

Nevada County Consolidated Fire District

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



www.nccfire.com
nccfire@nccfire.com

BOARD OF DIRECTORS

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

STAFF

Jim Turner, Fire Chief
Jerry Funk, Deputy Fire Chief
Terry McMahan, Fire Marshal
Patrick Mason, Deputy Fire Marshal
Jeff Van Groningen, Finance Manager
Shawna Cresswell, Finance Assistant
Nicole Long, Operations Support Manager

BOARD OF DIRECTORS AGENDA - REGULAR MEETING THURSDAY, JULY 18, 2019 7:00 P.M.

11329 McCourtney Road, Grass Valley, CA 95949

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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 President. 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.

The Nevada County Consolidated Fire Board of Directors will meet in regular session commencing at 7:00 p.m. July 18, 2019 in the meeting room of Nevada County Consolidated Fire District's Station 91, Grass Valley, CA. This meeting will be recorded for posting on the District's webpage at www.nccfire.com.

NOTICE

If requested, this agenda can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact the Clerk of the Board for further information. In addition, a person with a disability who requires a modification or accommodation, in order to participate in a public meeting should telephone or otherwise contact the Clerk of the Board as soon as possible and at least 48 hours prior to the meeting. The Clerk of the Board may be reached at 530-265-4431 or at the following addresses:

Nicole Long, Board Secretary
Nevada County Consolidated Fire District, 640 Coyote Street, Nevada City, CA 95959

[E-mail](mailto:nccfire@nccfire.com)

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

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

STANDING ORDERS:



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

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

Per CA Government Code 54954.3

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

CONSENT CALENDAR

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

1. Acceptance of Minutes – 06/20/2019
2. Fund Balances, Check History Report and Credit Card History Report

COMMITTEE REPORTS

STANDING COMMITTEES

FINANCE/BUDGET: Dorland, Slade-Troutman
PERSONNEL: Carrington, Hanson, Nelson

AD HOC COMMITTEES

BOARD POLICY AND PROCEDURES: Grueneberg
WESTERN NEVADA COUNTY FIRE AGENCY: Grueneberg, Dorland, Hanson

LOCAL AGENCY ASSIGNMENTS

NEVADA COUNTY FIRE AGENCY (JPA): Garrett, Turner

NEW BUSINESS

3. Discussion and Possible Action, Special District Risk Management Authority (SDRMA) Board of Directors 2019 Election. **President Grueneberg**
4. Discussion and Possible Action, Approve the Fire Chief to continue participation in the exploration of the Western Nevada County Fire District, with the understanding that the next step will involve entering into an agreement with the partner agencies to move forward with a proposal for reorganization. **President Grueneberg**
5. Discussion and Possible Action, Authorizing the Fire Chief or Designee to enter an agreement for audit services for Fiscal Year 2018/2019. **Finance Manager Van Groningen**
6. Discussion and Possible Action, Resolution R19-19, Adjusted Special Tax Fund Transfer. **Finance Manager Van Groningen**
7. Discussion and Possible Action, Senate Bill 1205 Fire Protection Services. **Fire Marshal McMahan**
8. Correspondence
 - 8-A. County of Nevada Tax Allocation Resolution, received June 19, 2019.
 - 8-B. Nevada County Grand Jury Report, Special Districts: What the Public Should Know.

CHIEF'S MONTHLY REPORT

***BOARD DISCUSSION**

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.

9. 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

DIRECTION TO STAFF & PLANNING FOR NEXT MEETINGS

Regular Board Meeting –

Date: August 15, 2019

Time: 7:00 p.m.

Location: 11329 McCourtney Road, Grass Valley, CA 95949

ADJOURNMENT

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) 265-4431

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.

Copies

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

Board Meeting Notices

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

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

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

DRAFT
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BOARD OF DIRECTORS MINUTES June 20, 2019
Regular Meeting held at
11329 McCourtney Road, Grass Valley, CA 95949

NCCFD DIRECTORS

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

STAFF:

Present: Fire Chief Turner, Deputy Chief Funk, Fire Marshal McMahan Finance Manager Van Groningen, Operations Support Long

STANDING ORDERS:

President Grueneberg called the meeting to order at 7:00 pm and took roll call. It was noted all members were present and led in the pledge of allegiance.

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

Per CA Government Code 54954.3

Linda Chaplin, District Resident, asked why members of the Special Tax Citizens' Oversight Committee didn't attend meetings and would like to recommend a representative attend a board meeting. Ms. Chaplin also wanted to discuss the Station 86 remodel and reiterate that she would like to see the design fit in the neighborhood and to make sure that the lighting, and noise be looked at as well.

CONSENT CALENDAR

1. Acceptance of Minutes – 05/16/19 & 06/13/19 Finance Committee
2. Fund Balances, Check History report and Credit Card History report

Director Nelson motioned to accept the consent calendar. Director Garrett seconded. **MOTION** passed unanimously.

COMMITTEE REPORTS

STANDING COMMITTEES

FINANCE/BUDGET: Dorland, Slade-Troutman

PERSONNEL: Carrington, Hanson, Nelson

Ad Hoc COMMITTEES

NEGOTIATIONS: Carrington

BOARD POLICY AND PROCEDURES: Grueneberg

LOCAL AGENCY ASSIGNMENTS

NEVADA COUNTY FIRE AGENCY (JPA): Garrett, Turner

Finance- Director Dorland reported that the committee met on June 13th and approved the preliminary budget.

Personnel- Director Carrington reported that there will be more to follow with Mr. Lewis later in the meeting.

Board Policy & Procedures- no report

JPA – Director Garrett reported that there is a meeting next Thursday to decide on the air compressor and approve the preliminary budget.

Western Nevada County Fire – President Grueneberg that at the July meeting the board will review an informational packet and a vote will be taken to see if the District would like to continue participation. This is being asked of all agencies in Western Nevada County.

NEW BUSINESS

3. Discussion and Possible Action, Resolution R19-09, Transfer Funds from Operating Fund 722 to Contingency Fund 723.

Finance Manager Van Groningen reported that the contingency fund is to be two months of operating expenses plus 10%. Reviewed the current balance.

Director Hanson motioned to approve Resolution R19-09, Transfer \$83,800.00 from Fund 722 to Fund 723. Director Slade-Troutman seconded. **MOTION** passed unanimously after a roll call vote.

4. Discussion and Possible Action, Resolution R19-10, Replenish Contingency Fund.

Finance Manager Van Groningen discussed the borrowed monies for SCBAs. It was decided that we were going to make payments to pay this back, after reviewing the budget, he is recommending that we pay the full amount back this fiscal year. Director Slade-Troutman motioned to approve Resolution R19-10, Replenish the Contingency Fund in the amount of \$270,122.50. Director Nelson seconded. **MOTION** passed unanimously after a roll call vote.

5. Discussion and Possible Action, Resolution R19-11, Equipment Reserve Transfer.

Finance Manager Van Groningen reported that in the December 20, 2018 meeting the Board adopted Resolution 18-30 an annual contribution for the purchase of future equipment. Director Hanson motioned to approve Resolution R19-11, the transfer \$50,000.00 from fund 722 to fund 758. Director Slade-Troutman seconded. **MOTION** passed unanimously following a roll call vote.

6. Discussion and Possible Action, Resolution R19-12, 2012 Special Tax Transfer.

Finance Manager Van Groningen discussed the remainder of the tax installment allocations that have been deposited be transferred to the operating fund. Director Dorland motioned to approve Resolution R19-12, Transfer \$47,400.00 from fund 734 to fund 722. Director Carrington seconded. **MOTION** passed unanimously following a roll call vote.

7. Discussion and Possible Action, Resolution R19-13, Transfer of Funds for Equipment and Vehicles.

Finance Manager Van Groningen discussed transferring funds from 722 to 758 for future equipment and vehicle replacement. These funds are from payments from the 2018-19 fire season. Director Slade-Troutman motioned to approve Resolution R19-13, Transfer \$75,000.00 from fund 722 to fund 758. Director Dorland seconded. **MOTION** passed unanimously after a roll call vote.

8. Discussion and Possible Action, Resolution R19-14, Special Tax Authorization.

Finance Manager Van Groningen this is the annual resolution for the special tax. This special tax can be increased by the Western States CPI or 3%, whichever is less. The Western States CPI is 3.2%, leaving the increase this year to be 3%. Director Hanson motioned to approve Resolution R19-14, increasing the special tax by 3% and authorizing the County of Nevada to Levy these charges. Director Nelson seconded. **MOTION** passed unanimously after a roll call vote.

9. Discussion and Possible Action, Resolution R19-15, Benefit Assessment.

Finance Manager Van Groningen reported that this benefit assessment can have a 3% increase annually. Staff reviewed the budget and feels this should be increased 3%. Director Slade-Troutman motioned to approve Resolution R19-15, increasing the benefit assessment 3% and authorizing the County of Nevada to Levy the charges. Director Nelson seconded. **MOTION** passed unanimously after a roll call vote.

10. Discussion and Possible Action, Resolution R19-16, Authorized Personnel.

Chief Turner reported that this Resolution authorizes the positions for the fiscal year within the District and all positions listed and the number of them defined within the resolution are in the preliminary budget. Director Hanson motioned to approve Resolution R19-16, Authorized Personnel. Director Carrington seconded. **MOTION** passed unanimously after a roll call vote.

11. Discussion and Possible Action, Resolution R19-17, Preliminary Budget.

Finance Manager Van Groningen reviewed the budget and requested that the recap on page 11-3, mentioning that this is the preliminary budget and the fund balances are through 11 months. He then recapped that the total revenue in fund 722 is \$6,808,622.00, this is with a 5% increase to the secured taxes, 3% increase to the special tax and benefit assessment. The wages and benefits are \$5,730,638 which includes 3% increase, these numbers do include seasonals. The seasonals are funded by prior year fire reimbursement from the state and USDA.

In fund 733, Staff budgeted revenue at \$80,000.00 with two expenditures from this account station 84 and engine 86 payments.

In fund 734, this is based on the 3% increase and will be transferred to 722 to pay for operating expenses

In fund 758, revenue will be from surplus of property, possibly SCBA's and the expedition. All the expenses from the account are detailed on page 11-14.

Finance Manager Van Groningen reviewed the recap of all funds with beginning and ending balances on page 11-15.

Director Dorland motioned to approve Resolution R19-17, approving the preliminary budget in the amount of \$7,614,013.00. Director Hanson seconded. **MOTION** passed unanimously after a roll call vote.

12. Discussion and Possible Action, Resolution R19-18, Appropriations Limit.

Finance Manager Van Groningen reported the state requires public agencies to set appropriations limit and you can review the calculations on page 12-2. He also stated that their was a correction on the calculation page from where it states FY 2017-18 it should state FY 2018-19. Director Hanson motioned to approve Resolution R19-18, approving the appropriations limit in the amount of \$5,174,332.00 for fiscal year 2019/2020. Director Carrington seconded. **MOTION** passed unanimously after a roll call vote.

13. Correspondence.

President Grueneberg reported a thank you from a community support event.

CHIEF'S MONTHLY REPORT

Chief Funk verbally reviewed the operations section of the report.

There have been several swift water rescue incidents. The flows for will be high through July.

Chief Turner reported that administratively, staff is busy with meetings. The WUI drill was a great success and Captain Nathan Menth was in the Public Information Officer position and led three Board of Supervisors around and kept them informed. Supervisor Hoek reported back that Captain Menth did a great job.

Director Hanson reported that he sat watched the video Chief Turner did with Mary Owens and stated it was really well done.

Fire Marshal McMahan verbally reviewed the prevention report stating that we are getting a steady request for cannabis plan reviews.

Defensible Space Inspectors are now in the field and have been very busy.

Board Discussion

No Board discussion.

The Board entered closed session at 7:57 p.m.

14. Closed Session.

President Grueneberg reported out of closed session at 8:26. The Board gave the negotiator instruction on how to proceed.

ADJOURNMENT

President Grueneberg adjourned the meeting at 8:27 p.m.

Attest:

Approved by:

Nicole Long
Board Secretary

Keith Grueneberg
President of the Board

Nevada County Consolidated Fire District
Fund Recap & Cash Balances
June 2019

	Fund					Total
	722 Operating	723 Contingency	733 AB1600	734 Special Tax	758 Capital	
Beginning Cash ¹	1,842,963	715,877	136,441	375,869	512,301	3,583,451
Revenues	682,697	-	9,816	45,348	2,520	740,381
Expenditures	(474,114)	-	(27,085)	-	(6,000)	(507,199)
Other Inc/Expense	(479,341)	353,923	-	(375,200)	125,000	(375,618)
Other Activity ²	-	-	-	-	-	-
Ending Cash ¹	1,572,205	1,069,800	119,172	46,017	633,821	3,441,015

¹ Includes Well Fargo

² Balance sheet cash activity not reported on fund report in the current month.

Nevada County Consolidated Fire District
Operating Fund 722
June 2019

	<u>June</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>% of Budget</u>
Revenues				
4000 · Taxes & Assessments				
4010 · Current Secured	147,651	2,962,106	2,931,747	101%
4020 · Current Unsecured	(79)	47,436	47,270	100%
4030 · Prior Unsecured	(635)	483	250	193%
4040 · Supplemental Secured	8,513	29,477	55,000	54%
4050 · Supplemental Unsecured	304	781	1,000	78%
4060 · Supplemental Prior Unsecured	3	129	300	43%
4110 · Special Assessment	94,363	1,950,856	1,936,239	101%
4150 · Special Tax of 2012		1,029		100%
4151 · Special Tax 2012 (transfer in)	375,200	882,800	917,688	96%
4210 · Tax Share Grass Valley	6,121	15,303	15,303	100%
4230 · State Homeowners	1,272	25,434	25,671	99%
4240 · State Public Safety Prop 172	34,446	342,460	342,470	100%
4290 · Other	2	192	200	96%
Total 4000 · Taxes & Assessments	667,161	6,258,486	6,273,138	100%
4500 · Reimbursements				
4510 · Strike Team		892,625	175,000	175%
4520 · Strike Team Prior Year		1,249	11,167	
4522 · Strike Team Cost Offset		(568,086)		
4540 · Vehicle Repair	894	5,282	7,500	70%
4550 · Cost Recovery	326	18,098	20,000	90%
4690 · Other Reimbursements		4,688	6,000	78%
Total 4500 · Reimbursements	1,220	353,856	219,667	161%
4800 · Other Revenue				
4810 · Inspections & Permits	1,166	8,711	10,000	87%
4812 · Plan Reviews	74	18,387	5,000	368%
4820 · Interest & Finance Charges	10,951	25,255	16,100	157%
4830 · Rentals	1,450	26,750	25,500	105%
4840 · Other Current Services	188	14,166		
4860 · Prior Year Revenue		68,024	68,024	100%
4870 · Other Revenue	487	2,416	2,000	121%
Total 4800 · Other Revenue	14,316	163,709	126,624	129%
Total Revenues	682,697	6,776,051	6,619,429	102%

Fiscal year complete 100%. Payroll complete 100%.

Nevada County Consolidated Fire District
Operating Fund 722
June 2019

	<u>June</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>% of Budget</u>
Expense				
5000 · Wages & Benefits				
5100 · Wages				
5111 · Chief / Deputy Chief (2)	26,029	333,791	334,885	100%
5113 · Battalion Chief (2)	16,433	201,099	201,286	100%
5114 · Prevention (2)	14,414	185,279	185,507	100%
5121 · Captains (9)	57,395	740,944	740,630	100%
5122 · Lieutenants (6)	31,958	411,123	414,064	99%
5123 · Firefighter (12)	49,994	634,042	639,808	99%
5131 · Supplemental / Seasonal FF	13,156	137,242	127,259	108%
5132 · PCF / Reserve FF		3,578	3,500	102%
5141 · Clerical (3)	16,630	201,281	202,867	99%
5145 · Fire Mechanic (1.5)	7,747	86,411	107,391	80%
5151 · Overtime	16,310	257,755	394,705	65%
5153 · Additional Overtime Staffing		7,783	16,112	48%
5161 · Strike Team		384,085		
5165 · Strike Team Backfill		175,882		
5167 · Strike Team Revenue Offset		(559,967)		
5171 · Holiday Stipend	6,152	65,092	65,123	100%
5173 · Vacation / CTO Buy Back	3,823	76,235	76,055	100%
5185 · Directors		3,150	4,500	70%
Total 5100 · Wages	260,041	3,344,805	3,513,692	95%
5500 · Payroll Taxes				
5511 · Medicare Employer Tax	3,445	52,419	51,268	102%
5512 · Soc Security Employer Tax		417	496	84%
5521 · SUI Employer Tax	266	8,275	8,719	95%
5526 · Strike Team Revenue Offset		(8,120)		
Total 5500 · Payroll Taxes	3,711	52,991	60,483	88%
5700 · Benefits				
5711 · Pension	39,341	728,747	752,424	97%
5731 · Health Insurance	51,643	657,766	772,464	85%
5735 · Life Insurance	1,215	13,539	15,699	86%
5751 · Workers Comp Insurance		179,533	182,102	99%
Total 5700 · Benefits	92,199	1,579,585	1,722,689	92%
Total 5000 · Wages & Benefits	355,951	4,977,381	5,296,864	94%

Fiscal year complete 100%. Payroll complete 100%.

Nevada County Consolidated Fire District
Operating Fund 722
June 2019

	June	YTD Actual	Budget	% of Budget
6000 · Personnel Related				
6010 · Clothing / PPE				
6011 · Uniforms	7,300	13,885	15,308	91%
6021 · Personal Protective Equip	3,518	18,657	45,000	41%
6022 · PPE Auxiliary Personnel	0	39,817	40,000	100%
6031 · Safety & PPE (per MOU)	295	24,314	25,350	96%
Total 6010 · Clothing / PPE	11,113	96,673	125,658	77%
6100 · Food / Meals				
6111 · Meals - Administration	208	336	350	96%
6113 · Meals - Fire		145	1,000	15%
6114 · Meals - Interns	1,230	17,220	26,199	66%
Total 6100 · Food / Meals	1,438	17,701	27,549	64%
6200 · Training / Fitness				
6211 · Wellness Program	1,325	24,620	24,400	101%
6213 · Fitness Program	481	7,233	7,200	100%
6221 · Tuition - Safety Personnel	2,783	15,548	24,125	64%
6232 · Travel Expense	288	3,247	8,625	38%
6241 · Training Materials	172	1,324	5,000	26%
6246 · Public Safety Training Center		2,470	1,000	247%
6251 · Education Incentive Program	300	300	9,600	3%
6261 · Licenses & Certificates	(65)	1,406	2,500	56%
6271 · Training - Administration	75	4,281	7,500	57%
Total 6200 · Training / Fitness	5,359	60,429	89,950	67%
Total 6000 · Personnel Related	17,910	174,803	243,157	72%
6500 · Facility & Equipment Related				
6510 · Communications				
6511 · Telephones	1,312	16,876	18,800	90%
6521 · Mobile Phones	957	8,149	10,071	81%
6510 · Communications - Other		54		
Total 6510 · Communications	2,269	25,079	28,871	87%
6550 · Station				
6551 · Supplies & Services - Stations	1,946	18,726	14,940	125%
6591 · Small Tools	580	742	1,750	42%
Total 6550 · Station	2,526	19,468	16,690	117%
6610 · Insurance				
6611 · Liability		10,966	13,464	81%
6621 · Property		15,673	15,270	103%
6631 · Umbrella		2,200		
Total 6610 · Insurance		28,839	28,734	100%

Fiscal year complete 100%. Payroll complete 100%.

Nevada County Consolidated Fire District
Operating Fund 722
June 2019

	June	YTD Actual	Budget	% of Budget
6650 · Maintenance				
6681 · Facility Maint & Improvements	29,158	110,641	120,000	92%
Total 6650 · Maintenance	29,158	110,641	120,000	92%
6700 · Medical Supplies				
6716 · EMS Supplies	255	10,418	10,000	104%
Total 6700 · Medical Supplies	255	10,418	10,000	104%
6750 · Apparatus Equipment				
6751 · Hose	1,380	16,981	17,000	100%
6756 · Ladders		1,142	1,100	104%
6761 · Suppression Equip	306	8,319	13,200	63%
6766 · Power Tools & Equipment		1,215	6,900	18%
6771 · Pump Testing		3,375	4,449	76%
6776 · Mobile Communications	161	9,312	9,600	97%
6781 · Technical Rescue Equip		4,888	6,500	75%
6786 · SCBA Repair & Maintenace		1,535	12,000	13%
Total 6750 · Apparatus Equipment	1,847	46,767	70,749	66%
6800 · Utilities				
6811 · Alarm		719	1,470	49%
6821 · Electricity / Gas	2,500	44,739	42,046	106%
6831 · Propane	25	11,216	8,933	126%
6841 · Trash	218	3,623	3,815	95%
6851 · Water / Sewer	224	8,168	7,885	104%
Total 6800 · Utilities	2,967	68,465	64,149	107%
6900 · Capital Expenditures				
6911 · Stations		6,852		
6941 · Admin Office Equipm & Computers		30,801	48,935	63%
Total 6900 · Capital Expenditures		37,653	48,935	77%
Total 6500 · Facility & Equipment Related	39,022	347,330	388,128	89%
7000 · Vehicle Related				
7001 · Insurance				
7005 · Vehicle Insurance		7,601	8,723	87%
7001 · Insurance - Other	(54)	(54)		100%
Total 7001 · Insurance	(54)	7,547	8,723	87%
7010 · Maintenance				
7011 · Accessories	3,074	55,131		
7016 · Batteries	287	2,919		
7021 · Body	180	1,107		
7026 · Brakes	230	9,539		
7031 · Drive Train		31,422		
7036 · Pumps		2,596		
7041 · Tires		17,275		

Fiscal year complete 100%. Payroll complete 100%.

Nevada County Consolidated Fire District
Operating Fund 722
June 2019

	June	YTD Actual	Budget	% of Budget
7046 · Tools & Shop Related	222	7,224		
7048 · All Categories for Budget			105,000	
7049 · Outside Agency Vehicle Maint	(644)	(1,627)		
7010 · Maintenance - Other	31	31		
Total 7010 · Maintenance	3,380	125,617	105,000	120%
7050 · Fuel				
7051 · Fuel	4,101	60,304	69,703	87%
Total 7050 · Fuel	4,101	60,304	69,703	87%
Total 7000 · Vehicle Related	7,427	193,468	183,426	105%
7500 · General & Admin Related				
7501 · Office Expense				
7502 · Administration	130	4,605	8,600	54%
7506 · Board		841	500	168%
7508 · Computer & Software Expense	18,574	48,809	55,945	87%
7509 · Copier Expense	150	1,515	1,070	142%
7511 · Memberships		14,146	13,594	104%
7521 · Postage & Delivery	(2,582)	1,319	1,000	132%
7531 · Other		(307)		
Total 7501 · Office Expense	16,272	70,928	80,709	88%
7550 · Professional Services				
7551 · Accounting		20,130	21,350	94%
7556 · Computer & IT Support	945	6,278	10,800	58%
7561 · Consultants	5,000	21,586	12,500	173%
7563 · Hiring Expense	2,379	4,993	5,475	91%
7566 · Legal Expense		15,756	26,850	59%
7571 · Medical Director		1,874	1,873	100%
Total 7550 · Professional Services	8,324	70,617	78,848	90%
7590 · Publications				
7591 · Legal Notices		576	1,000	58%
7596 · Marketing / Advertising		202	1,000	20%
Total 7590 · Publications		778	2,000	39%
7600 · Special District				
7621 · LAFCo		5,111	5,120	100%
7631 · Nevada County Fees		70,249	68,272	103%
Total 7600 · Special District		75,360	73,392	103%
7650 · Prevention				
7651 · Code Purchases		1,405	3,000	47%
7653 · Investigation Supplies	5,095	7,700	13,462	57%
7657 · Inspection Supplies			1,000	
7661 · Prof Svcs / Plan Checks	704	2,452	4,000	61%
7663 · Public Education Supplies	509	2,600	2,480	105%

Fiscal year complete 100%. Payroll complete 100%.

Nevada County Consolidated Fire District
Operating Fund 722
June 2019

	June	YTD Actual	Budget	% of Budget
7665 · Subscriptions / Memberships	507	1,881	5,750	33%
7667 · Training	60	3,833	5,000	77%
7669 · Other	1,408	13,154	11,694	112%
Total 7650 · Prevention	8,283	33,025	46,386	71%
7800 · JPA				
7831 · Dispatch Charges	20,925	92,146	120,000	77%
7841 · Dues / Administration		5,661	5,662	100%
Total 7800 · JPA	20,925	97,807	125,662	78%
Total 7500 · General & Admin Related	53,804	348,515	406,997	86%
8500 · Strike Team Non Labor Expenses		12,719		
Total Expense	474,114	6,054,216	6,518,572	93%
Fund over / <under	208,583	721,835	100,857	
Other Income				
9001 · Grant Revenue		14,917		
Total Other Income		14,917		
Other Expense				
8700 · Transfers Out				
8723 · Transfer to 723	353,923	353,923	235,339	150%
8758 · Transfer to 758	125,000	125,000	125,000	100%
Total 8700 · Transfers Out	478,923	478,923	360,339	133%
9101 · Grant Expense	418	21,805		
Total Other Expense	479,341	500,728	360,339	139%
Net Other	(479,341)	(485,811)	(360,339)	
Net Fund Activity	(270,758)	236,024	(259,482)	

Fiscal year complete 100%. Payroll complete 100%.

Nevada County Consolidated Fire District
AB 1600 Mitigation Fund 733
June 2019

	June	YTD Actual	Budget	% of Budget
Revenues				
4000 · Taxes & Assessments				
4160 · AB 1600 Mitigation Fees	9,273	111,188	80,000	139%
Total 4000 · Taxes & Assessments	9,273	111,188	80,000	139%
4800 · Other Revenue				
4820 · Interest & Finance Charges	543	2,946	1,900	155%
Total 4800 · Other Revenue	543	2,946	1,900	155%
Total Revenue	9,816	114,134	81,900	139%
Expense				
6500 · Facility & Equipment Related				
6900 · Capital Expenditures				
6911 · Stations	27,085	54,170	54,170	100%
6921 · Apparatus & Equipment		148,304	149,054	99%
Total 6900 · Capital Expenditures	27,085	202,474	203,224	100%
Total 6500 · Facility & Equipment Related	27,085	202,474	203,224	100%
Total Expense	27,085	202,474	203,224	100%
Fund over / <under>	(17,269)	(88,340)	(121,324)	
Net Fund Activity	(17,269)	(88,340)	(121,324)	

Nevada County Consolidated Fire District
Special Tax Fund 734
June 2019

	June	YTD Actual	Budget	% of Budget
Revenues				
4000 · Taxes & Assessments				
4150 · Special Tax of 2012	44,327	934,200	925,357	101%
Total 4000 · Taxes & Assessments	44,327	934,200	925,357	101%
4800 · Other Revenue				
4820 · Interest & Finance Charges	1,021	2,037		100%
Total 4800 · Other Revenue	1,021	2,037		100%
Total Revenues	45,348	936,237	925,357	101%
Expense				
7500 · General & Admin Related				
7600 · Special District				
7631 · Nevada County Fees		8,502	8,748	97%
Total 7600 · Special District		8,502	8,748	97%
Total 7500 · General & Admin Related		8,502	8,748	97%
Total Expense		8,502	8,748	97%
Fund over / <under>	45,348	927,735	916,609	101%
Other Expense				
8700 · Transfers Out				
8722 · Transfer to 722	375,200	882,800	917,688	96%
Total 8700 · Transfers Out	375,200	882,800	917,688	96%
Total Other Expense	375,200	882,800	917,688	96%
Net Other	(375,200)	(882,800)	(917,688)	96%
Net Fund Activity	(329,852)	44,935	(1,079)	

Nevada County Consolidated Fire District
Capital Fund 758
June 2019

	June	YTD Actual	Budget	% of Budget
Revenues				
4500 · Reimbursements				
4525 · Fire Equipment Rental		38,383		
Total 4500 · Reimbursements		38,383		
4800 · Other Revenue				
4820 · Interest & Finance Charges	2,520	12,581	7,300	172%
4830 · Rentals			42,000	
4850 · Sale Surplus Equipment		95,000	75,000	127%
Total 4800 · Other Revenue	2,520	107,581	124,300	87%
Total Revenues	2,520	145,964	124,300	117%
Expense				
6500 · Facility & Equipment Related				
6900 · Capital Expenditures				
6911 · Stations		4,335	6,000	72%
6921 · Apparatus & Equipment	1,453	451,258	500,250	90%
6931 · Vehicles	1,847	152,844	407,686	37%
Total 6900 · Capital Expenditures	3,300	608,437	913,936	67%
Total 6500 · Facility & Equipment Related	3,300	608,437	913,936	67%
7500 · General & Admin Related				
7501 · Office Expense				
7521 · Postage & Delivery	2,700	2,700		
Total 7501 · Office Expense	2,700	2,700		
7550 · Professional Services				
7561 · Consultants		9,230	29,500	31%
Total 7550 · Professional Services		9,230	29,500	31%
Total 7500 · General & Admin Related	2,700	11,930	29,500	40%
Total Expense	6,000	620,367	943,436	66%
Fund over / <uncer	(3,480)	(474,403)	(819,136)	58%
Other Income				
8800 · Transfers In				
8822 · Transfer from 722	125,000	125,000	125,000	100%
8823 · Transfer from 723		270,123	310,000	87%
Total 8800 · Transfers In	125,000	395,123	435,000	91%
Total Other Income	125,000	395,123	435,000	91%
Net Other	125,000	395,123	435,000	91%
Net Fund Activity	121,520	(79,280)	(384,136)	

Nevada County Consolidated Fire District

Check History Report

June 2019

Date	Number	Name	Account	Paid Amount
06/03/2019	208213	SPECIAL DIST RISK MGMT AUTH.	5731 · Health Insurance	4,930.51
06/03/2019	208214	BLUE SHIELD OF CALIFORNIA	5731 · Health Insurance	31,667.71
06/03/2019	208215	KAISER FOUNDATION HEALTH PL	5731 · Health Insurance	17,061.47
06/03/2019	208216	AFLAC	2271 · AFLAC Payable	761.92
06/03/2019	208217	FDAC Employee Benefits Authorit	5735 · Life Insurance	1,589.25
06/03/2019	208218	STANDARD INSURANCE COMPAN	2273 · LTD [Safety] Payable	907.50
06/06/2019		PP: 05/19 - 06/01/2019	Net Payroll	87,057.94
06/06/2019	208356	NCCFD - EFTPS (Fed & State Taxes	2201 · Federal Income Tax Payable	12,286.70
			2202 · FICA Payable (Medicare & SS)	3,269.22
			2211 · State Income Tax Payable	4,642.14
			2213 · SUI Payable	18.93
06/06/2019	208357	CalPERS 457 Plan (Def. Comp)	2266 · Deferred Compensation Payable	1,550.00
06/06/2019	208358	HSA BANK, DIV. OF WEBSTER BAN	2276 · HSA Payable	849.47
06/06/2019	208359	QUINN NADEAU	6114 · Meals - Interns	150.00
06/06/2019	208360	L.N. CURTIS & SONS	7653 · Investigation Supplies	409.66
			6751 · Hose	1,379.66
06/06/2019	208361	COMCAST	6511 · Telephones	124.88
06/06/2019	208362	LIGHTHOUSE UNIFORM CO.	6011 · Uniforms	826.38
06/06/2019	208363	MODERN PAINTING & DECORATIN	6681 · Facility Maint & Improvements	12,617.00
06/06/2019	V951578	NEVADA COUNTY PROF FF ASSN	2251 · NCCFA Dues	1,085.00
06/06/2019	V951584	NATIONWIDE RETIREMENT SOLU	2266 · Deferred Compensation Payable	3,968.99
06/06/2019	V951589	RIVERVIEW INTERNATIONAL TRUC	7011 · Accessories	147.39
06/06/2019	V951598	MCKINLEY, LANCE	6221 · Tuition - Safety Personnel	120.00
06/06/2019	V951634	SATCOM GLOBAL INC	6521 · Mobile Phones	101.57
06/06/2019	V951676	JAMEY MEADOWSTURNER	6114 · Meals - Interns	120.00
06/06/2019	V951693	MASON CONSOLE	6114 · Meals - Interns	120.00
06/06/2019	V951694	LARISA NEFEDOV	6114 · Meals - Interns	90.00
06/06/2019	V951695	MICHAEL DAVIS	6114 · Meals - Interns	120.00
06/06/2019	V951696	JULIA VELIQUETTE	6114 · Meals - Interns	150.00
06/06/2019	V951699	MATHEW IRWIN	6114 · Meals - Interns	120.00
06/06/2019	VT0606201	CalPERS (Retirement)	2261 · CalPERS Payable	11,134.77
			5711 · Pension	19,648.31
06/07/2019	350048	NCCFD - Petty Cash	Void - Stale Dated Warrant	(14.00)
06/10/2019	208491	RIEBES AUTO PARTS	7011 · Accessories	1,795.79
06/10/2019	208493	MEM ELECTRICAL INC	6681 · Facility Maint & Improvements	2,896.94
06/13/2019	206837	NETWORK DESIGN ASSOCIATES	7556 (Office Expenses - Computer & IT S	675.00
06/13/2019	208636	WASTE MANAGEMENT OF NEV. C	6841 · Trash	218.34
06/13/2019	208638	COMCAST	6511 · Telephones	108.16
06/13/2019	208639	Nevada City Fire	1191 · AR Other Refund	50.00
06/13/2019	208640	NID	6851 · Water / Sewer	70.28
06/13/2019	208641	PACIFIC GAS & ELECTRIC CO.	6821 · Electricity / Gas	2,500.20
06/13/2019	208642	CAL DEPT FORESTRY (ACCTG OFF)	7831 · Dispatch Charges	20,924.57

Nevada County Consolidated Fire District

Check History Report

June 2019

Date	Number	Name	Account	Paid Amount
06/13/2019	208643	SIERRA STRIPING, INC.	6681 · Facility Maint & Improvements	2,275.00
06/13/2019	208644	SUTTER MEDICAL FOUNDATION	7563 · Hiring Expense	1,024.00
06/13/2019	208645	CalCARD (US BANK)	<i>See Attached Report</i>	9,539.21
06/13/2019	208646	Sun Badge	6011 · Uniforms	369.94
06/13/2019	208647	Cummins Pacific LLC	7049 · Outside Agency Vehicle Maint	64.40
06/13/2019	208648	THE UPS STORE	7563 · Hiring Expense	98.00
06/13/2019	208649	AT&T CALNET 3	6511 · Telephones	487.59
06/13/2019	208650	PORAC	7665 · Subscriptions / Memberships	81.00
06/13/2019	208651	PORAC - LEGAL DEFENSE FUND	7665 · Subscriptions / Memberships	126.00
06/13/2019	208652	LIGHTHOUSE UNIFORM CO.	6011 · Uniforms	668.10
06/13/2019	208653	Empire Energy Inc.	6681 · Facility Maint & Improvements	173.54
06/13/2019	V951782	WEATHERS, DEAN	6221 · Tuition - Safety Personnel	307.50
			6251 · Education Incentive Program	300.00
06/13/2019	V951785	HILLS FLAT LUMBER COMPANY	6551 · Supplies & Services - Stations	46.39
06/13/2019	V951786	MISSION LINEN SUPPLY, INC.	6551 · Supplies & Services - Stations	112.48
06/13/2019	V951793	RIVERVIEW INTERNATIONAL TRUCK	7011 · Accessories	665.86
06/13/2019	V951795	WALKER'S OFFICE SUPPLY	6551 · Supplies & Services - Stations	25.03
06/13/2019	V951804	SUDDENLINK (CEQUEL)	6511 · Telephones	137.45
06/13/2019	V951805	Fitguard	6213 · Fitness Program	105.25
06/13/2019	V951814	Michael E. Lewis	7561 · Consultants	5,000.00
06/13/2019	V951816	ROBINSON ENTERPRISES, INC.	7051 · Fuel	672.98
06/19/2019		GJE	Warrant Correction from Fund 758	(2,700.00)
06/20/2019		PP: 06/02 - 06/15/2019	Net Payroll	98,142.88
06/20/2019	208958	NCCFD - EFTPS (Fed & State Taxes)	2201 · Federal Income Tax Payable	12,943.60
			2202 · FICA Payable (Medicare & SS)	3,621.06
			2211 · State Income Tax Payable	4,737.58
			2213 · SUI Payable	247.30
06/20/2019	208959	CalPERS 457 Plan (Def. Comp)	2266 · Deferred Compensation Payable	1,475.00
06/20/2019	208960	HSA BANK, DIV. OF WEBSTER BANK	2276 · HSA Payable	349.47
06/20/2019	208961	QUINN NADEAU	6114 · Meals - Interns	120.00
06/20/2019	208962	NEVADA COUNTY PUBLIC HEALTH	6211 · Wellness Program	1,300.00
06/20/2019	208963	GRASS VALLEY SIGN CO	6681 · Facility Maint & Improvements	5,405.64
06/20/2019	208964	ADVANTAGE GARAGE DOOR	6681 · Facility Maint & Improvements	170.00
06/20/2019	208965	NETWORK DESIGN ASSOCIATES	7508 · Computer & Software Expense	2,245.00
06/20/2019	208966	FOREMOST PROMOTIONS	7663 · Public Education Supplies	395.16
06/20/2019	208967	VERIZON WIRELESS	6521 · Mobile Phones	605.08
06/20/2019	208968	J.H. PETROLEUM	7051 · Fuel	3,088.00
06/20/2019	208969	YUBA DOCS	7563 · Hiring Expense	1,150.00
06/20/2019	208970	LIFE ASSIST INC.	6716 · EMS Supplies	254.68
06/20/2019	208971	NID	6851 · Water / Sewer	154.13
06/20/2019	208972	EVERGUARD SYSTEMS	6681 · Facility Maint & Improvements	4,837.19
06/20/2019	208973	RIEBES AUTO PARTS	7011 · Accessories	838.03

Nevada County Consolidated Fire District

Check History Report

June 2019

Date	Number	Name	Account	Paid Amount
06/20/2019	208974	SIERRA METAL FABRICATORS, INC	7011 · Accessories	174.78
06/20/2019	208976	AUBURN FORD	7011 · Accessories	39.05
06/20/2019	208977	CalCARD (US BANK)	<i>See Attached Report</i>	2,771.08
06/20/2019	208978	IMMIX TECHNOLOGY INC	7508 · Computer & Software Expense	751.94
06/20/2019	208979	IMMIX TECHNOLOGY INC	7508 · Computer & Software Expense	942.02
06/20/2019	208980	IMMIX TECHNOLOGY INC	7508 · Computer & Software Expense	842.71
06/20/2019	208981	IMMIX TECHNOLOGY INC	7508 · Computer & Software Expense	847.58
06/20/2019	208982	IMMIX TECHNOLOGY INC	7508 · Computer & Software Expense	823.23
06/20/2019	208983	IMMIX TECHNOLOGY INC	7508 · Computer & Software Expense	828.10
06/20/2019	208984	IMMIX TECHNOLOGY INC	7508 · Computer & Software Expense	777.24
06/20/2019	208985	IMMIX TECHNOLOGY INC	7508 · Computer & Software Expense	741.82
06/20/2019	208986	IMMIX TECHNOLOGY INC	7508 · Computer & Software Expense	751.94
06/20/2019	208987	IMMIX TECHNOLOGY INC	7508 · Computer & Software Expense	751.94
06/20/2019	208988	AT&T CALNET 3	6511 · Telephones	67.31
06/20/2019	208989	Mystery Ranch Backpacks	6021 · Personal Protective Equip	1,427.30
06/20/2019	V951897	NEVADA COUNTY PROF FF ASSN	2251 · NCCFA Dues	1,085.00
06/20/2019	V951903	NATIONWIDE RETIREMENT SOLUT	2266 · Deferred Compensation Payable	4,158.22
06/20/2019	V951911	RIVERVIEW INTERNATIONAL TRUCK	7011 · Accessories	308.98
06/20/2019	V951916	WALKER'S OFFICE SUPPLY	6551 · Supplies & Services - Stations	344.97
06/20/2019	V951962	BANNER COMMUNICATIONS	6776 · Mobile Communications	161.25
06/20/2019	V952008	SOLOON FIRE CONTROL	7011 · Accessories	51.96
06/20/2019	V952010	SHIDELER, DANE	6221 · Tuition - Safety Personnel	172.00
06/20/2019	V952025	JULIA VELIQUETTE	6114 · Meals - Interns	120.00
06/20/2019	V952030	MATHEW IRWIN	6114 · Meals - Interns	120.00
06/20/2019	VT0620201	CalPERS (Retirement)	2261 · CalPERS Payable	11,802.74
			5711 · Pension	19,693.00
06/27/2019	209537	NEVADA COUNTY PUBLIC HEALTH	6211 · Wellness Program	25.00
06/27/2019	209538	L.N. CURTIS & SONS	6761 · Suppression Equip	306.16
06/27/2019	209539	AT&T (Carol Stream)	6511 · Telephones	35.89
06/27/2019	209540	ADVANTAGE GARAGE DOOR	6681 · Facility Maint & Improvements	584.00
06/27/2019	209541	NETWORK DESIGN ASSOCIATES	7556 · Computer & IT Support	270.00
06/27/2019	209542	MIWALL CORPORATION	7653 · Investigation Supplies	607.38
06/27/2019	209543	AT&T Long Distance	6511 · Telephones	6.63
06/27/2019	209544	BETTS TRUCK PARTS	7011 · Accessories	210.00
06/27/2019	209545	CDW GOVERNMENT INC	7508 · Computer & Software Expense	50.39
06/27/2019	209546	Axon Enterprise, Inc.	7653 · Investigation Supplies	3,825.96
06/27/2019	209547	ESO (Fire House)	7508 · Computer & Software Expense	460.83
06/27/2019	209548	ADVANTAGE GEAR, INC.	6011 · Uniforms	5,381.91
			6021 · Personal Protective Equip	2,090.83
			9101 · Grant Expense	418.17
06/27/2019	209549	CalCARD (US BANK)	<i>See Attached Report</i>	1,158.53
06/27/2019	209550	ArchiveSocial	7508 · Computer & Software Expense	4,788.00

Nevada County Consolidated Fire District
Check History Report
June 2019

Date	Number	Name	Account	Paid Amount
06/27/2019	V952116	BUCKMASTER OFFICE SOLUTIONS	7509 · Copier Expense	149.81
06/27/2019	V952125	MCELHANNON, JARED	6261 · Licenses & Certificates	68.00
06/27/2019	V952132	HILLS FLAT LUMBER COMPANY	6681 · Facility Maint & Improvements	175.97
06/27/2019	V952135	MISSION LINEN SUPPLY, INC.	6551 · Supplies & Services - Stations	112.48
06/27/2019	V952150	WALKER'S OFFICE SUPPLY	6551 · Supplies & Services - Stations	99.31
06/27/2019	V952193	ROBINSON ENTERPRISES, INC.	7051 · Fuel	685.67
Total 1002 · NC Operating 722				\$ 481,978.25
1003 · NC Mitigation 733				
06/13/2019	205333	Gordon Shawn Construction	4160 · AB 1600 Mitigation Fees	109.38
06/20/2019	208975	WESTAMERICA BANK	6911 · Stations	27,085.03
Total 1003 · NC Mitigation 733				\$ 27,194.41
1004 NC Special Tax 734				
06/07/2019		Funds Transfer to 722	Resolution 19-08	375,200.00
Total 1004 NC Special Tax 734				\$ 375,200.00
1008 · NC Capital Expenditure 758				
06/06/2019	V951570	A TO Z SUPPLY	6931 · Vehicles	32.84
06/10/2019	208491	RIEBES AUTO PARTS	6931 · Vehicles	262.80
06/13/2019	208645	CalCARD (US BANK)	<i>See Attached Report</i>	2,705.82
06/27/2019	209538	L.N. CURTIS & SONS	6921 · Apparatus & Equipment	203.75
06/28/2019		GJE	Warrant Correction to Fund 722	2,700.00
Total 1008 · NC Reserve 758				\$ 5,905.21
1022 · Wells Fargo 2541				
Total 1022 · Wells Fargo 2541				\$ -
1023 · Wells Fargo 2637				
Total 1022 · Wells Fargo 2637				\$ -
TOTAL CHECKS ISSUED				890,277.87

Nevada County Consolidated Fire District
Credit Card History Report Export
June 2019

Statement Cycle 05/06 - 06/20/2019

Date	Cardholder	Vendor Name	Account	Paid Amount
06/06/2019	Greene	FOREST TV AND APPLIANCE REPAIR	6681 · Facility Maint & Improvements	196.51
06/06/2019	Greene	KIMBALL MIDWEST	7011 · Accessories	280.50
06/06/2019	Greene	CORNWELL ANDERSON TOOL	7046 · Tools & Shop Related	81.46
06/06/2019	Greene	David Clark	7011 · Accessories	54.00
06/06/2019	Sunde	SIERRA-SACRAMENTO VALLEY EMS	6261 · Licenses & Certificates	68.00
06/06/2019	Sunde	Lefty's Grill	6111 · Meals - Administration	122.23
06/06/2019	Long	AMAZON MARKETPLACE	6551 · Supplies & Services - Stations	26.54
06/06/2019	Long	AMAZON MARKETPLACE	7502 · Administration	27.85
06/06/2019	Long	El Dorado Hills County Water District	6221 · Tuition - Safety Personnel	267.80
06/06/2019	Long	AMAZON MARKETPLACE	Plan Check	703.58
06/06/2019	Long	MICROSOFT OFFICE	7508 · Computer & Software Expense	938.45
06/06/2019	Long	NCFPOA	/ Memberships	110.00
06/06/2019	Long	AMAZON MARKETPLACE	7508 · Computer & Software Expense	46.79
06/06/2019	Long	AMAZON MARKETPLACE	7502 · Administration	13.41
06/06/2019	Long	AMAZON MARKETPLACE	7502 · Administration	23.99
06/06/2019	Long	AMAZON MARKETPLACE	7502 · Administration	9.69
06/06/2019	Long	AMAZON MARKETPLACE	7502 · Administration	9.66
06/06/2019	Long	AMAZON MARKETPLACE	7502 · Administration	30.91
06/06/2019	Mason	Cattlemen's Restaurant	6232 · Travel Expense	43.91
06/06/2019	Mason	City of Auburn	6221 · Tuition - Safety Personnel	310.00
06/06/2019	JVG	LIEBERT CASSIDY WHITMORE	6271 · Training - Administration	75.00
06/06/2019	JVG	HPSTORE.COM	7508 · Computer & Software Expense	1,190.24
06/06/2019	Tellam	Sierra Plumbing Supply, Inc.	6681 · Facility Maint & Improvements	5.81
06/06/2019	Tellam	HBE RENTALS	6831 · Propane	24.63
06/06/2019	Tellam	K-MART, 9746	6551 · Supplies & Services - Stations	101.83
06/06/2019	Ross	ELITE COMMAND TRAINING	6221 · Tuition - Safety Personnel	345.00
06/06/2019	McKinley	K-MART, 9746	6551 · Supplies & Services - Stations	151.89
06/06/2019	McKinley	Fitguard	6213 · Fitness Program	312.56
06/06/2019	McKinley	IAFF/ PFT Peer Fitness Trainer	6261 · Licenses & Certificates	99.00
06/06/2019	McKinley	ACE Fitness	6221 · Tuition - Safety Personnel	30.00
06/06/2019	Menth	Precision Training Group	6221 · Tuition - Safety Personnel	286.00
06/06/2019	Menth	Hampton Inn & Suites - Manteca, CA	6232 · Travel Expense	244.58
06/06/2019	Menth	SPD MARKET	7663 · Public Education Supplies	85.85
06/06/2019	Johnsen	SPD MARKET	6551 · Supplies & Services - Stations	99.50
06/06/2019	Johnsen	AMAZON MARKETPLACE	7011 · Accessories	94.36
06/06/2019	Davison	AMAZON MARKETPLACE	6551 · Supplies & Services - Stations	8.30
06/06/2019	Davison	AMAZON MARKETPLACE	6551 · Supplies & Services - Stations	11.19
06/06/2019	Davison	AMAZON MARKETPLACE	6551 · Supplies & Services - Stations	23.78
06/06/2019	Davison	Harbor Freight	6591 · Small Tools	579.55
06/06/2019	Davison	AMAZON MARKETPLACE	6551 · Supplies & Services - Stations	12.80
06/06/2019	Davison	AMAZON MARKETPLACE	6551 · Supplies & Services - Stations	6.49
06/06/2019	Davison	AMAZON MARKETPLACE	6551 · Supplies & Services - Stations	126.79
06/06/2019	McMahan	AMAZON MARKETPLACE	7669 · Other Prevention / Law Enforcement	475.87
06/06/2019	McMahan	NCFPOA	7667 · Training	30.00
06/06/2019	Weathers	SPD MARKET	6551 · Supplies & Services - Stations	450.10
06/06/2019	Weathers	K-MART, 9746	6551 · Supplies & Services - Stations	29.98
06/06/2019	Serna	Pro Analysis Training	6221 · Tuition - Safety Personnel	325.00
06/06/2019	Turner	Penny's Diner	6111 · Meals - Administration	47.01
06/06/2019	Funk	STAPLES	7563 · Hiring Expense	107.13
06/06/2019	Funk	SAFEWAY	6111 · Meals - Administration	39.01
06/06/2019	Funk	USPS	7521 · Postage & Delivery	57.45
06/06/2019	Funk	SPD MARKET	7521 · Postage & Delivery	1.30
06/06/2019	Funk	Fire Etc.	6031 · Safety & PPE (per MOU)	294.78

Nevada County Consolidated Fire District
Credit Card History Report Export
June 2019

Statement Cycle 05/06 - 06/20/2019

Date	Cardholder	Vendor Name	Account	Paid Amount
06/06/2019	Funk	USPS	7521 · Postage & Delivery	56.15
06/06/2019	Sullivan	Fire Instruction Training	6221 · Tuition - Safety Personnel	345.00
06/13/2019	Long	CONFERENCECALLER.COM	6511 · Communication - Telephone	300.00
06/13/2019	Long	VERIZON WIRELESS	6521 · Mobile Phones	325.36
06/13/2019	McKinley	RIEBES AUTO PARTS	6551 · Supplies & Services - Stations	42.29
06/13/2019	Johnsen	AMAZON MARKETPLACE	7011 · Accessories	97.01
06/13/2019	McMahan	of Arson Investigators	7665 · Subscriptions / Memberships	190.00
06/13/2019	McMahan	NCFPOA	7667 · Training	30.00
06/13/2019	Funk	AMAZON MARKETPLACE	7508 · Computer & Software Expense	750.34
06/13/2019	Funk	AMAZON MARKETPLACE	7508 · Computer & Software Expense	41.95
06/13/2019	Mason	IFLIGHTTECH	7669 · Other Prevention / Law Enforcement	895.85
06/13/2019	Greene	CORNWELL ANDERSON TOOL	7046 · Tools & Shop Related	62.15
06/13/2019	Davison	AMAZON MARKETPLACE	6551 · Supplies & Services - Stations	36.13
06/20/2019	Serna	PyroAnalysis - S-219	6221 · Tuition - Safety Personnel	650.00
06/20/2019	Long	SPD MARKET	7521 · Postage & Delivery	3.30
06/20/2019	Long	AMAZON MARKETPLACE	6521 · Mobile Phones	24.43
06/20/2019	Long	AMAZON MARKETPLACE	7502 · Administration	19.44
06/20/2019	Mason	KNIGHT'S PAINT, INC.	7653 · Investigation Supplies	37.06
06/20/2019	McElhannon	THE SUPPLY CACHE	6241 · Training Materials	171.59
06/20/2019	Witter	SPD MARKET	6551 · Supplies & Services - Stations	37.71
06/20/2019	McMahan	NORTHERNSAFETY.COM	7653 · Investigation Supplies	215.00
Fund 722 Total				\$ 13,468.82
06/06/2019	Greene	Top This Outfitters	6931 · Vehicles	700.90
06/06/2019	Greene	Yuba Sutter Line X	6931 · Vehicles	465.88
06/06/2019	Greene	Marathon Seat Covers	6931 · Vehicles	384.65
06/06/2019	JVG	Stone Mountain LTD	- Apparatus & Equipment	1,154.39
Fund 758 Total				\$ 2,705.82
				Total Charges \$ 16,174.64
Payment Information				
06/13/2019		Warrant 208645	Fund 722	9,539.21
06/13/2019		Warrant 208645	Fund 758	2,705.82
06/20/2019		Warrant 208977	Fund 722	2,771.08
06/27/2019		Warrant 209549		1,158.53
Payments to U.S. Bank Cal Card				\$ 16,174.64
				Account Balance \$ -



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

2019 BOARD OF DIRECTORS ELECTION

RECEIVED

MAY 20 2019

NCCFD

OFFICIAL ELECTION BALLOT ENCLOSED

This is an official election packet that contains items that require ACTION by your Agency's governing body for the selection of up to three (3) candidates to the SDRMA Board of Directors.

ELECTION PACKET ENCLOSURES

- ☐ Election Ballot Instructions
- ☐ Official Election Ballot (Action Required)
- ☐ Candidate's Statements of Qualifications (5)
- ☐ Self-addressed, Stamped Envelope

SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for three (3) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in January 2019.

On May 2, 2019, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2017-10 Establishing Guidelines for Director Elections. The Election Committee confirmed that five (5) candidates met the qualification requirements and those names are included on the Official Election Ballot.

Enclosed is the Official Election Ballot along with a Statement of Qualifications as submitted by each candidate. Election instructions are as follows:

1. The enclosed Official Election Ballot must be used to ensure the integrity of the balloting process.
2. After selecting up to three (3) candidates, your agency's governing body must approve the enclosed Official Election Ballot at a public meeting. **Ballots containing more than three (3) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Ballot MUST be sealed and received by mail or hand delivery at SDRMA's office on or before 4:30 p.m. on Wednesday, August 21, 2019 to the address below. A self-addressed, stamped envelope is enclosed. Faxes or electronic transmissions are NOT acceptable.

Special District Risk Management Authority
Election Committee
1112 "I" Street, Suite 300
Sacramento, California 95814

4. The four-year terms for newly elected Directors will begin on January 1, 2020 and terminate on December 31, 2023.
5. Important balloting and election dates are:

August 21, 2019:	Deadline for members to return the signed Official Election Ballot
August 22, 2019:	Ballots are opened and counted
August 23, 2019:	Election results are announced, and candidates notified
September 25, 2019:	Newly elected Directors are introduced at the SDRMA Annual Breakfast to be held in Anaheim at the CSDA Annual Conference
November 6-7, 2019:	Newly elected Directors are invited to attend SDRMA board meeting (Sacramento)
January 2020:	Newly elected Directors are seated, and Board officer elections are held

If you have any questions regarding the election and balloting process, please do not hesitate to call SDRMA's Chief Operating Officer Paul Frydendal at 800.537.7790.

OFFICIAL 2019 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS

VOTE FOR ONLY THREE (3) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than three (3) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than three (3) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 4:30 p.m., Wednesday, August 21, 2019. Faxes or electronic transmissions are NOT acceptable.

- ☐ **BOB SWAN (INCUMBENT)**
Board Member, Groveland Community Services District
- ☐ **JESSE D. CLAYPOOL**
Board Chair, Honey Lake Valley Resource Conservation District
- ☐ **PATRICK K. O'ROURKE, MPA/CFRM**
Board Member, Redwood Region Economic Development Commission
- ☐ **SANDY SEIFERT- RAFFELSON (INCUMBENT)**
Finance Manager/Treasurer, Herlong Public Utility District
- ☐ **JAMES (Jim) M. HAMLIN**
Board President, Burney Water District

ADOPTED this ____ day of _____, 2019 by the Nevada County Consolidated Fire District at a public meeting by the following votes:

AYES: _____
 NOES: _____
 ABSTAIN: _____
 ABSENT: _____

ATTEST:

APPROVED:

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* Bob Swan

District/Agency Groveland Community Services District (GCSD)

Work Address P.O. Box 350, Groveland, CA 95321

Work Phone (209) 962-7161

Home Phone (408) 398-4731

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I am a current Board member. I would like to be elected to a second term because:

1. As a board member of Groveland CSD, I am particularly aware of the great value that smaller districts get from SDRMA, and I'd like to continue to do my part to make sure that this important agency continues to operate smoothly and stably into the indefinite future.
2. The insurance market in California (and nationwide) is going through a period of rapid change. The Board and staff are engaged in a major re-evaluation of SDRMA's approach to fulfilling its mission of providing cost-effective risk management services to its members. I believe that it is important to maintain Board continuity in this effort.
3. SDRMA Board members are either board members ("electeds") or employees of a member agency. I think there is value in having a balance between elected and employee Board members. The Board seats that are NOT up for election are currently 3 employees / 1 elected. I'd like to make sure the new Board has at least 2 elected members.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

1. SDRMA Board Member since 2016. This year (2019), I serve as Secretary. During our "no CEO" period in late 2017 - early 2018, I was a member of the ad hoc Personnel Committee. I am also a member of the Alliance Executive Council, and a backup member of the Legislative Committee.
2. Groveland CSD Board Member since I was appointed in June 2013. For the years 2014-2018, I served as Board President. (We finally implemented mandatory rotation of the office in 2019).
3. Member of the Board of Southside Community Connections, a local nonprofit in Groveland that provides educational, social, and recreational services to seniors, as well as free transportation to those who cannot drive.
4. Board Member (currently Treasurer) of Pine Cone Performers, a local choral and acting group, since 2010.
5. Back during my work life, I was a corporate representative on an IEEE standards committee concerned with wireless networking. It was very educational being on a committee where the members had widely differing (competing) goals.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

History: BS Physics, MS Computer Science. 3 years in USAF. 30 years in the semiconductor industry, first as an engineering manager, later as a business unit manager. Now retired (so I have plenty of time).

Skills, etc.: Very familiar with financial reports, cost accounting, quantitative analysis. Working knowledge of modern computer and communications technology. Managed distributed organizations with up to 150 technical people and up to \$120M in annual sales. Pretty good at listening to different views, and helping to achieve consensus (or, at least, compromise).


What is your overall vision for SDRMA? (Response Required)

Well, obviously I support our (newly revised) vision statement: "To be the exemplary public agency risk pool of choice for California special districts and other public agencies". In order to achieve this vision, I believe the key issues are:

1. Maintain long term financial stability. This includes ensuring that there is a fair allocation of cost versus risk across the pool membership.
2. Continue to retain / acquire highly qualified staff, and ensure that this is a desirable place to work.
3. Remember who are our target clientele, which in my opinion are small to mid-sized districts with limited options for insurance.
4. In light of ever-evolving California workers-compensation law, expand risk-management training even further than we now provide.
5. Maintain good relations with our re-insurers (who insulate us from catastrophe). In the long run, explore the possibility of joining a "captive" re-insurer to improve stability.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature

 Date 4-24-2019

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* Jesse D. Claypool

District/Agency Honey Lake Valley Resource Conservation District

Work Address USDA Service Center 170 Russell Avenue, Suite C Susanville, CA 96130

Work Phone 530-257-7271 ext 100 Home Phone 530-310-0232

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

My interest for being on the SDRMA Board of Directors is because I believe it is imperative for there to be a knowledgeable and experienced voice on the Board with the perspective of the small to mid-size special district, working together with the other SDRMA Board Members, to ensure relevant—affordable solutions are available to all size special districts.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I am currently serving my fifth (5th) consecutive term as Chairman of the Board of a special district. I served two (2) yrs. on a Technical Advisory Committee for the prevention of violence against schools K-12. I served one (1) term on an elementary school board. I am currently serving my second (2nd) consecutive term on CSDA's committee for Professional Development. I am currently serving my sixth (6th) consecutive term on the board of a Regional Water Management Group. I am currently serving my second (2nd) consecutive term on CSDA's committee for Member Services. I am currently serving as a member of the County's Civil Grand Jury.

I have attended and completed the California School Board Association's New Board Member Training. I have Certificates of Completion from CSDA for General Manager Evaluation, Exercising Legislative Authority and Achieving Transparency. I attended and completed CSDA's Extraordinary Leader training. I attended and completed CSDA's Special District Leadership Academy and I have received CSDA's Recognition in Special District Governance certificate.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

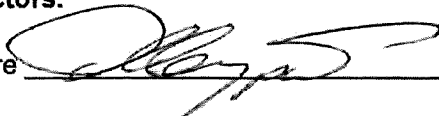
My experience with special districts and governance, belief in the importance of quality governing policies, the ability to work effectively with the other board members and staff and a desire to give back to SDRMA and its membership will be what I bring to the SDRMA Board of Directors.

What is your overall vision for SDRMA? (Response Required)

For SDRMA to continually advance as an industry leader providing affordable solutions for special districts of any size enabling them to be effective within the communities they serve.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4-26-19

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted.** No statements are endorsed by SDRMA.

Candidate* Patrick K. O'Rourke, MPA/CFRM

District/Agency Redwood Region Economic Development Commission (RREDC)

Work Address 520 E Street Eureka, CA 95501

Work Phone 707-445-9651

Home Phone 707-726-6700

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I have considerable interest, knowledge, and experience in board leadership; board service; and board governance/policy development & oversight in for-profits, nonprofits, a joint powers authority/SDRMA member organization, and as an elected city councilman. I also have considerable experience (as a top-level executive board leader and manager) in organizational risk management and risk mitigation/prevention. I would like to share my knowledge, skills, abilities, and experience in service to SDRMA members, via my service on SDRMA's board of directors. I believe that my knowledge, experience, and dedication to excellence and implementation of best practices in governance and policy development/oversight will serve SDRMA well, and will assist SDRMA in maintaining its "Excellence" accreditation via the California Association of Joint Powers Authorities (CAJPA).

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

Having served in board leadership roles (25+ years in for-profit entities; 25+ years in nonprofit & private/public foundations; and 2+ years in a Joint Powers Authority [SDRMA member organization]), I am well-versed and experienced in board governance; policy development; financial statement analysis and budget review; executive management search/selection, oversight and evaluation; organizational risk management/mitigation; litigation oversight; and best practices in organizational governance. At SDRMA member organization, Redwood Region Economic Development Commission (RREDC), I have served as 2019 Immediate Past Chair; 2018 Board Chair; 2017 Vice Chair; Chair of Executive Committee; and Member of the Loan Committee. I have in-depth knowledge of policy governance (Culver, et al.); I am an advocate for transparency & best practices; and I am knowledgeable & experienced in California's Ralph M. Brown Act and Roberts Rules of Order. I have also served in board governance and board leadership roles in several nonprofit organizations and in both public and private foundations, including as Board Chair (12+ years) and in President & Vice President roles. I have also Chaired Search/Selection committees; Public Relations committees; Fund Development committees; and Finance/Audit committees.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

Besides holding a Master of Public Affairs degree, with a specialty in nonprofit management; having completed all coursework and written/oral exams (all except dissertation) for a PhD in Mass Communication, with a specialty in public relations and a cognate in organizational communication management, I have several other directly-relevant skills/talents/experience including: I am expertly adept at executive-level relationship development and stewardship, and have served as an organizational & industry advocate and liaison working closely with community organizations, local/county/state elected officials, and public/private entities/organizations and foundations. I am expertly adept at financial and operational analysis, and at asset/portfolio management and risk mitigation. I have taught for-credit university courses in corporate leadership; in entrepreneurial leadership research and practice; as well as having published peer-reviewed academic research on leadership in public relations.

What is your overall vision for SDRMA? (Response Required)

My vision for SDRMA would be for SDRMA to continue to add value to its members; operate with the highest ethical practices and transparency; continue in providing excellence in service, education, safety and compliance training; help members to mitigate and reduce risk; provide expedient claims review and response; provide members with state-of-the-art education and information; educate members to minimize losses/risk in member workplaces; and to continue to provide members with comprehensive coverage for property/liability, workers comp, and health benefits.

I would envision SDRMA management and staff enjoying a quality of life that will ensure their happiness and continue an atmosphere of dedicated service to SDRMA members. I would also envision that SDRMA will continue to operate with efficiencies that minimize costs/expenses, continue to enable SDRMA to maintain competitive premium rates, and (when possible) lower organizational and member costs. I would also envision a governing board that embraces and employs best governing practices in all areas of policy development; executive management oversight; financial review/audit; and in investing and spreading portfolio assets to minimize portfolio investment risks and maximize return on investments. Finally, I would envision SDRMA, and its management team/staff, operating in ways that will continue to earn accreditation "Excellence" from the California Association of Joint Powers Authorities (CAJPA).

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____

Date _____

3/25/1959 2019

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates. No statements are endorsed by SDRMA.

Candidate* Sandy Seifert-Raffelson

District/Agency Herlong Public Utility District

Work Address 447-855 Plumas St., P o Box 115, Herlong, CA 96113

Work Phone (530) 827-3150 Cell Phone (530) 310-4320

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors?

I am a current Board member of SDRMA and feel that I have added my financial background to make better informed decisions for our members. As a Board member, I continue to improve my education of insurance issues and look forward to representing small District's and Northern California as a voice on the SDRMA Board. I feel I am an asset to the Board with my degree in Business and my 30 plus years' experience in accounting and auditing.

I understand the challenges that small District face every day when it comes to managing liability insurance, worker's compensation and health insurance for a few employees with limit revenue and staff. My education and experience give me an appreciation of the importance of risk management services and programs, especially for smaller District that lack expertise with insurance issues on a daily basis.

I feel I am an asset to this Board, and would love a chance to stay on 4 more years!

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

While serving on the SDRMA Board, I have been privilege to be Secretary of the Board for two years, and currently the Vice-President. I have served on CSDA's Audit and Financial Committee's for 6 years; I have served on the SDLF Board; Northeastern Rural Health Clinic Board; Fair Board; School and Church boards; 4-H Council and leader for 15 years; and UC Davis Equine Board. In the past 25 years, I have learn that there is no "I" in Board and it can be very rewarding to be part of a team that makes a difference for others.

As part of my many duties working with Herlong PUD, I worked to form the District and was directly involved with LAFCo, Lassen County Board of Supervisors and County Clerk to establish the initial Board of Directors and first Policies for HPUD. I have administered the financial portion of 2 large capital improvement project with USDA as well as worked on the first ever successful water utility privatization project with the US Army and Department of Defense. I am currently working on a 4.2 million grant from California for new infrastructure for the small District HPUD absorb through LAFCo in 2017. I am also the primary administrator of a federal contract for utility services with the Federal Bureau of Prison and the US Army.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?

I have my Bachelor's Degree in Business with a minor in Sociology. I have audited Small Districts for 5 years, worked for a Small District for almost 15 years and have over 30 years of accounting experience. I am a good communicator and organizer. I have served on several Boards and feel I work well within groups or special committee. I am willing to go that extra mile to see things get completed.

I believe in recognition for jobs well done. I encourage incentive programs that get members motivated to participate and strive to do their very best to keep all losses at a minimum and reward those with no losses.

I have completed my Certificate for Special District Board Secretary/Clerk Program in both regular and advance course work through CSDA and co-sponsored by SDRMA. I have completed the CSDA Special District Leadership Academy and Special District Governance Academy. I am in the processes of getting my small District re-certified for their District of Transparency and hope one day to attain our District of Distinction.

I work for a District in Northeastern California that has under gone major changes from a Cooperative Company to a 501c12 Corporation, to finally a Public Utility District. I have worked with LAFCo to become a District. Also our small District consolidated another small District into our District. Through past experience I feel I make a great Board member representing the small districts of Northern California and their unique issues and will make decisions that would help all rural/small districts.

What is your overall vision for SDRMA?

For SDRMA to be at the top of the risk management field and to continue communicating and listening to the needs of all California Special Districts and meeting those needs at a reasonable price that Special Districts can afford. I would like to continue education and rewards for no claims and explore avenues of financial endeavors that will benefit our customers.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4/16/19

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates
– **no attachments will be accepted.** No statements are endorsed by SDRMA.

Candidate* James (Jim) M. Hamlin
District/Agency Burney Water District
Work Address 20222 Hudson St. Burney, Ca. 96013
Work Phone (530) 335-3582 Cell Phone _____

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

Hope to serve and help with decisions being made to both strengthen SDRMA and
move into new areas. Our districts are facing new challenges constantly.

**What Board or committee experience do you have that would help you to be an effective Board Member?
(SDRMA or any other organization) (Response Required)**

See Next

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)

September 1972 until January 2014, owned and operated a Insurance brokerage
Sold business and retired.

Board Member of Mayers Memorial Hospital District From 1990 until 2014
Served on the Associal of Hospital Districts for six years.

Served on the board of Burney Water District the previous six years. Current
Serving on Mayers Memorial Hospital Financial Board.

What is your overall vision for SDRMA? (Response Required)

SDRMA Board must be strong and protect the concerns of their members. Need
to have a listening ear for the districts that are represented. Need to
use caution when jumping into new areas, not jepordise their strong programs
and beliefs for new programs.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature James M. Hamble Date 3-27-2019



WESTERN NEVADA COUNTY FIRE DISTRICT

“Exploring the Option”

June 12, 2019

Re: Western Nevada County Fire District

Western Nevada County Fire Chiefs,

Thank you for attending with an elected official from your District the May 8, 2019 meeting regarding the exploration of the Western Nevada County Fire District. At this meeting, a working group subcommittee was assigned to look at the aligning of Districts, revenue models, election timelines and evaluate taxing options.

The subcommittee met on May 14, 2019 and again on June 4, 2019. It was determined that to align the Districts, a report needs to be created and submitted to LAFCo. To continue forward, we need to know the interest of each District. The subcommittee requests an item be placed on each agencies agenda for each board to approve in the participate in the Western Nevada County Fire District be approved by each Fire District. The agenda language should be the same for all Districts:

“Discussion and possible action, Approve the Fire Chief to continue participation in the exploration of the Western Nevada County Fire District, with the understanding that the next step will involve entering into an agreement with the partner agencies to move forward with a proposal for reorganization.”

Please respond with your governing bodies decision no later than July 31, 2019. When the responses are received, we can continue further analysis with the participating agencies.

Respectfully,

James L. Turner

Jim Turner, Chairperson
Western Nevada County Fire District Subcommittee

Enclosures: Western Nevada County Fire District Findings



WESTERN NEVADA COUNTY FIRE DISTRICT



“Exploring the Option”



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The fire services in Nevada County are in crisis mode. For this reason, The Western Nevada County Fire District (WNCFD) is proposed to be a “special district” of the County of Nevada, a county established and organized under California law. It will provide fire protection, emergency medical, and rescue services to Western Nevada County.

The District’s service area will service most of the unincorporated area of Western Nevada County. WNCFD also provides service to adjacent agencies in accordance with mutual and automatic aid agreements.

WNCFD will serve a resident population of approximately 70,000 people and protect an area of approximately 450 square miles. WNCFD will operate 13 fire stations and have 55 response apparatus including reserve apparatus. 9-1-1 calls will be answered by the Nevada County Sheriff’s Office as the primary public safety answering point. Calls for fire department service will be transferred to the Grass Valley Emergency Command Center (GVECC) a Regional fire command / dispatch center administered by Cal Fire.

A. Community Risk

Western Nevada County Fire Agencies continue to see an increase in demand for services.

Services provided include structural and wild land fire response, basic and advanced life support, vehicle extrication, swift water / technical / confined space rescue, hazardous materials response, large animal rescue, and fire prevention. These incidents require a high level of training, and can be lengthy, and often manpower intensive.

The County of Nevada is located and rated in the “Very High Fire Hazard Severity Zone”. Destructive wildfires continue to be on the rise in California, leading to a near year-round fire season. Nevada County wildfires in 2017 scorched over 1300 acres and destroyed 22 homes and several outbuildings.

The citizens of Nevada county have proactively responded to the concerns of wildland fire safety within the community. Nevada County has more accredited Fire Wise communities than any other county in the State of California. Even with the steps that have been taken within the community to reduce the potential for a significant wildland fire, the availability of affordable home owner’s insurance is still a major concern. Over the past five years home owner insurance premiums have significantly increased or in several cases been canceled.

B. The Need for Change...

To be successful with cultural change, you can't decide that something needs to change, mandate that change, but then give up in frustration if the change is not entirely successful in the short run. Cultural change takes time. Unwavering commitment to the desired outcome is the key to success. Tradition has its place and value, but change is inevitable...

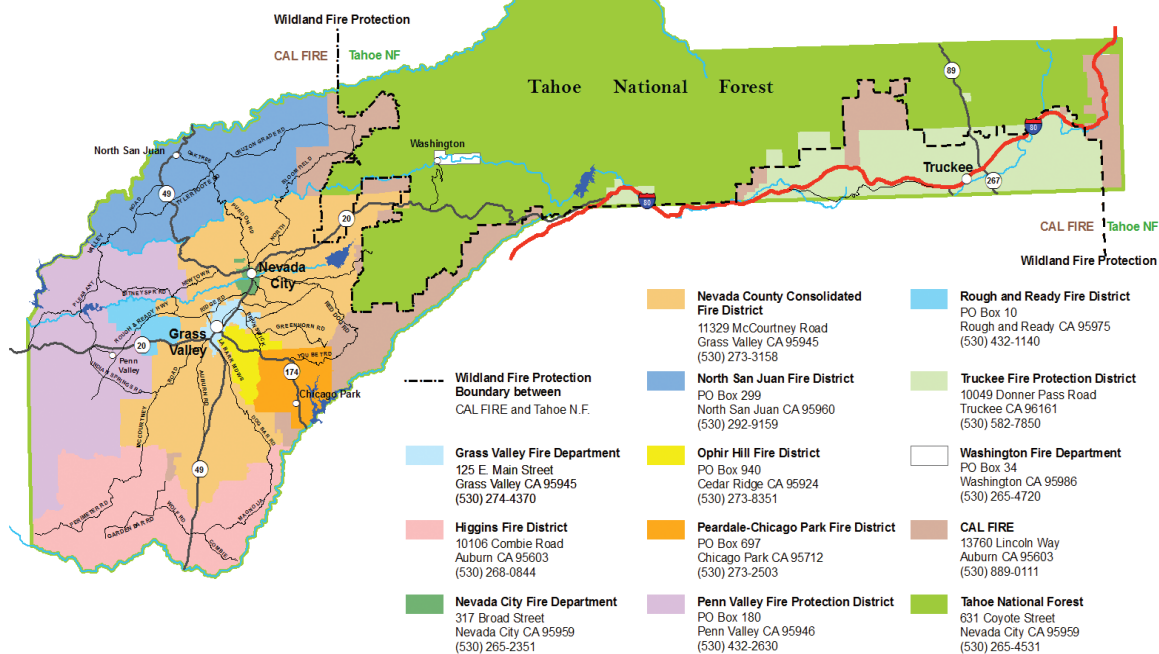
Key factors identified for necessitating change:

- The citizens of Western Nevada County have expressed overwhelming concern for the enhancement of fire safety within the community.
- The demographic of Nevada County shows a median age of 49.8 with 23% of the population age 65 or older. Increased calls for service which are medical in nature, shows a need for advance life support (ALS).
- Customers desire greater options for accessing Western Nevada County Fire's many services and sources of information, including self-service and web-based tools.
- The most valuable resource is its employees, and the development of exceptional programs is an essential component of the organization's mission.
- State and Federal training mandates has reduced the participation availability of the volunteer workforce.
- The community continues to grow and keeping stride with this growth creates an increasing demand for emergency and life-safety services.
- Enhancing regional partnerships for emergency response will provide significant gains towards Western Nevada County's goal of delivering exceptional emergency services in the most cost-effective manner possible.
- Leveraging the efficiencies of enhanced regional partnerships will necessitate investment in greater interoperability of regional operations and communications.
- The effects from the previous economic recession remain as decreased revenues have created service level sustainability challenges.
- The struggles with securing sustainable capital funding sources for timely maintenance and replacement of its apparatus and facilities.
- Rapid emergency response remains a top priority of Western Nevada County's citizens and business owners.
- Centralized management and supervision of the County's Defensible Space program.

C. Current Level of Services

Originally there were thirteen individual fire departments within Western Nevada County. The departments were predominately made up of volunteer firefighters and each agency was overseen by an elected fire chief. The departments worked independently of each other and their primary mission was to provide fire protection and limited medical services within their geographic boundaries. Today several of those thirteen agencies have consolidated, but there are still eight remaining independent agencies providing fire and EMS services within Western Nevada County. Previous Consolidations have proven to be very successful in efficiency and effectiveness.

What Fire District Are You In?

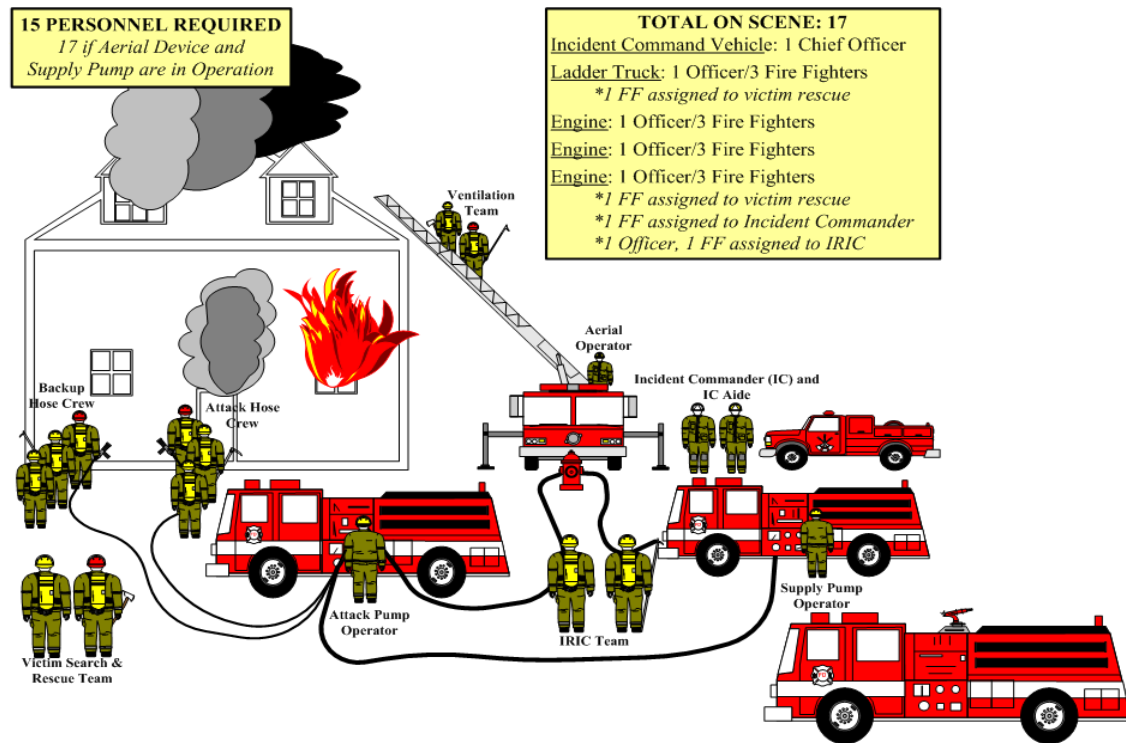


CAL FIRE has primary wildland fire responsibility within local Nevada County fire district boundaries.

The location of each agencies stations was based on the historical needs within those boundaries. The property allocated for building a fire station was usually achieved through the donation of land by a property owner and did not necessarily address future growth or the premise of the philosophy of standards of cover. Western Nevada County Fire Agencies operated independently of each other.

Today we still utilize those existing stations, but we have coordinated between agencies to provide response to emergency incidents based on the closest resource. This has only been achieved by developing working relationships within the agencies. By contractual agreements and equitability of services, we have dropped jurisdictional boundaries or developed automatic aid agreements to enhance emergency services to the constituents of Western Nevada County. Time and distance are the enemy of the fire service.

National Fire Protection Agency (NFPA) 1710 recommends 15 personnel (17 if an aerial device is used) at a working residential fire. Currently Western Nevada County Fire Agencies working together and utilizing all on duty resources can support one working residential fire based on the NFPA recommendation. This leaves no coverage for other incidents.



One of the concerning factors with today's staffing levels is that there is no depth in coverage. Depth in coverage is paramount within an agency to be able to sufficiently handle a second call if the need arises. The chart below represents the current staffing levels by agencies within Western Nevada County at the time of this report.

Agency	Station Number	EMS Level	Location	Hours Staffed	Number of Personnel
Higgins Fire District	21	BLS	Combie Road x Hwy. 49	24	Cal Fire
Higgins Fire District	22	BLS	Dog Bar Road	0	Volunteer
Higgins Fire District	23	BLS	McCourtney Road	24	2 to 3
Nevada County Consolidated	84	BLS	Coyote Street	24	2
Nevada County Consolidated	86	BLS	Banner Mountain	24	2
Nevada County Consolidated	88	BLS	Hwy. 49 x La Bar Meadows	24	2
Nevada County Consolidated	89	BLS	Tammy Way (Alta Sierra)	24	2
North San Juan Fire District	3	BLS	Tyler Foot Road	0	Volunteer
Ophir Hill Fire District	52	BLS	Hwy. 174 x Cedar Ridge	24	2
Peardale Chicago Park Fire District	57	BLS	Hwy. 174 x Mt. Olive Road	8	1
Penn Valley Fire District	43	ALS	Penn Valley Drive	24	2
Penn Valley Fire District	44	ALS	Pleasant Valley Road	24	2
Rough and Ready Fire District	59	BLS	Rough and Ready Hwy.	0	Volunteer
Washington Fire District	1	BLS	Washington Road	0	Volunteer
Total # Stations	14	Total of "On Duty" Personnel per Day			16.33

D. Proposed Future Level of Services

WNCFD will serve a resident population of approximately 70,000 people and protect an area of approximately 450 square miles. WNCFD will operate 13 fire stations that are staffed full time with three or four personnel assigned to each engine company. The engine will be staffed seven days a week, 24 hours a day with a company officer, firefighter and firefighter/paramedic. Additional personnel may be assigned to the company, such as seasonal, intern or volunteer firefighters when available.

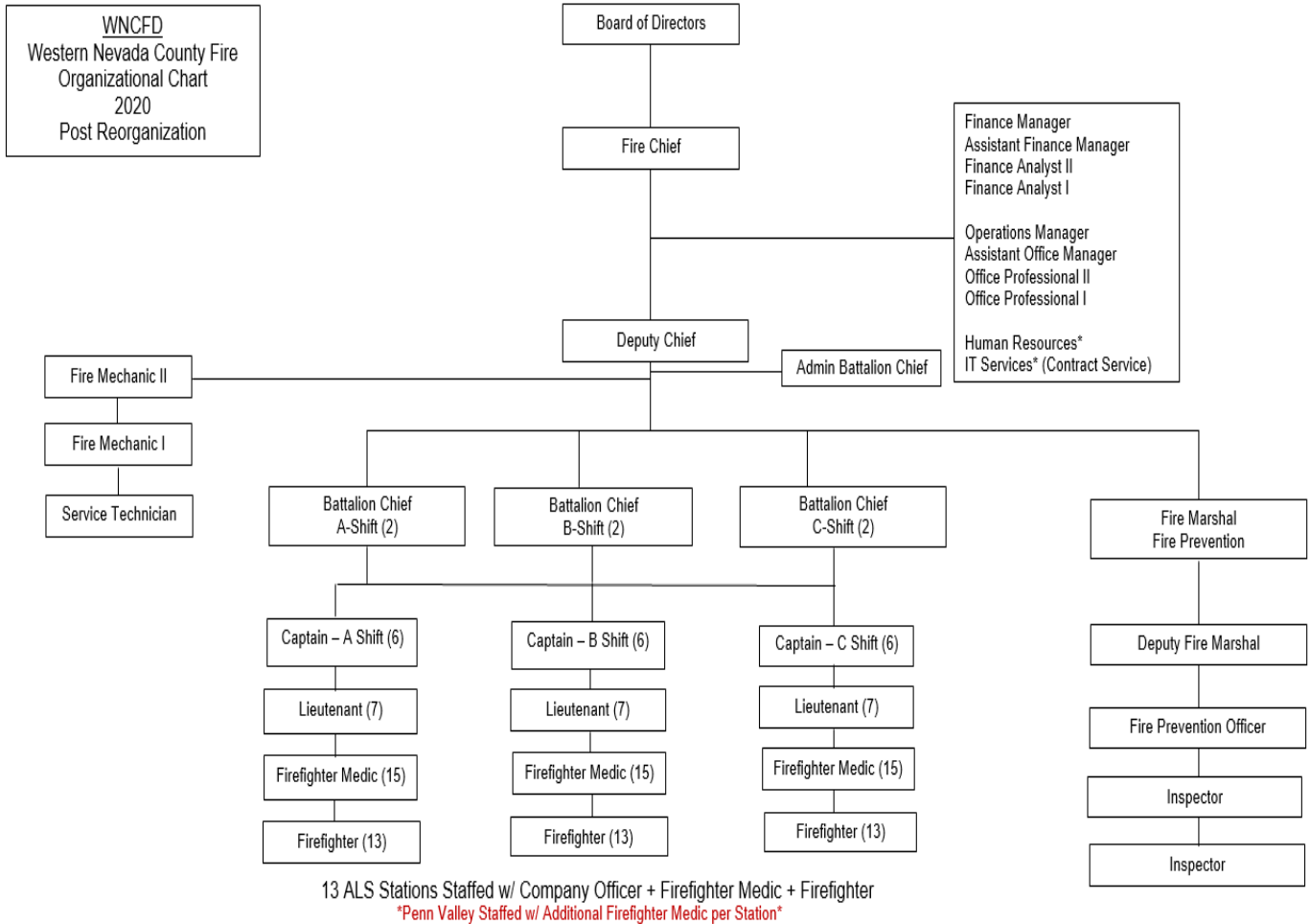
State responsibility areas may generally be included in the district. In such areas, the State will repress and prevent timber, brush, and grass fires. The district will be responsible for structures and may provide other district services. The Nevada County LAFCO Executive Officer must notify the State Director of Forestry and Fire Protection of the Commission's hearing (Health and Safety Code 13811).

The saying "Do more with less" seems to have been the unofficial motto of the fire service for more than 200 years. The fire service has continued to be a very talented and resourceful group of individuals. No problem is too big or too small for us to solve; if for some reason we get stumped, we use our resources to find the answer. However, one serious dilemma we face regularly is acquiring adequate staffing to do our job safely and protect our community. When the public calls for our help, we run to their aid, but who will run to our aid when we need help?

We can call an additional alarm or rely more on mutual aid, but only if the companies are available. Will they be readily available when we need them? There will come a time when we will be able to do only so much before our resources are depleted. From fires to EMS calls and everything in between, no matter how you look at it, the fire service is the last line of defense when it comes to a community in an emergency situation. So, the mentality of doing more with less is not appropriate in our job.

Utilizing the staffing model of 13 fire stations, staffed with three or four -person engine companies, there will be 41 suppression personnel on duty per day. The current staffing level within Western Nevada County is less than 50% of the proposed new staffing level. With the new staffing model, the agency would be able to handle two simultaneous incidents and have resources in reserve in accordance with NFPA 1710 recommendations. Having the additional personnel on scene of an incident will provide for a safer working environment and reduce the overall scene time commitment by personnel and resources.

The chart below represents the proposed staffing levels by agencies within Western Nevada County.



Propose Future Level of Services by District (cont.)

Agency WNCFD Proposed	Station Number	EMS Level	Location	Hours Staffed	Number of Personnel
Higgins Fire District	80	ALS	Combie Road x Hwy. 49	24	3
Higgins Fire District	81	ALS	Dog Bar Road	24	3
Higgins Fire District	82	ALS	McCourtney Road	24	3
Nevada County Consolidated	83	ALS	Coyote Street	24	3
Nevada County Consolidated	84	ALS	Banner Mountain	24	3
Nevada County Consolidated	85	ALS	Hwy. 49 x La Barr Meadows	24	3
Nevada County Consolidated	86	ALS	Tammy Way (Alta Sierra)	24	3
North San Juan Fire District	87	ALS	Tyler Foot Road	24	3
Ophir Hill Fire District	88	ALS	Hwy. 174 x Cedar Ridge	24	3
Peardale Chicago Park Fire District	89	ALS	Hwy. 174 x Mt. Olive Road	24	3
Penn Valley Fire District	90	ALS	Penn Valley Drive	24	4
Penn Valley Fire District	91	ALS	Pleasant Valley Road	24	4
Rough and Ready Fire District	92	ALS	Rough and Ready Hwy.	24	3
Washington Fire District	1	BLS	Washington Road	0	Volunteer
Total # Stations	13	Total of "On Duty" Personnel per Day			41

(Red = A change from previous staffing level)

The national standard, set by the NFPA for public safety, is a minimum of four firefighters. In Western Nevada County, many fire engines have only two firefighters. Not one Agency meets the NFPA minimum of four firefighters, and only a handful even have three firefighters at any given time. Although Western Nevada County firefighters are highly trained and extremely capable, a fire engine with only two firefighters is measurably less effective than the three-person standard that is considered the ***absolute minimum*** in most of the US. Too few firefighters place the public and firefighters at risk by increasing response times and reducing firefighter's ability to rescue, fight fires, and save lives.

OSHA, the Federal Occupational Safety and Health Administration or the State agency responsible under a Plan approved under section 18 of the Act for the enforcement of occupational safety and health standards in that State.

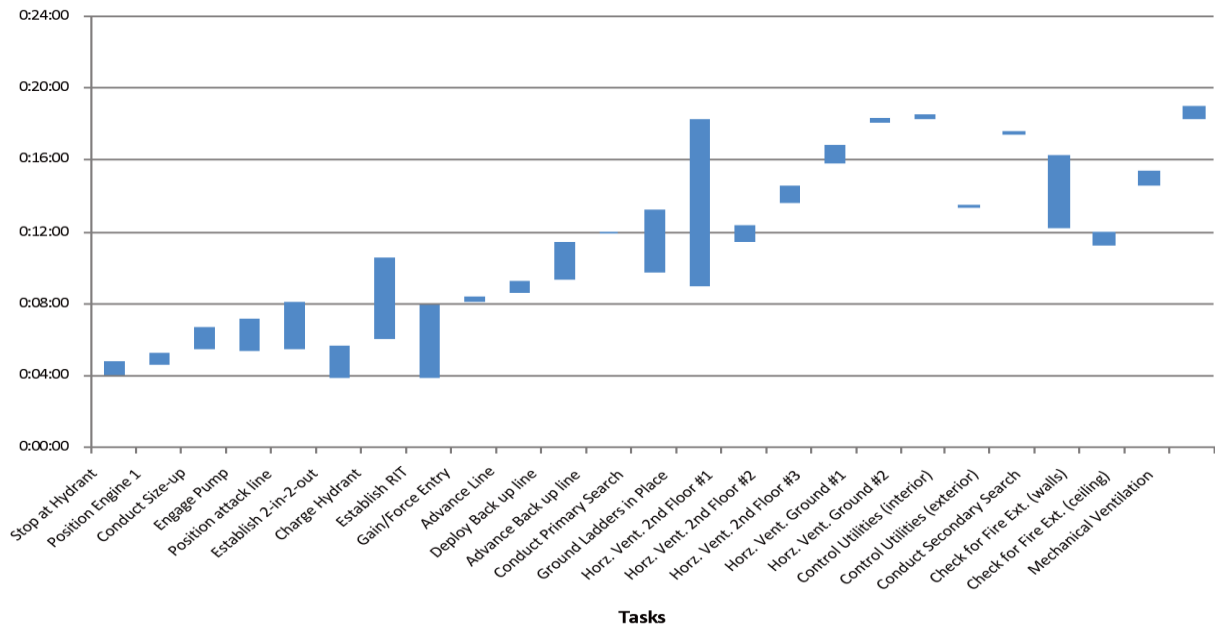
OSHA has adopted a respiratory protection standard requiring employer to establish and maintain a respiratory protection program for their respirator-wearing employees. The revised standard strengthens some requirements and eliminates duplicative requirements in other OSHA health standards.

The standard specifically addresses the use of respirators in immediately dangerous to life or health (IDLH) atmospheres, including interior structural fire fighting. OSHA defines structures that are involved in fire beyond the incipient stage as IDLH atmospheres. In these atmospheres, OSHA requires that personnel use self-contained breathing apparatus (SCBA), that a minimum of two fire fighters work as a team inside the structure, and that a minimum of two fire fighters be on standby outside the structure to provide assistance or perform rescue.

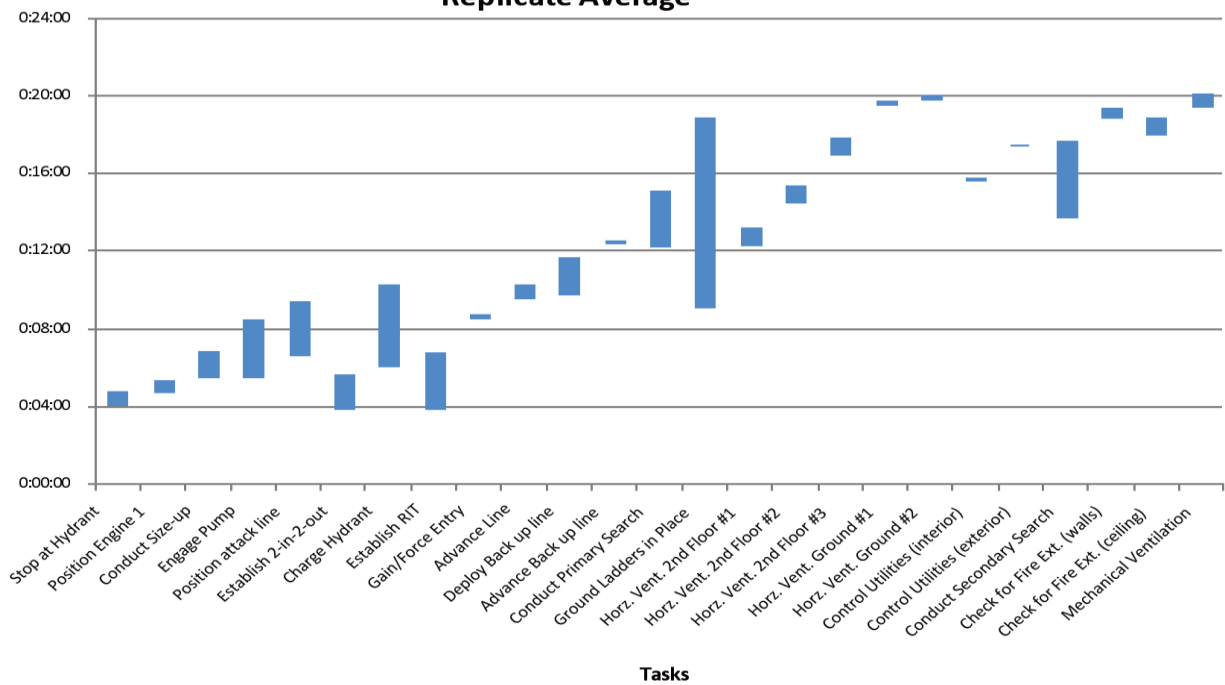
This standard, with its two-in/two-out provision, may be one of the most important safety advances for fire fighters in this decade. Too many fire fighters have died because of insufficient accountability and poor communications. The standard addresses both and leaves no doubt that two-in/two-out requirements must be followed for fire fighter safety and compliance with the law.

A study was conducted by a broad coalition in the scientific, firefighting and public safety communities, the study results found that four-person firefighting crews were able to complete 22 essential firefighting and rescue tasks in a typical residential structure 30% percent faster than two-person crews and 25% percent faster than three-person crews.

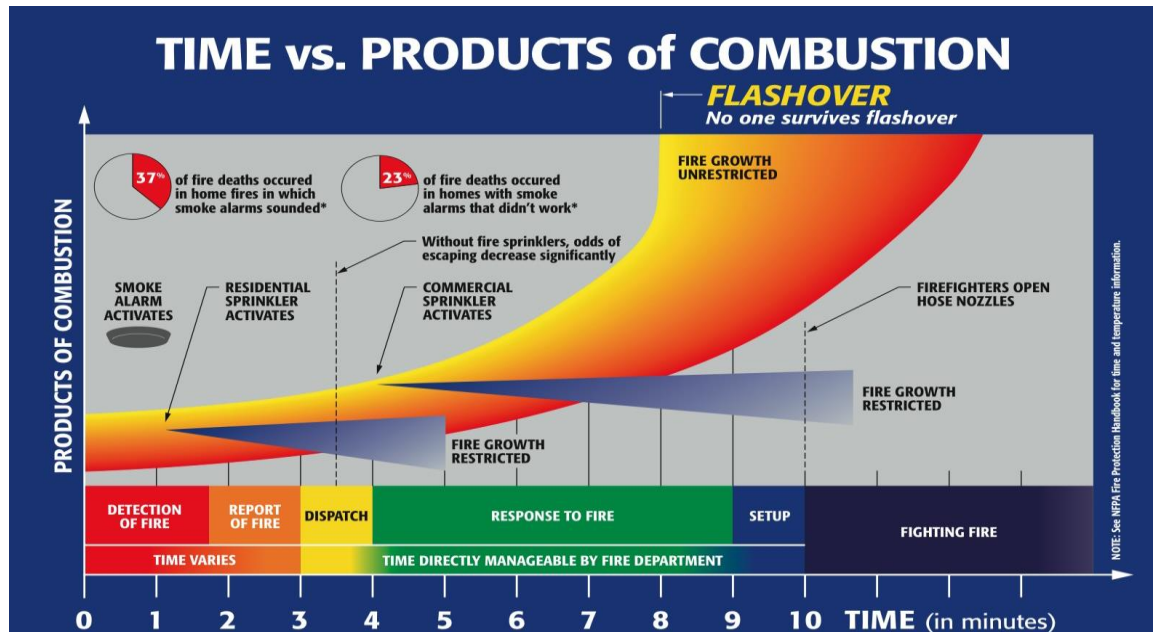
Three-Person Crew Replicate Average



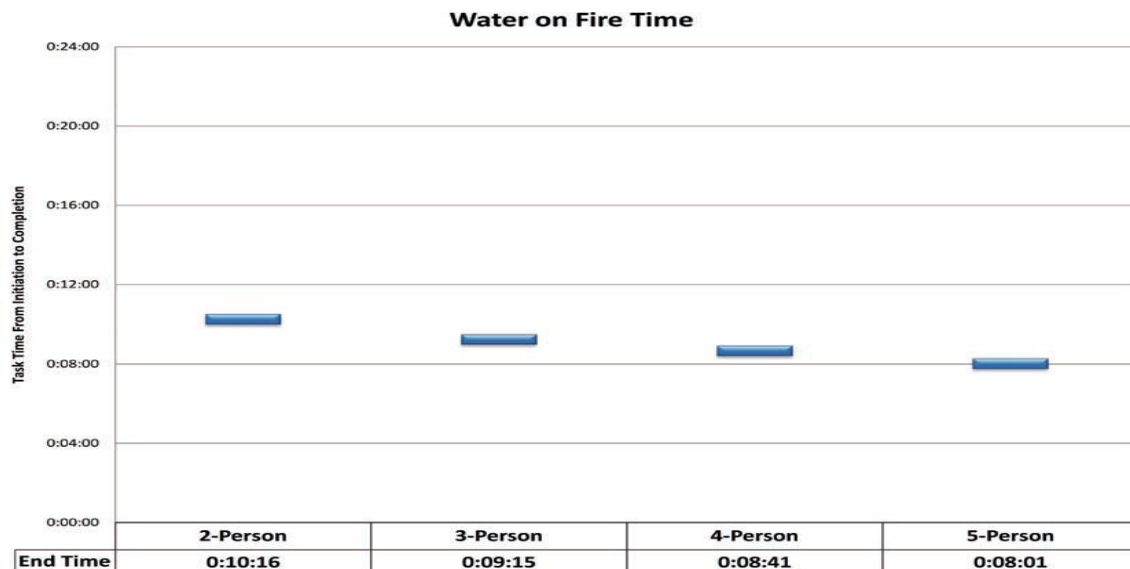
Two-Person Crew Replicate Average



The ability to reduce response time and effectively suppress a fire in its initial growth has a direct correlation on the enhancement of survivability and the reduction of property loss. Containing the fire to the structure of origin reduces the potential of extension into the wildlands and/or adjacent structures.

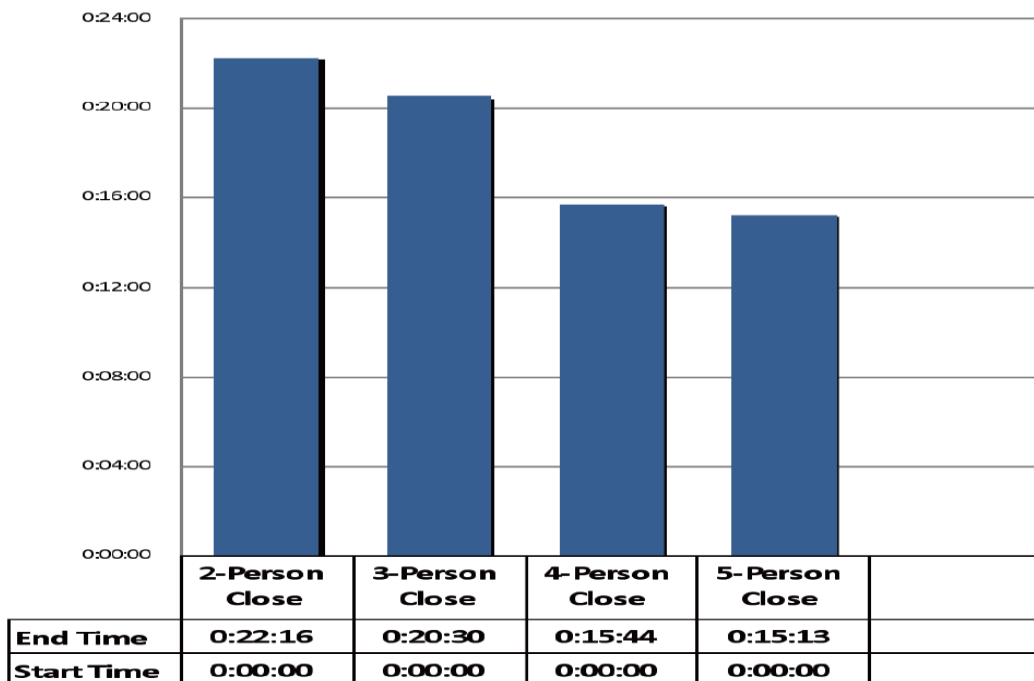


Identified within several independent studies, there was a 10% difference in the “water on fire” time between the two- and three-person crews. There was an additional 6% difference in the "water on fire" time between the three- and four-person crews. (i.e., four-person crews put water on the fire 16% faster than two-person crews). There was an additional 6% difference in the “water on fire” time between the four- and five-person crews (i.e. five-person crews put water on the fire 22% faster than two-person crews).



Time-to-Task Graphs Overall Scene Time (Time to Complete All 22 Tasks)

The four-person crews operating on a low-hazard structure fire completed the same number of tasks on the fireground (on average) 7 minutes faster than the two-person crews. The four-person crews completed the same number of fireground tasks (on average) 5.1 minutes faster than the three-person crew. The four-person crews were able to complete necessary fireground tasks on a low-hazard residential structure fire nearly 30% faster than the two-person crews and nearly 25% faster than the three-person crews. Although on the low-hazard residential structure fire, adding a fifth person to the crews did not show any additional decrease in fireground task times.



Fire department response capability and capacity is a function of the community's resource allocation and is a significant determinant in the degree of vulnerability of a community to unwanted fires and other emergencies. Naturally, a community with a sizeable and effective firefighting force, for example, would be less vulnerable to the large negative consequences of an unwanted fire than would a community with fewer resources allocated.

The fire department shall identify minimum company staffing levels as necessary to meet the deployment criteria required to ensure that a sufficient number of members are assigned, on duty, and available to safely and effectively respond with each company.

1. The number of on-duty fire suppression personnel shall be sufficient to perform the necessary fire-fighting operations given the expected fire-fighting conditions.
2. These numbers shall be determined through task analysis that take the following factors into consideration:
 - Life hazard to the populace protected
 - Provisions of safe and effective fire-fighting performance conditions for the fire fighters
 - Potential property loss
 - Nature, configuration, hazards, and internal protection of the properties involved
 - Types of fireground tactics and evolutions employed as standard procedure, type of apparatus used, and results expected to be obtained at the fire scene.

Fire company staffing requirements shall be based on minimum levels necessary for safe, effective, and efficient emergency operations.



E. Proposed Enhancement of Medical Services

The introduction of advanced life support (ALS) services is based upon the increased number of calls for service, which are medical in nature. Providing ALS services increases the likelihood of survival by a patient during a critical incident. According to 2017 census data, the average age in Nevada County is 49.8 years of age and within that report 23% are over the age of 65. Due to the age of our citizens within our community, approximately 78% of the total calls that agencies are responding to, are medical in nature.

The basic life support system is comprised of emergency medical technicians (EMTs) who have completed more than 300 hours of both classroom and practical education in trauma care, cardiac and stroke care, CPR, advanced first aid, child birth and basic medication administration.

EMTs are the backbone of the entire EMS system. Their skills and abilities are essential to a positive medical outcome. All the fire district's career fire personnel are trained to at least the EMT level.

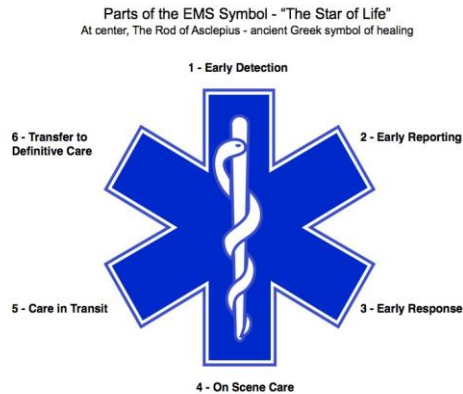
The ALS system is comprised of paramedics who have received more than 3,000 hours of training in aggressive cardiac life support, pediatric life support, severe trauma and more than 200 other life-threatening emergency medical conditions.

Paramedics can administer more than 30 advanced medications and medical procedures. They work to orchestrate an emergency medical scene and direct the operations in the field.

During an emergency medical call, the paramedic is in constant phone contact with a hospital emergency room physician. The paramedic and the physician pair together in making critical life-care decisions.

With advanced medical equipment, medical protocols and advanced medications, the fire district's medic unit serves as a hospital emergency room on wheels.





The elements comprising an EMS incident are symbolized by the Star of Life. The six branches of the star are symbols of the six main tasks executed by rescuers throughout an emergency medical event.

The six branches of the star include the elements listed below.

Detection: Citizens must first recognize that an emergency exists and know how to contact the emergency response system in their community.

Reporting: Upon accessing a call center, callers are asked for specific information so that the proper resources can be sent. In an ideal system, certified Emergency Medical Dispatchers (EMDs) ask a pre-defined set of questions. In this phase, dispatchers also become a link between the scene and the responding units and can provide additional information as it becomes available.

Response: This branch identifies the response of emergency crews to the scene. The response may include an engine with firefighters trained as EMT's followed by an ambulance carrying additional firefighter/EMT's or it may be a fire engine first responder crew followed by an ambulance carrying single role EMS personnel.

On scene care: Definitive care is provided on the scene by the emergency response personnel. Standing orders and radio or cellular contact with an emergency physician has broadened the range of on scene care that can be provided by EMS responders. A long algorithm of procedures and drugs may be used before the patient is removed from the scene.

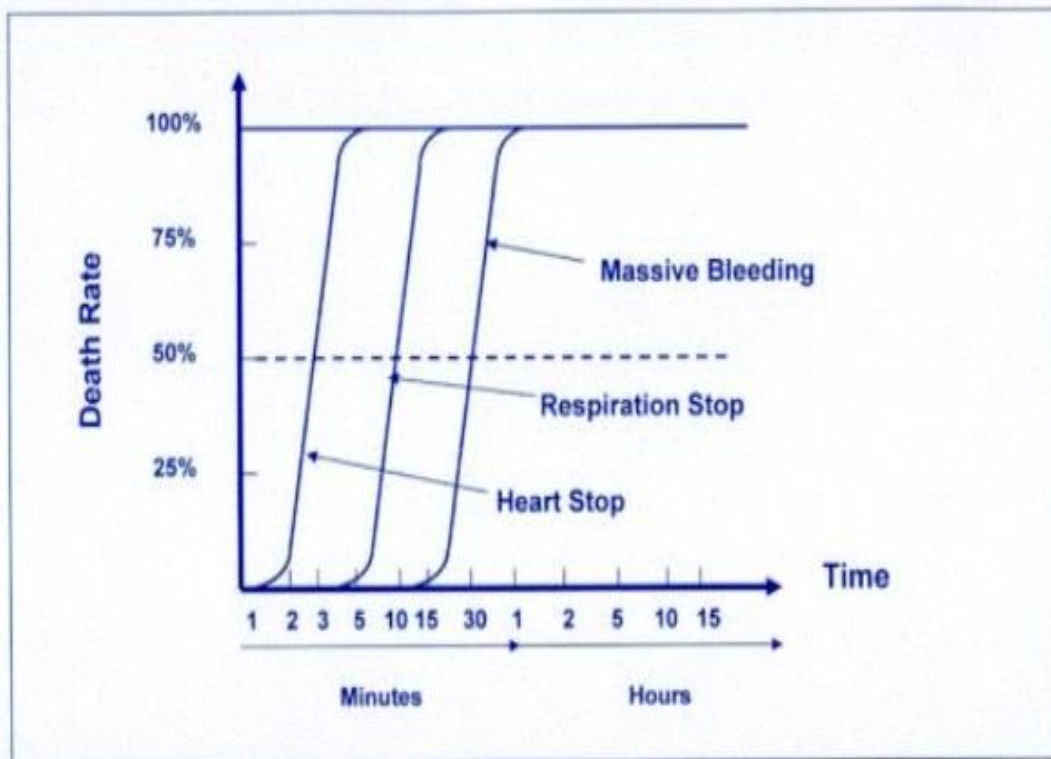
Care in Transit: Emergency personnel transport the patient to the closest appropriate medical care facility for definitive care. During transport, patient care/treatment is continued.

Transfer to Definitive care: Emergency crews transfer the patient to the appropriate specialized care facility. Transfer includes providing a detailed written report of the patient assessment and care provided on-scene and in-transit.

By providing ALS medical services that are strategically placed throughout the County and more readily available, we can potentially reduce the adverse effects of delayed pre-hospital care.

The golden hour, also known as golden time, refers to the period of time following a traumatic injury during which there is the highest likelihood that prompt medical and surgical treatment will prevent death.

The golden hour is not just limited to traumatic emergency situations. This first hour of emergent medical care is also very important in situations such as a heart attack or a stroke. Providing ALS services increases the likelihood of survival by a patient during these critical incidents.



F. Department of Fire Prevention

The Department of Fire Prevention is responsible for reviewing, updating and enforcing fire-related codes and ordinances. Activities carried out by Fire Prevention include:

- Code compliance inspections of all occupancies except single-family dwellings
- Provides professional input to governmental agencies, citizen groups and developers to ensure fire safety regulations are being met.
- Plan review of new and existing construction
- Investigation of fires to determine origin and cause
- Public education programs
- Regulation of business-related hazardous waste
- Fuels management and defensible space inspections

Having one Department of Fire Prevention within Western Nevada County Fire District provides for consistency, accountability and streamlines the processing and the enforcement of applicable codes. This structure allows for a single point of contact with a consistent delivery of service to our constituents.

A cooperative agreement will continue between the new District and the County of Nevada for the management and supervision of the County's Defensible Space Inspector program. Defensible Space refers to an area around the perimeter of structures or developments in the wildlands where the flammable vegetation has been modified to reduce the potential for the structure and/or structures to ignite in the event of a wildfire. The County's defensible space inspection (DSI) program in coordination with Cal Fire and Western Nevada County Fire District will increase property owner accountability and parcel fire-safe compliance.

Funding will be identified within the budget to increase the number of inspectors to address the needs of the community, as it relates to vegetation management, promoting defensible space, and enforcement.

An effective fire prevention program does not only serve the citizens but also serves fire suppression personnel. Fire prevention and mitigation efforts equate to firefighter safety. The early efforts of fire prevention and mitigation during the construction of a building will help to "shape the battlefield" when an incident does occur.

When suppression personnel are called for a fire in commercial structure at 3:00 a.m., there are questions that need to be quickly answered; Where is the hydrant? Is there an available water supply? Where is the fire department connection? Where is the fire alarm control panel? The answers to these questions are, it depends. In fact, one could say it depends on your fire prevention staff. Having fire protection systems in place and accessible for use to meet the operations of the fire department is crucial during a fire incident.

G. Elevated Opportunities for Community Involvement

Community support and involvement was the basis for the development and success of all fire departments. Over time we have lost some of the opportunities for an individual to contribute as an active participant within the fire service on a voluntary and/or limited schedule. State and Federal training mandates, busier work schedules, and full-time staffing have led to the reduced interest of volunteers.

It will be the goal of the new fire district to regain what has been previously lost, by concentrating our efforts in the development and support of programs that enhance community involvement.

By developing a “multi-level system” for volunteer participation, it will allow the District to capture an audience that is instrumental in providing essential services to the community. For example:

Level One:

An individual who has met the State and Federal requirements in training and certification to be a full-time career firefighter. They will be capable of supplementing on duty staffing and functioning in all aspects required in the delivery of emergency services.

Level Two:

An individual who has a specific expertise, this may not necessarily involve fighting fire or providing care during a medical emergency. Their participation within the organization is essential and their role is highly important.

Level Three:

An individual who wants to volunteer their time to support the ancillary functions of the organization. This includes such areas as, public outreach, vegetation management, kids camp, administrative support, and community events.

The District will place a high importance on supporting and enhancing the auxiliary organizations, that were previously established within the original districts. Auxiliaries have provided funding and support to the agencies during times when fiscal budgets would not allow. Today they still play a vital role in the fire service in providing funding and emergency support. The Penn Valley Fire District has a very successful auxiliary that operates a thrift store. It is staffed by volunteers and through their hard work they contribute approximately \$90k in additional funding to the District. Auxiliary contributions can be earmarked in the future to be utilized within a specific area of the District to directly benefit the local resources.

H. Insurance Services Office (ISO) Enhancement

ISO (Insurance Services Office) creates ratings for fire departments and their surrounding communities. The ratings calculate how well-equipped fire departments are to put out fires in that community. The ISO provides this score, often called the "ISO fire score," to homeowner's insurance companies. The insurers then use it to help set homeowners insurance rates. The more well-equipped your fire department is to put out a fire, the less likely your house is to burn down. And that makes your home less risky, and therefore less expensive, to insure.

An ISO fire insurance rating, also referred to as a fire score or Public Protection Classification (PPC), is a score from 1 to 10 that indicates how well-protected your community is by the fire department. In the ISO rating scale, a lower number is better: 1 is the best possible rating, while a 10 means the fire department did not meet the ISO's minimum requirements.

According to the ISO's Fire Suppression Rating Schedule (FSRS), there are four main criteria to a fire rating score:

- 50% comes from the quality of your local fire department including staffing levels, training and proximity of the firehouse.
- 40% comes from availability of water supply, including the prevalence of fire hydrants and how much water is available for putting out fires.
- 10% comes from the quality of the area's emergency communications systems (911).
- An extra 5.5% comes from community outreach, including fire prevention and safety courses.
- Any area that is more than 5 driving miles from the nearest fire station is automatically rated a 10.

Virtually all insurers writing personal or commercial property insurance ... use the ISO information in their underwriting and rating processes. ... how an improvement or deterioration in PPC class will affect individual policies.

The advancement within the fire district will provide the constituents of Western Nevada County with enhanced fire protection, medical services and improving the overall ISO rating within the County.

I. Fleet Replacement Plan

A safe, effective and reliable fleet is of the utmost importance in enabling the district in fulfilling its mission. Many of the geographical features of Western Nevada County are unique requiring a diverse fleet with equipment designed to manage varying incidents. These incidents could range from a fire at a large industrial complex to a wildland fire or a backcountry rescue. Below is a description of the different types of apparatus and their primary use;

- Type I & II engine – Residential and commercial structure fires.
- Type III & VI engine – Wildland fires.
- Water Tender – 2000+ gallons of water for use in non-hydranted areas.
- Squad / Rescue - Specialty vehicles for technical rescues, routine medical aids, fleet maintenance.
- Staff / Utility – Prevention, suppression and command staff. Local and regional use.

	Engine Type						
	Structure		Wildland				
Requirements	1	2	3	4	5	6	7
Tank minimum capacity (gal)	300	300	500	750	400	150	50
Pump minimum flow (gpm)	1000	500	150	50	50	50	10
@ rated pressure (psi)	150	150	250	100	100	100	100
Hose 2½"	1200	1000	-	-	-	-	-
1½"	500	500	1000	300	300	300	-
1"	-	-	500	300	300	300	200
Ladders per NFPA 1901	Yes	Yes	-	-	-	-	-
Master stream 500 gpm min.	Yes	-	-	-	-	-	-
Pump and roll	-	-	Yes	Yes	Yes	Yes	Yes
Maximum GVWR (lbs)	-	-	-	-	26,000	19,500	14,000
Personnel (min)	4	3	3	2	2	2	2

Maintaining such a fleet requires a replacement plan which identifies the service life and frequency of replacement. Service life varies between equipment types and frequency of use. Determining factors which dictate when a vehicle has met or exceeded its serviceable life include;

- No longer meets acceptable safety standards.
- No longer meets service delivery requirements.
- Decreased reliability of vehicle.
- Cost of repairs to keep the vehicle in service.
- Frequency of repairs removing the vehicle from service.

The fleet replacement plan integrates the rotations of select apparatus over the life of the plan to maximize their serviceable life. Replacement apparatus is appropriately designed for its specific use by committee, meeting local needs and industry standards set forth by NFPA 1901.

Below is the anticipated service life of each apparatus type and the frequency in which a replacement vehicle would need to be purchased. The frequency of purchase is based on the proposed 13 staffed fire stations. The plan does not take in to account the age of the current fleet.

Engines –

- Type I & II - 12 years front line service, 8 years reserve status. Engine purchase every year.
- Type III - 15-year front-line service, five years reserve. Engine purchase every 3 years.
- Type VI - 20-year service life. Engine purchase every 4 years.

Water Tender –

- 25-year service life. WT purchase every 3 years.

Squad / Rescue –

- 20-year service life. Squad / Rescue purchase every 5 years.

Staff / Utility Vehicles-

- Service life varies. Purchase 2 per year / approx. 6-year rotation.



J. Governance of the Fire District

The governing body, which is established by law to administer the operations of a fire protection district, may be comprised of one of the following alternatives, as set forth in the petition or resolution proposing the formation of the district (Health and Safety Code (HSC) 13816 and 13821).

1. A district board may generally have 3, 5, 7, 9, or 11 members (HSC 13842);
2. The district board may be appointed or elected (HSC 13835 and 13848);
3. Elected district board members may be elected by district or at large (HSC 13846);
4. Appointed district board members are appointed by the county board of supervisors, or the city council, or both, or two or more of either depending upon cities or counties within the district. Appointments are apportioned by the number of cities or counties within the district and the number of people in each (HSC 13835-13839).

The Western Nevada County Fire District will be governed by a five-member Board. Board members will have the primary responsibility of ensuring fiscal accountability and governance of the Fire District. Members of the Board will be elected by the citizens of the community who reside within the service area of the District for a term of four years.

The elected official will represent one of five “directorial zones” (DZ) established within Western Nevada County. The DZ will be identified as a geographical area based on population of citizens represented, and all DZ’s will comparable population represented.

K. Finance of the District

Property taxes, special assessments, current service charges and augmentation funds are presently the major revenue source for the fire districts. Mitigation fees are imposed on new development to reduce the impact of that development on a jurisdiction's ability to provide public services.

Western Nevada County Fire Agencies have a combined total budget of approximately 13.5 million dollars. Of the 13.5 million dollars, 1.5 million are classified as non-recurring revenue. Non-recurring revenue may include such items as mitigation fees, strike team revenues or any other fluctuating revenue source. Included within the 13.5 million dollars, is approximately 4.8 million dollars of combined augmentation revenues that are collected by the fire districts annually. The additional funding is essential to maintain current staffing levels and to address operational cost incurred by each agency.

Due to rising personnel cost including CalPERS unfunded liabilities and health insurance, most agencies expend in excess of 80% of their total fiscal budget on salaries and benefits. The additional increase in cost of apparatus and equipment along with the cost to maintain and upkeep facilities has cause significant shortfalls within departmental budgets.

To achieve adequate staffing levels within the new organization, long term funding will need to be identified to overcome the budgetary shortfall. Using the premise that each station will cost approximately 1.25 million dollars in staffing, identifying adequate management/support staff levels and a capital replacement program. The new organization will need a fiscal budget of approximately 23 million dollars. We will need to identify 16 million dollars (excludes existing 4.8 million dollars of augmented revenue) over the current combined budget of all agencies.

The spreadsheet below is representative of the budgeted revenues allocated by the County to Western Nevada County Fire Agencies for fiscal year 2018/2019.

**Western Nevada County Fire Agencies
Combined Budget for 2018-19**

<u>Revenues 18-19 Budget</u>	Total	HFD	PVFD	OHFD	PCPFD	NCCFD	NSJFD	R&R	Wash
Property Tax	5,917,151	\$ 1,455,000	\$ 408,400	\$ 382,000	\$ 207,350	\$ 3,076,541	\$ 148,860	\$ 239,000	\$ -
Non recurring	1,504,191	\$ 450,000	\$ 75,000	\$ -	\$ 270,000	\$ 254,191	\$ 345,000	\$ 110,000	\$ -
Prop 172 (per NC Reso)	668,470	\$ 77,356	\$ 103,869	\$ 51,383	\$ 24,329	\$ 342,470	\$ 34,339	\$ 28,590	\$ 6,134
Ambulance	380,000		\$ 380,000						
Parcel Tax (existing)	4,773,849	\$ 124,000	\$ 1,268,000	\$ 224,640	\$ 105,000	\$ 2,853,927	\$ 40,000	\$ 158,282	\$ -
Other	211,896	\$ 68,000	\$ 22,000	\$ 2,000	3500	\$ 92,300	\$ 8,800	\$ 15,296	
Total	\$ 13,455,557	\$ 2,174,356	\$ 2,257,269	\$ 660,023	\$ 610,179	\$ 6,619,429	\$ 576,999	\$ 551,168	\$ 6,134
Less:									
Non recurring	(1,504,191)	\$ (450,000)	\$ (75,000)	\$ -	\$ (270,000)	\$ (254,191)	\$ (345,000)	\$ (110,000)	\$ -
Parcel Tax (existing)	(4,773,849)	\$ (124,000)	\$ (1,268,000)	\$ (224,640)	\$ (105,000)	\$ (2,853,927)	\$ (40,000)	\$ (158,282)	\$ -
Adjusted Revenue	\$ 7,177,517	\$ 1,600,356	\$ 914,269	\$ 435,383	\$ 235,179	\$ 3,511,311	\$ 191,999	\$ 282,886	\$ 6,134



Nevada County Consolidated Fire District

11329 McCourtney Road, Grass Valley, CA 95949

(530) 273-3158 FAX (530) 273-1780

nccfire@nccfire.com • www.nccfire.com

To: Nevada County Consolidated Fire District Board of Directors
From: Jeff Van Groningen, Finance Manager through Jim Turner, Fire Chief
Date: July 18, 2019
Re: Audit Services

Background:

Upon the completion of each fiscal year, Nevada County Consolidated Fire District (the district) is required to have an audit performed by an independent qualified auditor. Two years ago, the district solicited Requests for Proposals (RFP) for three years of such services. The RFP process and ensuing decision selected Pehling & Pehling to perform such services for the three years. Subsequently, the audit for fiscal years 2016-17 and 2017-18 were satisfactorily completed by Pehling & Pehling.

Attached is the engagement letter for Pehling & Pehling to provide such services again for the fiscal year 2018-19. This is the third year of the three-year proposal. The provisions and pricing of the attached engagement letter are in accordance with the three-year proposal approved in May of 2017.

Recommendation:

Allow staff to execute the engagement letter for audit services for the fiscal year 2018-19.

Fiscal Implications:

Audit services and related financial reporting will be at a not exceed price of \$9,400.

June 20, 2019

Nevada County Consolidated Fire District

Dear Board:

We are pleased to confirm our understanding of the services we are providing for Nevada County Consolidated Fire District for the year ended June 30, 2019,. We will audit the Statement of Net Position, Statement of Activities and where applicable the Statement of Revenues, Expenditures, and Change in Fund Balance, Balance Sheet and Statement of Cash Flows of Nevada County Consolidated Fire District as of and for the year ended Nevada County Consolidated Fire District.

Accounting standards generally accepted in the United States of America call for certain required supplementary information (RSI) to accompany the basic financial statements. The Governmental Accounting Standards Board also considers this information a necessary part of financial reporting as it provides perspective to the basic financial statements. Therefore, as part of this engagement, we will apply limited procedures to Nevada County Consolidated Fire District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will primarily consist of inquiries of management regarding their methods of measurement and presentation. However, we will not express an opinion or provide any assurance on this RSI as our limited procedures do not provide us with sufficient evidence to do so under our professional standards. Consequently, the financial statements we present to you will include the following required RSI that will not be audited and, as such, our report will disclaim an opinion on this RSI:

- Management's Discussion and Analysis

We also understand that supplementary information other than RSI will accompany Nevada County Consolidated Fire District's basic financial statements. In accordance with auditing standards generally accepted in the United States of America, we will apply auditing procedures and other additional procedures deemed necessary to the following supplementary information accompanying the basic financial statements in order to provide an opinion on this information in relation to the financial statements as a whole.

Objective

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the additional supplementary information referred to above when considered in relation to the financial statements taken as a whole.

Our audit will be conducted in accordance with U.S. generally accepted auditing standards (GAAS). Our professional standards as defined by GAAS require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement and are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. As such, our audit will involve performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements and will include tests of the accounting records of Nevada County Consolidated Fire District and other procedures we consider necessary. The procedures we determine necessary will depend on our "auditor's" judgment and will be based, in part, on our assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. If our opinion is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or form an opinion, we may disclaim an opinion or not issue a report.

Audit Procedures

Our audit will involve performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements and will include tests of the accounting records of Nevada County Consolidated Fire District and other procedures we consider necessary. The procedures we determine necessary will depend on our "auditor's" judgment and will be based, in part, on our assessment of the risks of material misstatement of the financial statements, whether from errors, fraudulent financial reporting, misappropriations of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If we deem it appropriate, our procedures will also include tests of documentary evidence supporting the transactions recorded in the accounts, may include tests of the physical existence of inventories, and will include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters. These representations will include acknowledging our assistance with the preparation of your financial statements, the supplementary information, and notes accompanying these documents, and that you have reviewed and approved these documents, approved their release, and that you have accepted responsibility for them.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected by our firm, even though our audit is properly planned and performed in accordance with GAAS and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors that come to our attention, and we will inform you, or the appropriate level of management, of any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

In making our risk assessments, we will consider internal controls relevant to the preparation and fair presentation of the Nevada County Consolidated Fire District's financial statements in order to design audit procedures that are appropriate in the circumstances. However, our audit procedures are not designed for the purpose of expressing an opinion on the effectiveness of your internal control. In accordance with our professional standards, we will communicate in writing to the appropriate level of management and those charged with governance matters concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of Nevada County Consolidated Fire District's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion. Management maintains the responsibility for identifying and ensuring that Nevada County Consolidated Fire District complies with applicable laws, regulations, contracts, and other agreements.

Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

Zach Pehling is the engagement partner for the audit services specified in this letter. His responsibilities include supervising services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Responsibilities of Management and Those Charged with Governance

As part of our engagement, we may advise you about appropriate accounting principles and their application; however, the management of Nevada County Consolidated Fire District acknowledges and understands that the final responsibility for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America remains with you. This responsibility includes the financial statements, all accompanying information, and the representations that accompany them. As such, the management of Nevada County Consolidated Fire District is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Other management responsibilities include maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.

By your signature below, you also acknowledge that the management of Nevada County Consolidated Fire District is responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements, and all accompanying information, that are free from material misstatement, whether due to fraud or error. This responsibility includes the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund and the aggregate remaining fund information of the Nevada County Consolidated Fire District and the respective changes in financial position and where applicable, cash flows, in conformity with accounting principles generally accepted in the United States of America. In addition, management is also responsible for having appropriate programs and controls in place to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the organization that involves management, employees who have significant roles in internal control, regulators, and others where fraud could have a material impact on the financial statements. The management of Nevada County Consolidated Fire District is also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting Nevada County Consolidated Fire District received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the Nevada County Consolidated Fire District complies with applicable laws and regulations and for taking timely and appropriate actions to remedy any fraud, illegal acts, or violations of contracts and agreements. You agree that you will confirm your understanding of your responsibilities as defined in this letter to us in your representation letter.

Management is also responsible for the preparation and fair presentation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree that you will confirm your understanding of your responsibilities with respect to the supplementary information in your representation letter. You further agree to include our report on the supplementary information in any document that contains and indicates that we have reported on such supplementary information.

Management's responsibilities also include designating qualified individuals with the necessary expertise to be responsible and accountable for overseeing all the nonattest services we perform as part of this engagement, as well as evaluating the adequacy and results of those services and accepting responsibility for them.

You further acknowledge and understand that management is responsible for providing us with access to all information management is aware of that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters; for the accuracy and completeness of the information that is provided to us; and for informing us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements. This responsibility also includes providing us with any additional information that we may request from management for the purpose of the audit; as well as allowing us unrestricted access to individuals within the organization from whom we may determine it necessary to obtain audit evidence, including access to your designated employees who will type all confirmations we request.

Written Report

We expect to issue a written report upon completion of our audit of Nevada County Consolidated Fire District's financial statements. Our report will be addressed to the Board of Directors of Nevada County Consolidated Fire District. We cannot provide assurance that an unmodified opinion will be expressed on the financial statements. Circumstances may arise in which it is necessary for us to modify our opinion, add emphasis-of-matter or other-matter paragraphs, decline to express an opinion or withdraw from the engagement.

Other Matters

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, typing, postage, copies, and telephone calls), except that we agree that our gross fee, including expenses, will not exceed 9464 for the audit for this contract. An initial deposit of 4732 due at the beginning of the year and the remainder due at completion of the audit. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

It is our policy to keep records related to this engagement for 7 years. However, Zach Pehling CPAs does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the 7-year period Zach Pehling CPAs shall be free to destroy our records related to this engagement.

We appreciate the opportunity to be of service to Nevada County Consolidated Fire District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Zach Pehling

RESPONSE:

This letter correctly sets forth the understanding of Nevada County Consolidated Fire District.

APPROVED:

Nevada County Consolidated Fire District

Date



Nevada County Consolidated Fire District

Resolution 19-19

Adjusted 2012 Special Tax Fund Transfer

WHEREAS, resolution 19-12 authorized the transfer of \$47,400.00 from fund 6734 to 6722 at the June 20, 2019 NCCFD Board of Directors meeting, and

WHEREAS, subsequent to the resolution, County of Nevada withdrew \$2,474.01 from fund 6734 for unpaid special taxes, leaving the remaining balance in fund 6734 at \$46,015.13, and

WHEREAS, County of Nevada requires a new resolution for transferring the adjusted amount.

NOW, THEREFORE, BE IT RESOLVED that the NCCFD Board of Directors void resolution 19-12, and adopt this resolution, to approve the transfer of \$45,000 from the 2012 Special Tax Fund (6734) to operating funds (6722) to cover operating expenses.

PASSED AND ADOPTED by the Board of Directors as Resolution of the Nevada County Consolidated Fire District at the Regular Board Meeting held on the 18th day of July 2019 by the following roll call:

Ayes:

Noes:

Absent:

Abstain:

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

Attest:

Nicole Long, Secretary of the Board



Nevada County Consolidated Fire District

640 Coyote Street, Nevada City, CA 95959

(530) 265-4431 FAX (530) 265-4438

nccfire@nccfire.com • www.nccfire.com

To: Nevada County Consolidated Fire District Board of Directors
From: Terry McMahan, Fire Marshal through Jim Turner, Fire Chief
Date: July 8, 2019
Re: Senate Bill 1205 – Fire Protection Services: Inspection compliance reporting

Background:

- Existing law requires the chief of any city or county fire department or district providing fire protection services and his or her authorized representatives to inspect every building used as a public or private school within his or her jurisdiction, for the purpose of enforcing specified building standards, not less than once a year, as provided. Existing law requires every city or county fire department or district providing fire protection services that is required to enforce specified building standards to annually inspect certain structures, including hotels, motels, lodging houses, and apartment houses, for compliance with building standards, as provided.
- Current law doesn't set up a check or balance to determine whether the inspections are being carried out, this legislation would address that accountability gap.
- A State bill to increase fire safety and accountability in California Cities, Counties and Districts unanimously passed the State Legislature in August and was signed by Governor Jerry Brown on September 27, 2018. This bill went into effect January 1, 2019.

SB 1205 would require fire departments to report annually their compliance with safety building inspection requirements to administering agents, such as city council or district boards. According to a press release, Senator Jerry Hill, D-San Mateo, introduced the bill after a Bay Area News Group report showed that many schools and apartment buildings in the Bay Area did not receive their annual required inspection at least once from 2010 to 2017. The Bay Area News Group conducted the investigation into building inspections after the Oakland Ghost Ship warehouse fire in 2016, which killed 36 people.

- Nevada County Consolidated Fire District has completed these inspections on an annual basis for Schools (Public and Charter), hotels, motels, lodging houses, churches and large assemblies.

Recommendation:

- This is a California State Law, Section 13146.4 has been added to the Health and Safety Code; the Fire District is **required** to inspect and **report** annually to its administering authority on its compliance of annual inspection of certain structures.
- Accept this report as submitted. (See attached list)

Fiscal Implications:

- None.
- The inspection program has been in place for a number of years.
 - Annual reporting is the only new requirement for the Fire District.



SB 1205 Annual Inspection Compliance Report - 2018

Nevada County Consolidated Fire District

Category		Total in District
Schools		7
Hotels/Motels		3
Churches		10
Large Assemblies		14



RECEIVED

JUN 19 2019

NCCFD

RESOLUTION No. 19-256

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

RESOLUTION APPROVING THE REALLOCATION OF PROPERTY TAX REVENUES FROM THE COUNTY OF NEVADA TO THE PENN VALLEY FIRE DISTRICT, HIGGINS FIRE DISTRICT, NEVADA COUNTY CONSOLIDATED FIRE DISTRICT AND TRUCKEE FIRE DISTRICT CONSISTENT WITH RESOLUTION 06-162

WHEREAS, the Penn Valley Fire District, Nevada County Consolidated Fire District, Higgins Fire District and Truckee Fire District have been identified as providing services to specific Tax Rate Areas (TRA) yet the districts are not receiving any portion of property tax revenue collected from those TRAs; and

WHEREAS, at the time of annexations in the 1980s, no property tax negotiations occurred between the Fire Districts and the County or other districts receiving property taxes from those areas;

WHEREAS, Revenue & Taxation Code Section 99.02 allows any local agency, by resolution of its governing body, to exchange any portion of its property tax revenues with another local agency within the same tax rate areas if it finds that (a) revenues are available for this purpose, (b) the transfer will not change the ratio of fees, charges or assessments in relation to other revenues of the County, (c) the transfer will not impair the local agency's ability to provide existing services, and (c) the transfer will not result in a reduction of property tax revenues to school entities; and,

WHEREAS, the Penn Valley Fire District formally requested the County to consider sharing a portion of the County's property tax from these areas although the County has no legal obligation to do so; and

WHEREAS, the Board of Supervisors passed Resolution 06-162 in 2006 determining tax increment formulas for property tax reallocation when a new special district provides services in new areas; and

WHEREAS, pursuant to Revenue & Taxation section 99.02 the County now desires to share a portion of its property tax allocation with the Penn Valley Fire District and other similarly situated fire districts within the County based on the tax allocation formula contained in Resolution 06-162; and,

WHEREAS, pursuant to Revenue & Taxation Code section 99.02(e), the Nevada County Board of Supervisors held a duly noticed public hearing on June 11, 2019 at which hearing the Board received and considered verbal and written comments regarding the effect of the proposed transfer on fees charges, assessments, taxes or other revenues; and,

WHEREAS, the impact on the General Fund revenue of reallocating property tax based on the formula in Resolution 06-162 is estimated to be \$1,633.48 in year one.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Supervisors of the County of Nevada hereby finds and determines as follows:

1. The recitals above are true and correct.
2. Revenues are available from the County's General Fund for the purpose of said transfers.
3. The transfers will not result in any increase in the ratio between the amount of County revenues that are generated by regulatory licenses, use charges, user fees, or assessments and the amount of County revenues used to finance services provided by the County.
4. The transfers will not impair the County's ability to provide existing services.
5. The transfers will be made solely from the County's share of the property tax allocation and will not result in a reduction of property tax revenues to school entities or any other taxing entity.

BE IT FURTHER RESOLVED that the Board of Supervisors hereby approves the transfer of a portion of the County's property tax increment to the Penn Valley Fire District, the Nevada County Consolidated Fire District, the Higgins Fire District and the Truckee Fire District in the tax rate areas shown in Exhibit A and using the methodology as established by Resolution 06-162, and the Auditor Controller is hereby authorized and directed to annually reallocate said property tax increment in accordance with this Resolution, commencing as of Fiscal Year 2019-20.

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 11th day of June, 2019, by the following vote of said Board:

Ayes: Supervisors Heidi Hall, Edward Scofield, Dan Miller, Susan K. Hoek and Richard Anderson.


Noes: None.

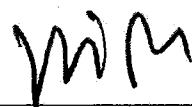
Absent: None.

Abstain: None.

ATTEST:

JULIE PATTERSON HUNTER
Clerk of the Board of Supervisors

By: 



Richard Anderson, Chair

6/11/2019 cc: CEO*
AC*

Exhibit A

TRA List By District

	PENN VALLEY FIRE DIST	N CO CONSOLIDATED FIRE DIST	HIGGINS FIRE	TRUCKEE FIRE DISTRICT
1	57009	57001	57015	03005
2	57010	57012	57016	03030
3	57019	57023	57017	03058
4	57024		72032	
5	62051		72038	
6	62061		80015	
7	62062		80016	
8	72004			
9	72019			
10	72020			
11	80002			
12	80013			

Special Districts
What the Public Should Know

2018-2019 Nevada County Grand Jury

Summary

Special districts are types of local government formed to provide services and infrastructure in their communities. They are governed by the residents they serve. The 2018-2019 Nevada County Grand Jury (Jury) investigated special districts because they provide essential services, have substantial fiscal and administrative responsibilities, and are often not well understood or engaged with by the public. The Jury surveyed two dozen special districts that operate in Nevada County. This report shares self-reported special district data divided into categories based on budget size. This report is intended to aid the public in better understanding their special districts, illuminate special district management and operations, and help special districts follow legal requirements and best practices.

The Jury found that special districts are more likely to perform better with public awareness, involvement, and oversight. The Jury encourages Nevada County residents to know about and participate in the special districts that serve their residences and businesses. Participation can include:

- reviewing special district websites,
- being aware of meeting agendas,
- attending meetings,
- reading meeting minutes,
- participating in electing new board members,
- serving on the board,
- volunteering for their special districts,
- reading and discussing articles in local papers about their special districts, and
- filing complaints if there are problems.

There are numerous organizations, checklists, and programs that can be used by special districts as resources to improve their service to the public. The Jury encourages special districts to comply with all applicable legal requirements, review and explore expanding their public outreach programs, consider establishing citizen oversight committees, seek and employ best practices, and pursue certifications and accreditations.

Glossary

LAFCo	Nevada County Local Agency Formation Commission
Jury	2018-2019 Nevada County Grand Jury

Background

This report is intended to aid the public in better understanding their special districts, illuminate special district management and operations, and help special districts follow legal requirements and best practices.

Special districts are agencies governed by local residents to provide services and infrastructure in their communities. In California, grand juries investigate local governments, including special districts. The Superior Court of Nevada County website describes the Nevada County Grand Jury as “a judicial body sanctioned by the Superior Court ... to inquire into and review the conduct of county government and special districts.” The website also says the Nevada County Grand Jury acts as “the conscience of the community.”

The Jury investigated special districts because they provide essential services, have substantial fiscal and administrative responsibilities, and are often not well understood or engaged with by the public. The Jury created a survey focused on special district management, which was sent to the 24 special districts that were both independent – meaning they were governed by an elected or appointed board – and had Nevada County Local Agency Formation Commission (LAFCo) boundary oversight. This survey excluded dependent special districts, which are run by officers of a local agency or their appointees, and excluded special districts that operate in Nevada County but have boundary oversight by the LAFCo of a different county in which they also operate. Some special districts that operate in Nevada County also operate in Placer, Sierra, Yuba, and El Dorado counties. This survey also excluded school districts, which are not considered special districts under the law.

Approach

The Jury developed a survey that was sent to 24 special districts operating in Nevada County (see Appendix A). The self-reported data in the responses was analyzed; the Jury found grouping special districts into categories based on budget size facilitated analysis and comparison. The Jury also conducted interviews, conducted independent research, reviewed best practices materials, and observed a training hosted by Nevada County LAFCo.

Discussion

Special Districts

Special districts are types of local government formed to provide services and infrastructure in their communities. They are governed by the residents they serve. They often supply essential services such as water or road maintenance. The United States Census Bureau defines special districts as providing

specific services that are not being supplied by existing general purpose governments. Most perform a single function, but in some instances, their enabling legislation allows them to provide several, usually related, types of services. The services provided by these districts range from such basic social needs as hospitals and fire protection, to the less conspicuous tasks of mosquito abatement and upkeep of cemeteries.

Special districts benefit from the community knowing about them and participating in them. Some districts recognize this advantage by having a citizen oversight committee representing the

Here are examples of tax bills with special district assessments:

2018-2019

COUNTY VALUES, EXEMPTIONS, AND TAXES

PHONE #	DESCRIPTION	PRIOR	CURRENT	BILLED
INQUIRIES 530-265-1285	LAND	0	59522	59522
VALUATIONS 530-265-1232		0	0	0
TAX RATES 530-265-1244		0	0	0
EXEMPTIONS 530-265-1232	STRUCTURAL IMPROVEMENTS	0	134197	134197
PAYMENTS 1-888-243-1366		0	0	0
PERS PROP 530-265-1232		0	0	0
ADDR CHGS 530-265-1232		0	0	0
		0	0	0
	NET TAXABLE VALUE			193719
	VALUES X TAX RATE PER \$100 1.000000			\$1,937.20

VOTER APPROVED TAXES / TAXING AGENCY DIRECT CHARGES & SPECIAL ASSESSMENTS / FEES

PHONE #	CODE	DESCRIPTION	ASSESSED VALUE	X	TAX RATE / 100	=	TAX AMOUNT
(530) 265-1244	35100	Voter Debt: Grass Valley Elem 2018	193719		0.023082		\$44.72
(530) 265-1244	35400	Voter Debt: Nevada Jt Union H.S. 2002	193719		0.007390		\$14.32
(530) 265-1244	35401	Voter Debt: Nevada Jt Union H.S. 2016	193719		0.019000		\$36.60
(530) 889-4173	35504	Voter Debt: Sierra College SFID #2 2004	193719		0.022795		\$44.16

PHONE #	DESCRIPTION	DIR CHRG	PHONE #	DESCRIPTION	DIR CHRG	PHONE #	DESCRIPTION	DIR CHRG
(866) 807-8884	Nev Co Consolid. Fire 2012	\$58.98	(866) 807-8884	Nevada Co Consolid	\$123.14	(530) 265-1402	CSA 16-Western Co S	\$29.70

AGENCY TAXES	\$140.00
DIRECT CHARGES	\$209.82
FEES	\$0.00
	\$349.82

PENALTY & COST \$0.00

AGENCY TAXES + DIRECT CHARGES + FEES + PENALTY + COST + DELINQUENT PENALTIES

1st INSTALLMENT \$1,143.51

2nd INSTALLMENT \$1,143.51

TOTAL TAXES

PAID ON 11/07/2018

PAID ON 11/07/2018

\$2,287.02

Special district fees listed on a Nevada County property tax bill retrieved via website

VOTER APPROVED TAXES, TAXING AGENCY DIRECT CHARGES AND SPECIAL ASSESSMENTS		ASSESSED VALUE X TAX RATE =	AGENCY TAXES
530-889-4178	SIERRA COLLEGE SFID #2	303,600 .000231	70.13
530-265-1244	NUHS SERIES A & B	303,600 .000077	23.38
530-265-1244	NUHS ELECTION OF 2016-SERIES A	303,600 .000190	57.68
	ROUNDING ADJUSTMENT		<0.01>
530-265-1411	* LAKE WILDWOOD SEWER MAINTENANCE	045	712.00
530-265-1402	* CSA 16-WESTERN COUNTY SOLID WASTE SYSTEM	139	29.70
530-265-1411	* LAKE WILDWOOD SEWER IMPROVEMENT	179	283.00
530-432-2630	PENN VALLEY FIRE DIST.VOTER APPROVED PARCEL CHARGE	185	75.90
530-432-2630	PV AMBULANCE/RESCUE VOTER APPROVED PARCEL CHARGE	259	112.72
530-432-1990	WESTERN GATEWAY PARK VOTER APPROVED PARCEL CHARGE	267	12.94

Special district fees listed on a Nevada County property tax bill received via postal mail

Surveyed Special Districts

In 2018, the Jury surveyed the 24 special districts that were both independent and had Nevada County LAFCo boundary oversight. The surveyed special districts included:

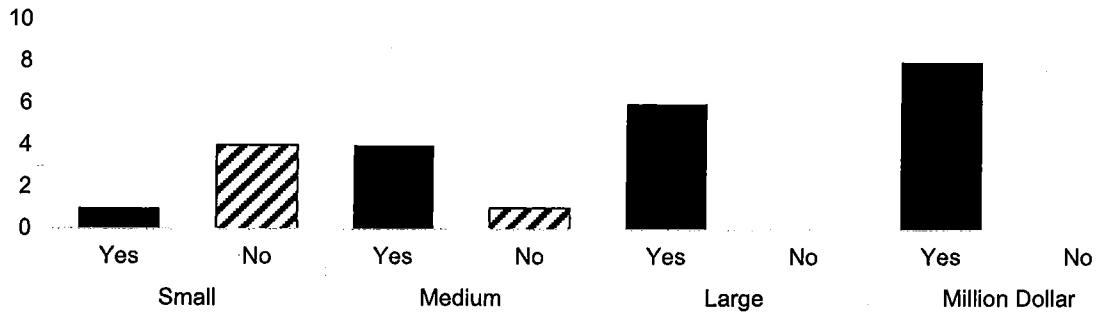
- eight fire districts,
- four recreation and park districts,
- four community service districts,
- three water districts,
- two cemetery districts,
- one public utility district that provided both water and electricity,
- one sanitation (wastewater) district, and
- one resource conservation district.

Special districts are funded by a combination of taxes, service fees, grants, and other revenues. The surveyed special districts had annual operating budgets ranging from \$12,800 to \$59.5 million. The Jury found that grouping special districts into categories based on budget size facilitated analysis. The categories used were:

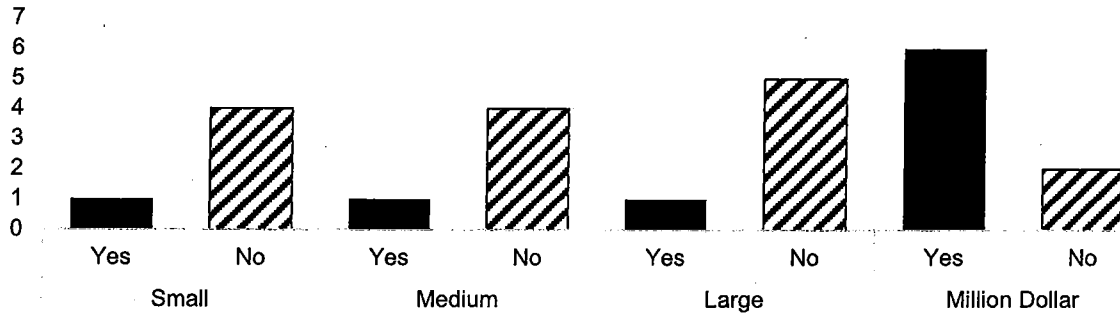
- small-budget districts for annual operating budgets under \$100,000,
- medium-budget districts for annual operating budgets from \$100,000 up to \$200,000,
- large-budget districts for annual operating budgets from \$200,000 up to \$1 million, and
- million-dollar-budget districts for annual operating budgets of \$1 million or more.

When grouped by budget size, the special districts surveyed tended to have similar characteristics. All data provided was self-reported by the special districts. The Jury hopes that sharing its analysis of the information gathered will benefit both the public and the special districts themselves.

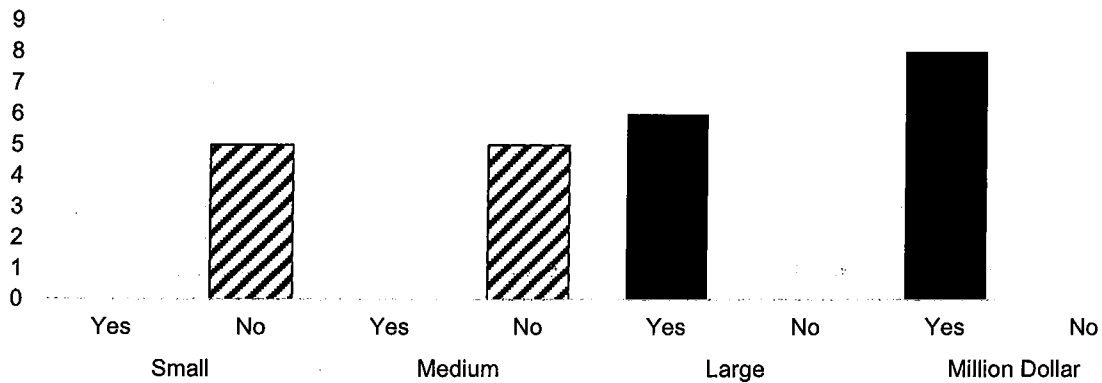
Reported Having a Website



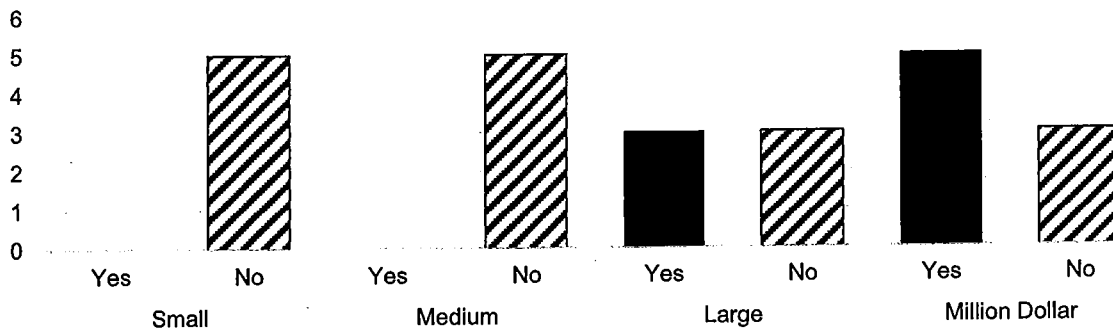
Reported Compensating Board Members



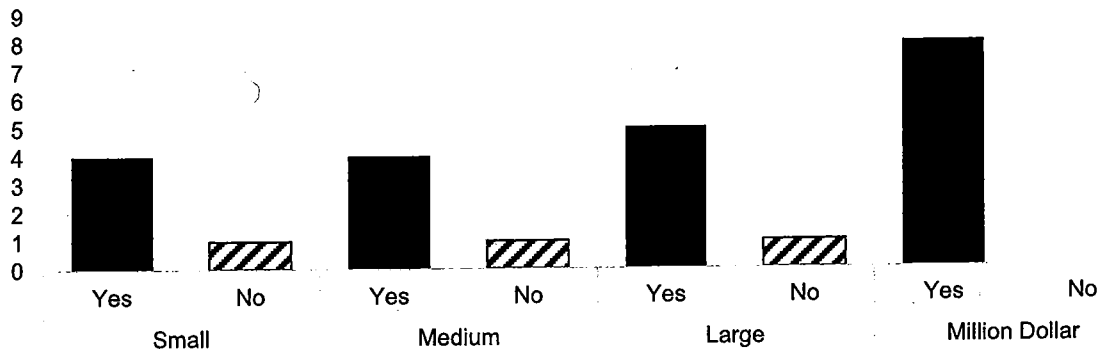
Reported Having Full Time Employees



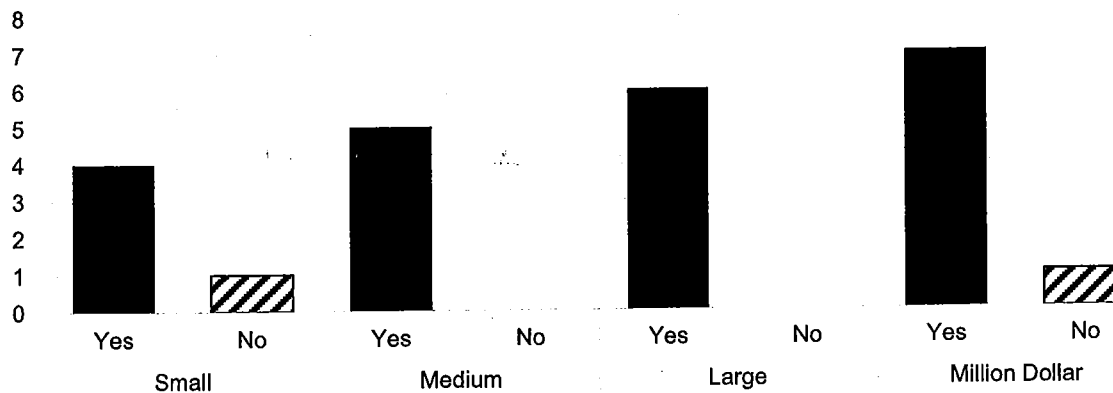
Reported Having a Finance Committee

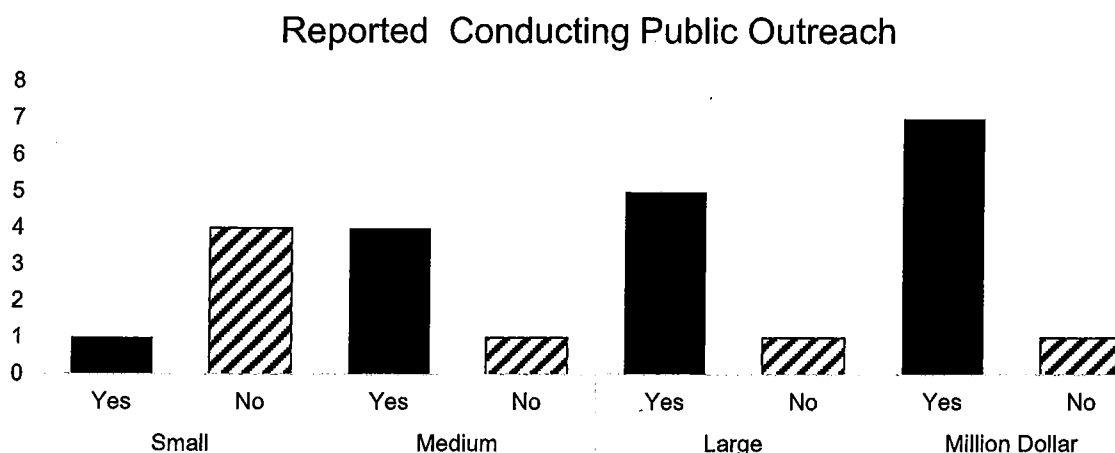


Reported Having a Code of Conduct or Conflict of Interest Policy



Reported Being Current with Audit Submissions





Small-Budget Districts

Special districts with annual budgets under \$100,000 were classed by the Jury as small-budget districts. The Jury surveyed five special districts of this size. Their budgets ranged from \$12,800 to \$69,250.

Four of these districts had financial reserves. Four indicated they were current with submitting their certified financial audits to the Nevada County Auditor-Controller. All five of the districts indicated they had copies of their past three audits, current operating budget, and current financial reports available.

Four of the districts had bylaws. One of the districts had a website.

None of the districts had employees and the number of volunteers ranged from one to five.

Four of the districts had written conflict of interest policies and three had written code of conduct policies.

One district had a written reimbursement policy. None of the districts had written credit card use, check-signing, or nepotism policies. Three indicated they had policies and procedures manuals.

One district compensated board members \$90 per meeting; the others did not compensate board members.

Two of the districts had standing finance committees. None of the districts had ad hoc or any other standing committees.

One district reported conducting public outreach via mailings; the other four indicated they conducted no public outreach.

Medium-Budget Districts

Special districts with annual budgets from \$100,000 to \$200,000 were classed by the Jury as medium-budget districts. The Jury surveyed five special districts of this size.

None of these districts had any full-time employees; four had three or four part time employees. Four districts used volunteers.

Two districts had a written credit card use policy. Two had written reimbursement policies. Three districts had written check-signing policies. Four districts had both a written conflict of interest policy and a written code of conduct policy. One had neither.

One district compensated board members \$100 per meeting; the others did not compensate board members.

Four of the districts indicated they had no public outreach programs; the other performed outreach to community groups.

Three districts had bylaws, one reported that bylaws were in process, and one cited a Nevada County Board of Supervisors formation resolution that can be used in lieu of creating bylaws.

All five of the districts indicated they were current with submitting certified financial audits to the Nevada County Auditor-Controller. None had finance committees.

All five of the districts reported that copies of their past three certified financial audits, current operating budgets, and current financial reports are available.

Four of the five districts had websites. Each website offered access to agendas and minutes. Four posted a list of the board members on their websites, four provided a map of their service area, two offered their past three certified financial audits, two provided their budgets, and one posted their bylaws online.

Large-Budget Districts

Special districts with annual budgets from \$200,000 to \$1 million were classed by the Jury as large-budget districts. The Jury surveyed six special districts of this size, four of which were fire districts, making up half of the fire districts surveyed.

All of these districts had employees (either full or part time) and three used volunteers.

Half of the districts had standing finance committees. Five of six had written credit card policies. Four had written reimbursement policies. Three had written check-signing policies.

Four districts had written conflict of interest policies. Five had written code of conduct policies.

One district compensated board members \$200 per month; the others did not compensate board members.

Five districts had public outreach programs. One did not.

All of the districts were current with submissions of their audits to the Nevada County Auditor-Controller.

All of the districts had active websites but only four of six posted minutes and agendas on those websites. Four of six had bylaws, none offered them on their websites. Two posted their past three audits on their websites. All posted the names of their board member and maps of their service areas.

All of the districts reported copies of their past three audits, current operating budgets, and current financial reports are available.

Million-Dollar Districts

Special districts with annual budgets over \$1 million were classed by the Jury as million-dollar districts. The Jury surveyed eight special districts of this size.

These districts ranged from having eight to 201 full time employees. Seven of the eight districts had an employee handbook. One reported not having a policies and procedures manual.

All of the districts had written policies for code of conduct, credit card use, reimbursement, check-signing, and conflict of interest. Six had written nepotism policies.

Six of the districts offered compensation for attending meetings, ranging from \$75 per meeting to \$14,851 per year.

Seven districts reported conducting several public outreach programs; one did none.

All of the districts had websites. All had agendas and minutes available on their websites. One district reported charging customers if printed copies were requested.

All of the districts had financial reserve policies. Seven were current with submitting their certified financial audits to the Nevada County Auditor-Controller. Five had standing finance committees.

Two districts reported they did not have bylaws; five of the remaining six offered their bylaws on their websites. All reported posting their current budgets on their websites. Seven had their past three certified financial audits on their websites. Seven posted their policies and procedures manuals on their websites. One district did not offer a map of its service area on its website. Six offered a board member list, including length of time in office, and five posted an organizational chart.

Special District Laws

California has substantial legislation regarding special districts. The California Government Code (§ 16271) defines special districts as existing

for the local performance of governmental or proprietary functions within limited boundaries. 'Special district' includes a county service area, a maintenance district or area, an improvement district or improvement zone, or any other zone or area formed for the purpose of designating an area within which a property tax rate will be levied to pay for a service or improvement benefitting that area.

Special districts must comply with a number of state laws that help protect or aid consumers.

- The Public Records Act (California Government Code § 6250) requires that all public records maintained by state and local agencies be made available to all members of the public.
- The special district audit requirement (California Government Code § 26909) allows residents to access audits of every special district within the county.
- The special district website requirement (California Government Code § 53087.8) specifies districts have a website with contact information.
- Ethics law AB1234 (California Government Code § 53234) describes California requirements that guide elected officials and agency staff to ethically serve their communities.
- The Ralph M. Brown Act (California Government Code § 54950) guarantees residents' rights to attend and participate in special district meetings. The act delineates many rights including the rights to be given notice of meeting topics and to record meetings.

Special District Best Practices

Not all districts surveyed were in full compliance with legal requirements or industry best practices. Special districts should ensure they are meeting all legal requirements, such as maintaining the minimum number of board members and keeping their financials and audits up to date. The Nevada County Elections Office prepared a document that specifically addressed filling vacancies on special district boards called *How To Fill A Vacancy*:

<https://www.mynevadacounty.com/DocumentCenter/View/13780/How-to-Fill-a-Vacancy-PDF>

Once all minimum legal requirements are met, special districts can focus on best practices such as performing public outreach. For example, a special district may want to perform outreach with local schools by awarding an annual scholarship, conducting outreach events at schools, or offering an internship program. Additional outreach might come in the form of events, open houses, public workshops, website postings, email alerts, direct mail, brochures, flyers, factsheets, newsletters, an information center or kiosk, newspaper advertising and articles, billboards, radio appearances, etc.

There are many resources for determining best practices. The Institute for Local Government is a non-profit organization promoting "good government at the local level with practical, impartial, and easy-to-use resources for California communities." Their *Good Governance Checklist: Good and Better Practices* offers two levels of recommendations, which they term

“Minimum Standards/Good Practices” and “Beyond the Minimum/Better Practices.” Some Minimum Standards include offering a five year financial forecast and making complete current fiscal year budgets available on agency websites. The full checklist is available at: https://www.ca-ilg.org/sites/main/files/file-attachments/checklist_v4.pdf

The Jury published reports *Special Districts’ Compliance with Brown Act and Ethics Laws* with details on those topics and *A Path to Transparency for Special Districts* with website and bylaws best practices recommendations. The 2015-2016 Nevada County Grand Jury report *Being A Better Board Member* offers best practices guidance and training information for board members.

There are many resources available to special districts to learn about best practices in their particular area(s) of service. In addition to the California Special Districts Association, there are numerous organizations special districts can join and use as resources. For example, water districts may explore the Association of California Water Agencies; recreation and park districts may explore the California Association of Recreation and Park Districts.

The Special District Leadership Foundation describes itself as a “non-profit organization formed to promote good governance and best practices among California’s special districts through certification, accreditation and other recognition programs.” Their *High Performing District Checklist* outlines best practices in the areas of finance and human resources. Their *District Transparency Certificate of Excellence* promotes transparency in operations and governance, with an emphasis on website content and outreach efforts.

Public Participation

Special districts are governed by elected or appointed boards and funded by the public they serve. Participation by residents is vital. Broad understanding of their functions and funding helps districts operate in alignment with constituent needs. The public can learn more about and get involved with their special districts by:

- learning what special districts serve their residences and businesses,
- reviewing special district websites,
- being aware of meeting agendas,
- attending meetings,
- reading meeting minutes,
- participating in electing new board members,
- serving on the board,
- volunteering for their special districts,
- reading and discussing articles in local papers about their special districts, and
- filing complaints if there are problems.

Participating in electing new board members means being informed about who is running, and electing people with a broad diversity of skill sets, a basic financial understanding, management skills, and have the time to serve.

Findings

- F1.** When grouped by budget size, the special districts surveyed tended to have similar characteristics that help the public have relevant expectations of their districts.
- F2.** Special districts generally perform better with public awareness, involvement, and oversight. Performing additional public outreach could encourage more public participation.
- F3.** Legal requirements for special districts ensure public access and effective and responsible operation. Not all surveyed Nevada County special districts were fully complying with special district laws. Because special districts are entrusted with public funds it is especially important to keep current with legally required audit filings and other laws.
- F4.** Best practice recommendations allow special districts to serve the public more effectively. Adopting best practices provides consistency the public can use in evaluating districts. Not all Nevada County special districts were complying with recognized best practices.
- F5.** There are numerous organizations, reports, and programs that can be used by special districts as resources to improve their service to the public.

Recommendations

- R1.** Nevada County residents should know what special districts serve their residences and businesses.
- R2.** Nevada County residents should participate in their special districts by:
- reviewing special district websites,
 - being aware of meeting agendas,
 - attending meetings,
 - reading meeting minutes,
 - participating in electing new board members,
 - serving on the board,
 - volunteering for their special districts,
 - reading and discussing articles in local papers about their special districts, and
 - filing complaints if there are problems.
- R3.** Special districts and the public should read the Jury's reports *Special Districts' Compliance with Brown Act and Ethics Laws* and *A Path to Transparency for Special Districts*, and the 2015-2016 Nevada County Grand Jury report *Being A Better Board Member*.

- R4.** Special districts should comply with all applicable legal requirements.
- R5.** Special districts should seek and employ best practices.
- R6.** Special districts should consider establishing citizen oversight committees.
- R7.** Special districts should review and explore expanding their public outreach programs.
- R8.** Special districts should pursue certifications and accreditations such as the Special District Leadership Foundation's *District Transparency Certificate of Excellence*.

Requests for Responses

No responses are requested.

Appendix A: Surveyed Special Districts

Small Districts

- Beyers Lane Community Service District
- Kingsbury Greens Community Services District
- Mystic Mines Community Services District
- Oak Tree Park and Recreation District
- San Juan Ridge County Water District

Medium Districts

- Bear River Recreation and Park District
- Lake of the Pines Ranchos Community Services District
- Truckee Cemetery District
- Washington County Water District
- Western Gateway Recreation and Park District

Large Districts

- Nevada County Resource Conservation District
- Nevada Cemetery District
- North San Juan Fire Protection District
- Ophir Hill Fire Protection District
- Peardale-Chicago Park Fire Protection District
- Rough and Ready Fire Protection District

Million Dollar Districts

- Higgins Fire Protection District
- Nevada County Consolidated Fire District
- Nevada Irrigation District
- Penn Valley Fire Protection District
- Truckee-Donner Public Utility District
- Truckee-Donner Recreation and Park District
- Truckee Fire Protection District
- Truckee Sanitary District



NCCFD CHIEFS' MONTHLY REPORT

To: NCCFD Board of Directors

From: Jim Turner, Fire Chief
Jerry Funk, Deputy Chief

Date: July 9, 2019

OPERATIONS

Statistical data for the period of June 1 thru June 30, 2019.

- 590 calls for service. (433 emergency, 157 non-emergency)
 - Average response time urban – 3 minutes 19 seconds
 - Average response time rural - 9 minutes 25 seconds
 - Average response time overall - 5 minutes 31 seconds
- *Averages based on emergency responses only.

Significant Incidents:

- Structure fire in the Alta Sierra area. A two-story home was found 75% involved upon arrival. The home was unoccupied at the time of the fire. Cause remains under investigation.
- Several vegetation fires. The largest in the Higgins area at 7 acres.
- Swiftwater rescue, Yuba River / Washington area. Two subjects on tubes were swept away and stranded in the center of the river. Both were successfully rescued.
- Swiftwater rescue, Yuba River / Washington area. A male subject was swept away per witnesses. He was eventually located after he was able to swim to shore downstream.

Training:

- 1240 hours of documented training for the month of June 2019.
- Staff conducted a joint swiftwater rescue training with Nevada County Search & Rescue.
- Staff completed their annual hazardous materials decontamination training refresher.

ADMINISTRATION

- Chief Turner, Deputy Chief Funk, B/C Sunde and Fire Marshal McMahan attended the monthly Nevada County Fire Chiefs Meeting.
- Chief Turner, Deputy Chief Funk, Chief Buttron and Chief Goodspeed met regarding the JOA.
- Chief Turner attended the Nevada County Law Enforcement and Fire Protection Council meeting.



NCCFD CHIEFS' MONTHLY REPORT

ADMINISTRATION (CONT.)

- Numerous staff members participated in a wildfire preparedness event at the Helling Library.
- Numerous staff members participated in the Nevada City area WUI drill.
- Chief Turner and Deputy Chief Funk attended the annual Cal Fire "Assistance by Hire" meeting.
- Chief Turner and Fire Marshal McMahan attended the Yuba River Cohort Meeting.
- Chief Turner attended a meeting with Cal Fire Unit Chief Estes.
- Staff attended several meetings regarding the future of Western Nevada County Fire Agencies.
- Chief Turner and Fire Marshal McMahan attended the County Board of Supervisors meeting.
- Chief Turner met with administrators of NID.
- Staff participated in media promotions aired on KCRA and local stations regarding safety in the Yuba River.
- Staff participated in a building fair hosted by the Nevada County Building Department.

FIRE PREVENTION

Public Education:

- Deputy Fire Marshal Mason put on a fire extinguisher training for Hospice of the Foothills.

Fire Investigations:

- Two structure fires were investigated, a single-family dwelling and a cargo container. The single-family dwelling was accidental, and the cargo container fire was caused by an illegal extraction process.
- A vehicle fire that appears to be suspicious was also investigated and a fire in the wiring harness of Engine 88.

Meetings and Training attended by Fire Marshal McMahan:

- Sunnyvale Lane Road Association.
- 6-B Ranch Estates area working on becoming a Firewise Community.
- Indian Springs Ranch Road Homeowners.
- Lost Lake Community, discussion was fire safety and the possibility of becoming a Firewise Community.
- Met with the Forester working on the Greenhorn Firewise application.



NCCFD CHIEFS' MONTHLY REPORT

Meetings attended by Fire Marshal McMahan (Cont.):

- Met with members of the Coalition of Firewise Communities, along with OES Director Jeff Pettitt and Cal Fire, answered fire safety questions and discuss the different roles each have in the community.
- Met with the County Building Official Craig Griesbach, Cal Fire Matt Furtado and Clayton Thomas from Penn Valley Fire to discuss Ag exempt buildings and what will qualify as an Ag exempt building.
- Cal-Trans at their Marysville Office with Cal Fire, Nevada County DOT and the Engineer Firm that is working on proposals for replacing or repairing the bridge at Edwards Crossing. There are two proposals on the table, so Tom Webb from Cal Fire and I were asked to attend to discuss emergency access to the area.
- Nor-Cal Fire Prevention Officers held in North Lake Tahoe.
- DFM Mason attended the Nevada County Building Fair and was staged in the OES Booth to answer questions regarding the Defensible Space Inspectors.

Trainings:

- Range qualifications were completed by Chief Turner, Fire Marshal McMahan and Deputy Fire Marshal Mason.
- Captain Sullivan and Fire Marshal McMahan attended a three-day training to become part of a Critical Stress Management Team. This team includes members from Local Government in both Nevada and Placer County and Cal Fire.

Comments:

Fire Marshal McMahan had the opportunity to go on a Farm Tour sponsored by the Nevada County Farm Bureau. They toured some area farms and ranches with three of the stops within our Fire District. Tours included a lavender farm, vegetable farm, a working cattle ranch, a winery and a demonstration of dogs used to herd sheep. Several County Department Heads including the CEO and two Supervisors also went on the tour. This was a very interesting day of learning.



9.

**Closed Session
Conference with Labor
Negotiators**