



NEWCASTLE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

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

NOTICE OF A REGULAR MEETING AND AGENDA

NOVEMBER 15, 2017 @ 6:00 PM (461 Main St. Newcastle, CA 95658)

- 1. CALL MEETING TO ORDER:** Pledge of Allegiance
- 2. APPROVAL OF AGENDA:**
- 3. APPROVAL OF MINUTES:**
 - (A) October 18, 2017 Regular Meeting
- 4. BILL APPROVAL AND FINANCIAL REPORT:**
 - (A) Monthly Expense Report and Financial update: October 2017
- 5. CORRESPONDENCE:** PCSO authorized personnel to be on the new fire station property
- 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) Staff looking into updating the Fire Mitigation Fee Schedule for new construction
 - (B) Status update of the Van Pelt parade vehicle
 - (C) Progress and update on the County Fire Districts Funding Task Force
 - (D) Staff researching cost recovery measures for service: a) First Responder Fees; b) False alarm response fees; c) New construction Inspection fees; d) Business Inspection Fees
- 11. ACTION ITEMS:**
 - (A) Consider and Approve the purchase of EMS supplies (approximate cost \$8,843.48) which will be reimbursed through the Placer County EMS Improvement Fund
 - (B) Consider and Approve Firefighter Intern Program for College Fire Academy Graduates with a Stipend of \$25 for every 24-hour shift
 - (C) Consider and Approve purchase of Thermal Imaging Camera for approximate cost of \$7,000
 - (D) Review and approve schematic design of new fire station with elimination of second story storage and meeting room
 - (E) Approve building committee to work on invitation to bid for project manager for phase II of the new fire station project
- 12. DIRECTORS REPORTS:**
- 13. MEETING ADJOURNED:**

Next regular Board meeting: Wednesday, December 20, 2017

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.

Minutes of the NFPD Regular Meeting: October 17, 2017

1. Call To Order; Flag Salute

Chairman Sprouse convened the regular meeting at 6 p.m.

Directors in Attendance: Eric Sprouse, Jonita Elder, Bill Kahrl, Lawrence Bettencourt, Robin Enos

Staff in Attendance: Chief Kushen

Pledge of Allegiance was led by Director Elder

2. Agenda Approval

The agenda was approved and accepted as posted (**Elder/Bettencourt**)

3. Approval of Minutes:

Director Elder asked that Action Item 11A include the fact there was only one company's bid on the first stage of the fire house because the businesses which had previously bid were too busy to submit bids at this time.

Director Bettencourt would like Action Item 11 B2017-10 to read: "...to authorize the use of fire district *mitigation* fees assigned for Capitol assets...."

The corrected minutes were approved unanimously. (**Elder/Bettencourt**)

4. Bill Approval and Financial Report

Chief Kushen reports that the county was late in delivering the budget, but he did notice that #22405 was high because of a/c costs and we expended the funds from #4455 because of the purchase of the Jaws of Life.

5. Correspondence: None

6. Public Comment: None

7. Fire Chief Kushen's Report:

The Department has had 44 calls in the last month. 13 were fire, 17 medical aid, 4 motor vehicle accidents, and 10 miscellaneous. We received approval from Sacramento-San Joaquin Valley EMS to upgrade our ELS skill parameters to administer Narcan, epinephrine and other drugs/devices/diagnostic tools previously not available to us. Chief applied for and received approval for the SSP EMS grant to purchase the new items and training. We also will be receiving a new defibrillator and new O2 bottles.

There was discussion of changing the Physician of record.

Chief reports that the first meeting of the Placer County Fire District Financial Stability Task Force occurred. This board is tasked with the responsibility of exploring available options towards maintaining fiscal stability of smaller districts. We need to address the critical staffing shortage by collaborating with other districts and present a plan to raise wages and benefits to be comparable to the South Placer District.

The Board would like to express their appreciation Captain Potter for his work in helping to secure funding for upgrading ELS skills.

8. Newcastle Professional Firefighter's Association Report: None

9. Board Committee Reports:

(A) Building Committee: New Fire station update.

Director Bettencourt reports that Caltrans has requested an update for our storm water prevention plan to include the area where we are getting the dirt from. This has been completed and we hope to have the permit by the end of the week. Also, we sent a hardship letter to SP Mud and they are willing to work with us. There is further negotiation needed. Our architect, Mr. Lichau will be here at next month's meeting.

10. Informational/Non-Action Items

(A) Staff looking into updating the Fire Mitigation Fee Schedule for new construction.

This is still moving forward.

(B) Status of the Van Pelt parade vehicle.

The pink slip has somehow moved into Captain Hickok's name. Captain Kushen believes that this engine should be a part of the community. Chairman Sprouse says that there is an issue with the non-profit status of the volunteer association. The fire truck did belong to the District until 2012 when it was transferred into the Volunteer Association. The District is currently paying the insurance on the truck. The Board suggests that we contact our council to help clear this up.

11. Action Items: None

12: Director Reports

Director Kahrl will not be attending the November meeting.

13. Meeting Adjourned at 6:58 p.m.

Next regular meeting: Wednesday, November 15, 2017

Location: 461 Main Street, Newcastle

Respectfully submitted by

Heather Pier

Recording Secretary

NEWCASTLE FPD
OCTOBER 2017 (MONTH 4) EXPENDITURES

ACCOUNT	AMOUNT	VENDOR	DESCRIPTION
Emp Benefits	3,998.24	KAISER FOUNDATION HEALTH PLAN INC	Medical Insurance
Emp Benefits	97.40	UNITED HEALTHCARE	LIFE VISION 613733
Emp Benefits	498.86	PRINCIPAL LIFE INSURANCE CO	DENTAL
Workers Comp.	6,082.00	FDAC/FASIS	17-18 Q2
Uniforms	160.82	ADVANTAGE GEAR INC	KOLSTER
Uniforms	333.44	ADVANTAGE GEAR INC	HICKOK
Communications	105.04	VERIZON WIRELESS	AUG - SEPT CHARGES
Communications	119.90	WAVEDIVISION HOLDINGS, LLC	INTERNET 9/24-10/23/17
Communications	102.66	AT&T INC	PHONES 9391046522
Vehicle maintenance	133.50	WKSJ ENTERPRISES INC	TIRE REPAIR
Vehicle maintenance	85.61	RIEBES AUTO PARTS LLC	SUPPLIES
Vehicle maintenance	18.07	D.O. NERONDE INC	SOCKET ASSEMBLY
Vehicle maintenance	420.75	MALLORY SAFETY AND SUPPLY LLC	MAKO SERVICE
Vehicle maintenance	473.31	BOEGER, GEORGE	95 HME SERVICE
Building maintenance	33.30	AUBURN HARDWARE & RENTAL LLC	ST SUPPLIES
Medical Oxygen	31.72	AIRGAS INC	Medical Oxygen
Supplies	11.79	US BANK NA	Station supplies
Office Supplies	50.00	SIERRA MORNING WEBSITE DESIGN	WEB SERVICE
Recording Secretary	60.00	PIER, HEATHER	BID OPENING 9/14/2017
Recording Secretary	60.00	PIER, HEATHER	REGULAR MTG 9/20/17
Gas/Oil	318.53	JIM DOBBAS INC	FUEL
Training	106.66	TARGET SOLUTIONS LEARNING	Online training program - annual payment
Utilities	182.28	RECOLOGY AUBURN PLACER	Garbage collection
Utilities	598.31	PACIFIC GAS AND ELECTRIC	Electric
New Fire Staion Costs	2,429.44	US BANK NA	SACBEE ADVERTISING
New Fire Staion Costs	318.53	SIERRA OFFICE SYSTEMS & PRODUCTS	Fire Station plans
	16,830.16		



NEWCASTLE FIRE PROTECTION DISTRICT

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

916-663-3323 FAX 916-663-3907

BOARD OF DIRECTORS: Eric Sprouse, Jonita Elder, Robin Enos, Lawrence Bettencourt, Willian Kahrl

DATE: November 6, 2017
TO: Placer County Sheriff's Office
FROM: Newcastle Fire Protection District
RE: Fire Station Construction Site at 9350 Old State Highway, Newcastle, CA

Newcastle Fire Protection District is the owner of the property located at 9350 Old State Highway. The site is currently being prepared for the building of a new fire station. The property is fenced and posted "No Trespassing". During non-working hours the gates are locked with a chain and a lock.

The following parties have permission to be on the property:

- Martha McDonnell, Project Manager, Youngdahl Consulting, 916-850-6801 and Youngdahl Consulting employees authorized by Martha McDonnell
- Gabe Mendez General Engineering Contractor, Inc. and employees, 916-663-3372
- George Atteberry, Civil Engineer
- Newcastle FD Board Members: Robin Enos (530-409-0877) and Lawrence Bettencourt (916-871-5685)

Per section 602(o) of the California Penal Code a letter is on file with the Placer County Sheriff's Office authorizing entrance upon the property and the citation / arrest of trespassers upon the property. This letter shall serve as written permission for the above individuals to be present on the property.

Respectfully,

Lawrence M. Bettencourt
Newcastle Fire Protection District Director



PLACER COUNTY
SHERIFF
CORONER-MARSHAL



MAIN OFFICE
2929 RICHARDSON DRIVE
AUBURN, CA 95603
PH: (530) 889-7800 FAX: (530) 889-7899

TAHOE SUBSTATION
DRAWER 1710
TAHOE CITY, CA 96145
PH: (530) 581-6300 FAX: (530) 581-6377

DEVON BELL
SHERIFF-CORONER-MARSHAL

WAYNE WOO
UNDERSHERIFF

To: Placer County Sheriff's Office
K. Magnuson/Dispatch
P.O. Box 6990
2929 Richardson Drive
Auburn, CA 95603
(530) 886-5387 (Direct Line) (530) 886-5391 (Fax) kmagnuso@placer.ca.gov

I/We are the owners/agents for the below described property. With this letter, I authorize you to enter upon described lands for the purpose of removing unauthorized person(s) who may be trespassing. Any parties who have my/our permission to be on the property will have written, dated permission. You may take whatever action your office deems appropriate, up to and including citation and/or arrest.

Per section 602(o) of the California Penal Code, in order to be enforceable, this letter must be renewed every six months if the property is posted. If the property is not posted, this letter must be renewed every 30 days. **Please note it will be your responsibility to send in updates in a timely manner.**

Property Description

Date: 11/6/2017

Is property posted? Yes No

Physical address & cross streets:

9350 OLD STATE HWY, CROSS OF NEWCASTLE ROAD

Business name(s) or legal description/parcel number (if known):

NEWCASTLE FIRE DISTRICT NEW STATION CONSTRUCTION SITE

Best Access Directions, if needed:

Turn over for Agent/Owner Information

Updated 3/2017

Agent/Owner Information

Business Phone Number (if applicable): 916-850-6801

Business Fax Number (if applicable): 916-933-6482

Business email (if applicable): MAM@YOUNGDAHL.NET

Agent Name: MARTHA MCDONNELL, PROJECT MANAGER

Mailing Address: 1234 GLENHAVEN CT., EL DORADO HILLS

Telephone Number: 916-933-0633

After Hours Contact Number(s): 916-847-8919 / 530-409-0877

Email: LBETTENCOURT4162@gmail.com / RAENOS@HOTMAIL.COM

Owner (Agent) Name: LAWRENCE BETTENCOURT / ROBIN ENOS

Mailing Address: NEWCASTLE FIRE DISTRICT - PO BOX NEWCASTLE, CA 95658

Telephone Number: 916-847-8919 / 530-409-0877

Email: LBETTENCOURT4162@gmail.com / RAENOS@HOTMAIL.COM

Persons authorized to be on the property:

1. GABE MENDEZ TAC. EMPLOYEES
2. YOUNGDAHL CONSULTING EMPLOYEES
3. NEWCASTLE FIRE DISTRICT BOARD MEMBERS - ROBIN ENOS & L. BETTENCOURT
4. CIVIL ENGINEER GEORGE ATTEBERRY

LAWRENCE BETTENCOURT

Printed Name



Signature



NEWCASTLE FIRE PROTECTION DISTRICT

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

916-663-3323 FAX 916-663-3907

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

John Poland
Sierra-Sacramento Valley EMS
5995 Pacific St.
Rocklin CA 95677

October 11, 2017

Re: S-SV-EMS BLS Grant

Dear Mr. Poland:

I am writing you this letter in hopes that you can approve the addition of these optional BLS skills for Newcastle Fire Protection District. We are currently working towards the EMS grant for funding for all of the equipment and supplies that we would need. We are seeking the approval for the use of Narcan, Epi Pens, King Tubes, and Blood Glucose Testing for the EMT's at Newcastle Fire. We will abide by all S-SV EMS policies, procedures, and requirements.

A little bit about our District. We operate a type 1 and type 3 engine that is cross staffed with two personnel. We have a total of eight employees with six being full time personnel. Out of the six personnel, we have one paramedic and five EMT's. Our District is over 37 square miles with some very rural areas and a population of approximately 6,000 residents. We have areas in our district that are extended on our response and even more extended with AMR or South Placers response for an ambulance. We also provide mutual aid with Cal Fire in the Ophir area which can also be quite a distance from the station.

As a BLS fire agency we feel the need for these optional skills because of our remote, rural response area and the extended times that we may experience awaiting ALS intervention from the surrounding ambulances. We feel that we can make a difference in patient care if we have these optional skills added to our scope of practice.

The principal instructor for Newcastle Fire will be Captain/Paramedic Kyle Potter. I am an S-SV accredited paramedic working for Foresthill Fire and Placer Hills Fire as a paramedic. Newcastle Fire currently uses Image Trend for PCR's. A PCR is written for all calls where we provide patient care first before a responding engine or ambulance. With the new skills a PCR will be written anytime a skill is used and any PCR written for an optional skill will have a QI review done. I oversee the EMS program for Newcastle including doing the QI reviews. The QI review is done on 100% of the calls at this point with our agency getting Image Trend in July.

We feel that Newcastle Fire can greatly benefit from having these additional skills to help protect and treat the members of the community. We look forward to hearing back from you. If you have any further questions feel free to contact me at the station or email below.

Thank you,

Kyle Potter, A Shift Captain
Phone (916) 663-3323
Email kpotter@newcastlefire.org
cc: Kirk Kushen, Fire Chief

Narcan 8 Boxes-	\$1,000.00
Epi Pens:2 adult, 2 pedi, 1 trainer -	\$2,003.50
King Tube-3 sizes, 4 each Plus one each for training-	\$780.00
Intubation Mannequin -	\$2,215.00
Mannequin Spray -	\$29.90
Blood Glucose all supplies -	\$149.50
Sharps container x 4 -	\$11.80
AED with case -	\$1,706.00
Smart pads for AED x 2 -	\$112.00
Infant child key for AED -	\$105.00
O2 D Size x 2 -	<u>\$145.90</u>
Total Cost of supplies -	\$8,258.60
24 hours of OT -	<u>\$584.88</u>
Total Cost -	\$8,843.48

**NEWCASTLE FIRE PROTECTION DISTRICT
POLICY MANUAL: JOB DESCRIPTIONS**

POLICY TITLE	INTERN FIREFIGHTER PROGRAM	DRAFT 11/9/2017
POLICY NUMBER	xxx	ADOPTED --/--/----

PURPOSE

To help Regional Fire Academy graduates achieve their required time in service to obtain a California State Firefighter 1 Certificate, while also augmenting the District’s firefighting staff, and assist with additional engine staffing (third person only).

SCOPE

This is a limited term position with the District (non-renewable). The District will provide the Intern with the opportunity to obtain the “time of service” as an active Firefighter to complete their State Fire Marshal, Firefighter 1 certification. Interns will need to complete up to 1400hrs of volunteer time, or 12 months with the District to meet the State Certification requirements. The Intern Firefighter is an “at will” position and Interns may be released at the discretion of the District at any time.

Note: Upon completion of the Firefighter 1 certification, and with the approval of a Captain and the Fire Chief, the intern may be allowed to continue as a volunteer of the fire district to obtain driver/operator training and experience.

REQUIREMENTS

Interns must have a Certificate of Completion from any Accredited Regional Fire Academy, a valid CPAT by time of appointment, EMT-B, HAZ MAT FRO, S190, and S130 (or CAL FIRE 67hr).

Interns will be live scanned once approved for a position.

Interns will complete a Basic Training Task Book and review all District SOGs and Policies before staffing an engine.

Interns will complete the designated training assignments on TargetSolutions.

DISTRICT to PROVIDE:

- Full Structural and Wildland personal protective gear (except wildland boots-see below)
- All Risk Training, minimum of 2 hours per shift
- C.E.s for EMT recertification
- Two District T-shirts and Class B uniform

INTERN FIREFIGHTERS to PROVIDE:

- Additional Class B uniforms/T-shirts etc.
- NFPA 1977 compliant Wild land boots (8 inch leather, with lug sole)

DESCRIPTION/DUTIES:

NEWCASTLE FIRE PROTECTION DISTRICT POLICY MANUAL: JOB DESCRIPTIONS

- Interns will be assigned to a Shift as the third person of the engine company (Interns cannot replace regular staffing). After the Intern is assigned, they will complete all required initial District training, such as; Basic firefighter task book, Policy and SOG review, SCBA training, station orientation, etc., before responding to incidents.
- Interns will have an “Intern Training Task Book” that will need to be completed by the end of the term to receive a signature from the Fire Chief for the State Firefighter 1 Certificate.
- The assigned Captain/Company Officer will conduct a monthly task book evaluation to provide feedback to the Interns to ensure that they are kept on track.
- All PPE and equipment will be left at the fire station when the Intern is not scheduled.

APPLICATION PROCESS:

Intern Firefighters will complete a district Application packet and turn it into the District Office. Applications will be forwarded to the Application Review Committee to determine which applicants will be interviewed.

The Application Review Committee and Interview Panel, will consist of the Program Coordinator, a District Captain and Union Representative. In some cases, one person can fill two of the committee or panel positions.

Applications will be reviewed on an as needed basis. Qualified applicants will be invited to an interview process, and an eligibility list will be established.

The District may choose to hold a written test to help in the selection process.

SCHEDULING:

Intern Firefighters will be assigned to a shift. The goal is to have one (1) intern on every day. *At no time will Interns be used for regular or minimum staffing*

The Interns will be responsible for tracking and maintaining their own hours.

END OF TERM:

After the Intern has completed 1400 hours or 12 months, the Intern must;

- Turn in a completed Intern Task Book
- Return all issued equipment to the district
- Fill out the State Fire Training application for State Fire Marshal Firefighter 1 Certificate
- Receive a signature from the Fire Chief

NEWCASTLE FIRE PROTECTION DISTRICT POLICY MANUAL: JOB DESCRIPTIONS

- Mail the form to State Fire Training with the appropriate fees enclosed.

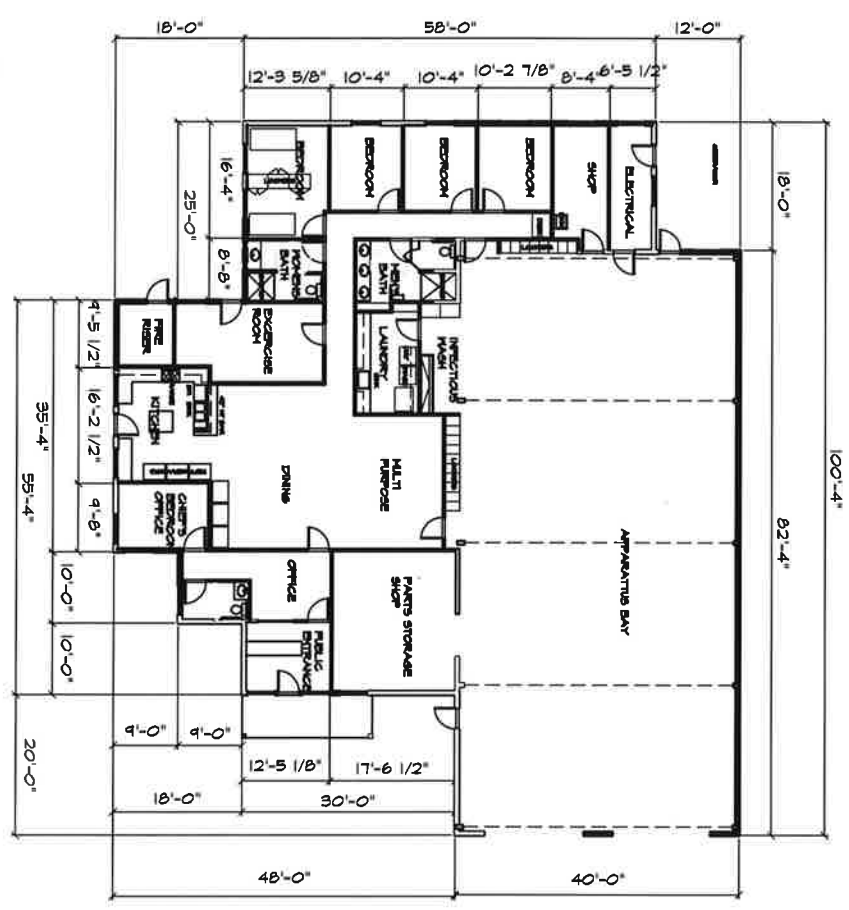
The Intern Firefighter will participate in an exit interview and evaluation. This will allow the District to give a final evaluation of the Intern, as well as the Intern to provide some feedback on the program.

Interns will not participate longer than a twelve (12) month term, regardless of hours completed, to allow the opportunity for other Academy Graduates to participate in the program. (See exception under SCOPE)

COMPENSATION

Interns Firefighters will receive a stipend of \$50 for every 48-hour shift they work.

FLOOR PLAN
1/8" = 1' - 0"



6,920 SQ.FT.

A New Firehouse for

NEWCASTLE FIRE STATION

9350 Old State Highway Newcastle, CA 95658

LICHAU AND ASSOCIATES ARCHITECTS, INC.



100 El Dorado St.
Auburn, California 95603
916-885-7178

AN ARCHITECTURAL AND PLANNING GROUP



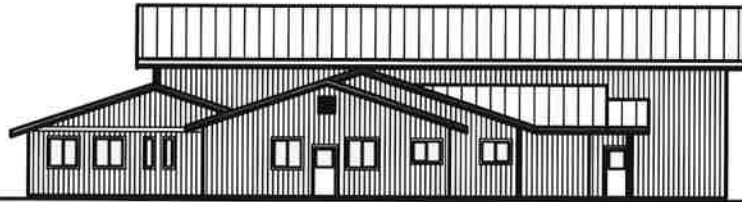
ARCHITECT

ENGINEER

PROJECT NUMBER

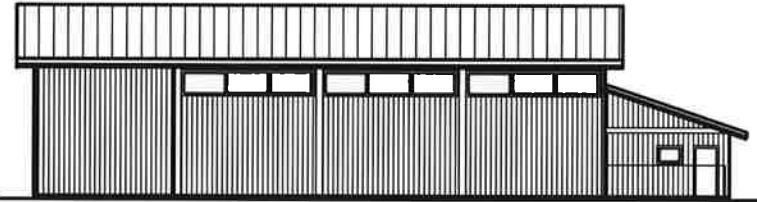
SHEET NAME

ADDITIONAL NOTES:
 DRAWN BY: JEB
 CHECKED BY: JEB
 DATE: 2/28/11
 REV: 1/04/11



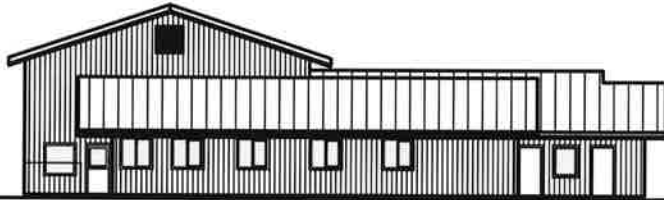
WEST ELEVATION

1/8" = 1' - 0"



EAST ELEVATION

1/8" = 1' - 0"



NORTH (ENTRY) ELEVATION

1/8" = 1' - 0"



SOUTH ELEVATION

1/8" = 1' - 0"

ENGINEER

ARCHITECT



LICHAU AND ASSOCIATES ARCHITECTS, INC.
 100 El Dorado St.
 Auburn, California 95603-2778
 AN ARCHITECTURAL AND PLANNING GROUP

A New Firehouse for
NEWCASTLE FIRE STATION
 9350 Old State Highway Newcastle, CA 95658

FOOTING 180002
 DRAWN BY: REL
 CHECKED BY: REL
 DATE: Nov 2017
 REV: _____
 REV: _____
 REV: _____

SHEET NAME

SHEET NUMBER