

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

Jim Turner, Fire Chief
Pat Sullivan, Division Chief
Terry McMahan, Fire Marshal
Patrick Mason, Deputy Fire Marshal
Nicole Long, Administrative Services Manager
Kaitlin Purvis, Finance Administrative Assistant

**BOARD OF DIRECTORS -REGULAR MEETING
THURSDAY, FEBRUARY 17, 2022– 7:00 PM**

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

Governor Newsom has declared a State of Emergency to exist in California as a result of the threat of the Coronavirus (COVID-19). The Governor issued Executive Order N-25-20 and N-29-20, which directs Californians to follow the public health directives including canceling large gatherings. The Executive Order also allows local legislative bodies to hold meetings via conference calls while still satisfying state transparency requirements.

The Public’s and Employees 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.

Nicole Long, Board Secretary
(530)265-4431
nicolelong@nccfire.com

The Board of Directors welcomes you to its meetings and your participation is encouraged and appreciated. All meetings are recorded. 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 that all interested parties 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 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 22, 2022
2. Fund Balances, Check History Report and Credit Card History Report

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, Turner

NEW BUSINESS

3. Discussion and possible action, Presentation by the Greenhorn Firewise Community regarding storage tanks along Greenhorn Road. **Greenhorn Firewise Community**
4. Discussion and possible action, Chief Turner Retirement. **President Grueneberg**
5. Discussion and possible action, Fire Chief Job Description. **President Grueneberg**
6. Discussion and possible action, Fire Chief Recruitment. **President Grueneberg**
7. Discussion and possible action, Resolution 22-05, Executor of Wells Fargo accounts. **Fire Chief Turner**
8. Discussion and possible action, Administrative Agreement between Nevada County Consolidated Fire District and Penn Valley Fire Protection District. **Fire Chief Turner**
9. Discussion and possible action, Resolution 22-06, Authorizing Overtime and Portal to Portal Pay for Employees. **Fire Chief Turner**
10. Discussion and possible action, Ordinance 22-01, Conflict of Interest Code. **Fire Chief Turner**

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 nicolelong@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 20, 2022

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

NCCFD DIRECTORS

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

STAFF:

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

STANDING ORDERS:

President Grueneberg called the meeting to order at 7:00 pm and took roll call, noting that Directors were present. Division Chief Sullivan led in the pledge of allegiance.

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

Per CA Government Code 54954.3

No public comment.

CONSENT CALENDAR

1. Acceptance of Minutes – December 16, 2021
2. Fund Balances, Check History Report and Credit Card History Report

Director Slade-Troutman motioned to accept the consent calendar. Director Hall seconded. **MOTION** passed unanimously.

COMMITTEE REPORTS

STANDING COMMITTEES

FINANCE/BUDGET: Dorland, Slade-Troutman

PERSONNEL: Carrington, Nelson

AD HOC COMMITTEES

BOARD POLICY AND PROCEDURES: Grueneberg

SUCCESSION PLANNING: Carrington, Nelson

LOCAL AGENCY ASSIGNMENTS

NEVADA COUNTY FIRE AGENCY (JPA): Garrett, Turner

Finance – No report.

Personnel – No report.

Board Policy & Procedures – No report.

Succession Planning – No report.

JPA – No report.

NEW BUSINESS

4. Discussion and action, Audit Exit Interview for fiscal year ending 20/21 with Fechter & Company.

Finance Manager Van Groningen reported that the audit was completed for Fiscal Year ending June 2021. He reported that the audit went very well and reported no significant issues, then introduced Craig Fechter from Fechter & Company. Mr. Fechter reviewed the management and analysis and reported the district has good numbers and one of the measurements is how much the books had to be adjusted, which was minimal and all smaller adjustments. He also reported that there were no concerns, exposures or red flags. The opinion of the financial position is the district is in good shape as shown on the cash balances on the fund reports.

Finance Manager Van Groningen also introduced Michelle Thelin, the Finance Manager for Penn Valley Fire, that will be assisting the District with high level financial functions.

Director Garrett motioned to approve the Audit Exit Interview for the fiscal year 20/21. Director Nelson seconded. **MOTION** passed unanimously following a roll call vote.

5. Discussion and possible action, Resolution 22-01, Transfer Funds from 733 to 722 in the amount of \$373.79

Chief Turner reported that we had a couple refunds for changed or cancelled projects. The funds were reimbursed from the operating fund 722 and should have been reimbursed from mitigation fund 733. This resolution is to correct this and repay the funds from 733 to 722. Director Dorland motioned approve Resolution R22-01, Transfer \$373.79 from Fund 733 to Fund 722. Director Slade-Troutman seconded. **MOTION** passed unanimously following a roll call vote.

6. Discussion and possible action, Resolution 22-02, Transfer Funds from 734 to 722 in the amount of \$544,000.00

Chief Turner stated that we received our first allocation of funds from the special tax, 55%, from the County for our Special Tax. This is one of three transfer resolutions we do a year as the County allocations are 55% in December 45% in April and 5% in June. Director Garrett motioned to adopt Resolution R22-02, Transfer Funds from 734 to 722 in the amount of \$544,000.00. Director Hall seconded. **MOTION** passed unanimously following a roll call vote.

7. Discussion and possible action, Resolution 22-03, Authorized Signatures for the County of Nevada.

Chief Turner reported that this is a required resolution for the County to allow Staff to sign warrant requests without the need for a Board member to sign for our approved budgeted items. This resolution updates the past one to reflect the changes with Chief Funk's retirement. Director Carrington motioned to adopt Resolution R22-03, Authorized Signatures for the County of Nevada. Director Dorland seconded. **MOTION** passed unanimously following a roll call vote.

8. Discussion and possible action, Nevada County Signature Sheet.

Chief Turner stated that this is the list of signatures that are approved to sign the warrant requests for payments. After a brief discussion, Director Hall motioned to approve the Nevada County Signature Sheet. Director Garrett seconded. **MOTION** passed unanimously following a roll call vote, noting that Director Carrington, Director Slade-Troutman and Director Nelson were absent.

9. **Discussion and possible action, Resolution 22-04, Authorized Signatures for the District controlled bank accounts with Wells Fargo.**

With the retirement of Finance Manager Van Groningen and the Administration reorganization, Chief Turner reported that the authorized signatures for our Wells Fargo accounts need to be updated. A correction needs to be made to the resolution, with a change from Battalion Chief to Division Chief and grants not grand. After some discussion, Director Carrington motioned to adopt Resolution R22-04, with corrections, Authorized Signatures for the District controlled bank accounts with Wells Fargo. Director Slade-Troutman seconded. **MOTION** passed unanimously following a roll call vote.

10. **Discussion and possible action concerning the annual review of Board Committee Assignments, Standing Ad Hoc and Local Agency.**

President Grueneberg reported that it is time to review the committees and see if any Directors want to change.

The Finance Committee will be Director Slade-Troutman and Director Hall.

The Personnel Committee will be Director Carrington, Director Garrett and Director Nelson.

President Grueneberg will remain on the Board Policies Committee.

Consolidation Committee will consist of Director Carrington, Director Dorland and Director Grueneberg.

CHIEF'S MONTHLY REPORT

Division Pat Sullivan is now overseeing operations. December was quite the month with 443 calls for service with the storm we ran power lines down, trees into structures and vehicle accidents. The Battalion Chief utility was damaged from a tree that fell. Staff completed 593 hours of training.

Division Chief Sullivan reported that we are going to slightly change the Chiefs' report and have the Battalion Chiefs' involved. Newly promoted Battalion Chief Davison was introduced and then gave a quick overview of his history.

Fleet and Facilities Supervisor gave the status of the fleet and facilities. The Battalion Chief damage is approximately \$16k, the deck at Station 84 is currently being reassembled and the roof at Station86 is currently off and hopeful to be done on Saturday.

Fire Marshal McMahan reported that all Fire Marshals are working with the Board of Supervisors with the Title 14 Road Standards being proposed. They are proposing wider roadways, heavier loads and change is slopes. The Alta Sierra celebrated their 50-year anniversary and the Fire District received kudos and appreciation. Fire Marshal McMahan reported that they have received approximately \$5 million dollars worth of grants and are experiencing growing pains as they are up to 30 employees.

***BOARD DISCUSSION**

Staff is looking to hold a badge pinning ceremony at the beginning of March, possibly the 3rd or the 8th.

AB1234 if you want to attend the training put on by the County, please let Nicole know and she will get you signed up.

President Grueneberg reported Chief Funk has served 37 years in the Fire District. He has been an extreme asset to this agency and will be recognized.

The Personnel Committee will be reviewing applications for Board Secretary and setting up interviews.

ADJOURNMENT

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

Attest:

Approved by:

Nicole Long
Board Secretary

Keith Grueneberg
President of the Board

DRAFT

**Nevada County Consolidated Fire District
Fund Recap & Cash Balances
January 2022**

	Fund					Total
	722 Operating	723 Contingency	733 AB1600	734 Special Tax	758 Capital	
Beginning Cash ¹	1,265,891	1,321,736	97,494	547,662	930,451	4,163,234
Revenues	175,395	-	2,480	1,246	-	179,121
Expenditures	(277,343)	-	-	-	(5,304)	(282,647)
Other Inc/Expense					-	-
Other Activity ²	1,777	-			-	1,777
Ending Cash ¹	1,165,720	1,321,736	99,974	548,908	925,147	4,061,485

¹ Includes Well Fargo

² Reconciling items, prior period adjustments

Nevada County Consolidated Fire District Operating Fund 722 January 2022

	Jan 22	Jul '21 - Jan 22	Budget	% of Budget
Revenues				
4000 · Taxes & Assessments				
4010 · Current Secured		1,883,662	3,397,434	55%
4020 · Current Unsecured		52,928	50,758	104%
4030 · Prior Unsecured	726	783	2,296	34%
4040 · Supplemental Secured	38,921	41,662	47,344	88%
4050 · Supplemental Unsecured	270	333	8,598	4%
4060 · Supplemental Prior Unsecured		1	388	0%
4110 · Special Assessment	3,372	1,178,125	2,136,398	55%
4150 · Special Tax of 2012	260	3,537	1,002,919	0%
4151 · Special Tax 2012 (transfer in)		49,000		
4160 · AB 1600 Mitigation Fees		(374)		
4230 · State Homeowners		13,679	24,889	55%
4240 · State Public Safety Prop 172	43,398	319,298	388,019	82%
4290 · Other		1		
Total 4000 · Taxes & Assessments	86,947	3,542,635	7,059,043	50%
4500 · Reimbursements				
4510 · Strike Team	369,918	871,947	149,850	} 582%
4520 · Strike Team Prior Year	353	715		
4522 · Strike Team Cost Offset	(283,179)	(612,916)		
4540 · Vehicle Repair		2,640	7,500	35%
4550 · Cost Recovery	326	2,174	6,000	36%
4690 · Other Reimbursements		27,991	48,460	58%
Total 4500 · Reimbursements	87,418	292,551	211,810	138%
4800 · Other Revenue				
4810 · Inspections & Permits	69	4,442	7,500	59%
4812 · Plan Reviews	690	7,029	15,000	47%
4820 · Interest & Finance Charges	1	8,079	25,000	32%
4830 · Rentals	250	2,859	3,240	88%
4840 · Other Current Services			3,000	
4870 · Other Revenue	20	1,958		
Total 4800 · Other Revenue	1,030	24,367	53,740	45%
Total Revenues	175,395	3,859,553	7,324,593	53%

Nevada County Consolidated Fire District Operating Fund 722 January 2022

Expense	Jan 22	Jul '21 - Jan 22	Budget	% of Budget
5000 · Wages & Benefits				
5100 · Wages				
5111 · Chief / Dep. & Div. Chief (3)	38,501	237,983	371,239	64%
5113 · Battalion Chief (3)	25,506	166,547	233,513	71%
5114 · Fire Marshal / DFM (2)	17,465	133,749	216,423	62%
5121 · Captains (9)	64,574	527,610	867,572	61%
5122 · Lieutenants (6)	33,522	279,951	477,939	59%
5123 · Firefighter (12)	48,585	430,487	785,470	55%
5131 · Supplemental / Seasonal FF	6,812	172,136	204,816	84%
5132 · PCF / Reserve FF		2,482	1,500	165%
5141 · Clerical (3)	13,012	121,712	223,844	54%
5145 · Fire Mechanic (1.5)	9,006	79,209	134,666	59%
5151 · Overtime	44,135	348,019	523,191	67%
5153 · Additional Overtime Staffing	12,272	12,542	19,488	64%
5155 · EPSL Overtime		9,737		
5161 · Strike Team		436,227		
5165 · Strike Team Backfill		169,676		
5167 · Strike Team Revenue Offset	(279,132)	(604,163)		
5171 · Holiday Stipend	15,191	64,291	78,028	82%
5173 · Vacation / CTO Buy Back	26,688	96,866	123,066	79%
5185 · Directors	225	1,800	4,500	40%
Total 5100 · Wages	76,362	2,686,861	4,265,255	63%
5500 · Payroll Taxes				
5511 · Medicare Employer Tax	4,889	44,165	62,264	71%
5512 · Soc Security Employer Tax	14	265	372	71%
5521 · SUI Employer Tax	4,070	5,979	6,030	99%
5526 · Strike Team Revenue Offset	(4,047)	(8,753)		
Total 5500 · Payroll Taxes	4,926	41,656	68,666	61%
5700 · Benefits				
5711 · Pension	52,884	854,911	1,142,376	75%
5731 · Health Insurance	58,074	378,205	772,464	49%
5735 · Life Insurance	531	8,592	14,400	60%
5751 · Workers Comp Insurance		140,320	159,009	88%
Total 5700 · Benefits	111,489	1,382,028	2,088,249	66%
Total 5000 · Wages & Benefits	192,777	4,110,545	6,422,170	64%

Nevada County Consolidated Fire District Operating Fund 722 January 2022

	Jan 22	Jul '21 - Jan 22	Budget	% of Budget
6000 · Personnel Related				
6010 · Clothing / PPE				
6011 · Uniforms	844	16,292	26,460	62%
6021 · Personal Protective Equip	615	14,952	35,000	43%
6031 · Safety & PPE (per MOU)	14,415	30,213	32,130	94%
Total 6010 · Clothing / PPE	15,874	61,457	93,590	66%
6100 · Food / Meals				
6111 · Meals - Administration	124	294	300	98%
6113 · Meals - Fire		300	1,500	20%
6114 · Meals - Interns			30,822	
Total 6100 · Food / Meals	124	594	32,622	2%
6200 · Training / Fitness				
6211 · Wellness Program	105	930	31,660	3%
6213 · Fitness Program		1,567	4,744	33%
6221 · Tuition - Safety Personnel	12,388	17,689	22,000	80%
6232 · Travel Expense		3,483	7,500	46%
6241 · Training Materials		(1,232)	2,000	(62%)
6246 · Public Safety Training Center			1,000	
6261 · Licenses & Certificates	318	1,043	2,500	42%
6271 · Training - Administration	30	1,054	8,500	12%
Total 6200 · Training / Fitness	12,841	24,534	79,904	31%
Total 6000 · Personnel Related	28,839	86,585	206,116	42%
6500 · Facility & Equipment Related				
6510 · Communications				
6511 · Telephones	1,923	10,800	18,760	58%
6521 · Mobile Phones	647	4,241	10,600	40%
Total 6510 · Communications	2,570	15,041	29,360	51%
6550 · Station				
6551 · Supplies & Services - Stations	5,238	17,605	20,000	88%
Total 6550 · Station	5,238	17,605	20,000	88%
6610 · Insurance				
6611 · Liability		23,794	18,750	127%
6621 · Property		19,725	22,979	86%
Total 6610 · Insurance		43,519	41,729	104%
6650 · Maintenance				
6671 · Computers & Software				
6681 · Facility Maint & Improvements	7,228	51,236	250,000	20%
Total 6650 · Maintenance	7,228	51,236	250,000	20%
6700 · Medical Supplies				
6716 · EMS Supplies	2,157	10,943	15,000	73%
Total 6700 · Medical Supplies	2,157	10,943	15,000	73%
6750 · Apparatus Equipment				
6751 · Hose	3,265	17,014	22,000	77%
6756 · Ladders			1,500	

Nevada County Consolidated Fire District Operating Fund 722 January 2022

	Jan 22	Jul '21 - Jan 22	Budget	% of Budget
6761 · Suppression Equip/Small Tools	20	2,880	7,500	38%
6766 · Power Tools & Equipment		133	16,800	1%
6771 · Pump Testing			3,830	
6776 · Mobile Communications	10	3,773	4,300	88%
6781 · Technical Rescue Equip	3,086	4,209	13,000	32%
6786 · SCBA Repair & Mainteneace		3,016	8,500	35%
6796 · Drone			1,912	
6798 · Utility Terrain Vehicle		31	3,220	1%
Total 6750 · Apparatus Equipment	6,381	31,056	82,562	38%
6800 · Utilities				
6811 · Alarm	330	990	1,500	66%
6821 · Electricity / Gas	3,355	31,609	50,391	63%
6831 · Propane	4,609	6,652	12,432	54%
6841 · Trash	240	1,763	3,600	49%
6851 · Water / Sewer	892	7,022	8,731	80%
Total 6800 · Utilities	9,426	48,036	76,654	63%
6900 · Capital Expenditures				
6911 · Stations		(4)	7,800	(0%)
6921 · Apparatus & Equipment		229	6,000	4%
6931 · Vehicles		(71)		100%
6941 · Admin Office Equipm & Computers		399	3,000	13%
Total 6900 · Capital Expenditures		553	16,800	3%
Total 6500 · Facility & Equipment Related	33,000	217,989	532,105	41%
7000 · Vehicle Related				
7001 · Insurance				
7005 · Vehicle Insurance		876		100%
7001 · Insurance - Other		11,585	12,225	95%
Total 7001 · Insurance		12,461	12,225	102%
7010 · Maintenance				
7011 · Accessories	323	3,938		
7016 · Batteries	152	1,962		
7021 · Body	43	4,367		
7026 · Brakes		280		
7031 · Drive Train	1,501	9,222		
7036 · Pumps	43	11,879		
7041 · Tires	3,301	7,672		
7046 · Tools & Shop Related	1,463	12,737		
7048 · All Categories for Budget			107,342	
7049 · Outside Agency Vehicle Maint	130	(370)		
Total 7010 · Maintenance	6,956	51,687	107,342	48%
7050 · Fuel				
7051 · Fuel	8,262	44,294	52,412	85%
Total 7050 · Fuel	8,262	44,294	52,412	85%
Total 7000 · Vehicle Related	15,218	108,442	171,979	63%

Nevada County Consolidated Fire District Operating Fund 722 January 2022

	Jan 22	Jul '21 - Jan 22	Budget	% of Budget
7500 · General & Admin Related				
7501 · Office Expense				
7502 · Administration	138	1,645	7,000	24%
7506 · Board		147	500	29%
7508 · Computer & Software Expense	2,994	56,219	90,000	62%
7509 · Copier Expense	48	548	1,500	37%
7511 · Memberships	80	10,702	15,655	68%
7516 · Mileage Reimbursements	19	19		
7521 · Postage & Delivery	50	765	1,900	40%
7531 · Other		278		
7501 · Office Expense - Other	0	0		
Total 7501 · Office Expense	3,329	70,323	116,555	60%
7550 · Professional Services				
7551 · Accounting		11,364	12,880	88%
7556 · Computer & IT Support	269	4,185	14,850	28%
7561 · Consultants		7,251	7,500	97%
7563 · Hiring Expense	1,607	8,645	12,880	67%
7566 · Legal Expense		17,308	41,675	42%
7571 · Medical Director	1,650	4,950	6,600	75%
Total 7550 · Professional Services	3,526	53,703	96,385	56%
7590 · Publications				
7591 · Legal Notices		456	600	76%
7596 · Marketing / Advertising			500	
Total 7590 · Publications		456	1,100	41%
7600 · Special District				
7621 · LAFCo		6,157	6,072	101%
7631 · Nevada County Fees		85,557	78,541	109%
Total 7600 · Special District		91,714	84,613	
7650 · Prevention				
7651 · Code Purchases		178	1,800	10%
7653 · Investigation Supplies	84	2,801	4,300	65%
7657 · Inspection Supplies		621	1,500	41%
7661 · Prof Svcs / Plan Checks			2,500	
7663 · Public Education Supplies		2,493	4,000	62%
7665 · Subscriptions / Memberships	75	519	3,000	17%
7667 · Training	495	1,570	9,000	17%
7669 · Other Prevention / Law Enforce		620	3,500	18%
Total 7650 · Prevention	654	8,802	29,600	30%
7800 · JPA				
7831 · Dispatch Charges		(2,758)	125,000	(2%)
7841 · Dues / Administration			9,000	
Total 7800 · JPA		(2,758)	134,000	(2%)
Total 7500 · General & Admin Related	7,509	222,240	462,253	
8500 · Strike Team Non Labor Expenses		10,688		

Nevada County Consolidated Fire District
Operating Fund 722
January 2022

	<u>Jan 22</u>	<u>Jul '21 - Jan 22</u>	<u>Budget</u>	<u>% of Budget</u>
8510 · Reimbursables & Other				
8512 · COVID testing		796		
Total 8510 · Reimbursables & Other		796		
Total Expense	277,343	4,757,285	7,794,623	61%
Fund Over/<Under>	(101,948)	(897,732)	(470,030)	

Nevada County Consolidated Fire District
Operating Fund 722
January 2022

	<u>Jan 22</u>	<u>Jul '21 - Jan 22</u>	<u>Budget</u>	<u>% of Budget</u>
Other Income				
9001 · Grant Revenue				
9001.02 · AFG EMU-2020-FG-02126 Covid		6,085		
9001.09 · CA Fire Foundation Comm Veg Red		15,000		
Total 9001 · Grant Revenue		<u>21,085</u>		
Total Other Income		21,085		
Other Expense				
8700 · Transfers Out				
8723 · Transfer to 723			35,604	
8758 · Transfer to 758			125,000	
Total 8700 · Transfers Out			<u>160,604</u>	
8901 · Interest Expense		0		
9101 · Grant Expense		3,270	36,000	9%
Total Other Expense		<u>3,270</u>	<u>196,604</u>	<u>2%</u>
Net Other		17,815	(196,604)	(9%)
Net Fund Activity	<u>(101,948)</u>	<u>(879,917)</u>	<u>(666,634)</u>	

Nevada County Consolidated Fire District
AB 1600 Mitigation Fund 733
January 2022

	<u>Jan 22</u>	<u>Jul '21 - Jan 22</u>	<u>Budget</u>	<u>% of Budget</u>
Revenues				
4000 · Taxes & Assessments				
4160 · AB 1600 Mitigation Fees	2,480	35,946	125,000	29%
Total 4000 · Taxes & Assessments	<u>2,480</u>	<u>35,946</u>	<u>125,000</u>	<u>29%</u>
4800 · Other Revenue				
4820 · Interest & Finance Charges		574	1,500	38%
Total 4800 · Other Revenue		<u>574</u>	<u>1,500</u>	<u>38%</u>
Total Revenues	<u>2,480</u>	<u>36,520</u>	<u>126,500</u>	<u>29%</u>
Expense				
6500 · Facility & Equipment Related				
6900 · Capital Expenditures				
6921 · Apparatus & Equipment		49,596	98,996	50%
Total 6900 · Capital Expenditures		<u>49,596</u>	<u>98,996</u>	<u>50%</u>
Total 6500 · Facility & Equipment Related		<u>49,596</u>	<u>98,996</u>	<u>50%</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>49,596</u>	<u>121,996</u>	<u>41%</u>
Fund Over/<Under>	2,480	(13,076)	4,504	
Other Expense				
9101 · Grant Expense				
9101.07 · NCLEFC UTV Accessories		(1,222)		
9101 · Grant Expense - Other		1,229		
Total 9101 · Grant Expense		<u>7</u>		
Total Other Expense		<u>7</u>		
Net Other		<u>(7)</u>		
Net Fund Activity	<u>2,480</u>	<u>(13,083)</u>	<u>4,504</u>	

Nevada County Consolidated Fire District
Special Tax Fund 734
January 2022

	Jan 22	Jul '21 - Jan 22	Budget	% of Budget
Revenues				
4000 · Taxes & Assessments				
4110 · Special Assessment	1,246	1,246		
4150 · Special Tax of 2012		551,595	1,011,029	55%
Total 4000 · Taxes & Assessments	1,246	552,841	1,011,029	55%
4800 · Other Revenue				
4820 · Interest & Finance Charges		332	2,000	17%
Total 4800 · Other Revenue		332	2,000	17%
Total Revenues	1,246	553,173	1,013,029	55%
Expense				
7500 · General & Admin Related				
7600 · Special District				
7631 · Nevada County Fees		8,197	10,110	81%
Total 7600 · Special District		8,197	10,110	81%
Total 7500 · General & Admin Related		8,197	10,110	81%
Total Expense		8,197	10,110	81%
Fund Over/<Under>	1,246	544,976	1,002,919	
Other Expense				
8700 · Transfers Out				
8722 · Transfer to 722		49,000	985,846	5%
Total 8700 · Transfers Out		49,000	985,846	5%
Total Other Expense		49,000	985,846	5%
Net Other		(49,000)	(985,846)	5%
Net Fund Activity	1,246	495,976	17,073	

Nevada County Consolidated Fire District
Capital Fund 758
January 2022

	Jan 22	Jul '21 - Jan 22	Budget	% of Budget
Revenues				
4800 · Other Revenue				
4820 · Interest & Finance Charges		3,724		
4830 · Rentals		520,000		
		<i>Aloha Towers Settlement</i>		
4850 · Sale Surplus Equipment			60,000	
Total 4800 · Other Revenue		523,724	60,000	873%
Total Revenues		523,724	60,000	
Expense				
6500 · Facility & Equipment Related				
6900 · Capital Expenditures				
6921 · Apparatus & Equipment	5,304	121,458	320,048	38%
6931 · Vehicles		37,843	65,000	58%
Total 6900 · Capital Expenditures	5,304	159,301	385,048	41%
Total 6500 · Facility & Equipment Related	5,304	159,301	385,048	41%
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	5,304	159,301	391,048	41%
Fund Over/<Under>	(5,304)	364,423	(331,048)	
Other Income				
8800 · Transfers In				
8822 · Transfer from 722			125,000	
Total 8800 · Transfers In			125,000	
Total Other Income			125,000	
Net Other			125,000	
Net Fund Activity	(5,304)	364,423	(206,048)	

Nevada County Consolidated Fire District Check History Report

January 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>
<u>Fund 722</u>			
01/03/2022	241888	AFLAC	1,473.00
01/03/2022	241868	BLUE SHIELD OF CALIFORNIA	30,541.27
01/03/2022	951592	FDAC Employee Benefits Authority	1,271.90
01/03/2022	951564	SPECIAL DIST RISK MGMT AUTH.	4,881.99
01/03/2022	241906	STANDARD INSURANCE COMPANY	1,044.00
01/03/2022	241857	KAISER FOUNDATION HEALTH PLAN	1,183.91
01/03/2022	241856	KAISER FOUNDATION HEALTH PLAN	22,694.48
01/10/2022	242086	ADVANTAGE GEAR, INC.	822.29
01/10/2022	952157	AIRGAS, NCN	213.77
01/10/2022	242092	AT&T CALNET 3	23.49
01/10/2022	242063	B&C ACE HOME & GARDEN CENTER	786.50
01/10/2022	952162	BURTON'S FIRE APPARATUS	43.46
01/10/2022	952178	Code 3 Rescue	6,125.00
01/10/2022	952174	Daniel L Goldsmith	1,650.00
01/10/2022	952152	ECONOMY PEST CONTROL	136.00
01/10/2022	242074	EVERGUARD SYSTEMS	165.00
01/10/2022	242094	GOLDEN STATE EMERGENCY VEHICLE	134.64
01/10/2022	242068	HBE RENTALS	70.00
01/10/2022	952161	HUNT & SONS, INC.	4,520.94
01/10/2022	952166	IMMIX TECHNOLOGY INC	908.40
01/10/2022	952155	MISSION LINEN SUPPLY, INC.	126.48
01/10/2022	242069	NETWORK DESIGN ASSOCIATES	303.75
01/10/2022	242073	NID	265.70
01/10/2022	242077	PENN VALLEY FIRE	600.00
01/10/2022	242100	PLAZA TIRE & AUTO SERVICE	2,230.35
01/10/2022	952156	PURCHASE POWER	50.00
01/10/2022	952176	Purvis, Kaitlin	18.72
01/10/2022	242084	RESCUE RESPONSE GEAR	3,086.43
01/10/2022	242078	RIEBES AUTO PARTS	2,186.59
01/10/2022	952159	RIVERVIEW INTERNATIONAL TRUCKS	43.26
01/10/2022	952165	ROBINSON ENTERPRISES, INC.	870.12
01/10/2022	952170	SHIDELER, DANE	68.00
01/10/2022	242081	SUBURBAN PROPANE	3,968.39
01/10/2022	242090	TOTAL ADMIN SVCS (TASC)	238.98
01/10/2022	952160	WALKER'S OFFICE SUPPLY	51.16
01/10/2022	242061	The Home Depot	2,405.32
01/13/2022	242104	HSA BANK, DIV. OF WEBSTER BANK	17,544.37
01/13/2022	242105	CalPERS 457 Plan (Def. Comp)	1,600.00
01/13/2022	242150	WILDLAND FF FOUNDATION	160.00
01/13/2022	952212	NCCFD - EFTPS (Fed & State Taxes)	37,914.70
01/13/2022	952222	NEVADA COUNTY PROF FF ASSN	1,050.00
01/13/2022	952229	NATIONWIDE RETIREMENT SOLUTION	5,538.52
01/13/2022	910923	CalPERS (Retirement)	41,819.47
01/14/2022	GJE612	Net Pay Pay Period Ending 01.08.22	140,716.45

Nevada County Consolidated Fire District Check History Report

January 2022

Date	Num	Name	Paid Amount
01/18/2022	242357	AUBURN FORD	754.11
01/18/2022	242326	BEAM "EASY LIVING" CENTER	95.00
01/18/2022	952379	CORDICO PSYCHOLOGICAL CORP	400.00
01/18/2022	952342	ECONOMY PEST CONTROL	422.00
01/18/2022	242376	GOLDEN STATE EMERGENCY VEHICLE	599.10
01/18/2022	242345	GRASS VALLEY FIRE DEPARTMENT	855.08
01/18/2022	952346	HILLS FLAT LUMBER COMPANY	130.69
01/18/2022	242338	LIFE ASSIST INC.	287.45
01/18/2022	952385	PLATT (Rexel)	147.81
01/18/2022	952376	ROBINSON ENTERPRISES, INC.	1,058.14
01/18/2022	242361	SERVICENTER RADIATOR & AUTO	165.00
01/18/2022	242369	TOTAL ADMIN SVCS (TASC)	24.00
01/18/2022	952359	WALKER'S OFFICE SUPPLY	205.33
01/24/2022	242489	CalCARD (US BANK)	16,765.91
01/24/2022	952535	ABSOLUTE COMMUNICATION SOLUTIONS	366.04
01/24/2022	242492	B&C ACE HOME & GARDEN CENTER	105.89
01/24/2022	952487	BUCKMASTER OFFICE SOLUTIONS	47.76
01/24/2022	952571	FISCHER TOWING	130.00
01/24/2022	952534	IMMIX TECHNOLOGY INC	849.96
01/24/2022	242556	MEM ELECTRICAL INC	2,305.00
01/24/2022	952501	MISSION LINEN SUPPLY, INC.	126.48
01/24/2022	242520	NID	296.74
01/24/2022	242526	SUBURBAN PROPANE	640.71
01/24/2022	952510	WALKER'S OFFICE SUPPLY	136.87
01/24/2022	242506	WASTE MANAGEMENT OF NEV. CO.	240.47
01/24/2022	952577	Work Health Solutions	1,207.00
01/27/2022	242583	HSA BANK, DIV. OF WEBSTER BANK	1,750.00
01/27/2022	242584	CalPERS 457 Plan (Def. Comp)	15,726.09
01/27/2022	952690	NCCFD - EFTPS (Fed & State Taxes)	26,586.60
01/27/2022	952708	NATIONWIDE RETIREMENT SOLUTION	5,593.17
01/27/2022	952702	NEVADA COUNTY PROF FF ASSN	980.00
01/27/2022	910965	CalPERS (Retirement)	39,182.01
01/28/2022	GJE613	Net Pay Pay Period Ending 01.28.22	110,862.07
01/31/2022	242727	49er COMMUNICATION	9.70
01/31/2022	952830	AIR EXCHANGE	704.87
01/31/2022	242775	AT&T CALNET 3	895.93
01/31/2022	952823	ECONOMY PEST CONTROL	202.00
01/31/2022	242706	EVERGUARD SYSTEMS	165.00
01/31/2022	952826	HILLS FLAT LUMBER COMPANY	24.17
01/31/2022	242721	HOUSE OF PRINT AND COPY	17.63
01/31/2022	242689	L.N. CURTIS & SONS	3,264.71
01/31/2022	242702	LIFE ASSIST INC.	1,655.82
01/31/2022	242688	NEVADA CITY, CITY OF	329.72
01/31/2022	952833	RIVERVIEW INTERNATIONAL TRUCKS	263.65
01/31/2022	952861	ROBINSON ENTERPRISES, INC.	890.73

Nevada County Consolidated Fire District Check History Report

January 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>
01/31/2022	242729	SPAR TREE FORESTRY	1,400.00
01/31/2022	242710	SPD SAW SHOP	585.21
01/31/2022	952839	WALKER'S OFFICE SUPPLY	6.98
01/31/2022	242701	YUBA DOCS	105.00
01/31/2022	242679	CA Dept of Tax & Fee Admin (CDTFA)	6,621.00
		Total:	<u><u>587,731.40</u></u>
 <u>Fund 758</u>			
01/10/2022	242066	L.N. CURTIS & SONS	58.33
01/24/2022	242489	CalCARD (US BANK)	366.32
01/24/2022	242500	L.N. CURTIS & SONS	4,879.10
		Total:	<u><u>5,303.75</u></u>

Nevada County Consolidated Fire District Credit Card History Report

<u>Fund 722</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>
	01/06/2022	COOMBE	Fireline Shields	567.50
	01/06/2022	DAVISON	ADVANTAGE GEAR, INC.	21.45
	01/06/2022	DAVISON	AMAZON MARKETPLACE	23.39
	01/06/2022	DAVISON	AMAZON MARKETPLACE	105.63
	01/06/2022	DAVISON	AMAZON MARKETPLACE	42.99
	01/06/2022	DAVISON	AMAZON MARKETPLACE	94.11
	01/01/2022	FIN MGR	STREAMLINE	200.00
	01/05/2022	FIN MGR	AT&T Long Distance	7.23
	01/11/2022	FIN MGR	COMCAST	380.98
	01/11/2022	FIN MGR	PACIFIC GAS & ELECTRIC CO.	3,354.54
	01/14/2022	FIN MGR	AT&T (Carol Stream)	39.90
	01/17/2022	FIN MGR	COMCAST	131.96
	01/23/2022	FIN MGR	SUDDENLINK (CEQUEL)	19.96
	01/23/2022	FIN MGR	SUDDENLINK (CEQUEL)	115.69
	01/23/2022	FIN MGR	SMARTER BROADBAND	40.00
	01/25/2022	FIN MGR	COMCAST	142.64
	01/26/2022	FIN MGR	Cloud Flare	8.57
	01/26/2022	FIN MGR	VERIZON WIRELESS	646.97
	01/06/2022	GREENE	SNAP-ON INDUSTRIAL	124.70
	01/06/2022	GREENE	Pierce Resource Center/Training	1,875.00
	01/06/2022	GREENE	MAC TOOLS	79.19
	01/06/2022	GREENE	NCFMA	40.00
	01/06/2022	GREENE	SNAP-ON INDUSTRIAL	126.87
	01/06/2022	GREENE	DISH NETWORK	87.79
	01/06/2022	JOHNSEN	CCAI	75.00
	01/06/2022	LONG	Admin. Fire Svcs Section- Northern Division	30.00
	01/06/2022	LONG	AMAZON MARKETPLACE	22.58
	01/06/2022	LONG	AMAZON MARKETPLACE	31.13
	01/06/2022	LONG	MICROSOFT OFFICE	991.67
	01/06/2022	LONG	DESI	37.00
	01/06/2022	LONG	AMAZON MARKETPLACE	53.22
	01/06/2022	LONG	AMAZON MARKETPLACE	29.57
	01/06/2022	MARGHERITA	Pierce Resource Center/Training	1,750.00
	01/06/2022	MARGHERITA	NCFMA	40.00
	01/06/2022	MASON	AMAZON MARKETPLACE	83.82
	01/06/2022	MASON	CCAI	495.00
	01/06/2022	MCELHANNON	AMAZON MARKETPLACE	100.82
	01/06/2022	MCELHANNON	STAPLES	169.18
	01/06/2022	MCELHANNON	AMAZON MARKETPLACE	579.20
	01/06/2022	MENET	ELITE COMMAND TRAINING	440.00
	01/06/2022	SERNA	AMAZON MARKETPLACE	70.92
	01/06/2022	SERNA	Robinson Enterprises	82.71
	01/06/2022	SERNA	Performance Redefined Corp.	1,598.00
	01/06/2022	SULLIVAN	Emergency Medical Svcs Auth.	250.00

Nevada County Consolidated Fire District Credit Card History Report

January 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>
01/06/2022	SUNDE	Robinson Enterprises	81.47
01/06/2022	SUNDE	PREMIER FLOORCOVERINGS	793.80
01/06/2022	TURNER	MISC CAL CARD VENDOR	124.31
01/06/2022	WEATHERS	SPD MARKET	577.70
01/06/2022	WITTER	AMAZON MARKETPLACE	16.10
01/06/2022	WITTER	AMAZON MARKETPLACE	15.75
01/06/2022	WITTER	AMAZON MARKETPLACE	173.04
			<u>16,989.05</u>
		TOTAL	<u>16,989.05</u>

Fund 758

01/06/2022	GREENE	Marathon Seat Covers	366.32
		TOTAL	<u>366.32</u>



P.O. Box #1014

Cedar Ridge, CA 95924

greenhornfirewisecommunity.com

To: Mr. Keith Grueneberg, President, Nevada County Nevada County Consolidated Fire District Board of Directors

Cc: Members, Nevada County Consolidated Fire District Board of Directors
Mr. Terry McMahan, Fire Marshal, Nevada County Consolidated Fire District
Ms. Heidi Hall, Nevada County Supervisor, District One
Mr. Paul Cummings, Director, Nevada County Office of Emergency Services

Re: Greenhorn Firewise Community Water Tank Project

Dear Mr. Grueneberg,

Through this letter, the Greenhorn Firewise Community (GFC), a 501-c-3 nonprofit organization, (Tax ID#: 84-4940317) is officially describing our efforts to locate 20,000 gallons of stored water at two different sites exclusively for the use of firefighting along Greenhorn Road. We are officially seeking your participation as our partners in this project.

The Greenhorn Firewise Community (GFC) was created in 2019 after the devastating Camp Fire in Paradise. Nearly 1000 households use Greenhorn Road as our primary ingress/egress route. Our goals include identifying and protecting additional evacuation routes, helping residents make their properties more fire safe, and improving communication among residents during fire emergencies.

We sought and received significant input and cooperation from Nevada County Nevada County Consolidated Fire District (NCCFD) personnel, including the direct involvement of Deputy Chief Jerry Funk (now retired) and Fire Marshal Terry McMahan in the development of our goals for our firewise community. Their input included a focus on the lack of water for firefighting along most of the 7 miles of Greenhorn with significant residents due to so few fire hydrants along the way. This led to a recommendation that GFC raise funds to located 40,000 gallons of firefighting water along Greenhorn Road.

This project is now over 1.5 years old. As the first effort of its kind by Firewise Communities in Nevada County, GFC has worked closely with Jerry and other NCCFD personnel to approach this project with the full understanding that if successful, many other communities may follow suit.

Our results include securing two property owners cooperating to allow use of their land for placement of the tanks and access roads for firefighting vehicles; sourcing of tanks and equipment to facilitate the final placement; and successful fundraising of the entire project cost plus 10%. Once the tanks are ordered, we will need about 3.5 months for delivery and installation – which could make this water available for the 2022 fire season.

GFC is interested in working with NCCFD on the issues of on-going property maintenance vs equipment maintenance; scope of insurance to be held to protect the tanks and by whom; filling the tanks vs keeping them full and on-going costs not listed. Future holding of the easements especially as more firewise communities decide they want to install water storage, is also important.

The benefits to the NCCFD Fire District and the County include a turnkey project providing significant designated firefighting water on a road with a large residential population. GFC will prepare each site and maintain them for as long as our organization exists. Our efforts will include additional cooperation with each property owner and the easement holder on annual and unique issues.

GFC stands ready to present this project to your board of directors or any entity which desires to participate.

We also seek guidance from your board on how to resolve the issue of which entity holds the easements. Currently, GFC is moving forward as the easement holder to assure progress is made prior to the 2022 fire season. We understand that NCCFD may not want to set the precedent of accepting any easements until legal and insurance questions have been fully answered. It is our desire to continue working with your organization to answer remaining questions and facilitate a decision over time on which entity should hold the easements.

Thank you for your cooperation and we look forward to working with you on this critical need.

Yours sincerely,

Vicki Deam, GFC Chair

Paul Tebbel, GFC Vice-chair

Jerry Funk, GFC Fire Professional

Dianne Marshall, GFC Tank Project Director



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: Nevada County Consolidated Fire District Board of Directors
From: Jim Turner, Fire Chief
Date: February 8, 2022
Re: Retirement

For just shy of 37 years, I have called the Nevada County Fire Service my family and my home. The opportunities the District has graciously allowed me has been instrumental in my growth. Growth not only within the parameters of the fire service, but in my everyday life. You have given me the essentials to successfully raise my family and prosper in one of the Country's finest communities.

Retirement from the fire service is one of the toughest decisions that I have ever had to make within my career. I have had many thoughts about what the future holds for the District, and I am pleased to say it is in very capable hands. The true measurement of success is knowing that when you leave, there is going to be someone who will excel to the next higher level.

It is with honor and my greatest gratitude that I thank the District and its personnel for allowing me this opportunity. I am officially notifying the District Board of Directors of my retirement, effective December 2nd, 2022.

Respectfully,

James L. Turner, Fire Chief

**Nevada County Consolidated Fire District
JOB DESCRIPTION**



Fire Chief

Serving Nevada County Consolidated Fire District

Title: Fire Chief

FLSA Status: Exempt

Reports To: NCCFD Board of Directors

Non-Classified: Full Time

SUMMARY OF JOB PURPOSE

The Fire Chief provides leadership and vision for the Nevada County Consolidated Fire District. Working with the NCCFD Board the Fire Chief participates in setting goals and providing policy options to help determine the future direction and delivery of fire services in the region. The primary function of the Chief is to plan, direct, coordinate, and oversee the activities of the fire department and serve as the key manager for the overall operations of NCCFD. The Chief is responsible for the development and implementation of standard operating policies and procedures; financial management of the District budget and departmental budget oversight. The Chief will provide general administration of the fire suppression, emergency medical services, emergency management, fire prevention, fire plan check, hazardous fuels reduction and public education programs.

SUPERVISION RECEIVED AND EXERCISED

The position is appointed by the NCCFD Board of Directors, who provides policy direction. The position exercises direct supervision over professional sworn fire personnel, Division Chief, Battalion Chiefs, clerical, and administrative and other related staff of NCCFD as well as other departmental employees of the Fire Department, through the Chain-of-Command. The Chief will assign, review, plan and coordinate the work of other employees; provide instruction and guidance to employees; and analyze problems and recommend solutions.

ESSENTIAL FUNCTIONS (include but are not limited to listed tasks):

1. Administrative daily operations through interaction with management team;
2. Delegates authority regarding overall District/Fire Department operations;
3. Interacts with other fire agencies;
4. Implements operational procedures and policies;
5. Directly supervises all Chief officers, administrative and clerical support personnel and indirectly supervises other fire suppression personnel through the chain-of-command including recruiting, planning, assigning, and reviewing work, maintaining standards, coordinating activities, allocating personnel, and management and supervision of personnel employed by the District;
6. Implements policies of the Board of Directors;
7. Implements goals and objectives as related to District needs;

This job description indicates in general the nature and levels of work, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The District is an EQUAL OPPORTUNITY EMPLOYER.

8. Implements Fire District budget and monitors District expenses and revenues;
9. Attends NCCFD Board of Directors meetings;
10. Attends City Council and Board of Supervisor's meetings, when required;
11. Enforces Fire District Ordinances and appropriate State law;
12. Enforces codes and laws pertaining to fire control and fire hazards;
13. Enforces District/Department rules and regulations;
14. Enforces state and federal mandated requirements;
15. Participates in labor relations;
16. Performs other related duties as assigned.

Knowledge of:

1. Administrative principles and methods, including goal setting, program and budget development and implementation, organization and management of work and personnel administration;
2. Functions and responsibilities of a municipal/urban interface fire department;
3. Principles, practices, methods and techniques of modern fire suppression, rescue, and prevention activities;
4. Federal, state, and local laws, rules, ordinances, and regulations related to fire suppression and prevention;
5. Use of the incident command system;
6. Local and regional planning, including annexations.

Ability to:

1. Act in a cost conscious and analytical manner in the development of policy options to address service and operational issues.
2. Be a team player who can work effectively with the Board, City Councils, Board of Supervisors, and County Chiefs.
3. Develop and keep the respect of others through honesty, integrity and delivering on commitments.
4. Motivate, mentor and coach subordinate staff.
5. Coordinate when necessary, elements of personnel matters in the course of being a direct supervisor and resource for Chief Officers.
6. Communicate effectively in a variety of public, governmental, civic, and emergency environments, both orally and in writing.
7. Work in a changing weather environment.
8. Manage employee MOUs and related human resource matters.
9. Prepare, present, and implement an annual budget.
10. Use independent judgment in frequently non-routine situations.
11. Respond to emergencies and serve in a command level position.
12. Make effective decisions in high stress situations related to major risk of injury or death to self, staff, or public.
13. Comprehend and correctly use a variety of informational documents including purchase orders, budget, staff reports, personnel records, performance appraisals, fire reports, telephone calls, job applications and billing invoices;

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14. Comprehend a variety of reference materials including policy manual, standard operating procedures, law books, and equipment drawings; utilize and interpret basic technical engineering, legal, accounting, mechanical, personnel and marketing terminology.
15. Prepare budget, staff reports, memos, purchase orders, performance appraisals, news releases and letters.

QUALIFICATIONS

To perform this job successfully, an incumbent must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required to perform the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. A typical way to obtain the knowledge, skills, and ability to perform this job is:

EXPERIENCE

Requires at least ten years of increasingly responsible emergency services administration and supervisory experience; three at the supervisory and executive officer level, which has afforded the opportunity to become familiar with all phases of emergency services including: budgeting, supervision, personnel, organizational structure, and operations. This is an executive position requiring extensive management experience. Each applicant will be evaluated based on proven track record and accomplishments.

CERTIFICATES and LICENSES

Possession of a valid California driver's license,

Current CPR and First Aid card

California State Chief Officer, Chief Fire Officer Certification or NFA Executive Fire Officer is required; Chief Fire Officer designation from the Center for Public Safety Excellence (CPSE) is acceptable.

Incident Command Systems (ICS) 300 and 400

National Incident Management System (NIMS) 700 and 800

EDUCATION

AA or AS Degree in a related field.

BA or BS Degree in a related field highly desired.

Any combination of education and experience which would satisfy the above requirements.

OTHER

Pass background investigation prior to hire date.

Pass a fitness-for-duty medical exam prior to hire date.

Reside within 15 minutes of the District within 180 days of employment, based upon the availability of affordable housing.

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LANGUAGE SKILLS

Ability to read, write and communicate in English at a level required for successful job performance. Effectively present information and respond to questions from elected officials, managers, employees, and the general public.

MATHEMATICAL SKILLS

Ability to use and understand basic and more complex mathematical concepts such as: adding, subtracting, multiplying, dividing, fractions, percentages, and statistics.

REASONING ABILITY

Ability to apply common sense and understanding to carry out instructions furnished in writing, orally or in diagram form; analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems collect data, establish facts, and articulate valid conclusions; and interpret an extensive variety of regulatory and technical instructions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job the employee is regularly required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold, and manipulate office equipment and talk and hear; required to operate a variety of automated office machines, including personal computer, copier, fax machine, telephone, and peripheral equipment and required to operate a variety of fire apparatus, vehicles and tools, including two-way radio, self-contained breathing apparatus, portable radio, and cellular phone. Exert a moderate to considerable amount of force to climb ladders and stairs, work in high places, lift, carry push, pull, or otherwise move very heavy objects.

The employee will be required to stoop, crawl, crouch, balance, and climb. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aids and ability to perceive odors immediately.

WORKING ENVIRONMENT

The work environment includes working in an office setting with associated noise from office equipment, building HVAC, adjacent roadway activity and other employees. Work requires the ability to work in high places, work outside or inside in all weather conditions, under hazardous conditions and in closely confined areas; possibility exists of being subject to hazards such as heat, odors, toxic agents, noise, smoke, wetness, humidity, dust, disease, machinery, explosives, violence, and electrical currents. Employee may work in all elements and conditions of a wildland, structure, or vehicle fire. Subject to being called back when off duty.

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GENERAL

The District reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: _____

Signature: _____

Date: _____

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Compensation (For Consideration)

The annual salary range for the Fire Chief Position is \$150,009.60 to \$195,000.00
(Starting salary DOQ)

Benefits include:

Health Insurance:

District agrees to pay the offered HSA accounts premiums and annual overall deductible (not the same as out of pocket), combined total not to exceed the amounts outlined below. Monthly premiums in excess of amounts outlined below will be the responsibility of the EMPLOYEE. The annual overall deductible co-share amount will be determined by reducing the amounts outlined below by the monthly premium of the selected HSA plan multiplied by 12 months. The annual overall deductible co-share shall not exceed the amount outlined in the selected HSA plan, or allowable by law. Contributions made above the amounts specified herein will be the responsibility of the EMPLOYEE. Income tax and penalties associated with contributions over the federal pre-tax limit will be the responsibility of the EMPLOYEE. The annual overall deductible co-share will be paid as follows: a) first payroll in January (4 months), April (3 months), July (3 months) and October (2 months), or b) in January (12 months) upon request, or c) policy year to date balance upon request. Mid-term new hires and terminations will receive HSA co-share payments prorated based on health insurance coverage start or end dates. Terminating employment prior to the end of the policy year will pay back a prorated co-share amount. Note: Benefits outlined in this section may change for life changing events that effect insurance coverages (e.g., marriage).

District and the EMPLOYEE agree to a combined cap on the contribution rate paid by NCCFD. The combined cap for medical, vision, and dental shall be \$1,693.58 per employee per month.

Life Insurance:

NCCFD agrees to provide life insurance for each employee in the minimum amount of \$100,000.00. This is provided at no cost to the employee. Once the employee reaches age 65, the policy is reduced by the insurance company according to their age reduction rules and actuarial justifications to 65% of NCCFD's life insurance policy, and at age 70 it reduces to 50% of NCCFD's life insurance policy.

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Pension Benefits:

NCCFD shall continue as a member of the Public Employee's Retirement System (PERS) and includes the following benefits.

- Section 20042 One-year final compensation for classic members. Highest average annual compensation over a three-year period for new members.
- Section 20965 Credit for unused sick leave
- Section 21573 Fourth Level of 1959 Survivor Benefit
- Section 21025 Public Service Credit for Employees of an Assumed Agency

NCCFD will pay the employer contribution rate to the extent and limits required by the Public Employees' Retirement System.

"Classic Members" to PERS: 3% @ 55

Final Retirement based on one year highest final compensation for classic members. Employee contributes 9%.

Should the employee be required to pay above the current 9% employee contribution rate, NCCFD agrees to meet with Employee.

"New Members" to PERS: 2.7% @ 57

Final Retirement Compensation based on Highest Three-Year Average. Employee required to pay the applicable employee contribution towards the PERS retirement cost. This cost is established by PERS and may change.

CalPERS defines "new members" as:

- (1) A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who has no prior membership in any other California public retirement system.
- (2) A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who is not eligible for reciprocity with another California public retirement system.
- (3) A member who established CalPERS membership prior to January 1, 2013, and who is hired by a different CalPERS employer after January 1, 2013, after a break in service of greater than six months.

Contributions by employees will be payroll deducted each pay period and paid to the Public Employees Retirement System (PERS).

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In no event will NCCFD require the employee to pay more than the maximum employee contribution.

NCCFD reserves the right to re-open to discuss the amending or changing Pension Benefit contracts at any time for any reason but shall meet and confer with Employee prior to taking any type of action.

Executive Time Off (ETO):

Annual allowance of 120 hours, with ability to sell back 50 hours per fiscal year.

Sick Leave:

NCCFD shall provide sick leave accrual for use by employees for injury or illness to the employee or family as defined in California Labor Code section 245.5. Accrued sick leave may also be used as bereavement leave in the event of the death of a family member. Accrued sick leave may also be used for Paternity/Maternity leave per California's Family and Medical Leave Act. There will be no payout for accrued sick leave in the event of separation from employment.

NOTE: There is no cap on accruing sick leave hours. The accrual rate shall be as follows:

Accrual hours	Accrual hours
<u>per pay period</u>	<u>per year</u>
4.616	120

Vacation:

Employees shall be entitled to accrue earned vacation leave according to the following schedule. If the employee reaches the maximum vacation balance, based on years of service, they shall not accrue further vacation leave hours until such time that they reduce their vacation hours below the maximum balance listed below.

Years of Service	Accrual hours	Accrual hours	Maximum
	<u>per pay period</u>	<u>per year</u>	<u>balance</u>
0 – 5	3.077	80	120
6 – 10	4.616	120	160
11+	6.154	160	200

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Vacation sell back: EMPLOYEES shall have the option of requesting pay in lieu of time off for a maximum of 150 hours per fiscal year at the straight time hourly rate. Advance notice must be given to the payroll department and the requested amounts, if earned, will be paid by separate check on the next reasonable pay date.

Holidays:

New-Years Day	Martin Luther King’s Birthday
Presidents Day	Memorial Day
Independence Day	Labor Day
Columbus Day	Veteran’s Day
Thanksgiving Day	Day after Thanksgiving
December 25th holiday	

Uniform Allowance:

\$1,000 per year. Employer to provide Class A uniform

District Vehicle provided

District does not participate in Social Security

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6.

Fire Chief Recruitment



Nevada County Consolidated Fire District

Resolution 22-05

Resolution to change the account executor for the District controlled bank accounts with Wells Fargo.

WHEREAS, the Nevada County Consolidated Fire District (“District” or “NCCFD”) maintains two bank accounts with Wells Fargo, one for federal taxes deposits, electronically deposited funds for strike team reimbursement and grant funds and one for petty cash; and

WHEREAS, the District would like to remove John J. Van Groningen, Finance Manager as the executive of the account as he has retired District as of January 31, 2022, and

WHEREAS, the District would like to name Nicole Long, Administrative Services Manager as the executive of the account.

PASSED AND ADOPTED by the Board of Directors as Resolution of the Nevada County Consolidated Fire District at the Regular Board Meeting held on the 17th day of February 2022 by the following roll call:

Ayes:

Noes:

Absent:

Abstain:

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

Attest:

Nicole Long, Secretary of the Board



Agreement for Administrative Services



This Agreement for Administrative Services (this "Agreement") is made effective as of February 1, 2022 by and between Nevada County Consolidated Fire District, of Nevada County and the Penn Valley Fire Protection District, of Nevada County. In this Agreement, the parties who are contracting services shall be referred to "NCCFD", and "Penn Valley".

In consideration of the mutual promises set forth below, the parties agree as follows:

Description of Services: Beginning on February 1, 2022, Penn Valley will provide finance and other accounting services and support as outlined on Exhibit A, and other services reasonably requested by NCCFD.

Description of Services: Beginning on February 1, 2022, NCCFD will provide requested administrative and accounting services and support as outlined on Exhibit A, and other services reasonably requested by Penn Valley.

Mutual Obligation: Both NCCFD and Penn Valley agree that they will take all reasonable steps necessary to:

- Provide key individuals to perform its obligations herein, and
- Provide access to information, programs, and documentation as necessary to perform its obligations.

In addition, all efforts will be taken by the parties in resolving any problems arising in the services.

Fees: In consideration of the services to be performed NCCFD and Penn Valley agree to compensate one another at the actual hourly cost of the employee performing services for actual hours worked. Periodic hourly rate adjustment will be made via amendments to this agreement. This is an hourly billing agreement.

Term: This agreement will remain in effective until terminated by either party with no less than 30 day written notification.

Confidentiality: Both parties will not at any time or in any manner, either directly or indirectly, share information, or represent the other agency, unless requested to do so and is agreed upon.

Indemnification: Both parties agree to indemnify and hold harmless the other from all claims, losses, expenses, fees including attorney fees, costs and judgements that may be asserted against said party in relation to services being provided.

Entire Agreement: This agreement and exhibit(s) contain the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written.

Severability: If any provisions of this agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable.

Applicable Law: This agreement shall be governed by the laws of the State of California.

Signatories: By signing below, the signer acknowledges they have been given the authority to sign this agreement by the governing bodies.

Don Wagner, Fire Chief
Penn Valley Fire Protection District

Jim Turner, Fire Chief
Nevada County Consolidated Fire District

Exhibit A

NCCFD has requested Penn Valley assist with finance and other accounting services for NCCFD. The request is a high level of oversight of financial activities, budget preparation, and audited financial services. Penn Valley and NCCFD utilize both QuickBooks and the FinPlus treasury system with the County of Nevada.

NCCFD has agreed to assist Penn Valley in Administrative, Board and other ancillary functions as needed. Both parties will provide the ability to access any programs necessary to complete the tasks necessary in this agreement.

The estimated hours that both parties agree to utilize personnel will be no more than 10 hours per week. The exception may be during budget preparation and audit, it will exceed 10 hours per month.

All charges for services will be billed on actual hours completed.



Nevada County Consolidated Fire District

Resolution 22-06

Authorizing Overtime and Portal to Portal Pay for Employees

WHEREAS, the Nevada County Consolidated Fire District is a public agency located in the County of Nevada, State of California, and

WHEREAS, it is the Board of Directors desire to provide fair and legal payment to all its employees for time worked; and

WHEREAS, the Nevada County Consolidated Fire District has in its employ, fire department response personnel include: Fire Chief, Division Chief, Deputy Chief, Battalion Chief, Fire Marshal, Deputy Fire Marshal, Fire Captain, Lieutenant, Firefighter/Operator, Fleet and Facilities Supervisor, Fire Mechanic I, Fire Mechanic II, Service Technician, Seasonal Firefighters, Administrative Services Manager, Finance Administrative Assistant and Admin. Support; and

WHEREAS, the Nevada County Consolidated Fire District will compensate its employee’s portal to portal while in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response; and

NOW, THEREFORE, BE IT RESOLVED that the conditions set forth in this resolution, as stated above, take effect upon adoption by the Nevada County Consolidated Fire Board of Directors.

PASSED, APPROVED AND ADOPTED this 17th day of February 2022.

Ayes:
Noes:
Absent:
Abstain:

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

Attest:

Nicole Long, Secretary of the Board

Nevada County Consolidated Fire District

ORDINANCE NO. OR22-01

ADOPTING AND INCORPORATING BY REFERENCE THE FAIR POLITICAL PRACTICES COMMISSION'S STANDARD MODEL CONFLICT OF INTEREST CODE AS SET FORTH IN 2 CALIFORNIA ADMINISTRATIVE CODE, SECTION 18730

WHEREAS, pursuant to Article III of Chapter 7 of the Government Code commencing with Section 87300, the Nevada County Consolidated Fire District (henceforth, "The District") is required to adopt and promulgate a conflict of Interest Code; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation, 2 California Administrative Code Section 19730, which contains the terms of a standard model Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings conducted by the Fair Political Practices Commission;

THEREFORE, the Board of Directors of the Nevada County Consolidated Fire District do ordain as follows:

SECTION 2-1:

That the terms of 2 California Administrative Code Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby adopted and incorporated by reference and constitute the Conflict of Interest Code for the Nevada County Consolidated Fire District.

SECTION 2-2:

That the designated employees who are required to file financial disclosure statements are the Nevada County Consolidated Fire District Board of Directors, Fire Chief, Deputy Fire Chief, Division Chief, Battalion Chiefs, Fire Prevention Officers, Legal Counsel, Finance Manager, Administrative Services Manager, and Citizens' Oversight Committee Members of the Nevada County Consolidated Fire District.

SECTION 2-3:

All employees designated above shall file statements of economic interest with the District.

(1) The District shall forward to the Clerk of the Nevada County Board of Supervisors the original statements for all NCCFD Board directors and any Chief Officers listed above, retaining copies at the District.

(2) The District shall retain all original statements for all other designated employees.

SECTION 2-4:

That the disclosures which are required of the designated employees are the following:

- (a) Interests in real property, except the primary residence, which are located in whole or in part:
 - (1) within the boundaries of the District,
 - (2) within two miles of the boundaries of the District, or
 - (3) within two miles of any land owned or used by the District, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property.
- (b) Investments in business entities or income from sources which engage in the acquisition or disposal of real property within the District.
- (c) Investments in business entities or income from sources which:
 - (1) are contractors or subcontractors engaged in the performance of work or services of the type utilized by the District; or
 - (2) which manufacture or sell supplies, machinery, or equipment of the type utilized by the District.

SECTION 2-5.

That in addition to the designated employees set forth above, consultants shall be included as designated employees subject to filing of financial disclosure statements subject to the following limitation:

The Board of Directors may determine in writing that a particular consultant, although a “designated employee” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. Such determination shall be a public record and shall be retained for public inspection in the same manner and location as this conflict of Interest Code.

SECTION 2-6

This ordinance shall take effect, and be in force, at the expiration of thirty (30) days after approval by the Board of Supervisors of the County of Nevada. **PASSED AND ADOPTED** by the Board of Directors of the Nevada County Consolidated Fire District, County of Nevada, State of California, at a regular meeting of said Board, held on the 20th day of September 2018, by the following roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

BY:

Nicole Long,
Secretary to the Board

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



NCCFD CHIEFS' MONTHLY REPORT

To: NCCFD Board of Directors
From: Jim Turner, Fire Chief
Pat Sullivan, Division of Operations Chief
Date: February 17, 2022

SUPPRESSION

Statistical data for the period of January 1 – January 31, 2022.

- 310 responses for service (see attached analytics)
- 05:46 minutes first apparatus travel time.
- Multiple propane, carbon monoxide and powerlines down responses.
- Garage fire in Alta Sierra.

Training:

- 575 hours of training recorded.
- New firefighter training is the priority.
 - 7 Firefighters attended the Swiftwater Technician Course in Chico.
 - 3 attended the Driver Operator course taught by BC Davison at Sierra College.
 - Several local allied agencies participated in the class.

ADMINISTRATION

- Chief Turner, Division Chief Sullivan, Fire Marshal Mc Mahan, Deputy Fire Marshal Mason attended the County Board of Supervisors Workshop.
- Chief Turner, Deputy Chief Funk, Division Chief Sullivan attended to County Chiefs meeting.
- Chief Turner, Deputy Chief Funk, Division Chief Sullivan attended the Nevada County Law Enforcement and Fire Council meeting.
- BC and Captains staff meetings were held.
- Chief Funk, Fire Marshal McMahan and Division Chief Sullivan attended the Community Agencies United for Safe Schools and Safe Streets (CAUSSS) where Chief Sullivan was introduced.
- The first round of annual ARC physicals was completed.



NCCFD CHIEFS' MONTHLY REPORT

FIRE PREVENTION

Fire Investigations:

- Deputy Fire Marshal Mason investigated a fire in a barn structure. The fire occurred shortly after the snowstorms and made it difficult access, with two engines sinking in the mud. The barn was a total loss and burned itself out. The investigation found it to be accidental and no exact cause found
- Fire Marshal McMahan investigated a detached garage fire. The homeowner was home, and this also appears to be accidental.

Meetings and Training attended by Fire Marshal McMahan:

- With Deputy Fire Marshal Mason we met with County Planning, Building, Department of Transportation and the Fire Planner to discuss changes to State Code Title 14. This code discusses fire safety in the State Responsibility Area. The Community Development Director put together a letter of concerns based off the meeting and sent it to the Board of Forestry.
- Met with Board of Supervisor Board Chair Hoek at her request regarding Cannabis concerns and questions with Deputy Fire Marshal Mason.
- California Residential Fire Sprinkler Coalition, virtually.
- NorCal Fire Prevention Officers, virtually.

Comments:

- Deputy Fire Marshal Mason is continuing to work with County OES to improve the DSI Program and the Vegetation Ordinance. This has proven to be a great partnership.

