

# Nevada County Consolidated Fire District

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*"Excellence in Emergency Service"*

## BOARD OF DIRECTORS

Keith Grueneberg, Chairman  
Warren Knox, Vice Chairman  
Mark Bass, Treasurer  
Tom Carrington  
Bill Habblett  
David Hanson  
Bob Rhodes

## STAFF

David Ray, Division Chief  
Darlene Bennett, Board Secretary  
Helen Henthorn, Finance Manager  
Pam Miller, Finance Assistant  
Terry McMahan, Dep. Fire Marshal  
Nicole Long, Operations Support Specialist  
Jerry Funk, B.C. B-Shift  
Jim Turner, B.C. C-Shift  
Jim Curtis, District Counsel

## BOARD OF DIRECTORS AGENDA - REGULAR MEETING THURSDAY, MARCH 21, 2013 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.

## STANDING ORDERS:



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

## 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 –2/21/2013, 3/7/2013
2. Fund Balances and Check History Reports
3. Treasurer's Report
4. Fire Prevention Bureau 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), Carrington,  
Knox  
**OPERATIONS:** As needed  
**PERSONNEL:** Rhodes (Chair), Grueneberg,  
Hanson  
**PUBLIC RELATIONS:** Hanson (Chair), Knox

### **AD HOC COMMITTEES**

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

### **LOCAL AGENCY ASSIGNMENTS**

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

## **OLD BUSINESS**

5. Discussion and possible action to secure a temporary/acting Fire Chief for the upcoming absence and planned retirement of Division Chief David Ray. **Director Rhodes**
6. Discussion and possible action regarding a Fire Training Incident 1/27/08. **Chairman Grueneberg**
7. Discussion and possible action regarding a memorandum of understanding regarding the Fire Safe Council and the use of Station 87. **Vice Chair Knox**
8. Discussion and possible action regarding the adoption of the Engineers eligibility list. **Battalion Chief Funk**

## **NEW BUSINESS**

9. Acceptance of resignation from Chairman Grueneberg. **Vice Chair Knox**
10. Discussion and possible action regarding the reorganization of the Board of Director's and committee structure. **Vice Chair Knox**
11. Discussion and possible action regarding sensitivity training for all employees. **Vice Chair Knox**
12. Discussion and possible action to secure a temporary District Secretary during the District Secretary's absence. **Director Rhodes**
13. Discussion and possible action to replace the retired District HR Administrator. **Director Rhodes**
14. Discussion and possible action regarding NCCFD Web Site links. **Chairman Grueneberg**
15. Discussion and possible action regarding payment of Check #238380 to HSA Bank. **Chairman Grueneberg**
16. Discussion and possible action regarding new performance evaluation form. **Battalion Chief Funk**
17. Discussion and possible action regarding a joint testing process to create and maintain eligibility list for the position of firefighter. **Battalion Chief Funk**
18. Discussion and possible action regarding LAFCo nomination for District member. **Vice Chair Knox**

## **CHIEF'S MONTHLY REPORT**

- **Battalion Chief Turner – Station 88 Cell Phone Tower Update**
- **Battalion Chief Funk – Service Truck Repair and Incident Updates**

## **\*BOARD DISCUSSION**

## **DIRECTION TO STAFF & PLANNING FOR NEXT MEETINGS**

Regular Board Meeting –

**Date:** Thursday, April 18, 2013  
**Time:** 7:00 p.m.  
**Location:** Station 84, 10135 Coyote Street, Nevada City

## **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 the Report Out of Closed Session when 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.*

## **CLOSED SESSION**

### **19. CONFERENCE WITH LABOR NEGOTIATORS**

*Pursuant to CA Government Code Section 54957.6*

**NCCFD Negotiators:** Directors Grueneberg and Rhodes, Personnel Committee Members

**Employee Organization:** Local Firefighters Union 3800 representing the Non-Management Safety Employees

## **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.*

### ***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](mailto:nccfire@nccfire.com).

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

A. Members of the public wishing to address the Board upon any subject within the jurisdiction of the Nevada County Consolidated Fire District may do so upon receiving recognition from the 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.