



NEWCASTLE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

Jonita Elder, Lawrence Bettencourt, Robin Enos, William Kahrl, Eric Sprouse, Chief Kirk Kushen

NOTICE OF A SPECIAL MEETING AND AGENDA

November 14, 2018 @ 6:00 PM

LOCATION: 451 Main St., Newcastle CA 95658

- 1. CALL MEETING TO ORDER:** Pledge of Allegiance
- 2. APPROVAL OF AGENDA:**
- 3. APPROVAL OF MINUTES:**
 - (A) October 17, 2018 Meeting
- 4. BILL APPROVAL AND FINANCIAL REPORT:**
 - (A) Monthly Expense Report and Financial update: October 2018
- 5. CORRESPONDENCE:**
- 6. PUBLIC COMMENT:** (The Newcastle Fire Protection District Board of Directors has provided this period for members of the public to address the Board on items of interest to the public and which are applicable to the district. No action may be taken on any matter, which is not already on the agenda for consideration. Public comment will be limited to three (3) minutes per person, unless specifically authorized otherwise by the Chair).
- 7. FIRE CHIEF KIRK KUSHEN'S REPORT:**
- 8. NEWCASTLE PROFESSIONAL FIREFIGHTER'S ASSOCIATION REPORT:**
- 9. BOARD COMMITTEE REPORTS:**
 - (A) Building Committee: New Fire station update
- 10. INFORMATIONAL / NON-ACTION ITEMS:**
 - (A) Update on the Special Districts' Task Force
- 11. ACTION ITEMS:**
 - (A) Consider and approve engineering and repairs to the support column in the fire station apparatus room and consider, if necessary, options for staff accommodations during repairs.
 - (B) Consider and approve repairs of approximately \$500 for the surplus generator for new fire station.
 - (C) Set the Board meeting date for December 2018
- 12. DIRECTORS REPORTS:**
- 13. MEETING ADJOURNED:**

Next Board meeting: Wednesday, December 12 or 19, 2018

Location: 645 Kentucky Greens Way, Newcastle CA 95658

Newcastle Fire Protection District is committed to accommodate individuals with disabilities to participate in the public meeting process. If you have a special need to attend or participate in our public meetings, please contact our office at (916) 663-3323, in advance of the regular meeting so that we may make every reasonable effort to accommodate you.

Newcastle Fire Protection District
Minutes of Regular Board of Directors Meeting
Wednesday, October 17, 2018
9211 Cypress St.
Newcastle, CA 95658

1. Call Meeting to Order

- a. Chairman Elder called the meeting to order at 6:00 p.m.
- b. VC Bettencourt led the Flag Salute.
- c. Directors Elder, Bettencourt, Enos and Sprouse were present. Secretary Kahrl was absent.
- d. Chief Kushen was in attendance.

2. Approval of Agenda

- a. VC Bettencourt made a motion to approve the agenda as presented. Director Enos seconds the motion. Motion carries.

3. Approval of Minutes

- a. Director Enos made a motion to approve the minutes of the 9/19/2018 meeting with the following revision, remove the following sentence, 9. a., i. 1) ~~Mr. Schmidt said it shouldn't be a problem.~~ VC Bettencourt seconds the motion. Motion carries.

4. Bill Approval and Financial Report

- a. Chief Kushen reported the following:
 - i. We still have not received any financial reports from Placer County. They're still having significant issues with the new financial software.
 - ii. Payroll is slightly higher than normal because of the Strike Team deployment and the Assistance by Hire assignments.
 - iii. All else is within normal limits. Overall, we have spent 37% of the FY budget with 31% of the FY elapsed.

5. Correspondence

- a. None

6. Public Comment

- a. None

7. Fire Chief's Report

- a. Chief Kushen introduced the new Fire Marshal, Vernell Brothers. Chief further explained that a grant is funding the Fire Marshal position for 1 year and that PHFPD was in the process of writing a grant application to continue funding the position beyond the first year.
- b. In September, there were 53 calls:
 - i. 24 Medicals
 - ii. 1 Vegetation Fires
 - iii. 3 Structure Fire
 - iv. 8 Vehicle Accidents
 - v. 2 Vehicle Fires
 - vi. 1 Smoke Check
 - vii. 4 False Alarms
 - viii. 6 Public Assists
 - ix. 4 Cover Auburn City

- b. Foresthill's tax measure didn't pass. It received 65.72% of yes votes. Just shy of the 66.7% required for passage.

8. Newcastle Professional Firefighter's Association

- a. Captain Kirk reported that effective 10/1 the Association has new officers. Matt McCoy is President, Shannon Shaw is VP, and Kenny Kolster is the Secretary/Treasurer.

9. Board Committee Reports

- a. Building Committee: New Fire Station Update
 - i. VP Bettencourt reported the following:
 - 1) The plans with the reduced square footage have been submitted to Placer County.
 - 2) He met with George Rosasco of the Building Department and submitted new elevations.
 - 3) They are still working on the bid documents and specification manual to go out to bid.
 - 4) They are working on final applications and getting the updated fees for PCWA, SPMUD, and PG&E.
 - 5) Regarding the generator. VC Bettencourt recommends spending about \$500 to get the generator serviced. This should be added to the November agenda.
 - 6) Regarding the additional funding request to Placer County. The Treasurer's office has requested several documents including the 10 year plan. It will be important for the District to take the annual COLA increases on the current direct charges (measures F and B).

10. Informational/Non-Action Items

- a. Introduction of Fire Marshal Vernell Brothers.
 - i. This was already done during the Chief's report.

11. Action Items

- a. Will the Board of Directors of Newcastle Fire Protection District support the collaborative efforts of the fire districts of Placer Hills, Foresthill, Newcastle and Penryn in the development of an application to submit to Placer County LAFCO to reorganize into one fire district?
 - i. Chief Gow spoke to the history of the reorganization efforts.
 - ii. There was much general discussion between the board and the audience. The discussion focused on the fact that this action in no way commits the district to reorganization. It simply will allow PHFPD to include Newcastle in working toward the possibility of reorganization.
 - iii. Resident, Neil Anderson is not in favor of filing a LAFCO application. This has been gone over a dozen times before. He does not want to see the taxpayers lose local control of their fire district.

Newcastle Fire Protection District
Profit & Loss Detail
August 31 through November 9, 2018

Date	Num	Name	Memo	Amount	Balance
Income					
REVENUE					
48030 Miscellaneous					
10/05/2018	3		LexiNexis Fire report	15.00	15.00
10/05/2018	3		PHFD Fit test calib...	162.00	177.00
10/31/2018			FHF fit tester calibr...	162.00	339.00
10/31/2018			Auburn City fit test...	162.00	501.00
Total 48030 Miscellaneous				501.00	501.00
46120 Development Fees					
10/05/2018	4		BLD18-03049 031-...	346.88	346.88
Total 46120 Development Fees				346.88	346.88
Total REVENUE				847.88	847.88
Total Income				847.88	847.88
Expense					
52250 FFF reimbursement					
11/09/2018	10/26/...	Levin, Dennis		1,559.04	1,559.04
Total 52250 FFF reimbursement				1,559.04	1,559.04
EXPENSES					
52030 Fire Protective clothing					
10/24/2018	1999-...	Advantage Gear		1,262.02	1,262.02
Total 52030 Fire Protective clothing				1,262.02	1,262.02
52040 Communication Services					
10/17/2018	9/14/18	Wave Broadband		119.90	119.90
10/17/2018	11881...	AT&T		106.90	226.80
10/24/2018	3094	Sierra MSP LLC		105.00	331.80
11/09/2018	9/14/2...	Wave Broadband		225.42	557.22
11/09/2018	2017523	AT&T		106.14	663.36
11/09/2018	802232	Verizon Wireless		76.02	739.38
Total 52040 Communication Services				739.38	739.38
52060 Station/Household Expense					
09/20/2018	82218	US Bank		183.50	183.50
09/20/2018	91831	Auburn Ace Hardware		50.99	234.49
09/20/2018	411-5...	Riebes Auto Parts		131.85	366.34
10/17/2018	92283	Auburn Ace Hardware		67.51	433.85
10/24/2018	92418	US Bank		95.67	529.52
11/09/2018	92479	Auburn Ace Hardware		15.00	544.52
Total 52060 Station/Household Expense				544.52	544.52
52080 General Liability Ins					
10/24/2018	11473	ISU Insurance Gene...		7,476.00	7,476.00
Total 52080 General Liability Ins				7,476.00	7,476.00
52160 Equipment Maintenance					
Small Equipment					
09/20/2018	46270	49er Communications	Replacement micr...	212.22	212.22
10/24/2018	220358	LN Curtis		160.88	373.10
10/24/2018	9/30/2...	Riebes Auto Parts		131.63	504.73
10/24/2018	92418	US Bank	OHD Fit tester ser...	810.00	1,314.73
11/09/2018	46986	49er Communications	Microphone	114.08	1,428.81
Total Small Equipment				1,428.81	1,428.81
Brush 41 2014 Freightliner					
09/20/2018	411-5...	Riebes Auto Parts		68.62	68.62
09/20/2018	9636	G&T	Turbo	2,270.39	2,339.01
Total Brush 41 2014 Freightliner				2,339.01	2,339.01

Newcastle Fire Protection District
Profit & Loss Detail
August 31 through November 9, 2018

Date	Num	Name	Memo	Amount	Balance
Engine 41 1995 HME					
09/20/2018	82218	US Bank	Flowmeter paddle ...	688.19	688.19
09/20/2018	9636	G&T	hub leak	4,168.16	4,856.35
Total Engine 41 1995 HME				4,856.35	4,856.35
Total 52160 Equipment Maintenance				8,624.17	8,624.17
52170 Fuels & Lubricants					
09/20/2018	31852	Dobbas Inc		650.93	650.93
10/24/2018	32069	Dobbas Inc		532.53	1,183.46
10/24/2018	92418	US Bank		81.44	1,264.90
Total 52170 Fuels & Lubricants				1,264.90	1,264.90
52220 Gases, medical					
10/17/2018	6085323	Airgas Inc		37.85	37.85
10/24/2018	878347	Life Assist Inc		171.60	209.45
10/24/2018	6778277	Airgas Inc		120.85	330.30
Total 52220 Gases, medical				330.30	330.30
52330 General Office					
SC2660 Recording Secretary					
09/20/2018	9/19/2...	Metz, Patrice	9/19/2018	60.00	60.00
11/09/2018	10/17/...	Metz, Patrice		60.00	120.00
Total SC2660 Recording Secretary				120.00	120.00
SC2660 Website Maintenance					
09/20/2018	Sept 2...	Sierra Morning Web...		50.00	50.00
09/20/2018	10/2018	Sierra Morning Web...	Oct 18	50.00	100.00
11/09/2018	11/1/2...	Sierra Morning Web...		50.00	150.00
Total SC2660 Website Maintenance				150.00	150.00
Total 52330 General Office				270.00	270.00
52580 Special District Expense					
SC4000 Education & Training					
10/24/2018	92418	US Bank	Target solutions	720.00	720.00
Total SC4000 Education & Training				720.00	720.00
Total 52580 Special District Expense				720.00	720.00
52800 Utilities					
Sewer					
10/17/2018	9/1/20...	SPMUD		261.00	261.00
Total Sewer				261.00	261.00
Garbage collection					
10/24/2018	58296...	Recology Auburn Pl...		183.18	183.18
Total Garbage collection				183.18	183.18
Water					
09/20/2018	NEW ...	PCWA		869.33	869.33
Total Water				869.33	869.33
Electricity/gas					
10/24/2018	10/5/2...	PG&E		1,690.56	1,690.56
Total Electricity/gas				1,690.56	1,690.56
Total 52800 Utilities				3,004.07	3,004.07
Total EXPENSES				24,235.36	24,235.36
54440 Fixed Assets Buildings					
10/17/2018	65126	Youngdahl Consultin...		1,200.00	1,200.00

Newcastle Fire Protection District

11/09/18

Profit & Loss Detail

Accrual Basis

August 31 through November 9, 2018

Date	Num	Name	Memo	Amount	Balance
10/24/2018	291910	KMTD		450.00	1,650.00
Total 54440 Fixed Assets Buildings				1,650.00	1,650.00
Payroll Expenses					
51310 Employee Group Insurance					
09/20/2018	45645...	Principal Life		329.51	329.51
09/20/2018	8/25/2...	Kaiser		2,851.08	3,180.59
10/17/2018	2422152	United Healthcare		112.40	3,292.99
10/17/2018	9/17/2...	Principal Life		329.51	3,622.50
10/24/2018	9/25/2...	Kaiser		2,851.08	6,473.58
10/24/2018	125678	Nationwide Retirem...		8,133.84	14,607.42
11/09/2018	605832	United Healthcare		112.40	14,719.82
11/09/2018	10/25/...	Kaiser		2,851.08	17,570.90
11/09/2018	10/18/...	Principal Life		329.51	17,900.41
Total 51310 Employee Group Insurance				17,900.41	17,900.41
51360 Workers Comp Insurance					
10/24/2018	2018-...	FDAC/FASIS		6,294.00	6,294.00
Total 51360 Workers Comp Insurance				6,294.00	6,294.00
Total Payroll Expenses				24,194.41	24,194.41
Total Expense				51,638.81	51,638.81
Net Income				-50,790.93	-50,790.93

JOSEPH LEONARD'S



STRUCTURAL ENGINEERING

PROPOSAL/AGREEMENT

November 02, 2018

EXECUTED

Mr. Lawrence Bettencourt, District Representative
Newcastle Firestation
9211 Cypress Street,
Newcastle, CA 95658

Re: Initial Structural Observation

I am pleased to submit for your review this Proposal for Basic Structural Engineering Services for the project, as described below. For the purposes of this Proposal/Agreement, Lawrence Bettencourt, Authorized Representative of the Newcastle Fire District, shall be considered the Client, and JOSEPH LEONARD'S, STRUCTURAL ENGINEERING shall be considered the Consultant.

Project Description:

At the request of the Client, the Consultant visited the firestation to perform an initial structural observation of one interior column, in the apparatus bay, on the lower level. The column supports two steel beams, which appear to be wide flange, which in turn support a substantial second floor area.

The column is timber, and has checked. Checks in the column run from top to bottom, continuously, on at least one side. The checks are currently approximately 1/2in wide.

It is the Consultants understanding, from discussions with the Client, that the width of the checks have grown rapidly over the last couple of years, growing from less than 3/16in wide, to approximately 1/2in.

Scope/Services:

The Consultant has performed the initial, limited, and guided structural observation, and will provide a site visitation letter, addressing the Clients concerns, and providing recommendations for mitigation.

P/LK

Scope/Exclusions:

The Scope of Services is limited to that indicated in the Scope/Services section. Exclusions include, but are not limited to, the following:

- Geotechnical engineering, watershed, and drainage. The Consultant is not an expert in these fields.
- Non-structural design of buildings, including fire, access, etc.
- A structural analysis, calculations, design, or 'fix', or the development of structural drawings or details, is not included in this proposal. If the Consultant is selected to provide these services, it will be under a separate contract, or as an extension of this contract as an Additional Service.

Ownership:

The documents developed by the Consultant, for the purposes of this project, may not be used for any other purpose without the prior written consent of the Consultant. The documents are developed solely for the purposes of this project, at the aforementioned address. Structural drawings and specifications are specific to this particular location.

Limitation Of Liability:

To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of the Consultant to the Client and anyone claiming by or through the Client, for any and all claims, losses, costs or damages, including attorneys' fees and costs and expert-witness fees and costs of any nature whatsoever or claims expenses resulting from or in any way related to the Project or the Agreement from any cause or causes shall not exceed \$10,000.00. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

Initial:  (Client)

Indemnification:

The Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors and employees (collectively, Client) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Consultant's negligent performance of professional services under this Agreement or anyone for whom the Consultant is legally liable.

The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees and subconsultants (collectively, Consultant)

Mr. Lawrence Bettencourt
Initial Structural Observation
Newcastle, CA

November 02, 2018

against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Client's negligent acts in connection with the Project and the acts of its contractors, subcontractors or consultants or anyone for whom the Client is legally liable.

Neither the Client nor the Consultant shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or for the negligence of others.

Fee:

The fee for Basic Structural Engineering Services is based on the Consultant's understanding of the Project Description and Scope of Services, and shall be billed on a Time and Materials Basis, weekly.

Services beyond the stated Scope of Work and Services shall be considered Additional Services. Additional and Time and Material /Hourly (T&M) services will be billed at the hourly rates listed below:

Structural Engineer	\$125.00
Structural Drafter/Other	\$85.00

Reimbursable Expenses:

The following expenses are reimbursable at a factor of 1.1 times the actual cost: overnight delivery; courier delivery service; plotting/printing of reports, drawings, specifications and calculations, scanning documents, and mileage. These reimbursable expenses are additional to the Basic Service Fee limitation noted above.

Terms of Payment:

Services shall be invoiced weekly as the work progresses, on a Time and Materials basis. The Client shall review invoices and, if considered incorrect or untimely, the Client shall notify the Consultant within five (5) business days. Invoices are due in full, upon receipt.

Should the project go on hold, or be delayed, for any reason, the Consultant shall be compensated for services performed prior to the delay.

Invoices unpaid for more than ~~fifteen~~ ^{30 THIRTY} days are subject to a late payment penalty of 1.5% per month, of the unpaid balance, or \$50, whichever is greater.

Mr. Lawrence Bettencourt
Initial Structural Observation
Newcastle, CA

November 02, 2018

Termination Clause:

This agreement may be terminated by either party upon not less than three (3) days written notice. The Consultant shall be fully compensated for services performed prior to termination. A pdf copy of all drawings and calculations prepared by the Consultant shall be given to the Client but shall not be used for any purposes without the Consultant's expressed written consent.

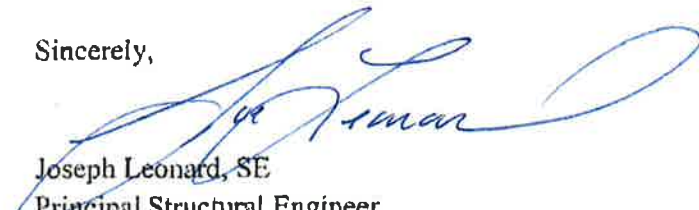
The Client agrees not to use any documents developed by the Consultant, and to retain the services of another design professional for any/all structural engineering needs. This shall survive termination of this Agreement.

Agreement:

If this proposal is acceptable, please sign and initial, and return one copy for the Consultant's records.

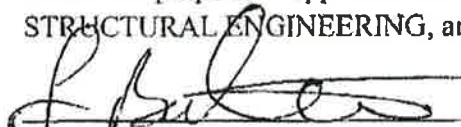



Thank you for this opportunity to be of service. Please do not hesitate to contact with any questions.

Sincerely,



Joseph Leonard, SE
Principal Structural Engineer
JLSE

The above proposal is approved and will serve as an agreement between JOSEPH LEONARD'S, STRUCTURAL ENGINEERING, and Mr. Lawrence Bettencourt, Representative and Client.

			
Authorized Signature	Date	Authorized Signature	Date
Lawrence Bettencourt, Client		Joseph Leonard, SE (No. S 5880) Principal Structural Engineer	

4/4

November 05, 2018

Mr. Lawrence Bettencourt, District Representative
Newcastle Fire District

Re: Letter of Initial Structural Observation
Newcastle Firestation
9211 Cypress Street, Newcastle CA 95658

Mr. Bettencourt,

During the initial, limited, and guided structural observation conducted on November 01, JLSE was asked to observe the condition of a single existing, interior, timber column, at the first level of the building, within in the apparatus bay.

This column supports two steel beams, which in turn support a substantial portion of the floor above.

Three of four sides of the square column were readily observable, between the steel beam above, and the top of slab-on-grade below, although it appears the column may extend below the top of slab. On the fourth side, observation was blocked by a continuous 2x timber, which is stitched to the side of the column.

The column timber is showing checks on all three observable sides. On at least one side, the check is considered structurally severe, running continuously for the full height of the observable portion of the column. On this side, the check was measured at approximately one-half of an inch wide (1/2in), and at least four inches deep (4in). The side opposite this check, is the side that was not observable due to the aforementioned stitched 2x.

Furthermore, it is my understanding, based on discussions with those present, including but not limited to Mr. Lawrence Bettencourt, and Mr. Kirk Kushen, Fire Chief, that the width of the checks have grown from less than three-sixteenths of an inch (3/16in) to approximately one-half of an inch (1/2in), in approximately two years.

Based on these observations and discussions, it is my understanding that the column is in a state of progressing failure. Although the growth of the width of the severe check has been relatively slow over the last couple of years, it is anticipated that the rate of failure will accelerate,

Mr. Lawrence Bettencourt
Letter of Initial Structural Observation
Newcastle Firestation

November 05, 2018

eventually resulting in a sudden collapse as the column splits through, and begins to act as two or more timbers.

As such, my recommendations are as follows:

- Immediately provide temporary shoring of the floor above. The shoring should be designed by a licensed design professional who specializes in shoring.
- Replace the column with another column, to be specified by a licensed design professional who specializes in the structural design of building structures.

Please feel free to contact me with any questions or concerns.

Thank you.



Joseph Leonard, PE, SE
Principal Structural Engineer
JLSE
530.820.3492



Bettencourt Automotive
7517 Autumn Wind Ct.
Newcastle, CA 95658
916-847-8919

DATE 11/5/2018

TO: Newcastle Fire District

VEHICLE: Panda/Fisher 12.0KVA(120V) Generator Model# Panda 15PSO

VIN: P15-990706

MILES: 260 hours

PARTS		SUB-TOTAL	
1	Battery	\$87.97	\$87.97
1	Fuel filter	\$32.29	\$32.29
1	Oil Filter	\$8.77	\$8.77
5	15W-40 Delo 400 Diesel Motor Oil	\$4.99	\$24.95
10	Gallons old diesel	\$1.00	\$10.00
5	Gallons new diesel	\$3.79	\$18.95
SUBTOTAL: Generator			\$182.93
		SUBTOTAL	\$182.93
		TAX	\$13.26
		LABOR	\$0.00
		TOTAL	\$196.19
		AMOUNT PAID	\$0.00
WORK PERFORMED			
Replace battery, check starting and charging system			
Change oil and filter			
Drain old diesel, replace fuel filter, prime, and start			
Check output voltage, breakers, and gauges			
Clean air filter			
IMMEDIATE NEEDS Cost Estimate \$500.00			
Flush coolant, repair small leak, add new coolant			
Replace governor springs, engine has surge under load			
Check and replace glow plugs if necessary			
Amperage gauge replaced			
Valves adjusted, replace valve cover gasket			
Install battery maintainer			
Replace drive belt for water pump and alternator			
replace air filter			
		Labor	\$0.00