

NEWCASTLE FIRE PROTECTION DISTRICT

December 16, 2015, 6:00 P.M.

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

MEETING MINUTES

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

1. CALL MEETING TO ORDER:

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

2. APPROVAL OF AGENDA:

- (A) December 16, 2015 Meeting Agenda.
Director Robinson moved to approve the agenda; seconded by Director Enos. 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 regular board meeting of November 18, 2015; seconded by Secretary Elder. Motion carried out unanimously with all Directors present.
- (B) Director Robinson made the motion to approve the submitted minutes for the Special Meeting of November 4, 2015; seconded by Vice Chair Sprouse. Motion carried out unanimously with all Directors present.

4. BILL APPROVAL:

- (A) Monthly Expense Report – Month of December, 2015. Spreadsheet presented and reviewed by the board. Brief discussion and clarification on items including #27, Tree Removal Permit costs and whether or not costs are justifiable. Trees fall into the category of native trees and this is what we have to live with.
 - Director Robinson made the motion to approve the December 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) Correspondence from the Board of Directors of the Placer Hills Fire Protection District – related to the Placer-LAFCO Special Districts. Alex Harvey of the Board of Directors is applying as the candidate for the Special District’s alternate representative. He is from the Fire District. The Special Districts include all of the Special Districts with the County, not just the Fire District. The letter asking for the Boards Support. Chair Jordan is in support of the request. Chief Higgins thinks it is good to have a supporter in the LAFCO process. The Chief will send a letter of support on behalf of the Board. No objections from board members.

6. Newcastle Professional Firefighter Association:

- (A) No reports from the Association.

7. PUBLIC COMMENT:

- (A) none.

8. INFORMATIONAL/NON-ACTION ITEMS:

(A) New Fire Station Update (Chairman Jordan)

- We did get the tree permit which says it's okay to remove the trees. Tree removal/clearing will be part of the bid process.
- Most issues are being dwindled down. Not a lot of changes to be done. Challenges include Sewer District – on the grease interceptor, the County wants to revise the plans to include 3 manholes instead of 2. The engineer is working on the change.
- County Planning Department pointed out a couple minor issues.
- Even the Fire District has to sign off on the Fire Station.
- Regarding the Bid Package – hope to assemble soon. Chief Bettencourt has offered to help with the process. Hopefully by the January meeting this will be accomplished. May call a special meeting to avoid delays.

(B) Chief's Report

- Training for the month of November consisted of 189 hours
- Emergency Responses for the months of November:
EMS: 25 Auto: 6 Fire: 8 Public Assist: 11. Total of 50 responses.
- General information:
 - Equipment, B-41 is out of service due to a transmission cooler leak. The cooler is built into the main radiator, so the radiator will need to be replaced and the transmission will need to be purged clean. Freightliner has advised that this covered under warranty.
 - Equipment, E-41, we are looking into upgrading the code 3 lights, wiring and control module. In January will start getting quotes. Estimated cost will be approximately \$10,000 plus. Under Title 24, all code 3 lights need to meet standards. Additionally, we are looking at adding scene lighting, so on night calls we have sufficient light.
 - Last month E-41 along with Penryn, Auburn City and Placer County Fire had a fast attack on a local structure fire and kept the fire from engulfing the entire home. Great job from all agencies.
 - (Well done and great response per Chair Jordan. Fire was in his neighborhood.)
 - We are saddened to see A/O Heimlich leave our family. He was picked up by Marysville City Fire Department. He will be missed.
- There are two vacancies. Running shifts are difficult. Shift coverage is a concern. Ads are placed, but could take months potentially to fill.
- There are possibilities of having to “brown out” the station. Some kinds of shut-downs are possible.
- Merging with Penryn – will continue to look into solutions.
- Another staff person will be taking a brief medical leave so that will also impact staffing.

9. ACTION ITEMS:

(A) **District Policy for approval, 2110-Purpose of Board Policy, 2120-Adoption/Amendment of Policies, 2130-Public Complaints, 2210-Code of Ethics, 2220-Attendance at Meetings, 2230-Renumeration and Reimbursement, and 2240-Board Structure and General Duties.**

- Board members discussed. The Policies are important to have.
- Director Robinson: read them and suggests the Board adopt as written.
- Secretary Elder: Had questions on how part of the 2120-3 works. Per Chief, South Placer policies were used as template. Had another question on the 2240.1-Board Structure and General Duties. Would like to see small revisions such as President, Vice-president and Clerk - revise to Chair, Vice Chair, and Secretary. Chief can make those changes.
- Chair Jordan asked for a motion to adopt the policies (with small changes as noted). Director Robinson made the motion to approve; seconded by Vice Chairman Sprouse. **Motion/vote carried out unanimously with all Directors present.**

(B) **Election of Officers for 2016**

- Chair Jordan would like to continue as Board Chair, and he said that Secretary Elder would also like to share the board duties.
- Director Robinson felt we should “stay the course” as currently positioned.
- Secretary Elder: Jim has been doing so much work, and put a lot of responsibility on him and just wanted to make sure we're not putting too much pressure on him.

- Vice Chair Sprouse agrees with Director Robinson of staying the course as structured.
- Secretary Elder is okay with it. She would like to be better informed of things going forward in hopes of being more help in future things.
- Chair Jordan asked for a motion to approve the election of officers. Director Robinson made the motion to approve; seconded by Director Enos. **Motion/vote carried out unanimously with all Directors present.**
- Residents applause the decision.

10. Board of Director Reports:

- (A) Per Secretary Elder, some legal information was received – she would like to place on January Meeting Agenda - regarding Measure B Report.
- (B) Director Robinson – regarding the Newcastle Overpass, hasn't heard any updates, but will probably happen in the February – March timeframe. Discussion on benefits of having contractors bid on overpass work ...hopefully the timing will work out and have contractors work on the fire station.
- (C) Director Enos – Thanks for the Newcastle Christmas Event participation. Would like to specifically thank Assist. Chief Gordon, A/O. Brown. It's commendable... good for the community to see them out in support. And thanks the fire crew members that were there.
- (D) Vice Chair Sprouse thanks Robin too for all his help. Each year gets better and better. Great community involvement.
- (E) Thanks from Secretary Elder for the food from Quality Market.
- (F) And also the schools...children came out to sing, and the Auburn Symphony was there.

Meeting adjourned at 6:50 PM.

- 11. NEXT REGULAR MEETING:** Wednesday, January 20, 2015. Location: 461 Main Street.

Respectfully Submitted,
Gayle Capik, Recording Secretary