

NEWCASTLE FIRE PROTECTION DISTRICT

August 20, 2014, 6:00P.M.

at 461 Main Street, Newcastle, CA 95658, Newcastle, CA 95658

MEETING MINUTES

Board Present: Jim Jordan, Director, Chairman
Eric Sprouse, Vice Chairman
Robin Enos, Director
Jonita Elder, Secretary

1. **CALL MEETING TO ORDER:** Chairman called meeting to order at 6:02 pm. Board member not present: Isaak Egge, Director
Chief Higgins was also in attendance.
Pledge of Allegiance.
2. **APPROVAL OF AGENDA:**
 - (A) August 20, 2014 Meeting Agenda. After reviewing the posted agenda, Director Enos moved to approve the agenda as posted; seconded by Secretary Elder. 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 July 16, 2014 regular meeting; seconded by Vice Chairman Sprouse. Motion carried out unanimously with Directors present.
4. **FINANCIAL REPORT & BILL APPROVAL:**
 - (A) Monthly Expense Report – Month of August, 2014. Spreadsheet presented and reviewed by Chief Higgins and board; questions and general discussion followed. Bills include the Roseville Design Group invoices of \$30,000 for work they did on environmental documents and other project items. Citizen requested list of bids from past. Roseville Design group gathered bids on environmental work that was done.

Secretary Elder made the motion to approve the monthly expense report as submitted and reviewed; seconded by Director Enos. Motion carried out unanimously with Directors present.
5. **CORRESPONDENCE:**
 - (A) none.
6. **PUBLIC COMMENT:**
 - (A) Yvonne Lewis researched list of programs that the Firefighters Association performed and equipment and supplies purchased. Items include safety training for students, holiday programs, equipment, festival items, furniture, etc. Secretary Elder about income sources.... Ms. Lewis did not have that information. Possibly Captain Hickok or Patrice might know.

7. INFORMATIONAL/NON-ACTION ITEMS

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

- Training: month of July = 281 personnel hours.
- Emergency Response for the month of July, EMS: 29 Auto: 10 Fire: 7 Public Assist: 08. Total of 51 responses.
- General Information: 1) Water upgrades to the Newcastle Elementary School are 98% complete. All new 8" waterlines are installed and two hydrant heads. The 15000 gallon water tank is in place and should be complete in the next week to start filling it with water. 2) The new brush-41 fire engine has been a great asset for the fire district and for the community.

(B) EERP Policy "Employer-Employee Relations Policy": Policy presented for review. Researched South Placer policy - used as a template. Board to review and present changes to the Chief. Policy to be adopted/approved at next meeting.

(C) Grand Jury Report: District issues addressed. Policy/procedure informational. Recommendations:

- 1) Training policy - will be written
- 2) Ethics, Brown-Act training. Secretary Elder's written recommendations to be forwarded to the board for review.
- 3) County Code Amendment – County has to do.
- 4) Legal Advice -The District would gladly accept assistance in this area.
- 5) Website consolidation – County has to do.

Current Status: Dependent upon Placer County for implementation

(D) Review of the district "Conflict of Interest" Policy: Secretary Elder found errors and had questions. Board members to send comments to Chief Higgins.

(E) New fire station update:

- 1) County is the Lead Agency – they have all the information on fire station project. Comments were provided back to Roseville Design Group. Public comments were also received and are incorporated as public information with the County.
- 2) One task added – an archaeological survey is required to be done. Indian community wrote a letter and would like to watch the archeological survey being performed. Brush will be cleared for inspection. \$2200 effort for the survey.
- 3) Set of project plans is available here to look at. All information is on the District's website.
- 4) Citizen asks if there is a Memorandum of Understanding between the County and the District. Per Chair Jordan, we don't know all the specifics, but we are in compliance per County legal council.
- 5) Survey reconciling information per County's request. We are waiting on this.

8. ACTION ITEMS:

(A) FY 2014-2015 Final Budget (Resolution #2014_13): Budget published to everyone and the board by Chief Higgins. Board of Directors discussed some of the differences to previous budget, costs, and various sections of the Budget Report. And the budget carried out to a vote.

Motion is made by Secretary Elder to approve Resolution 2014_13 Final Budget FY2014-2015. Motion is seconded by Director Sprouse. Chair Jordan requests a ROLL CALL VOTE to accept Resolution 2014_13. VOTE is Chair Jordan-Aye, V.C. Sprouse-Aye, Sec. Elder-Aye & Director Enos-Aye. **VOTE: Aye 4 – Nay 0. Motion passed with Directors present.** Director Egge was not present.

(B) Property Appeal: Mr. Anderson presented exemption list to the board on behalf of owner T. DIZON. In November 2013, resident purchased three parcels (1.3 acres is primary property; plus another one acre property; and a .16 acre small parcel piece separated by a road and canal).

Combining of parcels is wanted by property owner. The County said they would look into combining. Mr. Andersen recommends exempting the small parcel from tax (\$4.08 under measure F, and \$146.46 from measure B).

Motion is made by Secretary Elder to vote to accept or disapprove the recommendation to exempt the small parcel from tax under Measures F and B. Seconded by Chair Jordan. VOTE is: Chair Jordan-Aye, V.C. Sprouse-Aye, Sec. Elder-Nay & Director Enos-Nay. **VOTE Aye 2-Nay 2.**
Motion does not pass.

- (C) Petition for Formal Recognition “Newcastle Professional Firefighters Association”: The Board will not move on this item tonight. Information is not complete.
- (D) Grand Jury Response: Motion made by Director Sprouse to vote on Grand Jury Response and seconded. Motion carried out unanimously with Directors present..

9. Board of Director Reports:

- (A) None noted.

Meeting adjourned at 6:58 PM

10. NEXT REGULAR MEETING: Wednesday, September 17, 2014. Location: to be announced.

Respectfully Submitted,

Gayle Capik, Recording Secretary