

NEWCASTLE FIRE PROTECTION DISTRICT

May 20, 2015, 6:00 P.M.

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

MEETING MINUTES

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

1. CALL MEETING TO ORDER:

- (A) Chairman called meeting to order at 6:00 pm. All Board Members Present.
- (B) Chief Higgins in attendance.
- (C) Pledge of Allegiance.

2. APPROVAL OF AGENDA:

- (A) May 20, 2015 Meeting Agenda. After board members reviewed the posted agenda, Secretary Elder moved to approve the agenda as posted; seconded by Director Robinson. Motion carried out unanimously with all Directors present.

3. APPROVAL OF MINUTES:

- (A) Director Robinson made the motion to approve the submitted minutes for the board meeting of April 15, 2015 regular meeting; seconded by Vice Chairman Sprouse. Motion carried out unanimously with all Directors present.

4. BILL APPROVAL:

- (A) Monthly Expense Report – Month of May, 2015. Spreadsheet presented and reviewed by Chief Higgins and board. Brief discussion and clarification on a few items.
 - Item 13-Wave Broadband amount was \$145.90. Used to be \$72.95. Promotional rate expired. Rate will be reduced to approximately \$55-\$60.
 - Item 18 is the computer IT person.
 - Item 24 – G&T truck repair – the vendor that is used to service the E-41.
 - Item 27 – Mallory Safety & Supply vendor – this is the first wave of bills. The equipment is 100% delivered. Other bills to follow next month.
 - Item 29 – Roseville Design – Per Chair Jordan, the amount included work performed for refined architectural design.
- Director Robinson made the motion to approve the monthly expense report as submitted; seconded by Director Enos. Motion carried out unanimously with all Directors present.

(B) Financial Report: Email copy available upon request “info@newcastlefire.org”

5. CORRESPONDENCE:

- (A) none

6. Newcastle Professional Firefighter Association:

- (A) No reports from the Association.

7. PUBLIC COMMENT:

- (A) Newcastle community association put on the May 17th Annual Celebration event. On behalf of the association, Mr. Mackinaw shared thanks to for contributions, attending and participating. Great compliments and thanks to the Chief and District staff.
- (B) Resident had question on meaning of tax reimbursements. Per Secretary Elder, yes funds go to residents to reimburse tax.
- (C) Auburn Journal article about multiple fire crews training together. Newcastle wasn't mentioned in the article however Chief Higgins confirmed that we did attend the training event along with the other districts.
- (D) Resident discussed article regarding grant money from the federal government. Per Chair Jordan, no Prop 172 funds distributed. There are ongoing discussions on how the fire districts can access the funds.
- (E) Chair Jordan asks for public comment for items *not* on the agenda. Public will have the opportunity to speak on agenda items after brought up for discussion.

8. INFORMATIONAL/NON-ACTION ITEMS:

- (A) Chief's Report (By Chief Higgins).
 - A detailed written summary was not prepared at this time.
 - Emergency Response for the month of April included approximately 40 to 45 total responses including EMS, Auto, Fire, and Public Assists.
 - General Information: 1) B Shift did a great job on a structure fire; 2) 100% of SCBA's are in as of today. Will inventory everything. There will be training the second week in June, then implement the use of the new equipment after that.
- (B) Public comment/question regarding fire emergency drills at the School District. Per Chief Higgins, they are improving evacuation drills.
- (C) New Fire Station Update
 - Roughly two weeks ago Secretary Elder, Chair Jordan, Roseville Design and Chief Higgins met with SPMUD to discuss the sewer issue. We were tired of waiting on Union Pacific Railroad. Chair Jordan has had assistance through SPMUD to resolve the sewer issue. The District will be utilizing SPMUD's property.
 - Sent project plans for review and received minimal comments back.
 - Environmental status - The District hopes to get on agenda and go back out for public review, hopefully next month we will get to start then proceed to getting bids out.
 - Missed dirt/fill opportunities as freeway construction underway. Newcastle project different (freeway) minimal amount of dirt potential. Will be looking for other opportunities when final process is allowed.
 - It's good we were able to bypass UPRR.

9. ACTION ITEMS:

- (A) Contract renewal for Administrative Services from Penryn Fire Protection District.
 - Vice Chair Sprouse discussion/briefing on contract for Administrative Chief Services . As noted in last month's meeting, the current contract expires at the end of June 2015. The new contract proposal originally included a proposed increase in the contract amount from 75,000 to 93,000 for five years, and request for additional staff EMS Coordinator. A group discussion to look closer at the benefits took place. Per Vice Chair Sprouse, it was decided that the new contract should continue current Administrative Services with no increase; the terms include 60 months instead of year-to-year at \$75,000 for services as provided currently. Request for EMS Coordinator denied. Chief Higgins will have increased signatory authority amount on expenses (from \$1500 to \$2500). Includes Chief and his assistant for \$75,000 year for all administrative services.
 - **Director Robinson made the motion to bring the decision to a vote; seconded by Secretary Elder. Vote carries 5-0 with all directors present.**

- (B) New Residential Fire Sprinkler Plan Review and Inspection Services MOU with Penryn Fire Protection District.
- In same meeting that board members met with Penryn Fire regarding the contract renewal, they learned of Placer County not wanting to do inspections. There are plan checks and fees that to the County. There are issues with the County unable to finish plan checks (time restraints, etc), then the work defaults to Chief Higgins who then has to review. To lessen the burden, Penryn was to take over residential and commercial plan checks. Proposal has changed to - now, instead of the County, the work can be handled by Penryn Fire. In the long run, it decreases work by Chief Higgins in other respects because he needs to review anyway and doing the work from the beginning is helpful.
 - In reference to the MOU – Director Robinson asked about an MOU and will NFPD receive fees/funds.
 - Chief Higgins provided an explanation on what’s involved during plan reviews including criteria, water needs, pressure, etc. He also does detailed on-site inspections and checks everything against the plans and performs complete flow-testing. Inspection includes defensible space around the structure, extra hardware, gutter guards, signage on water lines, etc. He signs off on the plans. Chief Higgins has been doing such work for 8 years.
 - The board asked about revenue potential... if a cost-benefit analysis could be useful (re: Penryn taking on the work). There are permit fees collected. Per Chief, the work is not a revenue maker. Prevention is the benefit.
 - Board asks if the work is done on every new home – Per Chief, on every new structure.
 - Question asked if all new homes must have sprinklers. Yes. 2010 State mandated law for structures to have sprinklers
 - Resident asks what to do if already permitted with the County. Per Chief Higgins, stays with the County if already opened with the County.
 - **Chair Jordan asks for motion to accept MOU with Penryn Fire. Director Robinson made the motion to accept the New Residential Fire Sprinkler Plan Review and Inspection Services MOU with Penryn Fire Protection District, seconded by Director Enos. Vote carries 5-0 with all board members present.**
- (C) Discussions pertaining to Measures F&B, whether or not to apply cost of living increase.
- Per Mr. Anderson, the tax potential for both measures would be around \$10,000. The board felt that new tax increase measures at this time are not needed. We could look at other potential sources of revenue. Several examples provided. *No action on this item.*
- (D) RES# 2015_5, MEASURE “B”, CPI (Agenda Item G)
- Chair Jordan read the resolution in its entirety wherein the Board has suggested to not increase. Not adjust special tax for 2015-2016.
 - Secretary Elder makes the motion to accept Resolution 2015_6, to a vote to not raise tax by CPI; seconded by Director Robinson. **Roll Call Vote:** Director Robinson-Aye; Director Enos-Aye; Vice Chairman Sprouse-Aye Chairman Jordan-Aye; Secretary Elder-Aye; **Vote Carries 5-0 all directors present.** Resolution approved.
- (E) RES# 2015_6, MEASURE “F”, CPI (Agenda Item F)
- Chair Jordan read the resolution in its entirety.
 - The amount of tax adjusted to consumer price index (CPI) would increase +2.5%, wherein the resolution is to *not* adjust or increase the 2015 – 2016 tax.
 - Secretary Elder makes the motion to bring Resolution 2015_6 to a vote, not to raise taxes with CPI. Seconded by Director Robinson. **Roll Call Vote:** Director Robinson-Aye; Director Enos-Aye; Vice Chairman Sprouse-Aye Chairman Jordan-Aye; Secretary Elder-Aye; **Vote Carries 5-0 all directors present.**
- (F) RES# 2015_7, MEASURE “F” COLLECTION AUTHORIZATION (Agenda Item E)
- Annual renewal authorizing the collection of Measure F taxes.
 - Secretary Elder makes the motion to bring Resolution 2015_6 to a vote, seconded by Director Robinson. **Roll Call Vote:** Director Robinson-Aye; Director Enos-Aye; Vice Chairman

Sprouse-Aye Chairman Jordan-Aye; Secretary Elder-Aye; **Vote Carries 5-0 all directors present.**

(G) RES# 2015_8, MEASURE “B” COLLECTION AUTHORIZATION (Agenda Item D)

- Annual renewal authorizing the collection of Measure B taxes.
- Secretary Elder makes the motion to bring Resolution 2015_6 to a vote, seconded by Vice Chair Sprouse. **Roll Call Vote:** Director Robinson-Aye; Director Enos-Aye; Vice Chairman Sprouse-Aye Chairman Jordan-Aye; Secretary Elder-Aye; **Vote Carries 5-0 all directors present.**

(H) Non-agenda item – Neil Anderson will be on vacation for a couple weeks beginning June 6th.

10. Board of Director Reports:

- (A) Shooting incident – residents passed. We offer remembrance and support.
- (B) Vice Chairman Sprouse offers thank you for the Sunday activities and support.
- (C) Secretary Elder attended meeting at SPMUD which hopefully will make things go faster. There is another board of supervisors meeting where they have a public comment period and Secretary Elder and the board encourages residents to go and attend these meetings. They meet every two weeks – every other Tuesday.
- (D) Chair Jordan agrees – there is the Prop 172 ad which appeared to be all about Fire, but we aren’t getting any funds. We are asking for a share and voicing this to the board of supervisors will help.
- (E) Revenue potential is there. Chair Jordan seeks support and ideas on how to get some of the funds. Sheriff Departments are getting majority of funds.
- (F) LAFCO data – there are delays with the report.
- (G) Chair Jordan appreciates attention and support.

Meeting adjourned at 7:17 PM.

11. NEXT REGULAR MEETING: Wednesday, June 17, 2015. Location: 461 Main Street.

Respectfully Submitted,

Gayle Capik, Recording Secretary