



NEWCASTLE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

Eric Sprouse

Jonita Elder

Robin Enos

Lawrence Bettencourt

William Kahrl

Fire Chief Ian Gow

MINUTES OF THE REGULAR MEETING: JANUARY 18, 2017

Directors in Attendance: Eric Sprouse, Jonita Elder, Robin Enos, Bill Kahrl
Lawrence Bettencourt
Staff in Attendance: Chief Ian Gow, District Manager Lofrano

1. CALL MEETING TO ORDER:

Chairman Sprouse called the meeting to order at 6 pm.

2. APPROVAL OF AGENDA:

Director Bettencourt amended item 3 on the agenda to approve the minutes of the December 21, 2016 *regular* meeting. Motion made by Director Bettencourt, seconded by Director Enos and approved unanimously to accept the amended agenda.

3. APPROVAL OF MINUTES:

Motion made by Director Bettencourt, seconded by Director Kahrl and approved unanimously to accept the minutes as presented for the regular meeting on December 21, 2016.

4. BILL APPROVAL AND FINANCIAL REPORT

Chief Gow reported that 50% of the budget has elapsed. All expenditures are pretty much in line. The County is still using the wrong budgets. New tires were put on Brush 41 and Engine 41 required electrical work. Legal services were used for MOU negotiations, Fire Chief's contract and the Architect agreement for the new fire station. Motion made by Director Enos, and seconded by Director Bettencourt, to accept the financial report and budget update. Motion passed unanimously.

5. CORRESPONDENCE:

Mr. Anderson submitted a proposal to handle the Special Tax Direct Charges for Measures F and B for tax year 2017/2018. His fee is reduced from last year as he has streamlined the process. An explanation of the charges and exemption process are posted on the website in compliance with the Grand Jury report. Treasurer Windeshausen, in her requirements for the Fire Station Bond, stipulated that an outside vendor must be used for the direct charge process. Consensus of the Board is that Mr. Anderson qualifies as a third party vendor.

6. PUBLIC COMMENT: None

7. FIRE CHIEF IAN GOW'S REPORT:

- a) Crews busy with weather related incidents. Back to back serious medical aid calls, one involving Director Enos' relation. They were appreciative of the very fast response. Several mutual aid responses to cover Auburn.

- b) Attorney Kristianne Seargeant has accepted a new position and will no longer be able to assist Newcastle Fire District. She is replaced by Leslie Walker.
- c) The Memorandum of Understanding is signed and available on the website.
- d) The Firehouse septic backed up over the weekend. A professional company was called in for the cleanup. There is also a break in the street. Chief Gow will contact SPMUD to coordinate the repairs.
- e) Placer County has contracted with SCI consulting to assist with a special tax measure to support the 3 fire districts of Placer Hills, Foresthill and Penryn and 3 County Fire CSAs. It is still unclear if the County will pay for the election in July. SCI will recommend a fee that will be successful in an election but more funding will be needed. Sheriff Bonner is retiring which may change the discussion on Proposition 172 monies.
- f) Staff is discussing strike team deployments. Working on the annual service and maintenance: ladders, pump testing, defibrillators, "jaws of life", automatic external defibrillators (AEDs), turnout gear (inspection and cleaning) and employee mask fit testing. Organizing the business inspections.
- g) Chief Gow was given a standing ovation at the Newcastle Community Association.

8. NEWCASTLE PROFESSIONAL FIREFIGHTER ASSOCIATION

Captain Hickok reported that IRS is sending the forms to fix the association's status.

9. INFORMATIONAL/NON-ACTION ITEMS:

- a) New Fire Station update: Director Bettencourt

Director Bettencourt reviewed the proposed calendar for the bid process for the new fire station (see attachment). Hopefully bids will be opened early April. Director Bettencourt estimated that the total "soft costs" for the station will be \$310,000. Still to pay traffic fees (\$4,500), Architect Lichau and Associates (\$32,000) and some permit fees.

- b) Update on Policy and Procedures review: Chief Gow

Review will start after Board Committees have been assigned.

- c) 2017 Regular meeting Calendar:

The December meeting was changed to December 13, 2017.

10. ACTION ITEMS:

- a) Election of Board Officers and Committee Responsibilities:

Chairman Sprouse asked for nominations for Secretary. Director Enos nominated Director Elder. Director Elder declined the nomination as she would like to be considered for the office of Chairman. Chairman Sprouse asked for nominations for Chairman. Director Elder nominated herself and explained her goals and experience for the office. She felt that the board officers should be rotated. Director Bettencourt nominated Chairman Sprouse who accepted the nomination. Director Kahrl seconded Director Elder's nomination and echoed her qualities for the position. Director Enos seconded the nomination of Chairman Sprouse.

Chairman Sprouse also likes the idea of rotating officer positions but would like to fulfill this current year in his position. The Board voted by roll call:

Sprouse: Bettencourt, Enos and Lawrence
Elder: Elder and Kahrl

Chairman Sprouse was elected as Chairman for 2017. Language will be added to the Board bylaws to rotate the Board officer positions.

Director Bettencourt nominated Director Elder as Vice-Chair. Chairman Sprouse seconded the nomination which was approved unanimously.

Director Enos nominated Director Kahrl as Board Secretary. Chairman Sprouse seconded the nomination. All Board members were in favor except Director Kahrl who abstained. All Board members approved unanimously the following committee assignments:

Building: Bettencourt and Enos
Personnel: Elder and Kahrl
Finance: Sprouse and Bettencourt

The Personnel Committee will review the Policies and Procedures. The public can attend the committee meetings. Their input will be valuable.

b) Hiring of the Recording Secretary for Board meetings:

There has been no interest so far – will re-post and put in school walk-home.

c) Mr. & Mrs. Dawson's request for exemption and refund of Measure B charge on vacant parcel:

Mr. & Mrs. Dawson were unable to attend the meeting. Mr. Anderson reported that the County cost of \$900 to combine their 2 parcels is prohibitive. Director Bettencourt noted that the vacant parcel had heavy fuels and that the parcel would be buildable in the future. Past exemptions have been approved for slivers of land. Director Kahrl made a motion to decline Mr. & Mrs. Dawson's request for the Measure B refund. Director Elder seconded the motion that was passed unanimously. Mr. Anderson will inform the Mr. & Mrs. Dawson of the Board's decision.

11. BOARD OF DIRECTORS REPORTS

Director Bettencourt sent an email to the Board sharing the Fire Districts Association of California Annual Conference on April 5-7, 2017 in Monterey. He has past experience with the Association and the conference is a great opportunity for information and training for board members. He suggested that the district could pay the registration for 2 members but no accommodation or travel costs. Staff will research the cost and benefits of joining FDAC and put on the agenda next month. Director Kahrl was astonished to receive this email and felt it was a violation of the Brown Act. He would never approve the use of public funds to send members to such a conference. Director Elder was not interested in attending the conference. Mr. Anderson commented that there is no issue with one Board member sending an email to the other board members to share information.

12. MEETING ADJOURNED: The meeting was adjourned at 7:34 pm.

NEXT REGULAR MEETING: Wednesday, February 15, 2017 at 6 p.m.

Location: 461 Main Street, Newcastle

Respectfully Submitted,

Gillian Lofrano, District Manager