

# Nevada County Consolidated Fire District

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## BOARD OF DIRECTORS MINUTES December 16, 2021

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

### NCCFD DIRECTORS

**Present:** Grueneberg (President), Dorland, Garrett, Hall

### STAFF:

**Present:** Fire Chief Turner, Deputy Chief Funk, Fire Marshal McMahan, Battalion Chief Sullivan, Deputy Fire Marshal Mason

### STANDING ORDERS:

President Grueneberg called the meeting to order at 7:24 pm and took roll call, noting that Director Carrington, Director Slade-Troutman and Director Nelson were 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 – December 16, 2021
2. Fund Balances, Check History Report and Credit Card History Report

President Grueneberg reported a correction to the minutes, the signature for Board Secretary reflected Fire Marshal McMahan when Nicole Long was in attendance and took the minutes. Director Dorland motioned to accept the consent calendar with the correction. Director Garrett seconded. **MOTION** passed unanimously with Director Carrington, Director Slade-Troutman and Director Nelson absent.

### COMMITTEE REPORTS

#### STANDING COMMITTEES

FINANCE/BUDGET: Dorland, Slade-Troutman

PERSONNEL: Carrington, Nelson

#### AD HOC COMMITTEES

BOARD POLICY AND PROCEDURES: Grueneberg

SUCCESSION PLANNING: Carrington, 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.

JOA Agreement – No report.

JPA – No report.

#### **NEW BUSINESS**

#### **4. Discussion and action, Administrative Re-organization.**

Chief Turner reviewed his staff reported that our Finance Manager has been working part-time and will be fully retiring January 31, 2022. Staff has been working with Penn Valley Fire District and looking to utilize Michelle from Penn Valley for high level financial reviews. Chief Turner discussed the hiring of personnel and reclassification of positions. Director Garrett motioned move forward with the Administrative Re-organization. Director Hall seconded. **MOTION** passed unanimously with Director Carrington, Director Slade-Troutman and Director Nelson absent

#### **5. Discussion and possible action, Fleet and Facilities Supervisor.**

Chief Funk reported that in September the District separated and updated job descriptions creating two Division Chiefs, Fire Prevention and Operations. This update removed the fleet and facilities aspect of the job and created a Fleet and Facilities Supervisor. After some discussion, Director Dorland motioned to move forward with the Fleet and Facilities Supervisor. Director Garrett seconded. **MOTION** passed unanimously with Director Carrington, Director Slade-Troutman and Director Nelson absent.

#### **6. Discussion and possible action, Resolution R21-36, Approving job descriptions and amending the District Staffing Roster to establish the following positions per the NCCFD Personnel Code Section 1.3.1:**

- a. A Full-time, Exempt Administrative Services Manager**
- b. A Full-time, Non-Exempt Fleet and Facilities Supervisor**
- c. A Part-time/Full-time, Non-Exempt Administrative Services Assistant I**
- d. A Part-time, Non-Exempt Secretary/Clerk to the Board of Directors**

Chief Turner stated this is the job descriptions for the Administrative Re-organization and Fleet and Facilities Supervisor as discussed earlier. After a brief discussion, Director Garrett motioned to adopt Resolution R21-36, Approving job descriptions and amending the District Staffing Roster to establish the following positions per the NCCFD Personnel Code Section 1.31. Director Hall seconded. **MOTION** passed unanimously following a roll call vote, noting that Director Carrington, Director Slade-Troutman and Director Nelson were absent.

#### **7. Discussion and possible action, Resolution R21-37, Updated Authorized Personnel Resolution for Fiscal Year 2021/2022.**

Chief Turner reported that this reflects the changes to authorized personnel for the fiscal year. Director Dorland motioned to adopt Resolution R21-37, Updated Authorized Personnel Resolution for Fiscal Year 2021/2022. Director Garrett seconded. **MOTION** passed unanimously following a roll call vote, noting that Director Carrington, Director Slade-Troutman and Director Nelson were absent.

8. **Discussion and possible action, Resolution R21-38, 2021/2022 Fiscal Year District Wage and Compensation Schedule update.**

Chief Turner reported that the wage schedule reflects the changes in the re-organization and new staff positions. This was reviewed with Finance Manager Van Groningen and falls within the budget. Director Garrett motioned to adopt Resolution R21-38, 2021/2022 Fiscal Year District Wage and Compensation Schedule update. Director Hall seconded. **MOTION** passed unanimously following a roll call vote, noting that Director Carrington, Director Slade-Troutman and Director Nelson were absent.

9. **Discussion and possible action, Resolution R21-39, Purchasing Policy Update.**

Chief Turner reported that this updates the purchasing policy with all the staffing changes. A correction needs to be made to the strike out of mechanic on page 6-12 (Exhibit 3), as that strike out was made in error. Director Garrett motioned to adopt Resolution R21-39, Purchasing Policy update. Director Dorland seconded. **MOTION** passed unanimously following a roll call vote, noting that Director Carrington, Director Slade-Troutman and Director Nelson were absent.

10. **Discussion and possible action, Resolution R21-40, Amending Participants for US Bank Cal-Card.**

Chief Turner reported that this is also reflective of re-organization changes. Director Hall motioned to adopt Resolution R21-40; Amending Participants for US Bank Cal-Card. Director Garrett seconded. **MOTION** passed unanimously following a roll call vote, noting that Director Carrington, Director Slade-Troutman and Director Nelson were absent.

11. **Discussion and possible action, Facilities Budget Amendment.**

Chief Funk reported that we need to amend the facilities budget to cover some unanticipated costs. The fund reallocation was discussed with Finance Manager Van Groningen. After a brief discussion of the projects listed, Director Garrett motioned move forward with the budget amendment. Director Dorland seconded. **MOTION** passed unanimously with Director Carrington, Director Slade-Troutman and Director Nelson absent.

12. **Discussion and possible action, Election of New Board Officers for the term January 1, 2022 through December 31, 2022.**

President Grueneberg reported that it is time to choose a new President and Vice President. Director Dorland nominated President Grueneberg to remain as President. Director Hall seconded. Director Dorland nominated Director Nelson to take his place as Vice President. President Grueneberg seconded. **MOTION** passed unanimously with Director Carrington, Director Slade-Troutman and Director Nelson absent.

## **CHIEF'S MONTHLY REPORT**

Chief Funk reported that it was eerily quiet in November, with only 244 calls for service. The district did have a residential structure fire with a fatality.

Chief Turner and President Grueneberg met with property owner John Paye. He is looking to develop property, with 200 to 300 homes and would like to donate land for a fire station.

Deputy Fire Marshal Mason held an extinguisher training at Nevada Union, thanks to Director Dorland for locating enough extinguishers.

The structure fire with the fatality was investigated by Chief Turner and Deputy Fire Marshal Mason. They activated the task force and had members from South Placer and Penn Valley.

**\*BOARD DISCUSSION**

Staff is looking to hold a badge pinning ceremony at the end of February. A date will be sent out once a location is found.

President Grueneberg reminded everyone to complete their AB 1234 training.

**ADJOURNMENT**

President Grueneberg adjourned the meeting at 8:21 p.m.

Attest:

*Nicole Long*

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Nicole Long  
Board Secretary

Approved by:

*Keith M. Grueneberg*  
[Keith M. Grueneberg \(Feb 24, 2022 13:30 PST\)](#)

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Keith Grueneberg  
President of the Board









# 2021-12-16 Minutes

Final Audit Report

2022-02-25

Created:	2022-02-23
By:	Nicole Long (nicolelong@nccfire.com)
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