

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 MINUTES APRIL 16, 2015

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

NCCFD DIRECTORS

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

STAFF:

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

STANDING ORDERS:

Chairman Carrington called the meeting to order at 6:00 p.m. and the badge pinning and swearing in ceremony commenced.

Badge-Pinning and Swearing in Ceremony:

The color guard presented the flags and led in the pledge of allegiance.

- Recently promoted Chief Jim Turner was introduced and a brief history was given on his time in the fire service, his badge was then presented and his brother-in-law retired Chief Tom Browning pinned his badge.
- Recently promoted Deputy Chief Jerry Funk was introduced, with a brief history given. His badge presented and his daughter Courtney pinned his badge.
- Jim Smith, newly promoted Battalion Chief was introduced, with a brief history given. His badge presented and his wife Sara pinned his badge.
- Josh Sunde, newly promoted Battalion Chief was introduced, with a brief history given. His badge presented and his children Devon and Daisy pinned his badge.
- Newly promoted Captain Shawn Entz was introduced, with a brief history of his fire service given. His badge presented and his wife Jenni pinned his badge.
- Newly promoted Captain Phil Nunnink was introduced, with a brief history given. His badge presented and his wife Naida and daughters MacKenzie and Paige pinned his badge.
- Recently promoted, Lieutenant Jason Davison was introduced with a brief history of his time with Consolidated. His badge was presented and his wife Megan pinned his badge.
- Recently promoted, Lieutenant Chris Johnsen was introduced with a brief history given. His badge was presented and his wife Tara and daughter Jolene pinned his badge.

Badge-Pinning and Swearing in Ceremony Cont.:

Chief Turner, Deputy Chief Funk, Battalion Chief Smith, Battalion Chief Sunde, Captain Entz, Captain Nunnink, Lieutenant Davison, and Lieutenant Johnsen were then all sworn in to their new positions.

After a brief intermission the meeting reconvened at 6:35 p.m.

CONSENT CALENDAR

1. Acceptance of Minutes – 03/19/2015
2. Fund Balances and Check History Reports
3. Treasurer's Report

Director Bass motioned to accept the consent calendar. Director Knox seconded. **MOTION** passed unanimously.

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

Per CA Government Code 54954.3

No public comment was made.

COMMITTEE REPORTS

STANDING COMMITTEES

FINANCE: Bass (Chair), Knox
PERSONNEL: Hanson (Chair), Carrington

AD HOC COMMITTEES

BOARD POLICY AND PROCEDURES: Carrington

LOCAL AGENCY ASSIGNMENTS

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

No committee reports were given.

BUSINESS

4. Discussion and Possible Action concerning District Bylaws.

Vice Chair Grueneberg reviewed the changes in the bylaws. Discussion took place on items that need to be placed on future agendas, possible election costs, and other items. After discussion, the Board directed staff to make a few changes and the first reading will be at the May meeting.

5. Discussion and Possible Action, concerning Amending the District Mission Statement and adopting District Core Values, District Code of Ethics, and District Vision Statement.

Chief Turner reviewed his staff report and that these items were first presented at the February workshop. After a brief discussion and minor changes, Vice Chair Grueneberg motioned to amend the District Mission Statement and adopt the District Core Values, and District Vision Statement with changes. Director Knox seconded. **MOTION** passed unanimously.

6. Discussion and possible action, regarding unstaffed fire stations.

Deputy Chief Funk discussed the history of placement of our fire stations, Insurance Services Office (ISO) ratings, and the cost of maintaining the unstaffed stations for the past three (3) years and reviewed his staff report verbally. After some discussion on the procedure to sell fire stations, Vice Chair Grueneberg motioned to support staff to continue research and explore the options of selling the properties, with Director Nelson to develop a proposal and time-line. Director Hanson seconded. **MOTION** passed unanimously.

7. Discussion and possible action, concerning Request for Proposals (RFP) bid for architecture services for the administrative office.

Deputy Chief Funk reviewed his staff report verbally and discussed the five (5) options for the options for the administrative office and staff's recommendation. Director Hanson recommended a space planer to review the layout and give some ideas prior to an architect for less cost. The Board directed staff to continue with a space planner prior to architecture services.

8. Discussion and possible action for authorization to open an invitation to bid, Fire Station 89 deck.

Deputy Chief Funk discussed the reasons necessary for repair. After a brief discussion, Director Hanson motioned to authorize staff to open an invitation to bid for the deck at station 89. Director Knox seconded. **MOTION** passed unanimously.

9. Discussion and possible action concerning a Public Hearing for the First Reading of Ordinance OR 15-01, Amendment to the District Purchasing Policy.

Finance Manager Van Groningen discussed the need for the revision and how it fits the need of the District. He then waived the reading of the full policy and spoke on the major changes. After discussion on public contracts codes and California legislature, the District purchasing policy was tabled.

10. Correspondence Log

10.A Letter from Board of Supervisors, County of Nevada, regarding the proposed name change.

No Action.

10. B Letter from Mark Prestwich, City of Nevada City, regarding station 54 staffing, dated March 30, 2015.

No Action.

10. C Letter from Mark Prestwich, City of Nevada City, regarding station 54 staffing, dated April 1, 2015.

No Action.

10. D Letter from Citizen, regarding thank you for hospitality for an employee.

No Action.

Chief's Monthly Report:

- Quite a few significant incidents, residence with fatalities, a modular home heavily damaged, auto-aid to Penn Valley and numerous vegetation fires.
- Staff completed ISO evaluation.
- Staff reviewing and amending Lexipol policies.
- WorkForce Ready implementation has been slow, but 80% complete.
- Staff will purchase one (1) license of Quickbooks Premier for set up.
- 15/16 budgeting process has started.
- Fire Prevention has several investigations taking place.

BOARD DISCUSSION

Board discussion took place on rescheduling the next regular meeting for the absence of several board members. The date agreed upon was May 28, 2015.

ADJOURNMENT

Chairman Carrington adjourned the meeting at 8:29 p.m.

Attest:

Approved by:

Nicole Long
Board Secretary

Tom Carrington
Chairman of the Board