

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

Keith Grueneberg, President
 Patricia Nelson, Vice President
 Barry Dorland
 Tom Carrington
 Spencer Garrett
 Jon Hall
 Marianne Slade-Troutman

STAFF

Jason Robitaille, Fire Chief
 Pat Sullivan, Division Chief
 Patrick Mason, Fire Marshal
 Kevin Greene, Fleet and Facilities Supervisor
 Nicole Long, Administrative Services Manager
 Kaitlin Purvis, Finance Administrative Assistant
 Tricia Bush, Administrative Services Assistant

BOARD OF DIRECTORS REGULAR MEETING- AMENDED AGENDA THURSDAY, FEBRUARY 16, 2023– 7:00 PM

NEVADA COUNTY CONSOLIDATED FIRE DISTRICT, 11329 MCCOURTNEY ROAD, GRASS VALLEY, CA 95949

◆—————◆

Pursuant to Governor Gavin Newsom’s Executive Order pertaining to the convening of public meetings in response to the COVID-19 pandemic, the Nevada County Consolidated Fire District will hold its regularly scheduled meeting. This meeting is open to in-person attendance. To remain in compliance with the state public health guidance, face coverings are strongly recommended to be worn by all individuals while indoors. The Public’s and Employee’s health and well-being are the top priority for the Board of Directors of the Nevada County Consolidated Fire District, and you are urged to take all the appropriate health safety precautions.

Tricia Bush, Board Secretary
 (530) 265-4431
triciabush@nccfire.com

The Board of Directors welcomes you to its meetings and your participation is encouraged and appreciated. Any Member of the Audience desiring to address the Board on a matter appearing on the agenda, before or during consideration of the item, may do so after receiving recognition from the presiding officer. In order for all interested parties to have an opportunity to speak, please limit your comments to the specific item under discussion. For further rules on public comment and other matters, please see the last page of this agenda.

NOTICE

If requested, this agenda can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in the implementation thereof. Persons seeking an alternative format should contact the Clerk of the Board for further information.

All items posted on the agenda, including under correspondence, may be acted upon by the Board of Directors. However, matters under committee reports and department manager's reports may be briefly addressed by the Board or Staff but no action or discussion shall be undertaken on any item not appearing on the posted agenda. (GC 54954.2)

The Board of Directors may hold a Closed Session as the agenda schedule permits.

STANDING ORDERS:



- 7:00 p.m. Call to Order
- Roll Call
- Pledge of Allegiance to the Flag
- Corrections and/or deletions to the agenda

***PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

Per CA Government Code 54954.3

This is the time for any member of the public to address the Board on any item not on this Agenda that is within the subject matter jurisdiction of the NCCFD Board. Please wait for recognition from the presiding officer. The Board generally cannot act on or discuss an item not on the agenda. However, the Board may "briefly respond" to comments or questions from the members of the public. Please see the rules for public comment at the end of this agenda.

CONSENT CALENDAR

These items are considered to be routine and may be enacted by one motion by the Board of Directors. There will be no separate discussion of these items. If discussion is desired, any board or staff member or interested party may request that an item be removed from the Consent Calendar to be considered separately.

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)

COMMITTEE REPORTS

STANDING COMMITTEES

FINANCE/BUDGET: **HALL, Slade-Troutman**
PERSONNEL: **Carrington, Garrett, Nelson**

AD HOC COMMITTEES

BOARD POLICY AND PROCEDURES: **Grueneberg**
CONSOLIDATION: **Grueneberg, Dorland, Carrington**

LOCAL AGENCY ASSIGNMENTS

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

NEW BUSINESS

4. Discussion and Possible Action, Resolution R23-02, Accepting the Lowest Responsible Bid (\$31,105.00) Russell Davidson Architecture + Design, for Station 86 Architectural Services.
Fleet & Facilities Supervisor Greene
5. Discussion and Possible Action, Request for Proposal for Fiscal Year 22/23 Financial Audit.
Admin. Svcs. Long
6. Discussion and Possible Action, Request for Proposal for Professional Fire and Life Safety Inspection Services. **Fire Marshal Mason**
7. Correspondence.
7A. Thank you card and donation
8. Discussion and Possible Action, California Special Districts Association (CSDA) Board of Directors Call for Nominations Seat C. **President Grueneberg**
9. Discussion and Possible Action, Union Article Regarding Rough & Ready Fire. **President Grueneberg**

CHIEF'S MONTHLY REPORT

*BOARD DISCUSSION

ADJOURNMENT



Board Meeting Schedule

All Regular Board Meetings will take place on the third Thursday of the month.

Copies

Copies of the agenda documents relative to an agenda item may be obtained at the Administrative Office, 640 Coyote Street, Nevada City, CA 95959, at a cost of \$1.00 dollar per page.

Board Meeting Notices

This Regular Meeting Agenda was posted 72 hours in advance of the meeting at the following locations: Nevada County Consolidated Fire District: Administration Office, 640 Coyote Street, Nevada City; Station 86, 12337 Banner Lava Cap Rd, Nevada City; Station 88, 14400 Golden Star, Grass Valley; Station 89, 11833 Tammy Way, Grass Valley; and on our website address at <http://www.nccfire.com>. Our e-mail address is nccfire@nccfire.com.

Rules Applying to Public Comments (as provided by CA Government Code Section 54954.)

A. Members of the public wishing to address the Board upon any subject within the jurisdiction of the Nevada County Consolidated Fire District may do so upon receiving recognition from the presiding officer at the appropriate time. You may address the Board on any agenda item prior to Board Action. If you wish to address the Board on an item not on the agenda, you may do so during the General Public Comment period. Understand that no action may be taken on an item not on the agenda.

- Where necessary for the orderly operation of the meeting, the presiding officer may limit public comment during the public comment period or public hearing to no more than five minutes per individual.

B. After receiving recognition, please stand and state your name, as all meetings are being taped. Note that stating your name is a voluntary act and is not required.

C. Members of the public may submit written comments on any matter that is listed on the agenda or for general public comment. You may submit written comments on any matter by U.S. Mail addressed to 640 Coyote Street, Nevada City, CA 95959 or by e-mail to triciabush@nccfire.com. For comments to be read at the meeting and entered into the minutes they must be received no later than 8:00 a.m. on the morning of the noticed meeting.

D. All documents to be presented to the Board of Directors shall be given to the Secretary of the Board for distribution (original and seven copies) prior to the Call of Order of meeting.

E. Complaints against any individual District employee cannot be brought up in open meeting directly. The District will only consider such a complaint if submitted in writing.

DRAFT
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BOARD OF DIRECTORS MINUTES January 19, 2023

Regular Meeting held at
11329 McCourtney Road, Grass Valley, CA 95949
REMOTELY VIA ZOOM: PHONE: 1-669-900-6833
PASSCODE: 01192023

NCCFD DIRECTORS

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

STAFF:

Present: Fire Chief Robitaille, Division Chief Sullivan, Fire Marshal Mason, Battalion Chief Smith, Battalion Chief Sunde, Administrative Services Long 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 were 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 –December 15, 2022
2. Fund Balances, Check History Report and Credit Card History Report
3. County of Nevada Signature Sheet

Director Slade-Troutman motioned to accept the consent calendar. Director Hall 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

Finance – None
Personnel – None
Board Policy & Procedures – None
Consolidation – None
JPA – None

NEW BUSINESS

4. Sierra-Sacramento Valley EMS Recognition Award

Lieutenant Branden Wilson (NCCFD) and Dane Meredith (Sierra Nevada Ambulance) were recognized for their life-saving efforts while off-duty for an individual who suffered a cardiac emergency at a local gym. Division Chief Sullivan presented Lt. Wilson with a certificate for NCCFD's appreciation for his actions. Sierra-Sacramento Valley EMS Manager Kristy Harlan presented Lt. Wilson with a life saving pin for their gratitude.

5. Discussion and Possible Action, Audit Exit Interview for Fiscal Year Ending 21/22 with Fechter & Company

Administrative Services Long stated this audit was completed for fiscal year ending June 2022. She introduced Joann Berry, who has managed the audit for the last three years. Joanne Berry reported the audit went well without any significant issues. She reported there were no concerns, all processes and policies were adhered to and that the financial position of the district is in good shape. Director Nelson motioned to approve the Audit Exit Interview for the fiscal year 21/22. Director Slade-Troutman seconded. **MOTION** passed unanimously following a roll call vote.

6. Discussion and Possible Action, Resolution 23-01, Transfer Funds from 734 to 722 in the amount of \$542,000.00

Administrative Services Long reported that this resolution is to transfer the Special Tax funds received into the Operating fund. Director Carrington motioned to adopt Resolution 23-01, Transfer of Funds from 734 to 722 in the amount of \$542,000.00 Director Hall seconded. **MOTION** passed unanimously following a roll call vote.

7. Discussion and Possible Action, Staff Report to Surplus Water Tender

Fleet and Facilities Supervisor Greene stated the new engine should arrive in the next week and made the recommendation to surplus the old water tender (Unit 128). Director Garrett motioned to accept the staff report to surplus the water tender. Director Dorland seconded. **MOTION** passed unanimously following a roll call vote.

8. Discussion and Possible Action, California 1582 Memorandum of Understanding

Division Chief Sullivan stated we have used Gaetke Medical for the last 10 years for firefighter physicals and they do a very thorough job. Division Chief Sullivan indicated the MOU is new this year and highlights what is expected in their services. Director Nelson motioned to approve California 1582 Memorandum of Understanding. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote.

9. Discussion and Possible Action, Board and Fire Chief Expectations

President Grueneberg presented the Expectations of the Board and the Fire Chief. The Board agreed that these were the expectations along with the added notation on item #11: "partnership with other agencies" instead of "interact with other agencies."

10. Discussion and Possible Action, Annual Review of Board Committee Assignments: Standing, Ad Hoc and Local Agency, with Possible Changes in Assignments

All Directors agreed to stay with their current assignments. Chief Robitaille was added to JPA. Director Slade-Troutman thought it would be beneficial if other Board members were more involved with the Finance/Budget and mentioned having all attend the finance committee meetings. Chief Robitaille stated the application process for the Oversight Committee is open and that he is hoping to get that started again.

CHIEF’S MONTHLY REPORT

Chief Robitaille highlighted the recognition of Lt. Branden Wilson (NCCFD) and Dane Meredith (SN Ambulance) for their actions off-duty. He advised that he and Division Chief Sullivan interviewed and ranked seven firefighters for potential hiring. He wanted to thank the Brennan Family and Firefighter Brennan for coordinating Santa Claus visiting Station 84. The Chief also added staff is beginning to review ordering and financing options for Engine 84 replacement.

Division Chief Sullivan verbally reviewed his report highlighting that there were 282 calls for service, which included 1 structure fire.

Administration attended several meetings this past month including KNCO Talk of the Town, CAUSSS Meeting, Nevada County Fire Chiefs Meeting, Board of Supervisors DSI Presentation and with Higgins Fire.

Fire Marshal Mason advised he met with Clayton Thomas (Penn Valley FD) to discuss the sharing of Fire Investigation resources. He attended the monthly OES staff meeting and assisted them with temporary employment interviews for Defensible Space Inspectors and to develop the end of year data to report out for the DSI program. He attended the Planning Commission Meeting for the cannabis ordinance update. Fire Marshal Mason completed all but two school inspections over Christmas Break. He reported they have one reserve hired for fire prevention as a fire investigator. Fire Marshal Mason reported the 2022 California Fire Code was adopted by the Board of Supervisors and provided an attachment for the adopted amendments which pertained to open flame regulations and modular home sprinklers.

***BOARD DISCUSSION**

Board Photos will be taking place on March 6, 2023 at 6:00pm and directors were reminded to wear their polo shirts. The Red Light ball is taking place on February 25, 2023 at the Elks Lodge.

***PUBLIC COMMENT ON CLOSED SESSION ITEMS:**

Per CA Government Code 54954.3

While members of the public are not allowed in Closed Sessions, they do have the right to comment on the Closed Session item before the Board goes into Closed Session. And, if the Board will be taking action on the item out of Closed Session, then the public also has the right to comment during the Report Out of Closed Session when consideration of the action to be taken. Any member of the public who wishes to comment may do so after receiving recognition from the Chairman.

ADJOURNMENT

President Grueneberg adjourned the meeting at 7:57 p.m.

Attest:

Approved by:

Tricia Bush
Board Secretary

Keith Grueneberg
President of the Board

**Nevada County Consolidated Fire District
Fund Recap & Cash Balances
January 2023**

	Fund					Total
	722 Operating	723 Contingency	733 AB1600	734 Special Tax	758 Capital	
Beginning Cash ¹	1,842,714	1,321,736	123,912	551,257	623,799	1,426,540
Revenues	113,723	-	3,689	174	-	55,780
Expenditures	(440,775)	-	-	-	(174,597)	(598,350)
Other Inc/Expense	-	-	-	-	-	(1,143)
Other Activity ²	1,485	-	-	-	-	(15,142)
Ending Cash ¹	1,517,147	1,321,736	127,601	551,431	449,202	867,685

¹ Includes Well Fargo

² Reconciling items, prior period adjustments

Nevada County Consolidated Fire District Operating Fund 722 January 2023

	Jan 23	Jul '22 - Jan 23	Budget	% of Budget
Revenues				
4000 · Taxes & Assessments				
4010 · Current Secured		2,013,763	3,825,234	53%
4020 · Current Unsecured	417	57,897	54,819	106%
4030 · Prior Unsecured	342	1,192	2,296	52%
4040 · Supplemental Secured	5,036	71,567	47,344	151%
4050 · Supplemental Unsecured	443	3,504	8,598	41%
4060 · Supplemental Prior Unsecured	215	443	388	114%
4110 · Special Assessment	5,964	1,227,749	2,214,078	55%
4150 · Special Tax of 2012	8,973	9,415	1,001,388	1%
4151 · Special Tax 2012 (transfer in)		55,000		
4230 · State Homeowners		12,368	24,888	50%
4240 · State Public Safety Prop 172	43,503	317,566	388,019	82%
4290 · Other		721		
Total 4000 · Taxes & Assessments	64,893	3,771,185	7,567,052	50%
4500 · Reimbursements				
4510 · Strike Team	125,794	637,018	75,000	285%
4522 · Strike Team Cost Offset	(80,600)	(423,105)		
4540 · Vehicle Repair		1,815	5,000	36%
4550 · Cost Recovery	819	15,477	3,000	
4690 · Other Reimbursements		17,461	23,480	74%
Total 4500 · Reimbursements	46,013	248,666	106,480	234%
4800 · Other Revenue				
4810 · Inspections & Permits	1,152	2,766	7,500	37%
4812 · Plan Reviews	1,146	7,225	12,000	60%
4820 · Interest & Finance Charges	19	12,803	22,000	58%
4830 · Rentals	500	1,750	3,240	54%
4840 · Other Current Services		2,217	3,000	74%
Total 4800 · Other Revenue	2,817	26,761	47,740	56%
Total Revenues	113,723	4,046,612	7,721,272	52%

Nevada County Consolidated Fire District Operating Fund 722 January 2023

Expense	Jan 23	Jul '22 - Jan 23	Budget	% of Budget
5000 · Wages & Benefits				
5100 · Wages				
5111 · Chief / Dep. & Div. Chief (2.5)	23,660	223,750	322,361	69%
5113 · Battalion Chief (3)	27,053	208,930	350,039	60%
5114 · Fire Marshal / DFM (2)	10,267	81,989	248,147	33%
5121 · Captains (9)	73,237	560,390	875,804	64%
5122 · Lieutenants (6)	35,504	270,623	467,539	58%
5123 · Firefighter (12)	47,014	381,786	736,903	52%
5131 · Supplemental / Seasonal FF		122,987	157,277	78%
5132 · PCF / Reserve FF		4,020	4,800	84%
5141 · Clerical (3)	14,215	107,654	203,691	53%
5145 · Fire Mechanic (1.5)	10,202	86,131	149,089	58%
5151 · Overtime	35,150	317,954	501,048	63%
5153 · Additional Overtime Staffing	3,630	13,777	18,541	74%
5155 · EPSL Overtime	10	38,110		
5161 · Strike Team	5,366	292,135		
5165 · Strike Team Backfill		99,912		
5167 · Strike Team Revenue Offset	(79,448)	(417,058)		
5171 · Holiday Stipend	23,004	68,549	80,199	85%
5173 · Vacation / CTO Buy Back		83,666	115,648	72%
5185 · Directors	225	2,175	4,500	48%
Total 5100 · Wages	229,089	2,547,480	4,235,586	60%
5500 · Payroll Taxes				
5511 · Medicare Employer Tax	4,197	39,386	61,355	64%
5512 · Soc Security Employer Tax	45	571	887	64%
5521 · SUI Employer Tax	3,762	5,088	5,637	90%
5526 · Strike Team Revenue Offset	(1,152)	(6,047)		
Total 5500 · Payroll Taxes	6,852	38,998	67,879	57%
5700 · Benefits				
5711 · Pension	49,289	886,848	1,258,282	70%
5731 · Health Insurance	70,450	389,626	772,464	50%
5735 · Life Insurance	968	5,737	14,400	40%
5751 · Workers Comp Insurance		204,884	228,707	90%
Total 5700 · Benefits	120,707	1,487,095	2,273,853	65%
Total 5000 · Wages & Benefits	356,648	4,073,573	6,577,318	62%

Nevada County Consolidated Fire District Operating Fund 722 January 2023

	Jan 23	Jul '22 - Jan 23	Budget	% of Budget
6000 · Personnel Related				
6010 · Clothing / PPE				
6011 · Uniforms	423	14,212	35,080	41%
6021 · Personal Protective Equip	4,483	27,938	51,500	54%
6031 · Safety & PPE (per MOU)	14,552	33,832	32,130	105%
Total 6010 · Clothing / PPE	19,458	75,982	118,710	64%
6100 · Food / Meals				
6111 · Meals - Administration	427	593	1,300	46%
6113 · Meals - Fire		166	1,000	17%
6114 · Meals - Interns			15,411	
Total 6100 · Food / Meals	427	759	17,711	4%
6200 · Training / Fitness				
6211 · Wellness Program	105	1,223	31,660	4%
6213 · Fitness Program		4,145	5,910	70%
6221 · Tuition - Safety Personnel	9,911	13,769	30,500	45%
6232 · Travel Expense	679	5,136	10,000	51%
6241 · Training Materials			2,500	
6246 · Public Safety Training Center			1,000	
6261 · Licenses & Certificates	11	619	2,500	25%
6271 · Training - Administration	610	4,923	8,500	58%
Total 6200 · Training / Fitness	11,316	29,815	92,570	32%
Total 6000 · Personnel Related	31,201	106,556	228,991	47%
6500 · Facility & Equipment Related				
6510 · Communications				
6511 · Telephones	1,521	10,805	19,260	56%
6521 · Mobile Phones	685	3,272	15,500	21%
Total 6510 · Communications	2,206	14,077	34,760	40%
6550 · Station				
6551 · Supplies & Services - Stations	1,581	10,385	24,760	42%
Total 6550 · Station	1,581	10,385	24,760	42%
6610 · Insurance				
6611 · Liability		49,095	49,176	100%
		<i>Combined 6611 (Liability) and 6621 (Property). 6 month premium.</i>		
Total 6610 · Insurance		49,095	49,176	100%
6650 · Maintenance				
6681 · Facility Maint & Improvements	8,175	95,540	189,000	51%
Total 6650 · Maintenance	8,175	95,540	189,000	51%
6700 · Medical Supplies				
6716 · EMS Supplies	2,091	12,616	18,500	68%
Total 6700 · Medical Supplies	2,091	12,616	18,500	68%
6750 · Apparatus Equipment				
6751 · Hose		299	22,000	1%
6756 · Ladders			1,553	
6761 · Suppression Equip/Small Tools	425	2,469	7,500	33%

Nevada County Consolidated Fire District Operating Fund 722 January 2023

	Jan 23	Jul '22 - Jan 23	Budget	% of Budget
6766 · Power Tools & Equipment	396	1,856	7,902	23%
6771 · Pump Testing			4,337	
6776 · Mobile Communications	669	3,555	7,685	46%
6781 · Technical Rescue Equip		4,245	13,000	33%
6786 · SCBA Repair & Mainteneace		2,505	10,500	24%
6796 · Drone		1,000	1,412	71%
6798 · Utility Terrain Vehicle		461	1,500	31%
Total 6750 · Apparatus Equipment	1,490	16,390	77,389	21%
6800 · Utilities				
6811 · Alarm	330	1,183	1,500	79%
6821 · Electricity / Gas	5,678	37,142	56,170	66%
6831 · Propane	3,379	6,658	13,924	48%
6841 · Trash	249	2,058	3,600	57%
6851 · Water / Sewer	647	6,564	11,487	57%
Total 6800 · Utilities	10,283	53,605	86,681	62%
6900 · Capital Expenditures				
6931 · Vehicles		102		
6941 · Admin Office Equipm & Computers	554	8,451	27,125	31%
Total 6900 · Capital Expenditures	554	8,553	27,125	32%
Total 6500 · Facility & Equipment Related	26,380	260,261	507,391	51%
7000 · Vehicle Related				
7001 · Insurance		8,418	10,085	83%
		<i>6 month premium</i>		
7010 · Maintenance				
7011 · Accessories	615	9,017		
7016 · Batteries	218	913		
7021 · Body		3,557		
7026 · Brakes		3,745		
7031 · Drive Train	276	24,399		
7036 · Pumps		4,152		
7041 · Tires		5,617		
7046 · Tools & Shop Related	214	9,369		
7048 · All Categories for Budget			111,000	
7049 · Outside Agency Vehicle Maint		(151)		
Total 7010 · Maintenance	1,323	60,618	111,000	55%
7050 · Fuel				
7051 · Fuel	5,985	51,763	93,447	55%
Total 7050 · Fuel	5,985	51,763	93,447	55%
Total 7000 · Vehicle Related	7,308	120,799	214,532	56%
7500 · General & Admin Related				
7501 · Office Expense				
7502 · Administration	389	2,102	4,500	47%
7506 · Board	54	160	1,000	16%
7508 · Computer & Software Expense	10,760	49,142	86,233	57%

Nevada County Consolidated Fire District Operating Fund 722 January 2023

	Jan 23	Jul '22 - Jan 23	Budget	% of Budget
7509 · Copier Expense	59	565	1,200	47%
7511 · Memberships	1,019	15,124	16,190	93%
7516 · Mileage Reimbursements		44	100	44%
7521 · Postage & Delivery	50	496	1,100	45%
7531 · Other		234		
7501 · Office Expense - Other	1	14		
Total 7501 · Office Expense	12,332	67,881	110,323	62%
7550 · Professional Services				
7551 · Accounting	2,175	14,427	12,880	112%
7556 · Computer & IT Support	979	6,885	14,980	46%
7561 · Consultants		10,069	10,000	101%
7563 · Hiring Expense	212	12,322	11,380	108%
7566 · Legal Expense		23,237	46,675	50%
7571 · Medical Director	1,650	4,950	6,600	75%
Total 7550 · Professional Services	5,016	71,890	102,515	70%
7590 · Publications				
7591 · Legal Notices			600	
7596 · Marketing / Advertising			500	
Total 7590 · Publications			1,100	
7600 · Special District				
7611 · Elections		32,262	30,000	108%
7621 · LAFCo		5,687	6,663	85%
7631 · Nevada County Fees		82,050	89,228	92%
Total 7600 · Special District		119,999	125,891	95%
7650 · Prevention				
7651 · Code Purchases	434	1,816	1,800	101%
7653 · Investigation Supplies		2,367	4,300	55%
7657 · Inspection Supplies			1,500	
7661 · Prof Svcs / Plan Checks			2,500	
7663 · Public Education Supplies			3,100	
7665 · Subscriptions / Memberships		534	1,400	38%
7667 · Training	1,456	2,629	6,000	44%
7669 · Other Prevention / Law Enforce		1,626	1,500	108%
Total 7650 · Prevention	1,890	8,972	22,100	41%
7800 · JPA				
7831 · Dispatch Charges		9,619	130,000	7%
7841 · Dues / Administration		6,431	12,862	50%
Total 7800 · JPA		16,050	142,862	11%
Total 7500 · General & Admin Related	19,238	284,792	504,791	56%
8500 · Strike Team Non Labor Expenses		12,993		
8510 · Reimbursables & Other				
8519 · Other Expense		133		
Total 8510 · Reimbursables & Other		133		
Total Expense	440,775	4,859,107	8,033,023	60%

Nevada County Consolidated Fire District
Operating Fund 722
January 2023

	<u>Jan 23</u>	<u>Jul '22 - Jan 23</u>	<u>Budget</u>	<u>% of Budget</u>
Fund Over/<Under>	(327,052)	(812,495)	(311,751)	
Other Income				
9001 · Grant Revenue				
9001.08 · RFC 7GF21089		7,876		
9001 · Grant Revenue - Other		25,824		
Total 9001 · Grant Revenue		<u>33,700</u>		
Total Other Income		33,700		
Other Expense				
9101 · Grant Expense				
9101.01 · AFG EMW-2019-FG-03486 Radio		16,954		
9101.09 · CA Fire Foundation Comm Veg Red		6,561		
Total 9101 · Grant Expense		<u>23,515</u>		
Total Other Expense		23,515		
Net Other		10,185		
Net Fund Activity	<u>(327,052)</u>	<u>(802,310)</u>	<u>(311,751)</u>	

**Nevada County Consolidated Fire District
AB 1600 Mitigation Fund 733
January 2023**

	<u>Jan 23</u>	<u>Jul '22 - Jan 23</u>	<u>Budget</u>	<u>% of Budget</u>
Revenues				
4000 · Taxes & Assessments				
4160 · AB 1600 Mitigation Fees	3,689	80,179	100,412	80%
Total 4000 · Taxes & Assessments	<u>3,689</u>	<u>80,179</u>	<u>100,412</u>	<u>80%</u>
4800 · Other Revenue				
4820 · Interest & Finance Charges		639	1,200	53%
Total 4800 · Other Revenue		<u>639</u>	<u>1,200</u>	<u>53%</u>
Total Revenues	<u>3,689</u>	<u>80,818</u>	<u>101,612</u>	<u>80%</u>
Expense				
6500 · Facility & Equipment Related				
6900 · Capital Expenditures				
6921 · Apparatus & Equipment		51,803	51,803	100%
Total 6900 · Capital Expenditures		<u>51,803</u>	<u>51,803</u>	<u>100%</u>
Total 6500 · Facility & Equipment Related		<u>51,803</u>	<u>51,803</u>	<u>100%</u>
7500 · General & Admin Related				
7550 · Professional Services				
7561 · Consultants			23,000	
Total 7550 · Professional Services			<u>23,000</u>	
Total 7500 · General & Admin Related			<u>23,000</u>	
Total Expense		<u>51,803</u>	<u>74,803</u>	
Fund Over/<Under>	3,689	29,015	26,809	
Net Fund Activity	<u>3,689</u>	<u>29,015</u>	<u>26,809</u>	

Nevada County Consolidated Fire District
Special Tax Fund 734
January 2023

	Jan 23	Jul '22 - Jan 23	Budget	% of Budget
Revenues				
4000 · Taxes & Assessments				
4150 · Special Tax of 2012	174	556,053	1,010,219	55%
Total 4000 · Taxes & Assessments	174	556,053	1,010,219	55%
4800 · Other Revenue				
4820 · Interest & Finance Charges		516	1,500	34%
Total 4800 · Other Revenue		516	1,500	34%
Total Revenues	174	556,569	1,011,719	55%
Expense				
7500 · General & Admin Related				
7550 · Professional Services				
7561 · Consultants		8,177		
Total 7550 · Professional Services		8,177		
7600 · Special District				
7631 · Nevada County Fees			10,331	
Total 7600 · Special District			10,331	
Total 7500 · General & Admin Related		8,177	10,331	79%
Total Expense		8,177	10,331	79%
Fund Over/<Under>	174	548,392	1,001,388	55%
Other Expense				
8700 · Transfers Out				
8722 · Transfer to 722		55,000		
Total 8700 · Transfers Out		55,000		
Total Other Expense		55,000		
Net Other		(55,000)		
Net Fund Activity	174	493,392	1,001,388	49%

Nevada County Consolidated Fire District
Capital Fund 758
January 2023

	<u>Jan 23</u>	<u>Jul '22 - Jan 23</u>	<u>YTD Budget</u>	<u>% of Budget</u>
Revenues				
4800 · Other Revenue				
4820 · Interest & Finance Charges		5,607		100%
4850 · Sale Surplus Equipment			60,000	
Total 4800 · Other Revenue		5,607	60,000	9%
Total Revenues		5,607	60,000	9%
Expense				
6500 · Facility & Equipment Related				
6510 · Communications				
6511 · Telephones		190		
Total 6510 · Communications		190		
6650 · Maintenance				
6681 · Facility Maint & Improvements		116,388		
Total 6650 · Maintenance		116,388		
6900 · Capital Expenditures				
6911 · Stations			8,000	
6921 · Apparatus & Equipment	173,940	270,714	151,249	179%
6931 · Vehicles	657	46,398	65,000	71%
Total 6900 · Capital Expenditures	174,597	317,112	224,249	141%
Total 6500 · Facility & Equipment Related	174,597	433,690	224,249	
7500 · General & Admin Related				
7550 · Professional Services				
7561 · Consultants			6,000	
Total 7550 · Professional Services			6,000	
Total 7500 · General & Admin Related			6,000	
Total Expense	174,597	433,690	230,249	
Fund Over/<Under>	(174,597)	(428,083)	(170,249)	
Net Fund Activity	(174,597)	(428,083)	(170,249)	

Nevada County Consolidated Fire District Check History Report

January 2023

<u>Fund 722</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>
	01/03/2023	254814	AFLAC	1,145.64
	01/03/2023	254764	BLUE SHIELD OF CALIFORNIA	37,760.89
	01/03/2023	966907	FDAC Employee Benefits Authority	1,540.65
	01/03/2023	966899	KAISER FOUNDATION HEALTH PLAN	15,924.65
	01/03/2023	966863	SPECIAL DIST RISK MGMT AUTH.	4,855.43
	01/03/2023	254826	STANDARD INSURANCE COMPANY	928.00
	01/03/2023	254791	ADVANTAGE GEAR, INC.	68.59
	01/03/2023	966878	AIRGAS, NCN	600.28
	01/03/2023	254781	EVERGUARD SYSTEMS	165.00
	01/03/2023	254815	FECHTER & COMPANY, CPA's	1,175.00
	01/03/2023	254769	HBE RENTALS	35.45
	01/03/2023	966874	HILLS FLAT LUMBER COMPANY	131.62
	01/03/2023	254776	LIFE ASSIST INC.	275.15
	01/03/2023	966876	MISSION LINEN SUPPLY, INC.	126.48
	01/03/2023	966905	MOTOR ELECTRIC SERVICE CO.	236.41
	01/03/2023	254771	NETWORK DESIGN ASSOCIATES	352.75
	01/03/2023	254796	SPAR TREE FORESTRY	2,400.00
	01/03/2023	966887	WALKER'S OFFICE SUPPLY	38.41
	01/09/2023	254932	ADVANTAGE GEAR, INC.	54.32
	01/09/2023	254901	B&C ACE HOME & GARDEN CENTER	70.05
	01/09/2023	967460	Daniel L Goldsmith	1,650.00
	01/09/2023	967431	HILLS FLAT LUMBER COMPANY	53.74
	01/09/2023	967444	IMMIX TECHNOLOGY INC	1,902.13
	01/09/2023	967432	MISSION LINEN SUPPLY, INC.	58.48
	01/09/2023	254909	NETWORK DESIGN ASSOCIATES	405.00
	01/09/2023	967433	PURCHASE POWER	50.00
	01/09/2023	254949	Synapse Technologies Inc.	7,150.00
	01/12/2023	254966	Peardale Chicago Park Fire District	820.00
	01/12/2023	254967	HSA BANK, DIV. OF WEBSTER BANK	18,968.72
	01/12/2023	254968	CalPERS 457 Plan (Def. Comp)	1,107.69
	01/12/2023	967495	NCCFD - EFTPS (Fed & State Taxes)	32,078.35
	01/12/2023	967505	NEVADA COUNTY PROF FF ASSN	1,085.00
	01/12/2023	967510	NATIONWIDE RETIREMENT SOLUTION	6,252.90
	01/12/2023	912034	CalPERS (Retirement)	40,924.20
	01/13/2023	GJE 681	Net Pay Pay Period Ending 1/7/23	122,242.44
	01/17/2023	255034	AT&T CALNET 3	426.46
	01/17/2023	255035	CalCARD (US BANK)	16,097.47
	01/17/2023	255040	B&C ACE HOME & GARDEN CENTER	162.68
	01/17/2023	967644	BANNER COMMUNICATIONS	669.00
	01/17/2023	255127	FECHTER & COMPANY, CPA's	1,000.00
	01/17/2023	255070	GRASS VALLEY FIRE DEPARTMENT	921.71
	01/17/2023	967630	HUNT & SONS, INC.	3,935.76
	01/17/2023	255058	LIFE ASSIST INC.	1,112.18
	01/17/2023	967600	MCELHANNON, JARED	1,199.41

Nevada County Consolidated Fire District Check History Report

January 2023

Date	Num	Name	Paid Amount
01/17/2023	255124	MEM ELECTRICAL INC	1,300.00
01/17/2023	967599	NCCFD - EFTPS (Fed & State Taxes)	1.78
01/17/2023	255080	NFPA	434.09
01/17/2023	255059	NID	84.39
01/17/2023	967658	PLATT (Rexel)	128.34
01/17/2023	255151	RIEBES AUTO PARTS	703.41
01/17/2023	967645	ROBINSON ENTERPRISES, INC.	808.68
01/17/2023	967657	SOLOON FIRE CONTROL	119.36
01/17/2023	967624	WALKER'S OFFICE SUPPLY	134.32
01/17/2023	255046	WASTE MANAGEMENT OF NEV. CO.	249.05
01/23/2023	967821	Code 3 Rescue	3,900.00
01/23/2023	967765	ECONOMY PEST CONTROL	523.00
01/23/2023	255256	L.N. CURTIS & SONS	4,483.47
01/23/2023	255266	MESCHER DOOR COMPANY	2,667.00
01/23/2023	967767	MISSION LINEN SUPPLY, INC.	126.48
01/23/2023	255264	NETWORK DESIGN ASSOCIATES	405.00
01/23/2023	967761	NEVADA CITY, CITY OF	460.70
01/23/2023	255271	NID	55.58
01/23/2023	967781	REED'S LOCKSMITHING	8.68
01/23/2023	967773	RIVERVIEW INTERNATIONAL TRUCKS	231.82
01/23/2023	255279	SUBURBAN PROPANE	1,670.56
01/23/2023	255318	THE UPS STORE #5417/TAJI INC.	212.00
01/23/2023	255296	TOTAL ADMIN SVCS (TASC)	310.44
01/23/2023	967776	WALKER'S OFFICE SUPPLY	46.89
01/23/2023	255272	NID	46.46
01/23/2023	255278	SUBURBAN PROPANE	1,673.15
01/26/2023	255327	CalPERS 457 Plan (Def. Comp)	1,107.69
01/26/2023	967855	NCCFD - EFTPS (Fed & State Taxes)	25,474.34
01/26/2023	967870	NEVADA COUNTY PROF FF ASSN	1,085.00
01/26/2023	967876	NATIONWIDE RETIREMENT SOLUTION	6,291.04
01/26/2023	912061	CalPERS (Retirement)	36,121.72
01/27/2023	GJE 682	Net Pay Pay Period Ending 1/21/23	109,485.56
01/30/2023	255595	AT&T CALNET 3	24.78
01/30/2023	255609	B&C ACE HOME & GARDEN CENTER	58.57
01/30/2023	968009	BUCKMASTER OFFICE SOLUTIONS	59.19
01/30/2023	255610	CALIFORNIA FIRE CHIEFS ASSN.	960.00
01/30/2023	968089	Code 3 Rescue	1,950.00
01/30/2023	968016	ECONOMY PEST CONTROL	331.00
01/30/2023	255660	EVERGUARD SYSTEMS	165.00
01/30/2023	968023	HILLS FLAT LUMBER COMPANY	34.16
01/30/2023	255648	HOUSE OF PRINT AND COPY	70.53
01/30/2023	255669	LIGHTHOUSE UNIFORM CO.	327.40
01/30/2023	968018	MCELHANNON, JARED	279.59
01/30/2023	255656	MEM ELECTRICAL INC	616.00
01/30/2023	968053	ROBINSON ENTERPRISES, INC.	1,024.74

Nevada County Consolidated Fire District Check History Report

January 2023

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>
01/30/2023	255654	SCOTT'S PPE RECON, INC.	136.90
01/30/2023	255620	YUBA DOCS	105.00
			<u>534,650.95</u>

Fund 758

01/09/2023	967449	MOTOR ELECTRIC SERVICE CO.	54.20
01/17/2023	255090	AUBURN FORD	185.00
01/17/2023	255151	RIEBES AUTO PARTS	417.85
01/23/2023	255250	Rosenbauer South Dakota, LLC	107,075.87
01/30/2023	255594	PNC EQUIPMENT FINANCE	66,864.32
			<u>174,597.24</u>

Nevada County Consolidated Fire District Credit Card History Report

January, 2023

<u>Fund 722</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>
	BENTON	Hazardous Materials Institute	413.56
	DAVISON	AMAZON- Station Supplies (St.84/BC Office)	91.88
	DAVISON	PK Safety	305.30
	DAVISON	AMAZON- Station Supplies (St.84)	206.35
	FIN MGR	STREAMLINE	200.00
	FIN MGR	AT&T Long Distance	39.88
	FIN MGR	Cloudflare	5.00
	FIN MGR	COMCAST	386.48
	FIN MGR	PACIFIC GAS & ELECTRIC CO.	5,677.68
	FIN MGR	AT&T (Carol Stream)	43.49
	FIN MGR	COMCAST	135.05
	FIN MGR	MICROSOFT OFFICE	1,285.00
	FIN MGR	SMARTER BROADBAND	34.05
	FIN MGR	OPTIMUM (SUDDENLINK)	26.32
	FIN MGR	OPTIMUM (SUDDENLINK)	159.45
	FIN MGR	COMCAST	145.73
	FIN MGR	VERIZON WIRELESS	1,238.80
	GREENE	CFMA	780.00
	GREENE	KIMBALL MIDWEST	54.30
	GREENE	DISH NETWORK	98.81
	GREENE	SNAP-ON INDUSTRIAL	23.81
	JOHNSEN	SPD SAW SHOP	75.28
	LONG	AMAZON- Admin Supplies	15.52
	LONG	AMAZON- Computer/Software Expense (Admin)	33.53
	LONG	AMAZON- Admin Supplies	12.89
	LONG	CALIFORNIA SPECIAL DISTR. ASSN	200.00
	LONG	Northridge of Nevada City	177.61
	LONG	AMAZON- Vehicle Accessories (E84)	53.70
	LONG	AMAZON- Station Supplies (St.88)	95.66
	LONG	AMAZON- Vehicle Accessories (E84)	90.35
	LONG	AMAZON- Memberships (annual Prime)	192.43
	LONG	AMAZON- Station Supplies (St.92)	70.95
	LONG	AMAZON- Admin Supplies	32.66
	LONG	AMAZON- Admin Supplies	75.25
	LONG	AMAZON- Admin Supplies	24.71
	MARGHERITA	CFMA	830.00
	MASON	CCAI	495.00
	MASON	Vang Comp	450.00
	MCELHANNON	PacForest Supply	868.71
	NUNNINK	AMAZON- Station Supplies (St.84)	74.13
	NUNNINK	AMAZON- Station Supplies (St.84)	122.99
	NUNNINK	AMAZON- Power Tools/Equip. (E84)	320.36
	NUNNINK	AMAZON- Station Supplies, Facility Mtc. (St.84)	235.37
	NUNNINK	AMAZON- Station Supplies (St.84) CREDIT	-48.27

Nevada County Consolidated Fire District Credit Card History Report

January, 2023

Num	Name	Paid Amount
SERNA	SP Coastal Fire Training	86.92
SERNA	SPD MARKET	18.98
SULLIVAN	Beach Hut Deli	240.00
SULLIVAN	RESCUE TRAINING INSTITUTE	11.00
SULLIVAN	RESCUE TRAINING INSTITUTE	5.50
SUNDE	Tofanelli's Bistro	9.75
TELLAM	CCAI	495.00
TELLAM	Embassy Suites (San Luis Obispo)	15.99
TREVETHICK	AMAZON- Facility Mtc (St.86)	17.19
TREVETHICK	AMAZON- Memberships (to be refunded)	16.11
WEATHERS	SPD MARKET	375.10
WEATHERS	Hazardous Materials Institute	413.56
WILSON	Hazardous Materials Institute	413.56
		<u>17,968.43</u>
	Total Fund 722:	<u><u>17,968.43</u></u>

May 11, 2022

Ms. Nicole Long
Administrative Services
Nevada County Consolidated Fire District
640 Coyote Street
Nevada City, California 95959

Re: *Engagement Letter to Provide Annual Administration Services to Nevada County Consolidated Fire District*

Dear Ms. Long:

Willdan Financial Services (“Willdan”) is pleased to submit the following scope of services and fee to the Nevada County Consolidated Fire District to provide annual administration services specific to the existing Fire Suppression Benefit Assessment District and Special Tax for Fire Suppression, Protection and Emergency Medical Response Services. Our team is comprised of leading experts in the field, we utilize the most advanced special district administration software, and our depth of resources and customer service are unmatched in the industry at a competitive fee.

Scope of Services

Outlined below is the scope of services that Willdan will follow to properly administer Nevada County Consolidated Fire District’s Fire Suppression Benefit Assessment District and Special Tax.

1. Schedule an annual kick-off conference call with Fire District staff to review administrative policies and procedures. Identify and discuss possible changes to the special tax and/or assessment for the upcoming fiscal year, including budget issues, modification or expansion of fire services, as well as regulatory changes that may impact the charge(s).
2. Prepare an annual levy timeline identifying key dates and timeframes for pertinent tasks throughout the levy process. This timeline will be reviewed and discussed with Fire District staff. As needed, the timeline will also be adjusted to address the Fire District’s scheduling requirements or proposed changes.
3. Develop, update and maintain a parcel levy database by using parcel information from the County secured roll, parcel change database and various other sources. As new data becomes available, update the database and enhance the data through parcel research using current secured roll information, County Assessor maps, various third-party resources, and specific information provided by the Fire District (e.g., up-to-date map approval status, building permits, or certificate of occupancy data). Updates to the database will include those necessitated by the addition and/or removal of parcels, land subdivisions and merges, land use code, ownership and mailing address changes, assessed values and adjusted benefit unit information.
4. This database will then become the source for the calculation of the annual assessments/special taxes. Based upon their assigned benefit, our MuniMagic+ software will be used to calculate the annual charge for the parcels within the Fire District’s service area. This software is capable of handling complex assessment methodologies and special tax formulas, calculating the annual assessments/taxes, and producing files in the required format for submittal to the County Auditor/Controller’s Office. The same data can then be used to reproduce databases of assessed parcels in hardcopy, CD-ROM, or other electronic formats.
5. Provide special tax and assessment amounts for each parcel by Assessor’s Parcel Number to the County Auditor/Controller’s Office in the media, format, and configuration required by the County for placement on the annual property tax roll.

6. Provide resolutions ordering the levy, collection of assessments/taxes, and any other necessary information to the County Auditor/Controller's Office.
7. Research the exceptions upon receipt of a parcel exceptions list from the County; and update parcel number changes, as well as report the revised parcels and updated levy amounts to the County. As necessary, Willdan will prepare for Fire District staff additional County required correspondences relating to the submittal, correction, or removal of special taxes/assessments to the County tax roll. Willdan will manually invoice levy installments that cannot be collected on the County property tax roll on behalf of the Fire District.
8. Provide the Fire District with a levy summary report comparing budget amounts to the actual applied levy. This levy summary will include a description of the reasons for any significant variances between the amounts budgeted, and the amounts actually applied to the County tax roll.
9. Act as primary contact (at the discretion of the Fire District) to answer property owner questions regarding the charge. Willdan provides the County our toll-free telephone number for inclusion on the tax bills for property owners to call with questions.

Client Responsibilities

Willdan will rely on obtaining the following information from the Fire District:

- As required by law, the Fire District is responsible for publishing the public hearing notices in the local newspaper, as well as the posting of public hearings notices.
- Annual budget information for the Assessment District, including estimated fund balances.
- Changes, modifications, or updates to the improvements described in the previous year's Engineer's Report. If available, the list of improvements should include detailed plans and specifications.
- Certified copies of the resolution(s) or other documentation required by the County for submittal of the annual levy.
- Updated assessment/boundary diagrams, as needed.
- Updates, if necessary, of pertinent development information.

If needed, the Fire District will also assist Willdan in obtaining pertinent development information.

The Fire District acknowledges that Willdan shall be relying upon the accuracy and validity of the information provided by the Fire District or their designees and that Willdan shall not be liable for any inaccuracies contained therein.

Schedule

The expected due dates for Fiscal Year 2022/23 levy submittal (subject to confirmation) and documentation per the County are identified below:

Annual Administration Schedule	
Date	Task Description
May 2023	Project kick-off and planning meeting
May/June 2023	Parcel research and create levy database for the current year, including preliminary database checks, land use, and parcel changes
June 2023	Resolution submittals
July 2023	Verify parcel databases with County Assessor's Data
July 2023	Submit levy files to County Auditor/Controller
August 2023	Corrections

Fee for Services

The following fees reflect application of the work plan identified in the Scope of Services. The fees are based on the time estimated that will be spent on average each year to provide the requested services. All costs associated with annual administration are fully recoverable either through the assessment levy or through payment by requestor for special services.

Willdan proposes a fixed fee of \$7,500 for a one (1) year agreement; plus, an additional two one-year options to renew at the same fee, with no CPI inflator.

Annual Administration Services			
	FY 22/23	Optional FY 23/24	Optional FY 24/25
Fire Suppression Benefit Assessment District 2004-1	\$ 3,750	\$ 3,750	\$ 3,750
Special Tax (Suppression, Protection & EMS)	\$ 3,750	\$ 3,750	\$ 3,750
Annual Administration Fee	\$ 7,500	\$ 7,500	\$ 7,500

Billing and Payment

Willdan will invoice the Fire District upon percentage of project completion.

Other Fees

Invoices/Handbills

Upon the District's request and approval, Willdan can prepare and mail invoices (handbills) to property owners whose proposed annual assessment/tax for their parcel could not be applied to the County tax roll. This is an optional service, and the cost associated with this service is not included in the annual fee; but may be provided at our then-current hourly consulting rates (see "Additional Services" below), plus expenses.

Reimbursable Expenses

Willdan will be reimbursed for out-of-pocket expenses. Examples of reimbursable expenses include, but are not limited to:

- Postage;
- Travel expenses;
- Mileage (current prevailing rate);
- Maps;
- Electronic data provided from the county and/or other applicable resources;
- Construction cost periodicals; and
- Copying (currently 6¢ per copy).

The Fire District shall reimburse Willdan for any costs Willdan incurs, including without limitation, copying costs, digitizing costs, travel expenses, employee time and attorneys' fees, to respond to the legal process of any governmental agency relating to the District or relating to the project. Reimbursement shall be at Willdan's hourly rates in effect at the time of such response.

Additional Services

Additional authorized services will be billed at Willdan's then current hourly consulting rates. Our current hourly rates are outlined in the table below.

Willdan Financial Services	
Position	Hourly Rate
Group Director	\$ 210
Principal Consultant / Assistant Director	200
Senior Project Manager	165
Project Manager / Program Director	145
Senior Project Analyst	130
Senior Analyst	120
Analyst	100
Analyst Assistant	75
Property Owner Services Representative	55
Support Staff	50

Authorization

If the terms of this engagement are acceptable, please sign where indicated and email this letter back to our contracts supervisor:

Joanie Reynolds
Willdan Financial Services
27368 Via Industria, Suite 200
Temecula, California 92590
Ph. (800) 755-6864; fax (951) 587-3510
E-mail: jreynolds@willdan.com

Willdan appreciates this opportunity to continue to assist the Nevada County Consolidated District with the annual administration of their special taxes and assessments. If you have any questions, please contact me at (951) 587-3575 or via email at MMedve@willdan.com. We look forward to hearing from you.

Sincerely,

WILLDAN FINANCIAL SERVICES



Gladys Medina
Group Director - Vice President
District Administration Services

Willdan Financial Services



Gladys Medina, Vice President and Group Director

May 11, 2022

Date

Nevada County Consolidated Fire District

Signature

Date

Print Name

ATTACHMENT 1 TO LETTER AGREEMENT

TERMS AND CONDITIONS

The Letter Agreement between the Nevada County Consolidated Fire District ("Client") and Willdan Financial Services ("WFS") is subject to these Terms and Conditions (collectively, this "Agreement").

1. **Additional Services.** Additional services shall be performed by WFS only upon Client's request evidenced by a written addendum executed by both parties.
2. **Compensation.** WFS shall submit monthly statements for services. Payments shall be due and payable within 30 days of invoice and if not timely paid shall bear interest at the rate of 1.5% per month.
3. **Termination.** Either party may terminate this Agreement at any time upon 30 days' written notice. In the event of early termination, WFS shall be paid for services performed prior to the effective date of termination.
4. **Data Provided by Client.** WFS shall rely upon data provided by Client without independent verification of accuracy. WFS shall not be responsible for any errors resulting from its use of inaccurate data provided by Client.
5. **Indemnification.** Each Party shall indemnify the other from claims resulting from their respective negligence or other wrongful conduct or the negligence or other wrongful conduct of their respective officers, agents or employees.
6. **Insurance.** WFS shall maintain the following insurance:
 - a. Workers' Compensation and Employer's Liability Insurance as prescribed by applicable law.
 - b. Commercial General Liability Insurance, with limits not be less than \$1,000,000 per occurrence and general aggregate.
 - c. Commercial Automobile Liability with limits not less than \$1,000,000 per occurrence.
 - d. Professional Liability with limits not be less than \$1,000,000 per claim and annual aggregate.
 - e. All policies except Professional Liability and Workers Compensation shall include Client as an additional insured and be primary with respect to any insurance carried by WFS. All policies shall include a waiver of subrogation in favor of Client.
 - f. WFS shall provide Client with certificates of insurance evidencing compliance with the above insurance requirements prior to commencing it services.
7. **Miscellaneous.**
 - a. Titles used in this Agreement are for general reference and are not a part of the Agreement.
 - b. This Agreement shall be interpreted as though prepared by both parties.
 - c. Any provision of this Agreement held to violate any law shall be deemed void, and all remaining provisions shall continue in full force and effect.
 - d. This Agreement shall be interpreted under the laws of the State of California.
 - e. This Agreement comprises a final and complete repository of the understandings between the parties and supersedes all prior or contemporary communications, representations or agreements, whether oral or written, relating to the subject matter of this Agreement.
 - f. Any notices given pursuant to this agreement shall be effective on the third business day after posting by first class mail, postage prepaid, to the address appearing immediately after the signatures below.
 - g. WFS shall not be liable for damages resulting from the actions or inactions of governmental agencies including, but not limited to, permit processing or environmental impact reports.
 - h. WFS's waiver of any term, condition, or covenant, or breach of any term, condition, or covenant, shall not constitute the waiver of any subsequent breach of any other term, condition or covenant.
 - i. WFS shall not responsible for the performance of services by third parties not retained by WFS.



Nevada County Consolidated Fire District

640 Coyote Street, Nevada City, CA 95959

(530) 265-4431 FAX (530) 265-4438

nccfire@nccfire.com • www.nccfire.com

To: Board of Directors
From: Fleet and Facilities Supervisor Greene, through Fire Chief Robitaille
Date: February 7, 2023
Re: Fire Station 86 Architecture services

Background:

The district requested bids for the architectural services for the interior design of the remodel of station 86. The procedure was followed per purchasing policy, section 209.4.3. Staff received and opened bids on January 17, 2023.

Recommendation:

Staff requests the Board to authorize Fleet and Facilities Supervisor Greene to accept the lowest responsible bid and be authorized to sign on behalf of the district for interior architectural services at station 86.

Fiscal Implications:

The lowest responsible bid received was in the amount of \$31,150.00. This project would be funded through Fund 758-5, Facilities.

Requested Motion:

Adopt resolution 23-02, accepting the lowest responsible bid for the interior architectural services for station 86 and authorizing Fleet and Facilities Supervisor Greene to sign documents on behalf of the district for this project.



Nevada County Consolidated Fire District

Resolution 23-02

Accepting the Lowest Responsible Bid, Russell

Davidson Architecture & Design, for Station 86 Architectural Services and Designating an Agent to Sign Bid Documents on Behalf of the District

WHEREAS, the Nevada County Consolidated Fire District Board of Directors (Board) has identified funding in fund 758-5, Facilities in fiscal year 2023/2024 for architectural services for the interior of Station 86, 12337 Banner Lava Cap Road, Nevada City, CA, and;

WHEREAS, following the NCCFD Purchasing Policy, 1 bid was received by the specified deadline of January 17, 2023 at 3:00 p.m. at 640 Coyote Street, Nevada City, CA 95959; and

WHEREAS, after review, Staff determined that Russell Davidson Architecture & Design, had the lowest, responsible bid in the amount of \$ 31,150.00; and,

WHEREAS, the Board of Directors designates Fleet and Facilities Supervisor Kevin Greene, as the agent to sign on behalf of the District, all documents pertaining to the architectural services for the interior of Station 86.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Directors of the Nevada County Consolidated Fire District hereby approves the architectural services for the interior of Station 86 and accepts Russell Davidson Architecture and Design with their bid of \$31,150.00.

PASSED AND ADOPTED by the Board of Directors of the Nevada County Consolidated Fire District at their Regular Board Meeting held on the 16th day of February, 2023 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

Keith Grueneberg, President of the Board
Nevada County Consolidated Fire District

Attest:

Tricia Bush, Secretary of the Board

Resolution 23-02
February 16, 2023



Nevada County Consolidated Fire District

640 Coyote Street

(530) 265-4431 FAX (530) 265-4438

nccfire@nccfire.com

www.nccfire.com

Fire Station 86 Architectural Drawings

January 17, 2023

3:04 PM

Opened by: Kevin Greene

Sealed Bid Results

(1) Bids Received

1. Russell Davidson
 9:00 AM (Received: 1/17/23- KP)

Bid Amount: \$31,150.00

2. _____ AM (Received:)

Bid Amount:

3. _____ AM (Received:)

Bid Amount:

4. _____ AM (Received:)

Bid Amount:

5. _____ AM (Received:)

Bid Amount:

ALL BIDS SUBJECT TO REVIEW AND VERIFICATION BEFORE THE PROJECT IS AWARDED.



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ARTICLE 2
BASIS OF COMPENSATION

The Owner shall compensate the Architect for the Services provided in accordance with the Terms and Conditions of this Agreement as follows:

1. Services shall be a fixed fee of **\$31,150.00**. Any hourly fees and/or consultant fees will be billed in addition to the fixed fee. Billing shall be monthly and at project completion.
2. An initial payment of **\$1,500** shall be paid to the Architect and credited toward the Client's final payment.

Fee Schedule

Pre-Design & Existing Conditions	\$3,000
Schematic Design	\$6,150
Design Development	\$6,500
Construction Documents	\$11,000
Construction Administration	\$4,500
Subtotal	<u>\$31,150</u>

1. The following is work not included in the above fee estimate:
 - 1.1. Hood ventilation system design. We are assuming the Kitchen will be a residential type kitchen and will not require a Type II hood and make-up air system.
 - 1.2. Ventilation for Engine Bays.
 - 1.3. Utility incentive calculations and documentation.
 - 1.4. Low-voltage design of any kind.
 - 1.5. Title-24 commissioning.
 - 1.6. Engineering services during construction.
 - 1.7. Construction cost estimates.
 - 1.8. Any service not specifically included herein.
2. **ADDITIONAL SERVICES** not covered by the Architect's Basic Services described above, changes to drawings requested by the Owner which are different from approvals given, and Reimbursable Expenses will be charged in addition to the fee for Basic Services. These additional fees will be charged based on the Architect's hourly fee as outlined by the Standard Terms And Conditions For Architectural Services, attached.

OWNER'S ACCEPTANCE

Owner

Date

ARCHITECT'S ACCEPTANCE

Architect

Date

149 Crown Point Ct. Suite C, Grass Valley, CA 95945
russ@davidsonarch.com
(530) 913-2370



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AGREEMENT BETWEEN OWNER AND ARCHITECT

AGREEMENT made as of Jan 17, 2023

BETWEEN the Owner: Kevin Greene
640 Coyote Street
Nevada City, CA 95959

And the Architect: Russell Davidson Architecture + Design
149 Crown Point Ct. Suite C
Grass Valley, CA 95945
License: C-36895

For the following project: Interior renovation to fire station. Scope to include 3 new bedrooms, an office, 2 bathrooms, kitchen (non-commercial) and an exercise room. HVAC is to be replaced and electrical will be replaced as needed. There will be no work to the exterior of the building.

Project Location: NCCF Station 86
12337 Banner Lava Cap
Nevada City, CA 95959

The Owner and the Architect agree as set forth below:



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ARTICLE 1
ARCHITECT'S BASIC SERVICES

The Architect's Basic Services consist of the phases described in Paragraphs A through E

A. AS-BUILT DRAWINGS & PRE-DESIGN PHASE

1. Project Initiation

- 1.1. Review all applicable codes pertaining to the proposed Project design.
- 1.2. Identify design issues relating to functional needs, directives and constraints imposed by applicable regulatory codes.
- 1.3. Based on topography data and building plans provided by the Owner, input into computer and develop existing conditions base for the Schematic Design Phase.
- 1.4. Administer Project as required to coordinate work with the Owner and among Consultants.
- 1.5. Prepare detailed Room/Space Data Sheets for new and renovated rooms, which outline the requirements for each room listed in the program space summary. Room Data Sheets shall clearly indicate the detailed requirements for each room, including, but not limited to:
 - 1.5.1. Room Requirements, such as assignable square footage (ASF), the number of rooms, Occupancy loads, special ceiling height requirements, access constraints, security, hours of use, required adjacencies to other program rooms/spaces, and other physical necessary requirements.
 - 1.5.2. Services, such as: Fire Protection requirements, Ventilation, Exhaust, Filtration, Power, Telecommunications, Audio Visual, Emergency Power, Sinks, Floor Drains, Water, Compressed Air, Natural Gas, and other infrastructure needs for future expansion of services and environmental requirements.
 - 1.5.3. Fixtures, Finishes, and Equipment (FF&E) needs

B. SCHEMATIC DESIGN PHASE

Upon Owner's acceptance of Architect's work in the previous phase, Architect shall prepare for the Owner's review a Schematic Design Study, containing the following items as applicable to the Project scope, as follow:

1. Architectural

- 1.1. Demolition plans with basic keynotes.
- 1.2. Scaled floor plans showing overall dimensions, identifying the various major areas and their relationship. Include circulation and room-by-room tabulation of all net usable floor areas and a summary of gross floor area. Also, provide typical layouts of major equipment or operational layout.
- 1.3. Preliminary building exterior elevations and sections in sufficient detail to demonstrate design concept indicating location and size of fenestration.
- 1.4. As applicable, identify proposed roof system, deck, insulation system, and drainage technique.
- 1.5. Identify minimum finish requirements, including ceiling, floors, walls, doors, windows, and types of hardware.
- 1.6. Preliminary Code Analysis & Fire & Life Safety plans. Identify code requirements, including occupancy classification(s), building occupant loads, type of construction.

C. DESIGN DEVELOPMENT PHASE

Upon Owner's acceptance of Architect's work in the previous Phase and assuming Owner has not delayed or terminated the Agreement, Architect shall prepare from the accepted deliverables from the Schematic Design Phase, the Design Development Phase documents consisting of the following for each proposed system within Architect's scope of work:

1. Architectural

- 1.1. Preliminary Fire & Life Safety plans. Identify code requirements, including, but not limited to: occupancy classification(s) and occupant loads, type of construction, front, rear, and side-yard requirements, means of



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- egress, rated corridors, required exits, area separation walls, areas of refuge, proposed hydrant locations, fire truck access, and other fire and Life Safety features required as a result of developing design strategy.
- 1.2. Scaled, dimensioned floor plans with final room locations including all openings.
 - 1.3. 1/8" scale building sections showing dimensional relationships, materials and component relationships.
 - 1.4. Exterior elevations of all proposed new buildings, existing buildings to be renovated and all architectural elements of the Project.
 - 1.5. Basic exterior wall assemblies and interior wall types proposed.
 - 1.6. Enlarged plan areas for special use areas.
 - 1.7. Preliminary Door, Frame, and Window schedules
 - 1.8. Roof plans with proposed drain locations
 - 1.9. Floor plans identification all fixed and movable equipment.
 - 1.10. Interior finishes identified and located within the rooms of all buildings.
 - 1.11. Site plan with hardscape, landscape areas, steps, stairs, and ramps completely drawn with beginning notes and dimensions including grading and paving.
 - 1.12. Preliminary development of details and large scale blow-ups.
 - 1.13. Legend showing all symbols used on drawings.
 - 1.14. Typical reflected ceiling development including ceiling grid and heights for each ceiling to be used, showing:
 - 1.14.1. Light fixtures
 - 1.14.2. Ceiling registers or diffusers.
 - 1.14.3. Access Panels.

D. CONSTRUCTION DOCUMENTS PHASE

Upon Owner's acceptance of Architect's work in the previous Phase and assuming Owner has not delayed or terminated the Agreement, Architect shall prepare from the accepted deliverables from the Design Development Phase the Construction Documents consisting of the following for each proposed system within Architect's scope of work:

Construction Documents:

1. Architectural:

- 1.1. Site plan complete showing limits of work, all hardscape and landscape areas, ADA path of travel, fencing, and other site improvements, coordinated with Civil, Landscape, and electrical site lighting/power plans.
- 1.2. Demolition plans complete with Keynotes showing existing site and building elements that are to be removed and/or protected and to remain, or items to be salvaged and delivered to the Owner.
- 1.3. Floor plans, elevations, and sections with all notes, symbols, and detail/ section call-outs coordinated.
- 1.4. Architectural details and large blow-ups completed.
- 1.5. Finish, Door & Hardware, and Window Types and Schedules completed, including all details.
- 1.6. Interior elevations with cabinetry.
- 1.7. Fixed equipment details and identification.
- 1.8. Reflected ceiling plans, finishes and heights, and coordinated with Structural, MEP.
- 1.9. Specification sections complete and coordinated with products, materials, equipment, and components shown on the plans and schedules.
- 1.10. Any other plans as needed to convey Architectural scope of work.

2. Electrical:

1. Provide one site visit to ascertain existing electrical service and distribution.
2. Layout & circuit new interior lighting & building exterior lighting.
3. Layout new lighting controls. Controls to be T-24 compliant.
4. Layout & circuit general purpose receptacles to meet code, and Owner specific requirements. Provide branch circuit design for mechanical, plumbing, and Owner furnished equipment.
5. Distribution design to serve building electrical needs, including panel schedules, sizing of feeders, and load calculations.
6. Telecommunications will include rough-in of conduit pathways and device mounting boxes.
7. Locate j-boxes for low voltage systems (design by others)

3. HVAC Construction Documents



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- 3.1. Site field survey to document the existing HVAC system.
- 3.2. Preliminary design development meeting.
- 3.3. Provide basic design criteria for HVAC system.
- 3.4. Air distribution calculations for each space.
- 3.5. A complete HVAC design analysis on a zone-by-zone basis.
- 3.6. Duct system design and layout.
- 3.7. HVAC equipment sizing and selection, detailed schedule with performance characteristics and complete system design.
- 3.8. HVAC drawings shall include HVAC floor plans (scale: 1/4"=1'-0"), mechanical details, equipment schedule, legends and notes.
- 3.9. Provide building department plan check corrections as needed for issuance of permit to construct.
4. **Plumbing Construction Documents**
 - 4.1. Site field survey to document the existing plumbing.
 - 4.2. Supply and wastewater demand calculations.
 - 4.3. Supply water piping system sizing and layout, inside building to within 5 feet of building exterior.
 - 4.4. Waste and vent piping system sizing and layout, inside building to within 5 feet of building exterior.
 - 4.5. All plumbing system design will be inside building to within 5 feet of building exterior.
 - 4.6. Plumbing drawings shall include Plumbing floor plans, Plumbing details and isometrics, fixture schedule, legends and notes.
 - 4.7. Provide building department plan check corrections as needed for issuance of permit to construct.
5. **Title-24 Energy Compliance**
 - 5.1. Non-residential Title-24 Mechanical only compliance calculations.
 - 5.2. Heating and cooling load calculations for each zone Title-24 requirement.

E. CONSTRUCTION ADMINISTRATION PHASE

1. Based on the signed contract between the Client and General Contractor, the Architect shall provide the following services during construction.
 - 1.1. The Architect shall attend Project coordination meetings with the Client and the General Contractor as reasonably required and shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 1.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. The Architect shall recommend the rejection of any work that is not in accordance with the Construction Documents.
 - 1.2. The Architect shall review and take appropriate action in a timely manner on all subcontractors' submittals such as shop drawings, product data and/or samples. The Architect shall prepare supplemental and clarification drawings, as required.
 - 1.3. The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. If not detailed in the Proposal, the Architect will provide the below limits. When the limits below are reached, the Architect shall promptly notify the Owner's Representative:
 - 1.3.1. (X) Coordination meeting by the Architect during construction per every (X) weeks of construction.
 - 1.3.2. (1) visits to the site by the Architect during construction per every (4) weeks of construction.
 - 1.3.3. (2) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor.
 - 1.3.4. (X) inspection for any portion of the Work to determine final completion.



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ARTICLE 2
BASIS OF COMPENSATION

The Owner shall compensate the Architect for the Services provided in accordance with the Terms and Conditions of this Agreement as follows:

1. Services shall be a fixed fee of **\$31,150.00**. Any hourly fees and/or consultant fees will be billed in addition to the fixed fee. Billing shall be monthly and at project completion.
2. An initial payment of **\$1,500** shall be paid to the Architect and credited toward the Client's final payment.

Fee Schedule

Pre-Design & Existing Conditions	\$3,000
Schematic Design	\$6,150
Design Development	\$6,500
Construction Documents	\$11,000
Construction Administration	\$4,500
Subtotal	\$31,150

1. The following is work not included in the above fee estimate:
 - 1.1. Hood ventilation system design. We are assuming the Kitchen will be a residential type kitchen and will not require a Type II hood and make-up air system.
 - 1.2. Ventilation for Engine Bays.
 - 1.3. Utility incentive calculations and documentation.
 - 1.4. Low-voltage design of any kind.
 - 1.5. Title-24 commissioning.
 - 1.6. Engineering services during construction.
 - 1.7. Construction cost estimates.
 - 1.8. Any service not specifically included herein.
2. **ADDITIONAL SERVICES** not covered by the Architect's Basic Services described above, changes to drawings requested by the Owner which are different from approvals given, and Reimbursable Expenses will be charged in addition to the fee for Basic Services. These additional fees will be charged based on the Architect's hourly fee as outlined by the Standard Terms And Conditions For Architectural Services, attached.

OWNER'S ACCEPTANCE

Owner

Date

ARCHITECT'S ACCEPTANCE

Architect

Date

149 Crown Point Ct. Suite C, Grass Valley, CA 95945
russ@davidsonarch.com
(530) 913-2370



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STANDARD TERMS AND CONDITIONS FOR ARCHITECTURAL SERVICES

A. ENTIRE AGREEMENT

This Agreement is the offer of Russell Davidson Architecture + Design (herein referred to as "the Architect"), to perform the consulting services described in the attached Proposal for Basic Architectural Services. Acceptance by the Client is strictly limited to the attached Proposal and these Terms and Conditions for Architectural Services, which when acknowledged in writing, is authorization to proceed. The Client is defined as the person or business entity signing the Agreement authorizing the Architect to proceed. This Agreement supersedes all prior written proposals and/or negotiations not referenced herein between the parties and is expressly conditioned upon the Client's agreement of the Terms and Conditions hereof. This Agreement may only be modified in writing executed by both parties.

B. SERVICES TO BE PERFORMED

The services to be performed are described in the preceding Proposal for Architectural Services. Unless otherwise specified in the Proposal or the Terms and Conditions, the Architect shall furnish all technical and professional services, including labor, materials, supplies, equipment, transportation and supervision to perform all tasks listed in the Proposal.

C. COMPENSATION

Fee. The attached Proposal describes the tasks, phases and compensation terms.

Terms of Payment. Invoices shall be submitted upon completion of a phase or monthly based on percentage complete at that time. Payments are due upon the Client's receipt of invoice. Amounts that are unpaid thirty (30) days after the invoice date shall bear interest at the rate of one and a half percent (1.5%) per month. A minimum finance charge of \$10.00 shall be assessed on all overdue payments.

Payments Withheld. No deductions shall be made from the Architect's compensation on account of penalty, liquidated damages or other sums withheld from payments to the contractor(s), or on account of the costs of changes in the contractor's services other than those which the Architect is adjudged to be liable.

Suspension. If any payment is more than thirty (30) days past due, the Architect may, after giving seven (7) days written notice to the Client, suspend services under this Agreement until the Architect is paid in full all amounts due for services, expenses, and other charges. Additionally, in the event of suspension, the Client shall waive all rights, claims, etc. which it might otherwise have against the Architect as a direct or indirect result of such suspension.

D. ADDITIONAL SERVICES

All Additional Services shall be approved by the Client and the Architect in writing prior to proceeding. The following are Additional Services that are not specified above and are considered beyond the Basic Architectural Services.

Master Planning. The Architect may assist the Client in developing and preparing a long term Master Plan. All work associated with the Master Plan, including all preliminary design work, shall be considered an Additional Service.

Redesign to meet Project Budget Costs. The Client is responsible to establish Project Budget Costs and obtain required cost estimates. If the Architect is not contracted to provide Cost Estimating services, the Architect shall not be liable to redesign to meet the project budget costs. If redesign is required due to revised or miscalculated project budget costs furnished by a party other than the Architect, the time required shall be considered Additional Services.

Public Hearings / Municipal Filings. In the event a Public Hearing is required for a municipal agency (Zoning Board of Appeals, Planning Board, Architectural Review Board, etc.), the Architect shall invoice the Client on an hourly basis for both the preparation and time spent at the meeting.

Interior Design Services. The Architect may assist the Client in the selection of plumbing fixtures, plumbing fittings, hardware, appliances, kitchen cabinets, decorative lighting, tile, stone slabs, furniture, fabric, carpets, paint colors, artwork, accessories, etc. Interior Design Services shall be considered Additional Services.

Purchasing through the Office of the Architect. Products and materials such as plumbing fixtures, plumbing fittings, hardware, appliances, kitchen cabinets, decorative lighting, tile, stone slabs, furniture, fabric, carpets, paint, artwork, accessories, etc., may be purchased through the office of the Architect. The full trade discount, as applicable, shall be forwarded to the Client. A purchasing coordination and handling fee of twenty percent (20%) shall be applied to the cost of all items purchased through the office of the Architect.



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Modeling. The Architect may develop and prepare a three dimensional physical scale model of the proposed project for the Client. All modeling shall be considered Additional Services.

Rendering. The Architect may develop and prepare a digital rendering of the proposed project for the Client. All modeling shall be considered Additional Services.

Engineering. Based upon the particular needs of the Client, engineering services may be required for heating, air conditioning, electrical, plumbing, structural calculations, site planning, grading, septic systems and/or fire suppression. Engineering services are not included in this Agreement unless stated otherwise in the Proposal for Basic Architectural Services. If Engineering Services are incorporated into the Basic Architectural Services, and it has been determined that the Engineer (or consultant) has made an error or omission, the Client shall seek legal remedy from the Engineer (or consultant) directly, without participation by the Architect.

Coordination of Consultants' and/or Client's Work. Any coordination of Work performed directly by the Client or work performed by consultants hired by the Client, including but not limited to structural engineers, mechanical engineers, kitchen designers, landscape designers, interior design consultants, audio/video consultants, lighting designers, etc., shall be considered Additional Services.

Fees for Additional Services. The Architect may provide Additional Services beyond those listed in the Proposal for Basic Architectural Services by a negotiated sum or on an hourly basis. See Exhibit 'A' for hourly rates.

Hourly rates specified are valid for twelve (12) months from the date listed on the Proposal for Basic Architectural Services and shall be increased five percent (5%) on the first day of the thirteenth month to reflect market conditions, employee benefits and salary compensation. Each rate increase is valid for an additional twelve (12) months.

Reimbursable Expenses. Reimbursable expenses shall include, but not be limited to, consultants' fees, printing, reproductions, bulk copying, photographic services, long distance telephone calls, postage, shipping, delivery, long distance travel expenses, lodging, meals and/or other project related out-of-pocket expenses. Items shall be reimbursed to the Architect at cost plus ten percent (10%), unless a specific cost is listed below:

Travel mileage rate (2023) \$0.56 per mile

E. CLIENT'S RESPONSIBILITIES

Project Budget. The Client shall establish a Project Budget with reasonable contingencies that meets the project requirements. The Project Budget shall be established by the Client prior to the Architect proceeding with Basic Architectural Services.

Property Surveys. Unless otherwise specified, Property Surveys are not included in Basic Architectural Services. The Architect shall assume that the Property Surveys, if required, shall be readily available. The Architect assumes all information on these documents is accurate and is not responsible for any information completed by others.

Project Representative. The Client shall appoint and authorize a Project Representative to answer field questions and make timely decisions (within five (5) business days). The Architect assumes that the Client shall be the Project Representative unless the Client notifies the Architect, in writing, that another Project Representative has been appointed. If the Client replaces or selects a new Project Representative, any time spent by the Architect to bring the new Project Representative current shall represent Additional Services.

Cost Estimates. If the Architect is not contracted to provide cost estimating services, the Client shall employ a contractor or construction cost estimating consultant to provide cost estimating services. The Architect and its consultants do not warranty, guarantee or certify the construction cost for the project or any part of the project.

Selection of Qualified Contractor(s). If the Architect is not contracted to provide Construction Management Services, the Client shall select a qualified contractor(s) with a minimum of three (3) years of construction experience in work similar in nature to the Project Description located in the immediate vicinity. The contractor shall provide a minimum of three (3) references as mutually agreed upon by the Client and the Architect.

Consultants. The Client shall furnish the services of consultants when such services are requested by the Architect and are reasonably required by the Project.

Permits & Fees. The Client shall be responsible for paying all permitting and related fees. It shall not be the Architect's responsibility to obtain fee estimates.

F. OWNERSHIP OF DOCUMENTS

All documents prepared or furnished by the Architect pursuant to this Agreement are instruments of the Architect's professional service, and the Architect shall retain an ownership and property interest therein. The Architect grants the Client a license to use instruments of the Architect's professional service for the purpose of constructing, occupying and maintaining this specific Project. Reuse and/or modification of any such documents, without the Architect's written permission, shall be at



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the Client's sole risk, and the Client agrees to indemnify and hold the Architect harmless from all claims, damages and expenses, including attorney's fees, arising out of such reuse and/or modification by the Client or by others acting through the Client.

Notice of Copyright. All ideas, designs, arrangements and/or plans indicated or represented by the Architect's drawings will be created, evolved and developed for use on this specific Project. None such ideas, designs, arrangements and/or plans shall be used by or disclosed to any purpose whatsoever without the written permission of the Architect.

G. PUBLICITY

The Architect and its consultants shall have the right to photograph the Project and to use the photographs in the promotion of its professional service through publication, advertising, public relations, brochures, websites, or other marketing media.

H. INSURANCE, INDEMNITY AND LIMITATIONS

Insurance. The Architect shall maintain Workman's Compensation, General Liability, and Professional Liability Insurance throughout the period of this Agreement. Certificates of insurance are available on request.

The expense of any additional insurance coverage or increased policy limits of liability beyond, including professional liability insurance, requested by the Client in excess of the standard coverage of the Architect and its consultants shall be borne by the Client.

The Client shall require the contractor to name the Architect as an Additional Insured on the contractor insurance policy.

Limitation of Liability. For any damage on account or error, omission or other professional negligence, the Architect's liability shall be limited to the Architect's fee received under this Agreement.

Waiver of Consequential Damage. The Architect and the Client waive consequential damage for claims, disputes and other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with the provisions defining termination.

Hazardous Substances. The Architect shall not be responsible for the identification, removal, testing and/or certification of removal relative to any hazardous substance including, but not be limited to, PCB, petroleum, mold infestation, hazardous waste, asbestos, lead, and any other similar substances. The Architect and the Client acknowledge that the Basic Architectural Services does not include any items related to a Hazardous Environmental Condition.

Unforeseen, Latent or Hidden Conditions. Unforeseen, latent or hidden conditions may not be readily ascertainable regardless of the extent of the investigation. Such conditions may impact the design and necessitate extensive revisions to the design. When architectural services are required to address these conditions, those services shall be deemed Additional Services.

I. STANDARD OF PRACTICE

Services performed by the Architect under this Agreement shall be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of their respective professions practicing in the same locality under similar conditions.

No other representation, expressed or implied, and no warranty or guarantee is included or intended in this Agreement, or any report, opinion, document, or otherwise.

J. DISPUTE RESOLUTION

Mediation and Arbitration. It is mutually agreed that the terms of this Agreement shall be binding upon both parties and their successors, executors, administrators and assigns.

Any dispute or claim arising in connection with this Agreement shall be submitted to Mediation for resolution in accordance with the Construction Industry Mediation Rules for the American Arbitration Association currently in effect. If not resolved, then the dispute or claim shall be subject to Construction Industry Arbitration Rules of the American Arbitration Association currently in effect. The Mediation and Arbitration shall take place in Nevada County.

K. MISCELLANEOUS PROVISIONS

Architect's Representative. The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

Approved Project Scope. The Project Scope shall be all elements of the Project to be designed or specified by the Architect that will have an associated construction cost. Upon completion of the Schematic Design Phase, the Owner shall approve the Project Scope and associated Construction Budget. If, after approval, the Project Scope changes at the Client's request, the Construction Budget will be updated and the stipulated sum flat fee will be adjusted accordingly.

Certification of the Construction Documents. The final Construction Documents shall be reviewed and certified by the Client and Architect prior to contractor bidding and/or municipal review. Certification by the Client and Architect shall indicate



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that the Construction Documents meet with all party's full approval. All revisions made to the Construction Documents subsequent to the certification shall be considered Additional Services.

Termination. Either party may elect to terminate this Agreement with not less than seven (7) days notice should either party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

The Client shall hold the Architect harmless for delays, clarifications, or non-conformance with the Contract Documents if the Architect has been terminated prior to the Construction Administration portion or phase of the work.

Proposal Validity. This Proposal shall remain in effect for thirty (30) days from the Proposal Date. If not executed within this period of time, this Proposal may be deemed null and void by the Architect.

Method and Means of Construction. The Architect and its consultants are not responsible for the method, means or sequencing of construction unless this is arranged contractually (in writing) executed by both parties.

Storage of Materials. The contractor is responsible for the storage and proper protection of materials. Materials shall be stored in an area that is adequately ventilated and free from excessive moisture and condensation that may be conducive to mold contamination.

L. DEFINITIONS

Construction Cost. Construction Cost shall be the total cost or, to the extent the Project is not completed, the estimated cost to the Client of all elements of the Project designed, selected or specified by the Architect.

Construction Cost shall include the cost at current market rates of labor and materials furnished by the Client and equipment designed, specified, selected or specially provided for by the Architect, including the costs of management or supervision of construction or installation provided by a separate construction manager or contractor, plus a reasonable allowance for their overhead and profit. In addition, a reasonable allowance for contingencies shall be included for market conditions at the time of bidding and for changes in the Project.

Construction Cost does not include the compensation of the Architect and the Architect's consultants or any other costs that are the responsibility of the Client as provided in this Agreement.

Surveyed Space. Surveyed Space shall be all the space surveyed and documented during an Existing Conditions Survey (ECS) as measured from the interior surface of the exterior walls. Surveyed Space shall include all interior space including, but not limited to, basements, garages, mechanical rooms, closets, storage rooms, covered porches, and similar space.



RUSSELL DAVIDSON
ARCHITECTURE + DESIGN

EXHIBIT 'A'
SCHEDULE OF RATES

Role	\$ / Hr
Architectural	
Principal	\$160
Project Architect	\$140
Structural	
Principal Engineer	\$190
Senior Engineer	\$165
Project Engineer	\$125
Office/Clerical	\$80
Mechanical	
Project Manager	\$170
Senior Designer	\$140
Energy Analyst	\$110
CAD Technician	\$90
Electrical	
Principal Engineer	\$175



**NEVADA COUNTY CONSOLIDATED
FIRE DISTRICT**

REQUEST FOR PROPOSAL

AUDIT SERVICES FOR FISCAL YEARS ENDING
June 30, 2023
June 30, 2024
June 30, 2025

February 16, 2023

I. INTRODUCTION

The Board of Directors is interested in receiving proposals from qualified firms to provide accounting and auditing services to the Nevada County Consolidated Fire District (NCCFD) for the fiscal years ending June 30, 2023, June 30, 2024, and June 30, 2025

The closing date for the submittal of a proposal is May 4, 2023, at 5:00 p.m.

II. SCOPE OF WORK

- A.** Provide a scope of the audit or audit plan to the district's Board of Directors for their review and approval at least thirty (30) days before the audit work begins.
- B.** Compile, from information provided by Nevada County and the NCCFD, the financial statements, notes to financial statements, and supplementary information to be included in the District's Annual Financial Report.
- C.** Prepare for the California State Controller, NCCFD's Statement of Assets, Liabilities, and Fund Balance. This must be submitted to the State Controller's Office to meet the filing deadline as required by the State of California. Quote separately.
- D.** Prepare all work papers necessary to summarize and consolidate information to be included in the Annual Audit.
- E.** Review existing accounting practices to ensure compliance with the Generally Accepted Accounting Practices (GAAP) and the California State Uniform System for accounting procedures, and to all applicable laws.
- F.** Provide, as required, assistance to the District concerning all phases of Governmental Fund Accounting and bookkeeping practices.
- G.** Prepare financial statements at the close of each fiscal year to the state, as may be required by applicable special district laws and regulations.
- H.** Make recommendations to the Board concerning the most advantageous method of financing all capital acquisitions, if requested.
- I.** Analyze the financial position of the District when requested by the Board.
- J.** Be responsible for producing all exhibits and the subsequent proofing. After final proofing, the Annual Audit will be bound and submitted to NCCFD.
- K.** Plan the engagements to allow for a completion date no later than 120 days following the close of the fiscal year, with a report to the NCCFD Board of Directors within thirty (30) days of completing the audit, to include comments on any practices found that, in the opinion of the auditors, are inappropriate or place the District's assets at risk.

- L. Provide day-to-day accounting assistance to NCCFD staff, when required, concerning questions that may arise as to the proper accounting treatment of transactions.
- M. Any other accounting and/or auditing service above and beyond the normal scope of this service and not defined above, which may be requested by the Board of Directors, may be negotiated.

III. PROPOSAL FORMAT

A. General Information

1. Provide the name and address of the firm, the date established, and a brief description of the firm's history.
2. Describe briefly the experience and professional achievements of the person or persons in your firm who would be assigned to work on this account.
3. Describe the current software used by your firm and its compatibility with NCCFD Accounting Program QuickBooks Premier.

B. Experience

1. Describe briefly the Governmental Fund Accounting experience relating to other special districts similar to the NCCFD.
2. Describe any other governmental accounting experience.
3. Identify each public agency and the names of an official of each public agency who may be contacted for references, and a phone number.

C. Other Information

Include any additional information about your firm that would aid the NCCFD in evaluating your competence, capabilities, and resources. Please keep comments brief and to the point.

D. Compensation

1. State the all-inclusive price and estimated total hours as outlined in the Scope of Work.
2. Staff travel, clerical, and printing expenses must be included in the abovementioned price.
3. State whether data processing will be used in the audit examination(s) and if so, estimate the data processing resources NCCFD will need to supply in terms of computer time and operator time. Note that programmer time will not be available from NCCFD.

IV. EVALUATION OF PROPOSALS

- A.** A screening committee will review each proposal to ascertain the top three firms. These firms may be invited to an oral interview for the final selection. Final selection will be based on the firm's response as outlined in the "Proposal Format" section of the RFP, the oral interviews, and the total compensation for services rendered.
- B.** The top three firms will be identified for the Board of Directors, and NCCFD reserves the right to award the contract to the firm that, in the opinion of NCCFD, is best qualified to provide the required audit services.
- C.** NCCFD reserves the right to reject any or all proposals, either in their entirety or in part, and to retain all proposals, whether solicited or rejected.
- D.** NCCFD reserves the right to negotiate minor deviations to the proposal with the successful firm.

V. DEADLINE

Submit ten copies of your proposal no later than 5:00 p.m. on May 4, 2023, to NCCFD, C/O Jason Robitaille, 640 Coyote Street, Nevada City, CA 95959. Late proposals will not be considered. Proposals will be submitted in a sealed envelope, clearly marked **NCCFD – RFP for Audit Services**.

VI. SUBMITTING PROPOSALS

Proposals will be accepted at the Administrative Office, 640 Coyote Street, Nevada City, CA 95959, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday (except legal holidays), until the date and time specified under "Deadline". All proposals must be signed and dated by the submitter.

VII. INQUIRIES

Prospective auditing firms requiring additional information or clarification about this RFP must submit their questions in writing via email to nicolelong@nccfire.com. Responses will be made to all inquiries during the Comment Period, which will run from April 3 to April 30, 2023. Interested parties should refrain from making personal contact with NCCFD officials or any other persons associated with this RFP, and attempts to make inappropriate contacts may be grounds for disqualification from the selection process. If any inquiry submitted to the email address above raises an item of interest to all bidders or the need for an important clarification related to the RFP process, the inquiry and response may be disseminated to all potential bidders by email. All inquiries and responses will remain anonymous.

VIII. CONFLICT OF INTEREST

Bidder warrants and covenants that no official or employee of the NCCFD, nor any business entity in which an official of the NCCFD has an interest, has been employed or retained to solicit or aid in the procuring of the resulting contract, nor that any such person will be employed in the performance of such contract without immediate divulgence of such fact to the NCCFD.



Nevada County Consolidated Fire District

640 Coyote Street, Nevada City, CA 95959

(530) 265-4431 FAX (530) 265-4438

nccfire@nccfire.com • www.nccfire.com

To: NCCFD Board of Directors
From: Fire Marshal Mason, through Fire Chief Robitaille
Date: February 9, 2023
Re: RFP For Prevention Services

Background:

With the retirement of Terry McMahan, the Department of Fire Prevention has a vacant position for the Deputy Fire Marshal. We attempted to fill the position with internally and was unsuccessful. Staff created an external, non-safety Fire Prevention Officer I position and was once again unsuccessful.

Recommendation:

The Department of Fire Prevention would like to open a Request for Proposal (RFP) for Fire Prevention / Inspector services. We will be requesting information for a third-party company to provide fire and life safety inspections within our fire district. This fire inspector's assignment will be to complete pre-plans, general, and operational permit inspections of commercial occupancies.

Fiscal Implications:

Currently unknown.

Requested Motion:

Motion to allow Fire Marshal Patrick Mason to go out to RFP for Fire Prevention / Inspector services.



15 Dec
Dear First Responders,

Your thoughtfulness
is bright enough
to light the world.

THANK YOU
for keeping us safe

Bill and Sh

RE
JAN

WILLIAM [REDACTED]
SHIRLEY [REDACTED]

2985
30-7426/3140

15 December 2022
Date

Pay to the order of Nevada County Consolidated Fire \$200⁰⁰
Two hundred and 00/100 Dollars

For Thank you Shirley [REDACTED]



**California Special
Districts Association**

Districts Stronger Together

DATE: January 30, 2023

TO: CSDA Voting Member Presidents and General Managers

FROM: CSDA Elections and Bylaws Committee

SUBJECT: **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT C**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2024 - 2026 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent.
(See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

RECEIVED
FEB 02 2023
NCCFD

Nomination Procedures: Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations for the Northern, Sierra, Coastal and Southern Networks is April 6, 2023. Where there is no incumbent running in the Bay Area and Central Networks the deadline for receiving nominations is April 17, 2023. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
Fax: 916.442.7889
E-mail: amberp@csda.net

Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on June 5, 2023. All votes must be received through the system no later than 5:00 p.m. July 14, 2023. The successful candidates will be notified no later than July 18, 2023. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in August 2023.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network	Seat C – Fred Ryness, Burney Water District*
Sierra Network	Seat C – Pete Kampa, Groveland Community Services District*
Bay Area Network	Seat C – <i>Vacant</i>
Central Network	Seat C – Steve Perez, GM, Rosamond Community Services District
Coastal Network	Seat C – Vince Ferrante, Moss Landing Harbor District*
Southern Network	Seat C – Arlene Schafer, Costa Mesa Sanitary District*

(* = Incumbent is running for re-election)

CSDA will be using a web-based online voting system allowing your district to cast your vote easily and securely. *Electronic Ballots will be emailed to the main contact in your district June 5, 2023.* All votes must be received through the system no later than 5:00 p.m. July 14, 2023.

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail amberp@csda.net **by April 6, 2023** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 5, 2023 per district request only.

If you have any questions, please contact Amber Phelen at amberp@csda.net.



2023 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office March 31, 2023, after 5:00 p.m. will not be included with the ballot.**



**California Special
Districts Association**
Districts Stronger Together

2023 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

Return this form, a Board resolution/minute action supporting the candidate, and Candidate Information Sheet by mail or email to:

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732

amberp@csda.net

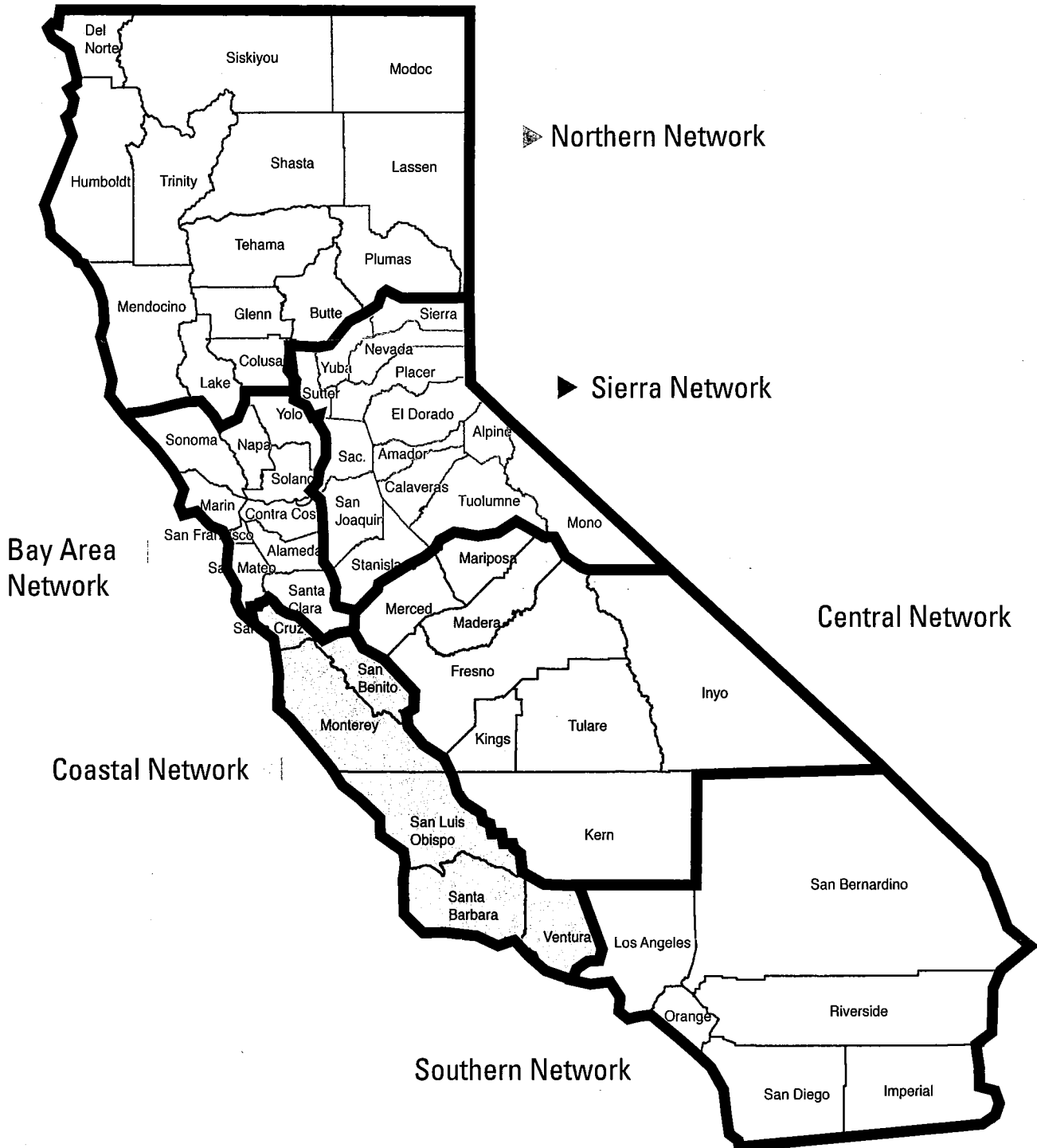
DEADLINE FOR RECEIVING NOMINATIONS:

March 31, 2023 at 5:00 p.m.



California Special Districts Association

DISTRICT NETWORKS



https://www.theunion.com/news/seeking-solutions-nevada-county-fire-districts-carry-unfair-costs/article_47289120-a9a5-11ed-bc55-7b302e5ef7b3.html

Seeking solutions: Nevada County Fire districts carry unfair costs

Marianne Boll-See | Staff Writer

Feb 11, 2023



Fire engines and crews go on about 7 – 10 calls for each day that they provide service, according to CJ Bryant a district ad District, which is at risk of shutting down. Budgets are tight, and a meeting at the firehouse scheduled for Feb. 14 will disc

Financial trouble is not uncommon among fire districts in Nevada County with increases in regulations competing with the costs of payroll, engines and stations.

Those financial troubles have hit the Rough and Ready Fire Protection District (RR) so hard recently, that they are at risk of shutting down due to an especially tight budget.

Financial officer Sheridan Loungway, who serves on the RR board of directors, will continue to do everything possible to keep our the commitment to the community that they will not close down.

“We have a budget and it’s tight. Sometimes it’s like robbing Peter to pay Paul,” Loungway said. “We have had fundraisers, sold equipment, and written grants, but we know what the problem is. No one wants to put their finger on it.” He also stated that they will meet all their financial obligations.

Neighboring fire districts are having their own difficulties with finances. Servicing nearby districts is necessary in emergencies when their engines just can’t get to the location in time due to geography.

Nevada County Consolidated Fire Department is a good example of a neighboring district that relies on RR, according to Carole “CJ” Bryant, district administrator.

“All fire districts are interoperational to an extent,” Grass Valley Fire Chief Mark Ruttrou said. “Our Brighton St. station has been responding to provide assistance during RR’s brown out days,” meaning the two days when the ‘C shift’

at RR is not in operation, Grass Valley Fire Department covers their calls.

“We know what the biggest problem is. [Nevada County] Consolidated district pulled out of their old station, that is now a thrift store or something, and built a new station further out, so we have to service calls in their area,” Loungway said.

“ We feel it is unfair because we don’t get compensated...We spend more time and energy on more calls servicing the district to the east of ours and Penn Valley, causing us to pay salaries with overtime, leaving nothing for other parts of our budget like building and maintenance.”

At meeting on Feb. 14 at 6:30 p.m. at the Rough and Ready Firehouse, the Board will dive into the steps that RR will have to take and will need to implement before going forward. It will take working together with the firefighter’s union, the Penn Valley Fire District board members, and Nevada County to make this a reality. At this moment, no merger has been approved.

Requirements imposed by the state of California are also part of the problem.

“It’s not like the old days when we had more people on the calls,” Bryant said.

“We have a fully paid staff. Volunteers are now required to have the same certification as firefighters that are employed. We are not a volunteer district.”

It is a misconception that Rough and Ready Fire Protection District runs on volunteers. They even had to change the signage in front of the station to convey the change.

The brown out days have been another way that the fire protection district has tried to tighten their belt. According to Bryant they have “gone down every avenue.”

Currently, rotating brown outs have eliminated one third of their shifts, leaving constituents in the fire protection district unprotected during those times.

Feeling like they have exhausted every option and made so many cuts or reductions in service, RR has approached the Consolidated Fire District, but without success. Possible mergers with Penn Valley Fire Protection District do not look feasible either, yet are still being discussed.

“Consolidated has said, ‘We don’t want you,’ apparently. That’s what I’ve heard from the committee. They are having their own financial problems up there... We’ve always known that Penn Valley has said, ‘If you can’t run it on that kind of money, we can’t run it on that kind of money,’” Bryant said.

“Loss of an engine company has a profound effect on everyone,” Chief Button said. “We are already at our limit. It causes a ripple effect.”

The next steps may involve working with The California Association of Local Agency Formation Commissions (LAFCO), a non-profit organization, Buttron, Bryant and Loungway have all said.

“We’ve asked for realignment of district maps; it seems like the most logical solution. The other districts don’t want to give up their revenue out of self preservation, and I can understand that,” Bryant said. “There are a lot of moving parts to the picture. LAFCO will probably put out a study.”

The LAFCO study is estimated to cost over \$100,000 according to Bryant.

Smaller sized fire districts with less tax revenue may seek solutions such as redrawing district lines for a more equitable distribution of tax revenue throughout the county. The problem at the moment is that the Rough and Ready Fire Protection District receives the lowest funding.

“If we could realign the districts, we could serve those districts full time that we already do serve to some extent. We don’t want to close down, and no way will we lose our building,” Loungway said, referring to their station built in 2012.

“We have gone down the road and up the avenue to think of everything,” Bryant said. “We are down to what we just can not do without.”

To contact Staff Writer Marianne Boll-See, email mboll-see@theunion.com.

NEVADA COUNTY
CONSOLIDATED
FIRE DISTRICT

CHIEFS MONTHLY REPORT



FEBRUARY 16, 2023
REGULAR BOARD MEETING



PREPARED BY:

Fire Chief Jason Robitaille
Division Chief Patrick Sullivan
Fire Marshal Patrick Mason

NEVADA COUNTY CONSOLIDATED

JANUARY

HIGHLIGHTS



ADMINISTRATION

- Testing for Captains and Battalion Chief has begun. There are 5 candidates in each rank that will test. The testing will be done by the end of March.
- Alta Sierra Homeowners Assn. donated \$200 to Station 89.

MEETINGS

- LAFCO- SR Jones (Robitaille)
- Ophir Hill Fire- Chief Rothenberger (Robitaille)
- Higgins Fire District- Chief Good (Robitaille)
- State OES Region 4- Chief Corey Zander (Robitaille)
- County CEO- Alison Lehman (Robitaille)
- Firewise- Jamie Jones (Robitaille)
- Cal Fire- Chief Estes (Robitaille)
- Grass Valley Fire- Chief Buttron (Robitaille)
- Penn Valley Fire- Chief Wagner (Robitaille)
- County Chiefs Meeting (Robitaille/ Sullivan)
- District Battalion Chiefs Meeting (Robitaille/ Sullivan)
- Law Enforcement Fire Council (Robitaille/ Sullivan)
- CISM Team Meeting (Sullivan)

NEVADA COUNTY CONSOLIDATED

JANUARY

MONTHLY STATISTICS

06:08

MM:SS
Average First
Apparatus Travel Time

11:28

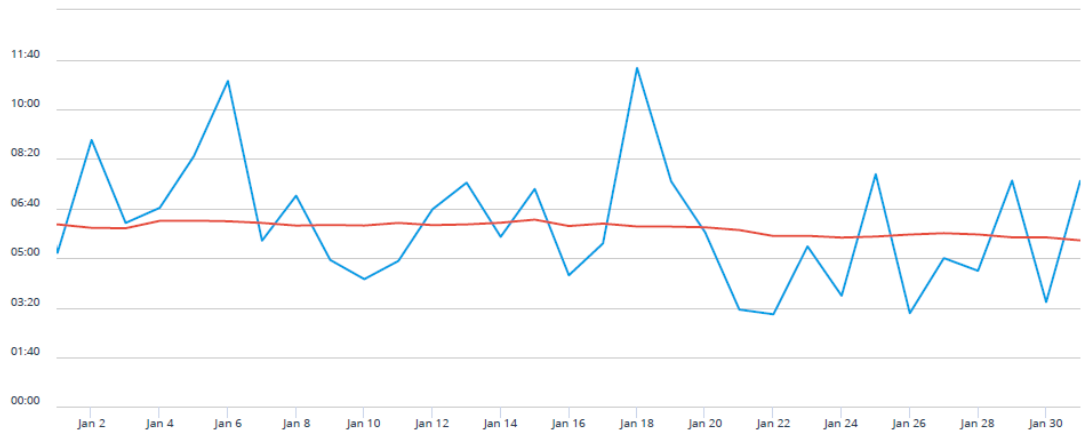
MM:SS
90th Percentile First
Apparatus Travel Time

31

DAYS
In Selected Time Slice

217

INCIDENTS
In Selected Time Slice



45%

FIRE
Percentage of Total
Incidents

55%

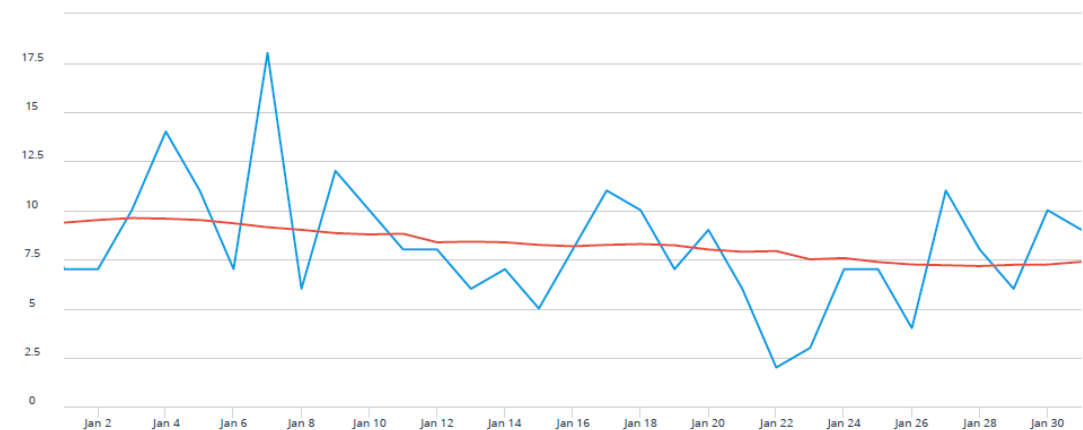
EMS
Percentage of Total
Incidents

254

INCIDENTS
In Selected Time Slice

31

DAYS
In Selected Time Slice



SUPPRESSION

254 CALLS FOR SERVICE

- 3 Structure Fires 45% FIRE / 54% EMS - 134 CFS
- 6:08 minutes average travel time for first due units.

FIRE PREVENTION

Meetings:

- Attended the Public Comment session for the Fire Hazard Severity Zone update.
- Attended the Board of Supervisors meeting for the public comment to the Cannabis Ordinance Update.
- Met with CDA to discuss fire inspection processes for Commercial Cannabis operation renewals.
- One Part Time DSI inspector was hired in OES, I spent a day assisting with training.
- Met with another section of the Greenhorn Firewise Community and provided guidance on the recommended removal of roadside vegetation.

Comments:

- The Mighty Acorns Preschool visited Station 84 for a Public Education event. E-84 crew did a fabulous job.
- Lead DSI Inspector Roger Tucker has resigned his position to work in the field of private insurance.