



## **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 President. 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 23, 2020
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: Dorland, Slade-Troutman**

**PERSONNEL: Carrington, Hanson, Nelson**

### **AD HOC COMMITTEES**

**BOARD POLICY AND PROCEDURES: Grueneberg**

**WESTERN NEVADA COUNTY FIRE AGENCY: Grueneberg, Dorland, Hanson**

### **LOCAL AGENCY ASSIGNMENTS**

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

## **NEW BUSINESS**

4. Discussion and Possible Action, Joint Agreement between California Highway Patrol Valley Division Air Operations Helicopter Unit and the Nevada County Consolidated Fire District. **Fire Chief Turner and Captain Sullivan**
5. 2019 Operational Statistics. **Deputy Chief Funk**
6. Discussion and possible action, Memorandum of Understanding between Nevada Irrigation District and Fire Agencies. **Fire Marshal McMahan**
7. Discussion and possible action, Resolution R20-02, Accepting the bid from the winning bidder for the Station 84 deck architectural services. **Deputy Chief Funk**
8. Discussion and possible action, Request for Proposal for Fiscal Year 19/20 Financial Audit. **Finance Manager Van Groningen**
9. Discussion and possible action, California Special Districts Association (CSDA) Board of Directors Call for Nominations Seat C. **President Grueneberg**
10. Discussion and possible action, Resolution R20-03, Making Nomination to the Position of Special District Member of the Nevada County Local Agency Formation Commission (LAFCo). **President Grueneberg**



### **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](mailto: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 President 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 President 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. **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.**

D. 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**  
**Nevada County Consolidated Fire District**

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**BOARD OF DIRECTORS MINUTES JANUARY 23, 2020**  
Special Meeting held at  
11329 McCourtney Road, Grass Valley, CA 95949

**NCCFD DIRECTORS**

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

**STAFF:**

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

**STANDING ORDERS:**

President Grueneberg called the meeting to order at 7:00 pm and took roll call noting Director Dorland and Director Hanson were absent. Deputy Chief Funk led in the pledge of allegiance.

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

*Per CA Government Code 54954.3*

No comment

**CONSENT CALENDAR**

1. Acceptance of Minutes – December 19, 2019 and January 9, 2020
2. Fund Balances, Check History report and Credit Card History Report
3. County of Nevada Signature Sheet

Director Garrett motioned to accept the consent calendar. Director Carrington seconded. **MOTION** passed unanimously with Director Dorland and Director Hanson absent.

**COMMITTEE REPORTS**

**STANDING COMMITTEES**

**FINANCE/BUDGET:** Dorland, Slade-Troutman

**PERSONNEL:** Carrington, Hanson, Nelson

**AD HOC COMMITTEES**

**NEGOTIATIONS:** Carrington

**BOARD POLICY AND PROCEDURES:** Grueneberg

**LOCAL AGENCY ASSIGNMENTS**

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

Finance – Met on January 9, 2020 to review the audit, which will be presented later in the meeting tonight.

Personnel – to be discussed in closed session.

## **NEW BUSINESS**

### **4. Discussion and Possible Action, Audit Exit Interview for fiscal year ending 18/19 with Pehling & Pehling.**

Finance Manager Van Groningen briefly reviewed the table of contents and where to locate items in the audited financial statements. He then reported that the net position at the end of the year increased \$192,000.00. This net position increase is an indicator of the health of the district. After discussion, noting that this was a clean audit, Director Carrington motioned to accept the audited financial statements. Director Slade-Troutman seconded. **MOTION** passed unanimously with Director Dorland and Director Hanson absent.

### **5. Discussion and Possible Action, Resolution R20-01 Special Tax Fund Transfer.**

Finance Manager Van Groningen read the resolution and reported this is one of the three transfers we do from the special tax fund a year. Director Nelson motioned to adopt Resolution R20-01, transferring \$518,000.00 from account 6734 to 6722. Director Carrington second. **MOTION** passed following a roll call vote, with Director Dorland and Director Hanson absent.

### **6. Presentation on Station 86 remodel**

Deputy Chief Funk reviewed the presentation on Station 86. Director Nelson read the comments that Nevada County resident Linda Chaplin submitted (attached) regarding her concerns. Discussion took place on other options, such as a modular being placed on the property and a few different design changes. Deputy Chief Funk will discuss the different options with the architect and bring information back to the Board.

### **7. Discussion and Possible Action, Accomplishments and Goals.**

It was requested that Chief Turner bring the 2019 accomplishments and 2020 goals to the board. Chief Turner quickly reviewed the accomplishments as they were the same indicated in the Chief's reviews. The goals for 2020 were reported as:

- Updating and increasing the reserve program
- Accurate data with software integration and no duplication.
- Chief Funk will continue to look at what can be done with station 86.
- The chassis for the squad is done and Staff will evaluate response, fuel consumption, maintenance and delivery of services.
- Management Staff will participate with allied agencies to discuss and develop programs and services that will enhance services and reduce cost throughout Western Nevada County Fire Services.
- Department of Fire Prevention will be working with the staff from the County of Nevada to expand and enhance the defensible space inspector program.

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

President Grueneberg surveyed the directors to see if anyone wanted to change committee assignments. All Directors present agreed to stay on their current assignments.

## **CHIEF'S MONTHLY REPORT**

Chief Funk reviewed the operational report. He reported that the new constant monitoring carbon monoxide alarms now being carried on medical bags detected elevated CO levels at two medical calls.

On the Administrative side, many routine meetings but a big topic has been identifying fuel and power options during power safety power shutoffs.

Fire Prevention reported they had one fire investigation, an LP Gas explosion that occurred in a 53-foot semi-trailer. A mix of meetings were attended  
Mix of meetings were attended by prevention staff including the update of the hazard abatement ordinance with the County.

**Board Discussion**

Form 700 emails were sent out, please complete and return.

**9. Closed Session.**

No public comment.

The Board went into closed session at 8:05 p.m.

President Grueneberg reported out of closed session at 8:55 p.m. The Board instructed the negotiator how to proceed.

**ADJOURNMENT**

President Grueneberg adjourned the meeting at 8:56 p.m.

Attest:

Approved by:

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Nicole Long  
Board Secretary

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Keith Grueneberg  
President of the Board

## Nicole Long

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**From:** Linda Chaplin [REDACTED]  
**Sent:** Thursday, January 23, 2020 3:59 PM  
**To:** Nicole Long  
**Subject:** Re: Special meeting Jan.23

Sorry to miss hearing this evening's presentation on Station 86, Banner Mountain:

Agenda item # 6. Presentation on Station 86 remodel.

As I have mentioned before, I continue to be concerned about addressing operation noise, exterior lighting, and reflective glare from the station as it affects my residence at [REDACTED] particularly in the proposed remodel.

I hope to be able to learn about the presentation content in the near future. I would like to be able to make comments on the topics raised in it, not knowing now what will be discussed during today's meeting.

Thanks, Linda Chaplin.

Sent from my iPad

On Jan 22, 2020, at 3:35 PM, Nicole Long <nicolelong@nccfire.com> wrote:

I am sorry you are unable to make the meeting. You can submit your comments to me and I will be sure the Board reviews them.

If you are commenting on several items I would just like to ask that your written comments designate the agenda item it pertains to.

Thank you,

Nicole Long, Operations Support

**Nevada County Consolidated Fire District**

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[nicolelong@nccfire.com](mailto:nicolelong@nccfire.com)

**Nevada County Consolidated Fire District**  
**Fund Recap & Cash Balances**  
**January 2020**

	Fund					Total
	722 Operating	723 Contingency	733 AB1600	734 Special Tax	758 Capital	
Beginning Cash <sup>1</sup>	1,245,456	1,069,800	101,682	519,888	531,319	3,468,145
Revenues	549,998	-	2,188	-	-	552,186
Expenditures	(644,845)	-	-	-	(19,608)	(664,453)
Other Inc/Expense	-	-	-	(518,000)	-	(518,000)
Other Activity <sup>2</sup>	(745)	-	-	-	(95)	(839)
Ending Cash <sup>1</sup>	1,149,864	1,069,800	103,870	1,888	511,616	2,837,039

<sup>1</sup> Includes Well Fargo

<sup>2</sup> Balance sheet cash activity not reported on fund report in the current month.

**Nevada County Consolidated Fire District  
Operating Fund 722  
January 2020**

	<u>January</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Revenue</b>				
<b>4000 · Taxes &amp; Assessments</b>				
4010 · Current Secured		1,709,091	3,084,552	55%
4011 · Prior Secured			59,702	
4020 · Current Unsecured		50,387		
4030 · Prior Unsecured		54		
4040 · Supplemental Secured		24,162	29,477	82%
4050 · Supplemental Unsecured		531		
4060 · Supplemental Prior Unsecured		3		
4110 · Special Assessment	281	1,104,956	2,009,382	55%
4150 · Special Tax of 2012		514		100%
4151 · Special Tax 2012 (transfer in)	518,000	563,000	955,327	59%
4230 · State Homeowners		13,933	25,435	55%
4240 · State Public Safety Prop 172		228,140	387,198	59%
4290 · Other		1		
<b>Total 4000 · Taxes &amp; Assessments</b>	<b>518,281</b>	<b>3,694,772</b>	<b>6,551,073</b>	<b>56%</b>
<b>4500 · Reimbursements</b>				
4510 · Strike Team	17,796	20,344	25,000	77%
4520 · Strike Team Prior Year		10,468		
4522 · Strike Team Cost Offset	(9,875)	(11,683)		
4540 · Vehicle Repair		4,113	10,000	41%
4550 · Cost Recovery	2,066	9,429	20,000	47%
4690 · Other Reimbursements	6,425	28,024	63,910	44%
<b>Total 4500 · Reimbursements</b>	<b>16,412</b>	<b>60,695</b>	<b>118,910</b>	<b>51%</b>
<b>4800 · Other Revenue</b>				
4810 · Inspections & Permits	1,860	6,820	10,000	68%
4812 · Plan Reviews	930	12,524	20,000	63%
4820 · Interest & Finance Charges	(55)	12,457	18,000	69%
4830 · Rentals	12,550	21,490	28,740	75%
4870 · Other Revenue	20	1,198	2,000	60%
<b>Total 4800 · Other Revenue</b>	<b>15,305</b>	<b>54,489</b>	<b>78,740</b>	<b>69%</b>
<b>Total Revenue</b>	<b>549,998</b>	<b>3,809,956</b>	<b>6,748,723</b>	<b>56%</b>

Fiscal year complete 58%. Payroll complete 62%.

**Nevada County Consolidated Fire District  
Operating Fund 722  
January 2020**

	<u>January</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Expense</b>				
<b>5000 · Wages &amp; Benefits</b>				
<b>5100 · Wages</b>				
5111 · Chief / Deputy Chief (2)	40,772	213,417	357,321	60%
5113 · Battalion Chief (2)	24,115	128,309	220,969	58%
5114 · Prevention (2)	22,451	117,802	201,818	58%
5121 · Captains (9)	88,906	468,070	804,847	58%
5122 · Lieutenants (6)	48,220	245,733	445,973	55%
5123 · Firefighter (12)	77,004	404,182	701,821	58%
5131 · Supplemental / Seasonal FF		137,631	177,507	78%
5132 · PCF / Reserve FF		3,792	3,815	99%
5141 · Clerical (3)	25,796	133,127	218,433	61%
5145 · Fire Mechanic (1.5)	12,578	66,183	115,737	57%
5151 · Overtime	41,091	204,777	453,941	45%
5153 · Additional Overtime Staffing		7,772	17,574	44%
5161 · Strike Team	313	90,623		
5165 · Strike Team Backfill	30	43,692		
5167 · Strike Team Revenue Offset	(9,733)	(11,516)		
5171 · Holiday Stipend	18,936	56,446	70,925	80%
5173 · Vacation / CTO Buy Back	11,603	35,136	79,965	44%
5185 · Directors	600	2,700	4,500	60%
<b>Total 5100 · Wages</b>	<b>402,682</b>	<b>2,347,876</b>	<b>3,875,146</b>	<b>61%</b>
<i>**Strike Team Labor 3.17%</i>				
<b>5500 · Payroll Taxes</b>				
5511 · Medicare Employer Tax	5,538	31,323	56,504	55%
5512 · Soc Security Employer Tax	37	403	516	78%
5521 · SUI Employer Tax	5,470	6,693	9,108	73%
5526 · Strike Team Revenue Offset	(141)	(167)		
<b>Total 5500 · Payroll Taxes</b>	<b>10,904</b>	<b>38,252</b>	<b>66,128</b>	<b>58%</b>
<b>5700 · Benefits</b>				
5711 · Pension	65,410	647,111	900,391	72%
5731 · Health Insurance	66,199	397,030	772,464	51%
5735 · Life Insurance	733	9,674	16,200	60%
5751 · Workers Comp Insurance		188,898	188,898	100%
<b>Total 5700 · Benefits</b>	<b>132,342</b>	<b>1,242,713</b>	<b>1,877,953</b>	<b>66%</b>
<b>Total 5000 · Wages &amp; Benefits</b>	<b>545,928</b>	<b>3,628,841</b>	<b>5,819,227</b>	<b>62%</b>
<i>**Strike Team Labor 2.14%</i>				

Fiscal year complete 58%. Payroll complete 62%.

**Nevada County Consolidated Fire District  
Operating Fund 722  
January 2020**

	<b>January</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>% of Budget</b>
<b>6000 · Personnel Related</b>				
<b>6010 · Clothing / PPE</b>				
6011 · Uniforms	293	2,610	11,835	22%
6021 · Personal Protective Equip	1,800	21,740	40,000	54%
6031 · Safety & PPE (per MOU)	11,064	22,303	25,700	87%
<b>Total 6010 · Clothing / PPE</b>	<b>13,157</b>	<b>46,653</b>	<b>77,535</b>	<b>60%</b>
<b>6100 · Food / Meals</b>				
6111 · Meals - Administration		80	350	23%
6113 · Meals - Fire			1,500	
6114 · Meals - Interns	1,500	5,310	36,473	15%
<b>Total 6100 · Food / Meals</b>	<b>1,500</b>	<b>5,390</b>	<b>38,323</b>	<b>14%</b>
<b>6200 · Training / Fitness</b>				
6211 · Wellness Program	3,912	15,494	26,740	58%
6213 · Fitness Program	392	2,496	4,400	57%
6221 · Tuition - Safety Personnel	1,939	8,269	20,000	41%
6232 · Travel Expense	106	1,688	8,500	20%
6241 · Training Materials		556	2,000	28%
6246 · Public Safety Training Center	14	1,194	1,000	119%
6251 · Education Incentive Program		240	9,300	3%
6261 · Licenses & Certificates	336	1,939	2,250	86%
6271 · Training - Administration	140	530	7,000	8%
<b>Total 6200 · Training / Fitness</b>	<b>6,839</b>	<b>32,406</b>	<b>81,190</b>	<b>40%</b>
<b>Total 6000 · Personnel Related</b>	<b>21,496</b>	<b>84,449</b>	<b>197,048</b>	<b>43%</b>
<b>6500 · Facility &amp; Equipment Related</b>				
<b>6510 · Communications</b>				
6511 · Telephones	1,148	9,103	18,000	51%
6521 · Mobile Phones	994	4,816	8,550	56%
<b>Total 6510 · Communications</b>	<b>2,142</b>	<b>13,919</b>	<b>26,550</b>	<b>52%</b>
<b>6550 · Station</b>				
6551 · Supplies & Services - Stations	1,029	8,276	18,000	46%
6591 · Small Tools		209		
<b>Total 6550 · Station</b>	<b>1,029</b>	<b>8,485</b>	<b>18,000</b>	<b>47%</b>
<b>6610 · Insurance</b>				
6611 · Liability		14,335	13,824	104%
6621 · Property		16,497	16,457	100%
<b>Total 6610 · Insurance</b>		<b>30,832</b>	<b>30,281</b>	<b>102%</b>
<b>6650 · Maintenance</b>				
6681 · Facility Maint & Improvements	7,155	32,272	120,000	27%
<b>Total 6650 · Maintenance</b>	<b>7,155</b>	<b>32,272</b>	<b>120,000</b>	<b>27%</b>
<b>6700 · Medical Supplies</b>				
6716 · EMS Supplies	1,394	12,793	12,000	107%
<b>Total 6700 · Medical Supplies</b>	<b>1,394</b>	<b>12,793</b>	<b>12,000</b>	<b>107%</b>

Fiscal year complete 58%. Payroll complete 62%.

**Nevada County Consolidated Fire District  
 Operating Fund 722  
 January 2020**

	<u>January</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>% of Budget</u>
<b>6750 · Apparatus Equipment</b>				
6751 · Hose		9,953	21,000	47%
6756 · Ladders			1,150	
6761 · Suppression Equip	1,287	3,711	10,000	37%
6766 · Power Tools & Equipment	48	4,278	6,800	63%
6771 · Pump Testing			4,347	
6776 · Mobile Communications		3,213	2,500	129%
6781 · Technical Rescue Equip	1,344	1,344	6,500	21%
6786 · SCBA Repair & Maintenance	1,398	2,123	5,000	42%
6791 · Small Tools - Apparatus		38	1,000	4%
<b>Total 6750 · Apparatus Equipment</b>	<b>4,077</b>	<b>24,660</b>	<b>58,297</b>	<b>42%</b>
<b>6800 · Utilities</b>				
6811 · Alarm	330	1,018	2,120	48%
6821 · Electricity / Gas	3,809	22,322	44,515	50%
6831 · Propane	3,282	7,433	13,230	56%
6841 · Trash	236	2,201	3,837	57%
6851 · Water / Sewer	559	6,000	8,224	73%
<b>Total 6800 · Utilities</b>	<b>8,216</b>	<b>38,974</b>	<b>71,926</b>	<b>54%</b>
<b>6900 · Capital Expenditures</b>				
6921 · Apparatus & Equipment		25,795	31,500	82%
<b>Total 6900 · Capital Expenditures</b>		<b>25,795</b>	<b>31,500</b>	<b>82%</b>
<b>Total 6500 · Facility &amp; Equipment Related</b>	<b>24,013</b>	<b>187,730</b>	<b>368,554</b>	<b>51%</b>
<b>7000 · Vehicle Related</b>				
<b>7001 · Insurance</b>				
7005 · Vehicle Insurance		7,471	8,481	88%
<b>Total 7001 · Insurance</b>		<b>7,471</b>	<b>8,481</b>	<b>88%</b>
<b>7010 · Maintenance</b>				
7011 · Accessories	7,184	37,298		
7016 · Batteries		727		
7021 · Body		902		
7026 · Brakes	493	3,533		
7036 · Pumps		360		
7041 · Tires		8,229		
7046 · Tools & Shop Related	426	9,972		
7048 · All Categories for Budget			106,200	
7049 · Outside Agency Vehicle Maint	41	261		
7010 · Maintenance - Other		248		
<b>Total 7010 · Maintenance</b>	<b>8,144</b>	<b>61,530</b>	<b>106,200</b>	<b>58%</b>
<b>7050 · Fuel</b>				
7051 · Fuel	4,572	38,173	67,598	56%
<b>Total 7050 · Fuel</b>	<b>4,572</b>	<b>38,173</b>	<b>67,598</b>	<b>56%</b>
<b>Total 7000 · Vehicle Related</b>	<b>12,716</b>	<b>107,174</b>	<b>182,279</b>	<b>59%</b>

Fiscal year complete 58%. Payroll complete 62%.

**Nevada County Consolidated Fire District  
Operating Fund 722  
January 2020**

	<u>January</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>% of Budget</u>
<b>7500 · General &amp; Admin Related</b>				
<b>7501 · Office Expense</b>				
7502 · Administration	994	2,449	7,200	34%
7506 · Board	19	673	1,800	37%
7508 · Computer & Software Expense	3,407	21,468	60,723	35%
7509 · Copier Expense	109	811	1,500	54%
7511 · Memberships	80	9,057	15,000	60%
7521 · Postage & Delivery	83	654	2,040	32%
<b>Total 7501 · Office Expense</b>	<u>4,692</u>	<u>35,112</u>	<u>88,263</u>	<u>40%</u>
<b>7550 · Professional Services</b>				
7551 · Accounting	2,732	11,764	11,450	103%
7556 · Computer & IT Support	1,215	4,997	9,720	51%
7561 · Consultants	2,000	19,895	22,000	90%
7563 · Hiring Expense	189	1,050	8,005	13%
7566 · Legal Expense	6,835	17,191	24,433	70%
7571 · Medical Director	900	2,700	3,600	75%
<b>Total 7550 · Professional Services</b>	<u>13,871</u>	<u>57,597</u>	<u>79,208</u>	<u>73%</u>
<b>7590 · Publications</b>				
7591 · Legal Notices		208	600	35%
7596 · Marketing / Advertising			500	
<b>Total 7590 · Publications</b>		<u>208</u>	<u>1,100</u>	<u>19%</u>
<b>7600 · Special District</b>				
7621 · LAFCo		6,458	6,458	100%
7631 · Nevada County Fees		76,540	71,901	106%
<b>Total 7600 · Special District</b>		<u>82,998</u>	<u>78,359</u>	<u>106%</u>
<b>7650 · Prevention</b>				
7651 · Code Purchases		1,603	3,000	53%
7653 · Investigation Supplies	421	446	7,025	6%
7657 · Inspection Supplies			3,000	
7661 · Prof Svcs / Plan Checks		350	2,500	14%
7663 · Public Education Supplies		2,546	6,000	42%
7665 · Subscriptions / Memberships		649	5,750	11%
7667 · Training		1,527	5,000	31%
7669 · Other Prevention / Law Enforce		(489)	8,000	(6%)
<b>Total 7650 · Prevention</b>	<u>421</u>	<u>6,632</u>	<u>40,275</u>	<u>16%</u>
<b>7800 · JPA</b>				
7831 · Dispatch Charges	21,708	21,708	100,000	22%
7841 · Dues / Administration		4,316	8,918	48%
<b>Total 7800 · JPA</b>	<u>21,708</u>	<u>26,024</u>	<u>108,918</u>	<u>24%</u>
<b>Total 7500 · General &amp; Admin Related</b>	<u>40,692</u>	<u>208,571</u>	<u>396,123</u>	<u>53%</u>
<b>8500 · Strike Team Non Labor Expenses</b>		4,312		
<b>Total Expense</b>	<u>644,845</u>	<u>4,221,077</u>	<u>6,963,231</u>	<u>61%</u>
<b>Fund Over / (Under)</b>	<u>(94,847)</u>	<u>(411,121)</u>	<u>(214,508)</u>	

Fiscal year complete 58%. Payroll complete 62%.

**Nevada County Consolidated Fire District  
 Operating Fund 722  
 January 2020**

	<u>January</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Other Income</b>				
9001 · Grant Revenue		7,883		
<b>Total Other Income</b>		7,883		
<b>Other Expense</b>				
8700 · Transfers Out				
8723 · Transfer to 723			166,940	
8758 · Transfer to 758			75,000	
<b>Total 8700 · Transfers Out</b>			241,940	
9101 · Grant Expense		11,440		
<b>Total Other Expense</b>		11,440	241,940	5%
<b>Net Other</b>		(3,557)	(241,940)	
<b>Net Fund Activity</b>	<b>(94,847)</b>	<b>(414,678)</b>	<b>(456,448)</b>	

**Nevada County Consolidated Fire District  
 AB 1600 Mitigation Fund 733  
 January 2020**

	<b>January</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>% of Budget</b>
<b>Revenue</b>				
<b>4000 · Taxes &amp; Assessments</b>				
4160 · AB 1600 Mitigation Fees	2,188	60,145	80,000	75%
<b>Total 4000 · Taxes &amp; Assessments</b>	<b>2,188</b>	<b>60,145</b>	<b>80,000</b>	<b>75%</b>
<b>4800 · Other Revenue</b>				
4820 · Interest & Finance Charges		1,110		
4870 · Other Revenue		25		
<b>Total 4800 · Other Revenue</b>		<b>1,135</b>		
<b>Total Revenue</b>	<b>2,188</b>	<b>61,280</b>	<b>80,000</b>	<b>77%</b>
<b>Expense</b>				
<b>6500 · Facility &amp; Equipment Related</b>				
<b>6900 · Capital Expenditures</b>				
6911 · Stations		27,085	54,170	50%
6921 · Apparatus & Equipment		49,498	98,996	50%
<b>Total 6900 · Capital Expenditures</b>		<b>76,583</b>	<b>153,166</b>	<b>50%</b>
<b>Total 6500 · Facility &amp; Equipment Related</b>		<b>76,583</b>	<b>153,166</b>	<b>50%</b>
<b>Total Expense</b>		<b>76,583</b>	<b>153,166</b>	<b>50%</b>
<b>Fund Over / (Under)</b>	<b>2,188</b>	<b>(15,303)</b>	<b>(73,166)</b>	
<b>Net Fund Activity</b>	<b>2,188</b>	<b>(15,303)</b>	<b>(73,166)</b>	

**Nevada County Consolidated Fire District  
Special Tax Fund 734  
January 2020**

	<b>January</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>% of Budget</b>
<b>Revenue</b>				
<b>4000 · Taxes &amp; Assessments</b>				
4150 · Special Tax of 2012		526,886	962,226	55%
<b>Total 4000 · Taxes &amp; Assessments</b>		526,886	962,226	55%
<b>4800 · Other Revenue</b>				
4820 · Interest & Finance Charges		487	1,355	36%
<b>Total 4800 · Other Revenue</b>		487	1,355	36%
<b>Total Revenue</b>		527,373	963,581	55%
<b>Expense</b>				
<b>7500 · General &amp; Admin Related</b>				
<b>7600 · Special District</b>				
7631 · Nevada County Fees		8,502	8,757	97%
<b>Total 7600 · Special District</b>		8,502	8,757	97%
<b>Total 7500 · General &amp; Admin Related</b>		8,502	8,757	97%
<b>Total Expense</b>		8,502	8,757	97%
<b>Fund Over / (Under)</b>		518,871	954,824	
<b>Other Expense</b>				
<b>8700 · Transfers Out</b>				
8722 · Transfer to 722	518,000	563,000	955,327	59%
<b>Total 8700 · Transfers Out</b>	518,000	563,000	955,327	59%
<b>Total Other Expense</b>	518,000	563,000	955,327	59%
<b>Net Other</b>	(518,000)	(563,000)	(955,327)	59%
<b>Net Fund Activity</b>	<b>(518,000)</b>	<b>(44,129)</b>	<b>(503)</b>	

**Nevada County Consolidated Fire District  
Capital Fund 758  
January 2020**

	<u>January</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Revenue</b>				
<b>4800 · Other Revenue</b>				
4820 · Interest & Finance Charges		5,702		
4855 · Sale of Real Property			40,000	
<b>Total 4800 · Other Revenue</b>		<u>5,702</u>	<u>40,000</u>	<u>14%</u>
<b>Total Revenue</b>		<u>5,702</u>	<u>40,000</u>	<u>14%</u>
<b>Expense</b>				
<b>6500 · Facility &amp; Equipment Related</b>				
<b>6900 · Capital Expenditures</b>				
6911 · Stations		35,170	42,000	84%
6921 · Apparatus & Equipment	19,608	92,392	89,600	103%
6931 · Vehicles		344	460,953	0%
<b>Total 6900 · Capital Expenditures</b>	<u>19,608</u>	<u>127,906</u>	<u>592,553</u>	<u>22%</u>
<b>Total 6500 · Facility &amp; Equipment Related</b>	<u>19,608</u>	<u>127,906</u>	<u>592,553</u>	<u>22%</u>
<b>Total Expense</b>	<u>19,608</u>	<u>127,906</u>	<u>592,553</u>	<u>22%</u>
<b>Fund Over / (Under)</b>	<u>(19,608)</u>	<u>(122,204)</u>	<u>(552,553)</u>	
<b>Other Income</b>				
<b>8800 · Transfers In</b>				
8822 · Transfer from 722			75,000	
<b>Total 8800 · Transfers In</b>			<u>75,000</u>	
<b>Total Other Income</b>			<u>75,000</u>	
<b>Net Other</b>			<u>75,000</u>	
<b>Net Fund Activity</b>	<u>(19,608)</u>	<u>(122,204)</u>	<u>(477,553)</u>	

**Nevada County Consolidated Fire District**  
**Check History Report**  
January 2020

Date	Number	Name	Account	Paid Amount
01/02/2020		PPE: 12/15 - 12/28/2019	Net Payroll	102,824.84
01/02/2020	217099	NCCFD - EFTPS (Fed & State Taxes)	2201 · Federal Income Tax Payable	14,723.35
			2202 · FICA Payable (Medicare & SS)	3,874.02
			2202 · FICA Payable (Medicare & SS)	37.20
			2211 · State Income Tax Payable	5,670.54
			2213 · SUI Payable	2,809.09
01/02/2020	217100	HSA BANK, DIV. OF WEBSTER BANK	2276 · HSA Payable	178.12
01/02/2020	217101	HSA BANK, DIV. OF WEBSTER BANK	5731 · Health Insurance	16,507.66
01/02/2020	217102	CalPERS 457 Plan (Def. Comp)	2266 · Deferred Compensation Payable	1,350.00
01/02/2020	217103	B&C ACE HOME & GARDEN CENTER	6551 · Supplies & Services - Stations	75.31
01/02/2020	217104	SPECIAL DIST RISK MGMT AUTH.	5731 · Health Insurance	4,779.67
01/02/2020	217105	BLUE SHIELD OF CALIFORNIA	5731 · Health Insurance	26,769.83
01/02/2020	217106	NETWORK DESIGN ASSOCIATES	7556 · Computer & IT Support	540.00
01/02/2020	217107	LIEBERT CASSIDY WHITMORE	7566 · Legal Expense	2,287.50
01/02/2020	217108	EVERGUARD SYSTEMS	6811 · Alarm	165.00
01/02/2020	217109	GRASS VALLEY FIRE DEPARTMENT	6821 · Electricity / Gas	824.94
			6681 · Facility Maint & Improvements	819.00
01/02/2020	217110	SUBURBAN PROPANE	6831 · Propane	1,827.08
01/02/2020	217111	WITMER ASSOCIATES, INC. dba	6021 · Personal Protective Equip	1,800.13
01/02/2020	217112	AFLAC	2271 · AFLAC Payable	871.96
01/02/2020	217113	DAVID DUNCAN, MD	7571 · Medical Director	900.00
01/02/2020	217114	FDAC Employee Benefits Authority	5735 · Life Insurance	1,737.15
01/02/2020	217115	STANDARD INSURANCE COMPANY	2273 · LTD [Safety] Payable	907.50
01/02/2020	EFT908552	CalPERS (Retirement)	2261 · CalPERS Payable	35.34
			2261 · CalPERS Payable	12,019.14
			5711 · Pension	23,006.50
01/02/2020	V959265	NEVADA COUNTY PROF FF ASSN	2251 · NCCFA Dues	1,085.00
01/02/2020	V959271	NATIONWIDE RETIREMENT SOLUTION	2266 · Deferred Compensation Payable	5,442.95
01/02/2020	V959300	KAISER FOUNDATION HEALTH PLAN	5731 · Health Insurance	22,143.60
01/02/2020	V959344	NICHOLAS SIMS	6114 · Meals - Interns	60.00
01/16/2020	217457	B&C ACE HOME & GARDEN CENTER	6551 · Supplies & Services - Stations	39.57
01/16/2020	217458	NEVADA CITY, CITY OF	6851 · Water / Sewer	335.38
01/16/2020	217459	WASTE MANAGEMENT OF NEV. CO.	6841 · Trash	235.90
01/16/2020	217460	NETWORK DESIGN ASSOCIATES	7556 · Computer & IT Support	505.00
01/16/2020	217461	ADVANCE MARKING SYSTEMS	6011 · Uniforms	15.79
01/16/2020	217462	COMCAST	6511 · Telephones	250.04
01/16/2020	217463	PURCHASE POWER	7502 · Administration	161.80
01/16/2020	217464	LIFE ASSIST INC.	6716 · EMS Supplies	747.33
01/16/2020	217465	EVERGUARD SYSTEMS	6681 · Facility Maint & Improvements	587.23
01/16/2020	217466	PACIFIC GAS & ELECTRIC CO.	6821 · Electricity / Gas	2,983.57
01/16/2020	217467	RIEBES AUTO PARTS	7011 · Accessories	481.07
01/16/2020	217468	GRASS VALLEY FIRE DEPARTMENT	6786 · SCBA Repair & Maintenance	1,397.50
01/16/2020	217469	CAL DEPT FORESTRY (ACCTG OFF)	7831 · Dispatch Charges	21,707.82
01/16/2020	217470	CalCARD (US BANK)	See Attached Report	5,875.71
01/16/2020	217471	CRAIG JOHNSON PLUMBING	6681 · Facility Maint & Improvements	215.00
01/16/2020	217472	Cummins Pacific LLC	7011 · Accessories	136.45
01/16/2020	217473	THE UPS STORE	7563 · Hiring Expense	122.50
01/16/2020	217474	AT&T CALNET 3	6511 · Telephones	181.28
01/16/2020	217475	GOLDEN STATE EMERGENCY VEHICLE	7011 · Accessories	2,433.29
01/16/2020	217476	ARC HEALTHH & WELLNESS	6211 · Wellness Program	3,911.98
01/16/2020	217477	STREAMLINE	7508 · Computer & Software Expense	200.00

**Nevada County Consolidated Fire District**  
**Check History Report**  
January 2020

Date	Number	Name	Account	Paid Amount
01/16/2020		PPE: 12/29/2019 - 01/11/2020	Net Payroll	98,118.86
01/16/2020	217480	NCCFD - EFTPS (Fed & State Taxes)	2201 · Federal Income Tax Payable	14,300.68
			2202 · FICA Payable (Medicare & SS)	3,694.90
			2202 · FICA Payable (Medicare & SS)	9.30
			2211 · State Income Tax Payable	5,432.20
			2213 · SUI Payable	2,007.92
01/16/2020	217481	HSA BANK, DIV. OF WEBSTER BANK	2276 · HSA Payable	178.21
01/16/2020	217482	CalPERS 457 Plan (Def. Comp)	2266 · Deferred Compensation Payable	1,350.00
01/16/2020	908602	CalPERS (Retirement)	2261 · CalPERS Payable	35.34
			2261 · CalPERS Payable	11,213.14
			5711 · Pension	21,200.48
01/16/2020	V959969	ECONOMY PEST CONTROL	6681 · Facility Maint & Improvements	548.00
01/16/2020	V959975	FUNK, JERRY	7506 · Board	19.28
01/16/2020	V959989	HILLS FLAT LUMBER COMPANY	6681 · Facility Maint & Improvements	250.71
01/16/2020	V959990	NEVADA COUNTY PROF FF ASSN	2251 · NCCFA Dues	1,085.00
01/16/2020	V959991	MISSION LINEN SUPPLY, INC.	6551 · Supplies & Services - Stations	112.48
01/16/2020	V959998	NATIONWIDE RETIREMENT SOLUTION	2266 · Deferred Compensation Payable	4,738.56
01/16/2020	V960004	RIVERVIEW INTERNATIONAL TRUCKS	7011 · Accessories	2,646.86
01/16/2020	V960009	WALKER'S OFFICE SUPPLY	6551 · Supplies & Services - Stations	1,298.63
01/16/2020	V960029	SUDDENLINK (CEQUEL)	6511 · Telephones	137.45
01/16/2020	V960052	SATCOM GLOBAL INC	6521 · Mobile Phones	103.63
01/16/2020	V960068	Michael E. Lewis	7561 · Consultants	2,000.00
01/16/2020	V960072	ROBINSON ENTERPRISES, INC.	7051 · Fuel	685.70
01/16/2020	V960108	FOSTER & SON HOSE AND FITTINGS, INC.	7011 · Accessories	109.64
01/16/2020	V960116	BRADEN AHSUE	6114 · Meals - Interns	90.00
01/23/2020	216555	ARC HEALTHH & WELLNESS	<b>VOID CHECK</b>	<b>(10,595.28)</b>
01/23/2020	217763	A&A A/C & HEATING	6681 · Facility Maint & Improvements	3,988.00
01/23/2020	217764	NETWORK DESIGN ASSOCIATES	7508 · Computer & Software Expense	180.00
01/23/2020	217765	VERIZON WIRELESS	6521 · Mobile Phones	862.95
01/23/2020	217766	LIFE ASSIST INC.	6716 · EMS Supplies	647.01
01/23/2020	217767	NID	6851 · Water / Sewer	223.17
01/23/2020	217768	SUBURBAN PROPANE	6831 · Propane	726.81
01/23/2020	217769	CDW GOVERNMENT INC	7508 · Computer & Software Expense	1,894.04
01/23/2020	217770	THE UPS STORE	7521 · Postage & Delivery	18.11
01/23/2020	217771	AT&T CALNET 3	6511 · Telephones	23.60
01/23/2020	217772	GOLDEN STATE EMERGENCY VEHICLE	7011 · Accessories	101.62
01/23/2020	217773	CONOR AHLIN	7563 · Hiring Expense	21.00
01/23/2020	217774	BRENDAN MILLEN	7563 · Hiring Expense	25.00
01/23/2020	217775	CONOR DELANEY	7563 · Hiring Expense	20.00
01/23/2020	217776	CMC RESCUE, INC.	6221 · Tuition - Safety Personnel	1,249.00
01/23/2020	V960170	ECONOMY PEST CONTROL	6681 · Facility Maint & Improvements	195.00
01/23/2020	V960175	A TO Z SUPPLY	6681 · Facility Maint & Improvements	73.93
01/23/2020	V960178	HILLS FLAT LUMBER COMPANY	6681 · Facility Maint & Improvements	48.50
01/23/2020	V960179	MISSION LINEN SUPPLY, INC.	6551 · Supplies & Services - Stations	54.00
01/23/2020	V960188	WALKER'S OFFICE SUPPLY	7502 · Administration	45.50
01/23/2020	V960191	MCKINLEY, LANCE	6261 · Licenses & Certificates	68.00
01/23/2020	V960192	HUNT & SONS, INC.	7051 · Fuel	3,459.63
01/23/2020	V960209	ABSOLUTE COMMUNICATION SOLUTIONS	6511 · Telephones	85.00
01/30/2020	217476	ARC HEALTHH & WELLNESS	<b>VOID CHECK</b>	<b>(3,911.98)</b>
01/30/2020		PPE: 01/12 - 01/25/2020	Net Payroll	93,259.20
01/30/2020	217980	NCCFD - EFTPS (Fed & State Taxes)	2201 · Federal Income Tax Payable	12,795.74

**Nevada County Consolidated Fire District**  
**Check History Report**  
January 2020

Date	Number	Name	Account	Paid Amount
			2202 · FICA Payable (Medicare & SS)	3,507.86
			2202 · FICA Payable (Medicare & SS)	27.90
			2211 · State Income Tax Payable	4,830.70
			2213 · SUI Payable	652.77
01/30/2020	217981	HSA BANK, DIV. OF WEBSTER BANK	2276 · HSA Payable	178.21
01/30/2020	217982	CalPERS 457 Plan (Def. Comp)	2266 · Deferred Compensation Payable	1,350.00
01/30/2020	217983	KYLE BRYANT	6114 · Meals - Interns	250.00
01/30/2020	217984	CONOR AHLIN	6114 · Meals - Interns	200.00
01/30/2020	217985	AUSTIN SCHUYLER	6114 · Meals - Interns	200.00
01/30/2020	217986	BRENDAN MILLEN	6114 · Meals - Interns	250.00
01/30/2020	217987	CONOR DELANEY	6114 · Meals - Interns	250.00
01/30/2020	217988	JUSTIN GREEN	6114 · Meals - Interns	200.00
01/30/2020	217989	AT&T (Carol Stream)	6511 · Telephones	36.05
01/30/2020	217990	HBE RENTALS	6831 · Propane	27.48
01/30/2020	217991	NETWORK DESIGN ASSOCIATES	7556 · Computer & IT Support	270.00
01/30/2020	217992	COMCAST	6511 · Telephones	279.12
01/30/2020	217993	SACRAMENTO TRUCK CENTER	7011 · Accessories	532.30
01/30/2020	217994	LIEBERT CASSIDY WHITMORE	7566 · Legal Expense	4,547.50
01/30/2020	217995	MOULE PAINT & GLASS, INC.	7011 · Accessories	65.00
01/30/2020	217996	EVERGUARD SYSTEMS	6811 · Alarm	165.00
01/30/2020	217997	SUBURBAN PROPANE	6831 · Propane	701.09
01/30/2020	217998	AT&T CALNET 3	6511 · Telephones	44.65
01/30/2020	217999	Print It Promotions	6011 · Uniforms	60.20
01/30/2020	218000	CRAIG JOHNSON PLUMBING	6681 · Facility Maint & Improvements	270.00
01/30/2020	218001	Cummins Pacific LLC	7011 · Accessories	211.80
01/30/2020	218002	AT&T Long Distance	6511 · Telephones	6.79
01/30/2020	218003	GOLDEN STATE EMERGENCY VEHICLE	7011 · Accessories	129.53
01/30/2020	218004	Titan Shred	7502 · Administration	45.00
01/30/2020	218005	CA Dept of Tax & Fee Admin (CDTFA)	2280 · CA Sales & Use Tax Payable	2,034.27
01/30/2020	218006	PEHLING & PEHLING, CPAs	7551 · Accounting	2,732.00
01/30/2020	218007	GAETKE MEDICAL CORPORATION	6211 · Wellness Program	14,507.26
01/30/2020	908642	CalPERS (Retirement)	2261 · CalPERS Payable	35.34
			2261 · CalPERS Payable	11,204.50
			5711 · Pension	21,202.98
01/30/2020	V960271	BUCKMASTER OFFICE SOLUTIONS	7509 · Copier Expense	109.27
01/30/2020	V960278	ECONOMY PEST CONTROL	6681 · Facility Maint & Improvements	97.00
01/30/2020	V960296	HILLS FLAT LUMBER COMPANY	6551 · Supplies & Services - Stations	58.03
01/30/2020	V960298	NEVADA COUNTY PROF FF ASSN	2251 · NCCFA Dues	1,085.00
01/30/2020	V960303	NATIONWIDE RETIREMENT SOLUTION	2266 · Deferred Compensation Payable	5,338.40
01/30/2020	V960306	RIVERVIEW INTERNATIONAL TRUCKS	7011 · Accessories	530.34
01/30/2020	V960310	WALKER'S OFFICE SUPPLY	7502 · Administration	27.06
01/30/2020	V960317	BURTON'S FIRE APPARATUS	6761 · Suppression Equip	1,286.71
01/30/2020	V960342	SMARTER BROADBAND	6511 · Telephones	40.00
01/30/2020	V960348	ROBINSON ENTERPRISES, INC.	7051 · Fuel	434.68
01/30/2020	V960372	SHIDELER, DANE	6261 · Licenses & Certificates	68.00
			Total 1002 · NC Operating 722	\$ 655,600.94

**Nevada County Consolidated Fire District**  
**Check History Report**  
 January 2020

Date	Number	Name	Account	Paid Amount
<b>1003 · NC Mitigation 733</b>				
01/16/2020	217456	Perry, Danielle	4160 · AB 1600 Mitigation Fees Refund	328.00
Total 1003 · NC Mitigation 733 \$				328.00
<b>1004 NC Special Tax 734</b>				
01/30/2020		Funds Transfer (to Fund 722)	Resolution 20-01	518,000.00
Total 1004 NC Special Tax 734 \$				518,000.00
<b>1008 · NC Capital Expenditure 758</b>				
01/16/2020	V960056	MUNICIPAL EMERGENCY SERVICES	6921 · Apparatus & Equipment	19,608.00
01/30/2020	218005	CA Dept of Tax & Fee Admin (CDTFA)	2280 · CA Sales & Use Tax Payable	94.73
Total 1008 · NC Reserve 758 \$				19,702.73
<b>1022 · Wells Fargo 2541</b>				
Total 1022 · Wells Fargo 2541 \$				-
<b>1023 · Wells Fargo 2637</b>				
Total 1022 · Wells Fargo 2637 \$				-
<b>TOTAL CHECKS ISSUED</b>				<b>1,193,631.67</b>

## Nevada County Consolidated Fire District Credit Card History Report Export January 2020

Statement Cycle 12/07/2019 - 01/06/2020

Date	Cardholder	Vendor Name	Account	Paid Amount
01/06/2020	Greene	KIMBALL MIDWEST	7011 · Accessories	313.86
01/06/2020	Greene	NCFMA	7511 · Memberships	80.00
01/06/2020	Greene	MAC TOOLS	7046 · Tools & Shop Related	257.39
01/06/2020	Greene	CORNWELL ANDERSON TOOL	7046 · Tools & Shop Related	168.73
01/06/2020	Greene	KIMBALL MIDWEST	7011 · Accessories	31.97
01/06/2020	Greene	DISH NETWORK	6511 · Telephones	63.60
01/06/2020	JVG	CALIFORNIA SPECIAL DISTR. ASSN	6271 · Training - Administration	65.00
01/06/2020	JVG	LIEBERT CASSIDY WHITMORE	6271 · Training - Administration	75.00
01/06/2020	Long	AMAZON MARKETPLACE	6551 · Supplies & Services - Stations	49.97
01/06/2020	Long	AMAZON MARKETPLACE	7502 · Administration	19.34
01/06/2020	Long	MICROSOFT OFFICE	7508 · Computer & Software Expense	1,033.00
01/06/2020	Long	AMAZON MARKETPLACE	7502 · Administration	29.74
01/06/2020	Long	AMAZON MARKETPLACE	7502 · Administration	18.24
01/06/2020	Long	AMAZON MARKETPLACE	7502 · Administration	39.07
01/06/2020	Long	AMAZON MARKETPLACE	7502 · Administration	35.82
01/06/2020	Mason	AMAZON MARKETPLACE	6521 · Mobile Phones	27.75
01/06/2020	McKinley	AMAZON MARKETPLACE	6011 · Uniforms	25.79
01/06/2020	McKinley	Fitness Armory	6213 · Fitness Program	391.57
01/06/2020	McKinley	Dickie's Workwear	6011 · Uniforms	38.97
01/06/2020	McKinley	Carhartt	6011 · Uniforms	48.75
01/06/2020	McKinley	HILLS FLAT LUMBER COMPANY	6681 · Facility Maint & Improvements	(4.10)
01/06/2020	McKinley	HILLS FLAT LUMBER COMPANY	6681 · Facility Maint & Improvements	56.34
01/06/2020	McKinley	Dickie's Workwear	6011 · Uniforms	38.98
01/06/2020	McKinley	Carhartt	6011 · Uniforms	64.98
01/06/2020	McMahan	AMAZON MARKETPLACE	7653 · Investigation Supplies	209.61
01/06/2020	Serna	Spring Hill Suites, Modesto	6232 · Travel Expense	105.79
01/06/2020	Sullivan	CA EMS Authority	6261 · Licenses & Certificates	200.00
01/06/2020	Sullivan	Air Rescue Systems Corporation	6781 · Technical Rescue Equip	1,223.05
01/06/2020	Sullivan	AMAZON MARKETPLACE	6781 · Technical Rescue Equip	21.46
01/06/2020	Turner	PACIFIC CREST UNIFORM CO.	6031 · Uniform Allowance (MOU)	197.00
01/06/2020	Turner	AMAZON MARKETPLACE	7653 · Investigation Supplies	211.32
01/06/2020	Witter	TRACTOR SUPPLY CO	6766 · Power Tools & Equipment	47.72
01/06/2020	Witter	Fire Instruction	6221 · Tuition - Safety Personnel	690.00
<b>Fund 722 Total</b>				<b>\$ 5,875.71</b>
<b>Fund 758 Total</b>				<b>\$ -</b>
<b>Total Charges</b>				<b>\$ 5,875.71</b>
<b>Payment Information</b>				
01/16/2020	217470		Fund 722	5,875.71
<b>Payments to U.S. Bank Cal Card</b>				<b>\$ 5,875.71</b>
<b>Account Balance</b>				<b>\$ -</b>

February 11, 2020

Ms. Jeff Van Groningen  
Finance Manager  
Nevada County Consolidated Fire District  
640 Coyote Street  
Nevada City, California 95959

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

Dear Mr. Van Groningen:

Willdan Financial Services (“Willdan”) is pleased to submit the following proposal to the Nevada County Consolidated Fire Protection District (“District”) to provide annual administration of the Fire Suppression Benefit Assessment District. 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.

Since our inception, Willdan was founded on the premise of providing the key tasks necessary to complete the identified Scope of Services at an advanced level of customer support.

**Experience with Nevada County Consolidated Fire District** — Willdan has provided annual administration services to the Nevada County Consolidated Fire District for 6 years. ***Our in-depth knowledge of the District and our relationships with District Staff, will allow us to effectively gather data and information and clarify questions. We will leverage our knowledge of the District’s operations and key staff to facilitate the services in a cost-effective and efficient manner.***

**Depth of Administration Experience** — Willdan’s District Administration Services (“DAS”) group ***provides professional consulting services to 200 agencies located throughout 80 counties, which encompasses 1,563 special districts that in total were levied over \$770 million for fiscal year 2019/2020.*** As a result, our staff possesses a high-level understanding of the special issues and challenges local government agencies face. This in-depth understanding allows us to assist our clients by producing “custom tailored” solutions to overcome challenges pertinent to their community, allowing us to bring an unmatched level of effectiveness and responsiveness to this engagement.

**Tenured Core Team** — Willdan understands that consistency of staff designated as “key” to a project is vital. Our approach to each engagement involves bringing together a committed core team to be responsive to our clients’ needs to form a cohesive and flexible unit. For that reason, we have assembled the same tenured team of professionals. Project Manager Mr. **Mike Medve** will oversee the annual administration tasks, Mr. **Luis Ruiz** will remain the analyst, and Mr. **Robert Quaid, CPA** will serve as the Quality Assurance Manager.

The Willdan project team’s extensive experience in the field of special district administration will benefit the District through the receipt of quick response times to questions and requests, high-quality project deliverables, and minimal impact on valuable District staff time. In addition, the team has 30 other staff members at their disposal, who are dedicated to the annual administration of fee, assessment and tax programs. This ensures continuous availability of adequate resources for the District and this project. Altogether, this team possesses a unique ability to understand the issues facing our clients from an internal perspective and will draw upon their administration and formation related resources within Willdan to create distinctive solutions for the District.

**Experience** — Willdan has provided financial consulting and/or engineering services to public agencies located throughout the County of Nevada for 30 years. We have consistently been at the forefront of innovative approaches to special district formation and administration in California. We pioneered many practices that are now considered industry standards by our competitors.

**Technology** — We have invested considerable resources in the development and continual enhancement of MuniMagic<sup>SM</sup>, our customized proprietary special district administration software system. This system houses, manipulates, and stores the data needed for accurate charge administration and historical recordkeeping; furthermore, it allows us to make your data available via direct Internet access to your staff.

The advancements in our software allow District staff to access current parcel and special assessment records, as well as access detailed reports. In addition, our use of GIS allows us to track and present historical levy and parcel information in concert with other District data sources.

I am confident that the attached proposal clearly demonstrates that Willdan and our assigned staff members have the exact core competencies, depth of resources, experience, and capabilities required to properly serve the District's assessment district consulting needs, with the highest level of professionalism. If you wish to discuss any aspect of this proposal, please contact Mr. Medve at (951) 587-3575 or via email at [MMedve@willdan.com](mailto:MMedve@willdan.com). We look forward to hearing from you.

Sincerely,

**WILLDAN FINANCIAL SERVICES**



Gladys Medina  
Group Manager - Vice President  
District Administration Services



## **Annual Administration Services**

Outlined below is the work plan that Willdan will follow to properly administer the District's Assessment District.

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 formulas, calculating the annual assessments, 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, 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/assessment 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 District:

- As required by law, the 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 districts, 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 District will also assist Willdan in obtaining pertinent development information.

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

## Schedule

The expected due dates for the FY 20/21 levy submittal (subject to confirmation) and documentation per the County are identified below:

Annual Administration Schedule	
Date	Task Description
March 2020	Project kick-off and planning meeting
May/June 2020	Parcel research and create levy database for the current year, including preliminary database checks, land use, and parcel changes
June 2019	Resolution submittals.
July 2020	Verify parcel databases with County Assessor’s Data
July 2020	Submit levy files to County Auditor/Controller.
August 2020	Corrections.

## Fees

### Annual Administration

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 \$7,000 for a one (1) year agreement; plus an additional 2 one (1) year options to renew at the same fee, with no CPI inflator.

<b>Annual Administration Services</b>			
<b>Work Plan</b>	<b>FY 20/21</b>	<b>Optional FY 21/22</b>	<b>Optional FY 22/23</b>
Fire Suppression Benefit Assessment District 2004-1	\$ 3,500	\$ 3,500	\$ 3,500
Special Tax (Suppression, Protection & EMS)	\$ 3,500	\$ 3,500	\$ 3,500
<b><i>Annual Administration Fee</i></b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>

### Billing and Payment

Willdan will invoice the 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 all property owners whose proposed annual assessment 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 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.

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

# **Joint agreement between California Highway Patrol Valley Division Air Operations Helicopter Unit and the Nevada County Consolidated Fire District**

**Objective:** Establish formal relationships with fire departments in the CHP Valley Division where fire personnel can be used as Helicopter Rescue Technicians (HRT) on CHP aircraft. This initial pilot program will be specific relationship between the Nevada County Consolidated Fire District and the CHP.

**Intent:** The CHP Valley Division Air Operations program is interested in training and utilizing highly trained and qualified personnel for external load operations utilizing CHP Helicopters. HRT personnel will be trained and deployed for external load operations including hoisting, short haul, helocasting and hover/one-skid operations. HRT members will be utilized as a third crewmember for insertion into incidents to expedite safe extraction of patients from emergency incidents. This agreement will expedite and ensure safe utilization of rescue equipment and extractions during rescue missions increasing safety for helicopter crewmembers, rescue personnel and injured public. During EMS and rescue incidents certified HRT members will be the first priority for a third crewmember requirement outside CHP staff. These members will have the skill set and will have met the training requirements which exceed what is currently acceptable for insertion of SAR volunteers from County SAR teams.

**Helicopter Rescue Technician Qualifications:** CHP Valley Division Air Operations will require members to be in good standing with the HRTT and have approval from the team command staff. Goal for minimum qualifications include.

- Rope Rescue Technician Certification
- Swift-water Rescue Technician Level II / Advanced
- Incident Command System ICS 200
- Skills and ability to travel in remote terrain.

**Helicopter Rescue Technician Training:** CHP Valley Division Air Operations will conduct and offer approximately 8 trainings per year. HRT members will be required to attend 4 trainings per year to maintain currency. The HRT members will have an initial certification of skills competency with required annual recertification. All training will be in accordance with CHP Manual HPM 100.7 Air Operations Manual.

**Liability:** HRT members will be employed, insured and compensated by their primary employer at the time of deployment and during trainings. The California Highway Patrol will not compensate HRT members and this agreement will be in accordance with mutual aid response criteria.

**CHP Policy Requirements:** This agreement will conform to all safety considerations and general helicopter operations as defined in California Highway Patrol Air Operations Manual HPM 100.7.

**Removal from HRT:** Technicians may be removed from team for safety violations with written notice of termination based on documented events and performance.

**Period of Agreement and Termination:** This MOU is in effect as of the date of final signature of all parties listed below. This agreement can be terminated at any time without previous notice by either party involved. This agreement will expire on December 31, 2023.

**Authorized Signatures:**

\_\_\_\_\_

**DATE:**

**D.B. Newman, Chief  
California Highway Patrol  
Valley Division**

\_\_\_\_\_

**DATE:**

**B.J. Straw, Captain  
California Highway Patrol  
Valley Division Special Services Command**

\_\_\_\_\_

**DATE:**

**Jim Turner  
Nevada County Fire Chief  
Supervising Fire Chief of the Nevada County HRTT**



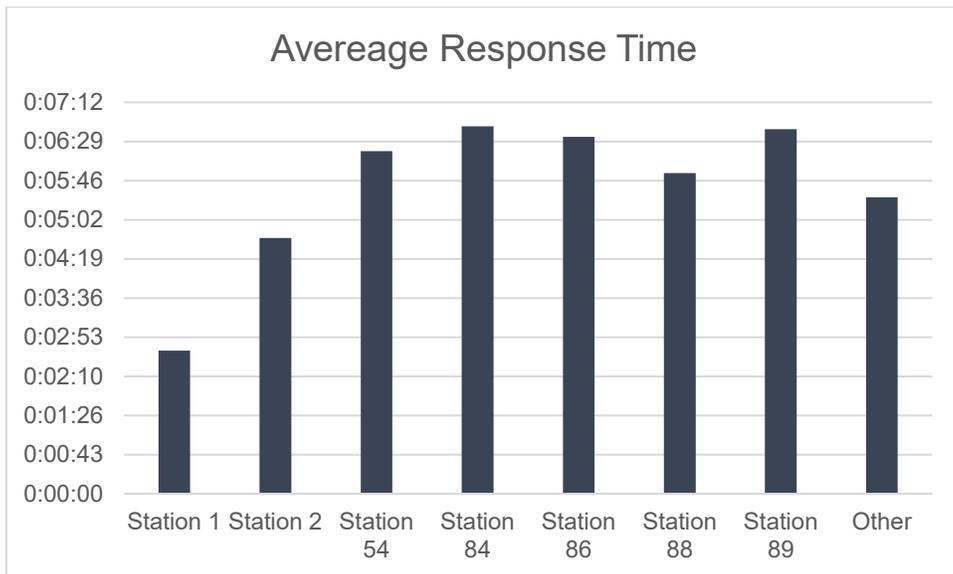
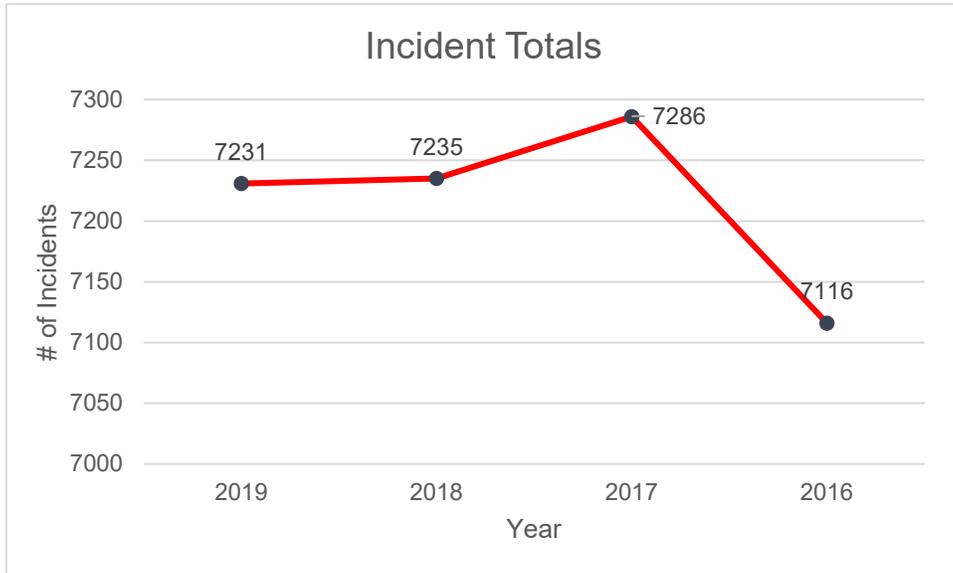
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# 2019 Operations Report

**Nevada County  
Consolidated Fire District**



### Data and Statistics

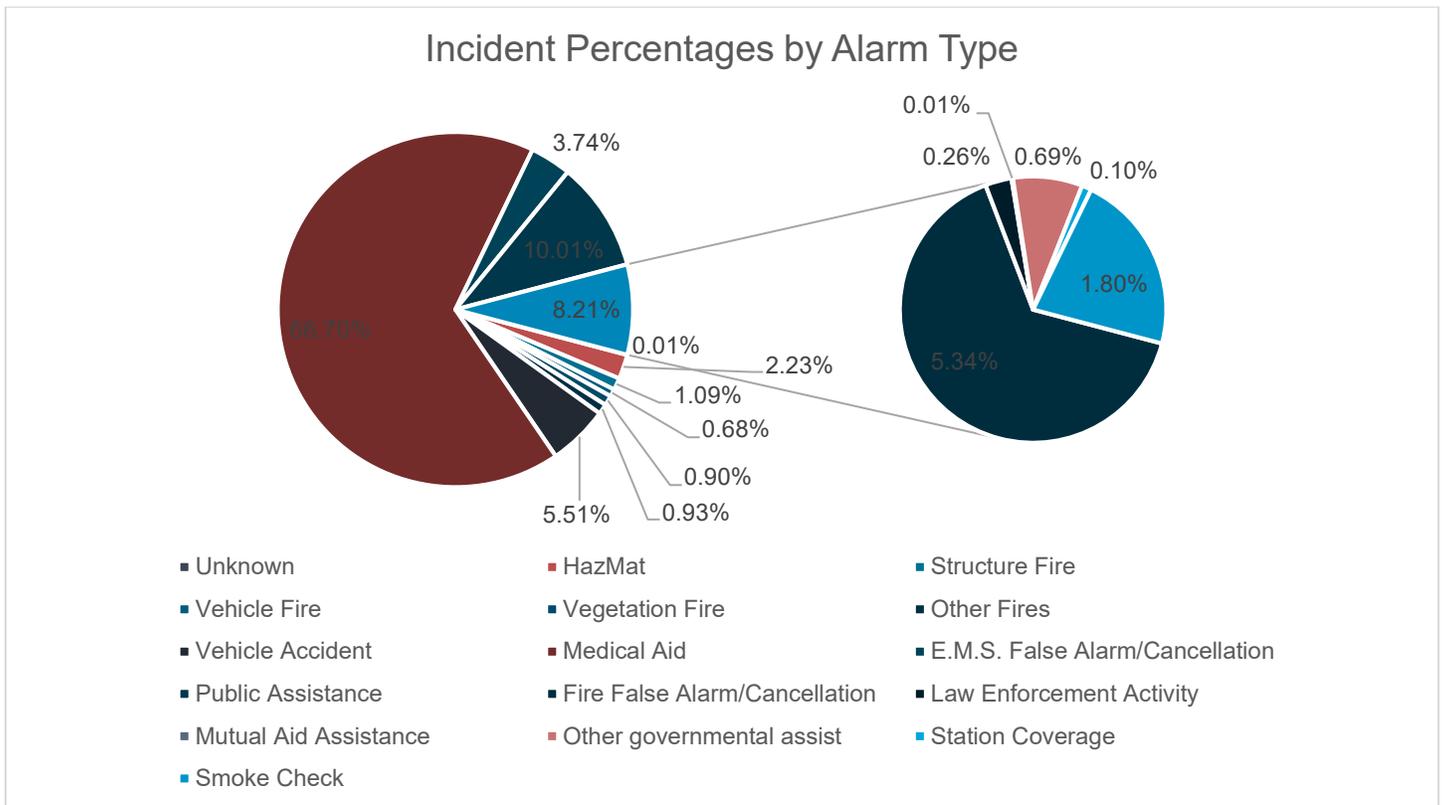


Stations	# of Incidents	Percentage of total
Grass Valley Station 1	1201	16.62%
Grass Valley Station 2	1853	25.64%
Nevada City Station 54	401	5.55%
Nevada County Station 84	457	6.32%
Nevada County Station 86	275	3.81%
Nevada County Station 88	644	8.91%
Nevada County Station 89	646	8.94%
Other	1749	24.20%
<b>Total</b>	<b>7226</b>	<b>100.00%</b>

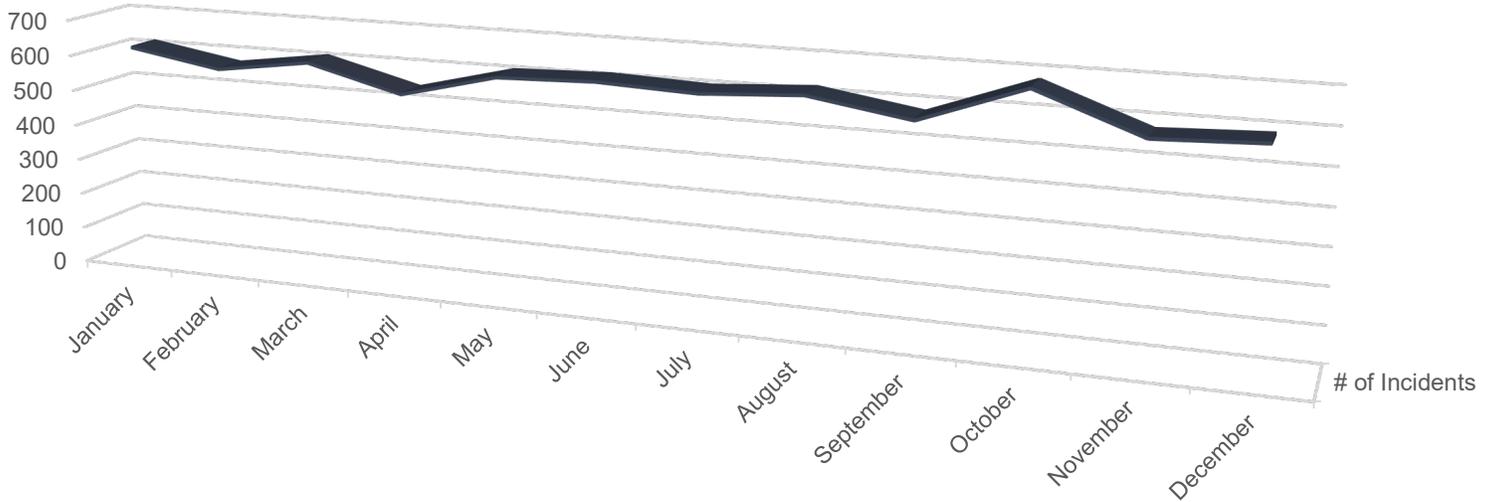
**65% (4,690) - Emergency Medical Service Incidents**

**Total resource responses for 2019 - 9,389**

**2.5% (180) – Fire Incidents / \$1.8 Million Estimated Fire Loss**



# of Incidents per month



	January	February	March	April	May	June	July	August	September	October	November	December
■ # of Incidents	618	574	611	543	609	617	606	622	579	680	578	589

Type of Aid	# of Incidents
No Aid	7142
Automatic aid received	30
Automatic aid given	37
Mutual aid received	5
Mutual aid given	12
<b>Total</b>	<b>7226</b>

**2019 Training Hours – 14,744**



## MEMORANDUM OF UNDERSTANDING

BETWEEN

NEVADA IRRIGATION DISTRICT

AND

The following Fire Agencies (Agencies): Grass Valley Fire Department, Higgins Area Fire Protection District, Nevada City Fire Department, Nevada County Consolidated Fire Protection District, Ophir Hill Fire Protection District, Peardale-Chicago Park Fire District, Penn Valley Fire Protection District, Placer County Fire, Rough & Ready Fire Protection District, and Smartsville Fire Protection District.

### **PURPOSE AND NEED**

The signatories of this Memorandum of Understanding (MOU) recognize the need for coordination and cooperation regarding operation and maintenance of public fire hydrants and water systems among public agencies is essential for the health, safety, and welfare of the communities they serve. This MOU sets forth the responsibilities of the Nevada Irrigation District (NID) and Agencies with respect to installation, operation, maintenance, repair, and replacement of public fire hydrants and in accordance with NID Rules and Regulations, Section 8 (Exhibit A).

### **COMMUNICATIONS**

**The effectiveness of this MOU will depend on good and regular communications between NID and the Agencies. An open line of communication will be developed and maintained to ensure that the water systems and public fire hydrants are maintained in a reliable condition**

### **PUBLIC FIRE HYDRANTS**

For the purposes of this MOU, the term "Public Fire Hydrant" refers to all fire hydrants connected directly to a treated water system owned and operated by NID. Hydrants identified as private by NID are not considered public fire hydrants.

Facilities located on the customer's side of a private fire service are not covered by this MOU, except that provision herein governing "Water System Integrity" shall also apply to private fire services. Public or private raw water fire services and all facilities connected to them are not covered by this MOU.

## **MAINTENANCE**

Maintenance of public fire hydrant includes, but is not limited to clearing natural erosion and debris around hydrants, replacing cap and chain, lubricating cap, repainting, remarking, installation and repair of safety barriers, raising hydrants, and major repair and/or replacement. Major repair includes replacement of any parts and/or any work, which requires dismantling of the hydrant that requires certification to work on a potable water system. Replacement includes a complete removal and replacement of an existing hydrant for maintenance purposes.

## **MAINTENANCE RESPONSIBILITIES**

### **NID**

- Will provide plastic colored replacement caps, approved lubricant, and paint as requested by Agencies
- Will perform all repair and installation of safety barriers
- Will perform all major repair and replacement, as determined by NID in its sole discretion.
- Complete computer-simulated flow tests

### **AGENCIES**

- Will clear and grade around hydrants, as necessary, in accordance with District standards, as revised or modified from time to time
- Will perform all replacement, and lubrication of caps
- Will repaint and remark hydrants as necessary
- Will repaint and remark barriers as necessary

## **OPERATION**

Operation of a fire hydrant includes the physical exercising, flushing, flow testing, use for fire suppression, and training.

## **OPERATION RESPONSIBILITIES**

### **NID may, subject to the availability of water:**

- Conduct its annual flushing program to maintain water quality (Note: Not all hydrants are operated during its annual flushing program).
- Coordinate its flushing program with the respective Agencies
- Provide to the appropriate Agency records of hydrants used for flushing, flow testing, or those hydrants exercised.

## **AGENCIES**

### **Agencies will, subject to the availability of water:**

- Exercise, suppress fires, and train.
- Coordinate with and report activities to NID.
- Provide to NID records of hydrants used for flushing, estimate water usage, flow testing, or those hydrants exercised.
- Provide estimate of water usage from the public fire hydrants.
- Provide to NID records of each of the foregoing activities.

## **WATER SYSTEM INTEGRITY**

NID operates its treated water systems under permits and certifications from the Department of Health Services. Conditions of the permits include water quality and system pressure. Systems must be operated to maintain an operating pressure at all service connections of not less than 20 PSI. NID and the Agencies doing maintenance and operation of fire hydrants must stay in compliance with permit conditions. Agencies understand that operation of private fire services can have an adverse affect on NID's system, and will operate these private facilities in a manner consistent with the operation of public fire hydrants. Hydrants must be operated with reasonable care and in a manner that will not cause water hammer within the water system. Non-compliance with permit conditions will result in notification and possible billing to the appropriate agency for repairs.

## **TRAINING**

The Agencies may train at any location within the NID system. During such training water system integrity shall be maintained. If requested, NID will coordinate training sites desirable to both NID and Agencies. NID will make available any training materials it has access to for the Agencies training needs. NID may, in its discretion, limit Agencies' use of District hydrants upon receipt of valid customer complaints.

## **FIRE HYDRANT STANDARDS**

*Plans and Specifications:* NID has developed and will maintain standard plans and specifications for new public fire hydrants. NID will seek comments and concurrence from Agencies for changes in the standards.

*Spacing:* Spacing of new public fire hydrants in residential areas must be a minimum of 500 feet, or a maximum of 1000 feet, or as requested by Agency with jurisdiction and within District policy. In commercial areas, fire hydrants shall be per the applicable regulatory code. Site-specific conditions may warrant adjustment of these requirements.

### **NEW PUBLIC FIRE HYDRANTS**

*Application Forms:* All new public fire hydrants installed by developers, individuals, or Agencies are required to have a standard NID "Application for Public Fire Hydrant" form, completed. This form requires approval from the affected Agency before finalizing the application.

*New Development:* Agencies are responsible for placing and enforcing conditions for fire suppression and fire safety for new development. Agencies will coordinate with NID on all such conditions having an effect on NID and its water system. NID will cooperate with Agencies to insure Agencies reasonable conditions are upheld.

*New NID Waterlines:* The Project Engineer in charge of the waterline project will contact the affected Agency in the preliminary design stages of the project. At that time the Agency will be given the opportunity to add new public fire hydrants if the request is reasonable in accordance with Exhibit A.

*Hydrant Location:* Location of new public fire hydrants will be coordinated with the appropriate Agency by a staff member of the NID Engineering Department assigned to coordinate fire services. On NID projects, the Project Engineer will contact the affected Agency during the preliminary design stage of the project. A field meeting may be needed to determine and stake the location that is mutually agreeable to both parties. Public fire hydrants normally will be installed on the same side of the road as the pipeline.

### **EXISTING FIRE HYDRANTS**

- Will not be eliminated without written notification with the appropriate Agency.

### **PUBLIC FIRE HYDRANT DATABASE**

- NID and Agencies desire to maintain accurate records on the operation and maintenance history of each public fire hydrant.
- NID/Agencies will coordinate through shared GIS layer database files annually.

## **INDEMNITY:**

### **NID**

To the extent that Agencies are not otherwise immune from liability under any provision of law, including, but not limited to Government Code Section 850.2, NID agrees to indemnify and hold Agencies, its officers, employees, and volunteers, harmless from and against all claims, demands, and causes of action for personal injury or death or property damage, arising out of performance under this MOU by NID or anyone acting under NID's direction or control or on its behalf, and caused by negligent act or omission of NID or of anyone acting under NID's direction or control or on its behalf.

### **AGENCIES**

To the extent that NID is not otherwise immune from liability under any provision of law, including, but not limited to Government Code Section 850.2, Agencies agree to indemnify and hold **NID**, its officers, employees, and volunteers, harmless from and against all claims, demands, and causes of action for personal injury or death or property damage, arising out of performance under this MOU by Agencies or anyone acting under Agencies' direction or control or on its behalf, and caused by negligent act or omission of Agencies or of anyone acting under Agencies' direction or control or on its behalf.

## **TERMINATION OF MOU**

This MOU shall terminate and be of no further force or effect should NID determine that Agencies, either singularly or collectively, have failed to uphold or comply with the terms and conditions, either by act or by lack of cooperation. NID may, at its sole discretion, carry out said act of termination affecting one or more Agencies without affecting the terms and Conditions of the MOU with respect to the remaining signatory Agencies. NID shall provide affected Agencies written notice of its intent to terminate this MOU. Said notice shall be delivered to the affected Agencies 30 days prior to taking such action.

This MOU shall terminate and be of no further force or effect should Agencies unanimously determine that NID has failed to uphold or comply with the terms and conditions, either by act or by lack of cooperation. Agencies shall provide NIO with a single written notice representing the intent of all Agencies collectively, to terminate the MOU. Said notice shall be delivered to NIO 30 days prior to taking such action.

**Attached: Exhibit A – NID Rules & Regulations, Chapter 8**

By signing this Memorandum of Understanding the parties agree to uphold its provisions. The parties agree that any change to this MOU must be in writing and agreed to by the parties.

**Nevada Irrigation District:**

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GENERAL MANAGER	SECRETARY	DATE
-----------------	-----------	------

**Grass Valley City Fire Department:**

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MAYOR	SECRETARY	DATE
-------	-----------	------

**Higgins Area Fire Protection District:**

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CHAIRPERSON OF THE BOARD	SECRETARY	DATE
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**Nevada City Fire Department:**

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MAYOR	SECRETARY	DATE
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**Nevada County Consolidated Fire District:**

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PRESIDENT OF THE BOARD

SECRETARY

DATE

**Ophir Hill Fire Protection District:**

---

CHAIRPERSON OF THE BOARD

SECRETARY

DATE

**Peardale Chicago Park Fire District:**

---

CHAIRPERSON OF THE BOARD

SECRETARY

DATE

**Penn Valley Fire Protection District:**

---

CHAIRPERSON OF THE BOARD

SECRETARY

DATE

**Placer County Fire Department:**

---

BOARD OF SUPERVISORS CHAIRPERSON      SECRETARY      DATE

**Rough & Ready Fire Protection District:**

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CHAIRPERSON OF THE BOARD      SECRETARY      DATE

**Smartsville Fire Protection District:**

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CHAIRPERSON OF THE BOARD      SECRETARY      DATE

*8Section 8*

**SECTION 8**

**FIRE SERVICES**

**8.01 GENERAL**

Three types of fire services are available; public fire hydrants and private fire services served by treated water systems and public fire services served by raw water systems. These fire services shall be used only for the purpose of extinguishing fires and for testing fire suppression systems.

**8.02 DISTRICT LIABILITY**

The District does not guarantee or represent that a specific or certain minimum water pressure or volume of water will be available through a fire service. Fire services will be subject to the variations of water pressure and flow and to the temporary shutdowns required in the operation and maintenance of the system or any interruptions of operations in the system. The District shall be held in no way responsible for and the applicant and/or local fire fighting entity must agree to hold the District free and harmless from injury or damage caused by the lack of water or pressure available to a fire service.

**8.03 LOCATION**

**8.03.01 General**

All fire services will be located at a site meeting the approval of the District. In determining if a location is suitable for the installation of a fire service, the District will take into consideration operation and maintenance requirements and other factors deemed important, at any proposed site.

eff. 6/11/03

### **8.03.02 Treated Water System**

(a) New Service. Faulty equipment or procedures which may be utilized by entities operating fire services on high pressure water mains can lead to physical injury of personnel, property damage, and can cause water main failures.

No new public fire hydrants will be allowed on District water mains where static pressures are 150 psi or greater. Prior to allowing public fire hydrants on water mains where static pressures are between 100 and 149 psi, the District will review each request on an individual basis. Approval or disapproval of each request, which will be made at the sole discretion of the District, will be based on consideration of such factors as size, type, and condition of water main, actual pressure, location of pressure-reducing stations, lower pressure water mains and other hydrants.

New private fire services, located on water mains where static pressures are 100 psi or greater, will not be allowed unless the applicant signs an agreement acknowledging the risks involved in a high pressure service, and holding the District free and harmless from liability and damages relating to the service. In addition, if the pressure is 150 psi or greater, the applicant will not be allowed to install any private hydrants or hose outlet stations on the fire service.

Fire pumper connections installed with proper check valves will be allowed.

eff. 10/24/90

(b) Existing Services. Existing public fire hydrants located on water mains where static pressures are 100 psi or greater may be eliminated when in the sole judgment of the District an adequate substitute water source, normally a lower pressure water main is available. The local fire fighting entity, in which jurisdiction of any public fire hydrant being considered for elimination is located, will be consulted prior to final determination; and a written 30-day notice will be provided prior to the actual removal or relocation of the fire service. All removal and re-plumbing costs will be absorbed by the District when such removal is the sole decision of the District.

eff. 5/23/90; rev. 6/11/03

### **8.03.03 Raw Water System**

Due to potential of water loss and operation problems encountered with fire services off of the raw water system, the District will only allow such services under limited situations. If other alternatives, as determined by the District, are available to the fire fighting entity, no such service will be allowed.

No fire services will be allowed off of siphons or pipelines classified as transmission, as opposed to distribution lines. Locations subject to hydraulic conditions that restrict water flow will not be available for installation of a fire service.

eff. 3/13/85

## **8.04 PUBLIC FIRE HYDRANTS ON TREATED WATER SYSTEMS**

### **8.04.01 General**

An application, Form 8-A, must be signed by applicant and the local fire fighting entity in which jurisdiction the hydrant is located and approved by District prior to the installation, relocation or removal of a hydrant on a District water main.

The charge for the hydrant installation, relocation or removal, as set forth in these Regulations, shall be paid by the applicant and/or local fire fighting entity at the time the application is submitted to the District.

Fire hydrants installed under these Regulations shall belong to the District. The District may bear the expense of performing hydrant maintenance resulting from normal wear and tear when such conditions are reported to the District. The District may levy a charge for fire hydrant maintenance.

#### **8.04.02 Installations**

The charge shown in Schedule 8-A will be collected for all installations and provides for installation of a 2 ½" x 2 ½" x 4 ½" nozzle dry barrel hydrant conforming to AWWA Specification C502.

#### **8.04.03 Hydrant Removal**

The charge to remove a hydrant and discontinue the service will be as shown in Schedule 8-A.

There will be no charge to remove a hydrant or stand pipe classified as less than 5 ¼-inch barrel diameter when the removal is done in conjunction with the installation, at the same location, of a new hydrant.

eff. 6/11/03

#### **8.04.04 Installation of a Hydrant Near Existing Hydrant**

If a fire hydrant is to be installed at or near a location where there is existing hydrant coverage, as a requirement precedent to installing the new hydrant, the District reserves the right of discontinuing the existing hydrant and to levy the appropriate charge as shown in Schedule 8-A.

#### **8.04.05 Relocation of Hydrant**

The charge for the relocation of a hydrant will be the total of the charge for the hydrant elimination, Schedule 8-A, plus the charge for the installation of a new hydrant. No credit will be given for salvaged material unless the hydrant conforms to AWWA Specification C502 and can be reused, with only minor reconditioning, in which case a credit will be given as shown in Schedule 8-A.

Where the relocation or installation of a fire hydrant does not require a new connection to the main, the charge will be based on the District's actual cost.

## **8.05**

## **PRIVATE FIRE SERVICE ON TREATED WATER SYSTEM**

### **8.05.01 General**

An Application, Form 8-B, must be signed by applicant and the local fire fighting entity in which jurisdiction the service is located, and approved the District prior to installation of the private fire service. The Applicant will make the basic determination as to the size of the service; however, the District reserves the right to limit the size of the service allowed. A fee to compensate the District for estimating the cost of the service will be collected at the time the application is submitted to the District. See Schedule 8-B.

After installation, the private fire service, up to and through to the outside edge of the vault, shall belong to the District.

eff. 1/1/94; rev. 12/08/04

### **8.05.02 Installation**

Private fire services may be installed using three administrative processes, 1) District installed, or 2) Applicant installed using a Conveyance Agreement or 3) Applicant installed using an Applicant Constructed Private Fire Service Letter Agreement.

District installed private fire services shall be at the Applicant's cost as shown in Schedule 8-B.

Private fire services may be installed as a facility incidental to a water line extension being installed by a Developer under the provisions of a Section 10.03 Conveyance Agreement. The Applicant may also make arrangements to construct a private fire service to be connected to an existing water main by using the Section 10.03 Conveyance Agreement process in cases where the estimated installation costs exceed \$15,000.

Fire services that are not incidental to a proposed water line extension project may be installed by the Applicant using a private contractor under the provisions of an Applicant Constructed Private Fire Service Letter Agreement, example of which is shown in Form 8-D. This method governs

plans, specifications, construction, inspection, and other requirements for the Applicant and his contractor. These letter agreements and conveyance of the completed fire service are subject to approval by the General Manager.

eff. 12/12/90; rev. 12/08/04

### **8.05.03 Service to More Than One Parcel**

As long as all the parcels involved are properly fronted by a water main, as required under Section 10.01.02 of these Regulations, and upon the written application of all landowners, up to four contiguous parcels may be served by one private fire service.

Property owner(s) of each parcel being served by a Private fire service must have a valid application on file with the District indicating their responsibility for paying all charges and penalties, along with their responsibility for maintaining the system beyond the private fire service.

In certain instances the District, at its sole discretion, may permit or require a single parcel to have more than one private fire service connection. Examples include a shopping center/business center with varied tenant water requirements or two commercial buildings located on one parcel.

rev. 12/08/04, rev. 03/10/10

### **8.05.04 Charges for Water Service**

No charge will be made for water used for extinguishing fires, but any water lost through leakage or for testing purposes or used in violation of these Regulations shall be paid for by the applicant at double the normal water consumption charges. If unauthorized water use or leakage continues for more than two billing periods after notification of the water use, the service may be discontinued.

A periodic charge, as shown in Schedules 8-C and 8-D, will be made to compensate the District for maintenance and the eventual replacement of the private fire service.

Pursuant to Section 6.04 of these Regulations, delinquent charges may be placed as a lien against the parcel, or all parcels benefiting from the service in the case of service to more than one parcel. User(s) of the service understand that the fire service may be discontinued for nonpayment of charges and accept all risk of such discontinuance for nonpayment.

eff. 1/22/86

## **8.06 PUBLIC FIRE SERVICE ON RAW WATER SYSTEMS**

### **8.06.01 General**

An application, Form 8-C, must be signed by the local fire fighting entity in whose jurisdiction the fire service is located and approved by District prior to installation of the service.

These types of fire services are subject to extreme variations in flow. Temporary, seasonal and extended shutdown periods may be required in normal operation of the system. Water delivered to the service may contain debris which could affect the quantity of water available to the fire service because of plugging or clogging.

### **8.06.02 District Installation**

The District will install the outlet and shutoff valve immediately adjacent to the District facility at the applicant's cost.

### **8.06.03 Applicant Installation**

The applicant will be responsible for construction of all facilities downstream from the shutoff valve, including pipeline, storage sump and hydrant.

### **8.06.04 Maintenance Responsibilities**

District may bear the expense of performing maintenance resulting from normal wear and tear on its facilities when such conditions are reported to the District. The District may levy a charge for maintenance. Facilities downstream from the shutoff valve will be the responsibility of the applicant to maintain.

**8.06.05        Discontinuing Service**

The service shall be used only for extinguishing fires and no connections of any kind whatsoever, other than to hydrants and hose reels, shall be made or permitted to be made to the pipe(s) supplied by said service.

Discovery of any unauthorized service or any water leakage from the applicant's facilities will result in discontinuation of said fire service until corrective action is taken.

**8.06.06        Charges for Water Service**

No charge will be made for water used for extinguishing fires or for periodic flushing of the service to remove accumulated debris.



# Nevada County Consolidated Fire District

## Resolution 20-02

### Accepting the Bid from the Winning Bidder for the Station 84 deck architectural services

**WHEREAS**, the Nevada County Consolidated Fire District Board of Directors (Board) approved the fiscal year 2019/2020 final budget and;

**WHEREAS**, following the NCCFD Purchasing Policy, \_\_\_\_\_ bids were received as specified at 640 Coyote Street, Nevada City, CA 95959; and

**WHEREAS**, the deck at Station 84 has been determined unserviceable and needs to be rebuilt, and;

**WHEREAS**, after review, Staff determined that \_\_\_\_\_, had the lowest, responsible bid in the amount of \$ \_\_\_\_\_; and,

**WHEREAS**, the Board of Directors designates Deputy Fire Chief Jerry Funk, as the agent to sign on behalf of the District, all documents required to complete the project at Station 84.

**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 deck at station 84 and accepts the winning bidder, \_\_\_\_\_, with their winning bid of \$ \_\_\_\_\_.

**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 20<sup>th</sup> day of February 2020 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



## Nevada County Consolidated Fire District

640 Coyote Street, Nevada City, CA 95959

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

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

To: Nevada County Consolidated Fire District Board of Directors  
From: Jeff Van Groningen, Finance Manager through Jim Turner, Fire Chief  
Date: Feb 20, 2020  
Re: Auditor RFP

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### **Background:**

Local governments are required to prepare Comprehensive Audited Financial Reports (CAFR) as prepared by independent auditors, each fiscal year.

The CAFR prepared for fiscal year end 2018-19 was the final year of a three-year proposal from Pehling & Pehling.

### **Recommendation:**

Distribute Request for Proposals (RFP) as specified by the District Purchasing Policy § 209.4. for audit services for a three-year period starting with the audit for fiscal year ending June 30, 2020.

A copy of the RFP is attached.

### **Fiscal Implications:**

Not know until proposals are received.



**NEVADA COUNTY CONSOLIDATED  
FIRE DISTRICT**

**REQUEST FOR PROPOSAL**

**AUDIT SERVICES FOR FISCAL YEARS ENDING**  
June 30, 2020  
June 30, 2021  
June 30, 2022

*February 20, 2020*

**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, 2020, June 30, 2021 and June 30, 2022

**The closing date for submittal of a proposal is May 7, 2020, at 5:00 p.m.**

## **II. SCOPE OF WORK**

- A.** Provide a scope of 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 is scheduled to begin.
- 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 needs to 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 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 which 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 firm, 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 Pro.

#### **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 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 which you feel 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 Scope of Work.
2. Staff travel, clerical, and printing expenses must be included in the price requested above.
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 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 which, 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 7, 2020, to NCCFD, C/O Jim Turner, 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 relative to this RFP are requested to submit their questions in writing via email to [jeffvg@nccfire.com](mailto:jeffvg@nccfire.com). Responses will be made to all inquiries during the Comment Period, which will run from April 6 to April 30, 2020. 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.



**California Special  
Districts Association**  
*Districts Stronger Together*

**DATE:** January 27, 2020  
**TO:** CSDA Voting Member Presidents and General Managers  
**FROM:** CSDA Elections and Bylaws Committee  
**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS  
SEAT C**

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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 2021 - 2023 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, however does comp registration for the two events)*
- 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

JAN 30 2020

NCCFD

**AGAIN, THIS YEAR!**

**This year we 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 May 25, 2020. All votes must be received through the system no later than 5:00 p.m. July 10, 2020.*

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail [Amberp@cda.net](mailto:Amberp@cda.net) by **March 26, 2020** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on May 25, 2020 per district request only. ALL ballots must be received by CSDA no later than 5:00 p.m. July 10, 2020.

The successful candidates will be notified no later than July 14, 2020. All selected Board Members will be introduced at the Annual Conference in Palm Desert, CA in August 2020.



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2021-2023 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 DIRECTLY)

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Nominated by (optional): \_\_\_\_\_

**Return this form and 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 (916) 442-7889 fax  
amberp@csda.net

***DEADLINE FOR RECEIVING NOMINATIONS – March 26, 2020***



## 2021-2023 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.):

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

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

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4. List civic organization involvement:

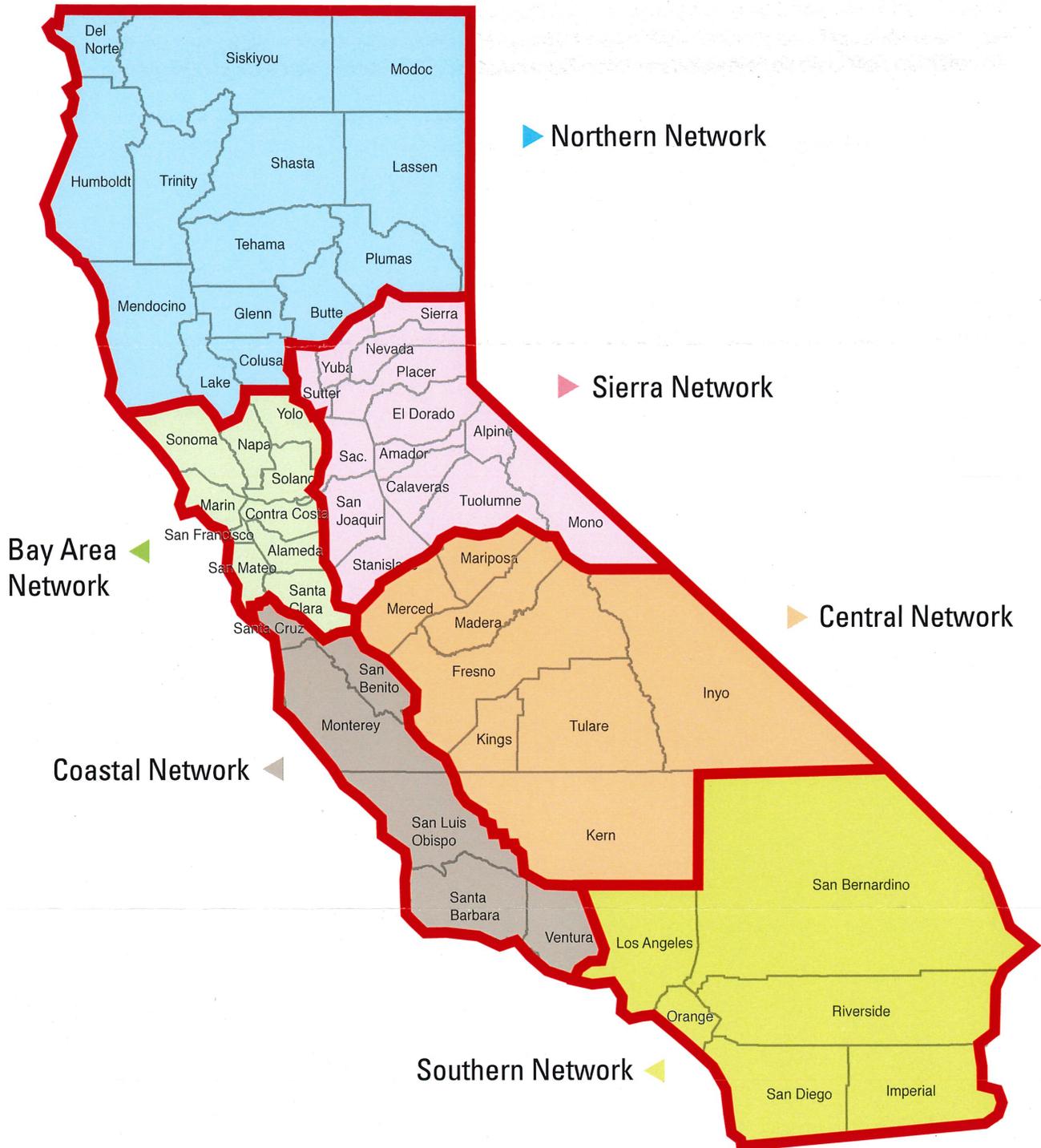
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**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 26, 2020 will not be included with the ballot.**



California Special Districts Association  
**DISTRICT NETWORKS**



Nevada County  
Local  
Agency  
Formation  
Commission

LAFCo  
950 Maidu Avenue  
Nevada City, CA 95959  
Phone: 530-265-7180  
E mail [lafco@co.nevada.ca.us](mailto:lafco@co.nevada.ca.us)  
<https://www.mynevadacounty.com/907>

Richard Anderson  
*County*

Kurt Grundel, **Chair**  
*Districts*

Anna Klovstad  
*Cities*

Dan Miller  
*County*

Erin Ruark-Minett  
*Cities*

Josh Susman  
*Public*

Nick Wilcox, **Vice-Chair**  
*Districts*

Ben Aguilar  
*Cities Alternate*

Ed Beckenbach  
*Districts Alternate*

Gloria Glenn  
*Public Alternate*

Sue Hoek  
*County Alternate*

SR Jones  
*Executive Officer*

P. Scott Browne  
*Legal Counsel*

Deborah Gilcrest  
*Clerk/Analyst*

Marianna Brewer  
*Administrative Accountant*

January 28, 2020

TO: Boards of Directors of Independent Special Districts  
FROM: Deborah Gilcrest, LAFCo Clerk/Analyst  
RE: **Nominations for District Voting Member of LAFCo**

On March 9, 2016, Kurt Grundel of the Penn Valley Fire District Board, was elected by the independent special districts to serve a LAFCo term as a special district representative through May 2020. It is therefore time to request nominations for the next four-year term of a Regular (Voting) District Member (May 2020 through May 2024).

Commissioners are appointed for four-year terms pursuant to Government Code Section 56334. Terms expire on the first Monday in May of the ending year or upon the appointment and qualification of a successor. An explanation of the responsibilities of a LAFCo Commissioner is attached.

Following are the steps of the nomination and election process:

1. This request for nominations is sent to each Independent Special District. (To provide all districts the maximum time to act, we also send the notice by email.)
2. Each district may make one nomination, and they are not **required** to make a nomination. However, if a nomination is made, it must be made by district resolution (a **sample resolution** is enclosed). Nominees must be Board members, not staff.
3. Nominating districts may also forward brief résumés for their nominees, one paragraph or so in length, describing the qualifications they have for this position. **The resolution and résumé must be received by LAFCo no later than Friday, March 13, 2020.** (Scanned/emailed copies followed by the originals will be accepted.)
4. Upon receipt of nominating resolutions and résumés, LAFCo staff will prepare the ballot and send it to each Independent Special District by March 20, 2020. (Résumés for nominees will be copied and included in the ballot packet.) The ballot may **not** be photocopied—only the original ballot will be

accepted by LAFCo. Only the Chairperson of the Board of Directors or an appointed substitute may complete and sign the ballot.

5. The ballot must be returned to LAFCo no later than the date stated on the ballot. To make sure every district has an opportunity to consider its vote at a regularly scheduled meeting, LAFCo will allow a full month (the month of April) for return of the ballots.
6. The votes will be tallied by LAFCo staff in the presence of at least one disinterested third party.

Results of the election for the LAFCo Special District member will be sent to each Special District and each nominee.

**The resolution of nomination must be returned no later than 5:00 p.m., Friday, March 13, 2020** to the following address:

Nevada LAFCo  
950 Maidu Avenue  
Nevada City, CA 95959

If there are any questions, please call the LAFCo office at the number listed on the previous page.

cc: Kurt Grundel, LAFCo Chair  
Commissioner Beckenbach  
Commissioner Wilcox

encl.: Responsibilities of a LAFCo Commissioner & Sample Resolution

*PLEASE NOTE: The difficulty experienced in previous efforts to obtain a quorum for an in-person meeting of the Special District Selection Committee to select a LAFCo member has resulted in reinstatement of the mail ballot procedure. Please note however, that the choice of method is the prerogative of the Independent Special Districts of Nevada County, not LAFCo. Districts preferring to have the Selection Committee meet in person to submit nominations and conduct an election may submit a written request to the LAFCo office. If a majority of the districts sign such a request, that method will be used for the next election of a district member or alternate.*

**RESOLUTION NO. [2020]-03**

**OF THE NEVADA COUNTY CONSOLIDATED FIRE DISTRICT**

**MAKING NOMINATION TO  
THE POSITION OF a REGULAR (Voting) SPECIAL DISTRICT MEMBER OF  
THE NEVADA COUNTY LOCAL AGENCY FORMATION COMMISSION**

**Whereas**, the Board of Directors of the Nevada County Consolidated Fire District has received notice of the request for nominations for a Regular (Voting) Special District Member position on the Local Agency Formation Commission of Nevada County, pursuant to Section 56332 of the Government Code; and

**Whereas**, the Board of Directors of the Nevada County Consolidated Fire District has considered this request and determined to nominate the individual named below to serve on Nevada County LAFCo as an Alternate Special District Member;

**Now, therefore, be it resolved**, the Board of Directors nominates \_\_\_\_\_ for Regular (Voting) Special District Member with a term to expire May \_\_, 2024.

The foregoing resolution was duly passed at a regular meeting of the Nevada County Consolidated Fire District held on February 20, 2020, by the following roll call vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

Signed and approved by me after its passage this \_\_\_\_\_ day of 2020.

\_\_\_\_\_  
President of the Board

ATTEST:

\_\_\_\_\_  
Clerk of the Board

\*\*\*\*\*

I hereby accept nomination for the position of Alternate Special District Member of Nevada LAFCo for the term ending May \_\_, 2024.

Name (*printed*): \_\_\_\_\_

Signature: \_\_\_\_\_

## **Responsibilities of a LAFCo Commissioner**

### **What is LAFCo?**

The Local Agency Formation Commission (LAFCo) is an independent public agency with authority over local government agency changes of organization—that is, annexations, detachments, and consolidations of cities or districts, formation and dissolution of Special Districts, and incorporation and disincorporation of cities. Additionally, LAFCo is responsible for adopting a Sphere of Influence for each agency in the county. The Sphere of Influence is a plan for an agency's probable future boundaries and should represent a logical growth plan for the agency.

### **LAFCo's Composition**

The Commission is composed of two Special District Members (elected by the Independent Special Districts); two County Members (appointed by the Board of Supervisors); two City Members (appointed by the City Selection Committee); and a Public Member (appointed by the other LAFCo Commissioners). In addition, each category has an Alternate Member who votes in the absence of one of the members of that category. Alternate Members attend all meetings and participate in discussion.

### **The Commissioner's Role**

LAFCo Commissioners approve or deny proposals for changes in organization based on the procedures and standards of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Sections 56000 *et seq.*). Additionally, LAFCo is subject to the California Environmental Quality Act, as are all public agencies.

LAFCo Commissioners are required to file an annual Statement of Economic Interest, Form 700, as prescribed by the Fair Political Practices Commission, and to observe the LAFCo Conflict of Interest Code.

Commissioners, including alternates, are also required to complete two hours of ethics training in compliance with AB 1234 within one year of their election (County, City, and District members) or appointment (Public members) and every two years thereafter.

### **LAFCo Meetings**

The Commission usually meets at 9:30 a.m. on the third Thursday, every other month in Nevada City. Meetings are occasionally held elsewhere and at other times. Commissioners are expected to attend all meetings and participate in the deliberation process. LAFCo also has an appointed staff to coordinate meeting logistics and to research and make recommendations on proposals before the Commission.

# PENN VALLEY FIRE PROTECTION DISTRICT

## Fire Chief

Don Wagner  
P.O. Box 180  
Penn Valley, CA 95946  
(530) 432-2630  
Fax (530) 432-4561  
[dwagner@pennvalleyfire.com](mailto:dwagner@pennvalleyfire.com)



## Directors

Bruce Stephenson, Chairperson  
Kurt Grundel, Vice-Chair  
Terry McMahan, Director  
Bruce Puphal, Director  
David Farrell, Director  
[dhughes@pennvalleyfire.com](mailto:dhughes@pennvalleyfire.com)

February 6, 2020

Dear Special District member of Nevada County LAFCo:

My name is Kurt Grundel, and I became a member of the LAFCo Commission in 2006 representing Special Districts. It is now 2020, and I have been active on the Commission for fourteen years. My current term expires in May of this year, and I would appreciate your vote of approval for another four-year term. The Penn Valley Fire District Board (PVFPD) has nominated me again to the position, and fully supports my re-election. Attached is their Nomination Resolution 2020-02.

While serving on LAFCo, the budget was trimmed – assisting every government agency represented and most importantly – as the Budget Committee Chair – the Commission adopted the committee recommendations in the delicate process of balancing the budget. This was all managed by also accomplishing the tasks prescribed by Government Code Section 56000; the State of California Cortese-Knox-Hertzberg Act of 2000.

My fellow commissioners honored me by placing me in the position of Commission Chair in November of 2018; a position I still hold. I would appreciate your consideration in voting for me in the upcoming election this March. I am also the Vice-Chair on the Board of PVFPD, and an active member of the Nevada County Fire JPA. I believe that Special Districts play a keen role for the service of Nevada County and they need strong representation on the LAFCo Commission.

If you have any questions, please contact me at 530-300-4357, or at the Penn Valley Fire District office at 530-432-2630.

Thank you,  
Kurt Grundel

RECEIVED

FEB 10 2020

NCCFD

PROTECTING OUR COMMUNITY WITH PRIDE

# PENN VALLEY FIRE PROTECTION DISTRICT

**Fire Chief**

Don Wagner  
P.O. Box 180  
Penn Valley, CA 95946  
(530) 432-2630  
Fax (530) 432-4561  
[dwagner@pennvalleyfire.com](mailto:dwagner@pennvalleyfire.com)

**Directors**

Bruce Stephenson, Chairperson  
Kurt Grundel, Vice-Chair  
Terry McMahan, Director  
Bruce Puphal, Director  
David Farrell, Director  
[dhughes@pennvalleyfire.com](mailto:dhughes@pennvalleyfire.com)

## RESOLUTION NO. 2020-02 OF THE PENN VALLEY FIRE PROTECTION DISTRICT

### **MAKING NOMINATION TO THE POSITION OF A REGULAR (VOTING) SPECIAL DISTRICT MEMBER OF THE NEVADA COUNTY LOCAL AGENCY FORMATION COMMISSION**

**Whereas,** The Board of Directors of the Penn Valley Fire Protection District has received notice of the request for nominations for a regular (Voting) Special District Member position on the Nevada County Local Agency Formation Commission, pursuant to Section 56332 of the Government Code; and

**Whereas,** The Board of Directors of the Penn Valley Fire Protection District has considered this request and determined to nominate the individual named below to serve on the Nevada County LAFCo as a Regular Special District Member;

**Now, therefore, be it resolved,** The Board of Directors nominates Kurt Grundel for Regular (Voting) Special District Member with a term to expire May, 2024.

The foregoing resolution was duly passed at a regular meeting of the Penn Valley Fire Protection District held on February 4, 2020 by the following roll call vote:

AYES: Bruce Stephenson, Bruce Puphal, Kurt Grundel, Dave Farrell and Terry McMahan  
NOES: None  
ABSTAIN: None  
ABSENT: None

Signed and approved by me after passage this 4<sup>th</sup> day of February 2020.

A handwritten signature in black ink, appearing to read "Bruce Stephenson".

Bruce Stephenson, Chairman of the Board

ATTEST:

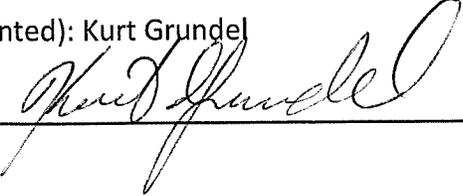
A handwritten signature in blue ink, appearing to read "Debra L. Hughes".  
Debra L. Hughes, Clerk to the Board

Resolution 2020-02 LAFCo Nomination

\*\*\*\*\*

I hereby accept nomination for the position of Regular Special District Member of Nevada County LAFCo for the term ending May, 2024.

Name (printed): Kurt Grundel

Signature:  \_\_\_\_\_

RESOLUTION 2020-02 LAFCO Nomination



# NCCFD CHIEFS' MONTHLY REPORT

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**To:** NCCFD Board of Directors  
**From:** Jim Turner, Fire Chief  
Jerry Funk, Deputy Chief  
**Date:** February 11, 2020

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## **OPERATIONS**

### **Statistical data for the period of January 1 thru January 31, 2019.**

- 555 calls for service. ( 374 emergency, 181 non-emergency)
  - Average response time urban – 3 minutes 31 seconds
  - Average response time rural - 8 minutes 53 seconds
  - Average response time overall - 5 minutes 22 seconds
- \*Averages based on emergency responses only.

### **Significant Incidents:**

- Residential structure fire, Greenhorn area. Two-story home was fully involved upon arrival. Cause remains under investigation
- Vehicle accident involving two big rigs in the White Cloud area of Highway 20. One major injury and a lengthy commitment of resources for the extrication and recovery.
- Staff monitoring the well-being of our personnel after a host of traumatic incidents. Formal and informal post debriefings have occurred and we continue to monitor their health.

### **Training:**

- 1158 hours of documented training for the month of January.

## **ADMINISTRATION**

- Chief Turner, Deputy Chief Funk and Fire Marshal McMahan attended the monthly Nevada County Fire Chiefs Meeting.
- Chief Turner and Deputy Chief Funk attended the law enforcement / fire supervisors meeting.
- Chief Turner and Deputy Chief Funk met with Glass Architects to discuss options for the Station 86 remodel.
- Chief Turner and Deputy Chief Funk met with representatives from Marysville, Linda and Olivehurst Fire Departments, inquiring information on consolidation.
- Deputy Chief Funk attended the monthly CAUSSSS meeting.



## NCCFD CHIEFS' MONTHLY REPORT

- Deputy Chief Funk attended a meeting at the Nevada County Superintendent of Schools regarding staff interaction and first responder training for special needs children.
- JOA Chief Officers held their bi-monthly meeting.
- Deputy Chief Funk continued research on fuel and power options for NCC facilities.
- The six-month spring internship began at Stations 1, 2, 54, 84, 88 & 89.

### **FIRE PREVENTION**

#### **Fire Investigations:**

- Deputy Fire Marshal Mason investigated a residential structure fire off of Jones Ridge Road which resulted in a total loss of the structure. The cause is undetermined.

#### **Meetings and Training attended by Fire Marshal McMahan:**

- Quarterly Critical Incidents Stress Management Team with Captain Sullivan and Lieutenant Benton. The meeting was held in Penn Valley.
- Fire Prevention Staff.
- Board of Supervisors for the second reading of the Code Adoptions. They pulled the requirement for fire sprinkler systems in modular homes outside of Community Housing and Development regulated parks. This issue may come back for discussion at one of our Board Meetings and possibly the Board of Supervisors. More to follow.
- Fire Planner Captain Eckman and I met with County DOT, State Parks, BLM and Dokkan Engineering to discuss two locations to construct a new bridge over Edwards Crossing. After we gave our feedback it was decided to take our ideas to the Nevada County Fire Chief's Association for support from all the Fire Districts.
- Captain Thomas from Penn Valley, Captain Eckman, Captain Furtado and I attended the Getlegit Meeting in Penn Valley sponsored by the Cannabis Alliance to discuss fire code requirements as it relates to the cannabis industry within Nevada County. We all work hard to stay consistent with our requirements within all of the fire districts and that is why we all met together with the Alliance.
- Nor-Cal FPO meeting held at Sacramento Metro Fire.
- Captains Thomas, Eckman and I met with the Nevada County Building Official and an electrical contractor to discuss the Auxiliary Electrical Disconnects requirements for generators. This was a code modification we adopted in the last code cycle that Truckee Fire had in their adoption. The contractor discussed concerns that he had with the code. This particular requirement was adopted in the last code cycle three years ago, so we are not sure what the concern is all of the sudden.



## NCCFD CHIEFS' MONTHLY REPORT

- Attended the lock down and fire alarm drills at Nevada Union High School with Chief Funk and the crews from Engines 84 and 86. We provided a lot of good input to the school district.
- Attended an Executive Board Meeting for the California Conference of Arson Investigators at their Business Office to work on the upcoming seminar along with elections and the transition of chairs within the board. I will be moving into the President's position.



**12.**

**Closed Session  
Conference with Labor  
Negotiators**