

Nevada County Consolidated Fire District

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



www.nccfire.com
nccfire@nccfire.com

BOARD OF DIRECTORS MINUTES June 17, 2021

Regular Meeting held virtually at
<https://us02web.zoom.us/j/7829237035>
Meeting ID: 782 923 7035

NCCFD DIRECTORS

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

STAFF:

Present: Fire Chief Turner, Deputy Chief Funk, Deputy Fire Marshal Mason, Finance Manager Van Groningen, Operations Support Long

STANDING ORDERS:

President Grueneberg called the meeting to order at 7:08 pm and took roll call, noting that. President Grueneberg led in the pledge of allegiance.

*PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Per CA Government Code 54954.3

No report.

CONSENT CALENDAR

1. Acceptance of Minutes – May 20, 2021 and June 8, 2021
2. Fund Balances, Check History Report and Credit Card History Report – May 2021

After corrections were made to the present members of the May 20, 2021 meeting, Director Carrington motioned to accept the consent calendar. Director Slade-Troutman seconded. **MOTION** passed unanimously with all directors' present.

COMMITTEE REPORTS

STANDING COMMITTEES

FINANCE/BUDGET: Dorland, Slade-Troutman

PERSONNEL: Carrington, Hanson, Nelson

AD HOC COMMITTEES

BOARD POLICY AND PROCEDURES: Grueneberg

SUCCESSION PLANNING: Carrington, Hanson, Nelson

LOCAL AGENCY ASSIGNMENTS

NEVADA COUNTY FIRE AGENCY (JPA): Garrett, Turner

Finance – Director Dorland reported that a finance committee was held, and it was approved to bring the preliminary budget and appropriations limit to the meeting which will be discussed later in the meeting.

Personnel – No report.

Board Policy & Procedures – No report.

Succession Planning – Meeting in May and will work on scheduling another one.

JPA – Chief Turner reported that a meeting took place earlier today and the preliminary budget was adopted.

OLD BUSINESS

3. **Discussion and possible action, Resolution 21-08, Cell Phone Tower Contract Agreement and Lease located at 14400 Golden Star Road, Grass Valley, CA 95949 (Station 88).**

Director Hanson reported that he had several conversation with real estate and cell tower contract advisors. He stated, Staff did a good job negotiating this contract and recommends approving this resolution and entering into the agreement. Director Nelson motioned to adopt Resolution 21-08, Cell Phone Tower Contract Agreement and Lease located at Station 88. Director Hanson seconded. **MOTION** passed unanimously following a roll call vote.

NEW BUSINESS

4. **Discussion and possible action, Resolution 21-11, Transfer \$75,000.00 from Fund 722 to Capital Reserve Fund 758 for Equipment and Vehicles.**

Finance Manager Van Groningen reported that this time of year we complete several resolutions for fund transfers. 2020 was a busy fire season and with that wear and tear takes place on apparatus and equipment, Staff recommends putting the net proceeds into Fund 758 for future payments for equipment and vehicles. Director Slade-Troutman motioned to adopt Resolution 21-11, Transfer \$75,000.00 from Fund 722 to Fund 758. Director seconded. **MOTION** passed unanimously following a roll call vote.

5. **Discussion and possible action, Resolution 21-12, Transfer \$50,000.00 from Fund 722 to Capital Reserve Fund 758 for the Annual Reserve Contribution.**

Finance Manager Van Groningen reported that back in 2018 we approved a transfer of \$50,000.00 annually for the purchase of future equipment, this resolution approves the transfer. Director Dorland motioned to adopt Resolution 21-12, Transfer \$50,000.00 from Fund 722 to Fund 758. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote.

6. **Discussion and possible action, Resolution 21-13, Transfer \$76,596.00 from Fund 722 to Contingency Fund 723 for obtaining the two-month desired operating costs in the contingency fund.**

Finance Manager Van Groningen reported that the Board previously passed a resolution that the District maintain two (2) months operating expenses plus 10% for capital replacement in a contingency fund. This resolution transfer brings the contingency fund to that balance based on the 20/21 budget. Director Dorland motioned to adopt Resolution 21-13, Transfer \$76,596.00 from Fund 722 to Fund 723. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote.

7. **Discussion and possible action, Resolution 21-14, Authorized Personnel Resolution for Fiscal Year 2021/2022.**

Fire Chief Turner reported that each year we bring an authorization to the board that identifies the positions to be held during the fiscal year. Director Carrington motioned to adopt Resolution 21-14, Authorized Personnel Resolution for Fiscal Year 2021/2022. Director Dorland seconded. **MOTION** passed unanimously following a roll call vote.

8. **Discussion and possible action, Resolution R21-15, Authorizing the Special Tax for Fire Suppression, Protection & Emergency Medical Response Services within the Boundaries of Nevada County Consolidated Fire District & Requesting the County of Nevada to Levy & Collect District-Wide Special Tax for Fire Suppression, Protection & Emergency Medical Response Services for FY 2021/2022 Tax Rolls.**

Finance Manager Van Groningen reported that the initial resolution states that the special tax can increase by the Western States CPI or 3%, whichever is less. The current Western States CPI is 1.7%, increasing the special tax by 1.7% brings in additional \$4,800.00 in revenue. Director Nelson motioned to adopt Resolution 21-15, Authorizing the Special Tax for Fire Suppression, Protection & Emergency Medical Response Services within the Boundaries of Nevada County Consolidated Fire District & Requesting the County of Nevada to Levy & Collect District-Wide Special Tax for Fire Suppression, Protection & Emergency Medical Response Services for FY 2021/2022 Tax Rolls. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote,

9. **Discussion and possible action, Resolution R21-16, Authorizing the Fire Suppression Benefit Assessment, District 2004-1, Located within the Boundaries of the Nevada County Consolidated Fire District, to be placed on the Nevada County Secured Tax Rolls, Requesting the County of Nevada to Levy and Collect the District-Wide Fire Suppression Benefit Assessment.**

Finance Manager Van Groningen reported that in 2004 the Fire Suppression has the ability to not to exceed a 3% increase. Staff has determined that a 3% increase will bring in \$63,000.00 additional revenue dollars to the operating fund. Director Nelson motioned to adopt Resolution 21-16, Authorizing the Fire Suppression Benefit Assessment, District 2004-1, Located within the Boundaries of the Nevada County Consolidated Fire District, to be placed on the Nevada County Secured Tax Rolls, Requesting the County of Nevada to Levy and Collect the District-Wide Fire Suppression Benefit Assessment. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote.

10. **Discussion and possible action, Resolution R21-17, Establishing the Appropriations Limit for Fiscal Year 2021/2022.**

Finance Manager Van Groningen reported that the state of California mandates an appropriation limit be set every fiscal year. He reviewed the calculation of appropriations limits and stated the District is well within its limit. Director Dorland motioned to adopt Resolution 21-17, Establishing the Appropriations Limit for Fiscal Year 2021/2022. Director Hanson seconded. **MOTION** passed unanimously following a roll call vote.

11. **Discussion and possible action, Resolution R21-18, Adopting the Preliminary Budget for the Fiscal Year 2021/2022.**

Finance Manager Van Groningen reviewed the budget, with the highlights being captured below.

Throughout the budget there are three (3) columns, the FY 21/22 preliminary budget, 20/21 amended budget and the actual expenses and revenue percentages as of May 31, 2021.

Page 11-3: preliminary budget highlights.

Page 11-4: fund 722 budget recap.

Page 11-5: secured taxes, 3% increase has been placed in the budget, the District will receive values in August, but do not receive actual numbers until October.

- Account 4110: 3% increase as approved.
- Account 4150: 1.7% increase as approved.

Page 11-6: this preliminary budget has no projected increases in wages and benefits.

- Account 5731: cap is budgeted for all employees.
- Account 5751: substantial decrease in Workers Comp

The changed and increases throughout the remaining operating expenses are bringing items back to pre-pandemic levels. The total operating budget is \$7,403,634.00

Page 11-7: Account 6114, no interns 1st half of the year, hope to have 12 during the 2nd half. The reason for not having them in the 1st half is seasonal are in the process of being hired.

Page 11-8: Account 6681, facility maintenance for the deck replacement at station 84 was projected but not completed in 20/21 fiscal year.

Page 11-9: Account 7051, discussion took place on the decrease of fuel costs. Finance Manager Van Groningen reported that he uses the indexes from the Department of Energy to project costs.

Fund 733, Page 11-12: The District has seen an increase in building, with additional commercial buildings – the current trend and projection is upward revenue. The expenditures in this account is Engine 86 payment of \$98,996.00

Fund 758, Page 11-14: revenue includes the surplus and selling of 2 engines for \$30,000.00 each. Expenses out of this fund includes equipment along with then new Engine 88 payment, expected to be received in January.

Director Dorland motioned to adopt Resolution 21-18, Adopting the Preliminary Budget for Fiscal Year 2021/2022 in the amount of. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote.

12. **Discussion and possible action, Senate Bill 1205 Fire Protection Services Annual Report.**

Finance Marshal McMahan reviewed his staff report verbally. 1205 requires the board be informed of the required inspections.

13. **Correspondence.**

Good letter thanking Deputy Fire Marshal Mason and the County Defensible Space Inspector for attending their Lost Lake Road neighborhood meeting.

CHIEF'S MONTHLY REPORT

The Chiefs' Monthly Report was completed before closed session.

Deputy Chief Funk reported that there has been an increase in serious traffic accidents. Annual wildland and swift water training have been completed.

Fire Marshal McMahan reported that he attended a lot of routine meetings and with things opening back up there has been several requests for neighborhood meetings. Working with Ophir Hill and the County Fire Planner on the Rise Gold project, as a small piece of it falls in the District.

14. **Closed Session.**

President Grueneberg reported into closed session at 8:06.

15. **Report out of closed session.**

President Grueneberg reported out of closed session at 8:17

Director Dorland motioned to approve the Memorandum of Understanding (MOU) between the Nevada County Consolidated Professional Firefighters, IAFF Local 3800 and Nevada County Consolidated Fire District for the period of July 1, 2021 through June 20, 2021. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote.

***BOARD DISCUSSION**

AB1234 – Please complete your ethics training.

ADJOURNMENT

President Grueneberg adjourned the meeting at 8:19 p.m.

Attest:

Approved by:

Nicole Long


Keith M. Grueneberg (Aug 10, 2021 12:00 PDT)

Nicole Long
Board Secretary

Keith Grueneberg
President of the Board









2021-06-17 Final Minutes

Final Audit Report

2021-08-10

Created:	2021-08-10
By:	Nicole Long (nicolelong@nccfire.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA7KdQZhL-3s9XMSYL5yvPi5srNDSe2y1L

"2021-06-17 Final Minutes" History

-  Document created by Nicole Long (nicolelong@nccfire.com)
2021-08-10 - 6:46:42 PM GMT- IP address: 96.71.236.93
-  Document emailed to Keith M. Grueneberg (keithgrueneberg@nccfire.com) for signature
2021-08-10 - 6:47:27 PM GMT
-  Email viewed by Keith M. Grueneberg (keithgrueneberg@nccfire.com)
2021-08-10 - 6:58:50 PM GMT- IP address: 166.216.158.99
-  Document e-signed by Keith M. Grueneberg (keithgrueneberg@nccfire.com)
Signature Date: 2021-08-10 - 7:00:03 PM GMT - Time Source: server- IP address: 166.216.158.99
-  Document emailed to Nicole Long (nicolelong@nccfire.com) for signature
2021-08-10 - 7:00:05 PM GMT
-  Email viewed by Nicole Long (nicolelong@nccfire.com)
2021-08-10 - 7:18:54 PM GMT- IP address: 96.71.236.93
-  Document e-signed by Nicole Long (nicolelong@nccfire.com)
Signature Date: 2021-08-10 - 7:19:06 PM GMT - Time Source: server- IP address: 96.71.236.93
-  Agreement completed.
2021-08-10 - 7:19:06 PM GMT