Discussion and action concerning filling a vacancy on the Board of Directors following the Board Selection Process.**

- a. **Applicants' presentation and interview.**
- b. **Selection of candidate to fill the vacancy.**
- c. **Adoption of Resolution R21-31, appointing selected candidate to Vacancy on the Board of Directors.**

President Grueneberg reported that Director Hanson resigned from the Board following the August 19, 2021 meeting leaving a vacancy. Staff placed notice of the vacancy and received one applicant, Mr. Hall. President Grueneberg introduced Mr. Hall and asked him to say a few things. Mr. Hall reported that he is a retired pharmacist, 17-year resident of Nevada County and a volunteer at the Banner Lookout. He has interest in how fires are fought and mitigation for homeowners. After a brief discussion regarding lookout towers, Director Nelson motioned to adopt resolution R21-31, appointing Jon Hall to the vacancy on the Board of Directors. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote.

After the Oath of Office was recited, Mr. Hall joined the board for the remainder of the meeting.

5. **Public Hearing regarding the Fiscal Year 2021/2022 Final Budget with discussion and possible action concerning the below.**

President Grueneberg opened the public hearing for the matters of the 2021/2022 fiscal year budget at 7:24 p.m. After hearing no public comments, President Grueneberg closed the public hearing at 7:25 p.m.

➤ **Resolution R21-24, A Resolution establishing the Final Budget for the Fiscal Year 2021/2022 for the Nevada County Consolidated Fire District.**

Finance Manager Van Groningen reviewed the changes from the preliminary budget.

- Revenue increased due to assessed values received by the county and the increases approved for the Special Tax and Assessment.
- Wages and Benefits increased due to negotiations being completed and wage increases.

Increases to liability insurance, electricity, gas, fuel, vehicle insurance all increased after notices from carriers and Increase in liability insurance as reported by carriers and research. After some discussion Director Slade-Troutman motioned to adopt Resolution R21-24, the 2021/2022 final budget of \$8,273,778. Director Garrett seconded. **MOTION** passed unanimously following a roll call vote.

6. **Discussion and possible action, Resolution R21-25, Fee Schedule for Prevention, Regulatory Programs, Incidents and Other Services.**

Finance Manager Van Groningen reported annually Staff reviews the fee schedule and updates as needed based on actual costs calculated. This update reflects those costs and will be effective October 1, 2021. Director Nelson asked about Mobile Food Preparation Vehicles and Waste Handling that showed no fee associated, after some discussion it should be one (1) hour or \$138.00. Director Nelson motioned to adopt Resolution R21-25, Fee Schedule for Prevention, Regulatory Programs, Incidents and Other Services with the updates discussed. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote.

7. **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.**

Chief Turner reported that we review the medical plans annually with Lacey Elliott, our medical insurance broker. After discussion, Ms. Elliott still feels Kaiser and Blue Shield are the best available plans for our personnel. Director Carrington motioned to adopt Resolution R21-26, Approval of medical benefit plans with various providers for the period of December 1, 2021 to November 30, 2022. Director Dorland seconded. **MOTION** passed unanimously following a roll call vote.

8. **Discussion and possible action, Response to proposal from the City of Grass Valley.**

President Grueneberg reported that after the JOA agreement committee met, they worked on drafting this letter based on the information collect. Reviewed letter and highlighted the requests. Director Nelson asked for background and President Grueneberg discussed that based on data. Looking to house station 84 for 3-0 staffing. Director Nelson motioned to approve sending this letter to the City of Grass Valley in response to the proposal received by the District last month. Director Carrington seconded. **MOTION** passed unanimously.

9. **Discussion and possible action, Resolution R21-27, Amending the District Staffing Roster.**

Chief Turner reviewed his staff report verbally and reported after an in-depth analysis by Staff on the organization, this gives the flexibility to grow organization. Director Slade-Troutman motioned to adopt Resolution R21-27, Amending the District Staffing Roster, with the corrections to grammatical errors within the job descriptions. Director Dorland seconded. **MOTION** passed unanimously following a roll call vote.

10. **Discussion and possible action, Resolution R21-28, Updated 2021/2022 Fiscal Year District Wage Schedule and Compensation Schedule.**

Chief Turner reported that along with the change in positions, a new wage and compensation schedule was created to reflect the new Division Chief positions. Director Nelson motioned to adopt Resolution R21-28, Updated 2021/2022 Fiscal Year District Wage Schedule and Compensation Schedule. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote.

11. **Discussion and possible action, Resolution R21-29, Authorized Personnel Resolution for the Fiscal Year 2021/2022.**

Chief Turner again reported that this is an updated resolution for the approved authorized personnel for the fiscal year reflecting the Division Chief positions. After the previous discussion regarding the JOA we will be changing the Battalion Chief positions from 2 to 3. Director Garrett asked if we have the funding for another Battalion Chief. Director Dorland motioned to adopt Resolution R21-29, Authorized Personnel Resolution for the Fiscal Year 2021/2022, with the change to reflect 3 Battalion Chiefs. Director Garrett seconded. **MOTION** passed unanimously following a roll call vote.

12. **Discussion and possible action, Firefighter Eligibility List.**

Deputy Chief Funk reviewed his report verbally stating that if the current list is exhausted and it not being a good time to test, Staff is asking for Board approval to temporarily hire seasonals until the next eligibility list can be created. Director Garrett motioned to approve the hiring of seasonals until the next test can be given and eligibility list created. Director Nelson seconded with a notation of a change of policy. **MOTION** passed unanimously.

13. **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 reported that this used to be the Assistance for Firefighter grants. We received a grant for personal protective gear. Director Nelson motioned to adopt 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. Director Hall seconded. **MOTION** passed unanimously following a roll call vote

14. **Discussion and possible action, Automatic Aid Agreement between Rough and Ready Fire Department and Nevada County Consolidated Fire District.**

Chief Turner reported that an instrumental success of our agencies, is the assistance of other fire departments. This allows us to utilize their personnel and equipment – reciprocal value, formal training. Young organization, excited to train – will cover their station. A huge step in the right direction. After some direction, Director Dorland motioned to approve the automatic aid agreement between Rough and Ready Fire Department and to include Ophir Hill Fire Protection District from the next item on the agenda and Nevada County Consolidated Fire District. Director Slade-Troutman seconded. **MOTION** passed unanimously.

15. **Discussion and possible action, Automatic Aid Agreement between Ophir Hill Fire Protection District and Nevada County Consolidated Fire District.**

This passed with the item 14 motion.

16. **Discussion and possible action, Surplus of (2) 1996 International Fire Engines.**

Deputy Chief Funk reported that with new our new apparatus, it is time to surplus the (2) older engines in our fleet. Director Garrett motioned to approve the surplus (2) 1996 International Fire Engines. Director Nelson seconded. **MOTION** passed unanimously.

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

A few nice letters, doing a good job. Never seen a thank you from County CEO

## **CHIEF'S MONTHLY REPORT**

Deputy Chief Funk stated we had several major incidents this past month, highlighting the River, Bennett and a structure fire in the City of Grass Valley. He also added that a lot of bullets were dodged in the County with strong Company Officers and the boots on the ground.

Fire Marshal McMahan reported that the routine meetings were attended, the fair was survived and neighborhood meetings continue regarding the lack of water and cannabis grows. He also highlighted the changes made to the shooting ordinance to allow for less restricted shooting at clubs following inspections.

## **CLOSED SESSION**

President Grueneberg went into closed session at 8:19

18. **Fire Chief Eval**
19. **Deputy Chief Eval**

President Grueneberg reported out of closed session at 8:33 and reported that both the Fire Chief and Deputy Chief have performed beyond expectations.

## **\*BOARD DISCUSSION**

Director Nelson asked about the replacement of the Finance Manager. Chief Turner reported that our current Finance Manager has agreed to stay on working part-time and mostly remote for up to 6 months while the District continues its search for a replacement.

President Grueneberg reported that there was some difficulty getting the South Fork Bridge named. Chief Turner was instrumental in getting this to happen, it is now officially the Vietnam Memorial Bridge.

Welcome Director Hall to the Board.

## **ADJOURNMENT**

President Grueneberg adjourned the meeting at 8:39 p.m.

Attest:

*Nicole Long*

---

Nicole Long  
Board Secretary

Approved by:

*Keith M. Grueneberg*

Keith M. Grueneberg (Oct 25, 2021 14:30 PDT)

---

Keith Grueneberg  
President of the Board









# 2021-09-16 Final Minutes

Final Audit Report

2021-10-25

Created:	2021-10-25
By:	Nicole Long (nicolelong@nccfire.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAzi90yPMmYISqxC8XHCCegVSSkH-_CG2p

## "2021-09-16 Final Minutes" History

-  Document created by Nicole Long (nicolelong@nccfire.com)  
2021-10-25 - 7:43:13 PM GMT- IP address: 96.71.236.93
-  Document emailed to Keith M. Grueneberg (keithgrueneberg@nccfire.com) for signature  
2021-10-25 - 7:43:37 PM GMT
-  Email viewed by Keith M. Grueneberg (keithgrueneberg@nccfire.com)  
2021-10-25 - 9:30:12 PM GMT- IP address: 107.77.211.129
-  Document e-signed by Keith M. Grueneberg (keithgrueneberg@nccfire.com)  
Signature Date: 2021-10-25 - 9:30:56 PM GMT - Time Source: server- IP address: 107.77.211.129
-  Document emailed to Nicole Long (nicolelong@nccfire.com) for signature  
2021-10-25 - 9:30:59 PM GMT
-  Email viewed by Nicole Long (nicolelong@nccfire.com)  
2021-10-25 - 11:03:58 PM GMT- IP address: 96.71.236.93
-  Document e-signed by Nicole Long (nicolelong@nccfire.com)  
Signature Date: 2021-10-25 - 11:04:07 PM GMT - Time Source: server- IP address: 96.71.236.93
-  Agreement completed.  
2021-10-25 - 11:04:07 PM GMT