

Nevada County Consolidated Fire District

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



www.nccfire.com
nccfire@nccfire.com

BOARD OF DIRECTORS

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

STAFF

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

BOARD OF DIRECTORS- REGULAR MEETING AGENDA

THURSDAY, JANUARY 16, 2025 – 7:00 PM

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

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

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

NOTICE

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

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

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

STANDING ORDERS:



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

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

Per CA Government Code 54954.3

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

CONSENT CALENDAR

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

1. Acceptance of Minutes – December 19, 2024
2. County of Nevada Signature Sheet

COMMITTEE REPORTS

STANDING COMMITTEES

FINANCE/BUDGET: Hall, Slade-Troutman

PERSONNEL: Carrington, Nelson

AD HOC COMMITTEES

BOARD POLICY AND PROCEDURES: Grueneberg

REORGANIZATION: Grueneberg, Dorland, Carrington

PUBLIC INFORMATION OFFICE: Nelson, Bush

LOCAL AGENCY ASSIGNMENTS

NEVADA COUNTY FIRE AGENCY (JPA): Robitaille

NEW BUSINESS

3. Discussion and Possible Action, Resolution R25-01, Transfer Funds from 734 to 722 in the amount of \$590,000.00. **Admin Svcs. Long**
4. Discussion and Possible Action, Staff Report to Surplus/Donate Utility Trailer. **Fleet & Facilities Supervisor Greene**
5. Annual Review of Board Committee Assignments: Standing, Ad Hoc and Local Agency, with Possible Changes in Assignments. **President Grueneberg**

CHIEFS MONTHLY REPORT

***BOARD DISCUSSION**

ADJOURNMENT

Board Meeting Schedule

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

Copies

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

Board Meeting Notices

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

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

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

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

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

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

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

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

DRAFT
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BOARD OF DIRECTORS MINUTES December 19, 2024

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

NCCFD DIRECTORS

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

STAFF:

Present: Fire Chief Robitaille, Administrative Services Long, Fleet & Facilities Supervisor Greene, In-coming NCCFD Director Bennett, Former NCCFD Fire Chief Turner, Former NCCFD Division Chief Funk, PVFD Chief Wagner, PVFD Battalion Chief Tomas and PVFD Board President Stephenson.

STANDING ORDERS:

President Grueneberg called the meeting to order at 7:00 pm and took roll call, noting that all Directors but Director Hall and Director Dorland were present. Former Fire Chief Turner 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 – November 21, 2024
2. Acceptance of Special Meeting Minutes – December 4, 2024
3. Fund Balances, Check History Report and Credit Card History Report

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

MOTION passed unanimously by all Directors present with Director Hall and Director Dorland absent.

COMMITTEE REPORTS

STANDING COMMITTEES

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

AD HOC COMMITTEES

BOARD POLICY AND PROCEDURES: Grueneberg
REORGANIZATION: Carrington, Dorland, Grueneberg
PUBLIC INFORMATION OFFICE: Nelson, Bush

LOCAL AGENCY ASSIGNMENTS

NEVADA COUNTY FIRE AGENCY (JPA): Garrett, Robitaille

Finance – No report.

Personnel – No report.

Board Policy & Procedures – No report.

JPA – No report.

PIO Committee – No report.

Reorganization – No report.

NEW BUSINESS

4. Discussion and Possible Action, R24-32, A Resolution of Nevada County Consolidated Fire District Authorizing the Adoption of the 2024 Nevada County Hazard Mitigation Plan.

Chief Robitaille advised he was excited for this resolution. The previous plan expired in 2023. The county accepted our request for annex for our specific district, allowing a risk assessment and helps identify mitigation actions. This enables us to apply directly for local hazard mitigation grants and unlocks fed money. Good instrument for us as a district moving forward. Director Nelson asked if we could post this plan on the website when it was finalized. Director Nelson motioned to adopt Resolution R24-32, A Resolution of Nevada County Consolidated Fire District Authorizing the Adoption of the 2024 Nevada County Hazard Mitigation Plan. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote, with all Directors present except Director Hall and Director Dorland.

5. Discussion and Possible Action, Election of Board Officers for the term of January 1, 2025 through December 31, 2025.

President Grueneberg stated this resolution comes up every year according to our by-laws to elect a new President and make sure the committees of Finance and Personnel are covered. President Grueneberg asked the board for any nominations. Director Slade-Troutman motioned to maintain the services we have right now and keep President Grueneberg as the President for this coming year. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote, with all Directors present except Director Hall and Director Dorland.

6. Years of Service Recognition- Director Garrett.

President Grueneberg presented Director Garrett with a plaque honoring his service to NCCFD as a firefighter as well as serving on the Board of Directors for several years. Several former NCCFD employees, current NCCFD employees and Penn Valley Fire employees spoke and thanked him for his service over the last 35 years.

7. Discussion and Possible Action, Swearing in of Director Bennett.

President Grueneberg recited the oath of office to Director Bennett and he was officially sworn in as the newest Director of the Nevada County Consolidated Fire District.

CHIEF'S MONTHLY REPORT

Chief Robitaille briefly highlighted the meetings and events he and Division Chief Sullivan attended throughout the month. He spoke about the Toys for Tots event at the Vets Hall, the new PulsePoint App that pushes calls out at the time dispatch enters them in and explained the Countywide Response Plan. Additionally, he summarized the CalOES LHMP to the board and thanked Director Nelson for her input. Lastly, he attended the 2025 Board Workshop Presentation Review/Reorganization and met with NCSO regarding Station 91. Division Chief Sullivan briefly highlighted the calls for service for the November with 333 incidents, 8:03 response time and 55% EMS calls and 45% fire/other calls. Fire Marshal Mason highlighted the plan reviews completed, advised FPO II Tellam had a very busy November investigating multiple structure fires as well as the Bidwell Mansion in Chico. He advised he met with Cal-Trans design team to relocate a fire hydrant for the Highway 49 widening project. FPO II Tellam met with NCSO to discuss future partnerships, residents on Sunset View Court for their Firewise Meeting and fielded multiple calls regarding water storage and gates on private property.

BOARD DISCUSSION

The Chief thanked the board for meeting on short notice earlier in the month and approving the bonuses in time for Christmas.

ADJOURNMENT

President Grueneberg adjourned the meeting at 7:30 pm.

Attest:

Approved by:

Tricia Bush
Board Secretary

Keith Grueneberg
President of the Board

DRAFT

**COUNTY OF NEVADA
Auditor-Controller's Office
District and Commission Signature Authority
Calendar Year 2025**

District/Commission: Nevada County Consolidated Fire District
 Location: _____
 Mailing Address: 640 Coyote Street
Nevada City, CA 95959
 Telephone #: 530-265-4431
 Main Email Address: _____

DISTRICT / COMMISSION BOARD MEMBERS

NAME & TITLE	ADDRESS	PHONE NUMBER & EMAIL ADDRESS
<u>Keith Grueneberg</u>	<u>640 Coyote Street</u>	<u>530-265-4431</u>
<u>Board President</u>	<u>Nevada City, CA 95959</u>	<u>keithgrueneberg@nccfire.com</u>
<u>Patricia Nelson</u>	<u>640 Coyote Street</u>	<u>530-265-4431</u>
<u>Board Vice President</u>	<u>Nevada City, CA 95959</u>	<u>patricianelson@nccfire.com</u>
<u>Barry Dorland</u>	<u>640 Coyote Street</u>	<u>530-265-4431</u>
<u>Director</u>	<u>Nevada City, CA 95959</u>	<u>barrydorland@nccfire.com</u>
<u>Tom Carrington</u>	<u>640 Coyote Street</u>	<u>530-265-4431</u>
<u>Director</u>	<u>Nevada City, CA 95959</u>	<u>tomcarrington@nccfire.com</u>
<u>Darryl Bennett</u>	<u>640 Coyote Street</u>	<u>530-265-4431</u>
<u>Director</u>	<u>Nevada City, CA 95959</u>	<u>darrylbennett@nccfire.com</u>
<u>Jon Hall</u>	<u>640 Coyote Street</u>	<u>530-265-4431</u>
<u>Director</u>	<u>Nevada City, CA 95959</u>	<u>jonhall@nccfire.com</u>
<u>Marianne Slade-Troutman</u>	<u>640 Coyote Street</u>	<u>530-265-4431</u>
<u>Director</u>	<u>Nevada City, CA 95959</u>	_____

PERSONS AUTHORIZED TO REQUEST PAYMENTS

NAME & TITLE	ADDRESS	PHONE NUMBER & EMAIL ADDRESS
<u>Keith Grueneberg, Board President</u>	<u>640 Coyote Street</u>	<u>530-265-4431</u>
<u>Signature</u>	<u>Nevada City, CA 95959</u>	<u>keithgrueneberg@nccfire.com</u>
<u>Jason Robitaille, Fire Chief</u>	<u>640 Coyote Street</u>	<u>530-265-4431</u>
<u>Signature</u>	<u>Nevada City, CA 95959</u>	<u>jasonrobitaille@nccfire.com</u>
<u>Nicole Long, Administrative Services</u>	<u>640 Coyote Street</u>	<u>530-265-4431</u>
<u>Signature</u>	<u>Nevada City, CA 95959</u>	<u>nicolelong@nccfire.com</u>

The above information is correct and has been approved by the District Board/Commission meeting on

_____ Board Date _____ Chairman _____ Today's Date

***A minimum of two authorized signatures are required on all payment requests.
 At least one signature shall be a Board/Commission Member
 The District Board must approve all claims for payment prior to submittal.
 Additional documentation may be required by law or restrictions placed by this office
 Any changes must be reported within 10 days with an updated authorization
 Current authorization expires January 31
 Renewal must be received prior to January 31 to insure no delay in payments***



Nevada County Consolidated Fire District

Resolution 25-01

2012 Special Tax Fund Transfer

WHEREAS, the 2012 Special Tax was passed by voters to provide additional operating funds to Nevada County Consolidated Fire District (“District” or “NCCFD”), and

WHEREAS, the tax measure contained the stipulation it would be established as a separate fund in the Nevada County treasury, and

WHEREAS, Nevada County has provided the December 2024 installment of this tax, and fund has a balance of \$590,000.00 as of the writing of this resolution, and

WHEREAS, the Nevada County Auditor-Controller requires the NCCFD Board of Directors to authorize and approve the transfer from the special fund to operating funds.

NOW, THEREFORE, BE IT RESOLVED that the NCCFD Board of Directors, by adoption of this resolution, approves the transfer of \$590,000.00 from the 2012 Special Tax Fund (6734) to operating funds (6722) to cover operating expenses.

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 16th day of January, 2025 by the following roll call:

Ayes:
Noes:
Absent:
Abstain:

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

Attest:

Tricia Bush, Secretary of the Board



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To: Board of Directors
From: Kevin Greene Fleet & Facilities Supervisor, through Fire Chief Robitaille
Date: January 8, 2025
Re: Surplus Equipment – Donation to Washington Fire

Background:

The board approved the purchase of a new trailer within the 2024/2025 fiscal year budget. Staff received three quotes for a 9,000 lb. dump trailer and purchased one locally from Featherlite of Northern California in the amount of \$8,074.39.

Recommendation:

Considering the new trailer purchase, staff recommends surplus Unit 1996-123T, a 1996 Homemade Utility Trailer (VIN # CA768258, License Plate # 950151), which was initially a travel trailer converted into a flatbed trailer by staff. The anticipated revenue from the sale of this trailer is approximately \$600.00. Staff proposes donating the trailer to the Town of Washington Fire instead of selling it.

Fiscal Implications:

The anticipated revenue from the sale of the trailer is approximately \$600.00. After accounting for potential advertising costs associated with the surplus process, the net revenue could be reduced to \$450.00.

Motion:

Motion to approve declaring Unit 1996-123T (1996 Homemade Utility Trailer, VIN # CA768258, License Plate # 950151) as surplus and authorize staff to donate it to the Town of Washington Fire.



Agenda Item 5

Board Committee Assignments

NEVADA COUNTY
CONSOLIDATED
FIRE DISTRICT

CHIEFS MONTHLY REPORT



JANUARY 16, 2025
REGULAR BOARD MEETING



PREPARED BY:

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

NEVADA COUNTY CONSOLIDATED FIRE DISTRICT

DECEMBER HIGHLIGHTS



ADMINISTRATION

- FEMA AFG application is completed/submitted (Communications and Medium Rescue)
- St. 82 repaint project has been completed
- ESCI “Plan for Service” has been finalized
- ESCI conducting a financial analysis
- Preparing St. 83 for listing
- Tablet Command Demo

MEETINGS

- Admin Management Meeting (Mason/Robitaille/Sullivan)
- NCC BC Meeting (Robitaille)
- NC Chiefs Meeting (Robitaille/Mason/Sullivan)
- OPH Association Meeting (Robitaille)
- NCFR Budget Review (Robitaille)
- Fire Services Ad Hoc Meeting (Robitaille)
- Joint Leadership Meeting (Robitaille)



NEVADA COUNTY CONSOLIDATED FIRE DISTRICT
DECEMBER MONTHLY STATISTICS

8:07

AVG.
RESPONSE
TIME



HIGHLIGHTS:

57% EMS CALLS
43% FIRE/OTHER

354 INCIDENTS

FIRES:

- 2 VEGETATION FIRES
- 3 BUILDING FIRES
- 2 OUTDOOR RUBBISH FIRES
- 1 CHIMNEY FIRE
- 1 RV FIRE
- 2 SMOKE SCARES
- 4 UNAUTHORIZED BURNING CALLS

4 GAS LEAKS

- 1 WEAKENED/COLLAPSED BUILDING
- 1 HAZ MAT CALL
- 4 CARBON MONOXIDE CALLS
- 2 CHEMICAL SPILLS

VEHICLES ACCIDENTS:

- 16 WITH INJURIES
- 8 W/O INJURIES
- 1 EXTRICATION FROM VEHICLE

- 14 PUBLIC ASSISTANCE CALLS
- 178 EMS/MEDICAL ASSISTS
- 2 ELECTRICAL/ ARCING CALLS
- 4 POWERLINES DOWN
- 3 SEVERE WEATHER/STANDBYS



NEVADA COUNTY CONSOLIDATED FIRE DISTRICT **DECEMBER FIRE PREVENTION REPORT**

PLAN REVIEWS/ & INSPECTIONS

**6 PLAN REVIEWS COMPLETED
8 INSPECTIONS**



MEETINGS

- Sierra – Sacramento Arson Task Force Meeting, Captain Tellam was voted in as the Chair.
- Meeting with the Tour of Nevada City Bike Shop to discuss Lithium – Ion battery storage at their new rental facility – Tellam
- Met with the Planning Department to discuss a tentative subdivide of 154 acres into 30 single family residential lots - Mason

COMMENTS

- Completed the initial inspections of all the schools within the fire district during Christmas break.
- Captain Tellam completed his FAA Part 107 licensing to fly the district UAV's.
- Chief Mason completed range qualifications with Cal Fire
- Chief Mason and Captain Tellam assisted the State Fire Marshals Arson and Bomb Unit with the fire investigation of the Bidwell Mansion in Chico. We assisted as a member of the Sierra – Sacramento Arson Task Force.

