



# NEWCASTLE FIRE PROTECTION DISTRICT NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

**March 19, 2014 @ 6:00 P.M.**

at: 1588 Lisa Dr "Castle City Mobile Home Park", Newcastle, CA 95658

## AGENDA

1. **CALL MEETING TO ORDER: Pledge of Allegiance**
2. **APPROVAL OF AGENDA:**
3. **APPROVAL OF MINUTES:**
  - (A) Month of February 5<sup>th</sup> & 19<sup>th</sup>, 2014
4. **FINANCIAL REPORT & BILL APPROVAL:**
  - (A) Monthly Expense Report
5. **CORRESPONDENCE:**
  - (A)
6. **PUBLIC COMMENT:**

(The Newcastle Fire Protection District Board of Directors has provided this period for members of the public to be given the opportunity to address the board on items of interest to the public, which are applicable to the district. No action may be taken on any matter, which is not already on the agenda for consideration. The reasonable time frame for public comment will be limited to five (5) minutes per person, unless specifically authorized otherwise by the Chair.)
7. **Informational / Non-Action Items:**
  - (A) Placer County Auditor's Report, Presented by; Andy Sisk
  - (B) Chiefs Report
8. **Action Items:**
  - (A) Open Seat for Director. PURPOSE: To appoint a registered voter who resides in the District to fill the vacancy on the Board of Directors that was created by the resignation of Director Ward.  
**In fairness to the process and to ensure a level playing field for all applicants, the Board requests that all applicants voluntarily step out of the Board Room while the Directors Interview.**  
\* Remain out of the room while other applicants are being interviewed
  - (B) Discussion of Interview Questions
  - (C) Interview Applicants
  - (D) Appointment of Director: The Directors will consider and vote, in open session, to select the replacement Director.
  - (E) Administration of Oath of Office to New Director
  - (F) Election of Officer's of the Board
  - (G) Property Appeals
9. **Board of Director Reports:**
  - (A)
10. **NEXT REGULAR MEETING:** Wednesday April 16, 2014

Accommodating those individuals with Special Needs:

In compliance with the Americans with Disabilities Act, the Newcastle Fire Protection District encourages those with disabilities to participate fully in the public meeting process. If you have a special need in order to allow you to attend or participate in our public meetings, please contact our office at (916) 663-3323, well in advance of the regular meeting you wish to attend so that we may make every reasonable effort to accommodate you.

# Newcastle Fire Protection District

Regular Meeting  
February 19, 2013

## Minutes

Vice Chairman Jordan called the meeting to order at 6:00 p.m. Vice Chairman Jordan, Secretary Jonita Elder, Director Isaak Egge and Director Eric Sprouse were present. Chief Higgins was also in attendance.

**APPROVAL OF AGENDA:** After reviewing the posted agenda, Vice Chairman Jordan moved to approve the agenda as posted; seconded by Director Sprouse. Motion carried unanimously.

**APPROVAL OF MINUTES:** Secretary Elder made the motion to approve the submitted minutes for the January 2014 Regular meeting. The motion was seconded by Director Egge, and passed unanimously.

**FIANACIAL REPORT AND BILL APPROVAL:** Director Sprouse made the motion to approve the monthly expense report, seconded by Director Egge. Motion carried unanimously.

**CORRESPONDANCE:** Vice Chairman Jordan read Dave Ward's letter of resignation as an NFPD Board of Directors, dated January 5, 2014. Secretary Elder read a letter of intent regarding the donation of two parcels from A. Gerald Saladana, dated January 1, 2014, for the construction of a fire station.

**Public Comment:** Sue Stack would like the monthly financial report made available to the public. Bill Monahan asked what agency was currently working on the Saladana property. Patrice Metz asked if Directors received their Board packages prior to the meeting. Bill Fawx stated that there is a State requirement that a reasonable amount of copies of current financial records be made available to the public during meetings. Bob Stearns questioned and delivered a letter protesting the stipend for the Board members and loss of dental benefits to the firefighters.

### INFORMATION/NON-ACTION ITEMS:

- (A) **Chief's Report:**
- Multi-Company drills are working well. Wednesday night drills have been added to the schedule.
  - The FY 2012-13 Audit for NFPD is in progress.
  - Work on the bay door begins on 2-21-14
  - OES engine is scheduled for pick-up on 2-21-14
  - CAL-NET 3 application was resubmitted to AT&T.
- (B) Board Vacancy- Vice Chairman Jordan announced that the Board is accepting letters of interest from people to fill the Board seat left upon the resignation of Dave Ward. Letters must be received by Mar 7<sup>th</sup>.

### ACTION ITEMS:

- (A) NCA Community Sign-Jerry Mohlenbrook asked if the NCA could place a sign on the side of the Newcastle Fire hall for the purpose of announcing community events. Discussion followed. **No action taken.**

(B) Authorize secretarial hours as needed. There was discussion that the increase in public records requests and the construction of a new station has placed a burden on both Chief Higgins and Secretary Elder. **Secretary Elder made the motion to contract for secretarial service, no more than 30 hours per month, at \$12.00/hour on a contract basis and used by both the Board of Directors and Chief Higgins until the fire station is complete. At this time this contract will not be an employee of the NFPD. Director Sprouse seconded the motion; motion carried unanimously.**

(C) Appeal of Special Assessments- Neil Anderson made recommendations based on property owner's requests for reviews. Neil discussed and made recommendations regarding 7 properties. Board actions follow:

**042-130-011-** Recommendation: Property should be exempt from Measures B and F. Property owner should be reimbursed for taxes paid this year. **Board Action: Secretary Elder motioned to accept the recommendation. Director Sprouse seconded the motion. Motion passed unanimously.**

**042-022-014-** Recommendation: Property should be exempt from Measures B and F. Property owner should be reimbursed for taxes paid this year. **Board Action: Director Sprouse motioned to accept the recommendation. Secretary Elder seconded the motion. Director Egge and Vice Chairman Jordan abstained. Motion not passed.**

**042-032-006-** Recommendation withdrawn. **No Board action.**

**042-212-020-** Recommendation: Property should be exempt from Measures B and F. Property owner should be reimbursed for taxes paid this year. **Board Action: Director Sprouse motioned to accept the recommendation. Vice Chairman Jordan seconded. Motion was approved unanimously.**

**032-162-0111-510-** Recommendation withdrawn. **No Board action.**

**040-172-023-** Recommendation: Reimburse property owner for 2012 tax overpayment. **Director Sprouse motioned to accept the recommendation. Director Egge seconded the motion. Motion passed unanimously.**

**042-224-016-** Recommendation: Property should be exempt from Measure B and F. Property owner should be reimbursed for taxes paid this year. **Director Sprouse motioned to accept the recommendation. Chairman Egge seconded the motion. Motion passed unanimously.**

(D) **Board of Directors Reports**

**Elder**-Happy that Vice Chairman Jordan has returned from vacation

**Sprouse**-No report

**Egge**- We are working on getting financials, minutes and agenda on the website.

**Jordan**- We are moving forward in the loan process toward a new station. Regarding the donation of \$100,000 from the UAIC; the information and letter of commitment is missing from the file.

**Adjournment:** 7:40 p.m.

Respectfully submitted,

Heather Pier  
Recording Secretary

# Newcastle Fire Protection District

Special Meeting  
February 5, 2014

## Minutes

Chairman Ward called the meeting to order at 6:00 p.m. Chairman Ward, Directors Jonita Elder, Isaak Egge and Eric Sprouse were present. Chief Higgins was also in attendance. Director Jim Jordan was absent.

**APPROVAL OF AGENDA:** After reviewing the posted agenda, Director Elder moved to approve the agenda as posted; seconded by Director Egge; Motion carried unanimously with one Director absent.

**CORRESPONDANCE:** None.

**INFORMATIONAL/NON-ACTION ITEMS:** None.

### **ACTION ITEMS:**

(A) Resolution #2014\_2, Amend Fiscal Year 2013-2014 Budget. Chief Higgins read the proposed changes made to the amended budget. **Director Elder made the motion to approve Resolution 2014\_2 as read. Seconded by Director Egge: roll call vote was as follows:**

<u>DIRECTOR</u>	<u>YES</u>	<u>NO</u>	<u>ABSENT/ABSTAIN</u>
Egge, Isaak, Director	X		
Sprouse, Erik, Director	X		
Elder, Jonita, Secretary	X		
Jordan, Jim, Vice Chairman			X
Ward, Dave, Chairman	X		

**Motion carried unanimously with one Director absent.**

(B) Resolution #2014\_3 Lease/Purchase of a new and reliable Type III Fire Engine. Chairman Ward opened the discussion about the need to purchase a fire engine for both safety and financial reasons. Chief Higgins conducted a cost breakdown review in terms of repair of the older vehicles and made the recommendation to purchase /lease a 2013 Wildland Interface Fire Engine in the amount of \$327,696.03. There was discussion about the cost savings of a new truck. **Director Sprouse made the motion to approve Resolution 2014\_3 Motion was seconded by Director Egge: roll call vote was as follows:**

<u>DIRECTOR</u>	<u>YES</u>	<u>NO</u>	<u>ABSENT/ABSTAIN</u>
Egge, Isaak, Director	X		
Sprouse, Eric, Director	X		
Elder, Jonita, Secretary	X		
Jordan, Jim, Vice Chairman			X
Ward, Dave, Chairman	X		

**Motion carried unanimously with one Director absent.**

**ADJOURNMENT:** 6:22 p.m.

# NEWCASTLE FIRE PROTECTION DISTRICT

## MONTHLY EXPENSE REPORT

MONTH OF March, 2014

	<u>FUND</u>	<u>VENDOR</u>	<u>AMOUNT</u>	<u>DESCRIPTION:</u>
1	2939	Jim Jordan	\$25.00	Reg. Meeting
2	2939	Jonita Elder	\$50.00	Reg. Meeting & Spec.Meeting
3	2939	Isaak Egge	\$50.00	Reg. Meeting & Spec.Meeting
4	2939	Eric Sprouse	\$50.00	Reg. Meeting & Spec.Meeting
5	2555	Heather Pier	\$120.00	Reg. & Spec. Meeting Secretary Service
6	1310	Kaiser	\$3,070.00	Health
7	1310	United Healthcare	\$190.80	Vision
8	2965	PG&E	\$404.48	Electrict & Gas
9	2770	Dawson	\$143.06	District Gas
10	2051	AT&T	\$191.65	District Phones
11	2051	Wave Broadband	\$72.95	District Internet
12	2965	PCWA	\$78.47	District Water
13	2523	US Bank CAL Card	\$419.77	Postage, 3 Office Word Lic.
14	2521	US Bank CAL Card	\$169.03	Past Due Medical Oxygen
15	2770	US Bank CAL Card	\$82.83	Out of Town Fuel
16	2523	Curt Gysen	\$400.00	Computer Security Installations
17	2555	KMT&G	\$737.98	Legal Services
18	4455	Brindlee MTN. Fire Apparatus	\$5,000.00	Brokered Seagrave
19	2555	Mallory Safety	\$1,447.61	Annual MAKO Service
20	2523	Walkers	\$496.47	11 Past Due Invoices
21	2017	Advantage Gear	\$793.34	Past Due Invoices
22	2439	WPCFCA	\$360.00	2014 Membership Dues
23	2422	Harris Industrial Gases	\$48.77	Medical Oxygen
24	2290	Paradise Signs	\$187.43	Lettering for new engine
25	2290	LEHR Auto Electric	\$4,476.97	Legal CODE 3 Lights for Expedition Title 14
26	2844	Target Safety Training	\$2,640.00	2013 Past Due, 2014 Current Dues
27	2290	River View International	\$461.07	Seagrave Radiator and Cap
28	2051	ComTech	\$95.00	Pager Repairs
29	2522	Jeff Gordon	\$11.38	Broom & Pan
30	2456	Area Restroom Solutions	\$95.14	1 Week rental for toilet at work site
32	2290	Burtsons	\$145.70	Ball Valve Rebuild Kit
33	2456	Jack Boan	\$150.54	Tax Reimbursement
34	2456	Peter Grottanelli	\$75.58	Tax Reimbursement
35	2456	Sue Stack	\$150.54	Tax Reimbursement
36	2456	Robert Stearns	\$75.27	Tax Reimbursement
37				
38				
39				
40		<b>TOTAL:</b>	<b>\$22,966.83</b>	



# CHIEF'S REPORT

PREPARED FOR THE BOARD OF DIRECTORS

March, 2014

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## General Information:

- The OES engine, the new E-41 has been outfitted and the staff members are currently training on it before it goes into service.
- The new bay door project is almost completed. There were delays due to the weather. There has been two scratch coats already applied and needs one more coat of stucco.
- Currently we are working on an ISO "Insurance Service Office" Audit for the district.
  
- Next month topics,
  - Office of Elections Candidate Services
  - Newcastle Fire Protection Districts C.I.P updated draft. This will be a draft of the proposed CIP. This will be a Informational topic.