

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, AUGUST 15, 2019 7:00 P.M.

11329 McCourtney Road, Grass Valley, CA 95949

◆────────────────────────────────◆

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. August 15, 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 SERVICE ANNOUNCEMENT ON RIVER SAFETY PRESENTATION

***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 – Amended 06/20/19 and 07/18/2019
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, Resolution 19-20, Approving the Form of And Authorizing the Execution of Memorandum of Understanding and Authorizing Participation in the Special District Risk Management Authority's Health Benefits Program. **President Grueneberg**
4. Discussion and Possible Action, Resolution 19-21, AB1600 Mitigation Fee Adjustment. **Finance Manager Van Groningen**
5. Discussion and Possible Action, Resolution 19-22, Document Retention and Destruction Policy. **Finance Manager Van Groningen**
6. Discussion and Possible Action, Resolution R19-23, Proclaiming a Local Emergency in Nevada County Due to the Identification of Extremely Dangerous Fire Risk Conditions in an Area of Nevada County Designated by the California Department of Forestry as the Ponderosa West Grass Valley Defense Zone Project Area. **Fire Chief Turner**

7. Discussion and possible action regarding, R19-24, Approving the Department of Forestry and Fire Protection Agreement #7FG19084 for Services from the date of this last signatory on Page 1 of the agreement to June 30, 2020 under the Volunteer Fire Assistance Program of the Cooperative Forestry Assistance Act of 1978. The total project amount is for \$21,200.04, this is a matching grant, District responsibility \$10,600.02. **Deputy Chief Funk**
8. Correspondence
 - 8-(A). City of Auburn Thank You, received June 19, 2019.
 - 8-(B). Nevada County Resolution regarding Prop 172 Funds.
 - 8-(C). Report from the Citizens' Oversight Committee, dated August 4, 2019.

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: September 19, 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
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 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 stated 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. Ms. Chaplin, District resident, asked which Districts are participating in this reorganization. Director Grueneberg answered that all eight in Western Nevada County were asked to take this to their Board of Directors.

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 as required by the Board, is to be two months of operating expenses plus 10%. He also reviewed the current balance of Fund 722.

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 reported 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%. Ms. Chaplin, District resident, voiced her concern about the addition 3% and paying taxes on top of taxes. She also reiterated that the Citizens' Oversight Committee of this special tax needs to be more visible. 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. 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 there 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 will continue to be high through July.

Chief Turner reported that administratively, staff was busy with meetings. One meeting noted was the Yuba River Cohort Meeting and how this committee was working on public outreach and river safety. Ms. Chaplin, District resident, asked if there was a satellite phone at Purdon's crossing, she thought she had read that. Chief Turner confirmed there is a satellite phone and two incidents have been reported utilizing it. 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 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 instructions 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

DRAFT
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 MINUTES JULY 18, 2019

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

NCCFD DIRECTORS

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

STAFF:

Present: Fire Chief Turner, 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 that Director Carrington and Director Garrett were absent. Chief Turner led in the pledge of allegiance.

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

Per CA Government Code 54954.3

Don Bessee, Alta Sierra Property Owners Association President, discussed the evacuation plan and hydrant markers fundraiser that will be held on September 29th. There will also be a "Thank your First Responder" dinner on August 25th with presentations from OES, Nevada County Sheriffs Department, CHP and Chief Turner.

Linda Chaplin, District resident, reported that she spoke during public comment for items not on the agenda and during business items on the agenda. The only comments noted in the minutes were during the public comment for items not on the agenda section of the meeting. Ms. Chaplin would like her comments recorded as she makes an effort to come to the meeting and if any other public comes and comments are on an item they should be recorded. Director Grueneberg informed her that the comments made are not discarded and will work with Staff to make sure they are noted in the minutes.

Director Hanson informed Ms. Chaplin that there were members of the Citizens' Oversight Committee in the audience, as that was a concern made at the June meeting.

CONSENT CALENDAR

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

The minutes were pulled from the consent calendar, with a correction to item 11 being made and direction to add Ms. Chaplin's comments. The minutes can be reviewed after corrections at the August meeting. Finance Manager Van Groningen commented on the fund balance report and commented account 4151 was short 96%, this is due to the county not processing the resolution and recording the transfer. A new resolution will be heard later in the meeting. Director Dorland motioned to accept the consent calendar. Director Hanson seconded. **MOTION** passed unanimously with Director Carrington and Garrett absent

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- No report.

Personnel- To be discussed in closed session.

Board Policy & Procedures- No report.

JPA – moving forward with the purchase of an SCBA filling system and identifying a capital replacement program.

Western Nevada County Fire – action item to be discussed later in the meeting.

NEW BUSINESS

3. Discussion and Possible Action, Special District Risk Management Authority (SDRMA) Board of Directors 2019 Election.

President Grueneberg asked for any recommendations. After a brief discussion, of the candidates, Director Nelson motioned to vote for Swan, O'Rourke and Raffleson. Director Hanson seconded. **MOTION** passed unanimously with Director Carrington and Director Garrett being absent.

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 reviewed the letter from the working group committee letter and asked if all directors had a chance to read the enclosed informational packet. After a brief discussion, Director Hanson motioned to continue participation in the exploration of the Western Nevada County Fire District. Director Dorland seconded. **MOTION** passed unanimously with Director Carrington and Director Garrett being absent.

5. **Discussion and Possible Action, Authorizing the Fire Chief or Designee to enter into an agreement for audit services for fiscal year 2018/2019.**

Finance Manager Van Groningen reported several years ago we completed a request for proposal for audit services for three (3) years. This will be the third year utilizing Pehling and Pehling. Director Nelson motioned to enter into an agreement with Pehling and Pehling for fiscal year 2018/2019. Director Slade-Troutman seconded. **MOTION** passed unanimously with Director Carrington and Director Garrett being absent.

6. **Discussion and Possible Action, Resolution R19-19, Adjusted Special Tax Fund Transfer.**

Finance Manager Van Groningen discussed the transfer resolution that was adopted last month, was not applied and also \$2,474.01 was withdrawn for unpaid taxes. This resolution is adjusted to transfer the dollar amounts available in account 734. Director Hanson motioned to adopt resolution R19-19 to transfer \$47,400 from fund 6734 to 6722. Director Nelson seconded. **MOTION** passed unanimously following a roll call vote with Director Carrington and Director Garrett being absent.

7. **Discussion and Possible Action, Senate Bill 1205 Fire Protection Services.**

Fire Marshal McMahan reviewed the history of required inspected occupancies and reported the District has been inspecting these occupancies for quite some time. This new Senate Bill was passed, and a report of the inspected occupancies must be reported to agencies governing bodies. This report meets the requirements.

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.

President Grueneberg reported that the Grand Jury Report does not require a response as it was a general report.

CHIEF'S MONTHLY REPORT

Chief Turner verbally reported the statistical data for June 2019.

Significant incidents included a structure fire, several vegetation fires and swift water rescues.

Staff continues to attend numerous meetings throughout the month. The Wildland Urban Interface (WUI) drill also took place in our District in June.

A media promotion with multiple agencies are coming together to discuss water safety.

Fire Marshal McMahan discussed the increased participation and communication with NID the last several years, discussing water replacement lines, bringing plans to fire agencies to review and possible water service to side roads.

The Fire Prevention department investigated a cargo container fire. The container was bowed on both sides after the explosion. This was caused by an illegal extraction process with methanol over an open flame.

Fire Marshal McMahan has been attending a number of road association meetings. Chris DeSena, District resident, reported that they had a road meeting approximately 4 weeks ago. They are approximately 70% cleared on Jacks Road off Genasci, 15 to 30 feet back on both sides.

Fire Marshal McMahan attended a meeting at the Cal-Trans Marysville office with Cal Fire, Nevada County DOT and the Engineering firm that is working on proposals for replacing the bridge at Edwards Crossing.

Linda Chaplin, District resident, has been interested in river safety for many years. There was an article in the paper today, regarding safety signage. She feels a multi-message approach needs to happen and the signs should be updated and changed regularly. A suggestion she had was to place a portable light or sign board linked with the current flow data at the Hwy 49 bridge?

Discussion took place on the number of personnel and the average time that a river rescue can take. Chief Turner reported that collectively with other agencies and State Parks and Cal Fire, a regional team is being developed and training requirements are being reviewed.

No public comment was made for closed session. The Board went into closed session at 7:41 p.m.

9. Closed Session.

President Grueneberg reported out of closed session at 8:26. The Board has given the negotiator instructions 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
July 2019

	Fund					Total
	722 Operating	723 Contingency	733 AB1600	734 Special Tax	758 Capital	
Beginning Cash ¹	1,572,205	1,069,800	119,172	46,017	633,821	3,441,015
Revenues	90,152	-	7,594	(2,650)	-	95,096
Expenditures	(954,531)	-	-	-	(344)	(954,875)
Other Inc/Expense	-	-	-	(45,000)	-	(45,000)
Other Activity ²	(7,040)	-	-	-	94	(6,946)
Ending Cash ¹	700,786	1,069,800	126,766	(1,633)	633,571	2,529,290

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
July 2019

	July	YTD Actual	Budget	% of Budget
Revenue				
4000 · Taxes & Assessments				
4010 · Current Secured	1,130	1,130	3,111,715	0%
4011 · Prior Secured			47,571	
4020 · Current Unsecured	29	29		
4030 · Prior Unsecured	54	54		
4040 · Supplemental Secured	1,819	1,819	16,566	11%
4050 · Supplemental Unsecured	7	7		
4060 · Supplemental Prior Unsecured	3	3		
4110 · Special Assessment			2,015,294	
4151 · Special Tax 2012 (transfer in)	45,000	45,000	957,194	5%
4230 · State Homeowners			25,435	
4240 · State Public Safety Prop 172	26,252	26,252	387,198	7%
Total 4000 · Taxes & Assessments	74,294	74,294	6,560,973	1%
4500 · Reimbursements				
4510 · Strike Team			75,000	
4540 · Vehicle Repair	834	834	10,000	8%
4550 · Cost Recovery			20,000	
4690 · Other Reimbursements	10,240	10,240	63,910	16%
Total 4500 · Reimbursements	11,074	11,074	168,910	7%
4800 · Other Revenue				
4810 · Inspections & Permits	558	558	10,000	6%
4812 · Plan Reviews	1,240	1,240	20,000	6%
4820 · Interest & Finance Charges	(2)	(2)	18,000	(0%)
4830 · Rentals	1,450	1,450	28,740	5%
4840 · Other Current Services	1,553	1,553		
4870 · Other Revenue	(15)	(15)	2,000	(1%)
Total 4800 · Other Revenue	4,784	4,784	78,740	6%
Total Revenue	90,152	90,152	6,808,623	1%

Fiscal year complete 8%. Payroll complete 8%.

Nevada County Consolidated Fire District
Operating Fund 722
July 2019

	July	YTD Actual	Budget	% of Budget
Expense				
5000 · Wages & Benefits				
5100 · Wages				
5111 · Chief / Deputy Chief (2)	26,029	26,029	348,523	7%
5113 · Battalion Chief (2)	16,433	16,433	215,528	8%
5114 · Prevention (2)	14,414	14,414	196,849	7%
5121 · Captains (9)	57,406	57,406	785,031	7%
5122 · Lieutenants (6)	31,967	31,967	434,992	7%
5123 · Firefighter (12)	49,989	49,989	684,542	7%
5131 · Supplemental / Seasonal FF	27,378	27,378	177,507	15%
5132 · PCF / Reserve FF	114	114	3,815	3%
5141 · Clerical (3)	15,864	15,864	213,055	7%
5145 · Fire Mechanic (1.5)	7,720	7,720	113,723	7%
5151 · Overtime	36,045	36,045	444,223	8%
5153 · Additional Overtime Staffing			17,141	
5171 · Holiday Stipend	6,160	6,160	69,179	9%
5173 · Vacation / CTO Buy Back	919	919	77,996	1%
5185 · Directors	375	375	4,500	8%
Total 5100 · Wages	290,813	290,813	3,786,604	8%
5500 · Payroll Taxes				
5511 · Medicare Employer Tax	3,940	3,940	55,220	7%
5512 · Soc Security Employer Tax	30	30	516	6%
5521 · SUI Employer Tax	566	566	9,108	6%
Total 5500 · Payroll Taxes	4,536	4,536	64,844	7%
5700 · Benefits				
5711 · Pension**	342,465	342,465	896,974	38%
<i>**CAL PERS UAL Annual Lump Sum Payment</i>				
5731 · Health Insurance	63,374	63,374	772,464	8%
5735 · Life Insurance	1,777	1,777	16,200	11%
5751 · Workers Comp Insurance**	181,553	181,553	193,553	94%
<i>**Annual Premium Payment for 2019-20</i>				
Total 5700 · Benefits	589,169	589,169	1,879,191	31%
Total 5000 · Wages & Benefits	884,518	884,518	5,730,639	15%

Fiscal year complete 8%. Payroll complete 8%.

Nevada County Consolidated Fire District
Operating Fund 722
July 2019

	July	YTD Actual	Budget	% of Budget
6000 · Personnel Related				
6010 · Clothing / PPE				
6011 · Uniforms	829	829	18,735	4%
6021 · Personal Protective Equip	18,060	18,060	40,000	45%
6031 · Safety & PPE (per MOU)	10,850	10,850	25,700	42%
Total 6010 · Clothing / PPE	29,739	29,739	84,435	35%
6100 · Food / Meals				
6111 · Meals - Administration			350	
6113 · Meals - Fire			1,500	
6114 · Meals - Interns	570	570	41,096	1%
Total 6100 · Food / Meals	570	570	42,946	1%
6200 · Training / Fitness				
6211 · Wellness Program			26,740	
6213 · Fitness Program			4,400	
6221 · Tuition - Safety Personnel	(50)	(50)	20,000	(0%)
6232 · Travel Expense			8,500	
6241 · Training Materials			2,000	
6246 · Public Safety Training Center			1,000	
6251 · Education Incentive Program	240	240	9,300	3%
6261 · Licenses & Certificates	50	50	2,250	2%
6271 · Training - Administration			7,000	
Total 6200 · Training / Fitness	240	240	81,190	0%
Total 6000 · Personnel Related	30,549	30,549	208,571	15%
6500 · Facility & Equipment Related				
6510 · Communications				
6511 · Telephones	1,549	1,549	18,000	9%
6521 · Mobile Phones	596	596	8,190	7%
Total 6510 · Communications	2,145	2,145	26,190	8%
6550 · Station				
6551 · Supplies & Services - Stations	686	686	18,000	4%
Total 6550 · Station	686	686	18,000	4%
6610 · Insurance				
6611 · Liability			13,824	
6621 · Property			16,457	
Total 6610 · Insurance			30,281	
6650 · Maintenance				
6681 · Facility Maint & Improvements	4,401	4,401	120,000	4%
Total 6650 · Maintenance	4,401	4,401	120,000	4%
6700 · Medical Supplies				
6716 · EMS Supplies	2,644	2,644	12,000	22%
Total 6700 · Medical Supplies	2,644	2,644	12,000	22%

Fiscal year complete 8%. Payroll complete 8%.

Nevada County Consolidated Fire District
Operating Fund 722
July 2019

	July	YTD Actual	Budget	% of Budget
6750 · Apparatus Equipment				
6751 · Hose			21,000	
6756 · Ladders			1,150	
6761 · Suppression Equip	259	259	10,000	3%
6766 · Power Tools & Equipment	1,099	1,099	6,800	16%
6771 · Pump Testing			4,347	
6776 · Mobile Communications			2,500	
6781 · Technical Rescue Equip			6,500	
6786 · SCBA Repair & Maintenace			5,000	
6791 · Small Tools - Apparatus			1,000	
Total 6750 · Apparatus Equipment	1,358	1,358	58,297	2%
6800 · Utilities				
6811 · Alarm	255	255	2,120	12%
6821 · Electricity / Gas	4,119	4,119	44,515	9%
6831 · Propane	583	583	13,230	4%
6841 · Trash	218	218	3,837	6%
6851 · Water / Sewer	888	888	8,224	11%
Total 6800 · Utilities	6,063	6,063	71,926	8%
6900 · Capital Expenditures				
6921 · Apparatus & Equipment			31,500	
6941 · Admin Office Equipm & Computers			1,200	
Total 6900 · Capital Expenditures			32,700	
Total 6500 · Facility & Equipment Related	17,297	17,297	369,394	5%
7000 · Vehicle Related				
7001 · Insurance				
7005 · Vehicle Insurance			8,481	
Total 7001 · Insurance			8,481	
7010 · Maintenance				
7011 · Accessories	3,472	3,472		
7041 · Tires	1,230	1,230		
7046 · Tools & Shop Related	55	55		
7048 · All Categories for Budget			105,000	
7049 · Outside Agency Vehicle Maint	4,006	4,006		
Total 7010 · Maintenance	8,763	8,763	105,000	8%
7050 · Fuel				
7051 · Fuel	1,327	1,327	67,598	2%
Total 7050 · Fuel	1,327	1,327	67,598	2%
Total 7000 · Vehicle Related	10,090	10,090	181,079	6%
7500 · General & Admin Related				

Fiscal year complete 8%. Payroll complete 8%.

Nevada County Consolidated Fire District
Operating Fund 722
July 2019

	July	YTD Actual	Budget	% of Budget
7501 · Office Expense				
7502 · Administration	143	143	7,200	2%
7506 · Board			1,200	
7508 · Computer & Software Expense	2,609	2,609	52,062	5%
7509 · Copier Expense	208	208	1,500	14%
7511 · Memberships	550	550	15,000	4%
7521 · Postage & Delivery			2,040	
Total 7501 · Office Expense	3,510	3,510	79,002	4%
7550 · Professional Services				
7551 · Accounting			11,450	
7556 · Computer & IT Support	745	745	9,720	8%
7561 · Consultants	4,000	4,000	8,000	50%
7563 · Hiring Expense	861	861	8,005	11%
7566 · Legal Expense	2,115	2,115	25,334	8%
7571 · Medical Director			1,873	
Total 7550 · Professional Services	7,721	7,721	64,382	12%
7590 · Publications				
7591 · Legal Notices			600	
7596 · Marketing / Advertising			500	
Total 7590 · Publications			1,100	
7600 · Special District				
7621 · LAFCo			5,951	
7631 · Nevada County Fees			72,227	
Total 7600 · Special District			78,178	
7650 · Prevention				
7651 · Code Purchases	1,471	1,471	3,000	49%
7653 · Investigation Supplies	25	25	8,000	0%
7657 · Inspection Supplies			3,000	
7661 · Prof Svcs / Plan Checks			2,500	
7663 · Public Education Supplies			6,000	
7665 · Subscriptions / Memberships			5,750	
7667 · Training			5,000	
7669 · Other Prevention / Law Enforce	(650)	(650)	8,000	(8%)
Total 7650 · Prevention	846	846	41,250	2%
7800 · JPA				
7831 · Dispatch Charges			100,000	
7841 · Dues / Administration			5,944	
Total 7800 · JPA			105,944	
Total 7500 · General & Admin Related	12,077	12,077	369,856	3%
Total Expense	954,531	954,531	6,859,539	14%
Fund Over / (Under)	(864,379)	(864,379)	(50,916)	

Fiscal year complete 8%. Payroll complete 8%.

Nevada County Consolidated Fire District
Operating Fund 722
July 2019

	<u>July</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Expense				
8700 · Transfers Out				
8723 · Transfer to 723			58,390	
8758 · Transfer to 758			125,000	
Total 8700 · Transfers Out			<u>183,390</u>	
Total Other Expense			<u>183,390</u>	
Net Other			<u>(183,390)</u>	
Net Fund Activity	<u>(864,379)</u>	<u>(864,379)</u>	<u>(234,306)</u>	

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

	July	YTD Actual	Budget	% of Budget
Revenue				
4000 · Taxes & Assessments				
4160 · AB 1600 Mitigation Fees	7,594	7,594	80,000	9%
Total 4000 · Taxes & Assessments	<u>7,594</u>	<u>7,594</u>	<u>80,000</u>	<u>9%</u>
Total Revenue	<u>7,594</u>	<u>7,594</u>	<u>80,000</u>	<u>9%</u>
Expense				
6500 · Facility & Equipment Related				
6900 · Capital Expenditures				
6911 · Stations			54,170	
6921 · Apparatus & Equipment			98,996	
Total 6900 · Capital Expenditures			<u>153,166</u>	
Total 6500 · Facility & Equipment Related			<u>153,166</u>	
Total Expense			<u>153,166</u>	
Fund Over / (Under)	<u>7,594</u>	<u>7,594</u>	<u>(73,166)</u>	
Net Fund Activity	<u><u>7,594</u></u>	<u><u>7,594</u></u>	<u><u>(73,166)</u></u>	

Nevada County Consolidated Fire District
Special Tax Fund 734
July 2019

	<u>July</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>% of Budget</u>
Revenue				
4000 · Taxes & Assessments				
4150 · Special Tax of 2012	(2,650)	(2,650)	964,093	
<i>**Period 13 TEETER Adjustment</i>				
Total 4000 · Taxes & Assessments	(2,650)	(2,650)	964,093	(0%)
4800 · Other Revenue				
4820 · Interest & Finance Charges			1,355	
Total 4800 · Other Revenue			1,355	
Total Revenue	(2,650)	(2,650)	965,448	(0%)
Expense				
7500 · General & Admin Related				
7600 · Special District				
7631 · Nevada County Fees			8,757	
Total 7600 · Special District			8,757	
Total 7500 · General & Admin Related			8,757	
Total Expense			8,757	
Fund Over / (Under)	(2,650)	(2,650)	956,691	(0%)
Other Income/Expense				
Other Expense				
8700 · Transfers Out				
8722 · Transfer to 722	45,000	45,000	957,194	5%
Total 8700 · Transfers Out	45,000	45,000	957,194	5%
Total Other Expense	45,000	45,000	957,194	5%
Net Other	(45,000)	(45,000)	(957,194)	5%
Net Fund Activity	<u>(47,650)</u>	<u>(47,650)</u>	<u>(503)</u>	

Nevada County Consolidated Fire District
Capital Fund 758
July 2019

	<u>July</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>% of Budget</u>
Revenue				
4800 · Other Revenue				
4855 · Sale of Real Property			40,000	
Total 4800 · Other Revenue			<u>40,000</u>	
Total Revenue			<u>40,000</u>	
Expense				
6500 · Facility & Equipment Related				
6900 · Capital Expenditures				
6911 · Stations			42,000	
6921 · Apparatus & Equipment			89,600	
6931 · Vehicles	344	344	460,953	0%
Total 6900 · Capital Expenditures	<u>344</u>	<u>344</u>	<u>592,553</u>	<u>0%</u>
Total 6500 · Facility & Equipment Related	<u>344</u>	<u>344</u>	<u>592,553</u>	<u>0%</u>
Total Expense	<u>344</u>	<u>344</u>	<u>592,553</u>	<u>0%</u>
Fund Over / (Under)	<u>(344)</u>	<u>(344)</u>	<u>(552,553)</u>	<u>0%</u>
Other Income/Expense				
Other Income				
8800 · Transfers In				
8822 · Transfer from 722			125,000	
Total 8800 · Transfers In			<u>125,000</u>	
Total Other Income			<u>125,000</u>	
Net Other			<u>125,000</u>	
Net Fund Activity	<u><u>(344)</u></u>	<u><u>(344)</u></u>	<u><u>(427,553)</u></u>	

Nevada County Consolidated Fire District
Check History Report
July 2019

Date	Number	Name	Account	Paid Amount
07/03/2019		PP: 06/16 - 06/29/2019	Net Payroll	106,610.02
07/03/2019	209808	NCCFD - EFTPS (Fed & State Taxes)	2201 · Federal Income Tax Payable	14,886.41
			2202 · FICA Payable (Medicare & SS)	3,978.34
			2202 · FICA Payable (Medicare & SS)	46.50
			2211 · State Income Tax Payable	5,616.16
			2213 · SUI Payable	286.68
07/03/2019	209809	CalPERS 457 Plan (Def. Comp)	2266 · Deferred Compensation Payable	1,475.00
07/03/2019	209810	WILDLAND FF FOUNDATION	2253 · WLF Payable	182.00
07/03/2019	209811	HSA BANK, DIV. OF WEBSTER BANK	2276 · HSA Payable	349.47
07/03/2019	209812	HSA BANK, DIV. OF WEBSTER BANK	5731 · Health Insurance	12,106.54
07/03/2019	209813	QUINN NADEAU	6114 · Meals - Interns	60.00
07/03/2019	209814	SPECIAL DIST RISK MGMT AUTH.	5731 · Health Insurance	5,046.69
07/03/2019	209815	SPECIAL DIST RISK MGMT AUTH.	5751 · Workers Comp Insurance	181,552.99
07/03/2019	209816	BLUE SHIELD OF CALIFORNIA	5731 · Health Insurance	31,139.96
07/03/2019	209817	KAISER FOUNDATION HEALTH PLAN	5731 · Health Insurance	17,061.47
07/03/2019	209818	AFLAC	2271 · AFLAC Payable	761.92
07/03/2019	209819	FDAC Employee Benefits Authority	5735 · Life Insurance	1,865.25
07/03/2019	209820	STANDARD INSURANCE COMPANY	2273 · LTD [Safety] Payable	907.50
07/03/2019	V952259	NEVADA COUNTY PROF FF ASSN	2251 · NCCFA Dues	1,085.00
07/03/2019	V952266	NATIONWIDE RETIREMENT SOLUTION	2266 · Deferred Compensation Payable	4,988.74
07/03/2019	V952366	JULIA VELIQUETTE	6114 · Meals - Interns	60.00
07/03/2019	V952368	MATHEW IRWIN	6114 · Meals - Interns	150.00
07/03/2019	WT07032019	CalPERS (Retirement)	2261 · CalPERS Payable	43.71
			2261 · CalPERS Payable	12,560.70
			5711 · Pension	21,211.95
07/15/2019	210343	BEAM "EASY LIVING" CENTER	6811 · Alarm	89.85
07/15/2019	210344	ADVANTAGE GARAGE DOOR	6681 · Facility Maint & Improvements	120.00
07/15/2019	210345	FIRE DISTRICTS ASSOCIATION OF CALIFORNIA	7511 · Memberships	550.00
07/15/2019	210346	COMCAST	6511 · Telephones	447.08
07/15/2019	210347	Sierra Plumbing Supply, Inc.	6681 · Facility Maint & Improvements	999.75
07/15/2019	210348	LIEBERT CASSIDY WHITMORE	7566 · Legal Expense	2,115.00
07/15/2019	210349	EVERGUARD SYSTEMS	6811 · Alarm	165.00
07/15/2019	210350	CalPERS (Retirement)	5711 · Pension	211.50
07/15/2019	210351	GRASS VALLEY FIRE DEPARTMENT	6821 · Electricity / Gas	202.15
			5151 · Overtime	1,250.00
07/15/2019	210352	SUBURBAN PROPANE	6831 · Propane	583.25
07/15/2019	210353	ZEP MANUFACTURING CO.	7011 · Accessories	57.72
07/15/2019	210354	ADVANTAGE GEAR, INC.	6011 · Uniforms	772.41
07/15/2019	210355	GOLDEN STATE EMERGENCY VEHICLE	7011 · Accessories	366.25
07/15/2019	210356	NEVADA CITY, CITY OF	6851 · Water / Sewer	229.46
07/15/2019	210357	WASTE MANAGEMENT OF NEV. CO.	6841 · Trash	218.34
07/15/2019	210358	COMCAST	6511 · Telephones	108.16
07/15/2019	210359	NID	6851 · Water / Sewer	67.77
07/15/2019	210360	RIEBES AUTO PARTS	7011 · Accessories	433.45
07/15/2019	210361	CalCARD (US BANK)	See Attached Report	9,138.48
07/15/2019	210362	THE UPS STORE	7563 · Hiring Expense	49.00
07/15/2019	210363	AT&T CALNET 3	6511 · Telephones	486.80
07/15/2019	210364	GOLDEN STATE EMERGENCY VEHICLE	7011 · Accessories	49.08
07/15/2019	FT07152019	CalPERS (Retirement)	5711 · Pension	298,373.00
07/15/2019	V953031	CAPITOL CLUTCH AND BRAKE, INC.	7049 · Outside Agency Vehicle Maint	1,718.46
07/15/2019	V953033	ECONOMY PEST CONTROL	6681 · Facility Maint & Improvements	422.00
07/15/2019	V953033	ECONOMY PEST CONTROL	6681 · Facility Maint & Improvements	126.00
07/15/2019	V953040	HILLS FLAT LUMBER COMPANY	6681 · Facility Maint & Improvements	79.79
07/15/2019	V953040	HILLS FLAT LUMBER COMPANY	7653 · Investigation Supplies	24.69
07/15/2019	V953041	MISSION LINEN SUPPLY, INC.	6551 · Supplies & Services - Stations	58.48

Nevada County Consolidated Fire District
Check History Report
July 2019

Date	Number	Name	Account	Paid Amount
07/15/2019	V953041	MISSION LINEN SUPPLY, INC.	6551 · Supplies & Services - Stations	112.48
07/15/2019	V953043	AIRGAS, NCN	6716 · EMS Supplies	300.22
07/15/2019	V953046	RIVERVIEW INTERNATIONAL TRUCKS	7011 · Accessories	245.00
07/15/2019	V953052	WALKER'S OFFICE SUPPLY	7502 · Administration	97.24
07/15/2019	V953062	SUDDENLINK (CEQUEL)	6511 · Telephones	137.45
07/15/2019	V953068	SATCOM GLOBAL INC	6521 · Mobile Phones	106.36
07/15/2019	V953070	MUNICIPAL EMERGENCY SERVICES	6021 · Personal Protective Equip	18,060.00
07/15/2019	V953081	SMARTER BROADBAND	6511 · Telephones	40.00
07/15/2019	V953082	Michael E. Lewis	7561 · Consultants	4,000.00
07/15/2019	V953083	ROBINSON ENTERPRISES, INC.	7051 · Fuel	659.60
07/15/2019	V953095	JACOBSEN, COREY	6251 · Education Incentive Program	290.00
07/15/2019	V953098	FOSTER & SON HOSE AND FITTINGS, INC.	7011 · Accessories	23.28
07/18/2019		PP: 06/30 - 07/13/2019	Net Payroll	105,483.24
07/18/2019	210532	NCCFD - EFTPS (Fed & State Taxes)	2201 · Federal Income Tax Payable	14,570.83
			2202 · FICA Payable (Medicare & SS)	3,902.14
			2202 · FICA Payable (Medicare & SS)	14.14
			2211 · State Income Tax Payable	5,223.63
			2213 · SUI Payable	278.86
07/18/2019	210533	CalPERS 457 Plan (Def. Comp)	2266 · Deferred Compensation Payable	1,475.00
07/18/2019	210534	HSA BANK, DIV. OF WEBSTER BANK	2276 · HSA Payable	349.47
07/18/2019	210535	NEVADA CITY, CITY OF	6851 · Water / Sewer	304.38
07/18/2019	210536	NETWORK DESIGN ASSOCIATES	7556 · Computer & IT Support	270.00
07/18/2019	210537	PLAZA TIRE & AUTO SERVICE	7041 · Tires	1,230.29
07/18/2019	210538	LIFE ASSIST INC.	6716 · EMS Supplies	2,343.84
07/18/2019	210539	NID	6851 · Water / Sewer	154.76
07/18/2019	210540	PACIFIC GAS & ELECTRIC CO.	6821 · Electricity / Gas	3,916.96
07/18/2019	210541	SUTTER MEDICAL FOUNDATION	7563 · Hiring Expense	812.00
07/18/2019	210542	CRAIG JOHNSON PLUMBING	6681 · Facility Maint & Improvements	2,240.00
07/18/2019	210543	GOLDEN STATE EMERGENCY VEHICLE	7011 · Accessories	1,543.31
07/18/2019	FT07182019	CalPERS (Retirement)	2261 · CalPERS Payable	43.71
			2261 · CalPERS Payable	12,623.45
			5711 · Pension	22,668.17
07/18/2019	V953123	HILLS FLAT LUMBER COMPANY	6766 · Power Tools & Equipment	1,053.44
07/18/2019	V953125	NEVADA COUNTY PROF FF ASSN	2251 · NCCFA Dues	1,085.00
07/18/2019	V953131	NATIONWIDE RETIREMENT SOLUTION	2266 · Deferred Compensation Payable	4,250.43
07/18/2019	V953138	WALKER'S OFFICE SUPPLY	7502 · Administration	26.93
07/18/2019	V953213	MATHEW IRWIN	6114 · Meals - Interns	60.00
07/18/2019	V953223	NICHOLAS SIMS	6114 · Meals - Interns	150.00
07/18/2019	V953224	BRADEN AHSUE	6114 · Meals - Interns	90.00
07/19/2019	UD0719201	Duplicate Payment Batch - AP Auditor	<i>Batch Voided August 2019</i>	65,453.58
07/25/2019	210812	L.N. CURTIS & SONS	6761 · Suppression Equip	119.21
07/25/2019	210813	VERIZON WIRELESS	6521 · Mobile Phones	591.24
07/25/2019	210814	ADVANCE MARKING SYSTEMS	6011 · Uniforms	56.29
07/25/2019	210815	SACRAMENTO TRUCK CENTER	7049 · Outside Agency Vehicle Maint	2,586.36
07/25/2019	210816	GRASS VALLEY FIRE DEPARTMENT	6851 · Water / Sewer	132.06
07/25/2019	210817	INTERNATIONAL CODE COUNCIL	7651 · Code Purchases	1,470.87
07/25/2019	210818	FISCHER TOWING	7011 · Accessories	1,000.00
07/25/2019	210819	SERVICENTER RADIATOR & AUTO	7049 · Outside Agency Vehicle Maint	1,104.45
07/25/2019	210820	Synapse Technologies Inc.	7508 · Computer & Software Expense	2,584.00
07/25/2019	210821	Titan Shred	7502 · Administration	60.00
07/25/2019	210822	Janice Slade	4870 · Other Revenue REFUND	20.00
07/25/2019	210823	B&C ACE HOME & GARDEN CENTER	6551 · Supplies & Services - Stations	31.39
07/25/2019	210824	NETWORK DESIGN ASSOCIATES	7556 · Computer & IT Support	405.00
07/25/2019	210825	COMCAST	6511 · Telephones	322.20
07/25/2019	210826	SPD SAW SHOP	6766 · Power Tools & Equipment	45.52

Nevada County Consolidated Fire District
Check History Report
July 2019

Date	Number	Name	Account	Paid Amount
07/25/2019	210827	AT&T Long Distance	6511 · Telephones	6.97
07/25/2019	210828	ASBURY ENVRIONMENTAL SERVICES	7046 · Tools & Shop Related	55.00
07/25/2019	V953288	BUCKMASTER OFFICE SOLUTIONS	7509 · Copier Expense	207.67
07/25/2019	V953296	ECONOMY PEST CONTROL	6681 · Facility Maint & Improvements	292.00
07/25/2019	V953296A	ECONOMY PEST CONTROL	6681 · Facility Maint & Improvements	97.00
07/25/2019	V953301	A TO Z SUPPLY	6681 · Facility Maint & Improvements	24.77
07/25/2019	V953305	MISSION LINEN SUPPLY, INC.	6551 · Supplies & Services - Stations	112.48
07/25/2019	V953313	WALKER'S OFFICE SUPPLY	6551 · Supplies & Services - Stations	330.46
07/25/2019	V953346	ROBINSON ENTERPRISES, INC.	7051 · Fuel	942.08
07/25/2019	V953356	MOTOR ELECTRIC SERVICE CO.	7011 · Accessories	461.13
07/25/2019	V953367	SOLON FIRE CONTROL	6761 · Suppression Equip	139.76
07/25/2019	V953374	FOSTER & SON HOSE AND FITTINGS, INC.	7049 · Outside Agency Vehicle Maint	118.31
Total 1002 · NC Operating 722				\$ 1,032,551.33
1003 · NC Mitigation 733				
Total 1003 · NC Mitigation 733				\$ -
1004 NC Special Tax 734				
Total 1004 NC Special Tax 734				\$ -
1008 · NC Capital Expenditure 758				
07/15/2019	V953097	SOLON FIRE CONTROL	6931 · Vehicles	343.94
Total 1008 · NC Reserve 758				\$ 343.94
1022 · Wells Fargo 2541				
Total 1022 · Wells Fargo 2541				\$ -
1023 · Wells Fargo 2637				
Total 1022 · Wells Fargo 2637				\$ -
TOTAL CHECKS ISSUED				1,032,895.27

Nevada County Consolidated Fire District
Credit Card History Report Export
June 21 through July 8, 2019

Statement Cycle 06/21 - 07/08/2019

Date	Cardholder	Vendor Name	Account	Paid Amount
06/30/2019	Davison	AMAZON MARKETPLACE	6551 · Supplies & Services - Stations	9.62
06/30/2019	Davison	AMAZON MARKETPLACE	6761 · Suppression Equip	57.37
06/30/2019	Davison	SPD MARKET	6551 · Supplies & Services - Stations	50.28
06/30/2019	Funk	LA Police Gear	6021 · Personal Protective Equip	69.75
06/30/2019	Greene	Victra	6521 · Mobile Phones	59.66
06/30/2019	JVG	USPS	7521 · Postage & Delivery	61.85
06/21/2019	Long	CDW GOVERNMENT INC	7508 · Computer & Software Expense	26.08
06/21/2019	Long	CDW GOVERNMENT INC	6941 · Admin Office Equipm & Computers	28.22
06/21/2019	Long	CDW GOVERNMENT INC	7563 · Prevention - Fire Investigation Supplies	643.52
06/30/2019	Long	CDW GOVERNMENT INC	6941 · Admin Office Equipm & Computers	605.20
06/30/2019	Long	MICROSOFT OFFICE	7508 · Computer & Software Expense	899.70
06/28/2019	Mason	EVIDENT	7563 · Prevention - Fire Investigation Supplies	353.74
06/30/2019	McKinley	STAPLES	6551 · Supplies & Services - Stations	119.34
06/30/2019	McKinley	STAPLES	6551 · Supplies & Services - Stations	(119.34)
06/30/2019	McMahan	CDW GOVERNMENT INC	7508 · Computer & Software Expense	1,520.59
07/08/2019	McMahan	EASEUS	7556 · Computer & IT Support	69.95
07/08/2019	Menth	AMAZON MARKETPLACE	6551 · Supplies & Services - Stations	7.02
06/30/2019	Nunnink	B&C ACE HOME & GARDEN CENTER	6766 · Power Tools & Equipment	347.16
06/30/2019	Ross	L.N. CURTIS & SONS	6761 · Suppression Equip	171.31
06/30/2019	Serna	Best Western Inn - Chico, CA	6232 · Travel Expense	201.96
06/30/2019	Serna	SIERRA-SACRAMENTO VALLEY EMS	6261 · Licenses & Certificates	68.00
06/30/2019	Sullivan	Best Western Inn - Oakdale, CA	6232 · Travel Expense	325.95
06/30/2019	Sullivan	RESCUE TRAINING INSTITUTE	6261 · Licenses & Certificates	20.00
06/30/2019	Turner	W.S. Darley	7653 · Investigation Supplies	3,408.19
06/30/2019	Turner	IHOP, Grass Valley	6111 · Meals - Administration	48.33
07/08/2019	Turner	Sud's Bros Car Wash	7502 · Administration	17.00
06/30/2019	Weathers	K-MART, 9746	6551 · Supplies & Services - Stations	(13.02)
06/30/2019	Weathers	K-MART, 9746	6551 · Supplies & Services - Stations	64.88
06/30/2019	Weathers	K-MART, 9746	6551 · Supplies & Services - Stations	16.17
Fund 722 Total				\$ 9,138.48
Fund 758 Total				\$ -
Total Charges				\$ 9,138.48
Payment Information				
07/15/2019	210361		Fund 722	9,138.48
Payments to U.S. Bank Cal Card				\$ 9,138.48
Account Balance				\$ -

August 1, 2019

Ms. Nicole Long
Operations Support
Nevada County Consolidated Fire District
640 Coyote Street
Nevada City, California 95959

Amended Memorandum of Understanding

Dear Ms. Long,

At the June 26, 2019 SDRMA Board Meeting, the SDRMA Board of Directors approved amendments to the Memorandum of Understanding (MOU) between your agency and SDRMA. The amendments were made to align the MOU with IRS guidelines, the Affordable Care Act and the CSAC-EIA pool guidelines. CSAC-EIA is the organization that provides coverage for the Health Benefits program.

Your entity participates in SDRMA's Health Benefits program and has previously executed the Memorandum of Understanding (MOU) and Resolution when your entity joined SDRMA's Health Benefits program. Included in the MOU is the following section: AMENDMENT OF MEMORANDUM. This MEMORANDUM may be amended by the SDRMA Board of Directors and such amendments are subject to approval of ENTITY's designated representative, or alternate, who shall have authority to execute this MEMORANDUM. Any ENTITY who fails or refuses to execute an amendment to this MEMORANDUM shall be deemed to have withdrawn from the PROGRAM on the next annual renewal date.

To follow the above MOU guideline your governing body must execute the enclosed MOU and Resolution and return the original MOU and Resolution to SDRMA by **November 1, 2019**. If your entity does not return the MOU and Resolution to SDRMA by **November 1, 2019** your entity will be deemed as withdrawn and benefits will be terminated effective **January 1, 2020**.

If SDRMA has not received your entity's MOU and Resolution by October 1, 2019 we will send an email to your attention inquiring when the MOU and Resolution will be sent to SDRMA.

In the MOU under section 4 it refers to SDRMA Program Administrative Guidelines. The Administrative Guidelines can be found on the SDRMA MemberPlus Portal at www.sdrma.org. If you are already registered on the MemberPlus Portal you do not need to re-register. If you are not already registered on the MemberPlus Portal, please find enclosed instructions of how to register. Once you are registered and login, the Administrative Guidelines can be found under the following pathway: Document Library>Health Benefits>Administrative Guidelines.

Please contact us at 800.537.7790 or at healthbenefits@sdрма.org if you have any questions regarding the MOU and/or Resolution. Thank you for your continued participation in the Health Benefits Program!

RECEIVED
AUG 05 2019
NCCFD



1112 I Street, Suite 300
Sacramento, California 95814-2865
T 916.231.4141 or 800.537.7790 * F 916.231.4111

Maximizing Protection. Minimizing Risk. * www.sdrma.org

Sincerely,
Special District Risk Management Authority

Alana Little
Health Benefits Manager

Enclosures: Memorandum of Understanding
Resolution
MemberPlus Registration instructions
Return Address Envelope

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (HEREAFTER "MEMORANDUM") IS ENTERED INTO BY AND BETWEEN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (HEREAFTER "SDRMA") AND THE PARTICIPATING PUBLIC ENTITY (HEREAFTER "ENTITY") WHO IS SIGNATORY TO THIS MEMORANDUM.

WHEREAS, on August 1, 2006, SDRMA was appointed administrator for the purpose of enrolling small public entities into the CSAC - Excess Insurance Authority Health's ("CSAC-EIA Health") Small Group Health Benefits Program (hereinafter "PROGRAM"); and

WHEREAS, the terms and conditions of the PROGRAM as well as benefit coverage, rates, assessments, and premiums are governed by CSAC-EIA Health Committee for the PROGRAM (the "COMMITTEE") and not SDRMA; and

WHEREAS, ENTITY desires to enroll and participate in the PROGRAM.

NOW THEREFORE, SDRMA and ENTITY agree as follows:

1. **PURPOSE.** ENTITY is signatory to this MEMORANDUM for the express purpose of enrolling in the PROGRAM.
2. **ENTRY INTO PROGRAM.** ENTITY shall enroll in the PROGRAM by making application through SDRMA which shall be subject to approval by the PROGRAM's Underwriter and governing documents and in accordance with applicable eligibility guidelines.
3. **MAINTENANCE OF EFFORT.** PROGRAM is designed to provide an alternative health benefit solution to all participants of the ENTITY including active employees, retired employees (optional), dependents (optional) and public officials (optional). ENTITY public officials may participate in the PROGRAM only if they are currently being covered and their own ENTITY's enabling act, plans and policies allow it. ENTITY must contribute at least the minimum percentage required by the eligibility requirements
4. **PREMIUMS.** ENTITY understands that premiums and rates for the PROGRAM are set by the COMMITTEE. ENTITY will remit monthly premiums based upon rates established for each category of participants and the census of covered employees, public officials, dependents and retirees.

Rates for the ENTITY and each category of participant will be determined by the COMMITTEE designated for the PROGRAM based upon advice from its consultants

and/or a consulting Benefits Actuary and insurance carriers. In addition, SDRMA adds an administrative fee to premiums and rates for costs associated with administering the PROGRAM. Rates may vary depending upon factors including, but not limited to, demographic characteristics, loss experience of all public entities participating in the PROGRAM and differences in benefits provided (plan design), if any.

SDRMA will administrate a billing to ENTITY each month, with payments due by the date specified by SDRMA. Payments received after the specified date will accrue penalties up to and including termination from the PROGRAM. Premiums are based on a full month, and there are no partial months or prorated premiums. Enrollment for mid-year qualifying events and termination of coverage will be made in accordance with the SDRMA Program Administrative Guidelines.

5. **BENEFITS.** Benefits provided to ENTITY participants shall be as set forth in ENTITY's Plan Summary for the PROGRAM and as agreed upon between the ENTITY and its recognized employee organizations as applicable. Not all plan offerings will be available to ENTITY, and plans requested by ENTITY must be submitted to PROGRAM underwriter for approval.
6. **COVERAGE DOCUMENTS.** Except as otherwise provided herein, coverage documents from each carrier outlining the coverage provided, including terms and conditions of coverage, are controlling with respect to the coverage of the PROGRAM and will be provided by SDRMA to each ENTITY. SDRMA will provide each ENTITY with additional documentation, defined as the SDRMA Program Administrative Guidelines which provide further details on administration of the PROGRAM.
7. **PROGRAM FUNDING.** It is the intent of this MEMORANDUM to provide for a fully funded PROGRAM by any or all of the following: pooling risk; purchasing individual stop loss coverage to protect the pool from large claims; and purchasing aggregate stop loss coverage.
8. **ASSESSMENTS.** Should the PROGRAM not be adequately funded for any reason, pro-rata assessments to the ENTITY may be utilized to ensure the approved funding level for applicable policy periods. Any assessments which are deemed necessary to ensure approved funding levels shall be made upon the determination and approval of the COMMITTEE in accordance with the following:
 - a. Assessments/dividends will be used sparingly. Generally, any over/under funding will be factored into renewal rates.
 - b. If a dividend/assessment is declared, allocation will be based upon each ENTITY's proportional share of total premiums paid for the preceding 3 years. An ENTITY must

be a current participant to receive a dividend, except upon termination of the PROGRAM and distribution of assets.

- c. ENTITY will be liable for assessments for 12 months following withdrawal from the PROGRAM.
 - d. Fund equity will be evaluated on a total PROGRAM-wide basis as opposed to each year standing on its own.
9. WITHDRAWAL. ENTITY may withdraw subject to the following condition: ENTITY shall notify SDRMA and the PROGRAM in writing of its intent to withdraw at least 90 days prior to their requested withdrawal date. ENTITY may rescind its notice of intent to withdraw. Once ENTITY withdraws from the PROGRAM, there is a 3-year waiting period to come back into the PROGRAM, and the ENTITY will be subject to underwriting approval again.
10. LIAISON WITH SDRMA. Each ENTITY shall maintain staff to act as liaison with SDRMA and between the ENTITY and SDRMA's designated PROGRAM representative.
11. GOVERNING LAW. This MEMORANDUM shall be governed in accordance with the laws of the State of California.
12. VENUE. Venue for any dispute or enforcement shall be in Sacramento, California.
13. ATTORNEY FEES. The prevailing party in any dispute shall be entitled to an award of reasonable attorney fees.
14. COMPLETE AGREEMENT. This MEMORANDUM together with the related PROGRAM documents constitutes the full and complete agreement of the ENTITY.
15. SEVERABILITY. Should any provision of this MEMORANDUM be judicially determined to be void or unenforceable, such determination shall not affect any remaining provision.
16. AMENDMENT OF MEMORANDUM. This MEMORANDUM may be amended by the SDRMA Board of Directors and such amendments are subject to approval of ENTITY's designated representative, or alternate, who shall have authority to execute this MEMORANDUM. Any ENTITY who fails or refuses to execute an amendment to this MEMORANDUM shall be deemed to have withdrawn from the PROGRAM on the next annual renewal date.
17. EFFECTIVE DATE. This MEMORANDUM shall become effective on the later of the first date of coverage for the ENTITY or the date of signing of this MEMORANDUM by the Chief Executive Officer or Board President of SDRMA.

18. EXECUTION IN COUNTERPARTS. This MEMORANDUM may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

In Witness Whereof, the undersigned have executed the MEMORANDUM as of the date set forth below.

Dated: August 1, 2019

By: Laura S. Gill

Special District Risk
Management Authority

Dated: _____

By: _____

Nevada County Consolidated Fire District

RESOLUTION NO. 19-20

**A RESOLUTION OF THE OF THE (GOVERNING BODY) OF Nevada County
Consolidated Fire District APPROVING THE FORM OF AND AUTHORIZING THE
EXECUTION OF A MEMORANDUM OF UNDERSTANDING AND AUTHORIZING
PARTICIPATION IN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY'S
HEALTH BENEFITS PROGRAM**

WHEREAS, Nevada County Consolidated Fire District, a public agency duly organized and existing under and by virtue of the laws of the State of California (the "ENTITY"), has determined that it is in the best interest and to the advantage of the ENTITY to participate in the Health Benefits Program offered by Special District Risk Management Authority (the "Authority"); and

WHEREAS, the Authority was formed in 1986 in accordance with the provisions of California Government Code 6500 *et seq.*, for the purpose of providing risk financing, risk management programs and other coverage protection programs; and

WHEREAS, participation in Authority programs requires the ENTITY to execute and enter into a Memorandum of Understanding which states the purpose and participation requirements for the Health Benefits Program; and

WHEREAS, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the ENTITY is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE ENTITY AS FOLLOWS:

Section 1. Findings. The ENTITY's Governing Body hereby specifically finds and determines that the actions authorized hereby relate to the public affairs of the ENTITY.

Section 2. Memorandum of Understanding. The Memorandum of Understanding, to be executed and entered into by and between the ENTITY and the Authority, in the form presented at this meeting and on file with the ENTITY's Secretary, is hereby approved. The ENTITY's Governing Body and/or Authorized Officers ("The Authorized Officers") are hereby authorized and directed, for and in the name and on behalf of the ENTITY, to execute and deliver to the Authority the Memorandum of Understanding.

Section 3. Program Participation. The ENTITY's Governing Body approves participating in the Special District Risk Management Authority's Health Benefits Program.

Section 4. Other Actions. The Authorized Officers of the ENTITY are each hereby authorized and directed to execute and deliver any and all documents which are necessary in order to consummate the transactions authorized hereby and all such actions heretofore taken by such officers are hereby ratified, confirmed and approved.

Section 5. Effective Date. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this _____ day of _____, 20____ by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

Name

Title

ENTITY Secretary



Nevada County Consolidated Fire District

Resolution 19-21

AB1600 Mitigation Fee Adjustment

WHEREAS, the mission of the Nevada County Consolidated Fire District (District) is to provide emergency services relating to the preservation of life and protection of property from fire, respond to medical situations necessitating immediate action, and other emergencies; and

WHEREAS, the Board of Directors has committed to continue to provide and improve to the best of their ability, fire protection, emergency medical services, rescue, hazardous materials responses and all other services to the public as authorized pursuant to the "Fire Protection District Law of 1987" (Health and Safety Code, §13800 et seq.); and

WHEREAS, budgetary considerations have required that a Capital Fire Facilities Fee be charged against new construction and development to defray costs and mitigate the financial impact of providing additional facilities and equipment to safeguard the lives and property of those who will occupy and use the new construction and development at an acceptable level of services; and

WHEREAS, the District, pursuant to California Government Code § 66000 et seq. (AB1600), is authorized to adopt a Capital Fire Facilities Fee development impact mitigation fee schedule to defray the associated costs necessary to protect the health and safety of the general-public and preserve lives and property; and

WHEREAS, the District performed a fee study in 2016, which resulted in an updated fee structure via Ordinance 16-01, and

WHEREAS, Ordinance 16-01, section 4 provides for an annual fee adjustment effective October 1 of each year, by the change of the Western States Consumer Price Index for the prior fiscal year, and

WHEREAS, the Western States Consumer Price Index for the fiscal year from July 2018 to June 2019 was 3.2%.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Nevada County Consolidated Fire District to adopt an increase in the AB1600 Mitigation Fee Schedule of 3.2%, as reflected in Exhibit A, effective October 1, 2019.

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 15th day of August, 2019 by the following roll call:



Nevada County Consolidated Fire District

Resolution 19-21

AB1600 Mitigation Fee Adjustment

Ayes:

Noes:

Absent:

Abstain:

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

Attest:

Nicole Long, Secretary of the Board

Exhibit A

Capital Fire Facilities Fee

per Square Foot

Existing Fees

Land Use	Areawide Fee	Non-Hydrant Area Surcharge
Residential Dwelling Unit	\$ 0.39	\$ 0.02
Nonresidential		
Commercial	\$ 0.78	\$ 0.05
Office	\$ 0.73	\$ 0.05
Industrial	\$ 0.40	\$ 0.03
Agriculture	\$ 0.01	-

Updated Fees

3.2% Increase		
Land Use	Areawide Fee	Non-Hydrant Area Surcharge
Residential Dwelling Unit	\$ 0.41	\$ 0.02
Nonresidential		
Commercial	\$ 0.80	\$ 0.05
Office	\$ 0.76	\$ 0.05
Industrial	\$ 0.42	\$ 0.03
Agriculture	\$ 0.01	-

Land use definitions:

Residential -	All detached and attached residential dwellings
Commercial -	All commercial, cannabis, retail, educational and hotel / motel development
Office -	All general, professional and medical office development
Industrial -	All manufacturing and warehouse development
Agricultural -	All agricultural building development



Nevada County Consolidated Fire District

Resolution 19-22

Adopting Requirements Regarding Retention and Destruction of Obsolete Records in Accordance With the California Government Code and Other State and Federal Laws

WHEREAS, the Nevada County Consolidated Fire District Board of Directors adopted the FDAC Records Management Policy and the Special District Records Retention guideline at the September 21, 2006 Regular Board Meeting; and

WHEREAS, in response to changes in the law regarding records retention, the Board of Directors finds it necessary to update the Records Policy to stay current with State and federal law; and

WHEREAS, the updated Records Policy and its accompanying updated records retention schedule comply with the California Secretary of State Local Government Records Management Guidelines, as required under Government Code section 60201; and

WHEREAS, any obsolete records destroyed pursuant to the District's updated Records Policy and records retention schedule will not adversely affect the District or the public.

NOW, THEREFORE, the Board of Directors of the Nevada County Consolidated Fire District does hereby resolve as follows:

Section 1. Approval of Records Policy. The Board of Directors hereby approves and adopts the Nevada County Consolidated Fire District Records Retention and Destruction Policy, which includes Attachment "A" – Request for Destruction of Obsolete Records and Attachment "B" – Records Retention Schedule. The Records Policy is attached to this Resolution as Exhibit "A" and is incorporated herein and made a part hereof by reference.

Section 2. Administration of the Records Policy. The Fire Chief and the Operations Support Manager are authorized to do any and all acts necessary to give effect to and comply with the terms and intent of the Records Policy. The Fire Chief and the Operations Support Manager shall be responsible for the administration of the Records Policy. The Fire Chief and Operations Support Manager are authorized to update or amend the Records Policy as needed, without further approval from the Board of Directors, to keep the Records Policy current with federal and State laws, as well as any other regulations affecting the retention of the District's records.

Section 3. Authorization to Destroy Duplicate Records. In accordance with Government Code sections 53161 and 60200, the Board of Directors hereby authorizes the Fire Chief and Operations Support manager to destroy at any time any duplicate record, paper or document of the District, while the original, whether in paper or electronic format, is retained for the legally required time period by the District.



Nevada County Consolidated Fire District

Resolution 19-22

Adopting Requirements Regarding Retention and Destruction of Obsolete Records in Accordance With the California Government Code and Other State and Federal Laws

Section 4. Destruction of Obsolete Records. The Fire Chief and the Operations Support Manager shall have ongoing authority, without further approval required from the Board of Directors and with the approval of the District's general counsel provided herein, to authorize destruction of obsolete District records in accordance with the Records Policy and the retention periods descanted in the Records Retention Schedule.

Section 5. Effective Date. This Resolution shall take effect immediately upon adoption.

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 15 day of August, 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

Records Retention and Destruction Policy

800.1 PURPOSE

The purpose of this Policy is to provide guidelines to staff regarding the retention of records and the destruction of obsolete and unnecessary records of the Nevada County Consolidated Fire District (the "District"); provide for the identification, maintenance, and safeguarding of records; the destruction of obsolete and unnecessary records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

800.2 AUTHORIZATION

(1) Under Government Code sections 60200 *et seq.*, the Board of Directors is authorized to destroy obsolete and unnecessary records by complying with a records retention policy and schedule that has been adopted by resolution. Pursuant to the resolution adopted by the Board of Directors, except where a record is expressly required to be preserved according to State or federal law, the Board of Directors approves the destruction of any original document without retaining a copy of the document as long as the retention and destruction of the document complies with the retention schedule as set forth in this Policy (Gov. Code § 60201.)

(2) Pursuant to the resolution adopting this Policy, the Fire Chief and the Operations Support Manager have ongoing authorization to destroy any duplicate record, paper or document, in accordance with Government Code sections 53161 and 60200.

800.3 PROCEDURE

A. The department head completes and signs a "Request for Destruction of Obsolete Records" form, listing the date and type of record of each document to be destroyed. A sample form is attached to this Policy as Attachment "A" and is incorporated into this Policy by this reference. The Operations Support Manager shall have the authority to make any changes to this form which he or she deems necessary in accordance with the policy. The department head submits the form to the Operations Support Manager.

B. The Operations Support Manager checks the documents listed on the submitted form to confirm that each document complies with the Records Retention Schedule and has been retained for the legally required period of time. The Operations Support Manager also confirms that any applicable reproduction requirements (i.e., electronic imaging, etc.) for each document are complete. The Operations Support Manager also verifies that the documents are not relevant to a lawsuit, a claim, a subpoena, an investigation, a litigation hold, a Public Records Act request, an audit, or any similar proceeding, which is in progress or which may reasonably be anticipated.

Nevada County Consolidated Fire District

Fire Services Manual

Records Retention and Destruction Policy

C. The Operations Support Manager submits the form to the Fire Chief, who reviews and signs the form and then returns the signed form to the Operations Support Manager.

D. After receiving the signed form from the Fire Chief, the Operations Support Manager approves the destruction of the documents, indicates the method of destruction on the form, signs the form and files the original and returns a copy of the form to the department.

E. The Operations Support Manager will permanently retain destruction forms for all destroyed documents, which will include description of type of records minimum legal retention period and the date of destruction.

800.4 GENERAL INFORMATION AND GUIDELINES

A. **Administration.** The Operations Support Manager, under direction of the Fire Chief, shall be responsible for the administration of this Policy and shall assist all District personnel to comply with the provisions of this Policy and with the Records Retention Schedule, set forth in Attachment "B." In administering this Policy, the Operations Support Manager shall:

1. Coordinate with the District's legal counsel to ensure that all departments have properly classified District records and that the retention periods are appropriate for each type and category of documents.

2. Oversee the departments' placement of inactive records into storage, including providing an annual reminder to District staff members to review their files to determine if any records can be transferred to storage.

3. Annually review the Records Retention Schedule and work with departments to determine which records are eligible for destruction.

B. **Definitions.** Under this Policy, the definition of "District Record" follows the definitions provided in the California Public Records Act (Cal. Gov. Code § 6250 et seq.) for "public records" and "writing":

"...any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics..."

"...'Writing' means handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and any record thereby created, regardless of the manner in which the record has been stored."

Nevada County Consolidated Fire District

Fire Services Manual

Records Retention and Destruction Policy

C. **District Email is an Official District Record**. Email and other forms of electronic communications, such as text messaging and voicemail, regarding District business are official District records. Therefore, any official District records created through email and other forms of electronic communications must be protected and retained in accordance with this Policy, State and federal records retention laws, and the California Secretary of State Local Government Records Management Guidelines. Email messages are correspondence and, as official District records, must be retained for a minimum of two (2) years, or as specified in the Records Retention Schedule.

Email correspondence will be deleted from the District's database after the minimum two (2) years retention requirement. It is the responsibility of each employee to manage his or her email correspondence, as well as any other official District records within his or her control, in accordance with the Records Retention Schedule.

The District frequently receives requests under the Public Records Act for inspection or production of District documents. The District also frequently receives subpoenas or court orders for documents. In the event that such requests, demands, subpoenas, or orders include email messages, any District personnel who have control over, or access to, any such messages shall use their best efforts to temporarily preserve any such message until it is determined whether the message is subject to preservation, public inspection or disclosure. District personnel must contact the Operations Support Manager regarding any such messages that are within their control.

D. **Guidelines**. The following guidelines apply to all District records, whether they are hard-copy paper records or electronic records:

1. In addition to the retention periods required under this Policy, the District shall retain original administrative, legal, fiscal and/or historical records with continued value (i.e., records for long-term transactions and/or special projects) until all matters pertaining to such records are completely resolved, or the time for appeals has expired. (Gov. Code § 60201, subd. (d)(10).)

2. Pursuant to Government Code section 60201, the District shall not destroy any of the following records:

- (a) Records relating to the formation, change of organization, or reorganization of the District;

- (b) Ordinances and resolutions, unless they have been repealed or have become invalid or otherwise unenforceable for five years;

- (c) Minutes of any meeting of the District;

Nevada County Consolidated Fire District

Fire Services Manual

Records Retention and Destruction Policy

(d) Records relating to any pending claim, litigation, any settlement or other disposition of litigation within the past two years;

(e) Records that are the subject of any pending request for records under the California Public Records Act, whether or not the record is exempt from disclosure, until the request has been granted or two (2) years after the request has been denied by the District;

(f) Records relating to any pending construction that the District has not accepted or for which a stop notice claim may be legally presented;

(g) Records relating to any non-discharged debt of the District;

(h) Records relating to the title to real property in which the District has an interest;

(i) Records relating to any non-discharged contract to which the District is a party;

(j) Records that have not fulfilled the administrative, fiscal, or legal purpose for which they were created or received;

(k) Unaccepted bids or proposals, which are less than two (2) years old, for the construction or installation of any building, structure or other public work;

(l) Records less than seven (7) years old that specify the amount of compensation or expense reimbursement paid to District employees, officers, or independent contractors.

E. **Exceptions to Scheduled Destruction.** Destruction of any record shall be postponed if that record is responsive to a subpoena, litigation holds or other request for preservation, a Public Records Act request, an audit, or a claim filed against the District. In addition, records that relate to any active litigation or potential litigation involving the District shall be preserved until the litigation is resolved. District personnel who become aware of a subpoena, claim, Public Records Act request, etc., that affects records under their control shall use their best efforts, by any reasonable means available to them, to preserve those records. In such situations, District personnel shall contact the Operations Support Manager regarding the affected records.

F. **Electronic Records - Preservation.** Original District documents may be kept in electronic format. Original documents that are in electronic format shall be preserved for the applicable retention periods provided in the Records Retention Schedule. When preserving records in electronic format, District staff members will follow the standards for a "trusted system" pursuant to Government Code section 12168.7 and identified by the California Secretary of State, in Title 2, Division 7, Chapter 15 of the California Code of Regulations, beginning with Section 22620.1.

Nevada County Consolidated Fire District

Fire Services Manual

Records Retention and Destruction Policy

800.5 SPECIFIC GUIDELINES

A. Accounting Records

1. General ledgers are recommended be permanently retained. Typical retention is minimum four (4) years after audit. (Sec. of State Local Gov't. Records Mgmt. Guidelines.)

2. In general, the District should retain original source documents that are detailed in a register, journal, ledger or statement **until audited plus four (4) years**. Certain source documents may be retained for a shorter period of time. Refer to the Records Retention Schedule for specific accounting documents.

3. The District may destroy at any time rough drafts, notes, working papers (except for financial audit), or similar draft documents.

4. In addition to any required legal retention period, the District shall not authorize the destruction of any record subject to audit until it has been determined that the audit has been performed. (Gov. Code § 14755, subd. (b); Gov. Code § 60201, subd. (d)(10).)

B. Long-Term Debt Records

1. The District may destroy paid bonds, warrant certificates and interest coupons after **two (2) years** if detailed payment records are retained for **ten (10) years**.

2. The District may not destroy any documents relating to any non-discharged debt. (Gov. Code § 60201, subd. (d)(7).)

C. District Records

1. The District shall retain original records of the minutes of meetings of the District **permanently**. (Gov. Code § 60201, subd. (d)(3).)

2. The District shall retain original ordinances and resolutions adopted by the Board **permanently**. However, ordinances or resolutions that have been repealed or are otherwise invalid or unenforceable may be destroyed after five (5) years. (Gov. Code § 60201, subd. (d)(2).)

Nevada County Consolidated Fire District

Fire Services Manual

Records Retention and Destruction Policy

D. Statements and Reports Filed Pursuant to the Political Reform Act.

1. Filing officers shall retain original statements and reports for **seven (7) years**. (Gov. Code § 81009 (c), (e).) After an original report or statement has been on file for at least two (2) years, the filing officer may retain an electronically imaged copy available for public inspection instead of the original report or statement. (Gov. Code § 81009, subd. (g).)

2. Filing officers shall retain copies of statements or reports for **four (4) years**. The officer does not have to keep more than one copy of a statement or report. (Gov. Code § 81009 (f).) After a copy of a report or statement has been on file for at least two (2) years, the filing officer may retain an electronically imaged copy available for public inspection instead of the paper copy. (Gov. Code § 81009, subd. (g).)

E. Contracts/Agreements

1. The District shall retain original contracts/agreements and any back-up materials for **four (4) years** after termination/completion of the contracts/agreements. (Code of Civ. Proc. § 337.)

2. The District shall retain contracts/agreements and any back-up materials with any person or entity who develops real property or furnishes the design, specifications, surveying, planning, supervision, testing, or observation of construction or improvement to real property for **ten (10) years** after substantial completion of the development or improvement. (Code of Civ. Proc. § 337.15.)

F. Property Records.

The District shall retain original property records, such as title documents, **indefinitely**, or until the property is transferred or otherwise no longer owned by the District. (Gov. Code § 60201, subd. (d)(8).)

G. Payroll and Personnel Records.

1. Records specifying amounts of compensation or expense reimbursement paid to District employees, officers, or independent contractors must be retained for seven (7) years after date of payment. (Gov. Code § 60201)

2. The District shall retain personnel files for **three (3) years** after an individual's employment terminates. (29 CFR 1627.3.)

3. The District shall retain medical records of employees who have been exposed to toxic substances or harmful physical agents for **thirty (30) years beyond the length of employment**. Such medical records include records pertaining to exposure to hazardous substances maintained by a physician, nurse, or other health care personnel or technician. (29 CFR 1910.1020)

Nevada County Consolidated Fire District

Fire Services Manual

Records Retention and Destruction Policy

Routine employee medical records such as first-aid records of one-time treatment made on-site by a non-physician, or observation of minor scratches, cuts, burns, splinters, etc., which do not involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job should be kept for the length of employment plus three (3) years. (Gov. Code § 12946, 29 CFR 1627.3)

However, for employees who are employed by the District for less than one year, the District does not need to retain the employee's medical records if the District provides the employee with such records upon termination of employment. (29 CFR 1910.1020; 8 Cal. Code Regs. § 3204.)

4. The District may destroy fidelity bonds two (2) years after termination and garnishments three (3) years after termination.

5. The District shall retain payroll records containing the name, address, date of birth, sex, job classification, hours worked, and regular and overtime wages for each employee for **three (3) years** beyond the length of employment **and seven (7) years from date of payment**. (29 C.F.R. Part 516.5; Labor Code §§ 1174, 1197.5; Gov. Code § 60201.) Payroll registers listing labor costs by employee and program must be kept permanently. (Sec. of State Local Gov't. Records Mgmt. Guidelines.)

6. The District shall retain employee time cards or time sheets for **six (6) years**. (29 C.F.R. Part 516.6; 8 Cal. Code Regs. §§ 11000-11150; Labor Code § 1174; Sec. of State Local Gov't. Records Mgmt. Guidelines.)

7. The District shall retain employment applications and employment referral records and files from applicants not hired for **two (2) years** after such records or files are created. (Gov. Code §12946; 29 C.F.R. 1627.3.)

8. The District shall retain records regarding the race, sex, and national origin of each applicant and for the job for which such applicant applied for **two (2) years** from the date of the making of the record or the date of the personnel action involved, whichever occurs later. The District may either retain the original documents used to identify applicants or keep statistical summaries of the collected information. (2 CCR §7287.0 subds. (b)(2), (c).)

9. The District shall retain any records pertaining to any payments, loans, promises or agreements by the District to any labor organization or representative of a labor organization for **five (5) years**. (29 U.S.C. §436.)

H. Construction and Engineering Records.

1. The District shall retain certain original construction records, such as bids, correspondence, and change orders, for **four (4) years** after project completion, unless the records pertain to a project which includes a guarantee or grant in which event they shall be retained for the **life of the guarantee or grant plus four (4) years**. The District shall retain as- built plans for any public facility or work as long as the facility exists.

Nevada County Consolidated Fire District

Fire Services Manual

Records Retention and Destruction Policy

2. The District may destroy unaccepted bids or proposals for public works after **two (2) years**. (Gov. Code § 60201.)

3. The District shall retain supporting documents on capital improvement projects, including bidders' lists, specifications, reports, plans, work orders, schedules, etc., for **ten (10) years after project completion**. (Code of Civ. Proc. § 337.15.)

I. Exposure/Safety Records and Material Safety Data Sheets (MSDS).

1. The District shall retain employee exposure records and exposure assessment records for at least **thirty (30) years**. Such records should reveal the identity of the toxic substance or harmful physical agent and where and when such substance or agent was used. (8 C.C.R. § 3204; 29 C.F.R. 1910.1020.)

2. The District may destroy the material safety data sheet (MSDS) for a hazardous substance after the District stops using the hazardous substance provided it keeps a record of the substance (chemical name if known) and when and where it was used for **thirty (30) years** (8 C.C.R. § 3204(d)(1)(B)(2); 29 C.F.R. 1910.1020(d)(ii)(B).)

J. Video Monitoring, Telephone and Radio Communications; Other Video and Audio Recordings

1. The District shall retain recordings of **routine video monitoring** (e.g., building security recording systems) for at least **one (1) year**. After the one-year retention period, the District may destroy the video recording upon approval by the District Board and written consent of the District's legal counsel. (Gov. Code § 53160.)

2. Recordings of telephone and radio communications maintained by the District may be destroyed after **100 days** upon approval by the District Board and written consent of the District's legal counsel. (Gov. Code § 53160.)

3. In the event that any recording is evidence in any claim filed or any pending litigation, the recordings must be preserved until the claim or litigation is resolved.

4. Video or audio recordings of District meetings that are made at the direction of the District for whatever purpose (e.g., preparation of minutes) must be retained for **at least 30 days** after the meeting. (Gov. Code § 54935.5, subd. (b).)

5. If the District keeps another record, such as written minutes or an audio recording, of an event that is recorded on video (e.g., District Board meetings), the District must keep the video recording of the event for **at least 90 days** after the occurrence of the event. In such

Nevada County Consolidated Fire District

Fire Services Manual

Records Retention and Destruction Policy

situations, the video recording is considered a duplicate. **After 90 days**, the video recording may be destroyed or erased, pursuant to the authorization and procedure stated in this Policy.

800.6 RECORDS RETENTION SCHEDULE

The "Records Retention Schedule" is attached to this Policy as Attachment "B" and is incorporated herein by reference. This Policy and the Records Retention Schedule comply with the records retention guidelines provided by the California Secretary of State and may be updated from time to time.

Nevada County Consolidated Fire District

Fire Services Manual

Records Retention and Destruction Policy

ATTACHMENT "A"

REQUEST FOR DESTRUCTION OF OBSOLETE RECORDS

[Attached]

Nevada Consolidated Fire District

Fire Services Manual

Records Management

REQUEST FOR DESTRUCTION OF OBSOLETE RECORDS

To:

From:

Subject: Request for Destruction of Obsolete Records

I am requesting approval to destroy the obsolete records listed below.

DATES OF RECORDS	TYPE OF RECORD	LEGAL AUTHORITY	MINIMUM LEGAL RETENTION PERIOD

(If additional space is needed to describe records, please attach additional pages.)

APPROVED

Department Head

Date

Fire Chief

Date

The obsolete records described above or on any attached pages were destroyed under my supervision using the following method: ☐ Shredding ☐ Other (specify)

I certify that such destruction meets the requirements of the Nevada County Consolidated Fire District Records Retention and Destruction Policy and Records Retention Schedule, and all applicable requirements of State and federal law.

Operations Support Manager

Date of Records Destruction

ATTACHMENT "B"
RECORDS RETENTION SCHEDULE

[Attached]

Type of Record	Category	Description or Example of Record	Legal Authority	Legal Retention Period
Accident/Illness Reports	Human Resources	<i>(Exempt from public disclosure)</i> Employee Medical Records & Employee Exposure Records-- includes Material Safety Data Sheets (MSDS)	8 CCR 3204(d)(1)(A)(B) GC 6254(c)	Duration of employment + 30 years
Accidents/ Damage to District Property	Human Resources	Risk management administration	CCP 337.15	10 years
Accounts Payable	Finance	Journals	CCP 337 Sec. of State Local Gov't. Records Mgmt. Guidelines	Until audited + 5 years
Accounts Payable	Finance	Invoices, cancelled checks, stop payments, reports purchase orders.	26 CFR31.6001-1(e) (2) Sec. of State Local Gov't. Records Mgmt. Guidelines recommendation	Until audited + 4 years
Accounts Receivable	Finance	Journals, reports, receipt books	26 CFR31.6001-1(e) (2) Sec. of State Local Gov't. Records Mgmt. Guidelines recommendation	Until audited + 4 years

Legal Authority Abbreviations

CCP Code of Civil Procedure (California)
CCR California Code of Regulations
CFR Code of Federal Regulations
EC Elections Code (California)
FPPC Fair Political Practices Commission

GC Government Code (California)
H&S Health & Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code (California)
PC Penal Code (California)
R&TC Revenue & Taxation Code (California)
USC United States Code
VC Vehicle Code

Agency Report of Public Official Appointments (FPPC Form 806)	Administration	Report of additional compensation received by District officials when appointing themselves to committees, boards or commissions of other public agencies. Current report must be posted on the District's website.	FPPC Reg. 18702.5(b)(3); GC 34090	Recommended Keep paper copy for 2 years after removal from District website
Agendas – Board Meetings; Committee Meetings	Administration	Original agenda for District Regular, Special, and Committee Meetings.	GC 34090; Sec. of State Local Gov't. Records Mgmt. Guidelines	Permanent (District Preference)
Agendas General	All Departments	To include agendas of Departmental Staff and committee meetings related to all departments.	GC 34090; Sec. of State Local Gov't. Records Management Guidelines	2 years
Agenda Reports (staff reports) – Board Meetings; Committee Meetings	Administration	Original agenda reports should be permanently maintained as part of complete agenda packets.	GC 34090	Permanent (District Preference)
Agreements/ Contracts	All Departments	Original contracts and agreements	CCP 337 CCP 337.2 CCP 343	4 years after termination/ completion
Annexations / Reorganizations	Administration	Annexations/Reorganization Notices, Resolutions, Certificates of Completion related to Fire District	GC 60201(d)(1)	Permanent

Legal Authority Abbreviations

CCP Code of Civil Procedure (California)
CCR California Code of Regulations
CFR Code of Federal Regulations
EC Elections Code (California)
FPPC Fair Political Practices Commission

GC Government Code (California)
H&S Health & Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code (California)
PC Penal Code (California)
R&TC Revenue & Taxation Code (California)
USC United States Code
VC Vehicle Code

Apparatus Daily Check Sheets	Support Services	Daily unit logs that verify DMV requirements are met.	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 2 years
Apparatus Maintenance Repair Records	Support Services	Repair orders that document all maintenance & repairs on all District owned vehicles.	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 2 years
Arson Evidence – Homicide	Community Risk Reduction	Evidence supporting prosecution of a homicide.	PC 799; Sec. of State Local Gov't Records Mgmt. Guidelines	Permanent
Arson Evidence - Personal Injury/Property Damage	Community Risk Reduction	Evidence supporting prosecution of great bodily harm, inhabited structure or property.	PC 800; Sec. of State Local Gov't Records Mgmt. Guidelines	Until closed + 6 years
Arson/Fire Investigation	Community Risk Reduction	Reports and photographs, evidence, cause and origin. (Structure, vehicle, wildlife).	PC 800; Sec. of State Local Gov't Records Mgmt. Guidelines	Until closed + 6 years
Audit Reports Independent	Finance	External reports provided by independent auditors.	GC 60201 Sec. of State Local Gov't. Records Retention Guidelines	Permanent (District Preference)
Audit Hearing or Review / Other	Finance	Documentation created and or received in connection with an audit hearing or review.	GC60201	5 years (meets municipal government auditing standards)

Legal Authority Abbreviations

CCP Code of Civil Procedure (California)
CCR California Code of Regulations
CFR Code of Federal Regulations
EC Elections Code (California)
FPPC Fair Political Practices Commission

GC Government Code (California)
H&S Health & Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code (California)
PC Penal Code (California)
R&TC Revenue & Taxation Code (California)
USC United States Code
VC Vehicle Code

Bank Account Reconciliations	Finance	Bank statements, canceled checks, reconciliations.	26 CFR 31.6001-1(e)(2)	4 years; Sec. of State Guidelines recommends until audited + 5 years
Bids, Successful	Finance	Includes plan and specifications; notices/affidavits.	CCP 337, 337.1	4 years
Bids, Unsuccessful	Finance	Unsuccessful bid packages only	GC 60201(d)(11)	2 years
Board Appointment	Administration	Internal Documents and notices	GC 34090 29 USC 1113 Sec of State guidelines	Length of service + 6 years
Bonds	Finance	Authorization/public hearing records/prospectus/proposals/certificates/notices (transcripts)/registers/statements.	CCP 337.5	Upon cancellation, redemption, or maturity + 10 years
Bonds – Employee	Finance	Personnel fidelity bonds – form of insurance that covers employer for losses resulting from fraudulent acts of specified employee	GC 34090	Current + 2 years
Bonds, Surety	Support Services	Documentation created and/or received in connection with the performance of work/services for the District.	CCP 337	4 years
Brochures/ Publications	All Departments	Retain selected Fire District documents permanently for historic value.	GC 60201(d)(10)	Permanent (District Preference)
Budget, Annual	Finance	Annual operating budget approved by the Board.	GC 34090; Sec. of State Local Gov't. Records Mgmt. Guidelines	Permanent

Legal Authority Abbreviations

CCP Code of Civil Procedure (California)
CCR California Code of Regulations
CFR Code of Federal Regulations
EC Elections Code (California)
FPPC Fair Political Practices Commission

GC Government Code (California)
H&S Health & Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code (California)
PC Penal Code (California)
R&TC Revenue & Taxation Code (California)
USC United States Code
VC Vehicle Code

Cal-OSHA	Emergency Services/ Human Resources	Log of work-related injuries & illnesses (Form 300), Annual Summary (Form 300A), Incident reports (Form 301)	LC 6410; 8 CCR14300.33	5 years
California State Tax Records	Finance	Forms filed annually; quarterly and year-end reports	R&TC 19530 R&TC 19704	6 years
Capital Improvements, Construction	Community Risk Reduction	Records of planning, design, construction, conversion or modification of Fire District facilities, structures and systems.	GC 60201(d) (8), (10); Sec. of State Local Gov't. Records Mgmt. Guidelines	Permanent
Checks District-Issued	Finance	Includes payments to vendors; payroll, canceled and voided checks; electronic versions of checks	GC 34090 CCP 337 Sec. of State Local Gov't. Records Mgmt. Guidelines	Until audited + 5 years
Citations and Enforcements	Community Risk Reduction	Citations issued related to enforcement issues, including parking; fireworks enforcement; failure to comply	GC 60201(d)(4)	Until settled or adjudicated + 2 years
Claims Against the District	Human Resources	Paid/Denied	GC 60201(d)(4)	Until settled + 2 years
Code, Books	Community Risk Reduction	Includes California Code of Regulations Title 24, Parts 1, 2, 2.5, 3, 4, 6, 9, 12; NFPA; Title 19; Health and Safety Code.	GC 60201(d)(10)	Until superseded + 3 years
Collective Bargaining Agreements	Human Resources	Labor Association, Memorandum of Understanding (MOU)	29 CFR 516.5(b)	Current + 3 years

Legal Authority Abbreviations

CCP Code of Civil Procedure (California)
CCR California Code of Regulations
CFR Code of Federal Regulations
EC Elections Code (California)
FPPC Fair Political Practices Commission

GC Government Code (California)
H&S Health & Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code (California)
PC Penal Code (California)
R&TC Revenue & Taxation Code (California)
USC United States Code
VC Vehicle Code

Complaints	Human Resources	Various complaint files, not related to specific lawsuits involving the District and not otherwise specifically covered by the retention schedule.	GC 34090	2 years
Comprehensive Annual Financial Reports (CAFR)	Finance	CAFR Reports and supporting documents	GC 34090; CCP 337	Until audited + 4 years
Correspondence	All Departments	General correspondence, including letters and e-mail; Various files, not otherwise specifically covered by the retention schedule.	GC 34090	2 years
Credit Cards – District-Owned	Finance	Credit card bills/statements; other records related to use of District-owned credit cards	GC 60201(d)(12)	7 years after date of payment
DEA Log	Emergency Services	Controlled Substance log; all records related to controlled substances must be maintained and available for inspection by the DEA	21 CFR 1304.04, 1310.04	Current + 2 years
Deeds, Real Property	Administration	File with recorded documents; originals may not be destroyed.	GC 60201(d)(8)	Permanent
Deferred Compensation Reports	Finance	Reports and all other records	29 CFR 516.5 29 CFR 1627.3	3 years
Deposits, Receipts	All Departments	Checks, coins, currency	GC 34090 CCP 337; 26 CFR 31.6001-1(e)(2)	Until audited + 4 years
District Standards	Community Risk Reduction	Standards used for new development and existing facilities	Sec. of State Local Gov't. Records Mgmt. Guidelines	Permanent

Legal Authority Abbreviations

CCP Code of Civil Procedure (California)
CCR California Code of Regulations
CFR Code of Federal Regulations
EC Elections Code (California)
FPPC Fair Political Practices Commission

GC Government Code (California)
H&S Health & Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code (California)
PC Penal Code (California)
R&TC Revenue & Taxation Code (California)
USC United States Code
VC Vehicle Code

DMV Driver Information Reports	Support Services	Motor vehicle pulls - reports- (<i>Exempt from public disclosure</i>)	GC 34090 GC 6254(c) VC 1808.1(c) Sec. of State Local Gov't Records Mgmt. Guidelines	Until superseded and 7 years after termination
Documents of Incorporation	Administration	Incorporation documents to include articles of incorporation.	GC 34090 GC 60201	Permanent
Donation Documents	All Departments	Correspondence & related receipts/documents related to donations (other than tickets/passes – see Gift to Agency Report)	GC 34090	2 years
Easements, Real Property	Administration	Easement and real property document related to Fire District. File with recorded documents; originals may not be destroyed.	GC 60201(d)(8)	Permanent
Economic Interest Codes (Conflict of Interest Codes)	Administration	Fire District Conflict of Interest Code – required under Political Reform Act; must be reviewed by July 1st of every even-numbered year and amended if necessary	GC 87300 <i>et seq.</i>	Permanent
Economic Interest Statements - Form 700 (copies)	Administration	Copies of statements forwarded to Fair Political Practices Commission.	GC 81009(f), (g)	4 years (can image after 2 years)
Economic Interest Statements - Form 700 (Originals)	Administration	Originals of statements of designated employees kept by the Fire District	GC 81009(e), (g)	7 years (can image after 2 years)

Legal Authority Abbreviations

CCP Code of Civil Procedure (California)
CCR California Code of Regulations
CFR Code of Federal Regulations
EC Elections Code (California)
FPPC Fair Political Practices Commission

GC Government Code (California)
H&S Health & Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code (California)
PC Penal Code (California)
R&TC Revenue & Taxation Code (California)
USC United States Code
VC Vehicle Code

Election - Certificates of Election	Administration	Copies of Certificates of election; Original filed with the Registrar of Voters	GC 81009(f)	4 years
Election Correspondence	Administration	To include County Board Election & Change in Election year	GC 34090	2 years
Emergency Services Training Records and Certificates	Emergency Services Operations	QI's, Crew based training, Medic Certs, Internal Training Roster, CE Rosters (any continuing education) Hazmat/USAR Training, Cal JAC Training, Public Training to include CPR and Active Shooter training.	CCR 100392(c)	4 Years
Employee Information, General	Human Resources	Name, address, date of birth, occupation	GC 12946 29 CFR 1627.3 LC 1174	Length of employment + 3 years
Employee Information, Payment	Finance	Rate of pay and weekly compensation earned – applies to employees, officers or independent contractors	GC 60201(d)(12) 29 CFR 1627.3(a)	7 years date of payment
Employee Information – CEIR	Human Resources/ Finance	Personnel--California Employer Information Report (for employers of 100 or more employees)	GC 12946 2 CCR 11012 (a), (c) (2)	2 years

Legal Authority Abbreviations

CCP Code of Civil Procedure (California)
CCR California Code of Regulations
CFR Code of Federal Regulations
EC Elections Code (California)
FPPC Fair Political Practices Commission

GC Government Code (California)
H&S Health & Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code (California)
PC Penal Code (California)
R&TC Revenue & Taxation Code (California)
USC United States Code
VC Vehicle Code

Employee, Medical & Exposure Records (Toxic Substances or Harmful Physical Agents)	Human Resources	Not part of personnel file – must be held separately. <i>(Exempt from public disclosure)</i> Includes medical records made or maintained by a physician, nurse, technician, or other health care personnel pertaining to employees exposed to toxic substances or harmful physical agents. Does NOT include first-aid records of one-time treatment made on-site by a non-physician or observation of minor scratches, cuts, burns, splinters, etc., which do not involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job. (For employees of less than 1 year, no need to retain medical records regarding exposure to toxic substances/harmful physical agents if they are returned to employee upon termination.)	29 CFR 1910.1020 8 CCR 3204(d)(1)(A)(B) GC 6254(c)	Length of employment + 30 years
Employee Programs	Human Resources	Includes EAP and Recognition	GC 12946	Current + 2 years
Employee, Reports	Finance/ Human Resources	Employee statistics, benefit activity, liability loss	GC 34090	Current + 2 years
Employment Eligibility Verification (I-9 Forms)	Human Resources	Federal Immigration and Nationality Act; Immigration Reform/Control Act 1986	8 USC 1324a (b)(3)	3 years after date of hire, or 1 year after date of termination, whichever is later
Employment - Surveys and Studies	Human Resources	Includes classification, wage rates	29 CFR 516.6(a)(2)	2 years

Legal Authority Abbreviations

CCP Code of Civil Procedure (California)
CCR California Code of Regulations
CFR Code of Federal Regulations
EC Elections Code (California)
FPPC Fair Political Practices Commission

GC Government Code (California)
H&S Health & Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code (California)
PC Penal Code (California)
R&TC Revenue & Taxation Code (California)
USC United States Code
VC Vehicle Code

Employment - Training Records, Non-Safety	All Departments	Volunteer program training - class training materials, internships	GC 12946	Length of employment + 2 years
Employment – Training Records (by name)	All Departments	Paperwork documenting internal and external training	GC 12946	Length of employment + 2 years
Employment - Public Safety	Support Services/ Human Resources	Certification/designations	GC 12946	Length of employment + 2 years
Employment - Vehicle Mileage Reimbursement Rates	Support Services	Annual mileage reimbursement rates	GC 60201(d)(10)	Until superseded
Environmental Quality Air Quality (AQMD)	Support Services	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative	CCP 338(k);	3 years
Environmental Quality Asbestos	Community Risk Reduction	Documents, abatement projects, public buildings	GC 34090; 60201(d)(10)	Permanent

Legal Authority Abbreviations

CCP Code of Civil Procedure (California)
CCR California Code of Regulations
CFR Code of Federal Regulations
EC Elections Code (California)
FPPC Fair Political Practices Commission

GC Government Code (California)
H&S Health & Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code (California)
PC Penal Code (California)
R&TC Revenue & Taxation Code (California)
USC United States Code
VC Vehicle Code

California Environmental Quality Act (CEQA)	Community Risk Reduction	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations	GC 34090; 60201(d)(10); State CEQA Guidelines	Permanent
Environmental Quality Congestion Management	Support Services	Ride sharing, trip management	GC 34090	Completion + 2 years
Environmental Quality Environmental Review	Support Services	Correspondence, consultants, issues, conservation	GC 34090	Completion + 2 years
Event/District Materials	All Departments	Includes invitations, outlines, speeches, project plans and miscellaneous correspondence	GC 34090	Completion + 2 years
Ethics Training Records	Administration	Records required to be kept. Records must show dates that local officials and designated staff satisfied the training requirements and the entity that provided the training.	GC 53235.2	5 years after receipt of training
Expense Reimbursements	Finance	Paid to District employees, Board Members, officers or independent contractors, expense reports and all relating documents	GC 60201(d)(12)	7 years
Family and Medical Leave Act (Federal)	Human Resources	Records of leave taken, District policies relating to leave, notices, communications relating to taking leave	29 CFR 825.500	While employed + 3 years

Legal Authority Abbreviations

CCP Code of Civil Procedure (California)
CCR California Code of Regulations
CFR Code of Federal Regulations
EC Elections Code (California)
FPPC Fair Political Practices Commission

GC Government Code (California)
H&S Health & Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code (California)
PC Penal Code (California)
R&TC Revenue & Taxation Code (California)
USC United States Code
VC Vehicle Code

Federal Tax Records	Finance/ Human Resources	May include Forms 1095-C, 1096, 1099, W-4 and W-2	26 CFR 31.6001.1-4 26 CFR 31.6001-1(e) 29 CFR 516.5-516.6	Current + 4 years
Fixed Assets Inventory	Finance	Reflects purchase date, cost, account number	GC 34090; CCP 337, 343	Until audited + 4 years
Fixed Assets Surplus Property	Finance	Auction; disposal – Listing of property; sealed bid sales of equipment	GC 34090 CCP 337, 343	Until audited + 4 years
Fixed Assets Vehicle Ownership & Title	Support Services	Title transfers when vehicle is sold.	VC 9900 et. seq.	Until sold
Forms	All Departments	Administrative blank form	GC 34090	Until Superseded
Fund Transfers	Finance	Internal; bank transfers & wires	CCP 337; 26 CFR 41.6001-1(e)(2)	Until audited + 4 years
General Ledgers	Finance	All annual financial summaries--all agencies	CCP 337 Sec. of State Local Gov't. Records Retention Guidelines	Until audited + 4 years Published articles show 4 – 7 years retention as typical. Sec. of State Guidelines recommends permanent retention.

Legal Authority Abbreviations

CCP Code of Civil Procedure (California)
CCR California Code of Regulations
CFR Code of Federal Regulations
EC Elections Code (California)
FPPC Fair Political Practices Commission

GC Government Code (California)
H&S Health & Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code (California)
PC Penal Code (California)
R&TC Revenue & Taxation Code (California)
USC United States Code
VC Vehicle Code

Gift to Agency Report (FPPC Form 801/802)	Administration	Tickets/Passes --- FPPC form showing payment or donation made to the District, or to a District official and which can be accepted as being made to the District	2 CCR 18944; 18944.1, 18950.1	Must be posted on the District website for 4 years
Gifts/Bequests	Finance	Receipts or other documentation	GC 34090	Until completed + 2 years
Grants-Successful - Federal and State grants	Finance	Grants documents and all supporting documents: applications, reports, contracts, project files, proposals, statements, sub-recipient dockets, environmental review, grant documents, inventory, consolidated plan, etc.	GC 34090 24 CFR 570.502 24 CFR 85.42	Until completed + 4 years
Grants – Unsuccessful	Finance	Applications submitted; Documents showing rejection of denial of grant	GC 34090	2 years
Hazardous Materials - Hazardous Waste Disposal	All Departments	Documents regarding handling and disposal of hazardous waste. Permanent retention of environmentally sensitive materials is recommended	CAL OSHA	While current + 10 years
Hazardous Materials - Documentation	Community Risk Reduction	Hazmat documentation for Hazardous Materials maintained on site at District Facilities	H&S 117945 H&S 118165 22 CCR 66279.91 3 CCR 6624(a)	3 years
Hazardous Materials - Exposure Records, etc.	Human Resources	Employee exposure records; name/identity of chemical substance used; when & where chemical substance was used	8 CCR 3204(d)(1)(B)	30 years

Legal Authority Abbreviations

CCP Code of Civil Procedure (California)
CCR California Code of Regulations
CFR Code of Federal Regulations
EC Elections Code (California)
FPPC Fair Political Practices Commission

GC Government Code (California)
H&S Health & Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code (California)
PC Penal Code (California)
R&TC Revenue & Taxation Code (California)
USC United States Code
VC Vehicle Code

Hazardous Materials - Underground Storage Tank	Community Risk Reduction	Compliance: Documents regarding: storage, location, installation, removal, remediation	GC 34090	Permanent
Hazardous Materials – Underground Storage Tank	Community Risk Reduction	Maintenance and repair	GC 34090	2 years
Incident Reports – General	Emergency Services	Incident response reports	CCP 338, 343	Current + 4 years
Information Systems, Inventory	IT	Hardware/software inventory logs; systems manuals	GC 34090	Until superseded + 2 years
Information Systems, Network Information Systems (LAN/WAN)	IT	Network diagrams and plans	GC 34090	2 Years
Information Systems Programs	IT	Computer and server software	GC 34090	2 Years
Information Systems, Backups	IT	Files and directories	GC 34090	2 Years
Information Systems, Network Access	IT	IT Check List for New Hire, termination, promotions, retired. Remote access approvals	GC 34090	Until superseded + 2 years

Legal Authority Abbreviations

CCP Code of Civil Procedure (California)
CCR California Code of Regulations
CFR Code of Federal Regulations
EC Elections Code (California)
FPPC Fair Political Practices Commission

GC Government Code (California)
H&S Health & Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code (California)
PC Penal Code (California)
R&TC Revenue & Taxation Code (California)
USC United States Code
VC Vehicle Code

Inspection Records Community Development	Community Risk Reduction	Records which are part of Community Development permit process. Documents to include planning file, grading plans, conditions of approval, construction plans, permit and all related inspection notices.	GC 34090	Permanent
Inspection Records Occupancy	Community Risk Reduction	Records related to any and all occupancy inspections to include correspondence, fees, appeal, requests, and reports	CFC Sec. 104.6	5 yrs. or as long as the structure or activity to which such records relate remains in existence
Insurance	Human Resources	Liability, Performance Bonds, employee bonds, property, insurance certificates filed separately from contracts include insurance files by licensees. May include liability, property, Certificates of Participation, deferred, use of facilities, May be Personnel related.	GC 34090	Current + 2 years
Insurance, Joint Powers Agreement	Human Resources	Accreditation, MOU, agreements and agendas	GC 34090	Current + 2 years
Insurance, Risk Management Reports	Human Resources	Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies	29 CFR 1904.44 GC 34090	5 years (Federal) 2 years (State)
Investigation JFS/YES	Community Risk Reduction	Investigation documents related to Juvenile & Youth Fire Setter Program	GC 34090	Current + 2 years
Investment Reports, Transactions	Finance	Summary of transactions, inventory and earnings report.	GC 34090 CCP 337Sec. of State Local Gov't. Records Retention Guidelines	Permanent

Legal Authority Abbreviations

CCP Code of Civil Procedure (California)
CCR California Code of Regulations
CFR Code of Federal Regulations
EC Elections Code (California)
FPPC Fair Political Practices Commission

GC Government Code (California)
H&S Health & Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code (California)
PC Penal Code (California)
R&TC Revenue & Taxation Code (California)
USC United States Code
VC Vehicle Code

Job Descriptions	Human Resources	Descriptions of duties, qualifications, responsibilities for each position/classification/job title	29 CFR 1627.3	While current + 3 years
Lease Agreements	Administration	For property or equipment	CCP 337, 337.2, 343	Until terminated + 4 years
Legal Counsel Correspondence	All Departments	Confidential – (<i>Exempt from public disclosure</i>) (<i>attorney-client privilege</i>)	GC 34090	Current + 2 years
Legal Opinions	All Departments	Confidential – (<i>Exempt from public disclosure</i>) (attorney-client privilege)	GC 34090	Until superseded + 2 years
Legislative Support/ Opposition, Requests & Responses	Administration	Related to legislation.	GC 34090	2 years
Liability Forms/Ride Along Waivers	All Departments	Liability Waivers signed by responsible party during ride along	GC 34090	Current + 2 years
Liability Forms Smoke Alarm	Community Risk Reduction	Liability Waivers signed by recipient of smoke alarm upon issuance	GC 60201 (d)(10)	10 Yrs. From Mfg. date + 2 Yrs.
Litigation	Human Resources	Case files	GC 60201(d)(4)	Until settled or adjudicated + 2 years
Lobbying or Lobbyist Forms (FPPC Forms)	Administration	FPPC Form 602 – Lobbying Firm Activity Authorization; FPPC Form 635 – Report of Lobbyist Employer & Report of Lobbying Coalition – forms used when employing or contracting with a lobbying firm	FPPC Reg. 18615(d)	5 years

Legal Authority Abbreviations

CCP Code of Civil Procedure (California)
CCR California Code of Regulations
CFR Code of Federal Regulations
EC Elections Code (California)
FPPC Fair Political Practices Commission

GC Government Code (California)
H&S Health & Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code (California)
PC Penal Code (California)
R&TC Revenue & Taxation Code (California)
USC United States Code
VC Vehicle Code

Logs	All Departments	Logs for Complaints/Referrals Requests for Service and for other tracking purposes	GC 34090	Current + 2 years
Logs	All Departments	Logs for District related tracking purposes	GC 34090	Current + 2 years
Maintenance Manuals	Support Services	Equipment service/maintenance	GC 34090	Current + 2 years
Maintenance/Repair Records	Support Services	Equipment	GC 34090	2 years
Marketing, Promotional	Administration	Brochures, announcements, etc.	GC 34090	2 years
Master Plan	Administration	Master plans may be retained permanently for historical purposes	GC 34090 Sec. of State Local Gov't. Records Mgmt. Guidelines	While current + 2 years
Medical Reports - Including Pediatric	Emergency Services	Includes paramedic O1A medical reports <i>(Exempt from public disclosure)</i> Paramedic medical reports (EPCR) <i>(Exempt from public disclosure)</i> ICEMA, <i>(Exempt from public disclosure)</i>	Title 22 California Administrative Code Section 1000168 (6) (A-D) and 100085 (6)(F)	7 years; For pediatric records: Until age 18 years of age + 1 year
Minutes Board Meetings; Committee Meetings	Administration	Original minutes for District Regular, Special, and Committee meetings	GC 60201(d)(3)	Permanent

Legal Authority Abbreviations

CCP Code of Civil Procedure (California)
CCR California Code of Regulations
CFR Code of Federal Regulations
EC Elections Code (California)
FPPC Fair Political Practices Commission

GC Government Code (California)
H&S Health & Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code (California)
PC Penal Code (California)
R&TC Revenue & Taxation Code (California)
USC United States Code
VC Vehicle Code

Minutes-Non Board Meeting	All Departments	General Minutes for Administrative or Operational Meeting.	GC 34090	Current + 2 years
Narcotics Inventory Logs	Emergency Services	Narcotic inventory at start of shift and end of shift	GC 34090	Current + 2 years
Newsletter, District	Administration	May wish to retain permanently for historic reference.	GC 34090	2 years
Oaths of Office	Administration	Elected and public officials – Board Members	GC 34090 29 USC 1113	Current + 6 years
Ordinances	Administration	Adopted by District Board	GC 60201	Permanent
OSHA	Human Resources	OSHA Log 300, Supplementary Record, Annual Summary (Federal & State-Cal-OSHA)	LC 6410; 8 CCR 14307 29 CFR 1904.2 - 1904.6	5 years
OSHA (Accident/Illness Reports)	Human Resources/ Emergency Services	Personnel - Employee Exposure Records & Employee Medical Records (<i>Exempt from public disclosure</i>)	LC 6410; 8 CCR 14307; 8 CCR. 3204; GC 6254(c)	Duration of employment + 30 years
Payroll - Federal/State Reports	Finance	Annual W-2's, W-4's, Form 1099s, etc.; quarterly and year-end reports	GC 60201	7 years
Payroll Deduction/ Authorizations	Finance	Finance	29 CFR 516.6(c) GC 60201	While Current + 7 years
Payroll, Registers	Finance	Finance, Labor costs by employee and program	29 CFR 516.5(a) 1174(d) GC 60201	7 years from date of last payment

Legal Authority Abbreviations

CCP Code of Civil Procedure (California)
CCR California Code of Regulations
CFR Code of Federal Regulations
EC Elections Code (California)
FPPC Fair Political Practices Commission

GC Government Code (California)
H&S Health & Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code (California)
PC Penal Code (California)
R&TC Revenue & Taxation Code (California)
USC United States Code
VC Vehicle Code

Payroll Records, (terminated employees)	Finance	Finance files	29 CFR 516.5 GC 60201	7 years from date of last entry
Payroll Records,	Finance	Employees, Board Members includes timesheets and invoices	29 CFR 516.6; LC 1174; Sec. of State Local Gov't Records Mgmt. Guidelines	3 years Sec. of State recommends until audited + 6 years
Permits, Fire Code	Community Risk Reduction	Misc. permits related to Special Events, burn permits or otherwise not classified under Inspection Records Community Development and Inspection Records Occupancy	GC 34090	Current + 2 years
Permits Operational	Community Risk Reduction	Operational Permits related to Fire and Life Safety Inspections; See Inspection Records Occupancy	CFC Sec. 104.6	5 yrs. or as long as the structure or activity to which such records relate remains in existence
PERS - Employee Benefits	Human Resources	Retirement Plan – annual reports required to be filed under ERISA PERS Employee Benefit Plan – original document or copies	29 USC 1027 29 CFR 1627.3(b)(2); GC 34090	6 years Current + 2 years
Personnel Files for Board Members	Administration/ Human Resources	Applications, certifications, Oath of Office and any related documents	GC 34090 29 USC 1113 Sec. of State Guidelines	Length of Service + 6 Years
Personnel Files, Non-safety	Human Resources	Non-safety employee records may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations, disciplinary actions; terminations; Oaths of Office; evaluations-pre-employee medicals; fingerprints; identification cards (ID's). (<i>Personnel files are exempt from public disclosure</i>)	29 CFR 1627.3 GC 12946 GC 6254(c)	Length of employment + 3 years

Legal Authority Abbreviations

CCP Code of Civil Procedure (California)
CCR California Code of Regulations
CFR Code of Federal Regulations
EC Elections Code (California)
FPPC Fair Political Practices Commission

GC Government Code (California)
H&S Health & Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code (California)
PC Penal Code (California)
R&TC Revenue & Taxation Code (California)
USC United States Code
VC Vehicle Code

Personnel Files, Other Records	Human Resources	Other records (not payroll) containing name, address, date of birth, occupation, etc., including records relating to promotion, demotion, transfer, lay-off, termination. (<i>Personnel files are exempt from public disclosure</i>)	29 CFR 1627.3 GC 6254(c)	Length of employment + 3 years
Personnel Files, Safety	Human Resources	Police, fire, emergency employees - may include: Release authorizations; certifications; reassignments; outside employment; commendations; disciplinary actions; terminations; Oaths of Office; evaluations-pre-employee medical, (<i>Personnel files are exempt from public disclosure</i>)	29 CFR 1627.3 29 CFR 1602.31 29 CFR 516.6 et. seq.4 CFR 1068.6(a) GC 12946 Sec. of State Local Gov't. Records Mgmt. GC 6254(c)	Length of employment + 5 years
Personnel Rules and Regulations	Administration/ Human Resources	Including employee handbook	GC 34090	Current + 2 years
Photographs Historical	Administration	Board Members, Fire Chiefs & Historical Photographs to include District events and related activities.	District preference	Permanent
Plans Canceled Projects	Community Risk Reduction	Permits issued, including approved plans for projects later cancelled by contractor or vendor	GC 60201 (d) (11)	Until expiration of permit
Policies, Administrative/ SOPS	Administration	All policies and procedures, directives rendered by the District not assigned a resolution number	GC 34090	Until superseded + 2 years
Policies and Procedures, District Board	Administration	Original policies adopted by the District Board	GC 34090, 60201(d)(10)	Until superseded + 2 years

Legal Authority Abbreviations

CCP Code of Civil Procedure (California)
CCR California Code of Regulations
CFR Code of Federal Regulations
EC Elections Code (California)
FPPC Fair Political Practices Commission

GC Government Code (California)
H&S Health & Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code (California)
PC Penal Code (California)
R&TC Revenue & Taxation Code (California)
USC United States Code
VC Vehicle Code

PowerPoints/ Presentations	All Departments	Includes PowerPoints & presentation material for District trainings, meetings/presentations.	GC 34090	Until superseded or obsolete
Press Releases	All Departments	Related to District actions/activities. Public information	GC 34090	4 years (District Preference)
Procedure Manuals	All Departments	Administrative and operational procedure manuals.	GC 60201(d)(10)	Until superseded or obsolete
Proclamations	Administration	Adopted by Board, but not assigned a resolution number	GC 34090 Sec. of State Local Gov't. Records Mgmt. Guidelines	Current + 2 years
Property, Abandonment	Community Risk Reduction	Relating to building condemnation and demolition.	GC 34090	Permanent
Property Acquisition/ Disposition	Administration	District owned. Real Property Supporting documents regarding sale, purchase, exchange, lease or rental of property by District, includes appraisals.	CCP 337.15	Permanent or 10 years after disposition
Public Posting/ Public Notice	All Departments	Public notices for public hearings, publication of ordinances to include legal notices posted by all departments.	GC 34090	2 years
Purchasing, Requisitions, Purchase Orders	Finance	Original Documents	CCP 337	Until audited + 4 years

Legal Authority Abbreviations

CCP Code of Civil Procedure (California)
CCR California Code of Regulations
CFR Code of Federal Regulations
EC Elections Code (California)
FPPC Fair Political Practices Commission

GC Government Code (California)
H&S Health & Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code (California)
PC Penal Code (California)
R&TC Revenue & Taxation Code (California)
USC United States Code
VC Vehicle Code

Recordings Audio or Video	Administration	Audio or video recordings of Board meetings made for whatever purpose by or at the direction of the local agency.	GC 54953.5(b)	Minimum 30 days or until no longer required for preparation of minutes after minutes are approved.
Recordings - Routine Video Monitoring, Telephone, and Radio Communications	Administration	Routine daily recording of telephone communications & radio communications; recordings of routine video monitoring, monitoring systems, or building security systems	GC 53160, 53161	Videos - 1 year; Phone & Radio communications - 100 days If recordings relate to a claim or pending litigation, they must be preserved until matter is resolved. If another record of video recording is kept (written minutes or audio recording), video needs to be kept for only 90 days after the recorded event.

Legal Authority Abbreviations

CCP Code of Civil Procedure (California)
CCR California Code of Regulations
CFR Code of Federal Regulations
EC Elections Code (California)
FPPC Fair Political Practices Commission

GC Government Code (California)
H&S Health & Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code (California)
PC Penal Code (California)
R&TC Revenue & Taxation Code (California)
USC United States Code
VC Vehicle Code

Recordings, Video Recordings—Meetings of Legislative Bodies	Administration	Recordings of public meetings made by or at the direction of the District (e.g., Board meetings)	GC 54953.5	Minimum 30 days
Records Destruction Disposition Certification	Administration	Documentation of final disposition of records. Includes request to destroy obsolete records & forms to include any certification of destruction	GC 60201(d)(10)	Permanent
Records Retention Policy/ Schedules	Administration	Records retention policy including schedules	GC 34090	Current + 2 years
Records Request logs	All Departments	Requests from the public to inspect or copy public documents to include logs for tracking purposes, to include subpoenas, incident reports, investigation reports, medical reports and any other documents	GC 60201(d)(5)	Current + 2 years
Recruitment - Employment Applications – (not hired)	Human Resources	Applications submitted for existing or anticipated job openings, including any records pertaining to failure or refusal to hire applicant	GC 34090 GC 12946 29 CFR 1627.3(b)(1)(I)	2 years

Legal Authority Abbreviations

CCP Code of Civil Procedure (California)
CCR California Code of Regulations
CFR Code of Federal Regulations
EC Elections Code (California)
FPPC Fair Political Practices Commission

GC Government Code (California)
H&S Health & Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code (California)
PC Penal Code (California)
R&TC Revenue & Taxation Code (California)
USC United States Code
VC Vehicle Code

Recruitment, Employee Information - Applicant Identification Records	Human Resources	Personnel--Data regarding race, sex, national origin of applicants	2 CCR 11013 (c)(2)	2 years after receipt
Recruitment, Testing Selection and Eligibility	Human Resources	Records relating to hiring, promotion, selection for training (other than data on race, sex, national origin of applicants or testing & eligibility). Alternate lists/logs, ethnicity disclosures, examination materials, examination answer sheets, job bulletins	GC 1294629 CFR 1602.31 29 CFR 1627.3	Current + 2 years
Reimbursement Forms	Finance	Applies to employees, Board Members, officers or independent contractors	GC 60201(d)(12)	7 years
RFP or RFQ (Successful)	Finance	Requests for Proposals; Requests for Qualifications regarding goods and services – successful	CCP 337, 337.1	Current + 4 years
RFP or RFQ (Unsuccessful)	Finance	Requests for Qualifications; Requests for Proposals regarding goods and services - unsuccessful	GC 60201(d)(11)	Current + 2 years
Resolutions	Administration	Vital records - originals may never be destroyed.	GC 60201(d)(2)	Permanent
Returned Checks	Finance	Finance-NSF (not District checks)	GC 34090	2 years after audit
Salary Surveys	Human Resources	Surveys of other agencies	GC 34090	Current + 2 years

Legal Authority Abbreviations

CCP Code of Civil Procedure (California)
CCR California Code of Regulations
CFR Code of Federal Regulations
EC Elections Code (California)
FPPC Fair Political Practices Commission

GC Government Code (California)
H&S Health & Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code (California)
PC Penal Code (California)
R&TC Revenue & Taxation Code (California)
USC United States Code
VC Vehicle Code

Social Media	All Departments	Facebook/Twitter – postings from members of the public on District-owned Facebook or Twitter pages/accounts	GC 34090	2 years
State Controller	Finance	Annual reports and all supporting documents	GC 34090	2 years
Statistical Data	All Departments	Statistical Data collected for planning and projecting	GC 34090, 60201(d)(10)	Current + 2 years
Subpoenas	Human Resources/ Emergency Services	Requests for medical records, fire incident reports, and other District records	GC 34090	2 years
Taxes, Special	Finance	Special tax levied by a local agency on a per parcel basis	CCP 338(m)	Until audited + 3 years
Training Records	All Departments	Training records and certificates to include mandated training for all Department personnel	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Length of employment + 2 years
Travel/Event Information and Records	All Departments	Applies to employees and Board Members; includes travel information including itineraries (does not include expense reimbursement records)	GC 34090	2 years
Wage Garnishment	Finance	Wage or salary garnishment (court orders, records of garnishment, etc.)	CCP 337	Active until garnishment is satisfied, then retain until audited + 4 years

Legal Authority Abbreviations

CCP Code of Civil Procedure (California)
CCR California Code of Regulations
CFR Code of Federal Regulations
EC Elections Code (California)
FPPC Fair Political Practices Commission

GC Government Code (California)
H&S Health & Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code (California)
PC Penal Code (California)
R&TC Revenue & Taxation Code (California)
USC United States Code
VC Vehicle Code

Warrant Register/Check Register	Finance	Record of checks issued; approved by legislative body (copy is normally retained as part of agenda packet information)	GC 34090	Until audited + 2 years
Weed Abatement	Community Risk Reduction	Notice to abate; Invoices; Correspondence; Contractor Invoices	Sec. of State Local Gov't Records Mgmt. Guidelines	Until completed + 2 years
Workers Compensation Files	Human Resources	Work-injury claims (including denied claims); claim files, reports, etc.	8 CCR 10102	Until the latest of the following dates: 5 years from date of injury; or 1 year from date compensation was last provided; or 1 year after all compensation due has been paid.

Legal Authority Abbreviations

CCP Code of Civil Procedure (California)
CCR California Code of Regulations
CFR Code of Federal Regulations
EC Elections Code (California)
FPPC Fair Political Practices Commission

GC Government Code (California)
H&S Health & Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code (California)
PC Penal Code (California)
R&TC Revenue & Taxation Code (California)
USC United States Code
VC Vehicle Code



Nevada County Consolidated Fire District

Resolution 19-23

RESOLUTION PROCLAIMING A LOCAL EMERGENCY IN NEVADA COUNTY DUE TO THE IDENTIFICATION OF EXTREMELY DANGEROUS FIRE RISK CONDITIONS IN AN AREA OF NEVADA COUNTY DESIGNATED BY THE CALIFORNIA DEPARTMENT OF FORESTRY AS THE PONDEROSA WEST GRASS VALLEY DEFENSE ZONE PROJECT AREA

WHEREAS, California experienced the deadliest and most destructive wildfires in its history in 2017-2018; and

WHEREAS, tree die-off in Nevada County resulting from a multi-year period of drought has contributed to worsening fire conditions; and

WHEREAS, on March 22, 2019, Governor Gavin Newsom issued a Proclamation of a State Emergency (“Proclamation”) due to a vast tree die-off throughout the state and resulting increased risk of wildfire; and

WHEREAS, pursuant to Governor Gavin Newsom’s Executive Order N-05-19, dated January 8, 2019, the Department of Forestry and Fire Protection issued a report identifying those communities in California at greatest risk of wildfire, including 35 Priority Projects for fuels reduction that cover approximately 90,000 acres throughout California; and

WHEREAS, the Department of Forestry and Fire Protection identified the “Ponderosa West Grass Valley Defense Zone Project” area in Nevada County as one of the 35 Priority Projects; and

WHEREAS, the Ponderosa West Grass Valley Defense Zone Project area consists of approximately 1,200 acres located just below Rough and Ready Highway and above McCourtney Road; and

WHEREAS, conditions of extreme peril to the safety of persons and property have arisen within the Ponderosa West Grass Valley Defense Zone Project area, necessitating immediate steps to begin fuels reduction to reduce the extreme wildfire risk which threatens the life and safety of the people and property who reside in and around the affected area and communities; and

WHEREAS, fuels reduction with the Ponderosa West Grass Valley Defense Zone Project area will offer vital protection to the densely populated communities of Lake Wildwood, Penn Valley, and Rough and Ready to the west, as well as the highly developed City of Grass Valley to the east and surrounding areas; and

WHEREAS, the aforesaid conditions of extreme peril warrant and necessitate the Proclamation of the Existence of a Local Emergency; and

WHEREAS, the Board of Supervisors finds that a local emergency and emergency situation exists as set forth in California Government Code sections 8630 and 54956.5; and

NOW, THEREFORE, BE IT RESOLVED, that the Nevada County Consolidated Fire District Board of Directors hereby proclaims that a local emergency now exists throughout those areas of Nevada County that fall within or subject to the Ponderosa West Grass Valley Defense Zone Project area, as shown in the Project area map attached hereto as Exhibit A, due to the extreme wildfire risk existing therein.

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 15th day of August, 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: Board of Directors
From: Deputy Chief Jerry Funk
Date: August 7, 2019
Re: VFA Grant

Background:

On May 10, 2019, the District applied for grant funding through the CAL FIRE Cooperative Forestry Assistance Act. The District has received notification of award for a matching fund grant for the purchase of portable radios. The grant award is \$21,200.04.

Recommendation:

Staff recommends the Board approve Resolution 19-24, authorizing Deputy Chief Jerry Funk to execute the Agreement between the District and the State of California, Department of Forestry and Fire Protection (CAL FIRE).

Fiscal Implications:

The District would be responsible for 50% of the award, in the amount of \$10,600.02. Funding for the project has been identified in the FY 19/20 Preliminary Budget Fund 722.



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

RESOLUTION NO. 19-24

**RESOLUTION APPROVING THE DEPARTMENT OF FORESTRY AND FIRE PROTECTION
AGREEMENT # 7FG19084 FOR SERVICES FROM THE DATE OF LAST SIGNATORY ON PAGE 1 OF
THE AGREEMENT TO JUNE 30, 2020 UNDER THE VOLUNTEER FIRE ASSISTANCE PROGRAM OF
THE COOPERATIVE FORESTRY ASSISTANCE ACT OF 1978**

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the Nevada County Consolidated Fire District, does hereby approve the agreement with the California Department of Forestry and Fire Protection dated as of the last signatory date on page 6 of the agreement, and any amendments thereto. This agreement provides for an award, during the term of this agreement, under the Volunteer Fire Assistance Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2019-2020 up to and no more than the amount \$10,600.02.

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

The foregoing resolution was duly passed and adopted by the Nevada County Consolidated Fire District at a regular meeting thereof, held on the 15th day of August, 2019 by the following vote:

Ayes:

Keith Grueneberg, President of the Board

Noes:

Barry Dorland, Vice President of the Board

Absent:

Abstain:

-----CERTIFICATION OF RESOLUTION-----

ATTEST:

I, Nicole Long, Clerk of the Nevada County Consolidated Fire District, County of Nevada, California do hereby certify that this is a true and correct copy of the original Resolution Number R19-24.

WITNESS MY HAND OR THE SEAL OF THE Nevada County Consolidated Fire District, on this 15th day of August 2019.

Signature

Operations Support/Board Secretary; Nevada County Consolidated Fire District
Title and Name of Local Agency

State of California
Dept. of Forestry and Fire Protection (CAL FIRE)
Cooperative Fire Programs
GRANT AGREEMENT

APPLICANT:

PROJECT TITLE: Volunteer Fire Assistance Program

GRANT AGREEMENT: 7FG19084

PROJECT PERFORMANCE PERIOD IS from Upon Approval through June 30, 2020.

Under the terms and conditions of this Grant Agreement, the applicant agrees to complete the project as described in the project description, and the State of California, acting through the Dept. of Forestry & Fire Protection, agrees to fund the project up the total state grant amount indicated.

PROJECT DESCRIPTION: Cost-share funds awarded to provide assistance to rural areas in upgrading their capability to organize, train, and equip local forces for fire protection.

Total State Grant not to exceed **\$10,600.02** (or project costs, whichever is less)

**The Special and General Provisions attached are made a part of and incorporated into this Grant Agreement.*

**STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY
AND FIRE PROTECTION**

<hr/> <div style="text-align: center;">Applicant</div>	<hr/>
By <hr/>	By <hr/>
Signature of Authorized Representative	
Title <hr/>	Title: Gabrielle Avina Staff Chief, Cooperative Fire Programs
Date <hr/>	Date <hr/>

CERTIFICATION OF FUNDING

AMOUNT OF ESTIMATE FUNDING \$10,600.02	GRANT AGREEMENT NUMBER 7FG19084	PO ID		
ADJ. INCREASING ENCUMBRANCE \$ 0.00	SUPPLIER ID			
ADJ. DECREASING ENCUMBRANCE \$ 0.00	PROJECT ID 354019DG2012128		ACTIVITY ID SUBGNT	
UNENCUMBERED BALANCE \$10,600.02	GL UNIT 3540	BUD REF 001	FUND 0001	ENY 2019
REPORTING STRUCTURE 35409206	SERVICE LOC	ACCOUNT 5340580	ALT ACC 5340580002	

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance.

SIGNATURE OF CAL FIRE ACCOUNTING OFFICER

DATE

VOLUNTEER FIRE ASSISTANCE PROGRAM TERMS AND CONDITIONS

DEPARTMENT OF FORESTRY AND FIRE PROTECTION

STATE OF CALIFORNIA Natural Resources Agency

Agreement for the Volunteer Fire Assistance Program of the Cooperative Forestry Assistance Act of 1978

THIS AGREEMENT, made and entered into **ON THE LAST SIGNATORY DATE ON PAGE 6**, by and between the STATE of California, acting through the Director of the Department of Forestry and Fire Protection hereinafter called "STATE", and _____

_____ hereinafter called "LOCAL AGENCY", covenants as follows:

RECITALS:

1. STATE has been approved as an agent of the United States Department of Agriculture, (USDA), Forest Service for the purpose of administering the Cooperative Forestry Assistance Act (CFAA) of 1978 (PL 95-313, United States Code, Title 16, Chapter 41, Section 2010 et seq., Volunteer Fire Assistance Program), hereinafter referred to as "VFA", and
2. The VFA has made funds available to STATE for redistribution, under certain terms and conditions, to LOCAL AGENCY to assist LOCAL AGENCY to upgrade its fire protection capability, and
3. LOCAL AGENCY desires to participate in said VFA.

NOW THEREFORE, it is mutually agreed between the parties as follows:

4. **APPROVAL:** This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. LOCAL AGENCY may not commence performance until such approval has been obtained.
5. **TIMELINESS:** Time is of the essence in this Agreement.
6. **FORFEITURE OF AWARD:** LOCAL AGENCY must return this Agreement and required resolution properly signed and executed to STATE at the address specified in paragraph 11, with a postmark no later than December 1, 2019 or LOCAL AGENCY will forfeit the funds.
7. **GRANT AND BUDGET CONTINGENCY CLAUSE:** It is mutually understood between the parties that this **Agreement** may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds, to avoid program and fiscal delays that would occur if the **Agreement** were executed after that determination was made.

This **Agreement** is valid and enforceable only if sufficient funds are made available to the STATE by the United States Government for the State Fiscal Year 2019 for the purpose of this program. In addition, this **Agreement** is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this **Agreement** in any manner.

The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this **Agreement** shall be amended to reflect any reduction in funds.

The STATE has the option to invalidate the **Agreement** under the 30-day cancellation clause or to amend the **Agreement** to reflect any reduction in funds.

8. **REIMBURSEMENT:** STATE will reimburse LOCAL AGENCY, from funds made available to STATE by the Federal Government, an amount not to exceed on a 50/50 matching funds basis, for the performance of specific projects and/or purchase of specific items identified in Proposed Project, Application for Funding, attached hereto.
Reimbursement will be only for those projects accomplished and/or items purchased between THE LAST SIGNATORY DATE ON PAGE 1 and JUNE 30, 2020. This sum is the sole and maximum payment that STATE will make pursuant to this Agreement.
LOCAL AGENCY must bill STATE at the address specified in paragraph 11, with a postmark no later than September 1, 2020 in order to receive the funds. The bill submitted by LOCAL AGENCY must clearly delineate the projects performed and/or items purchased. A vendor's invoice or proof of payment to vendor(s) must be included for items purchased.
9. **LIMITATIONS:** Expenditure of the funds distributed by STATE herein is subject to the same limitations as placed by the VFA, upon expenditure of United States Government Funds. Pursuant to Title 7 of the Code of Federal Regulations, Section 3016.32 subject to the obligations and conditions set forth in that section; title to any equipment and supplies acquired under this **Agreement** vests with the LOCAL AGENCY. For any equipment items over \$5,000, the federal government may retain a vested interest in accordance with paragraph 16 below.
10. **MATCHING FUNDS:** Any and all funds paid to LOCAL AGENCY under the terms of this **Agreement**, hereinafter referred to as "VFA Funds", shall be matched by LOCAL AGENCY on a dollar-for-dollar basis, for each project listed on attachment(s) hereto identified as "Proposed Project". No amount of unpaid "contributed" or "volunteer" labor or services shall be used or consigned in calculating the matching amount "actually spent" by LOCAL AGENCY.
 LOCAL AGENCY shall not use VFA Funds as matching funds for other federal grants, including Department of Interior (USDI) Rural Fire Assistance grants, nor use funds from other federal grants, including USDI Rural Fire Assistance grants, as matching funds for VFA Funds.

11. ADDRESSES: The mailing addresses of the parties hereto, for all notices, billings, payments, repayments, or any other activity under the terms of the Agreement, are:

LOCAL AGENCY:

Attention: _____
Telephone Number(s): _____
FAX Number: _____
E-mail _____

STATE:

**Department of Forestry and Fire Protection
 Grants Management Unit, Attn: Megan Esfandiary
 P. O. Box 944246
 Sacramento, California 94244-2460
 PHONE: (916) 653-3649**

12. PURPOSE: Any project to be funded hereunder must be intended to specifically assist LOCAL AGENCY to organize, train, and/or equip local firefighting forces in the aforementioned rural area and community to prevent or suppress fires which threaten life, resources, and/or improvements within the area of operation of LOCAL AGENCY.
13. COMBINING: In the event funds are paid for two or more separate, but closely related projects, the 50/50 cost-sharing formula will be applied to the total cost of such combined projects.
14. OVERRUNS: In the event that the total cost of a funded project exceeds the estimate of costs upon which this Agreement is made, LOCAL AGENCY may request additional funds to cover the **Agreement** share of the amount exceeded. However, there is no assurance that any such funds are, or may be, available for reimbursement. Any increase in funding will require an amendment.
15. UNDERRUNS: In the event that the total cost of a funded project is less than the estimate of costs upon which this **Agreement** is made, LOCAL AGENCY may request that additional eligible projects/items be approved by STATE for **Agreement** funding. However, there is no assurance that any such approval will be funded. Approval of additional projects/items, not listed on the Proposed Project application, made by STATE, will be in writing and will require an amendment.
16. FEDERAL INTEREST IN EQUIPMENT: The Federal Government has a vested interest in any item purchased with VFA funding in excess of \$5,000 regardless of the length of this **Agreement**, until such time as the fair market value is less than \$5,000. The VFA percentage used to purchase the equipment will be applied to the sale price and recovered for the Government during the sale. This percentage will remain the same even following depreciation. The Federal Government may not have to be reimbursed if the disposal sale amounts to a fair market value of less than \$5,000. LOCAL AGENCY will notify STATE of the disposal of such items.

17. EQUIPMENT INVENTORY: Any single item purchased in excess of \$5,000 will be assigned a VFA Property Number by the STATE. LOCAL AGENCY shall forward a copy of the purchase documents listing the item, brand, model, serial number, any LOCAL AGENCY property number assigned, and a LOCAL AGENCY contact and return address to STATE at the address specified in paragraph 11. The STATE will advise the LOCAL AGENCY contact of the VFA Property Number assigned.
18. AUDIT: LOCAL AGENCY agrees that the STATE, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. LOCAL AGENCY agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. LOCAL AGENCY agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, LOCAL AGENCY agrees to include a similar right of the State of California to audit records and interview staff in any subcontract related to performance of this **Agreement**. (GC 8546.7, PCC 10115 et seq., CCR Title 2, Section 1896).
19. DISPUTES: In the event of any dispute over qualifying matching expenditures of LOCAL AGENCY, the dispute will be decided by STATE and its decision shall be final and binding.
20. INDEMNIFICATION: LOCAL AGENCY agrees to indemnify, defend, and save harmless, the STATE, its officers, agents, and employees, from any and all claims and losses, accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this **Agreement**, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by LOCAL AGENCY in the performance of this **Agreement**.
21. DRUG-FREE WORKPLACE REQUIREMENTS: LOCAL AGENCY will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
 - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - b. Establish a Drug-Free Awareness Program to inform employees about:
 - 1) the dangers of drug abuse in the workplace;
 - 2) the person's or organization's policy of maintaining a drug-free workplace;

- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed **Agreement** will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the **Agreement**.

Failure to comply with these requirements may result in suspension of payments under the **Agreement** or termination of the **Agreement** or both and LOCAL AGENCY may be ineligible for funding of any future State **Agreement** if the department determines that any of the following has occurred: (1) the LOCAL AGENCY has made false certification, or violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)

- 22. **TERM:** The term of the Agreement SHALL COMMENCE ON THE LAST SIGNATORY DATE ON PAGE 1 and continue through June 30, 2020.
- 23. **TERMINATION:** This **Agreement** may be terminated by either party giving 30 days written notice to the other party or provisions herein amended upon mutual consent of the parties hereto.
- 24. **AMENDMENTS:** No amendment or variation of the terms of this **Agreement** shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or **Agreement** not incorporated in the **Agreement** is binding on any of the parties.
- 25. **INDEPENDENT CONTRACTOR:** LOCAL AGENCY, and the agents and employees of LOCAL AGENCY, in the performance of this **Agreement**, shall act in an independent capacity and not as officers or employees or agents of the STATE or the Federal Government.



City of **Auburn**

1225 Lincoln Way, Auburn, CA 95603 • (530)823-4211 • FAX (530)885-5508
www.auburn.ca.gov

July 12, 2019

Jerry Funk
Deputy Chief
Nevada County Consolidated Fire District
640 Coyote Street
Nevada City, CA 95959

Chief Funk,

I would like to thank you for your assistance today in our Fire Captain Assessment process. The support we received from our cooperator agencies and community members was overwhelming and contributed to the success of the assessment.

We appreciate your honest feedback and we will use the evaluations as a template for growth within our department.

If we can ever reciprocate or help out your department, please feel free to ask.

Sincerely,

Dave Spencer
Fire Chief
Auburn Fire Department
(530) 823-4211 Ext. 176

CC: Jim Turner, Fire Chief
Nevada County Consolidated Fire District

RECEIVED

JUL 17 2019

NCCFD



COUNTY OF NEVADA COUNTY EXECUTIVE OFFICE

Eric Rood Administrative Center
950 Maidu Avenue, Suite 220
Nevada City, CA 95959
(530) 265-7040
Fax 265-9839
E-MAIL: ceo@co.nevada.ca.us

July 29, 2019

Chief Turner
Nevada County Consolidated Fire
640 Coyote Street
Nevada City, CA 95959

Dear Chief Turner,

The Nevada County Board of Supervisors has authorized allocation of Proposition 172 funds to the Fire Districts as part of Resolution 19-262 (Enclosed). There are three important items associated with the reporting requirements that effect the 2018-19 reporting period:

1. Consistent with the goals of the County's Hazardous Vegetation Abatement Ordinance, Fire Districts will closely coordinate with the County Defensible Space Inspection Program and Nevada County Consolidated to support Hazardous Fuels Inspections through defensible space advisory visits.
2. Recently the County Office of Emergency Services has implemented the Ready Nevada County program to raise public awareness and community preparedness. Please provide the County of Nevada with actions taken in support of this program.
3. The resolution makes allocation of 2019-20 funds contingent upon receipt of the 2018-19 annual report.

To simplify this process, a form has been included which you may fill out and return to our office to satisfy the reporting requirements.

If you have any questions, please don't hesitate to contact us at (530) 265-7040.

Sincerely,

David Jones
Management Analyst II
Nevada County Executive Office

RECEIVED

JUL 31 2019

NCCFD
8-(B)-1

ANNUAL REPORT FOR 2018--19 PROPOSITION 172 FUNDS

Please fill out the form below detailing your entity's usage of Prop 172 funds in the 2018-19 Fiscal Year. Providing this information satisfies the reporting requirements of the resolution authorizing allocation of Proposition 172 funds to Fire Districts.

Entity Name: _____

\$ _____ Total **Proposition 172 Revenue** received in 2018-19

Was 100% of the revenue spent on Public Safety related activities? Please circle one:
Yes/No If "No" please explain: _____

How many Defensible Space Advisory Visits were completed in 2018-19: _____

If Proposition 172 funds were spent on specific purposes (i.e. equipment purchased specifically with Prop 172) please list the items and amounts.

Item	Amount
Total:	

If Proposition 172 funds were used for general purposes, please list the amounts in the following categories.

Item	Amount
Employee Costs	
Services and Supplies	
Capital Expenditures	
Other Charges	
Total:	

The Board of Supervisors adopted the Hazardous Vegetation Abatement Ordinance to assist homeowners to meet defensible space requirements, and as a tool to assist Fire Districts with enforcing relevant fire codes. Please describe efforts taken in support of the ordinance in the 2018-19 fiscal year:

The County Office of Emergency Services has implemented the Ready Nevada County program to raise public awareness and community preparedness. Please describe efforts taken in support of this program.

Print Name

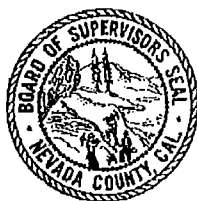
Signature

Title

Date

Please return this form by August 31, 2019 to avoid any delay in issuing 2019-20 payments. Return form to:

County of Nevada
County Executive Office
950 Maidu Avenue, Nevada City, CA 95959



RESOLUTION No. 19-262

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

RESOLUTION CONFIRMING AGREEMENT FOR ALLOCATION OF PROPOSITION 172 REVENUES

WHEREAS, the voters of the State of California authorized an additional half-cent sales tax for use exclusively for public safety services provided by local governments; and

WHEREAS, the Board of Supervisors, during public hearings to consider the 2019-20 final county budget, discussed this agreement with local independent fire districts and county departments for the distribution of Proposition 172 Public Safety Revenues for the 2019-20 Fiscal Year; and

WHEREAS, this agreement and the adoption of this confirming resolution, pursuant to Government Code section 30056(c), exempts the County from the maintenance of effort requirements as put forth in Government Code section 30056(a); and

WHEREAS, all entities receiving Proposition 172 funds have agreed to the allocations included in this resolution.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Nevada County Board of Supervisors declares the following:

1. The Nevada County Auditor/Controller shall first calculate and distribute 2.088% of Public Safety receipts in the Public Safety Augmentation Fund (1468 20710 273 1000/532200) due to incorporated cities within the county (estimated at \$159,669) as directed by Government Code Section 30054.
2. All interest earned and deposited to the Public Safety Augmentation Fund shall be transferred to account 0101 10206 272 1000 474000.
3. The Nevada County Auditor/ Controller shall then distribute 10.00% of the County's portion of Proposition 172 Public Safety revenues (estimated at \$764,700) for the 2019-20 Fiscal Year as follows:

		Estimated Revenues	
Account	Agency	Percent	for 2019-20
6713 00000 931 2000 462000	Washington FD	0.907	\$6,936
6720 00000 911 0000 462000	North San Juan FD	5.077	\$38,824
6348 00000 911 0000 462000	Higgins FD	11.437	\$87,459
6722 00000 911 0000 462000	Consolidated/Watt Park FD	50.634	\$387,198
None*	Ophir Hill FD	7.597	\$58,094
6723 00000 911 0000 462000	Peardale/Chicago Park FD	3.597	\$27,506
6745 00000 911 0000 462000	Penn Valley FD	15.357	\$117,435
6724 00000 911 0000 462000	Rough & Ready FD	4.227	\$32,324
None*	Graniteville Volunteer Fire Co.	1.167	\$8,924
Total Allocations		100%	\$746,700

*Graniteville and Ophir Hill FD allocations will be remitted directly out of fund 1468 20710 273 1000 532200.

4. The Nevada County Auditor/Controller shall distribute the remaining County portion (90%) of Proposition 172 Public Safety revenues (estimated at \$6,722,629) for the 2019-20 Fiscal Year to County departments as follows:

- a. The following amounts shall be fully distributed to the departments as listed on a monthly allocation:

1123 20708 325 1000 474000	Planning (Fire Planner)	\$ 47,667
0101 20310 202 1000 474000	Juvenile Hall (Additional need for Juvenile Hall)	\$104,040
0101 20702 414 1000 474000	OES (Fire Protection and Prevention Assistance)	\$177,922

- b. The remainder shall be distributed to County departments according to the percentages listed:

Account Codes	Title	Percent	Estimated Revenues for 2019-20
0101 20201 151 1000 474000	Sheriff Services	33.90	\$2,167,227
0101 20301 153 1000 474000	Corrections	33.66	\$2,151,884
0101 20304 154 2161 474000	Truckee Operations	2.05	\$131,057
0101 20103 101 1000 474000	District Attorney	10.99	\$702,591
0101 20107 671 1000 474000	Public Defender	4.88	\$311,978
0101 20320 201 1000 474000	Probation	8.91	\$569,616
0101 20310 202 1000 474000	Juvenile Hall	5.61	\$358,647
Allocations to County Departments 100%		\$6,393,000	

TOTAL ESTIMATED REVENUES

\$7,646,998

5. The funds distributed under the terms of this resolution shall only be used for the support and delivery of public safety services in conformance with the wishes of the voters of the State of California as expressed by their adoption of Proposition 172. All agencies or departments receiving funds under the terms of this agreement shall provide the County Executive Officer a written summary of how funds were utilized by the agency or department at the conclusion of each fiscal year. Fire Districts shall include in their reporting, how the funds were used for hazardous fuel inspections and enforcement of Public Resources Codes 4290 and 4291 as part of these public safety services.

- a. For County Departments this requirement is satisfied through the annual budget process.
- b. Fire Districts shall submit a report to the County by July 31st after the conclusion of the fiscal year. If the report is not received by that date, payments for the new year will be delayed until the report is received, and will be forfeit if the letter is not received by the end of the fiscal year (June 30th).

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a special meeting of said Board, held on the 18th 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.

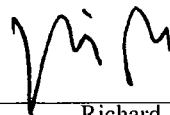
ATTEST:

JULIE PATTERSON HUNTER
Clerk of the Board of Supervisors

By: 

6/18/2019 cc:

CEO*
AC*
Dept. Heads*
Fire Districts*



Richard Anderson, Chair

Nevada County Consolidated Fire District
Citizens' Oversight Committee

August 3, 2019

Mr. Keith Grueneberg
President
Nevada County Consolidated Fire District

Re: Citizens' Oversight Committee
Meeting of August 1, 2019

Dear President Grueneberg,

Resolution R11-18, which established the Special Tax and the bylaws of the NCCFD Citizens' Oversight Committee (COC) require the COC to annually review and report to the Board of Directors of Nevada County Consolidated Fire District any recommendations that it has with regard to the District's preliminary budgets for each fiscal year.

The Citizens' Oversight Committee met August 1, 2019. Members DeSena, Arendell, Bessee, and Jovich were in attendance. The Committee reviewed the 2017-2018 Audit and preliminary 2019-20 budget. Chief Turner presented the Chief's Special Tax Report.

The committee agreed the staff and Board has shown fiscal responsibility in the preliminary 2019-20 budget by keeping a responsible ratio of labor and operating cost. They also continue the annual transfer of funds to contingency account. The COC fully supports the preliminary budget as presented.

The committee would also like to acknowledge the staff and Board for their continued effort in meeting the goals set in the NCCFD Strategic Plan and serving the citizens of the County.

On behalf of the Citizens' Oversight Committee, I again express thanks to Staff for their continued assistance and support of the Citizens Oversight Committee.

For the Citizens Oversight Committee,

Chris DeSena
Chairman



NCCFD CHIEFS' MONTHLY REPORT

To: NCCFD Board of Directors
From: Jim Turner, Fire Chief
Jerry Funk, Deputy Chief
Date: August 2, 2019

OPERATIONS

Statistical data for the period of July 1 thru July 31, 2019.

- 567 calls for service. (390 emergency, 177 non-emergency)
 - Average response time urban – 3 minutes 25 seconds
 - Average response time rural - 9 minutes 10 seconds
 - Average response time overall - 5 minutes 47 seconds
- *Averages based on emergency responses only.

Significant Incidents:

- Structure fire with vegetation, Greenhorn area. A travel trailer and several outbuildings were destroyed in the fire. The vegetation fire was contained at just over a half acre. Cause is under investigation.
- Several vegetation fires. The largest in the Higgins area at 3 acres.
- Structure fire in the Bitney Springs area. Fire was contained to a bathroom in a two-story home. Cause is under investigation.
- Swiftwater rescue, Yuba River / Highway 49. Two subjects were swept away in the strong currents. A 12-year old girl was rescued. A second subject succumbed to the river and was located approximately one-week later.

Training:

- 1275 hours of documented training for the month of July 2019.

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, Chief Goodspeed and Chief Mathias met regarding Cal Fire and the JOA.
- All Chief Officers attended the bi-monthly JOA Chiefs Meeting.
- Chief Turner attended the Nevada County Law Enforcement and Fire Protection Council meeting.



NCCFD CHIEFS' MONTHLY REPORT

- Staff participated in a media event regarding "Red Flag" warnings.
- Chief Turner attended a cooperators' meeting with PG&E in Sacramento.
- Deputy Chief Funk participated as an evaluator in a promotional exam for Auburn City Fire Department.
- Deputy Chief Funk and Fire Marshal McMahan attended the annual safety meeting for the Nevada County Fair.
- Chief Turner and Deputy Chief Funk attended a meeting regarding the USFS participation in the California Fire Assistance Agreement.
- Deputy Chief Funk, Captain Nunnink and Mechanic Greene conducted the pre-construction visit in New London, Wisconsin for the new squad.
- NCCFD and CHP released a public service announcement video regarding river safety.
<https://cfs.chp.ca.gov/cfs/public.php?service=files&t=714dfe725255d441ed085014c5e0c5b7>
- Deputy Chief Funk attended a community meeting regarding safety improvements to State Highways 20 & 49 in the Nevada City area.
- Chief Turner and Fire Marshal McMahan attended a Yuba River Safety Cohort meeting.

FIRE PREVENTION

Engine Company Inspections:

- Inspections are not assigned to the crews during the summer months due to increased fire activity and other testing.

Public Education:

- Deputy Fire Marshal Mason completed a fire extinguisher training Hospice of the Foothills and Nevada County Transits annual safety training. He trained approximately 100 people at these trainings.

Fire Investigations:

- We completed two investigations for the month that had one incident that included two recreational vehicles and some wildland. The other in a vacant home just outside the City Limits of Grass Valley.

Meetings and Training attended by Fire Marshal McMahan:

- Fire Prevention Staff meeting.
- Jitney Lane and Ridge View Drive Neighborhood meeting.
- Fire Safe Council Fundraiser event regarding items needed for an Outdoor Events Permit.



NCCFD CHIEFS' MONTHLY REPORT

FIRE PREVENTION (Cont.)

- DFM Mason attended the Sacramento Regional Fire Prevention Officers meeting.
- DFM Mason attended the meeting with the County's Office of Emergency Services and a FEMA representative on the County's grant applications.
- DFM Mason attended the Greenhorn Road Firewise meeting to discuss the Defensible Space Inspection Program.
- Fire Marshal McMahan, DFM Mason and Nicole attended a training on the County's data system.
- Fire Marshal McMahan and DFM Mason attended the Fire Safe Council's defensible space refresher training.

Comments:

This was the 5th year of partnering up with our Law Enforcement Partners and neighboring Fire Law Enforcement Officers on the Fireworks Task Force. It was another successful year. Calls for service were lower than last year, so it appears that people are getting the message that fireworks are not legal in the county. Since July 4th is on Saturday next year, we will ramp up our patrol efforts in the County.



9.

**Closed Session
Conference with Labor
Negotiators**