

NEWCASTLE FIRE PROTECTION DISTRICT

April 20, 2016, 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

Absent: Robin Enos, Director

1. CALL MEETING TO ORDER:

- (A) Chairman called meeting to order at 6:10 pm.
- (B) All Board members present with the exception of Director Robin Enos
- (C) Chief Higgins was also in attendance.
- (D) Pledge of Allegiance.

2. APPROVAL OF AGENDA:

- (A) April 20, 2016 Meeting Agenda.
Secretary Elder moved to approve the agenda; seconded by Director Robinson. Motion carried out unanimously with Board Members present.

3. APPROVAL OF MINUTES:

- (A) Director Robinson made the motion to approve the minutes for the regular board meeting of March 16, 2016; seconded by Secretary Elder. Motion carried out unanimously with Board Members present.

4. BILL APPROVAL:

- (A) Monthly Expense Report – Month of April, 2016. Spreadsheet presented and reviewed by the board.
 - No questions or clarifications.
 - Director Robinson made the motion to approve the monthly expense report as submitted; seconded by Secretary Elder. Motion carried out unanimously with Board Members present.
 - Financial Report: Email copy available upon request info@newcastlefire.org

5. CORRESPONDENCE:

- (A) Chief Higgins received one letter regarding committee interest. No details presented.

6. Newcastle Professional Firefighter Association:

- (A) Statement from the Association: none

7. PUBLIC COMMENT:

- (A) none

8. INFORMATIONAL/NON-ACTION ITEMS:

- (A) New Fire Station Update (Chairman Jordan)
 - Things are getting very close. Got email from Dan Dottai from planning. Everything is done on his side except for getting Caltrans permit.
 - Had recent emails and discussions. The engineer had conversations with the person trying to do the maintenance contract, map issue.
 - They are finishing with legal department...then our acceptance will follow.
 - He will follow up in the morning.

- Working on bid package with Chief Lawrence. Working to get Plans and documentation done so we can put the Bid Package out for the Construction Manager person. Hopefully resolved within the next week or so.
- Foresee the new fire station being open Summer of 2017. The sign will be adjusted.
- Vice Chairman Sprouse asks when do you think the bid package will be ready? Per Chairman Jordan, had hoped to finish by this week, then have the bid packages in to us by the 11th of May. But if it backs off a week... would have bids here by our next regular meeting for opening date.
- We are still looking for construction project manager. Getting this prepared as well.

(B) Chief's Report

- Training for the month of March consisted of 224.5 hours
- Emergency Responses for the months of March:
EMS: 36 Auto: 4 Fire: 2 Public Assist: 12. Total of 54 responses.
- General information:
 - The Newcastle I-80 overpass is reopened. During closure we had no major issues. Incidents on the east side of the highway were covered in a timely manner.
 - In the near future, Westbound I-80 will have lane closures between Ophir & Newcastle.
 - Engine 41 - all of new code 3 lights and scene lighting have been installed. Mechanical growler (air horn) donated and installed on front bumper. Bad hose reel motor replaced also.
 - In next couple months, we are going to be having our annual flow testing on our new G1 SCBA tested to meet standards.
 - Next month we will be losing one employee. We will continue our open application process to fill the open position.

(C) 172 Committee update (Secretary Elder)

- Went to the meeting last part of March in Penryn. There were about 7 to 9 attendees. What we are waiting for is the County report ...coming out soon and the LAFCO Report to come out on website in Mid-May (at the meeting it was a PowerPoint presentation). Will be going to another meeting on the 25th.

(D) County Fire Service Study Update & LAFCO MSR Update

- Supervisor Jim Holmes update: We got draft fire service study. We have extended the contract with City Gate to get their help and direction as we move forward. There are several issues to be worked out, example: some fire districts have payment differences, some fire districts have retirement programs, some don't. Preliminary discussions with our CEO's office, himself, and Supervisor Montgomery on what we'll have to do. This is just preliminary (board hasn't acted on it), but will need to do comprehensive budget analysis on each fire district, and the County will assist with this. Before moving on, will gather information before making recommendations. Requested Cal Fire Unit Chief George Morris to be involved. He has knowledge of what other counties have done. Have a lot of work to do to gather information before moving forward.
- Chairman Jordan asks, financial analysis is being done to make sure districts are accounting for funds in the same way?
- Yes, County staff with financial background will do this, and will take care of the information gathering.
- City Gate report will be available to the public, but it's a draft currently. Can check with the office of emergency services. Chief Higgins has a copy.
- Municipal service review is required by state law to be done every 5 years.
- Resident asks regarding parcel tax issue taking into account? Still have to be worked out, per Supervisor Holmes.
- Vice Chairman Sprouse asks, when can we expect to hear recommendations by the County so we can use the information to make decisions about districts. Per Supervisor Homes, there will be a meeting a week from Friday...getting input from chiefs. Then it goes to each board. Will probably talk about it in the end of May meeting.
- Per Supervisor Holmes, there is still a lot of work to do... but it gives us a pathway for sustainable fire service in western Placer County.

9. **ACTION ITEMS:**

(A) Property Tax Exemption (Neil Anderson presented)

- He had one request for an exemption... Mr. Hitchner has 3 parcels, but only two are involved in the exemption. See Parcel map with #21 in green... there is a little piece up along the road given to him from the County. The County refuses to combine it with his parcels. Under the current structure he is being charged under measures F and B. He's asking for exemption for this, and to treat them as single parcel. A difference of \$150.54 is what we would have to reimburse him for this year's taxes. (And carry it as an exemption further on.)
- Mr. Anderson's recommendation is to grant the resident's request.
- Resident communicated with Mr. Anderson during appropriate timeframes.
- Mr. Anderson is asking that Parcel ending -021000 be classified as exempt.
- **Chairman Jordan asks if there is a motion to approve the appeal based on Mr. Anderson's recommendations. Director Robinson made the motion to approve; seconded by Vice Chairman Sprouse.**
- Chairman Jordan invited questions from the audience.
- Resident had questions to the referenced criteria. Can the person sell the parcel? Does the exemption go with the parcel if it's sold? Per Mr. Anderson, the issue about being able to sell a parcel often had to do with land hook ties on the map.
- Resident not clear about criteria...size of parcel or intent on selling? Per Vice Chairman Sprouse, the Board looks at these things on a case-by-case basis and then makes fair assessments. Mr. Anderson goes through and makes his recommendation, then the Board hears his recommendation. The Board believes this is the most fair way to do this.
- Mr. Anderson clarified again how this small piece of property should not be charged the taxes.
- **Chairman Jordan calls for the VOTE, motion being made and seconded: All in favor of approving property tax exemption with board members present. Motion carries.**

(B) Ratify for Appeals Process (Property Tax's) Measure "F" & "B" Process

- Chairman Jordan asked Secretary Elder to update.
- On the front of the tax bill there is a contact number: 663-1200 Chairman Jordan wanted to make sure that the number is posted and updated on a periodic basis. It is on the tax bill – Mr. Anderson's phone number currently.
- **Chairman Jordan asked for a motion to approve policy as published: Director Robinson made the motion to approve the policy for making appeals for Measure B and F; Seconded by Vice Chairman Sprouse.**
- Questions: Resident asks about Measure B describing the process. The format is giving opportunity to give an appeal, but not expressing a policy.
- Per Mr. Anderson, setting out guidelines with each and every exception would be very lengthy.
- The Board responded in summary...we have respect for community requests, and we go on Mr. Anderson's recommendations.
- **Chairman Jordan calls for the VOTE, motion being made and seconded to ratify the policy: All in favor of the process with board members present. Motion carries.**

(C) 2014-2015 Annual Audit

- Secretary Elder and Chairman Jordan reviewed. Secretary Elder said it looks good.
- **Hearing no comments from the Board, Chairman Jordan asked for a motion to accept as published. Secretary Elder made the motion to accept the audit for the fiscal year ending June 30th, 2015 as written; seconded by Vice Chairman Sprouse. Motion carried out unanimously with Board Members present.**

10. **Board of Director Reports:**

- (A) Director Robinson: I-80 Westbound lowering project will mostly be done at night. Day traffic should not be affected much.
- (B) Secretary Elder: nothing to report
- (C) Chairman Jordan: Regarding direct charge submittals for this coming year. Mr. Neil Anderson will submit the same...handling increases...resolutions, and potential Consumer Price Index increases. He will prepare the information for the board.

Meeting adjourned at 6:52 PM.

11. NEXT REGULAR MEETING: Wednesday, May 18, 2016. Location: 461 Main Street.

Respectfully Submitted,
Gayle Capik, Recording Secretary