

NEWCASTLE FIRE PROTECTION DISTRICT
April 19, 2012
Regular Board of Directors Meeting Minutes
Castle City Mobile Home Park
1500 Newcastle Rd.
Newcastle, California

Call to Order:

- Chairman Lewis called the NFPD Board of Directors Meeting to order at 6:05 p.m.

Roll Call:

- Chairman Lewis present, Vice- Chairman Stearns present, Secretary Calkins absent, Director Orsolini absent, and Director Poore present.

Pledge of Allegiance:

- Chairman Lewis led the Pledge of Allegiance.

Consent Agenda:

- Director Poore made a motion to approve the consent agenda as presented. VC Stearns seconds the motion. Motion carries.

Old Business:

- Board Workshop Review/Accept Recommendations
 - Will be covered in New Business
- Capital Improvement Plan
 - On hold
- Project Manager Update
 - See pages 5 - 6
- New Station 41 Update
 - Ties into New Business item #1

Secretary Calkins arrived at 6:15p.

New Business:

- Tentative Action Plan for Measure B and New Fire Station
 - See attachment 1.
 - Director Poore made a motion to accept the Tentative Action Plan for Measure B and New Fire Station as presented by Kathleen Daugherty. VC Stearns seconds the motion.
 - Chairman Lewis AYE
 - VC Stearns AYE
 - Secretary Calkins AYE
 - Director Orsolini ABSENT
 - Director Poore AYE
- POL-00025 Revision N/C, FF/Engineer Job Classification
 - Scratched from agenda because an error was found just prior to the meeting.
- POL-00007 Revision N/C, FF/EMT Job Classification
 - Director Poore made a motion to accept POL-00007 revision N/C as presented. Secretary Calkins seconds the motion. Motion carries.
- Resolution #2012-04-12A, Certifying Balloting Results of the Mail Ballot Election Held on March 6, 2012
 - Director Poore made a motion to adopt resolution #2012-04-12A as written. Secretary Calkins seconds the motion.
 - Chairman Lewis AYE
 - VC Stearns AYE
 - Secretary Calkins AYE
 - Director Orsolini ABSENT
 - Director Poore AYE

Resolution is adopted.

Resolution #2012-04-12B, Commit \$25k from fund 531/361 to fund 531/361 OL3 2555 for the purpose of funding the remaining balance due to SCI consulting.

- Director Poore made a motion to adopt resolution #2012-04-12B as written. Secretary Calkins seconds the motion.
 - Chairman Lewis AYE
 - VC Stearns AYE
 - Secretary Calkins AYE
 - Director Orsolini ABSENT
 - Director Poore AYE

Resolution is adopted.

- POL-00028 Revision N/C, Procedure for Acceptance of Mitigation Funds by the NFPD Staff
 - Secretary Calkins made a motion to accept POL-00028 revision N/C as presented. Director Poore seconds the motion. Motion carries.
- Resolution #2012-04-12C, NFPD to declare “uncollectable” \$3,321.34 in unaccounted for mitigation fees between 12/28/2007 and 6/19/2008.
 - Secretary Calkins made a motion to adopt resolution #2012-04-12C as written. Director Poore seconds the motion.
 - Chairman Lewis AYE
 - VC Stearns AYE
 - Secretary Calkins AYE
 - Director Orsolini ABSENT
 - Director Poore AYE

Resolution is adopted.

- Resolution #2012-04-12D, Requesting Collection of Charges on Tax Roll for Tax Year 2012-2013
 - Director Poore made a motion to adopt resolution #2012-04-12D as written. VC Stearns seconds the motion.
 - Chairman Lewis AYE
 - VC Stearns AYE
 - Secretary Calkins AYE
 - Director Orsolini ABSENT
 - Director Poore AYE

Resolution is adopted.

- Resolution #2012-04-12E, Notice of Governing Board Member Election
 - VC Stearns made a motion to adopt resolution #2012-04-12E as written. Secretary Calkins seconds the motion.
 - Chairman Lewis AYE
 - VC Stearns AYE
 - Secretary Calkins AYE
 - Director Orsolini ABSENT
 - Director Poore AYE

Resolution is adopted.

Public Comment:

- Michael Leydon – Mr. Leydon stated that he has been watching the NFPD for 21/2 years and commends the Board for serving for absolutely no compensation.
- Dave Ward – Mr. Ward stated that he is not happy with the way measure B was handled.
- John McCloud – Mr. McCloud requested a copy of the SCI contract.
 - Chairman Lewis advised Mr. McCloud to submit a request for public records, in writing, to the Clerk.
- Bill Fawx – Mr. Fawx stated that the financials of the district are independently audited each year. A report is sent to both Placer County and the State of California. This is required by law.
- Elinor Petuskey – Mrs. Petuskey stated that she is proud of the NFPD board and the community for stepping up to the plate to move forward with improving the fire district.
- BC Love – Battalion Chief Love reported that the NFPD will be receiving a letter from Placer County Code Enforcement. The letter will request a timeline for moving out of the existing condemned station. A response to the county will be required no later than 5/15/12.
- Bill Peters – Mr. Peters asked the board why they hired an architect when you can get a “cookie cutter” design from the state for free.
- Joni Elder – Mrs. Elder asked how much was spent on the unusable plans.
 - Chairman Lewis responded that \$4500 has been spent.
- John McCloud – Mr. McCloud asked the board if they have considered leasing the Maidu station from Auburn City.
- Amy Patterson – Maidu has no living quarters.
- Bill Peters – Maidu station is not centrally located within the district.

Fire Report:



Battalion Chief's Report March, 2012

Prepared by: BC Love

APPARATUS REPORT:

E-41 IN SERVICE
 E-41B IN SERVICE
 BR-41 IN SERVICE
 BR-41B IN SERVICE
 WT-41 IN SERVICE PENDING DRIVER

March Call Volume: **38**
 Fires 5
 Medical 22
 Other 8
 Mutual Aid 3
 Year to Date Call Volume: **124**
 2011 Call Volume: **506**
 % Difference from YTD in 2011 **+1%**

TRAINING HOURS

| | <u>MAR.</u> | <u>YTD</u> |
|-----------------|-------------|------------|
| OLNEY: | 16.0 | 76.0 |
| BOWERS: | 16.5 | 54.5 |
| KIRK: | 17.5 | 68.5 |
| SUMAN: | 52.5 | 88.5 |
| HICKOK: | 20.0 | 100.0 |
| GIBSON: | 10.0 | 17.5 |
| TARN: | 17.5 | 92.0 |
| THYER: | 19.0 | 55.0 |
| OLIVER: | 28.0 | 86.75 |
| COSBY: | 19.5 | 79.5 |
| HAAS: | 16.5 | 56.5 |
| HICKS: | 18.5 | 58.5 |
| OBUTKOV: | 20.0 | 70.0 |

TARGET SAFETY TRAINING HOURS:

| Assignments Overdue | |
|--|------|
| Users with overdue assignments: | 1 |
| Percent of users with overdue assignments: | 7% |
| Overdue assignments: | 3 |
| Assignments Completed | |
| Users with assignments completed: | 13 |
| Percent of users with assignments completed: | 93% |
| Assignments completed: | 54 |
| User Logins | |
| Users who have logged in: | 14 |
| Percent of users who have logged in: | 100% |

STAFFING LEVELS (INCL. ADMIN):

Full-Time Employees: 6
 Part-Time Employees: 5
 Resident Firefighters: 4
 Volunteers: 0

CURRENT PROJECTS:

A SHIFT:

Repair/maint., hand tools
 Repair and calibrate gas analyzer..
 Repaired compartment lights on E-41.
 Repaired (2) SCBA's.
 Inspected and cleaned returned PPE.

2/0 staffing: 19/31 days = 62.00%
 3/0 staffing: 10/31 days = 32.00%
 4/0 staffing: 02/31 days = 06.00%
 5/0 staffing: 00/31 days = 0.00%

B SHIFT:

Hydrant inspections and maintenance. Project is complete.
 Wrote multiple SOP's.

C SHIFT:

Wildland Training at Dillon's Court
 Captain Hickok is currently enrolled in an EMT Certification class, 3/2012-6/2012

We're actively recruiting for additional Resident Firefighters.

Director's Reports

- Lewis
 - The board will agendize in May the possibility of moving the regular board meetings to the Newcastle Elementary School.
- Stearns
 - Glad to see all of the community participation at the board meeting.
- Calkins
 - Appreciates all of the ideas and input that has been shared.
- Orsolini
 - Absent
- Poore
 - None

Announcement of Closed Session – 7:16p

Public Comment on Closed Session Items –

- JoAnne English – Would like the board to consider not paying the \$25k owed to SCI.

Adjourn to Closed Session – 7:18p

Reconvene Open Session – 8:13p

Announcement of Action(s) Taken in Closed Session –

- VC Stearns made a motion to direct Project Manager Joe Irvin to draft a letter to the owner(s) of the property located at APN: 040-330-000 and 042-010-007-000. The purpose of the letter is to begin negotiations with the goal of reaching an agreement on a memorandum of understanding (MOU). Further, Chairman Lewis is authorized by the board to approve and sign the letter without further board approval. Secretary Calkins seconds the motion.
 - Chairman Lewis AYE
 - VC Stearns AYE
 - Secretary Calkins AYE
 - Director Orsolini ABSENT
 - Director Poore AYE

Motion carries.

Announcements:

May 2, 2012 - Board of Directors Special Meeting, 6:30p, location TBA

May 10, 2012 – Board of Directors Regular Meeting, 6:00p, CCMHP

May 12, 2012 – FF Assn. Pancake Breakfast, 7:00a – 11:00a, Newcastle Elementary School Gymnasium

Further Comments:

- Greg Rhodes – Is it a requirement for board members to live within the NFPD?
 - Chairman Lewis stated that it is.
- Joni Elder – How many parcels do each of you own?
 - Lewis, 1
 - Stearns, 2
 - Calkins, 3
 - Poore, 1
 - Orsolini, absent

Meeting was adjourned at 8:17 p.m.

Minutes Prepared By:

Minutes Approved By:

Patrice Metz, Clerk

Yvonne Lewis, Chairman of the Board

TO: Newcastle Fire Protection District Board
FROM: Joe Irvin, Project Liaison
RE: Monthly Update - March 2012

During the time of the Measure B campaign, I suspended any site project-related work and focused my time as a volunteer, helping to educate the community where needed about the station situation.

In late February, the possibility surfaced of donated property near the corner of Newcastle and Glenview Rds. I visited the site with Board member Yvonne Lewis, and prepared a summary note of observations, pro's and con's.

At Yvonne's request, I contacted a colleague who is a surveyor - Dirk DeValk of Auburn - about visiting the site and providing (at no charge) some assessment. On March 13, Board member Bob Stearns and I met with Dirk. (This visit was summarized to you in a 3/13/12 email - please let me know if you would like another copy.)

On March 16, by referral from Vern Losh (Northern Director, CA State Firefighters Association), I contacted the Graton Fire Station (Santa Rosa area) about their recently completed station and experience. I spoke with Bill Bullard, deputy chief firefighter, and the one who wrote their RFP. I received valuable insight on their experience. (This was summarized in a 3/16/12 email - please let me know if you would like another copy.) Vern also provided a link to an excellent and comprehensive "Fire Station/Whole Building Design Guide" which details modern-day essentials for any newly constructed fire station.

On March 21, in response to a phone inquiry made on 3/20, I received information from Placer County Planning Comm. about setback requirements for Newcastle Rd., where the potentially donated land is located. That setback is 80' from centerline; there may be additional restrictions on building at that point, too. Planning provided "variance request" and "minor use permit" application information.

On March 22, I again visited the possible donated land site, along with Board members Dave Poore and Bob Stearns, and Keith Kenworthy of Westcon Construction, with an eye toward what the setbacks might do to site location issues. Questions about the sewer line's path came up. At Dave and Bob's direction, I contacted South Placer MUD and spoke with their Technical Services division.

On March 27, I met with representatives of SPMUD at the potential donated site. They said the sewer pipeline runs parallel with I-80 and the Cal Trans fenceline, about six feet deep. They further said they would like to be cooperative with any questions should the property be deemed appropriate for a site.

On March 29, I assisted Board Chair Yvonne Lewis with arranging for a meeting with the family interested in donating the aforementioned property to NFPD. Issues discussed range from drainage issues and runoff from a potential fire station development, to noise

and traffic. It was made clear that NFPD would not proceed on any actions at the site that would obligate the expenditure of public funds (eg, survey, traffic study, Feasibility Study) without an MOU stating that the property will be donated.

Resulting from that meeting, I was tasked by Yvonne and Dave Poore with the following steps:

- 1) Work with NFPD and the property owners to produce a Memorandum of Understanding to serve as the vehicle for transferring property to NFPD for purposes of building a fire station;
- 2) Work with Stacey Bennett of Bennett Engineering (acting in a volunteer capacity) to identify the elements making up a Feasibility Study that will likely become an Request For Proposal;
- 3) Facilitate with the property owners a legally binding document that commits them to donating the property to NFPD no matter what the outcome of the Feasibility Study may determine; and
- 4) Work to have these documents prepared in time for the April 12 NFPD meeting.

Subsequent to that meeting, I've heard from the property owners that they will not be able to complete the MOU in time for NFPD's consideration at the April 12 meeting. As of this update, I have asked for but not received any estimate of how much time it may take to receive their proposal.

Mindful that we have another site available, the Board may wish to determine the latest date for waiting to learn if the potential land site will be donated and under what conditions. I have remained in contact with the owner of the other site (R&S Properties - the land adjacent to CHP).

Lastly, the District has received a few unsolicited offers of interest in helping with various tasks, including architecture, site development, and survey work. This is a positive development as we move forward towards finding the people and skills needed to determine an appropriate and affordable fire station.

- Joe Irvin