



NEWCASTLE FIRE PROTECTION DISTRICT

March 14, 2013

Regular Board of Directors Meeting Minutes

461 Main St.

Newcastle, CA

www.newcastlefpd.org

Email: info@newcastlefire.org

Call to Order:

- Chairman Ward called the NFPD Board of Directors Meeting to order at 6:03 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.

Consent Agenda:

- Clerk Metz stated to the Board that there was an error in the minutes of February 14th. The Chief's report that is attached should have been for January, not February. Mrs. Metz further stated that she will make the correction on Friday.
- VC Jordan made a motion to accept the minutes of the February 14, 2013 meeting with the stated correction. Director Egge seconds the motion.
 - Chairman Ward AYE
 - VC Jordan AYE
 - Secretary Elder AYE
 - Director Sprouse AYE
 - Director Egge AYE
 - Motion carries.
- VC Jordan made a motion to accept the minutes of the February 25, 2013 meeting as presented. Secretary Elder seconds the motion.
 - Chairman Ward AYE
 - VC Jordan AYE
 - Secretary Elder AYE
 - Director Sprouse AYE
 - Director Egge AYE
 - Motion carries.
- Director Egge made a motion to accept the February Expense Report as presented. Director Sprouse seconds the motion.
 - Chairman Ward AYE
 - VC Jordan AYE
 - Secretary Elder AYE
 - Director Sprouse AYE
 - Director Egge AYE
 - Motion carries.
- Clerk Metz read a letter from the Newcastle Golden Spike Lions aloud. **ATTACHMENT 1**

Discussion/Information/Action:

- Open/Review/Award Bid(s) for Completion of Temporary Repairs to Station 41
 - The following bids were received:
 - Killorn Construction, Lincoln, CA \$9,785.00
 - LHR Construction, Auburn, CA \$11,277.80
 - Wm. E. Fisher Construction, Folsom, CA \$18,987.00
 - Westcon Construction, Newcastle, CA \$27,890.00
 - Director Egge stated that he will qualify each bidder and report back to the Board.
 - Chairman Ward stated that there will be a Special Meeting called to award the bid.
- Brown Act Training
 - Karin Schwab, Deputy County Counsel, Placer County made a presentation titled "*Introduction to the Brown Act, Open Meeting Requirements*". **ATTACHMENT 2**
- Accounting Practices Discussion
 - Placer County Auditor-Controller Andy Sisk spoke to the Board regarding Accounting Practices. Mr. Sisk stated that the annual financial audit is a time when the auditor gives an opinion on the financial statements of the district. The auditor is not an attorney and cannot offer legal advice. A couple of items noted in the 2011_2012 audit that was just completed were:
 - Inventory of Capital Assets
 - This list needs to be updated and maintained by the district.

- Some assets may be fully depreciated already.
- District may want to consider increasing the Capital Asset Thresholds from \$2500 to \$5000.
 - The Capital Improvement Plan is out dated.
 - There may be a couple of questionable expenditures made from the DEVFEE account. Mr. Sisk stated that he can see how the previous Board “connected the dots” to justify paying Measure B expenses from DEVFEE, but the District may want to review this with their legal counsel.
- Budget Analysis
 - Secretary Elder and Director Egge made a presentation titled “*Newcastle Fire Protection District 2013 Income/Expense Summary*”. **ATTACHMENT 3**
- Exhaust Removal Presentation
 - Director Egge stated that he believes the lack of ventilation in the station is a significant health and safety issue and he is not okay with allowing it to continue. Further, he doesn’t want to wait 2 years to address the problem.
 - Director Egge stated that he initiated 3 grant requests on his own to address this issue.
 - Chairman Ward stated that he checked with Andy Sisk and the funds can be taken from the DEVFEE account.
 - Director Egge would like to have this agendized for Board action at the next meeting.
- Newcastle Firefighter Volunteer Association Annual Pancake Breakfast
 - Chairman Ward informed everyone that the NFVA will hold its Annual Pancake Breakfast on Saturday, May 18, 2013. It will be held at Newcastle Elementary School in the Gymnasium from 7a until 11a.
 - Doreen Compton asked how the money from the pancake breakfast will be spent.
 - Chairman Ward stated that that is a question for the Association.
- Policy Development Exploration
 - Director Egge didn’t realize that this item was not agendized as an action item. Chairman Ward suggested that it be re-agendized as an action item for the next meeting.

Closed Session

- Chairman Ward announced that the Board would be going into Closed Session. He read the topic aloud from the agenda and asked for public comment. None was received.
 - The Board adjourned to Closed Session at 8:15 p.m.
 - The Open Session was re-convened by Chairman Ward at 8:53 p.m.
 - Chairman Ward reported that No Action was taken in Closed Session.

Reports

- Battalion Chief’s Report, **ATTACHMENT 4.**
- Board Reports
 - Chairman Ward
 - None
 - VC Jordan
 - VC Jordan reported that he has not found anyone interested in buying Water Tender (WT) 41.
 - Secretary Elder
 - Secretary Elder reported that she is looking at the budget.
 - Director Sprouse
 - Director Sprouse reported that he has spoken to a local doctor who is willing to volunteer his time to be our Medical Director. He will bridge the gap with *Sierra Sacramento Valley Medical Society* (SSVMS). Director Sprouse would like to expand the scope of practice for our EMT’s and look into some kind of cost recovery program for EMS calls.
 - Director Egge
 - Director Egge stated that he is ready to make policy recommendations.
 - Chairman Ward stated that there may be a need for 2 meetings per month.

Director Sprouse excused himself at 8:59 p.m. as he had another meeting to attend.

Public Comment

- Bill Monihan asked why Cal Fire is attending all of the Board meetings. He hopes it is not to take over the district. Mr. Monihan would like to keep the district intact. Also, Mr. Monihan stated that it seems like a lot of money is going out.
 - Chairman Ward stated that there have been a lot of unforeseen expenses. The Board would like to get to the next teeter disbursement without needing Dry Period Financing.
- Bob Stearns. See written statement. **ATTACHMENT 5.**
 - Chairman Ward stated that he will not debate engineering of the station.
 - Director Egge stated that he will discuss the wiring of Station 41 with Mr. Stearns privately.
- Bill Monihan asked why there wasn’t any maintenance done on Station 41.

- Director Egge stated that according to the Strategic Plan, Objective 5-C, the station was never going to be repaired.
- Heather Pier thanked the Board for not Dry Period Financing.
- John Downs asked if it is possible to have a fundraiser without violating the Brown Act.
 - Chairman Ward stated that it is not.
- Cal Fire Chief Randy Smith addressed Mr. Monihan's question about why he attends the Newcastle Board meetings. Chief Smith stated that it is to stay engaged in what is happening in Newcastle. Whatever happens here affects the overall fire protection system in Placer County.
- Sue Stack asked about the Appeal Process for Measure B.
 - Chairman Ward stated that it will be addressed in two weeks at a Special Meeting on 4/2/13.

Announcements

- NFPD SPECIAL Board Meeting, Tuesday, April 2, 2013, 6p, 461 Main St.
- NFPD REGULAR Board Meeting, Thursday, April 11, 2013, 6:00p, 461 Main St.
- NFVA Annual Pancake Breakfast, Saturday, May 18, 2013, 7a – 11a, NESD Gymnasium
- Newcastle Community Day, Sunday, May 19, 2013, Marshall Square

Meeting was adjourned at 9:13 p.m.

Minutes Prepared By:

Minutes Approved By:

Patrice Metz, Clerk

Dave Ward, Chairman of the Board