

# Nevada County Consolidated Fire District

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



[www.nccfire.com](http://www.nccfire.com)  
[nccfire@nccfire.com](mailto:nccfire@nccfire.com)

---

## BOARD OF DIRECTORS MINUTES September 19, 2024

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

### NCCFD DIRECTORS

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

### STAFF:

**Present:** Fire Chief Robitaille, Administrative Services Long, Fleet & Facilities Supervisor Greene, PVFD Captain Thomas, and PVFD Board President Stephenson.

### STANDING ORDERS:

President Grueneberg called the meeting to order at 7:00 pm and took roll call, noting that all Directors but Director Carrington were present. Director Garrett led in the pledge of allegiance.

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

*Per CA Government Code 54954.3*

President Grueneberg introduced Director Bennett (new NCC Fire Director), who was in attendance. Director Bennett spoke briefly about his history in the fire service in LA County. PVFD Board President Stephenson invited the Board and their families to Fall Festival in Penn Valley on October 5<sup>th</sup>.

### CONSENT CALENDAR

1. Acceptance of Minutes – August 15, 2024
2. Fund Balances, Check History Report and Credit Card History Report

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

**MOTION** passed unanimously with all Directors but Director Carrington present.

### COMMITTEE REPORTS

#### STANDING COMMITTEES

FINANCE/BUDGET: Hall, Slade-Troutman

PERSONNEL: Carrington, Garrett, Nelson

#### AD HOC COMMITTEES

BOARD POLICY AND PROCEDURES: Grueneberg

REORGANIZATION: Carrington, Dorland, Grueneberg

PUBLIC INFORMATION OFFICE: Nelson, Bush

#### LOCAL AGENCY ASSIGNMENTS

NEVADA COUNTY FIRE AGENCY (JPA): Garrett, Robitaille

**Finance** – No report.

**Personnel** – No report.

**Board Policy & Procedures** – No report.

**JPA** – Turnover occurred, they are still trying to make a decision regarding Command One.

**PIO Committee** – No report.

**Reorganization** – Reported on Item #9

## **NEW BUSINESS**

### **3. Discussion and Possible Action, Senate Bill 1205 Annual Inspection Compliance Report 2023/2024.**

Fire Marshal Mason advised this report shows state mandated inspections which are inspected annually, to increase fire safety and accountability in CA. He advised all required occupancies were inspected. Director Garrett motioned to approve Senate Bill 1205 Annual Inspection Compliance Report 2023/2024. Director Nelson seconded. **MOTION** passed unanimously following a roll call vote, with all Directors except Director Carrington present.

### **4. Discussion and Possible Action, Resolution R24-24, AB 1600 Mitigation Fee Adjustment.**

Administrative Services Long stated this Resolution reflects the increase in the AB 1600 Mitigation Fee Schedule of 9.56% per the California Construction Cost Index. The Capital Fire Facilities Fee is charged against new construction and development. Director Nelson motioned to adopt R24-24, AB 1600 Mitigation Fee Adjustment. Director Dorland seconded. **MOTION** passed unanimously following a roll call vote, with all Directors except Director Carrington present.

### **5. Discussion and Possible Action, Resolution R24-25, Approving the Department of Forestry and Fire Protection Agreement #7GF24068 for Services from the Date of this Last Signatory on Page 1 of the Agreement to June 30, 2025 Under the Volunteer Fire Assistance Program of the Infrastructure Investment and Jobs Act of 2021. The Total Project Amount is for \$14,220.40. This is a Matching Grant, District Responsibility is \$7,110.20.**

Chief Robitaille reported on a grant that Division Chief Sullivan applied for. Essentially it is a coupon for 50% off PPE for firefighters. He thanked Division Chief Sullivan and others who worked hard to put it together. Director Slade-Troutman motioned to adopt Resolution R24-25, Approving the Department of Forestry and Fire Protection Agreement #7GF24068 for Services from the Date of this Last Signatory on Page 1 of the Agreement to June 30, 2025 Under the Volunteer Fire Assistance Program of the Infrastructure Investment and Jobs Act of 2021. The Total Project Amount is for \$14,220.40. This is a Matching Grant, District Responsibility is \$7,110.20. Director Hall seconded. **MOTION** passed unanimously following a roll call vote, with all Directors except Director Carrington present.

### **6. Discussion and Possible Action, Resolution R24-26, Fee Schedule for Prevention, Regulatory Programs, Incidents and Other Services.**

Administrative Services Long reported this resolution is associated with services for prevention, shop and other fire programs. Staff reviews this annually and takes actual costs into consideration. The hourly rate increased \$5 per hour for several items and mechanic rates increased \$10 per hour. This fee update goes into effect October 1, 2024. Director Nelson motioned to adopt Resolution R24-26, Fee Schedule for Prevention, Regulatory Programs, Incidents and Other Services. Director Dorland seconded. **MOTION** passed unanimously following a roll call vote with all Directors except Director Carrington present.

### **7. Public Hearing regarding the Fiscal Year 2024/2025 Final Budget with Discussion and Possible Action concerning the below.**

- Resolution R24-27, A Resolution Establishing the Final Budget for Fiscal Year 2024/2025 for the Nevada County Consolidated Fire District.

Administrative Services Long briefly reviewed the budget and highlighted these changes:

- In Operating Fund 722, there was a 3.25% increase in current secured tax.
- An increase of 3% in NCCFD Special Tax and Benefit Assessments.
- An increase in 4550 (Cost Recovery) due to insurance claims.
- Decrease in 6021 – PPE due to VFA grant awarded.
- Increase in Facilities & Technology due to replacement of computers and iPads.
- Decrease in vehicle related costs and administration costs due to election process.
- Increase in 5711- UAL PERS which increased by 10% on average.
- No changes in contingency funds,
- Slight decrease in Fund 758 due to sale of surplus property.

President Grueneberg opened the public hearing at 7:27pm. Hearing no comments, the public hearing was closed at 7:28pm. Director Slade-Troutman motioned to adopt Resolution R24-27, A Resolution Establishing the Final Budget for Fiscal Year 2024/2025 in the total amount of \$9,543.064 for the Nevada County Consolidated Fire District. Director Garrett seconded. **MOTION** passed unanimously following a roll call vote with all Directors except Director Carrington present.

**8. Discussion and Possible Action, Retirement of Division Chief Sullivan.**

Division Chief Sullivan's Letter of Retirement for March 31, 2025 was presented to the Board. No action required. Director Nelson motioned to accept the Letter from Division Chief Sullivan regarding his retirement. Director Garret seconded. **MOTION** passed unanimously following a roll call vote with all Directors except Director Carrington present.

**9. Discussion Regarding Municipal Services Report (MSR).**

Fire Chief Robitaille briefly went over the main findings of the MSR stating this should be completed every 5 years as it is a status update on how effective a fire district is to the citizens/ The last MSR had not been completed in 20 years. The report advised all fire agencies work well together to meet the needs of the community. It advised all fire agencies are significantly understaffed and taxes are disproportionate. The MSR reported that being dispatched by the ECC is an advantage.

**CHIEF'S MONTHLY REPORT**

Chief Robitaille briefly highlighted the meetings and events he and Division Chief Sullivan attended throughout the month. He advised the district was awarded \$34,000 for a special operations training grant. He briefly highlighted the calls for service in the month of August with 376 incidents, 8:27 response time and 57% EMS calls and 43% fire/other calls.

Fire Marshal Mason completed 3 plan reviews, 4 general operational permits, 4 construction permits and 5 educational property walks. He attended the Fire Safe Council Board Meeting, met with PG&E to explore vegetation removal from around power poles, and met with Alta Sierra residents to discuss the results of the evacuation study. He attended the quarterly California Conference of Fire Investigators Conference. Captain Tellam worked with CA Department of Insurance on a vehicle fire case from July 2023 and attended the NUHS safety preparedness training.

**\*BOARD DISCUSSION**

No board discussion.

**ADJOURNMENT**

President Grueneberg adjourned the meeting at 8:01pm.

Attest:

Approved by:

*Tricia Bush*

  
Keith Grueneberg (Oct 21, 2024 13:35 PDT)

Tricia Bush  
Board Secretary

Keith Grueneberg  
President of the Board









# 2024-09-19 NCC Fire Meeting Minutes

Final Audit Report

2024-10-21

Created:	2024-10-21
By:	Tricia Bush (triciabush@nccfire.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAZwTGPMbKvLjS5YI0snzml-URcRNakQkR

## "2024-09-19 NCC Fire Meeting Minutes" History

-  Document created by Tricia Bush (triciabush@nccfire.com)  
2024-10-21 - 7:33:54 PM GMT
-  Document emailed to Keith Grueneberg (keithgrueneberg@nccfire.com) for signature  
2024-10-21 - 7:33:58 PM GMT
-  Email viewed by Keith Grueneberg (keithgrueneberg@nccfire.com)  
2024-10-21 - 8:35:09 PM GMT
-  Document e-signed by Keith Grueneberg (keithgrueneberg@nccfire.com)  
Signature Date: 2024-10-21 - 8:35:58 PM GMT - Time Source: server
-  Document emailed to Tricia Bush (triciabush@nccfire.com) for signature  
2024-10-21 - 8:35:59 PM GMT
-  Email viewed by Tricia Bush (triciabush@nccfire.com)  
2024-10-21 - 8:36:28 PM GMT
-  Document e-signed by Tricia Bush (triciabush@nccfire.com)  
Signature Date: 2024-10-21 - 8:36:35 PM GMT - Time Source: server
-  Agreement completed.  
2024-10-21 - 8:36:35 PM GMT