

# Nevada County Consolidated Fire District

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## BOARD OF DIRECTORS

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

## STAFF

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

## BOARD OF DIRECTORS - SPECIAL MEETING

**TUESDAY, JUNE 7, 2022– 2:00 PM**

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

◆————◆

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

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

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

### NOTICE

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

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

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

**STANDING ORDERS:**



- 2:00 p.m. Call to Order
- Roll Call
- Pledge of Allegiance to the Flag
- Corrections and/or deletions to the agenda

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

*Per CA Government Code 54954.3*

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

**NEW BUSINESS**

1. Discussion regarding the 22/23 Fiscal Year Preliminary Budget. **Chief Turner**
2. Discussion and possible action, Resolution R22-10, Contingency Fund Maintenance. **Chief Turner**
3. Discussion and possible action, Resolution R22-11, Approving job descriptions and amending the District Staffing Roster to establish the following positions per the NCCFD Personnel Code Section 1.3.1:  

**Fire Marshal Mason**

  - Fire Prevention Officer I
  - Fire Prevention Officer II

**ADJOURNMENT**



***Board Meeting Schedule***

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

***Copies***

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

***Board Meeting Notices***

This Special Meeting Agenda was posted 24 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 presiding officer at the appropriate time. You may address the Board on any agenda item prior to Board Action. If you wish to address the Board on an item not on the agenda, you may do so during the General Public Comment period. Understand that no action may be taken on an item not on the agenda.

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

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

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

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

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



Nevada County Consolidated Fire District  
Preliminary Budget  
Fiscal Year 2022-23  
As of June 16, 2022

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**Preliminary Budget Highlights**  
**Fiscal Year 2022-23**

**Fund 722 - Operating Fund**

4010 Current Secured Tax - 3.0% projected increase

4110 Special Assessment - 3.0% increase

4150 Special Tax 2012 - 3% increase

4240 State Aid - Public Safety (Prop 172) - no change

4510 Fire Reimbursement - no change

51xx Wages - 3% increase per MOU  
Sell back, retirement

5711 CalPERS - Unfunded Accrued Liability increase of \$82,000

5751 Workers Comp Insurance - Emod increased from 81% to 117%.

6114 Meals - Interns - 6 interns January to May.

6681 Facility Maintenance - includes siding at 81

Liability (6611), Vehicle (7001), Property Insurance (6621) anticipated 12 - 15% increase, budgeted @ 13%

6821 PG&E 12% increase

6831 Propane 12% increase

6851 Water/Sewer 3% increase

6941 New Copier Lease  
New Server

7566 Negotiations

7611 Elections

**Fund 733 - Mitigation Fees**

6921 Equipment - Final payment on E86

7561 Nexus Study

**Fund 734 - Special Tax**

Net funds transferred to Fund 722

**Fund 758 - Capital Expenditures**

6911 Station

Station 89 Base Radio

6921 - Equipment

AED's (6) 2nd year of 3 year replacement plan

Water Tender Lease

E88 Payments (Aug & Feb)

Nevada County Consolidated Fire District  
 ~Operating Fund 722 Budget Recap~

	<u>2022-23</u>	<u>2021-22</u>	
	<u>Preliminary Budget</u>	<u>Amended Budget</u>	<u>Through 30-Apr</u>
<b><u>Revenues</u></b>			
Taxes & Assessments	7,291,705	7,059,043	90%
Reimbursements	133,960	211,810	163%
Other Revenue	47,740	50,740	69%
<b>Revenue Total</b>	<b>7,473,405</b>	<b>7,321,593</b>	<b>92%</b>
<b><u>Operating Expenditures</u></b>			
<b>Wages &amp; Benefits</b>			
Wages	4,232,527	4,265,292	83%
Taxes	67,929	68,666	77%
Benefits	2,272,501	2,030,571	84%
<b>Wages &amp; Benefits Total</b>	<b>6,572,957</b>	<b>6,364,529</b>	<b>83%</b>
Personnel Related	207,191	202,344	63%
Facility & Equipment	458,506	540,149	66%
Vehicle Related	214,532	201,567	76%
Gen & Admin	488,007	483,872	73%
<b>Total Operating Expenditures</b>	<b>7,941,194</b>	<b>7,792,461</b>	<b>81%</b>
Other Income & Expense	(36,000)		
Fund 722 Over / <under>	(503,789)	<u>(470,868)</u>	
Seasonal program funded from prior yr	-		
Fund 722 adjusted Over / <under>	<u>(503,789)</u>		
<b>Beginning Cash Balance</b>	<b>1,716,304</b>	Per 6/1 balance with estimated rev. and exp.	
Revenues	7,473,405		
<b>Available Cash</b>	<b>9,189,709</b>		
Expenditures	(7,941,194)		
Other Income & Expense	(36,000)	Station 89 Generator Grant	
Transfer Out Capital Expenditures (758)	-		
Transfer Out Contingency Fund (723)	-		
<b>Ending Cash Balance</b>	<b>1,212,515</b>		
<b><u>Contingency Fund (723)</u></b>			
Beginning Cash Balance	1,321,729		
Transfer Out Operating Funds (758)	(125,000)		
Transfer Out Operating Funds (722)	(53,000)		
<b>Ending Cash Balance</b>	<b>1,143,729</b>		

**Budget Summary for:  
~Operating Fund 722~**

	<b>FY 2022-23</b>	<b>2021-22</b>		
	<b>Preliminary Budget</b>	<b>Amended Budget</b>	<b>Through 30-Apr</b>	
<b>Revenues</b>				
<b><u>Taxes &amp; Assessments</u></b>				
4010 Current Secured (Tax)	3,544,420	3,397,434	96%	3.0% increase
4011 Prior Secured (Tax)	-	-		
4020 Current Unsecured (Tax)	50,758	50,758	107%	
4030 Prior Unsecured (Tax)	2,296	2,296	34%	
4040 Supplemental Secured (Tax)	47,344	47,344	88%	
4050 Supplemental Unsecured (Tax)	8,598	8,598	12%	
4060 Suppl Prior Unsecured (Tax)	388	388	64%	
4110 NCCFD Special Assess	2,202,203	2,136,398	95%	3.0% increase
4150 Special Tax - 2012	1,022,791	1,002,919	59%	3.0% increase
4230 State - Homeowners (Tax)	24,888	24,889	96%	
4240 State Aid - Prop 172	388,019	388,019	84%	Same as prior fiscal year
4290 Other	-	-		
	<b>7,291,705</b>	<b>7,059,043</b>	<b>90%</b>	
<b><u>Reimbursements</u></b>				
4510 Fire Reimbursement (net)	75,000	149,850	642%	
4520 Prior Year Fire Reimbursement	-	-		
4540 Vehicle Repairs (Non-Tax)	5,000	7,500	40%	
4550 Cost Recovery (Non-Tax)	3,000	6,000	43%	
4690 Reimbursement - Other	50,960	48,460	85%	Includes DSI
Subtotal	<b>133,960</b>	<b>211,810</b>	<b>163%</b>	
<b><u>Other Revenue</u></b>				
4810 Inspections/Permits (Prevention)	7,500	7,500	67%	
4812 Plan Review (Prevention)	12,000	15,000	70%	
4820 Interest (Non-Tax)	22,000	25,000	60%	
4830 Rentals (Non-Tax)	3,240	3,240	119%	
4840 Other Current Svcs (Non-Tax)	3,000	-	0%	
4850 Sale: Surplus Equipmε 8-	-	-	0%	
4860 Prior Year Revenue (Non-Tax)	-	-	0%	
4870 Other Revenue (Non-Tax)	-	-		
Subtotal	<b>47,740</b>	<b>50,740</b>	<b>69%</b>	
<b>Revenue Total</b>	<b>7,473,405</b>	<b>7,321,593</b>	<b>92%</b>	



**Budget Summary for:  
~Operating Fund 722~**

	FY 2022-23	2021-22		
	Preliminary Budget	Amended Budget	Through 30-Apr	
<b>Wages &amp; Benefits</b>				
<u>Wages (staffing level)</u>				
5111 Chief / Division Chief (2)	322,361	371,239	(2)	85%
5113 Battalion Chief (3)	350,039	303,818	(3)	80%
5114 Prevention(2.25)	248,147	232,149	(2.25)	80%
5121 Captains (9)	872,937	867,572	(9)	83%
5122 Lieutenants (6)	467,539	439,613	(6)	85%
5123 Firefighter (12)	736,903	652,987	(12)	88%
5131 Suppl/Seasonal/Apprentic FF	157,277	178,220	(6)	
5132 PCF Program	4,800	2,482		100%
5141 Clerical(2.5)	203,691	198,423	(2.5)	79%
5145 Fire Mechanic (2)	149,089	158,759	(2)	70%
5151 Overtime & ESPL	501,048	625,226		79%
5153 Additional Overtime Staffing	18,503	19,488		64%
5161 Strike Team	-	-		0%
5165 Strike Team Backfill	-	-		0%
5171 Holiday Stipend	80,105	78,028		92%
5173 Vacation Sell Back	115,589	132,788		89%
5185 Directors	4,500	4,500		48%
<b>Subtotal</b>	<b>4,232,527</b>	<b>4,265,292</b>	<b>(44.75)</b>	<b>83%</b>
<b>Taxes</b>				
5511 Medicare: Employer Tax	61,406	62,264		90%
5512 FICA: Employer Tax	887	372		78%
5521 SUI: Employer Tax	5,637	6,030		107%
<b>Subtotal</b>	<b>67,929</b>	<b>68,666</b>		<b>77%</b>
<b>Benefits</b>				
5711 CalPERS	1,275,577	1,084,698		91%
5731 Health Insurance	772,464	772,464		72%
5735 Life Insurance	14,400	14,400		75%
5751 Workers Comp Insurance	210,060	159,009		88%
<b>Subtotal</b>	<b>2,272,501</b>	<b>2,030,571</b>		<b>84%</b>
<b>Wages &amp; Benefits Total</b>	<b>6,572,957</b>	<b>6,364,529</b>		<b>83%</b>
% of Revenue	88.0%	86.9%		
Adjusted for seasonal reserve	84.6%	<i>Drops to 83.9% without retirement cash out</i>		

Classic  
Safety 21.84%, Misc 15.25%  
PEPRA  
Safety 12.78%, Misc 7.47%  
UAL \$540k  
EMOD 117%

**Budget Summary for:  
~Operating Fund 722~**

	<b>FY 2022-23</b>	<b>2021-22</b>	
	<b>Preliminary Budget</b>	<b>Amended Budget</b>	<b>Through 30-Apr</b>
<b><u>Personnel Related</u></b>			
<b><u>Clothing/PPE</u></b>			
6011 Uniforms	31,480	26,460	74%
6021 Personal Protective Equipment	35,000	65,000	40%
6031 Safety & PPE (per MOU)	32,130	32,130	95%
<b>Subtotal</b>	<b>98,610</b>	<b>123,590</b>	<b>62%</b>
<b><u>Food / Meals</u></b>			
6111 Meals - Administration	1,300	850	78%
6113 Meals - Fire	1,000	1,000	32%
6114 Meals - Interns	15,411	-	
<b>Subtotal</b>	<b>17,711</b>	<b>1,850</b>	<b>53%</b>
<b><u>Training / Fitness</u></b>			
6211 Wellness	31,660	31,660	66%
6213 Fitness	4,710	4,744	48%
6221 Tuition/Licenses	30,000	25,000	80%
6232 Travel	10,000	7,500	79%
6241 Training Materials	2,500	2,000	-50%
6246 Public Safety Training Center	1,000	1,000	0%
6261 Mandatory Licenses	2,500	2,500	54%
6271 Admin Training	8,500	2,500	42%
<b>Subtotal</b>	<b>90,870</b>	<b>76,904</b>	<b>66%</b>
<b>Personnel Related Total</b>	<b>207,191</b>	<b>202,344</b>	<b>63%</b>

6 2nd half

**Budget Summary for:  
~Operating Fund 722~**

	<u>FY 2022-23</u>	<u>2021-22</u>	
	<u>Preliminary Budget</u>	<u>Amended Budget</u>	<u>Through 30-Apr</u>
<b><u>Facility &amp; Equipment</u></b>			
<b><u>Communication</u></b>			
6511 Telephones	19,260	18,760	82%
6521 Cellular Phones	15,500	10,600	68%
Subtotal	34,760	29,360	77%
<b><u>Station</u></b>			
6551 Supplies & Services	24,760	20,000	82%
Subtotal	24,760	20,000	82%
<b><u>Insurance</u></b>			
6611 Liability & Umbrella	26,887	23,794	100%
6621 Property	22,289	22,979	86%
Subtotal	49,176	46,773	93%
<b><u>Facility Maintenance</u></b>			
6681 Facility Maintenance & Imp	145,000	250,000	61%
Subtotal	145,000	250,000	61%
<b><u>Medical Supplies</u></b>			
6716 EMS Supplies	18,500	18,000	75%
Subtotal	18,500	18,000	75%
<b><u>Apparatus Equipment</u></b>			
6751 Hose	22,000	22,000	77%
6756 Ladder	1,553	1,500	0%
6761 Suppression Equip/Small Tools	7,500	7,500	44%
6766 Power Tools	7,902	16,800	3%
6771 Pumps	4,337	3,830	108%
6776 Mobile Communication	5,800	4,300	91%
6781 Technical Rescue Equipment	13,000	13,000	48%
6786 SCBA's	8,500	8,500	35%
6791 Small Tools	-	-	
6796 Drone	412	1,912	0%
6798 Utility Terrain Vehicle	1,500	3,220	
Subtotal	72,504	82,562	46%

Includes Siding - Station 81

**Budget Summary for:  
~Operating Fund 722~**

	<b>FY 2022-23</b>	<b>2021-22</b>	
	<b>Preliminary Budget</b>	<b>Amended Budget</b>	<b>Through 30-Apr</b>
<b><u>Utilities</u></b>			
6811 Alarm	1,500	1,500	77%
6821 Electricity / Gas (PGE)	56,170	50,391	88%
6831 Propane	13,924	12,432	88%
6841 Trash	3,600	3,600	69%
6851 Water / Sewer	11,487	8,731	91%
Subtotal	86,681	76,654	87%
<b><u>Capital Expenditures</u></b>			
6911 Station	-	7,800	
6921 Equipment	-	6,000	4%
6931 Vehicle	-	-	
6941 Admin	27,125	3,000	80%
6951 Other	-	-	
Subtotal	27,125	16,800	15%
<b>Facility &amp; Equipment Total</b>	<b>458,506</b>	<b>540,149</b>	<b>66%</b>
<b><u>Vehicle Related</u></b>			
<b><u>Insurance</u></b>			
7001 Vehicle Insurance	10,085	12,225	102%
Subtotal	10,085	12,225	102%
<b><u>Maintenance</u></b>			
7048 All categories	111,000	107,342	
Subtotal	111,000	107,342	72%
<b><u>Fuel</u></b>			
7051 Fuel	93,447	82,000	79%
Subtotal	93,447	82,000	79%
<b>Vehicle Related Total</b>	<b>214,532</b>	<b>201,567</b>	<b>76%</b>

**Budget Summary for:  
~Operating Fund 722~**

	<b>FY 2022-23</b>	<b>2021-22</b>	
	<b>Preliminary Budget</b>	<b>Amended Budget</b>	<b>Through 30-Apr</b>
<b>Gen &amp; Admin</b>			
<b>Office Expense</b>			
7502 Administration	4,500	7,000	38%
7506 Board	1,000	500	62%
7508 Computers	81,583	90,000	68%
7509 Copier	1,200	1,500	45%
7511 Memberships	16,190	15,655	68%
7516 Mileage Reimbursement	100	-	0%
7521 Postage & Delivery	1,100	1,900	54%
7531 Other	-	-	
<b>Subtotal</b>	<b>105,673</b>	<b>116,555</b>	<b>66%</b>
<b>Professional Services</b>			
7551 Accounting	12,880	12,880	88%
7556 Computer	14,980	14,850	53%
7561 Consultants	7,500	7,500	97%
7563 Hiring	9,380	25,000	50%
7566 Legal	46,675	41,675	48%
7571 Medical Director	6,600	6,600	100%
<b>Subtotal</b>	<b>98,015</b>	<b>108,505</b>	<b>61%</b>
<b>Publications</b>			
7591 Legal Notices	600	600	76%
7596 Marketing/Advertising	500	500	0%
<b>Subtotal</b>	<b>1,100</b>	<b>1,100</b>	<b>41%</b>
<b>Special District</b>			
7611 Election	30,000	-	
7621 LAFCo Budget Share	6,346	6,072	101%
7631 Nevada County Fees	89,228	85,557	100%
7641 Other	-	-	
<b>Subtotal</b>	<b>125,574</b>	<b>91,629</b>	<b>100%</b>

CSDA & CSFA Memberships

Negotiations included

**Budget Summary for:  
~Operating Fund 722~**

	<b>FY 2022-23</b>	<b>2021-22</b>	
	<b>Preliminary Budget</b>	<b>Amended Budget</b>	<b>Through 30-Apr</b>
<b><u>Prevention</u></b>			
7651 Code purchases	1,800	1,800	98%
7653 Investigation supplies	4,300	4,300	88%
7657 Inspection supplies	1,500	1,500	41%
7661 Professional Svcs/Plan checks	2,500	2,500	9%
7663 Public Education supplies	3,100	4,000	62%
7665 Subscriptions/Memberships	1,400	3,000	42%
7667 Training	6,000	9,000	64%
7669 Other	1,500	3,500	18%
Subtotal	22,100	29,600	56%
<b><u>JPA</u></b>			
7831 Dispatch Charges	130,000	125,000	73%
7841 JPA Expense Allocation	13,000	11,483	100%
Subtotal	143,000	136,483	75%
<b>Gen &amp; Admin Total</b>	<b>495,462</b>	<b>483,872</b>	<b>73%</b>
<b>Total Operating Expenditures</b>	<b>7,948,649</b>	<b>7,792,461</b>	<b>81%</b>
	-	-	
<b><u>Other Income &amp; Expense</u></b>			
9101 Grant Expense	(36,000)		
<b>Fund 722 Over / &lt;under&gt;</b>	<b>(511,244)</b>	<b>(470,868)</b>	
Note: Cost of seasonal program	157,277		

**Budget Summary for:**  
**~Mitigation Fee Fund 733~**

	<u>FY22-23</u>	<u>2021-2022</u>	
	<u>Preliminary</u>	<u>Amended</u>	<u>Through</u>
	<u>Budget</u>	<u>Budget</u>	<u>31-May</u>
<b>Revenues</b>			
4160 Mitigation Fees	100,412	160,000	109%
4820 Interest	1,500	0	100%
<b>Revenue Total</b>	<b>101,912</b>	<b>160,000</b>	<b>110%</b>
<b>Expenses</b>			
6911 Structure & Improvements	-	27,085	100%
6921 Equipment	49,498	119,931	99%
7561 Consultants	23,000		
<b>Expense Total</b>	<b>72,498</b>	<b>147,016</b>	<b>99%</b>
<b>Fund 733 Over / &lt;under&gt;</b>	<b>29,414</b>	<b>12,984</b>	
<b>Beginning Cash</b>	<b>99,238</b>	<b>0</b>	
Fund 733 Over / <under>	29,414	0	
<b>Ending Cash</b>	<b>128,652</b>	<b>0</b>	

**Detail**

<u>Acct Description</u>	<u>Amount</u>
6921 E 86 payments	49,498
7561 Consultant Nexus Study	23,000

**Budget Summary for:**  
**~Special Tax Fund 734~**

	<u>FY 2022-23</u>		<u>2021-22</u>	
	<u>Preliminary Budget</u>	<u>Preliminary Budget</u>	<u>Amended Budget</u>	<u>Through 31-Mar</u>
<b>Revenues</b>				
4150 Special Tax 2012	1,033,123	0	1,011,029	55%
4820 Interest	-	0	2,000	50%
<b>Revenue Total</b>	<b>1,033,123</b>	<b>0</b>	<b>1,013,029</b>	<b>55%</b>
<b>Expenses</b>				
7631 Special District Fees	10,331	0	10,110	81%
<b>Expense Total</b>	<b>10,331</b>	<b>0</b>	<b>10,110</b>	<b>81%</b>
<b>Fund 734 Over / &lt;under&gt;</b>	<b>1,022,791</b>	<b>0</b>	<b>1,002,919</b>	
<b>Beginning Cash</b>	52,757			
Fund 734 Over / <under>	1,022,791			
Transfer Out	(1,022,791)			
<b>Ending Cash</b>	<b>52,757</b>			



Budget Summary for: ~Capital Expenditure Fund 758~	FY 2022-23	2021-22	
	Preliminary Budget	Amended Budget	Through 31-May
<b>Revenues</b>			
4820 Interest		0	
4830 Equipment Rental		0	
4850 Sale of Surplus Property	60,000	25,000	
<b>Revenue Total</b>	<b>60,000</b>	<b>25,000</b>	<b>213%</b>
<b>Expenses</b>			
6911 Station	8,000	0	
6921 Equipment	191,249	35,000	
6931 Vehicles	65,000	70,884	
7561 Consultants	7,500	0	
<b>Expense Total</b>	<b>271,749</b>	<b>105,884</b>	<b>90%</b>
<b>Fund 758 Over / &lt;under&gt;</b>	<b>(211,749)</b>	<b>(80,884)</b>	
<b>Beginning Cash</b>	<b>320,892</b>		
<b>Transfer in from 733</b>	<b>125,000</b>		
<b>Transfer in from 722</b>	<b>75,000</b>		
Fund 758 Over / <under>	(211,749)		
<b>Ending Cash</b>	<b>309,143</b>		

**Detail**

<u>Acct</u>	<u>Amount</u>
6921	
Water Tender	40,000
AED Replacements - 6	17,520
E88 Payments (Aug & Feb)	133,729
FPO Vehicle (21/22 Purchase)	65,000
6911	
Station 89 Base Radio	8,000
7561	
Consultants	6,000

**Budget Summary for:**  
**~Capital Expenditure Fund 758~**

**FY 2022-23**  
**Preliminary**  
**Budget**

<b>Beginning Cash</b>		426,000
<b>Expenses</b>		
1008-5 Station 86		220,000
Siding	100,000	
Additional Bathroom	25,000	
Remodel Kitchen	50,000	
New Door	5,000	
Ceiling Walls	15,000	
HVAC System	25,000	
<b>Expense Total</b>		220,000
<b>Fund 758 Over / &lt;under&gt;</b>		206,000
<b>Beginning Cash</b>		426,000
<b>Transfer in from 722</b>		0
<b>Fund 758 Over / &lt;under&gt;</b>		206,000
<b>Ending Cash</b>		220,000

**Budget Summary for:**  
**~All Fund Summary~**  
**FY 2022-23**

**2 months contingency in reserve**

	722 Operating	723 Contingency	733 AB1600	734 Spec Tax	758 Capital	758 Station 86	Total
Beginning Balance	1,716,304	1,321,729	99,238	52,757	320,892	426,000	3,936,920
Receipts	6,450,614		101,912	1,033,123	60,000	220,000	7,865,649
Special Tax	1,022,791			(1,022,791)			-
Expenditures	(7,948,649)		(72,498)	(10,331)	(271,749)		(8,303,227)
Change for Fiscal Year	(475,244)	-	29,414	(0)	(211,749)	220,000	(437,578)
Other Income & Expense	(36,000)						(36,000)
Transfers							
Contingency	(160,580)	160,580					-
Equipment Fund	(125,000)				125,000		-
Ending Balance	919,480	1,482,309	128,652	52,757	234,143		3,463,342

**\* 2 month operating expenses in contingency**

**Budget Summary for:**  
**~All Fund Summary~**  
**FY 2022-23**

**10% Contingency**

	722 Operating	723 Contingency	733 AB1600	734 Spec Tax	758 Capital	758 Station 86	Total
Beginning Balance	1,716,304	1,321,729	99,238	52,757	320,892	426,000	3,936,920
Receipts	6,450,614		101,912	1,033,123	60,000	220,000	7,865,649
Special Tax	1,022,791			(1,022,791)			-
Expenditures	(7,948,649)		(72,498)	(10,331)	(271,749)		(8,303,227)
Change for Fiscal Year	(475,244)	-	29,414	(0)	(211,749)	220,000	(437,578)
Other Income & Expense	(36,000)						(36,000)
Transfers							
Contingency	53,000	(53,000)					-
Equipment Fund		(125,000)			125,000		-
Ending Balance	1,258,060	<b>1,143,729</b>	128,652	52,757	234,143		3,463,342

**\* 10% of Revenues on the preliminary budget is: \$ 747,341**

**Budget Summary for:**  
**~All Fund Summary~**  
**FY 2022-23**

**15% Contingency**

	722 Operating	723 Contingency	733 AB1600	734 Spec Tax	758 Capital	758 Station 86	Total
Beginning Balance	1,716,304	1,321,729	99,238	52,757	320,892	426,000	3,936,920
Receipts	6,450,614		101,912	1,033,123	60,000	220,000	7,865,649
Special Tax	1,022,791			(1,022,791)			-
Expenditures	(7,948,649)		(72,498)	(10,331)	(271,749)		(8,303,227)
Change for Fiscal Year	(475,244)	-	29,414	(0)	(211,749)	220,000	(437,578)
Other Income & Expense	(36,000)						(36,000)
Transfers							
Contingency	53,000	(53,000)					-
Equipment Fund		(125,000)			125,000		-
Ending Balance	1,258,060	<b>1,143,729</b>	128,652	52,757	234,143		3,463,342

\* 15% of Revenues on the preliminary budget is: \$ 1,121,011



# Nevada County Consolidated Fire District

## Resolution 22-10

### Contingency Fund Maintenance

**WHEREAS**, the Board of Directors (Board) of the Nevada County Consolidated Fire District (District) approved the establishment of a Contingency Fund at the October 15, 2015 meeting by Resolution, and;

**WHEREAS**, Resolution 15-27 was approved to establish the equivalent of two months of operating expenses over three years' time, and;

**WHEREAS**, the District recommends maintaining a balance of no less than 10% of district revenue, and

**NOW THEREFORE BE IT HEREBY RESOLVED**, the Board of Directors of the Nevada County Consolidated Fire District the following:

1. Staff establish and maintain a contingency fund within the district accounting system.
2. The contingency fund maintains a balance of no less than 10% of the current fiscal year's final budget revenue.
3. All activity within the fund will be recommended by staff and approved by the Board via resolution.

**PASSED AND ADOPTED** by the Board of Directors as Resolution of the Nevada County Consolidated Fire District at the Special Board Meeting held on the 7<sup>th</sup> day of June 2022 by the following roll call:

Ayes:

Noes:

Absent:

Abstain:

---

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

Attest:

---

Nicole Long, Secretary of the Board



# Nevada County Consolidated Fire District

## Resolution 22-11

### Amending the District Staffing Roster

**WHEREAS**, the Nevada County Consolidated Fire District Board of Directors (Board) of Nevada County Consolidated Fire District (NCCFD or The District) has the authority as described in Health and Safety Code Section 13861(d), to appoint necessary employees to define their qualifications and duties, and to provide a pay schedule for performance of their duties, and;

**WHEREAS**, the Board of Directors of The District has approved the job descriptions for the following positions within The District as follows:

- Fire Prevention Officer I
- Fire Prevention Officer II

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the Board of Directors of the Nevada County Consolidated Fire District hereby approves the positions and job descriptions listed above.

**PASSED AND ADOPTED** by the Board of Directors as Resolution of the Nevada County Consolidated Fire District at the Special Board Meeting held on the 7<sup>th</sup> day of June 2022 by the following roll call:

Ayes:

Noes:

Absent:

Abstain:

---

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

Attest:

---

Nicole Long, Secretary of the Board



# 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)

## POSITION DESCRIPTION

**POSITION:** Fire Prevention Officer I

**CLASSIFICATION:** Regular Employee  
Classified, Permanent  
Non-management

**DEFINITION:** Reports to Deputy Fire Marshal / Fire Marshal

**COMPENSATION:** In Accordance with District Wage Schedule

### **DESCRIPTION:**

This is an entry-level, non-management position, which requires specific skills in the implementation and enforcement of the Fire District's fire prevention programs including enforcement of Codes through inspections and public education.

The employee may work with limited supervision and has wide latitude for independent application and judgment of pertinent fire and life safety codes. Work is reviewed by the Fire Marshal through observation, reports, objectives, and results.

### *DISTINGUISHING CHARACTERISTICS:*

This class is distinguished from that of the next higher-level class of FPO II in that the latter has primary responsibility for the enforcement of applicable laws, codes, regulations, and standards relating to fire prevention and suppression. In addition, the latter assists with creating short and long-range programs.

### **EXAMPLES OF DUTIES:**

*The following duties are performed by employees in this classification. However, employees may perform other related duties as required. Each individual in the classification does not necessarily perform all duties listed.*

1. Enforce fire prevention laws and ordinances; compile evidence and assist in the prosecution of persons charged with violations.
2. Inspects occupancies requiring operations/storage permits and issues such permits.
3. Inspects, evaluates, and grants fire safety clearances for public assembly and state licensed care facilities.
4. Oversee and assist with public education programs as directed by the Fire Marshal.
5. Submit required documentation to Finance to request invoices be created.
6. May be required to attend meetings to represent the District and/or the Department of Fire Prevention.
7. Perform related duties as necessary.



**MINIMUM QUALIFICATIONS:**

*Any equivalent combination of education, training, and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the district. A typical way to obtain the knowledge and skills would be:*

**Education:** High School diploma or equivalent

**Experience:** One year part-time or six months full-time experience enforcing federal, state, or local life safety codes and/or ordinances.

**Special Requirements:**

- Must possess and maintain throughout employment a valid California Class "C" driver's license with a driving record sufficient to be insurable through the District.
- Completion of Fire Inspector 1A – 1D or equivalent within one (1) year of appointment
- Maintain a valid First Aid / CPR certification

**Desirable Qualifications:**

- Additional course work in Fire Technology or Fire Science curriculum
- EMT Certification

**Knowledge of:**

- Principles and practices of management necessary to plan, analyze, develop, direct and evaluate fire programs, administrative policies and fire control problems;
- Current research and development in the fields of fire suppression, fire administration, emergency medical services and strategic planning;
- Principles and modern methods of fire administration including organization, negotiation, fiscal management, program planning, implementation and administration;
- Principles, practices and techniques of modern fire suppression, and the ability to apply this knowledge to varied fire control and fire administrative problems;
- Principles, practices and techniques of fire prevention and provisions of local fire code requirements and related ordinances;
- Federal and State laws and typical rules and procedures governing the activities of a fire district serving an extensive wildland urban interface community and rural areas.

**Ability to:**

- Demonstrate a professional image in any condition with regard to the performance of duties.
- Resolve conflicts in an effective manner to ensure compliance with laws, codes, standards, and ordinances.
- Interact with the public in a tactful, constructive, and assertive manner when required.
- Communicate effectively, both written and orally, in a clear, concise and legible manner.
- Issue written notices that clearly indicate required corrective action.
- Basic computer and math skills.
- The employee is required to have the ability to operate district staff vehicles.

**Desirable Qualifications:**

- Additional course work in Fire Technology or Fire Science curriculum
- EMT Certification

The employee may have an assigned district vehicle to drive while on duty. It is the responsibility of the employee to maintain the vehicle and to perform daily, weekly, and monthly inspections as necessary.

**Conditional Job Offer Candidate:**

I have read and I understand the duties and responsibilities listed above. I agree to execute the tasks in accordance with my employment agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*District Representative:*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*The Nevada County Consolidated Fire District is fully committed to Equal Employment Opportunity and is committed to an active nondiscrimination program. It is the stated policy of NCCFD that harassment, discrimination, and retaliation are prohibited and that all employees, applicants, agents, contractors, and interns/volunteers shall receive equal consideration and treatment. All terms and conditions of employment, including but not limited to recruitment, hiring, transfer, and promotion will be based on the qualifications of the individual for the positions being filled regardless of gender (including gender identity and expression), sexual orientation, race, color, ancestry, religion, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including pregnancy, childbirth and related medical conditions), or any other classification protected by federal, state, or local law. Please contact the Human Resources Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.*



# 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)

## POSITION DESCRIPTION

- POSITION:** Fire Prevention Officer II
- CLASSIFICATION:** Regular Employee  
Classified, Permanent  
Non-management
- DEFINITION:** Reports to Deputy Fire Marshal / Fire Marshal
- COMPENSATION:** In Accordance with District Wage Schedule

### DESCRIPTION:

This is a position that requires specific skills in the implementation and enforcement of the Fire District's Fire Prevention Programs including inspections and public education, fire investigation, and law enforcement.

This position may be designated as a Peace officer in accordance with Section 830.37 of the Penal Code of the State of California and the District's Personnel Code for fire investigation purposes. All Peace Officers will be designated as safety employees.

Under the general direction of the Fire Marshal, assists with creating short and long-range programs; perform work relating to fire inspection, prevention, education programs, investigate fire cause, and enforce fire laws.

### *DISTINGUISHING CHARACTERISTICS:*

This class is distinguished from that of the next higher-level class of Deputy Fire Marshal in that the latter has primary responsibility for the enforcement of applicable laws, codes, regulations, standards relating to fire prevention and suppression, and fire investigation. It is further distinguished from that of the next lower class Fire Prevention Officer I, in that the latter has the primary responsibility of assisting with short and long-range programs; performs work relating to fire inspections, prevention, and education programs.

### EXAMPLES OF DUTIES:

*The following duties are performed by employees in this classification. However, employees may perform other related duties as required. Each individual in the classification does not necessarily perform all duties listed.*

1. Enforce fire prevention laws and ordinances; compile evidence and assist in the prosecution of persons charged with violations.
2. Inspects difficult and complex operations, processes, devices, and equipment such as fire protection systems and hydrant distribution systems requiring the inspection or approval of the Department of Fire Prevention.
3. Inspects occupancies requiring operations/storage permits and issues such permits.
4. Provides technical assistance to fire companies.

5. Inspects evaluates, and grants fire safety clearances for public assembly and state-licensed care facilities.
6. Oversee and assist with public education programs as directed by the Fire Marshal.
7. Prepares invoices for Fire Prevention Services as directed.
8. Reviews plans for compliance with applicable codes.
9. Provides technical assistance to fire companies and FPO I inspectors.
10. May be required to supervise others.
11. May perform fire prevention training for the Fire District.
12. May be required to attend meetings to represent the Fire District and/or the Department of Fire Prevention.
13. Prepare monthly reports for the Fire Marshal. May be required to prepare reports for the Fire Chief, Board of Directors, and staff as directed.
14. Perform related duties as necessary.

**MINIMUM QUALIFICATIONS:**

*Any equivalent combination of education, training, and experience which provides the required skills, knowledge and abilities may be considered qualifying at the sole discretion of the district. A typical way to obtain the knowledge and skills would be:*

**Education:** High School diploma or equivalent

**Experience:** Minimum two (2) years of increasingly responsible fire prevention experience.

**Special Requirements:**

- Must possess and maintain throughout employment a minimum of a California Class “C” driver's license with a driving record sufficient to be insurable through the district.
- CSFM Fire Inspector I certification or equivalent
- Completion of CSFM Fire Inspector 2A – 2D or equivalent within one (1) year of appointment
- Maintain a valid First Aid / CPR certification

**Desirable Qualifications:**

- CSFM Fire Investigation 1A
- Additional course work in Fire Technology or Fire Science curriculum
- EMT Certification

**Knowledge of:**

- Applicable Federal, State, and local laws, fire codes, building codes, ordinances, and standards.
- Building construction methods, vegetation fuel management, public education, fire detection and suppression systems, and proper storage and use of hazardous materials.
- Fire suppression theory, practices, and techniques.

**Ability to:**

- Demonstrate a professional image in any condition with regard to the performance of duties.
- Resolve conflicts in an effective manner to ensure compliance with laws, codes, standards, and ordinances.
- Interact with the public in a tactful, constructive, and assertive manner when required.
- Communicate effectively, both written and orally, in a clear, concise, and legible manner.
- Issue written notices that clearly indicate required corrective action.
- Basic computer and math skills.
- The employee is required to have the ability to operate district staff vehicles.

The employee may have an assigned district vehicle to drive while on duty. It is the responsibility of the employee to maintain the vehicle and to perform daily, weekly, and monthly inspections as necessary.

Peace Officer status and requirements will be discussed between the employee and supervisor after successful completion of probation.

**Conditional Job Offer Candidate:**

I have read and understand the duties and responsibilities listed above. I agree to execute the tasks in accordance with my employment agreement.

---

Signature

---

Date

*District Representative:*

---

Signature

---

Date

*The Nevada County Consolidated Fire District is fully committed to Equal Employment Opportunity and is committed to an active nondiscrimination program. It is the stated policy of NCCFD that harassment, discrimination, and retaliation are prohibited and that all employees, applicants, agents, contractors, and interns/volunteers shall receive equal consideration and treatment. All terms and conditions of employment, including but not limited to recruitment, hiring, transfer, and promotion will be based on the qualifications of the individual for the positions being filled regardless of gender (including gender identity and expression), sexual orientation, race, color, ancestry, religion, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including pregnancy, childbirth and related medical conditions), or any other classification protected by federal, state, or local law. Please contact the Human Resources Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.*