Nevada County Consolidated Fire District

11329 McCourtney Road
Grass Valley, CA 95949
(530) 273-3158
FAX 273-1780

www.nccfire.com
nccfire@nccfire.com

"Excellence in Emergency Service"

BOARD OF DIRECTORS
Warren Knox, Chairman
Tom Carrington, Vice Chairman
Mark Bass, Treasurer
Keith Grueneberg
Bill Habblett
David Hanson
Ron Pennington

STAFF
Jerry Funk, Division Chief
Jim Turner, Division Chief
Terry McMahan, Dep. Fire Marshal
Jeff Van Groningen, Temporary Finance Manager
Susan Leonard, Temporary Finance Assistant
Nicole Long, Operations Support Specialist
Jim Curtis, District Counsel

BOARD OF DIRECTORS
AGENDA - REGULAR MEETING
THURSDAY, AUGUST 21, 2014
7:00 P.M.

Station 84, 10135 Coyote Street, Nevada City, CA

The Board of Directors welcomes you to its meetings and your participation is encouraged and appreciated. All meetings are recorded.

Any Member of the Audience desiring to address the Board on a matter appearing on the Agenda, before or during consideration of the item, may do so after receiving recognition from the Chairman. 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.

********ALL ITEMS ON THE AGENDA MAY BE ACTED UPON BY THE BOARD OF DIRECTORS. ********

STANDING ORDERS:

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

Badge-Pinning & Swearing in Ceremony

Patrick Mason, Captain

Kyle Rutherford, Firefighter

Brock Benton, Engineer

Mathew Schaake, Firefighter

CONSENT CALENDAR

These items are considered to be routine and will 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 – 7/17/14
2. Fund Balances and Check History Reports
3. Treasurer's Report

*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 Chairperson. 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.

COMMITTEE REPORTS

STANDING COMMITTEES

FINANCE: **Bass (Chair), Knox**
OPERATIONS: **One formed as needed**
PERSONNEL: **Carrington (Chair), Pennington**
PUBLIC RELATIONS: **Hanson (Chair), Knox**

AD HOC COMMITTEES

ADVANCED PLANNING & JPA EXPLORATION: **Pennington, Habblett, Knox**
BOARD POLICY AND PROCEDURES: **Carrington**

LOCAL AGENCY ASSIGNMENTS

NEVADA COUNTY FIRE AGENCY (JPA): **Habblett (Rep.), Bass (Alt.)**

CLOSED SESSION

Public Comment on Closed Session Items:

Per CA Government Code 54954.3

While members of the public are not allowed in Closed Sessions, they do have a right to comment on the Closed Session item before the Board goes into Closed Session. And, if the Board will be taking action on the item out of Closed Session, then the public also has a right to comment during consideration of the action to be taken. Any member of the public who wishes to comment may do so after receiving recognition from the Chairman.

4. **CONFERENCE WITH LABOR NEGOTIATORS**
Pursuant to CA Government Code Section 54957.6
***Employee Organizations and Unrepresented Employees*:**

- Local Firefighters Union 3800 representing the Non-Management Safety Employees
- Management Safety Employees

5. **PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS**
Pursuant to California Government Code Section 54957
- Title: Division Chief of Administration
- Title: Division Chief of Operations

REPORT OUT OF CLOSED SESSION AND ADJOURNMENT

Items marked with an asterisk (*) are informational items only. No action may be taken on matters brought up under those agenda items; however, the Board may take action on any other item on the agenda, including, without limitation, expenditure of District funds.

6. Discussion and possible action, regarding the Shared Administrative Services Proposal. **Chairman Knox**

7. Discussion and possible action, Resolution 14-16, Amending the Job Description for the position of Finance Manager. **HR Consultant Michael Lewis**

8. Discussion and possible action, concerning the filling the vacant full-time Finance Manager position. **Division Chief Turner**

9. Review of the Citizens' Oversight Committee comments on the 13/14 Grand Jury report. **Chairman Knox**

10. Review of the Citizens' Oversight Committee comments on the 14/15 Preliminary Budget. **Chairman Knox**

11. Discussion regarding the 5-year projection. **Temporary Finance Manager Van Groningen**

12. Discussion and possible action concerning Fire Ops 101 program. **Division Chief Funk**

13. Discussion and possible action, Resolution 14-17, Accepting the Resignation of Director Ronald Pennington and filling a vacancy on the Board. **Chairman Knox**

14. Discussion and possible action, Agreement for Legal Services with Curtis & Vander Ploeg, LLP. **Chairman Knox**

15. Discussion and possible action, Resolution 14-18, Approving the Department of Forestry and Fire Protection Agreement #7FG14062 for Services from the date of this last signatory on Page 6 of the agreement to June 30, 2014 under the Volunteer Fire Assistance Program of the Cooperative Forestry Assistance Act of 1978. **Division Chief Funk**

16. Discussion and possible action, approval of agreement for professional services with Liebert, Cassidy and Whitmore, to review District's compliance with the requirements under the Fair Labor Standards Act. **Division Chief Turner**

17. Discussion and possible action, establish a formal recruitment date for a fire chief. **Director Grueneberg**

CHIEF'S MONTHLY REPORT

*BOARD DISCUSSION

DIRECTION TO STAFF & PLANNING FOR NEXT MEETINGS

Regular Board Meeting –

Date: Thursday, September 18, 2014
Time: 7:00 p.m.
Location: Station 84, 10135 Coyote Street, Nevada City

Access Issues
In the District's efforts to comply with the requirement of the Title II of the Americans With Disabilities Act of 1990, the Administration requires that any person in need of any type of special equipment, assistance or accommodation(s), in order to communicate at a District public meeting, must inform the District Secretary a minimum of 72 hours prior to the scheduled meeting so that we may make arrangements to accommodate you. Phone (530) 273-3158

Board Meeting Schedule
With the exception of the month of June, all Regular Board Meetings will take place on the third Thursday of the month. *For the month of June only, the Regular Board Meeting will take place on the fourth Thursday.*

Copies
Copies of the agenda documents relative to an agenda item may be obtained at the Administrative Office, 11329 McCourtney Road, Grass Valley, at a cost of 10 cents 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, 11329 McCourtney Road, Grass Valley; Station 84, 10135 Coyote Street, Nevada City; Station 86, 12337 Banner Lava Cap Rd, Nevada City; Station 88, 14518 Highway 49 South, 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 Chairman 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 Chair 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.

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BOARD OF DIRECTORS MINUTES JULY 17, 2014

Regular Meeting held in the Conference Room
Station 84, 10135 Coyote Street, Nevada City, CA

NCCFD DIRECTORS

Present: Knox (Chair), Carrington (Vice Chair), Bass (Treasurer), Grueneberg, Hanson,

STAFF:

Present: Division Chief Funk, Deputy Fire Marshal McMahan, Temporary Finance Manager Van Groningen, Ops. Sup Specialist Long

STANDING ORDERS:

Chairman Knox called the meeting to order at 7:01 p.m. Director Bass led in the Pledge of Allegiance.

CONSENT CALENDAR

1. Acceptance of Minutes – 6/26/14, 7/10/14
2. Fund Balances and Check History Reports
3. Treasurer's Report

Director Bass accepts the consent calendar as is. Director Hanson seconded. **MOTION** passed unanimously.

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

Per CA Government Code 54954.3

Nevada County resident, Linda Chaplin, commented that the District is still without an official secretary. As large as this department it needs a full administrative staff.

District Counsel, Jim Curtis, introduced his new partner Rhetta Vander Ploeg. She was the former Lassen County Council and they are joining to form a Public Agency Law Firm.

Rich Ulery, Chair of the Citizens' Oversight Committee, stated that the committee had a resignation and are back to five members. Chairman Knox directed staff to place the vacancy on the website and place a notice in the paper.

COMMITTEE REPORTS

STANDING COMMITTEES

FINANCE: **Bass (Chair), Carrington, Knox**
OPERATIONS: **As needed**
PERSONNEL: **Hanson (Chair), Carrington**
PUBLIC RELATIONS: **Hanson (Chair), Knox**

AD HOC COMMITTEES

ADVANCED PLANNING & JPA EXPLORATION: **Pennington, Knox**
BOARD POLICY AND PROCEDURES: **Carrington**

LOCAL AGENCY ASSIGNMENTS

NEVADA COUNTY FIRE AGENCY (JPA): **Habblett (Rep.), Bass (Alt.)**

Finance Committee: Director Bass reported that the finance committee met to discuss the proposal for the audits. The proposals will be discussed later in the meeting.

Public Relations: Director Hanson gave kudos on the kid's camp and the great press they received. Chairman Knox also commented on what a good job they do with the kids as he was able to get out there for one of the days.

Advanced Planning & JPA Exploration: Director Knox stated that within two weeks the technical committee will be handing the proposal over to the working group and then it will come to the full Board.

No other committee reports were given.

BUSINESS

4. **Contract with Michael Lewis, HR Consultant for personnel services and labor negotiations.**
   The contract that was previously discussed was completed. Discussion took place some typos and errors within the contract. Nevada County resident, Linda Chaplin, asked what the contract terms were. After advising Ms. Chaplin that the terms were on page 4-4, Director Hanson motioned to accept the contract with the corrections discussed. Director Grueneberg seconded. **MOTION** passed unanimously, with Directors Habblett and Pennington absent.

5. **Discussion and possible action regarding district counsel attend all regular, special, and emergency meetings of the Board of Directors.**
   Division Chief Funk reported that the Chiefs felt it was time to re-open this item to the Board as stated in the staff report. He felt that District Council, Chairman of the Board, and the Chiefs could decide if the Counsel should be in attendance at a meeting. After a brief discussion the Board agreed and was okay with a collaborative decision between the Board Chairman, Chiefs, and Counsel if attendance is needed.

6. **Discussion and possible action selecting an Auditing Service.**
   Temporary finance manager Van Groningen reported that we received three proposals, with one being withdrawn, the two remaining were reviewed by the Finance Committee. He also reported that he did reference checks on the two firms and they were both given glowing remarks. A brief summary of services that were included in the proposals included in the packet. Director Grueneberg recommended Richardson & Company. Chairman Knox noted the number of CPAs available from Richardson. Director Hanson motioned to accept and for Chairman Knox to sign the contract with Richardson & Company. Director Grueneberg seconded. **MOTION** passed unanimously with Directors Habblett and Pennington being absent. The Board directed staff to contact Richardson and get a contract to them.

7. **Review of Board policy regarding agendas, taking of minutes and posting to the website.**
Division Chief Funk reviewed the staff report and the recommendation. Director Grueneberg stated that it coincides with the bylaws. The Board was okay with the recommendations in the staff report.

Public Comment: Linda Chaplin, Nevada County resident, stated that the Board Secretary has been gone a long time and that Board packets had not been placed on the website in a timely manner. The minutes may meet the minimum, but it is not helpful to see how the Board came to the decisions they did.

8. **Discussion and possible action concerning the Finance Manager position.**
Chairman Knox reported that he had spoken with Division Chief Turner and the temporary position will be maxed out in September. The Board asked staff to bring a proposal to the next meeting.

9. **Discussion and possible action concerning a Public Hearing for the Adoption of Resolution No. R14-15, Abatement of Hazardous Conditions (Fuel Management Program).**
Deputy Fire Marshal McMahan reviewed the history of the fuel management program. This is only for vacant lots. Director Grueneberg motioned for a public hearing to be held no later than 7:30pm on August 21, 2014. Director Hanson seconded. **MOTION** passed unanimously, with Directors Habblett and Pennington being absent.

10. **Discussion and possible action concerning Fire Ops 101 Course.**
Division Chief Funk reported that Fire Ops 101 is a kids camp for adults. It will be held in November and they would like two representatives from the board to participate. Firm dates will be available at the next meeting.

11. **Discussion regarding the allocation of prop 172 funds.**
Deputy Fire Marshal McMahan reported that this is a continuation of the discussion of the allocating 172 funds. The Board of Supervisors has passed a resolution and has a funding agreement to be approved by Board. Director Hanson motioned to approve the District executing the funding agreement between the County of Nevada and Local Fire Protection Districts relating to the use of proposition 172 Public Safety Funds. Director Bass seconded. **MOTION** pass unanimously, with Directors Habblett and Pennington being absent.

12. **Discussion regarding the 5 year financial projection.**
Director Grueneberg would like an update on the 5 year projection not focusing on the capital items. The Board agreed and directed temporary finance manager Van Groningen to update the projection and remove the capital items.

13. **Discussion regarding the time line for hiring a Fire Chief.**
Director Grueneberg stated that because of the information with a proposal regarding the Shared Administrative Services he will wait until next month. Division Chief Funk stated that we hope to have the contract in place and begin looking for a Fire Chief by October. All parties would like to move this forward rapidly.

14. **Discussion regarding the 13/14 fiscal year Grand Jury report.**
Chairman Knox had intentions to bring a rough draft response to the Board this meeting and fell ill. Discussion took place and public comment was made. Rich Ulery, Citizens' Oversight Committee Chair, asked the Board to give due consideration in responding. The Citizens' Oversight Committee would like to get information to the Board for the response, as the committee feels most of the information from that report was out of the final report from the committee.

Chief's Monthly Report:

Division Chief Funk reviewed the report, touching on some items:

- Kudos to 89 for the field save.
- Crews very busy getting the hose on the ground and gaining control of fires.
- Excellent job extracting the patients on 49. Although the patient did not make it, they were able to use seven organs, with the heart going to a retired police officer.
- The Firefighter, Engineer, and Captain tests were all completed.
- Engineer Nathan Menth has been given the approval to start a social media site for the joint operational area.

Director Hanson thanked everyone for their hard work on the Lower Circle house and getting it ready to place on the market.

Linda Chaplin, Nevada County resident, commented that she attended a Penn Valley Fire District meeting and the Chief spoke for 15 minutes advising the board of not only the positive, but the negative as well. Ms. Chaplin would like to see a balanced report.

Board Discussion:

No discussion.

PUBLIC COMMENT ON CLOSED SESSION ITEMS:

Per CA Government Code 54954.3

Rich Ulery, Nevada County resident spoke regarding the labor negotiations. The public is not aware until the agreement is complete, with employee benefits rising from 51%to 58%, he would like the Board to take these items into consideration.

CLOSED SESSION

15. **PURSUANT TO GOVERNMENT CODE SECTION 54957.6 – CONFERENCE WITH LABOR NEGOTIATORS.**
Chairman Knox reported out of closed session reporting the Board gave instructions to the negotiator how to proceed.

ADJOURNMENT

Chairman Knox adjourned the meeting at 9:45 p.m.

Attest:

Nicole Long
Acting Board Secretary

Approved by:

Warren Knox
Chair of the Board

DRAFT

Nevada County Consolidated Fire District
As of July 31,2014

FUND 722:	Operations	$	186,556
FUND 733:	AB1600	$	88,293
FUND 734:	Special Tax 2012	$	149
FUND 758:	Capital/Reserves	$	37,889
	Checking	$	15,040
TOTAL CASH BALANCE:		**$**	**327,927**

Notes to Budget Status Report
For July 2014

Revenue

Tax Revenues	First tax revenue installments for fiscal year due in December.

Expenditures

Expenditures for the month were 7% of the annual preliminary budget. 8% of the fiscal year is complete through July

520701 Workers Comp	Includes payment for first quarter of fiscal year.

Operations - Fund 722
For July, 2014

Revenue						
Account #	Description	Prelim Budget	July Actual	YTD Actual	Variance	YTD %
400100	Current Secured (Tax)	2,220,169	0	0	(2,220,169)	...
400300	Current Unsecured (Tax)	47,408	12	12	(47,396)	0%
400400	Prior Unsecured (Tax)	1,010	0	0	(1,010)	0%
400600	Tax Share: Grass Valley	18,363	0	0	(18,363)	0%
400601	Tax Share: Nevada City	0	0	0	0	
401700	Supplemental Secured (Tax)	3,030	0	0	(3,030)	0%
401800	Supplemental Unsecured (Tax)	101	12	12	(89)	12%
401900	Escaped Assessments (Tax)	0	0	0	0	
402800	Suppl Prior Unsecured (Tax)	202	0	0	(202)	0%
411001	Licenses/Permits (Prevention)	10,000	0	0	(10,000)	0%
430101	Interest (Non-Tax)	(3,200)	722	722	3,922	0%
430201	Rentals (Non-Tax)	6,864	0	0	(6,864)	0%
441900	State - Homeowners (Tax)	25,250	0	0	(25,250)	0%
443490	State - Timber Yield (Tax)	0	0	0	0	...
(1) 444400	Fire Reimbursement (net)	50,000	0	0	(50,000)	0%
444401	Prior Year Fire Reimbursement	0	0	0	0	...
449600	State Aid - Public Safety (Prop 172	291,750	28,150	28,150	(263,600)	10%
450800	Fuel Management Assessment	0	0	0	0	...
451195	Special Tax - 2012	859,660	0	0	(859,660)	0%
451701	NCCFD Special Assessment	1,721,360	0	0	(1,721,360)	0%
451790	NCCFD Spec. Assess. (Prior Yr.)	0	0	0	0	...
458001	Other Current Svcs (Non-Tax)	0	175	175	175	#DIV/0!
460701	Sale: Surplus Equipment (net)	0	0	0	0	...
461401	Prior Year Revenue (Non-Tax)	2,000	0	0	(2,000)	0%
462001	Other Revenue (Non-Tax)	5,000	204	204	(4,796)	4%
462002	Training Revenue (Non-Tax)	5,000	230	230	(4,770)	5%
462003	Vehicle Repairs (Non-Tax	4,000	996	996	(3,004)	25%
462004	Cost Recovery (Non-Tax)	5,000	0	0	(5,000)	0%
Total Revenue		**5,272,967**	**30,501**	**30,501**	**5,242,466**	**1%**
	Beginning Cash Balance:	**0**		**514,929**	**(514,929)**	**...**
Total Revenue Transactions		**5,272,967**	**30,501**	**545,430**	**4,727,537**	

Permanent Salaries

Account #	Description	Prelim Budget	July Actual	YTD Actual	Variance	YTD %
510101	Chief (1)	60,000	0	0	60,000	0%
510102	Battalion Chief (2)	184,149	0	0	184,149	0%
510103	Fire Marshal/Inspector (1 1/2)	94,589	4,773	4,773	89,816	5%
510104	Engineer (13)	692,314	43,958	43,958	648,356	6%
510105	Captain (6)	394,322	29,873	29,873	364,449	8%
510106	Career Firefighter (11)	448,583	37,681	37,681	410,902	8%
510107	Clerical (3)	167,620	8,487	8,487	159,133	5%
510108	Supplemental FF (2) (formerly Seasona	35,000	3,036	3,036	31,964	9%
510109	Overtime (incl Succession)	218,000	22,057	22,057	195,943	10%
510111	Medicare: Employer Tax	37,674	2,709	2,709	34,965	7%
510112	SUI: Employer Tax	14,168	0	0	14,168	0%
510113	Strke Team	0	6,585	6,585	(6,585)	...
510114	FICA: Employer Tax	4,030	308	308	3,722	8%
510115	Division Chief (see Bat Chief)	0	13,932	13,932	(13,932)	...
510116	Fire Mechanic (1)	51,293	3,691	3,691	47,602	7%
510117	Strike Team Backfill	0	2,033	2,033	(2,033)	...
510118	Education Incentive Program	0	0	0	0	...%
510119	Incentive Pay	0	0	0	0	
510120	Salary Contigency	18,000	3,000	3,000	15,000	17%
510125	Holiday Stipend	42,476	3,367	3,367	39,109	8%
510130	Vacation Sell Back	86,515	2,294	2,294	84,221	3%
Total Permenant Wages		**2,548,733**	**187,784**	**187,784**	**2,360,949**	**7%**
			0			

Temporary Wages

Account #	Description	Prelim Budget	July Actual	YTD Actual	Variance	YTD %
510201	Interns	0	0	0	0	...
510202	PCF Program (Variable)	4,000	0	0	4,000	0%
510203	Volunteer Officer	1,500	0	0	1,500	0%
510204	Medicare: Employer Tax	80	0	0	80	0%
510205	SUI: Employer Tax	242	0	0	242	0%
510207	FICA: Employer Tax	341	0	0	341	0%
510208	Directors	0	0	0	0	...
510209	Strike Team: P/T Employees	0	0	0	0	...
510210	Strike Team Backfill	0	0	0	0	...
Total Temporary Wages		**6,163**	**0**	**0**	**6,163**	**0%**

Retirement Benefits

Account #	Description	Prelim Budget	July Actual	YTD Actual	Variance	YTD %
510301	PERS: Career Employees	690,744	49,482	49,482	641,262	7%
510302	PERS: Part-Time Employees	0	0	0	0	...
Total Retirement Benefits		**690,744**	**49,482**	**49,482**	**641,262**	**7%**

Insurance Benefits

Account #	Description	Prelim Budget	July Actual	YTD Actual	Variance	YTD %
510401	Life Insurance	10,611	706	706	9,905	7%
510402	Medical Ins	609,400	41,617	41,617	567,783	7%
510403	LTD	0	0	0		
510406	Vision & Dental	71,960	4,822	4,822	67,138	
Total Insurance Benefits		**691,971**	**47,146**	**47,146**	**644,825**	**7%**

Total Wages & Benefits	**3,937,611**	**284,412**	**284,411**	**3,653,200**	**7%**
		0			

Clothing/Personal Equipment

Account #	Description	Prelim Budget	July Actual	YTD Actual	Variance	YTD %
520201	Repair	400	0	0	400	0%
520202	Uniforms	25,800	0	0	25,800	0%
520204	Personal Protective Equipment	40,000	0	0	40,000	0%
520207	Safety & PPE (per MOU)	0	0	0	0	...
Total Clothing/Personal Equipment:		**66,200**	**0**	**0**	**66,200**	**0%**

Communications

Account #	Description	Prelim Budget	July Actual	YTD Actual	Variance	YTD %
520302	Telephones	12,800	747	747	12,053	6%
520303	Cellular Phones	6,600	248	248	6,352	4%
Total Communications:		**19,400**	**994**	**995**	**18,405**	**5%**

Food

Account #	Description	Prelim Budget	July Actual	YTD Actual	Variance	YTD %
520501	Meals - Administration	1,000	32	32	968	3%
520502	Meals - Training	310	0	0	310	0%
520503	Meals - Fire	800	0	0	800	0%
520504	Meals - Interns	40,000	2,130	2,130	37,870	5%
Total Food:		**42,110**	**2,162**	**2,162**	**39,948**	**5%**

Household

Account #	Description	Prelim Budget	July Actual	YTD Actual	Variance	YTD %
520601	Misc. Household Supplies	7,400	487	487	6,913	7%
520602	Contract Services	1,850	223	223	1,627	12%
Total Household:		**9,250**	**709**	**710**	**8,540**	**8%**

Insurance

Account #	Description	Prelim Budget	July Actual	YTD Actual	Variance	YTD %
520701	Workers Compensation	229,623	56,702	56,702	172,921	25%
520702	Liability	47,700	0	0	47,700	0%
Total Insurance:		**277,323**	**56,702**	**56,702**	**220,621**	**20%**

Maintenance: Equipment

Account #	Description	Prelim Budget	July Actual	YTD Actual	Variance	YTD %
520920	SCBA	9,000	380	380	8,620	4%
520930	Mobile/Portable Radios/Pagers	5,000	84	84	4,916	2%
520939	Printer Cartridges/Supplies	3,200	0	0	3,200	0%
520940	Office - Computers	27,389	0	0	27,389	0%
520941	Office - Copiers	2,060	402	402	1,658	20%
Total Equipment Maintenance:		**46,649**	**866**	**866**	**45,783**	**2%**

Maintenance: Buildings

Account #	Description	Prelim Budget	July Actual	YTD Actual	Variance	YTD %
521011	Maint - All Structures	80,000	655	655	79,345	1%
Total Building Maintenance:		**80,000**	**655**	**655**	**79,345**	**1%**

Maintenance: Vehicles

Account #	Description	Prelim Budget	July Actual	YTD Actual	Variance	YTD %
521141	Tires	12,000	2,275	2,275	9,725	19%
521142	Batteries	6,000	0	0	6,000	0%
521144	Accessories/Miscellaneous	20,000	(864)	(864)	20,864	-4%
521147	Brakes	6,000	0	0	6,000	0%
521148	Body Repair	2,000	154	154	1,846	...
521149	Drive Train Repair	20,000	857	857	19,143	4%
521150	Pumps/Accessories	4,000	0	0	4,000	0%
Total Vehicle Maintenance:		**70,000**	**2,422**	**2,422**	**67,578**	**3%**

Memberships

Account #	Description	Prelim Budget	July Actual	YTD Actual	Variance	YTD %
521201	Memberships	15,059	550	550	14,509	4%
Total Memberships:		**15,059**	**550**	**550**	**14,509**	**4%**

Medical Supplies

Account #	Description	Prelim Budget	July Actual	YTD Actual	Variance	YTD %
521301	EMS Supplies/Oxygen	10,000	0	0	10,000	0%
521302	Medical Equipment Maint.	0	41	41	(41)	...
Total Medical Supplies:		**10,000**	**41**	**41**	**9,959**	**0%**

Office Expense

Account #	Description	Prelim Budget	July Actual	YTD Actual	Variance	YTD %
521401	Administrative	3,000	(263)	(263)	3,263	-9%
521403	Stations	1,030	0	0	1,030	0%
521404	Board	650	0	0	650	0%
521405	Postage/Meter/UPS Chgs	1,209	49	49	1,160	4%
521407	Printing	450	0	0	450	0%
Total Office Expense:		**6,339**	**(214)**	**(214)**	**6,553**	**-3%**

Professional Services

Account #	Description	Prelim Budget	July Actual	YTD Actual	Variance	YTD %
521500	Miscellaneous Consultants	37,000	2,850	2,850	34,150	8%
521510	Legal Services	25,000	863	863	24,137	3%
521520	Accounting	32,000	0	0	32,000	0%
521542	Wellness/Fitness Program	15,000	0	0	15,000	0%
521573	Computer Consultant	6,000	0	0	6,000	0%
521574	Alarm Monitoring	1,257	445	445	812	35%
521575	Medical Director	3,600	0	0	3,600	0%
Total Professional Services:		**119,857**	**4,158**	**4,158**	**115,699**	**3%**

Legal Notices / Publications

Account #	Description	Prelim Budget	July Actual	YTD Actual	Variance	YTD %
521601	Marketing/Advertising	300	0	0	300	0%
521602	Legal Notices	2,000	120	120	1,880	6%
Total Legal Notices/Publications:		**2,300**	**120**	**120**	**2,180**	**5%**

Rents / Leases: Equipment

Account #	Description	Prelim Budget	July Actual	YTD Actual	Variance	YTD %
521701	Equipment Lease	250	0	0	250	0%
Total Rents/Leases - Equipment:		**250**	**0**	**0**	**250**	**0%**

Small Tools

Account #	Description	Prelim Budget	July Actual	YTD Actual	Variance	YTD %
521902	Suppression Equip/Small Tools	10,000	0	0	10,000	0%
521903	Vehicle/Bldg/Equipment Maint.	10,000	0	0	10,000	0%
521904	Technical Rescue Equipment	2,700	0	0	2,700	0%
Total Small Tools:		**22,700**	**0**	**0**	**22,700**	**0%**

Special District Expense

Account #	Description	Prelim Budget	July Actual	YTD Actual	Variance	YTD %
522003	NC Fees	58,287	0	0	58,287	0%
522004	Awards/Incentives	400	79	79	321	20%
522005	Books/Publications	500	0	0	500	0%
522006	LAFCo Budget Share	4,000	0	0	4,000	0%
522007	Property Rental (Mgmt) Fees	0	0	0	0	...
522017	Election Costs	24,340	0	0	24,340	0%
Total Special District Expense:		**87,527**	**79**	**79**	**87,448**	**0%**

Fuel

Account #	Description	Prelim Budget	July Actual	YTD Actual	Variance	YTD %
522301	Gasoline/Diesel/Oil	74,200	4,374	4,374	69,826	6%
Total Fuel:		**74,200**	**4,374**	**4,374**	**69,826**	**6%**

Utilities

Account #	Description	Prelim Budget	July Actual	YTD Actual	Variance	YTD %
522401	Pacific Gas & Electric	44,500	3,372	3,372	41,128	8%
522402	Water/Sewer	8,650	700	700	7,950	8%
522403	Trash	3,700	597	597	3,103	16%
522404	Propane	9,900	0	0	9,900	0%
Total Utilities:		**66,750**	**4,668**	**4,669**	**62,081**	**7%**

Mileage Reimbursement

Account #	Description	Prelim Budget	July Actual	YTD Actual	Variance	YTD %
522501	Private vehicle	100	0	0	100	0%
Total Mileage Reimbursement:		**100**	**0**	**0**	**100**	**0%**

Prevention

Account #	Description	Prelim Budget	July Actual	YTD Actual	Variance	YTD %
522601	Code purchases	3,200	0	0	3,200	0%
522602	Subscriptions/Memberships	790	0	0	790	0%
522603	Fire Investigation supplies	5,000	0	0	5,000	0%
522604	Public Education supplies	1,000	0	0	1,000	0%
522605	Fuels Management	0	0	0	0	...
522606	Office supplies/expense	1,000	67	67	933	7%
522607	Inspection supplies	875	0	0	875	0%
522608	Training	2,000	0	0	2,000	0%
522609	Professional Svcs/Plan checks	2,000	0	0	2,000	0%
Total Prevention:		**15,865**	**67**	**67**	**15,798**	**0%**

JPA (Fire Agency)						
Account #	Description	Prelim Budget	July Actual	YTD Actual	Variance	YTD %
522701	Dues/Administration	721	0	0	721	0%
522702	Air Station Use	2,355	0	0	2,355	0%
522703	Dispatch Charges	143,173	0	0	143,173	0%
522704	Radio	2,000	0	0	2,000	0%
522705	Command 1 Vehicle	242	0	0	242	0%
Total Fire Agency:		**148,491**	**0**	**0**	**148,491**	**0%**

Training						
Account #	Description	Prelim Budget	July Actual	YTD Actual	Variance	YTD %
522800	Tuition/Licenses	19,055	0	0	19,055	0%
522801	Mileage/Transportation	1,500	47	47	1,453	3%
522802	Lodging/food (Per Diem)	1,500	0	0	1,500	0%
522805	Training Materials	8,000	(584)	(584)	8,584	-7%
522806	Education Incentive Program	9,900	300	300	9,600	3%
Total Training:		**39,955**	**(236)**	**(237)**	**40,192**	**-1%**

CAPITAL EXPENDITURES:						
540500	**Recurring Equipment Purchases**	0	44	44	(44)	...
Total Capital Expenditures:		**0**	**44**	**44**	**(44)**	...
TOTAL EXPENSES:		**5,157,936**	**362,574**	**362,574**	**4,795,362**	**7%**
Accrued Liabilities				**3,699**		
	Ending Cash Balances		**0**	**186,556**		
TOTAL EXPENSE TRANSACTIONS:		**5,157,936**	**362,574**	**552,829**	**4,605,107**	

AB1600 Mitigation Fees - Fund 733
For July 2014

Revenue

Account #	Description	Prelim Budget	July Actual	YTD Actual	Variance	YTD %
430101	Interest	0	0	-	-	...
452700	Mitigation Fees (AB1600)	80,000	4,292	4,486	(75,514)	6%
462001	Other Revenue	0	0	-	-	
Total Revenue		**80,000**	**4,292**	**4,486**	**(75,514)**	**6%**
	Beginning Cash Balance:			**83,807**		
Total Revenue Transactions			**4,292**	**88,293**		

Expenses:

Account #	Description	Prelim Budget	July Actual	YTD Actual	Variance	YTD %
540200	Structures & Improvements	54,170	0	-	54,170	0%
521500	Misc Consultants	7,500	0	-	7,500	0%
540500	Equipment	61,237	0	-	61,237	0%
Total Expenses		**122,907**	**0**	**-**	**122,907**	**0%**
	Ending Cash Balance			**88,293**		**...**

2012 Special Tax - Fund 734
For July 2014

Revenue

Account #	Description	Prelim Budget	July Actual	YTD Actual	Variance	YTD %
451195	Special Tax 2012	868,344	0	0	868,344	...
430101	Interest	0	0	0	0	...
Total Revenue		**868,344**	**0**	**0**	**868,344**	**0%**
	Beginning Cash Balance:			**149**		
TOTAL REVENUE TRANSACTIONS:			**0**	**149**		

Expense

Account #	Description	Prelim Budget	July Actual	YTD Actual	Variance	YTD %
	Transfer to 722	0	0	0	0	...
522003	Special Dist Exp	8,683	0	0	8,683	
		0	**0**	**0**	**0**	...
Total Expenses		**8,683**	**0**	**0**	**8,683**	**0%**

Reserves - Fund 758
For July 2014

Revenue

Account #	Description	Prelim Budget	July Actual	YTD Actual	Variance	YTD %
430101	Interest	0	0	0	0	...
460701	Sale - Surplus Equipment	0	0	0	0	
452700	Other Revenue	275,000	0	0	(275,000)	
Total Revenue		**275,000**	**0**	**0**	**(275,000)**	
	Beginning Cash Balance:			**37,937**		
Total Revenue Transactions			**0**	**37,937**		

Expense

Account #	Description	Prelim Budget	July Actual	YTD Actual	Variance	YTD %
540200	Structures and Improvements	0	48	48	(48)	
	Vehicles	110,000			110,000	
540500	Equipment	115,000	0	0	115,000	
Total Expenses		**225,000**	**48**	**48**	**224,952**	
	Ending Cash Balance			**37,889**		...

Nevada County Consolidated Fire District

Check History Report July 2014

Check #	Date	Vendor Name	Acct #	Description	Amount
271308	7/9/2014	NCCFD - EFTPS (Federal Taxes)	221000	Fed Taxes	10,224.17
271309	7/9/2014	NEVADA COUNTY PROF FF ASSN	225000	NCCFA Dues w/h	870.00
271310	7/9/2014	CalPERS (Retirement)	510301	Retirement Benefits	25,089.39
271311	7/9/2014	E.D.D. (State Taxes)	222000	State Taxes	2,215.56
271312	7/9/2014	CALIF. STATE DISBURSEMENT UNIT	226100	Earnings W/H	323.07
271313	7/9/2014	CalPERS 457 Plan (Def. Comp)	229104	Deferred Comp	1,392.73
271314	7/9/2014	UNITED STATES TREASURY	226100	Earnings W/H	605.59
271315	7/9/2014	HSA BANK, DIV. OF WEBSTER BANK	229106	Pre- Tax Deductions	96.15
271316	7/9/2014	MANSEAU, ETHAN	520504	Interns Meals	300.00
271317	7/9/2014	Rosales, Anthony G	520504	Interns Meals	210.00
271318	7/9/2014	BLAINE A FITZPATRICK	520504	Interns Meals	60.00
271319	7/9/2014	DEAN J TALLEY	520504	Interns Meals	60.00
271320	7/9/2014	NICHOLAS J BROTHERS	520504	Interns Meals	60.00
271321	7/9/2014	ALLISA M BENTLEY	520504	Interns Meals	60.00
984566	7/9/2014	NATIONWIDE RETIREMENT SOLUTION	229101	LTD Insurance	2,100.00
984600	7/9/2014	Coward, Dillon R	520504	Interns Meals	150.00
271374	7/10/2014	SPECIAL DIST RISK MGMT AUTH.	520701	Workers Comp	56,702.00
271373	7/10/2014	B & C TRUE VALUE HOME CENTER	521011	Maint All Structures	28.10
271374	7/10/2014	SPECIAL DIST RISK MGMT AUTH.	510406	Vision & Dental	4,822.27
271375	7/10/2014	BEAM "EASY LIVING" CENTER	521574	Prof Serv Alarm Monitor	89.85
271376	7/10/2014	A.T.& T. (Atlanta)	520302	Telephone	75.86
271377	7/10/2014	BLUE SHIELD OF CALIFORNIA	510402	Health Ins	39,712.00
271378	7/10/2014	CURTIS, JAMES A.	521510	Prof Svcs: Legal	863.10
271379	7/10/2014	NEVADA IRRIGATION DISTRICT	522402	Utilities: Water/Sewer	72.00
271380	7/10/2014	PACIFIC GAS & ELECTRIC CO.	522401	Utilities: PGE	4.44
271381	7/10/2014	GRASS VALLEY FIRE DEPARTMENT	521574	Prof Serv Alarm Monitor	355.04
271382	7/10/2014	NATIONAL FIRE PROTECTION ASSN.	522805	Training Materials	6.12
271383	7/10/2014	MYERS-STEVENS & TOOHEY & CO.	229101	LTD Insurance	682.00
271384	7/10/2014	KAISER FOUNDATION HEALTH PLAN	510402	Health Ins	4,617.00
271385	7/10/2014	MEM ELECTRICAL INC	521011	Maint All Structures	120.00
271386	7/10/2014	AFLAC	229107	Disability Ins	1,111.62
271387	7/10/2014	Cummins Pacific LLC	521149	Veh Mtc: Drive Train	646.95
984616	7/10/2014	HILLS FLAT LUMBER COMPANY	521011	Maint All Structures	88.59
984618	7/10/2014	MISSION LINEN SUPPLY, INC.	520602	Household Contracts	74.21
984624	7/10/2014	RIVERVIEW INTERNATIONAL TRUCKS	521149	Veh Mtc: Drive Train	169.65
984625	7/10/2014	ROBINSON ENTERPRISES, INC.	522301	Gas/Diesel	1,202.13
984640	7/10/2014	BURTON'S FIRE APPARATUS	521144	Veh Mtc: Accessories	75.43
984655	7/10/2014	BENEFIT & RISK MGMT	510401	Life Ins	1,435.50
271682	7/16/2014	B & C TRUE VALUE HOME CENTER	520601	Misc Household Supplies	128.86
271683	7/16/2014	NEVADA CITY, CITY OF	522402	Utilities: Water/Sewer	405.40

271684	7/16/2014	ADVANTAGE GARAGE DOOR	521101	Maint All Structures	300.00
271685	7/16/2014	WASTE MANAGEMENT OF NEV. CO.	522403	Utilities: Trash	319.12
271686	7/16/2014	J.H. PETROLEUM	522301	Gas/Diesel	1,689.51
271687	7/16/2014	LES SCHWAB TIRE CENTER	521141	Veh Mtc: Tires	2,275.25
271688	7/16/2014	LIFE ASSIST INC.	521302	Medical: Equip Mtc	40.91
271689	7/16/2014	NEVADA IRRIGATION DISTRICT	522402	Utilities: Water/Sewer	183.23
271690	7/16/2014	UNION, THE	521602	Legal Notices	120.09
984706	7/16/2014	A TO Z SUPPLY	520601	Misc Household Supplies	37.15
984707	7/16/2014	MISSION LINEN SUPPLY, INC.	520602	Household Contracts	74.21
984713	7/16/2014	CEQUEL COMMUNICATIONS	520302	Telephone	74.95
984715	7/16/2014	Cameron Foley	522806	Education Incentive	300.00
984720	7/16/2014	Michael E. Lewis	521500	Prof Svcs: Misc	2,850.00
103850	7/23/2014	CalPERS 457 Plan (Def. Comp)	229104	Deferred Comp	1,392.73
272114	7/23/2014	NCCFD - EFTPS (Federal Taxes)	221000	Fed Taxes	13,993.94
272115	7/23/2014	NEVADA COUNTY PROF FF ASSN	225000	NCCFA Dues w/h	870.00
272116	7/23/2014	CalPERS (Retirement)	510301	Retirement Benefits	27,501.31
272117	7/23/2014	E.D.D. (State Taxes)	222000	State Taxes	3,280.34
272118	7/23/2014	CALIF. STATE DISBURSEMENT UNIT	226100	Earnings W/H	323.07
272120	7/23/2014	UNITED STATES TREASURY	226100	Earnings W/H	276.57
272121	7/23/2014	HSA BANK, DIV. OF WEBSTER BANK	229106	Pre-Tax Deductions	96.15
272122	7/23/2014	NICHOLAS R LEDUC	520504	Interns Meals	180.00
272123	7/23/2014	BLAINE A FITZPATRICK	520504	Interns Meals	120.00
984799	7/23/2014	NATIONWIDE RETIREMENT SOLUTION	229101	LTD Insurance	2,100.00
984827	7/23/2014	ERIC R MCGUIRE	520504	Interns Meals	180.00
984834	7/23/2014	Eric Johnson	520504	Interns Meals	120.00
984835	7/23/2014	TAYLOR D LIEBE	520504	Interns Meals	180.00
984836	7/23/2014	DEAN J TALLEY	520504	Interns Meals	120.00
984837	7/23/2014	ALLISA M BENTLEY	520504	Interns Meals	150.00
984938	7/23/2014	DANIEL D ALBERTI	520504	Interns Meals	180.00
272284	7/28/2014	B & C TRUE VALUE HOME CENTER	521011	Maint All Structures	25.94
272285	7/28/2014	A.T.& T. (Atlanta)	520302	Telephone	593.62
272286	7/28/2014	WASTE MANAGEMENT OF NEV. CO.	522403	Utilities: Trash	277.76
272287	7/28/2014	FIRE DIST ASSN OF CALIF (FDAC)	521201	Memberships	550.00
272288	7/28/2014	VERIZON WIRELESS	520303	Cell Phones	247.63
272289	7/28/2014	COMCAST	520302	Telephone	170.61
272290	7/28/2014	NEVADA IRRIGATION DISTRICT	522402	Utilities: Water/Sewer	39.33
272291	7/28/2014	RIEBES AUTO PARTS	521144	Veh Mtc: Accessories	45.37
272292	7/28/2014	CalCARD (US BANK)		Various	435.87
272293	7/28/2014	JOHN JEFF VAN GRONINGEN	522801	Mileage/Transportation	47.41
984864	7/28/2014	BUCKMASTER OFFICE SOLUTIONS	520941	Maint Office Equip	402.20
984874	7/28/2014	HILLS FLAT LUMBER COMPANY	521011	Maint All Structures	92.65
984875	7/28/2014	MISSION LINEN SUPPLY, INC.	520602	Household Contracts	74.21
984880	7/28/2014	ROBINSON ENTERPRISES, INC.	522301	Gas/Diesel	1,481.95

984907	7/28/2014	SATCOM GLOBAL INC	520302 Telephones	83.65
984910	7/28/2014	MUNICIPAL EMERGENCY SERVICES	520920 Maint Eq. SCBA	380.00

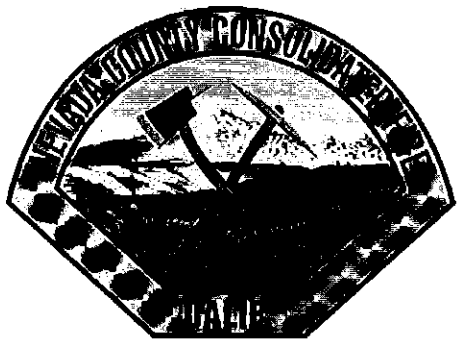
3.

Treasurer's Report

The NCCFD Board Treasurer reviews in detail with the Finance Manager the monthly Fund Balances and Check History. This is done after the Board Packet has been distributed. The Treasurer then submits a signed document at the Board Meeting verifying he or she has done this detailed review. This item is listed on the agenda each month under the Consent Calendar in order to allow the Treasurer an opportunity to pull the item off of the agenda for discussion should there be anything that might require further explanation.

4.

No Documentation.



5.

No Documentation.

GRASS VALLEY FIRE DEPARTMENT
NEVADA CITY FIRE DEPARTMENT
NEVADA COUNTY CONSOLIDATED FIRE

DRAFT OPTIONS FOR SHARED ADMINISTRATIVE SERVICES

Overview

For 13 years the City of Grass Valley Fire Department, Nevada City Fire Department and Nevada County Consolidated Fire District have successfully shared operational resources in a Joint Operational Area (JOA), providing excellent emergency medical, rescue and fire response to a large part of Western Nevada County. Our agencies desire to maximize use of our existing resources, create cost containment opportunities, maintain local control and continue to deliver fire and emergency medical services at a high level of service by sharing administrative resources. Our motivation and determination for shared services stem not only from our fiscal responsibility but more importantly from a desire to provide the best level of service to the public while providing a safe working environment for our firefighters.

The City of Nevada City operates with a half time Fire Chief while Nevada County Consolidated and the City of Grass Valley currently operate with Interim Fire Chief's paving the way for prospect of Shared Services. We look to the future of fire services in Western Nevada County and propose sharing administrative services including one Fire Chief for our agencies.

The Goals

- Single Fire Chief
- Share Administrative Services and Support between the three agencies
- Maintaining fiscal responsibility, provide the high quality Fire and Emergency Services possible
- Contain cost through shared services
- Maintain local control and identity
- Maintain current level of Fire Services *

The Opportunity

- One Fire Chief to lead our agencies and plan for the future.
- Consistent Duty Coverage by Division Chiefs.
- Sustainable development of our next Fire Service leaders through succession planning.
- Employee sharing between agencies
- Standardized training and emergency response
- Eliminate Duplication of Services
- Cost Containment

The Solution

Share administrative services between the four agencies centering on a single Fire Chief.

- Share cost of Fire Chief
- Share cost of Fire Chief Administrative Staff and Budget
- Develop additional cost sharing strategies

* Recently the California Public Employees Retirement System (CalPERS) has announced significant new costs which will be added to existing employee retirement programs. These additional costs will threaten the future of many of our Nevada County Fire Agencies, and their ability to maintain existing emergency service levels. This proposal may help ease that problem, but is not expected, by itself, to completely mitigate it.

OUR PROPOSAL

Fire Chief-

The three agencies cost share the position of Fire Chief through an agreed upon cost sharing matrix. The Fire Chief's duties would include-Strategic planning, prepare a variety of technical and departmental activities reports and records, prepare and administer the department's annual budgets, maintain departmental awareness of state-of-the-art developments, represent the agencies in relationships with the public, community groups, professional organizations, other departments and divisions, and outside agencies including City Council's and governing Boards.

Administrative Staff (Fire Chief)

Support staff for the Fire Chief includes an Administrative Assistant (Grass Valley), an Operations Specialist (Nevada County Consolidated), a half time Finance Manager and a half time Finance/Administrative Assistant (NCCFD). The cities have additional support systems internally. Additional cost savings may be realized by sharing of services such as payroll, staffing and possibly Human Resources.

Division Chief-

The Division Chief duties would include - planning, direction, supervision and coordination of activities of sworn and non-sworn personnel in providing an acceptable level of Fire protection, emergency medical care, hazardous release containment, rescue and related emergency services, may oversee personnel actions including investigations and discipline, to plan, direct, supervise, and coordinate the activities of the Field Operations and Training; to provide highly responsible and technical staff assistance; to demonstrate a strong commitment to high quality customer service, community investment and participative management; and to do related work as required.

Division Chiefs- Additional Responsibilities

Each Division Chief or designee will be a liaison between their agency and the Fire Chief. Each Division Chief or designee may be tasked with general oversight of their respective agency by providing technical and historical knowledge to the Fire Chief. Division Chiefs assigned to shift work will coordinate training of the assigned shift, evaluate personnel, oversee personnel actions, and provide growth opportunities for staff when the circumstance arises.

Governance

An administrative entity, to be known as the 'Board' (until such time as a formal name is chosen), shall be established and which shall exercise the powers set forth in the final agreement. Each member agency shall have not more than one seat on the Board, to be represented by the respective members City Managers or Board Member or an employee of the member designated by the members City Manager or Board Member. No representative designated by the members may be in the chain of command of the Fire Chief.

Rationale

Combined salaries for Fire Chiefs in the three agencies, based on current and expected competitive compensation, is nearly $300,000. A competitive salary range for the Fire Chief may be $125,000 to $150,000 and benefits for a burdened salary of $187,000 to $221,000. Cost to each agency for the Chief to be determined by a cost allocation model, a draft of which is included. Salary savings will vary among agencies.
The Fire Chiefs administrative budget will be a shared cost between the agencies.

- Fiscally Responsible
- Savings may be reallocated to departmental needs
- Single vision and leadership for the future
- Effective use of resources

Options

Option A- **Grass Valley & Nevada City Fire Departments**

Nevada County Consolidated Fire

Shared Chief

Fire Station 54- Operational

Option A includes a single Fire Chief and three Division Chiefs assigned to shift, Administrative Staff, and no Administrative Division Chief. Option A provides experienced oversight by a Division Chief at incidents.

Administrative staff consists of an Administrative Assistant (GRS), Operations Specialist (NCCFD), a half time Finance Manager and a half time Finance/Administrative Assistant (NCCFD). Cost for the Administrative staff are known and already presumed in the agencies budgets. The Cities have additional support systems internally. Additional cost savings may be realized by sharing of services not currently listed such as HR.

FS 54 remains operational.

The attached cost allocations detail a shared Fire Chief (burdened) across the three agencies.

Option B **Grass Valley & Nevada City Fire Departments**

Nevada County Consolidated Fire

Shared Chief

Fire Station 54- Headquarters

Option B includes a single Fire Chief, three Division Chiefs assigned to shift. Option B provides experienced oversight by a Division Chief at incidents.

Administrative staff consists of an Administrative Assistant (GRS), Operations Specialist (NCCFD), a half time Finance Manager and a half time Finance/Administrative Assistant (NCCFD). Cost for the Administrative staff are known and already presumed in the agencies budgets. The Cities have additional support systems internally. Additional cost savings may be realized by sharing of services not currently listed such as HR.

FS 54 is utilized as Headquarters and staffing is reassigned or reallocated. Option B takes into consideration the reallocation of FS 54 and its personnel as the cost share for Nevada City into the Shared Services.

The attached cost allocations detail a shared Fire Chief (burdened) across two agencies.

LONG TERM BENEFTIS

Expected results of the Shared Services include cost control, personnel sharing, standardized response, Emergency Scene Management by on shift Division Chiefs and improved operations among the agencies. Additional operational and administrative benefits may be realized upon implementation and execution of the shared services.

Financial Benefits

- Fiscal saving varies among agencies
- Cost Containment is realized rather than significant savings
- Savings per agency may be reallocated for specific departmental needs

Technical Benefits

- Depth of resources
- Personnel pool for staffing
- Full time Fire Mechanic
- Standardized emergency response for incidents
- Standardized training
- Emergency operations oversight by on shift Division Chiefs
- Increased Firefighter Safety

COST ALLOCATIONS

Cost allocations for Options A and B are attached.

Please note the cost allocations are based on a salary of $150,000 and burdened at the Grass Valley rates for PERS, Insurance, Work Comp and other benefits.

Beginning salary for the Fire Chief has not yet been determined.

GRASS VALLEY FIRE DEPARTMENT
NEVADA CITY FIRE DEPARTMENT
NEVADA COUNTY CONSOLIDATED FIRE

HISTORY OF SHARED SERVICES CONCEPT

Western Nevada County has been recognized by the California Department of Forestry and Fire Protection as either a **High Fire Zone** or a **Very High Fire Zone.** This designation has caused extensive changes in building codes, landscape maintenance responsibilities for homeowners, and reassessment of risk by insurance agencies resulting in significant new burdens on the citizens of Nevada County. Any fire that occurs in Western Nevada County has the potential to become a devastating wildfire placing citizens and their property at significant risk. The nine Fire and Emergency Services agencies covering the 250 square miles of the West County understand this danger. They also understand the limitations they all share as "first responders."

A residential structure fire takes a recommended staffing level of 14 or 15 firefighters [NFPA 1710 -- National Fire Protection Agency]. This is a minimum staffing suggestion, and does not provide a tactical reserve or make allowances for treating injured residents, the limitation of water resources in arid, rural landscapes, or other potential response activities. The larger the fire is, the more resources are needed. Since most of Nevada County consists of an interface between wild lands and urban residences (known as the Wild-Urban Interface or WUI) there is always a significant chance that any fire will become a wildfire.

On any given shift in all of the West County, there are only a total of about twenty-two professional, full-time firefighters on duty to respond immediately. There are also a small number of dedicated, trained volunteers able to rapidly respond as needed for additional support, or to address other emergencies that may occur. No one agency can successfully and safely mitigate all emergency incidents that may occur in their area of responsibility.

Western Nevada Fire agencies, over the past several years, have implemented various programs to provide for a more effective and efficient method of completing their missions. Automatic Aid Agreements and Mutual Aid Agreements between the agencies have served our citizens well. Several fire agencies moved forward and have developed working arrangements that allow for the best use of the closest resources to mitigate any emergency. Some agencies share common Standard Operating Procedures and Standard Operating Guidelines along with a share pool of qualified employees to staff the emergency apparatus

Many fire agencies have developed boundary drops, move up and cover assignments to replace deployed units, and shared mobile and fixed resources, and implemented the practice of sending the closest appropriate apparatus, equipment and personnel regardless of jurisdiction. Some agencies have integrated training programs to ensure that all responding employees are trained to the same standards; they share the same testing process for new employees and use common hiring lists to provide increased firefighter safety and more coordinated operations. They share employees for overtime, unanticipated employee absences, emergency and Strike Team assignments.

In a similar fashion, all of the West County Fire Districts banded together to create the **Nevada County Fire Agency**, under a Joint Powers Agreement (known as the JPA), to provide 911 dispatch services for all emergency services. This partnership agreement provides other shared services to all Fire Districts rather than requiring redundant resources for each one. It also provides a singular and integrated interface for the public to all agencies, and proven the value of close cooperation to avoid the costs of unnecessary duplication of capabilities.

As a result of the economic downturn beginning in 2008, all of the Fire Agencies of Nevada County have been adversely impacted by the roughly 25% decrease in tax revenues. Most of our citizens have responded quite positively with timely and critical tax increases to recover some of the decreases these agencies have suffered. Still, the continuing economic limitations severely strain the ability the agencies to maintain existing operations. More recently the California Public Employees Retirement System (CalPERS) has announced significant new costs which will be added to existing employee retirement programs. These additional costs will threaten the future of many of our Nevada County Fire Agencies, and their ability to maintain existing emergency service levels. As a result, the agency staffs and elected officials overseeing these agencies have begun to look at all parts of their operations to identify ways to more efficiently maintain the level of service to the public. This has included an assessment of the quality and cost of all levels of leadership in these organizations.

Leadership is a critical issue as has been well demonstrated in our area in recent history. It is very difficult for individuals that have spent their entire career in small organizations to develop the complex skills of people development, operational management and effective administration demanded by the public. Small organizations may not generate as broad and deep a set of experiences with the complexities of organizational management that may be required. In addition, in the Fire Service, most of the training and development time for firefighters is focused on the complex issues of incident management, and the safety of employees and the public. It may take an individual twenty years to develop into a Battalion Chief before they are even exposed to the complexities of Workers Compensation, employee insurance benefits, the Family Leave policy, financial management, the Firefighters Bill of Rights, etc. As a result, small organizations find it increasingly difficult to develop effective leadership in house, and look outside for more experienced leadership.

Yet when one looks outside the local community for leadership in California's Fire Services, one finds that such leadership comes at a very high price, with even larger organizations impacted by the lack of

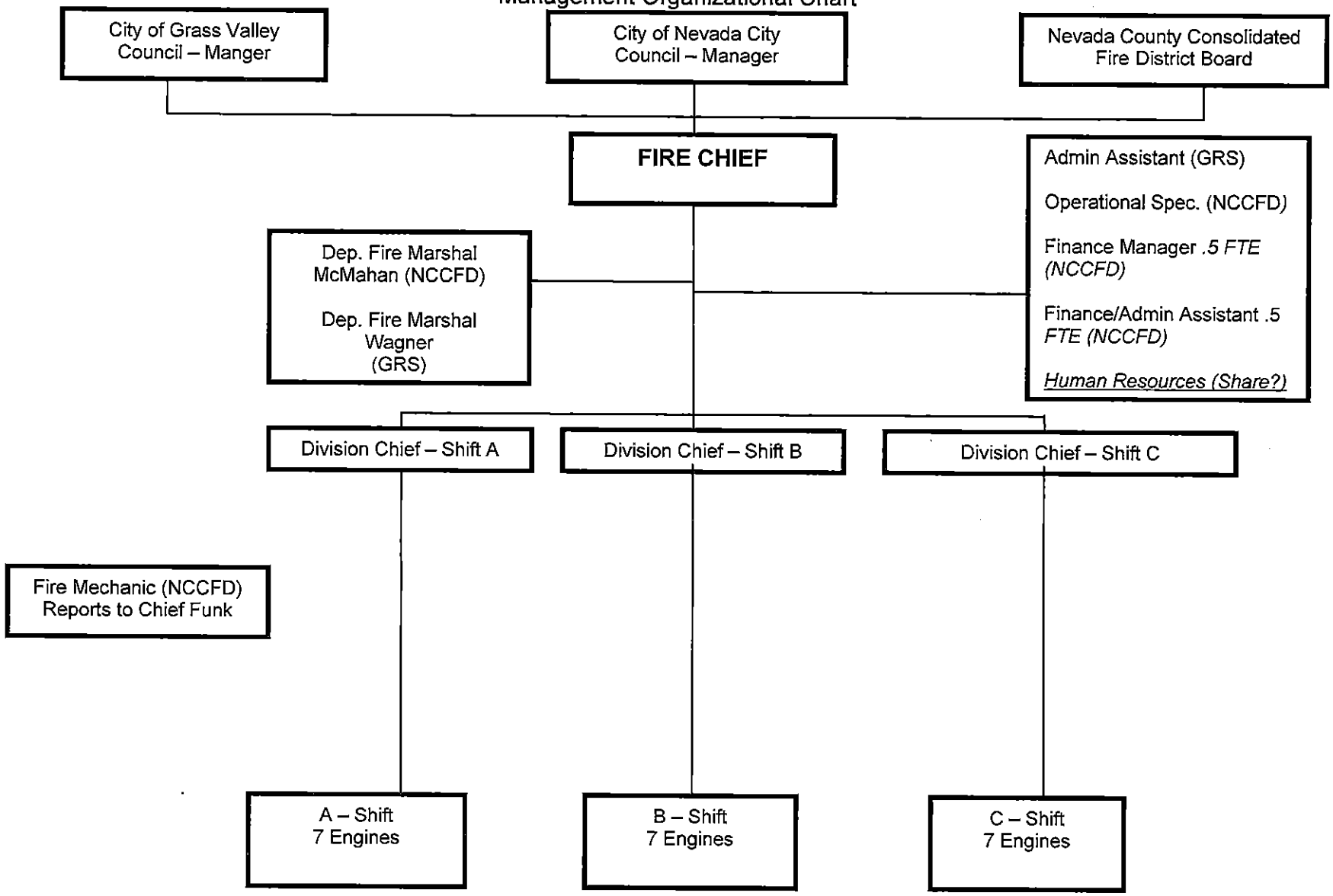
employee development. In the recent past, this lack of modern professional management willing to work for smaller Districts has been solved by recruiting retired Fire Chiefs or Administrators from California or from other States. However, California's fire services are some of the most sophisticated and unique in the country, and personnel from outside the State find it difficult to rapidly integrate into the working processes that include CalFire and the various Federal Agencies such as the National Forests and the Bureau of Land Management. As a result, it has become a recent tradition for small California communities to employ retired California Fire Chiefs on a "part time" basis two to three days a week, to cost effectively bring their experience to these communities. Most recently, CalPERS has made it very difficult to use this method of providing quality leadership in this fashion. Riding the wave of public sentiment against "double dipping," CalPERS has made it all but impossible to tap the reservoir of experience and competence to assist small communities like ours.

Taking advantage of this current unique confluence of circumstances, the fire services of the City of Grass Valley, the City of Nevada City and the Nevada County Consolidated Fire District have agreed to address the issue together.

We are at the beginning stages of developing a Shared Services administrative structure, starting with a formal review of SAS options. We are using the experience of several other areas in California who have developed different tools to share resources in similar situations. A draft document of the SAS options is now available to all impacted citizens and the employees of the various agencies. As we progress, different groups representing labor, management and administration, will assist in developing the Agreement, Policies and Procedures and other documents as appropriate.

As conceptualized, the first priority would be to hire an experienced executive officer that would act as Fire Chief for all of the member fire agencies, solidifying the significant operational improvements and efficiencies that have been developed over the past thirteen years. This Chief Officer would then be chartered with evaluating other opportunities to further improve operational efficiencies for us all.

Management Organizational Chart



Italicized Positions: Could be contracted to governmental or private agency

City of Grass Valley, City of Nevada City and Nevada County Consolidated Fire District
Shared Administrative Services Options

Option A

JOA Fire Chief - Station 54 Operational

Grass Valley & Nevada City Fire Departments and Nevada County Consolidated Fire District

Allocation Model: Call Volume / Population / Assessed Value

		Allocation Across All Agencies		
		32%	8%	60%
Position	**Compensation**	**Grass Valley**	**Nevada City**	**NCCFD**
Fire Chief	221,550.00	70,896.00	17,724.00	132,930.00
Total Allocations	**221,550.00**	**70,896.00**	**17,724.00**	**132,930.00**

Scenario Information:

Hire a full time Fire Chief and share costs across all JOA agencies

(3) Division Chiefs - no cost allocation, continue with existing model COGV (1) NCCFD (2)

Option B

JOA Fire Chief - Station 54 Headquarters

Grass Valley & Nevada City Fire Departments and Nevada County Consolidated Fire District

Allocation Model: Call Volume / Population / Assessed Value

		Allocation Across All Agencies		
		36%	0%	64%
Position	**Compensation**	**Grass Valley**	**Nevada City**	**NCCFD**
Fire Chief	221,550.00	79,758.00	-	141,792.00
Total Allocations	**221,550.00**	**79,758.00**	**-**	**141,792.00**

Scenario Information:

Hire a full time Fire Chief and share cost across (2) agencies, Nevada City share of cost is the use of station 54

(3) Division Chiefs - no cost allocation, continue with existing model COGV (1) NCCFD (2)

Grass Valley Fire, Nevada City Fire and Nevada County Consolidated Fire District
JOA Participation Cost Allocation Models for Shared Administrative Services

Assessed Value (2010 Model)		
	Average in 1Ks	% of Total
Grass Valley	$ 1,491,091	24%
Nevada City	$ 493,960	8%
NCCFD	$ 4,146,014	68%
Total Assessed Value	$ 6,131,065	100%

Population (2010 Model)		
	Population	% of Total
Grass Valley	12,929	25%
Nevada City	3,074	6%
NCCFD	35,000	69%
Total Population	51,003	100%

Call Volume (FY 13/14 Estimates)		
	Est. Call Volume	% of Total
Grass Valley	2,953	46%
Nevada City	560	9%
NCCFD	2,885	45%
Total Call Volume	6,398	100.0%

Combined Assessed Value and Population Allocation Model					
	Assessed Value	1/2 of Total %	Population	1/2 of Total %	Total Allocation %
Grass Valley	$ 1,491,091	12%	12,929	13%	25%
Nevada City	$ 493,960	4%	3,074	3%	7%
NCCFD	$ 4,146,014	34%	35,000	34%	68%
Total	$ 6,131,065	50.0%	51,003	50.0%	100.0%

Sample Cost Allocation for Chief's Salary			
Base Salary of $150,000 + Benefits			
Grass Valley	221,550	25%	55,021.67
Nevada City	221,550	7%	15,601.30
NCCFD	221,550	68%	150,927.04
Salary Cost		100%	$ 221,550.00

Combined Call Volume and Population Allocation Model					
	Est. Call Volume	1/2 of Total %	Population	1/2 of Total %	Total Allocation %
Current Salary Schedule	2,953	23%	12,929	13%	36%
Nevada City	560	4%	3,074	3%	7%
NCCFD	2,885	23%	35,000	34%	57%
Total	6,398	50%	51,003	50%	100.0%

Sample Cost Allocation for Chief's Salary			
Base Salary of $150,000 + Benefits			
Grass Valley	221,550	36%	79,209.15
Nevada City	221,550	7%	16,372.36
NCCFD	221,550	57%	125,968.49
Salary Cost		100%	$ 221,550.00

Combined Call Volume and Assessed Value Allocation Model					
	Est. Call Volume	1/2 of Total %	Assessed Value	1/2 of Total %	Total Allocation %
**Medical & Worker's Cor	2,953	13%	1,491,091	12%	25%
Nevada City	560	3%	493,960	4%	7%
NCCFD	2,885	34%	4,146,014	34%	68%
Total	6,398	50.0%	6,131,065	50.0%	100.0%

Sample Cost Allocation for Chief's Salary			
Base Salary of $150,000 + Benefits			
Grass Valley	221,550	25%	55,021.67
Nevada City	221,550	7%	15,601.30
NCCFD	221,550	68%	150,927.04
Salary Cost		100.0%	$ 221,550.00

Allocation Method Used in Shared Administrative Services Proposal

Combined Call Volume / Population and Assessed Value Allocation Model							
	Est. Call Volume	1/3 of Total %	Population	1/3 of Total %	Assessed Value	1/3 of Total %	Total Allocation %
Grass Valley	2,953	15%	12,929	8%	1,491,091	8%	32%
Nevada City	560	3%	3,074	2%	493,960	3%	8%
NCCFD	2,885	15%	35,000	23%	4,146,014	23%	60%
Total	6,398	33.3%	51,003	33.3%	$ 6,131,065	33.3%	100.0%

Sample Cost Allocation for Chief's Salary			
Base Salary of $150,000 + Benefits			
Grass Valley	221,550	32%	70,766.61
Nevada City	221,550	8%	16,864.76
NCCFD	221,550	60%	133,918.63
Salary Cost		100.0%	$ 221,550.00

NEVADA COUNTY CONSOLIDATED FIRE DISTRICT

RESOLUTION NO. R14-16

Amending the District Staffing Roster
to Include the Revised and Updated Job Description
Finance Manager

WHEREAS, the Board of Directors of Nevada County Consolidated Fire District established the District Staffing Roster on July 20, 1995 with Resolution No. R95-11; and,

WHEREAS, the description of the following position have been amended to make a change to the salary and the needs of the District; and,

WHEREAS, the revised and updated Job Descriptions of the following position, attached hereto as Attachment "A", have been reviewed and accepted by the NCCFD Chiefs and are now being presented to the Board for approval:

Finance Manager

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Nevada County Consolidated Fire District hereby amends the District Staffing Roster, Resolution No. R95-11 to include the revised and updated Job Class Description of the above named positions.

The foregoing Resolution was duly passed at an official meeting of the Nevada County Consolidated Fire District held August 21, 2014 by the following roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

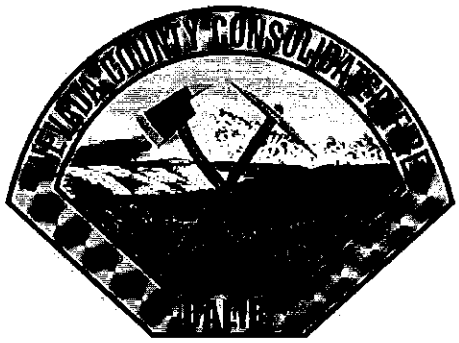
ATTEST:

Nicole Long
Acting Secretary to the Board

Warren Knox, Chairman of the Board
Nevada County Consolidated Fire District

7.

Attachment to be provided at the meeting.



8.

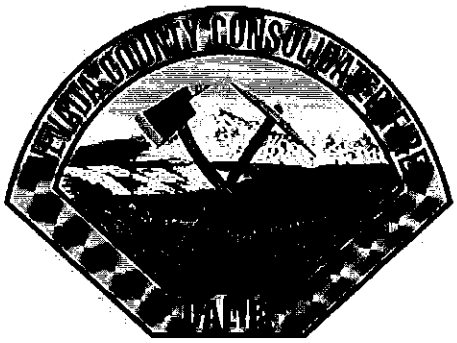
No Documentation.

9.

Attachment to be sent out electronically after Citizens' Oversight Committee meeting to be held on August 18, 2014.

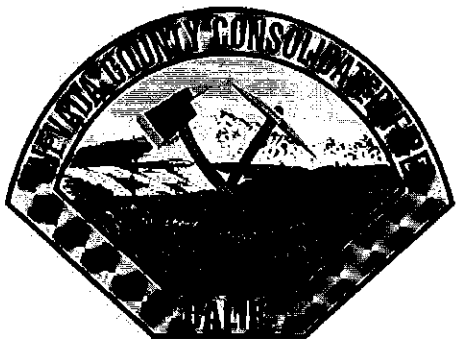
10.

Attachment to be sent out electronically after Citizens' Oversight Committee meeting to be held on August 18, 2014.



11.

No Documentation.



12.

No Documentation.

NEVADA COUNTY CONSOLIDATED FIRE DISTRICT

RESOLUTION NO. R14 -17

Resolution Accepting Resignation of Director Ronald Pennington

WHEREAS, Ronald Pennington was duly appointed to serve until the next general election on the governing Board of Nevada County Consolidated Fire District at the special meeting held on October 14, 2014 and has served on the Board of Directors;

WHEREAS, Ronald Pennington has submitted his resignation from the Board of Directors to the Board of Directors, effective as of July 25, 2014;

WHEREAS, the Board of Directors was notified of the resignation, August 1, 2014; and

WHEREAS, the Board of Directors hereby accepts the resignation of Director Pennington.

NOW THEREFORE, the Board of Directors of the Nevada County Consolidated Fire District herby accepts the resignation of Ronald Pennington from his position as a member of the Board of Directors of the District. The Board directs that a notice shall be published weekly, for a period of _____ weeks, in the Grass Valley Union, advertising the vacancy and soliciting applications from individuals interested in serving on the Board to fill the vacancy created by the aforesaid resignation. Applications from interested parties must be received in the District's office, located at _____, no later than 5 P.M., on _____, in order to be considered for appointment. It is the intent of the Board to make an appointment to fill the subject vacancy at the Board meeting on September 18, 2014.

BE IT FURTHER RESOLVED that the District Secretary shall notify the County Elections Official of the subject vacancy.

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
WARREN KNOX, Chairman of the Board
Nevada County Consolidated Fire District

_____
Nicole Long
Acting Secretary of the Board

CURTIS & VANDER PLOEG, LLP

ATTORNEYS AT LAW

James A. Curtis
Rhetta K. Vander Ploeg
Christian M. Curtis

The Old Post Office
131 S. Auburn Street
Grass Valley, California 95945
(530) 272-3141
fax (530) 272-3146

July 23, 2014

Board of Directors
Nevada County Consolidated Fire District
11329 McCourtney Road
Grass Valley, CA 95949-9759

I am pleased to announce the formation of the Curtis & Vander Ploeg law firm. The law firm is made up of myself, Rhetta Vander Ploeg, who recently left Lassen County after serving as County Counsel and prior to that as a Deputy District Attorney, and Christian Curtis, who has been working with me since graduating from law school in 2009. Our practice will continue to focus on providing legal services to and representation of public entities in Northern California and will continue to be located in Grass Valley, California.

Accompanying this letter is a fee agreement in the name of our new law firm. I would ask that you review it and if prepared to move forward with us as legal counsel, execute and return a copy of the agreement to us. I have also enclosed a new W-9. Please have your accounting department update their vendor files to reflect the new firm as payee.

Very truly yours,

James A. Curtis

JAC:kbb
Enclosures (2)

AGREEMENT FOR LEGAL SERVICES

THIS AGREEMENT for legal services is by and between the **NEVADA COUNTY CONSOLIDATED FIRE PROTECTION DISTRICT,** hereinafter referred to as "District" and **CURTIS & VANDER PLOEG, LLP,** attorneys at law, hereinafter referred to as "Attorney". In consideration of the services to be rendered and the payments to be made by District, the parties hereto agree to the following:

1. SCOPE OF SERVICES:

Attorney agrees to provide advice and assistance to District upon matters involving the District as may from time to time be requested through the District Board or the Battalion Chief. Attorney shall not provide representation to District for litigation matters unless otherwise mutually agreed upon by the parties.

2. FEES:

The fees for furnishing services under this Agreement shall be based on the rate schedule which is attached hereto as Exhibit "A" and incorporated herein and shall be paid in accordance with the schedule set forth in Exhibit "A". Said fees shall remain in effect for the entire term of the Agreement, unless Attorney gives sixty (60) days' notice of any change in the fee schedule. Request by District for litigation or other services outside the scope of this Agreement may, upon the mutual consent of the parties, be amended in writing to expressly authorize such services.

3. LEGAL REPRESENTATION:

Attorney's legal representation shall include, but not be limited to such matters as may be assigned. Attorney shall attend such meetings as may be requested by District - subject to any scheduling conflicts - as part of the services provided under this Agreement. Time spent in travel shall be billed at the hourly rates set for in Exhibit "A".

District shall promptly provide Attorney with copies of all documents, pleadings and/or correspondence involving the District as may be needed and/or requested by Attorney to provide the services under this Agreement. Attorney shall provide written or verbal reports as may be reasonably requested by District. Attorney acknowledges that all documents, reports, pleadings, writings or any other materials prepared by any party or by Attorney in this matter belong to District and District retains full ownership and control thereof.

Attorney shall keep itemized records documenting any and all work done for District with respect to this Agreement and such information shall be included on all billings to District.

4. STANDARD OF PERFORMANCE:

Attorney shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner in the area of specialization in which Attorney is engaged. All products of whatsoever nature which Attorney delivers to District pursuant to this Agreement shall be prepared in a first class manner and shall conform to the standards or

quality normally observed by a person practicing in the area of specialization in which Attorney is engaged.

5. ATTORNEY INDEPENDENCE:

At all times during the term of this Agreement Attorney shall be deemed to be an independent contractor and shall be responsible for its own operating costs and expenses, property and income taxes, workers' compensation, liability and malpractice insurance and any other costs and expenses in connection with the performance of services under this Agreement except those specifically set forth in Exhibit "A" as a County expense. It is expressly understood that in the performances of the services herein, the Attorney, and its agents and employees thereof, shall act in an independent capacity and as an independent Attorney.

6. INSURANCE:

During the term of this Agreement, Attorney shall maintain in full force and effect the types of insurance (the "insurance") and in the minimum coverage amounts specified below:

A. Automobile insurance of $300,000.00 aggregate for bodily injury liability and $100,000.00 for property damage liability.

B. Professional liability insurance ("Errors and Omissions" or malpractice coverage) with a minimum coverage of One Million Dollars ($1,000,000) per occurrence and One Million Dollars ($1,000,000) in aggregate with a maximum deductible or self-insurance portion of Ten Thousand Dollars ($10,000).

The insurance required above shall include an endorsement that no cancellation or material change adversely affecting any coverage provided by the insurance may be made until twenty (20) days after written notice is delivered to District.

The insurance policy forms, endorsements and insurer(s) issuing the insurance shall be satisfactory to District at its sole and absolute discretion; the amount of any deductible payable by the insured shall be subject to the prior approval of the District.

Attorney shall, upon request, deliver a certificate of insurance describing the insurance coverages and endorsements to:

Board of Directors
Nevada County Consolidated Fire District
11329 McCourtney Road
Grass Valley, CA 95949-9759

It is understood and agreed that twenty (20) days prior to the expiration of any policy of insurance, Attorney will deliver to District a renewal or new policy to take the place of the policy expiring.

District shall have the right to request such further coverages and/or endorsements on the insurance as District deems necessary, at Attorney's expense. The amounts, insurance policy forms,

endorsements and insurer(s) issuing the insurance shall be satisfactory to District in its sole and absolute discretion.

7. LICENSING AND PERMITS, ETC.:

Attorney represents and warrants to District that it has all licenses, permits, qualifications and approvals of whatsoever nature which are legally required for Attorney to practice its profession. Attorney further represents and warrants to District that Attorney shall, at Attorney's sole cost and expense, keep in effect or obtain at all times during the term of this Agreement, any licenses, permits and approvals which are legally required for Attorney to practice its profession at the time the services are performed.

8. TERMINATION:

District shall have the right to terminate this Agreement at any time by giving notice in writing of such termination to Attorney. In the event District gives notice of termination, Attorney shall immediately cease rendering service upon receipt of such notice and the following shall apply:

A. Attorney shall deliver copies of all files in its possession relating to the services performed under this Agreement.

B. District shall pay Attorney for services rendered by Attorney to the date of termination pursuant to this Agreement, in addition to any amount previously billed and approved by District.

Attorney may terminate its services under this Agreement upon thirty (30) days written notice to District.

Upon termination by either party, Attorney shall provide a closing report on all matters that Attorney has been asked to provide advice and assistance on which may then be pending and have not been completed. This report shall include a detailed description of the request for advice or assistance, a discussion of all applicable law, a description of what has occurred and of all future matters which need to be attended to or monitored. Attorney shall be entitled to reasonable compensation for this service in accordance with the other provisions of this Agreement; provided however, that District may, in writing, waive the requirement for the preparation of this report.

9. AMENDMENT:

This Agreement may be amended or modified only by written agreement of all parties.

10. ASSIGNMENTS:

The rights, responsibilities and duties under this Agreement are personal to the Attorney, and may not be assigned without the express prior written consent of the District; provided, however, that Attorney may utilize other attorneys that he is associated with and paralegal to assist in providing the services contemplated under this Agreement.

11. **THIRD PARY CLAIMS.**

District agrees to indemnify and defend Attorney against any claim, suit or cause of action lodged by a third party arising out of the duties undertaken by Attorney under the terms of this Agreement.

12. **EXHIBITS.**

Attachment A (Fee Schedule) to this Agreement is incorporated by reference and is part of this Agreement.

13. **NOTICES.**

Notices shall be given to District at the following location:

Board of Directors
Nevada County Consolidated Fire District
11329 McCourtney Road
Grass Valley, CA 95949-9759

Notices shall be given to Attorney at the following address:

Curtis & Vander Ploeg, LLP
Attorneys at Law
131 S. Auburn Street
Grass Valley, CA 95945

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first above written.

Date: _____ _____

CHAIRMAN, NEVADA COUNTY
CONSOLIDATED FIRE PROTECTION
DISTRICT

Date: _____ _____

JAMES A. CURTIS, Attorney
CURTIS & VANDER PLOEG, LLP
Tax I.D. No. 47-1253422

EXHIBIT A
ATTORNEY'S FEE SCHEDULE

Attorney Services	$185/hour
Paralegal Services	$ 85/hour
Travel	Mileage at current IRS rate and per diem at District established rates if attorney is required to stay overnight

Copies produced by Attorney shall be at 15 cents per page. Copies provided by a copy service or other source shall be billed at cost.

All expenses incurred in the performance of this Agreement, such as acquiring documents or any court costs shall be paid by District.

All service shall be billed in minimum increments of tenths of an hour.

Form **W-9**
(Rev. August 2013)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)
Curtis & Vander Ploeg, LLP

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☑ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ P

☐ Other (see instructions) ▶

Exemptions (see instructions):
Exempt payee code (if any)
Exemption from FATCA reporting code (if any)

Address (number, street, and apt. or suite no.)
131 South Auburn Street

Requester's name and address (optional)

City, state, and ZIP code
Grass Valley, CA 95945

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
[ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ]

Employer identification number
4 7 - 1 2 5 3 4 2 2

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here | Signature of U.S. person ▶ James A. Curtis | Date ▶ 7/31/14

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at *www.irs.gov/w9*. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

NEVADA COUNTY CONSOLIDATED FIRE DISTRICT

RESOLUTION NO. R14-18

RESOLUTION APPROVING THE DEPARTMENT OF FORESTRY AND FIRE PROTECTION AGREEMENT # 7FG14062 FOR SERVICES FROM THE DATE OF LAST SIGNATORY ON PAGE 6 OF THE AGREEMENT TO JUNE 30, 2015 UNDER THE VOLUNTEER FIRE ASSISTANCE PROGRAM OF THE COOPERATIVE FORESTRY ASSISTANCE ACT OF 1978

NOW, THEREFORE BE IT HEREBY RESOLVED the Board of Directors of the Nevada County Consolidated Fire District, does hereby approve the agreement with the California Department of Forestry and Fire Protection dated as of the last signatory date on page 6 of the agreement, and any amendments thereto. This agreement provides for an award, during the term of this agreement, under the Volunteer Fire Assistance Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2014-2015 up to and no more than the amount $7,050.00.

BE IT FURTHER RESOVED that Division Chief Jerry Funk be and hereby is authorized to sign and execute said agreement and any amendments on behalf of the Nevada County Consolidated Fire District.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Nevada County Consolidated Fire District, at a regular meeting thereof, held on the 21st day of August, 2014 by the following vote.

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
WARREN A. KNOX, Chairman of the Board
Nevada County Consolidated Fire District

ATTEST:

_____
Nicole Long, Acting Secretary to the Board

Nevada County Consolidated Fire District

"Excellence in Emergency Service"
11329 McCourtney Road, Grass Valley, CA 95949
(530) 273-3158 FAX (530) 273-1780
nccfire@nccfire.com www.nccfire.com

Date: August 12, 2014

To: Nevada County Consolidated Board of Directors

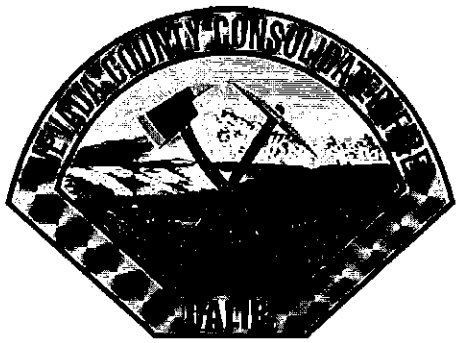
From: Division Chief Jim Turner

Re: FLSA Review

It has been brought to my attention by District personnel, that there is an ongoing question in regards to the District's interpretation and calculation of the Fair Labors Standards Act (FLSA). I have received a letter on behalf of the personnel, authored by the Rose Law Firm which outlines the legal process for the calculation of FLSA time.

There are three areas identified within the process, which our employees are looking for clarification and validation. The first area of concern is the previously negotiated back pay that was given to the employees. "Was the back pay calculated at the appropriate employee's hourly wage?" The second area of concern is whether overtime hours were accumulated and paid correctly. "Did smoothing of weekly hours cover all overtime worked?" The third area of concern is how the District is currently calculating the employee's FLSA time. "Does the current process meet all the legal obligations set forth within FLSA compliance?"

In order to have a complete understanding and to assure compliance with the Fair Labors Standard Act, the District will need to seek legal expertise in FLSA compliance. It is my recommendation that the District retain the services of the law firm of Liebert, Cassidy and Whitmore at a cost not to exceed $5,000.00 without further Board approval.



17.

No Documentation.

NCCFD MONTHLY CHIEF REPORT

To: NCCFD Board of Directors
From: Jerry Funk, Division Chief / Operations
Jim Turner, Division Chief / Administration
Date: August 7, 2014

SUPPRESSION

Statistical data for the period of July 1 thru July 31, 2014.

- 529 calls for service.
- Average response time for January emergency incidents, 5minutes 46 seconds.

Significant Incidents:

- Personnel assigned to various statewide fires as; Field Observer, Dozer Boss, Line Medic.
- Strike team assignments to fires in Southern and Northern California.
- Residential structure fire with vegetation, Brewer Canyon / Alta Sierra. Large potential for major vegetation fire. Aggressive fire attack by JOA quickly contained vegetation fire. Crews contained structure fire to the garage with minor damage to the residence.
- Residential structure fire, Judith Court, Alta Sierra. Crews contained the fire to the room of origin.
- Provided mutual aid and station coverage to PVFD for a 30 acre vegetation fire.
- Several additional vegetation fires contained to an acre or less.
- Large animal rescue team responded to a horse down. The horse, a Budweiser Clydesdale, unfortunately had to be put down by the veterinarian at scene after attempts to get the horse to its feet.
- Instituted and developed a cooperative fireworks enforcement detail for the 4th of July. Allied agencies along with multiple JOA resources provided public education and enforcement for the illegal use of fireworks.

Training:

- 968 hours of documented training.

ADMINISTRATION

- Completed draft documents for Shared Administrative Services. Proposal now forwarded to the working group from the technical committee. Public meeting of the working group tentatively scheduled for Thursday August 14th.
- Boundary drop with PVFD instituted for a six month trial period.
- Received confirmation of funding for a matching grant in the amount of $14,100 from Cal Fire. The grant, written by Firefighter Robin Serna, will purchase wildland hose and equipment.

- Worked with Temporary Finance Manager Van Groningen regarding updated five year projections.
- Received a proposal for contract from Complete Wireless Consulting Inc. on behalf of Verizon Wireless Communication for usage of the cell tower located at Station 88 (State Highway 49).
- Received information pertaining to the District's options to move forward in reviewing FLSA current and past calculations.
- Completed needs assessment and review of the current job description for Finance Manager.
- The tax and assessment levies have been submitted by Willdan. They found a total of 78 handbills that they will handle for the cost of postage.

FIRE PREVENTION

Engine Company Inspections:

NCC Crews were assigned 47 inspections for the month and completed 12 inspections.

Fire Investigations:

Investigations included an explosion in a mailbox in the NCC area. As Deputy McMahan was working on the investigation he was informed that Cal Fire would handle it. Deputy McMahan took photos and forwarded them to Cal Fire Station 20. Deputy McMahan also investigated a fire in a detached garage which occurred in the NCC area. The garage was a total loss and after meeting with the private investigator from the insurance company it was determined that the garage was so destroyed that they would were not going to complete an investigation. They felt it was an accidental fire. The cause is listed as undetermined.

Deputy Fire Marshal Wagner investigated an attempt arson where an individual made a small cut in a gas line that feeds the cook range. They also pulled an electrical plug out of the socket slightly to expose enough of the plug to drop a metal object on the metal prongs to create a spark to ignite the gas. This failed and the suspect was taken into custody by the Police Department on a 5150 hold.

Meetings:

1. Two Events Ordinance Meeting. Deputy Fire Marshal McMahan attended two committee meetings representing the Nevada County Fire Chief's Association on the Sub-Committee to discuss Fire Safety issues.

2. Whispering Oaks area with the Fire Safe Council for a neighborhood assessment.

3. Sacramento Sierra Arson Task Force Meeting in West Sacramento.

4. Nevada County Pre-Fair meeting to review details and responsibilities for the Nevada County Fair. In attendance for the meeting was local Law Enforcement, Cal Trans, County DOT, Fair Maintenance, security and officials and Fire. Information was passed on to Chief Funk.

Trainings:

Chief Turner and Deputy Fire Marshal McMahan completed range qualifications through the Nevada City Police Department's Range Master Detective Chad Ellis.

Comments:

Deputy Fire Marshal Wagner and Deputy Fire Marshal McMahan were on KNCO's morning news to discuss the Fireworks Ban.

While we are on the subject of Fireworks, schedules was modified for the week of the 4th including Saturday the 5th. Deputy Fire Marshal McMahan worked from 1500 to 0100 hours each day with the goal in mind to be available to handle fireworks calls in the evening hours. Chief Turner, DFM Wagner and Deputy Fire Marshal McMahan were all on duty for July 4th. We worked closely with other Law Enforcement Agencies to handle Fireworks calls so the Deputies and Police Officers could stay available to handle other crimes. The week went well and a few Deputies thank us for the help. We even backed them on a few calls. It is nice to see our working relationship with Law Enforcement constantly improving and to see us all working together.

Hazard complaints continue to come in at a steady pace. Deputy Fire Marshal McMahan works on them as time permits. He has been forwarding any complaints that have to do with structures to Cal Fire for their 4291 inspectors to handle.

Deputy McMahan is still working on getting everything moved from my old Office at City Hall to the Admin Office. This should be completed soon.