



NEWCASTLE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

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

NOTICE OF A REGULAR MEETING AND AGENDA

January 16, 2019 @ 6:00 p.m.

Location: 645 Kentucky Greens Way, Newcastle CA 95658

- 1. CALL MEETING TO ORDER:** Pledge of Allegiance
- 2. APPROVAL OF AGENDA:**
- 3. APPROVAL OF MINUTES:**
 - (A) December 19, 2018 Regular Meeting
- 4. BILL APPROVAL AND FINANCIAL REPORT:**
 - (A) Monthly Expense Report and Financial update: December 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.
 - (B)
- 11. ACTION ITEMS:**
 - (A) Selection of Board Officers and appointment of committee assignments.
 - (B) Consider and approve the request by Mrs. Neft to fund a mural for the firehouse building.
 - (C) Update and direction on current station column repair.
 - (D) Consider and approve the first reading of Ordinance 2019-01 establishing a schedule of fees for plan review and inspections for new and modified construction.
- 12. DIRECTORS REPORTS:**
- 13. MEETING ADJOURNED:**

Next Board meeting: Wednesday, February 20, 2019

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, December 19, 2018
645 Kentucky Greens Wy.
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. All Directors were present.
- d. Chief Kushen was in attendance.

2. Approval of Agenda

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

3. Approval of Minutes

- a. VC Bettencourt made a motion to approve the minutes of the November 21st meeting as presented. Secretary Kahrl seconds the motion. Motion carries.

4. Bill Approval and Financial Report

- a. Chief Kushen reported the following:
 - i. The new financial reports given to us by Placer County (from *Workday*) have been difficult to decipher.
 - ii. The first teeter installment of property tax revenue will show up on the December reports which will be distributed in January.
 - iii. Vehicle Maintenance costs are up due to a turbo failure.
 - iv. OT and Extra Help are up because of Strike team deployments.
 - v. Anticipating \$60K-\$70K of additional (gross) revenue from Strike Teams.
- b. Director Sprouse made a motion to approve the financials as presented. Director Enos seconds the motion. Motion carries.

5. Correspondence

- a. Chairman Elder reported that an email from Andy Sisk (Placer County Auditor-Controller) was received on December 12th regarding issues and delays with the reporting from the new *Workday* software.

6. Public Comment

- a. Nancy Hakala, a local muralist, addressed the Board regarding a project for the existing Station 41. Ms. Hakala was appearing at the request of Joanne Neft who owns the mini storage across the street from the station. Mrs. Neft would like to fund a mural on the building.
 - i. Because this item is being brought up during public comment, the Board asked Ms. Hakala to come back to the meeting in January where an action item will be put on the agenda to address this request. In the meantime, Chief Kushen will be the point of contact for Ms. Hakala.

7. Fire Chief's Report

- a. The outside auditor has asked if the Board would like to change how their meeting stipends are paid. The change would entail reporting the payments through payroll so each Director will receive a W2 at the end of the year or continue to pay the Directors as independent contractors that are issued a 1099 at the end of each year.

- i. The Board briefly discussed this and decided to continue with their current practice of issuing 1099's at the end of the year.
- b. In November, there were 57 calls:
 - i. 29 Medicals
 - ii. 4 Fires
 - iii. 6 Vehicle Accidents
 - iv. 18 Other
- c. There were no significant calls.
- d. Four rear tires on B41 were replaced.
- e. One of the Captains sustained an off duty injury and is expected to be off work for 3 months. The remaining Captains will be assigned to 72 hour shifts.
- f. Fire season has been declared over.
- g. Our seasonal Firefighter has been released.
- h. Burning has resumed. We've been issuing a lot of burn permits.
- i. The Van Pelt antique engine participated in the light parade.
- j. E41 covered Auburn City during the parade.
- k. VC Bettencourt asked about the status of ropes testing.
 - i. Engineer McCoy reported that new ropes had been put in service today.
- l. The Fire Marshal has been busy with crew training and inspections.

8. Newcastle Professional Firefighter's Association

- a. Engineer McCoy reported that the association is looking into having t-shirts made for off-duty time. The shirts will be made available for sale to the public.

9. Board Committee Reports

- a. Building Committee: New Fire Station Update
 - i. VC Bettencourt reported on the status of the CURRENT fire station first:
 - 1) Brian Toppel has taken on the current station project as well. He thinks the engineering and construction work can be completed for <\$5K. The temporary brace is in place.
 - 2) It's still unknown if the crews will have to relocate during the repair process.
 - 3) Someone turned the District in to the Placer County Building Department because of the failing support in the apparatus bay. The building inspector came out and looked at the damage. He is satisfied with what's being done by the District to mitigate the problem.
 - ii. VP Bettencourt reported on the status of the NEW fire station:
 - 1) The new plans were submitted to the County in October. VC Bettencourt felt the process was moving too slowly so he met with the county. The plans are now being circulated simultaneously to all departments.
 - 2) We are still planning to go out for bid in January.
 - 3) The civil engineer is looking into adding an underground propane tank.
 - 4) The storm water permit is still open, however VC Bettencourt is trying very hard to get it closed.

10. Informational/Non-Action Items

- a. Update on the Special Districts' Task Force
 - i. Chairman Elder reported that the group met with Kris Berry from LAFCO on 12/18 to discuss reorganization. The takeaway from the meeting was that any

reorganization must benefit the community and will take some time to complete.

- ii. The next task force meeting is on 12/20 at Placer Hills.
- b. Update on Placer County LAFCO Activities
 - i. Secretary Kahrl reported that he had attended the annual conference (which was paid for by the State).
 - 1) There was lengthy general discussion between the Board and audience.

11. Action Items

- a. Oath of Office for Directors Enos and Sprouse.
 - i. Chairman Elder administered the oath of office to both Director Sprouse and Director Enos.
- b. Consider and approve the financial audit for FY 17/18.
 - i. VC Bettencourt stated that the audit does not address *Community Risk Reduction* under "Organization" (Pg. 7 ¶3).
 - ii. Also, on page 9 – Teeter funds are only guaranteed up to 95%.
 - iii. May want to consider these items for inclusion in the next audit.
 - iv. Director Sprouse made a motion to accept the 2017/2018 audit as presented. VC Bettencourt seconds the motion. Motion carries.
- c. Approve the Schedule for the 2019 Regular Board Meetings.
 - i. Secretary Kahrl made a motion to approve the schedule as presented. Chairman Elder seconds the motion. Motion carries.

12. Directors Reports:

- a. Secretary Kahrl reported that the NCA and the School Board have resolved their issues regarding access to the schoolyard.
- b. Director Sprouse thanked the on duty crew for helping out with a dead battery issue he had.
- c. Director Enos thanked the fire crews for taking good care of his neighbor during an EMS call.

13. Chairman Elder adjourned the meeting at 7:21 p.m.

Respectfully Submitted By:



Patrice Metz, Recording Secretary

Approved: _____

Newcastle Fire Protection District
Profit & Loss Budget vs. Actual
 48% of Fiscal Year 2018/2019 elapsed

	Jul '18 - Jun 19	Budget	% of Budget
Income			
REVENUE			
40010 Current Secured Property	0.00	237,890.00	0.0%
40040 Railroad Unitary Property	0.00	236.00	0.0%
40050 Unitary Property	0.00	6,107.00	0.0%
40060 Current Unsecured	13.41	5,145.00	0.3%
40090 Delinquent Unsecured	-3.25	80.00	-4.1%
40100 Current Supplemental Prop	97.24	4,435.00	2.2%
40110 Delinquent Supplemental	0.00	15.00	0.0%
40180 Other Taxes Measure B	0.00	325,115.00	0.0%
40180 Other Taxes Measure F	0.00	157,434.00	0.0%
42010 Investment Income	415.92	3,000.00	13.9%
44350 State Homeowners Relief	0.00	1,765.00	0.0%
45010 Cal Fire VFA Grant	0.00	1,806.00	0.0%
46350 Fire Services	7,793.61	55,000.00	14.2%
48030 Miscellaneous	678.00	5,000.00	13.6%
46120 Development Fees			
42010 FFF Investment income	99.11		
46120 Development Fees - Other	13,601.08		
Total 46120 Development Fees	13,700.19		
Total REVENUE	22,695.12	803,028.00	2.8%
Total Income	22,695.12	803,028.00	2.8%
Expense			
52250 FFF reimbursement	1,559.04		
EXPENSES			
52030 Fire Protective clothing	1,891.04	6,000.00	31.5%
52040 Communication Services	2,615.52	5,000.00	52.3%
52060 Station/Household Expense	1,371.70	10,000.00	13.7%
52080 General Liability Ins	7,476.00	7,500.00	99.7%
52160 Equipment Maintenance			
Small Equipment	2,919.76		
Batt 41 2007 Ford	75.16		
Brush 41 2014 Freightliner	4,742.97		
Engine 41 1995 HME	5,962.65		
52160 Equipment Maintenance - Other	0.00	15,000.00	0.0%
Total 52160 Equipment Maintenance	13,700.54	15,000.00	91.3%
52170 Fuels & Lubricants	3,826.80	7,500.00	51.0%
52180 Building maintenance	1,026.91		
52220 Gases, medical	458.69	500.00	91.7%
52240 Membership Dues	0.00	500.00	0.0%
52260 Miscellaneous Expense	0.00	1,000.00	0.0%
52320 Printing	0.00	200.00	0.0%
52330 General Office			
SC2660 Recording Secretary	360.00	720.00	50.0%
SC2660 Supplies	304.53		
SC2660 Website Maintenance	300.00		
52330 General Office - Other	0.00	2,000.00	0.0%
Total 52330 General Office	964.53	2,720.00	35.5%
52360 Special Services			
Parcel Tax preparation	2,000.00	2,000.00	100.0%
SC2820 Personnel/policies	3,535.75	3,535.00	100.0%
SC2840 Parcel collection charge	0.00	4,800.00	0.0%
SC2860 Prop Tax Admin costs	0.00	4,518.00	0.0%
SC2880 Admin Services	47,000.00	94,000.00	50.0%
SC2900 Audit Costs	4,800.00		
SC3070 LAFCO fees	403.19	460.00	87.7%
52360 Special Services - Other	0.00	0.00	0.0%
Total 52360 Special Services	57,738.94	109,313.00	52.8%

5:14 PM

01/08/19

Accrual Basis

Newcastle Fire Protection District
Profit & Loss Budget vs. Actual
48% of Fiscal Year 2018/2019 elapsed

	Jul '18 - Jun 19	Budget	% of Budget
52370 Professional Services	1,270.02	8,000.00	15.9%
52390 County Services	0.00	1,800.00	0.0%
52460 Small Tools, Accessories	1,202.56	15,000.00	8.0%
52570 Publications Legal Notice	116.08	250.00	46.4%
52580 Special District Expense			
SC3900 Precinct Costs	0.00	750.00	0.0%
SC4000 Education & Training	6,885.82	8,500.00	81.0%
SC4050 Commission Reimburse	450.00	1,500.00	30.0%
52580 Special District Expense - Other	0.00	0.00	0.0%
Total 52580 Special District Expense	7,335.82	10,750.00	68.2%
52800 Utilities			
Sewer	525.00		
Garbage collection	366.36		
Water	359.79		
Electricity/gas	4,723.14		
52800 Utilities - Other	0.00	10,000.00	0.0%
Total 52800 Utilities	5,974.29	10,000.00	59.7%
53210 Cal Fire grant	0.00	3,612.00	0.0%
Total EXPENSES	106,969.44	214,645.00	49.8%
54440 Fixed Assets Buildings	69,806.03		
Payroll Expenses			
51010 Salaries & Wages	119,453.52	336,700.00	35.5%
51030 Extra Help	11,904.31	15,000.00	79.4%
51040 Overtime Call Back	39,878.71	50,000.00	79.8%
51220 Payroll Tax	13,166.71	32,000.00	41.1%
51310 Employee Group Insurance	26,189.17	31,700.00	82.6%
51360 Workers Comp Insurance	12,588.00	25,174.00	50.0%
Total Payroll Expenses	223,180.42	490,574.00	45.5%
Total Expense	401,514.93	705,219.00	56.9%
Net Income	-378,819.81	97,809.00	-387.3%

Newcastle Fire Protection District
Transaction List by Vendor
December 2018

Date	Num	Split	Amount
Airgas Inc			
12/20/2018	205375	52220 Gases, medical	-7.30
AT&T			
12/13/2018		52040 Communication Services	-213.73
12/20/2018	305618	52040 Communication Services	-107.36
Auburn Ace Hardware			
12/13/2018	93001	52060 Station/Household Expense	-37.52
Dobbas Inc			
12/13/2018	32302	52170 Fuels & Lubricants	-921.55
Kaiser			
12/13/2018	1/2019	51310 Employee Group Insurance	-2,851.08
Mallory Safety & Supply LLC			
12/20/2018	4557729	Small Equipment	-451.78
Metz, Patrice			
12/20/2018	12192...	SC2660 Recording Secretary	-60.00
Nationwide Retirement Solutions			
12/13/2018	12418	51310 Employee Group Insurance	-3,420.00
12/20/2018	121918	51310 Employee Group Insurance	-2,972.30
PG&E			
12/20/2018	121218	Electricity/gas	-119.77
Plaza Tire & Auto Service			
12/13/2018	112518	Brush 41 2014 Freightliner	-2,370.32
Principal Life			
12/13/2018	11/14/...	51310 Employee Group Insurance	-329.51
Robert Johnson Accounting			
12/13/2018	5560	SC2900 Audit Costs	-4,800.00
Ron Lichau & Associates			
12/20/2018	121118	54440 Fixed Assets Buildings	-16,605.00
Sierra Morning Website			
12/13/2018	Dec 20...	SC2660 Website Maintenance	-50.00
SPMUD			
12/20/2018	9/1/2018	Sewer	-264.00
Tricorp Group			
12/13/2018	5	54440 Fixed Assets Buildings	-2,400.00
United Healthcare			
12/13/2018	82822	51310 Employee Group Insurance	-224.80
US Bank			
12/13/2018	112318	-SPLIT-	-287.26
US Postmaster			
12/13/2018	12318	SC2660 Supplies	-82.00
Verizon Wireless			
12/13/2018	92738	52040 Communication Services	-76.02
Youngdahl Consulting Group Inc.			
12/13/2018	65896	54440 Fixed Assets Buildings	-1,200.00



NEWCASTLE FIRE PROTECTION DISTRICT

PO Box 262, 9211 CYPRESS ST, NEWCASTLE, CA 95658

916-663-3323 FAX 916-663-3907

*BOARD OF DIRECTORS: Lawrence Bettencourt, Jonita Elder, Robin Enos, William Kahrl, Eric Sprouse
Fire Chief Kirk Kushen*

BOARD OFFICERS 2018

Chair: Director Elder
Vice-Chair: Director Bettencourt
Secretary: Director Kahrl

COMMITTEE ASSIGNMENTS 2018:

Building: Bettencourt and Sprouse
Personnel: Kahrl and Enos
Finance: Elder and Kahrl

Newcastle Fire Protection District

ORDINANCE NO: 2019-01

AN ORDINANCE ESTABLISHING THE SCHEDULE OF FEES FOR
SERVICES PROVIDED AND PERMITS ISSUED BY THE
Newcastle Fire Protection District of Newcastle, California
Pursuant to Health and Safety Code §13869, §13916 and Government Code §66016

THE BOARD OF DIRECTORS OF THE NEWCASTLE FIRE PROTECTION
DISTRICT DO ORDAIN AS FOLLOWS:

WHEREAS, pursuant to the International Fire Code/State Code, as adopted by the State of California, the Newcastle Fire Protection District is required to annually conduct a fire code compliance inspection for commercial buildings and premises; and

WHEREAS, the Newcastle Fire Protection District incurs administrative time and expense in connection with the performance of fire code compliance inspections for commercial buildings and premises within the Newcastle Fire Protection District; and

WHEREAS, the Newcastle Fire Protection District has studied the aforementioned costs and expenses associated with the performance of fire code compliance inspections for commercial businesses and premises within the Newcastle Fire Protection District; and

WHEREAS, the Newcastle Fire Protection District has made certain recommendations to establish fire code inspection fees; and

NOW, THEREFORE, BE IT RESOLVED by the Board of the Newcastle Fire Protection District that Fire Inspection Fees shall be added to the Local Ordinances per the attached Fee Schedule/Exhibit; and the Board does

AUTHORIZE THE FOLLOWING:

(a) *Authority to Enter.* The Fire Marshal or designee is authorized to enter and inspect, or cause to be inspected, all commercial buildings and premises for the purpose of conducting an annual fire code compliance inspection.

(b) *Annual Inspection Fee.* The Fire Marshal or designee shall charge an annual inspection fee for each fire code compliance inspection except local and state government buildings. It shall be the duty of every person owning a building or maintaining or operating the business or premise within a commercial building or premise to pay the annual inspection fee. Each separate business or premise, even if housed within a single building, if separated by walls (as in a strip mall type of structure), shall be subject to these inspection requirements and fee schedule. Said fee schedule shall state the fee for an initial inspection, a re-inspection fee in the event of a failed initial inspection, and an hourly rate for fire

inspector services in the event of non-compliance with the initial inspection. Equipment requiring periodic testing or operation shall be tested or operated as specified by the International Fire Code/State Code, as adopted by the State of California, and the equipment testing fees shall be included in the fire inspection fee schedule.

(c) *Required Posting of Fire Inspection Certificate.* Each commercial building or premise shall post their Fire Inspection Certificate in plain view and each Fire Inspection Certificate will be updated upon the completion of the annual fire inspection.

(d) *Finding of Dangerous or Hazardous Conditions; Notice of Violation.* Whenever the Fire Marshal or designee determines that there are reasonable grounds to believe that there has been a violation of any provision of this section, he or she shall give notice of the alleged violation to the persons responsible. The notice shall be in writing, include a statement of the reasons why it is being issued, allow a reasonable time, not less than ten (10) days, for the performance of any act it requires, be served upon the owner or his agent, or the occupant, as the case may require. The notice shall be deemed properly served upon the owner, agent or occupant if a copy thereof is sent by regular mail or email to the last known address. The notice may contain an outline of remedial action, which, if taken, will affect compliance with the provisions of this article.

EFFECTIVE, This Ordinance shall take effect on April 1, 2019.

Passed: _____
Signature

Approved _____
Signature

VOTE ON PASSAGE: ___ Yea ___ Nay ___ Abstain

Attest: _____
Clerk

I, Gillian Lofrano, Secretary to the Board, do hereby certify that the foregoing Ordinance No. 19-01 will be duly published in the Auburn Journal, a newspaper of general circulation in the Community on the ___ day of January, 2019; and I further certify the compliance with the Codified Ordinances and the laws of the State of California, pertaining to Public Meetings.

Clerk

EXHIBIT A

FIRE INSPECTION FEES

SECTION "A" - Permit to Operate

1.	Battery System / Underground LPG Tank	\$250.00
2.	Open Flame Assembly Area's	\$125.00
3.	Large Public Events	\$250.00
4.	Combustible Material Storage	\$250.00
5.	Compressed Gases	\$250.00
6.	Cryogen's	\$250.00
7.	Explosives or Blasting Agents	\$375.00
8.	Temporary membrane structures / tents	\$250.00
	* under 3000 sq. ft.	\$250.00
	* over 3000 sq. ft.	\$375.00
9.	Tire Storage	\$250.00

SECTION "B" - Fire / Life Safety Inspections

1.	Pre-inspection visit for residential care or child day care facility (H&S Code section 13235)	
	* Facilities with 25 or fewer persons	\$50.00
	* Facilities with 26 or more persons	\$100.00
2.	Special Inspection request not otherwise specified in this fee schedule (1 hour minimum)	\$125.00
3.	Notice of Violation do to non-compliance, (per each inspection)	\$125.00

SECTION "C" - Residential/Commercial Fee

1.	Residential Fee per sq. ft.	\$0.96
2.	Retail Commercial Fee per sq. ft.	\$1.33
3.	Office Commercial Fee per sq. ft.	\$1.27
4.	Industrial Commercial per sq. ft.	\$0.69
5.	Agriculture/Commercial per sq. ft.	\$0.59

SECTION "D" - Residential/Commercial Plan Review

1.	Minimum intake fee (not shown elsewhere)	\$125.00
2.	Design & site plan review/consultation conference (Required for Will Serve Letter) (per hrs.)	\$125.00
3.	Residential & Commercial Variance request	\$250.00
4.	Fire Alarm System	
	* New Installation (Minimum)	\$625.00
	* Upgrade (Minimum)	\$375.00
5.	Halon or other specialty fire suppression system	\$400.00
6.	Hood & duct fire suppression system	\$500.00
7.	Compressed system gas	
	* Hazardous Materials	\$500.00
	* Medical Gas	\$625.00
8.	Smoke management system (Minimum)	\$500.00
9.	Spray-booths (Minimum)	\$625.00
10.	Fire Pump (Minimum)	\$1,000.00
11.	Fire Sprinkler System - New Residential/Commercial	
	* 1-99 heads	\$750.00
	* 100-199 heads	\$875.00
	* 200 or more plus \$0.50 per head	\$875.00
12.	Fire Sprinkler System - Tenant Improvement	
	* 1-50 heads	\$250.00
	* 51 or more plus \$0.50 per head	\$375.00
13.	Civil Improvements	
	* 1 to 3 hydrants	\$1,000.00
	* 4 or more hydrants (Minimum)	\$1,500.00
14.	Building Review/Tenant Improvement Review	
	* 1 - 4999 sq. ft.	\$250.00
	* 5000 - 49,999 sq. ft.	\$500.00
	* 50,000 - plus sq. ft. (Minimum)	\$1,000.00

(Item 14 includes review of submitted plans, Consultation, Comments, review of initial plans and site inspections)

SECTION "E" - Commercial Plan Review

15.	Re-inspection due to changes to approved plans without approval, hydrostatic test failure, incomplete work and additional requests for inspections (1 hour min.)	\$125.00
16.	Subdivision / lot splits	
	* 1 -4 lots	\$500.00
	* 5 - 24 lots	\$750.00
	* 25 or more lots (Minimum)	\$1,000.00

17.	Administrative charge for resubmittals upon 2nd or subsequent revision / submittals	\$125.00
18.	Technical report / alternate material or method Request (2 hour minimum)	\$250.00
19	Fire Flow / Hydrant Test	\$250.00

SECTION "F" - Miscellaneous

1.	Copies of fire report * victim or allied agency request (NO CHARGE)	\$25.00
2.	Audio or video tape reproduction / per tape	\$50.00
3.	Photograph reproduction	\$50.00
4.	Environmental hazard research (1 hour Minimum)	\$125.00
5.	Knox Box Fee	\$25.00
6.	Defensible Space Inspection (New Const. 7A)	\$125.00