

# Nevada County Consolidated Fire District

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## BOARD OF DIRECTORS MINUTES February 16, 2023

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

### NCCFD DIRECTORS

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

### STAFF:

**Present:** Fire Chief Robitaille, Division Chief Sullivan, Fire Marshal Mason, Administrative Services Long, Battalion Chief Sunde 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 but Director Hall 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 –January 19, 2023
2. Fund Balances, Check History Report and Credit Card History Report
3. Engagement Letter with Willdan Financial Services and the Nevada County Consolidated Fire District for Assessment and Special Tax Levy's (reoccurring)

Director Slade-Troutman motioned to accept the consent calendar. Director Carrington 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, Robitaille

Finance – None

Personnel – None

Board Policy & Procedures – None

Consolidation – None

JPA – None

## **NEW BUSINESS**

### **4. Discussion and Possible Action, Resolution 23-02, Accepting the Lowest Bid (\$31,105.00) Russell Davidson Architecture + Design, for Station 86 Architectural Services.**

Fleet and Facilities Supervisor Greene stated the district requested bids for architectural services for the interior design remodel of Station 86. Staff received and opened bids on January 17, 2023. The lowest bid was in the amount of \$31,105.00 from Russell Davidson Architecture + Design. This project is funded through Fund 758-5 Facilities. Director Nelson motioned to adopt Resolution 23-02, Accepting the Lowest Responsible Bid (\$31,105.00) Russell Davidson Architecture + Design, for Station 86 Architectural Services. Director Garrett seconded. **MOTION** passed unanimously by a roll call vote, with Director Hall absent.

### **5. Discussion and Possible Action, Request for Proposal for Fiscal Year 22/23 Financial Audit.**

Administrative Services Long reported the Board is interested in receiving proposals from qualified firms to provide accounting and auditing services to NCCFD for fiscal years ending June 30, 2023, June 30, 2024, and June 30, 2025. Director Garrett motioned to approve the Request for Proposal for Fiscal Year 22/23 Financial Audit. Director Slade-Troutman seconded. **MOTION** passed unanimously by a roll call vote, with Director Hall absent.

### **6. Discussion and Possible Action, Request for Proposal for Professional Fire and Life Safety Inspection Services.**

Fire Marshal Mason advised with the retirement of Terry McMahan, Fire Prevention has had a vacant position for Deputy Fire Marshal. The district attempted to fill the position both internally and externally and was unsuccessful. Fire Prevention would like to request information for a third-party company to provide fire and life safety inspections within our fire district, assisting with pre-plans, general and operational permit inspections of commercial occupancies. Director Nelson requested Fire Marshal Mason do a parallel comparison on the position utilizing NCCFD Captain's wages versus the cost of utilizing an outside company. Director Carrington motioned to approve the Request for Proposal for Professional Fire and Life Safety Inspection Services. Director Garrett seconded. **MOTION** passed unanimously by a roll call vote, with Director Hall absent.

### **7. Correspondence**

A thank you card, and donation was presented from a citizen in our jurisdiction to the Station 89 crew. President Grueneberg thanked the crew stating it was a direct reflection of the quality employees NCCFD employs and how they handle themselves while on duty.

### **8. Discussion and Possible Action, California Special Districts Association (CSDA) Board of Directors Call for Nominations Seat C.**

President Grueneberg reported that CSDA is calling for nominations for Seat C and tallied the Directors for interest. No nominations on our Board.

### **9. Discussion and Possible Action, Union Article Regarding Rough & Ready Fire.**

President Grueneberg reviewed the article that was published by The Union earlier this week. After a brief discussion, the board highlighted the inaccuracies in the article and how both sides of the story were not presented. The directors concluded that we are all in this together and will help look for solutions regarding Rough & Ready Fire.

## **CHIEF'S MONTHLY REPORT**

Chief Robitaille stated testing for Captains and Battalion Chief has begun. There are 5 candidates in each rank that will test, and that testing will be complete by end of March. Additionally, Alta Sierra Property Owners Association donated \$200 to Station 89. Chief Robitaille met with LAFCO (SR Jones), Ophir Hill Fire Chief Rothenberger, Higgins Fire Chief Jerry Good, State OES Region 4 Chief Zander, County CEO Alison Lehman, Jamie Jones from Firewise Committee, Cal Fire Chief Estes, Grass Valley Fire Chief Buttron as well as Penn Valley Fire Chief Wagner. Chief Robitaille and Division Chief Sullivan both attended the County Chief's Meeting, District Battalion Chiefs Meeting, and the Law Enforcement Fire Council Meeting. Division Chief Sullivan attended the CISM Team Meeting.

Division Chief Sullivan verbally reviewed his report highlighting that there were 254 calls for service, which included 3 structure fires. 6:08 minutes average travel time for first arriving unit.

Fire Marshal Mason verbally reviewed his report, highlighting that he attended the public comment for the Fire Hazard Severity Zone update as well as the Board of Supervisors meeting for public comment to the Cannabis Ordinance Update. He met with CDA to discuss fire inspection processes for Commercial Cannabis operation renewals. He assisted training a part time DSI inspector and met with the Greenhorn Firewise Community. Fire Marshal Mason said The Mighty Acorns Preschool visited Station 84 for a Public Education event and that the Engine 84 crew did a great job. He also advised Lead DSI Inspector Roger Tucker resigned from his position.

#### **\*BOARD DISCUSSION**

Director Nelson inquired about an update regarding the liability insurance for the district. Administrative Services Long stated there was no update yet. President Grueneberg stated that negotiations for Local 3800 opened and that meeting went well.

#### **ADJOURNMENT**


President Grueneberg adjourned the meeting at 7:47 p.m.

Attest:

  
Tricia Bush (Mar 21, 2023 08:12 PDT)

Tricia Bush  
Board Secretary

Approved by:

  
Keith M. Grueneberg (Mar 20, 2023 19:14 PDT)

Keith Grueneberg  
President of the Board










# 2023-02-16 Board Meeting Minutes Approved

Final Audit Report

2023-03-21

Created:	2023-03-20
By:	Tricia Bush (triciabush@nccfire.com)
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