

NEWCASTLE FIRE PROTECTION DISTRICT

July 16, 2014, 6:00P.M.

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

MEETING MINUTES

Board Present: Jim Jordan, Director, Chairman
Robin Enos, Director
Isaak Egge, Director
Jonita Elder, Secretary

1. **CALL MEETING TO ORDER:** Chairman called meeting to order at 6:02 pm. Board members not present: Eric Sprouse, Vice Chairman. Chief Higgins was also in attendance. Pledge of Allegiance.
2. **APPROVAL OF AGENDA:**
 - (A) July 16, 2014 Meeting Agenda. After reviewing the posted agenda, Secretary Elder moved to approve the agenda as posted; seconded by Director Egge. Motion carried out unanimously with Directors present.
3. **APPROVAL OF MINUTES:**
 - (A) Director Enos made the motion to approve the submitted minutes for the board meeting of June 18, 2014 regular meeting; seconded by Chair Jordan. Abstain from Secretary Elder as she was not present last meeting. Motion carried out unanimously with Directors present.
4. **FINANCIAL REPORT & BILL APPROVAL:**
 - (A) Monthly Expense Report – Month of July, 2014. Spreadsheet presented and reviewed by Chief Higgins and board; questions and general discussion followed. Secretary Elder asked about the AT&T credit. Per Chief Higgins this has not been credited yet but it is on its way. Chair Jordan asked about the Audit adjustment for FY 2012/2013. Per Chief Higgins, premium came out prior year, accidents occurred and claim against Worker's Comp premium adjustment was not caught. Expenditures owed to workers comp (FASIS) from 2012/2013.

Secretary Elder made the motion to approve the monthly expense report as submitted and reviewed; seconded by Director Egge. Motion carried out unanimously with Directors present.
5. **CORRESPONDENCE:**
 - (A) Secretary Elder presented and read letter (a copy of a letter sent to Kathleen Dougherty of the Newcastle School) regarding dry brush fire hazard around the school. A request to clear brush – letter signed by Kevin Handley GAAFC Chair. Letter given to Chief Higgins.
6. **PUBLIC COMMENT:**
 - (A) Citizen asked if there would be a larger meeting held regarding the new fire house. The District has committed to attend and make a presentation in August by the Roseville Design Group to the local Municipal Advisory Committee (MAC) to provide a project update on the new fire house. In this meeting there will be an opportunity to comment and ask questions about the project.
 - (B) Clarification on fire associations – there are two separate associations – the Newcastle Professional Firefighters Association (NPFA), and the Newcastle Firefighters Association (NFA).

7. INFORMATIONAL/NON-ACTION ITEMS

(A) Chief's Report (By Chief Higgins.).

- Training: month of June = 311 personnel hours.
- Emergency Response for the month of June, EMS: 13 Auto: 3 Fire: 9 Public Assist: 16. Total of 41 responses.
- General Information: 1) Water upgrades to the Newcastle Elementary School are going well. 2) The new brush-41 fire engine is housed in Newcastle at the fire station and is in service.
- NFPD has hired two new full-time apparatus operators, Mr. Cosby and Mr. Heimlich.

(B) Newcastle Firefighter's Association: Formation of the "Newcastle Professional Firefighter's Association". Request for organization to be recognized. Letter read by Chair Jordan. The board discovered there is a particular format that is needed. The board encourages the association to submit their petition in the proper format so the board can proceed with their review as soon as possible, and can potentially make the August meeting agenda.

(C) Grand Jury Report: Report submitted related to school district issues which are being addressed and a generic review of all smaller fire districts within the County. Request for findings forwarded to Ms. Elder to review and prepare a response and present in August meeting. The Grand Jury are requesting a response by October 1, 2014. Secretary Elder will be contacting the County regarding help and suggestions ...there are essentially five recommendations the report is making. Will work on response by the August board meeting.

(D) New Fire Station Update: Chair Jordan said this past week the environmental impact studies that were prepared and the updated preliminary conceptual plans were submitted to the County staff engineers for processing and comments back. Supervisor Holmes was advised of the submittal via email. Environmental review started in November – on target to complete in July pending the Placer County review and approval – approximately three months allotted, then the detailed design will commence. Foundation work would hopefully begin in October 2014 and complete before rainy season with a May 2015 bid-award timeframe, then a five month construction period.

Resident inquired about public notice under CEQA and the opportunity to comment on the environmental document. Resident hasn't seen any Public Notices to invite for comment and would like the opportunity, the initial study and environmental documents.

8. ACTION ITEMS:

(A) Amendment to Resolution #2014_8, CIP Review, "A RESOLUTION ADOPTING THE NEWCASTLE FIRE PROTECTION DISTRICT CAPITAL IMPROVEMENT PLAN AND MITIGATION FEE STUDY FOR FY 2013-2014, Reasoning is for City & County words replaced with Newcastle Fire Protection District and/or District. CIP submitted to County Council. There needed to be two grammatical changes – "City of Newcastle" should be "Community of Newcastle". "County" should be "Newcastle Fire Protection District. Asking for board approval to resubmit CIP with corrections. **Motion by Secretary Elder to approve the corrected version and seconded. A roll-call vote was taken. Motion carried our unanimously with Directors present.**

9. Board of Director Reports:

(A) Handouts regarding school/community available at front table for whoever would like information.

Meeting adjourned at 6:46 PM

10. NEXT REGULAR MEETING: August 20, 2014. tentatively in town location.

Respectfully Submitted,

Gayle Capik, Recording Secretary