



## NEWCASTLE FIRE PROTECTION DISTRICT

February 25, 2013

Special Board of Directors Meeting Minutes

461 Main St.

Newcastle, CA

[www.newcastlefpd.org](http://www.newcastlefpd.org)

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### Call to Order:

- Chairman Ward called the NFPD Board of Directors Meeting to order at 6:00 p.m.

### Pledge of Allegiance:

- VC Jordan led the Pledge of Allegiance.

### Roll Call:

- Chairman Ward present, Vice- Chairman Jordan present, Secretary Elder present, Director Sprouse present and Director Egge present.

### Discussion/Information/Action:

- Modern Building Systems, Inc.
  - The letter drafted by NFPD counsel which was approved at the last meeting was sent to MBS. Chairman Ward received a call from them today stating that the trailers will not be picked up until NFPD receives their reply.
  - VC Jordan asked if we are behind on the lease.
    - Chairman Ward stated that we are. We owe approximately \$1360.
  - VC Jordan asked if modifications were made to the trailers.
    - Chairman Ward stated that there were and we may have to pay have the trailer put back the way it was.
  - Director Sprouse asked if the modifications were professionally done.
    - Chairman Ward stated that it appears they were professionally done.
  - Chairman Ward requested that the Board authorize him and one other Director to negotiate the contract down. The fees to get the attorneys involved will be high.
  - VC Jordan agrees that trying to negotiate this thing for \$5k or under without involving legal needs to be tried.
  - VC Jordan made a motion to authorize Chairman Ward and one other Board member to expend up to \$5k to finalize the termination of the lease with MBS, Inc.
  - Secretary Elder asked what that would bring the total expenditures on the trailers to.
    - Chairman ward stated that we have a little over \$4k into them now.
  - Secretary Elder stated that she has spoken with Supervisor Jim Holmes about this and he indicated that the County does have a mediation process and he would look into it for her. That may be another alternative for us.
  - Director Egge wanted to verify that our counsel indicated that none of this is binding.
    - Chairman Ward stated that our counsel indicated that the contracts are not enforceable. But, remember that anyone can take someone to court.
  - Director Sprouse requested that public comment be opened before any further Board action is taken. Therefore, VC Jordan withdrew his motion from consideration.
  - Public Comment
    - Patrick Brennan asked if the trailers can be sublet.
      - Chairman ward stated that they cannot.
    - Bill Monihan asked if there is a "no residency" clause in the contract.
      - Chairman Ward stated that there is.
    - Jerald Saladana asked who signed the contract.
      - Chairman Ward stated that Then Board Chairman Lewis had signed the contract.
    - Jerald Saladana asked if she should be held accountable.
    - Secretary elder stated that she would like to take a look at arbitration.
    - Director Sprouse stated that negotiations should involve NFPD legal counsel.
    - Chairman Ward tabled this agenda item until Secretary Elder hears from Placer County.
- Station 41 Update
  - Chairman Ward stated that there were 6 or 7 contractors at the walkthrough today. Bids are due on March 1. One has already been received.
    - Bob Stearns asked if the 6 questions he submitted at the last meeting have been considered.
      - Chairman Ward stated that they will be addressed at a regular meeting.
- Advertisement for Temporary Board Clerk Position
  - Secretary Elder stated Clerk Metz has notified her that some extensive time off for medical issues will be required. Currently Ms. Metz is working 16-20 hours per week for the Board. This job is vital to the functioning of the Board.

- Secretary Elder made a motion to advertise for a job opportunity to hire a temporary Board Clerk to replace Ms. Metz while she is gone and to act as a backup to Ms. Metz as may be required in the future. VC Jordan seconds the motion.
  - VC Jordan asked if there is a job description for the position.
    - Secretary Elder stated that the Clerk will provide a list of her current duties.
  - Patrick McRoberts asked what the timeframe for hiring for this position is.
    - Secretary Elder stated that Patrice will know more about the timing on Thursday.
    - Ms. Metz stated that she anticipates being out early in April for 6-8 weeks.
  - Patrick McRoberts stated that Supervisor Holmes may be able to help with an experienced assistant from the County.
  - Bill Monihan asked how the job will be advertised out.
    - Director Egge stated that the job will be advertised by traditional means. Mostly online.
  - Chairman Ward AYE
  - VC Jordan AYE
  - Secretary Elder AYE
  - Director Sprouse AYE
  - Director Egge AYE
    - Motion carries.
- Sale of 1990 Terry Travel Trailer
  - Director Egge stated that the trailer was sold for \$400 to a long term rehab facility in Chico that will refurbish it and sell it.
- Survey Monkey Results
  - A SWOT (strengths, weaknesses, opportunities, threats) survey was sent out to all FF's and Residents. The responses were very heartfelt, and lengthy. The Board is looking at the results. Some of the issues may be out of the control of the Board. Director Sprouse stated that the results have been forwarded to all of the Board members. All survey responses are anonymous.
- Review of Public complaints Policy
  - Chairman Ward stated that all public complaints are to be addressed to BC Love. If you are not satisfied with the response then the Board will address the complaint.

**Announcements**

- Finances will be reviewed at the March meeting.
- NFPD REGULAR Board Meeting, Thursday, March 14, 2013, 6:00p, 461 Main St.

Meeting was adjourned at 6:27 p.m.

Minutes Prepared By:

Minutes Approved By:

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Patrice Metz, Clerk

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Dave Ward, Chairman of the Board