

## MINUTES OF THE REGULAR MEETING: FEBRUARY 15, 2017

Directors in Attendance: Eric Sprouse, Jonita Elder, Bill Kahrl, Lawrence Bettencourt  
Directors Absent: Robin Enos  
Staff in Attendance: Chief Ian Gow, Recording Secretary Heather Pier

### 1. CALL MEETING TO ORDER:

Chairman Sprouse called the meeting to order at 6 pm. Pledge of Allegiance was led by Director Elder.

### 2. APPROVAL OF AGENDA:

Chairman Sprouse amended item 11A by moving the hiring of Heather Pier as Recording Secretary to the top of the agenda. Motion was made by Director Elder and seconded by Director Kahrl. Motion was approved unanimously (with Director Enos absent).

### 3. APPROVAL OF MINUTES:

Director Elder requested that Item 8 (recorded in the minutes of the regular meeting held on January 18, 2017), reflect that Captain Hitchcock gave a report for the Newcastle Volunteer Firefighters Association and not the Newcastle Professional Firefighters Association. Motion was made by Director Elder to accept the amended minutes, seconded by Director Bettencourt and passed unanimously with Director Enos absent.

### 4. BILL APPROVAL AND FINANCIAL REPORT:

Chief Gow reported that expenditures are in line with anticipated costs, with about 58% of the year gone. He states that costs are slightly over budget for overtime and uniforms, but that the 'maintenance' budget was hit with a \$4000 radiator repair. Chief Gow mentioned that there will be a finance committee meeting in mid-March, where we will address a number of topics: a. we will adjust the account categories to keep the budget balanced. b. we will look at our fire station expense categories and adjust those for measures 'F', 'B' and fire fees to make those accounts easier to monitor. c. Chief Gow will present a letter drafted to Treasurer Windeshausen, answering her questions regarding our loan. Director Sprouse discussed the Brown Act and ad hoc committees. The County continues to use the wrong budget numbers. Director Elder noticed there was a duplicate posting of employee benefits in category 1310. Director Bettencourt suggested that future budgets separate the PPE costs from uniform allowances. Director Bettencourt reported that work continues on determining the source of the sewer break in front of the current station. Director Elder motioned to accept the financial report and budget update and amendment. Director Bettencourt seconded and the motion passed unanimously, with Director Enos absent.

### 5. CORRESPONDENCE: None

**6. PUBLIC COMMENT:**

John Carr explained that even with the cost of a new radiator, we got a very good deal on the initial purchase of the firetruck. There was a question about the location where any ad hoc meeting dates and times would be posted.

**7. FIRE CHIEF IAN GOW'S REPORT:**

- a) There were 48 calls this month, with a very serious accident requiring extraction occurring today.
- b) The staff attended Sharon Vega's funeral.
- c) There have been changes in personnel at the Foresthill and Placer Hills stations to help accommodate Chief Gow's time.
- d) Ethics training is completed.
- e) Chief Gow suggested that more Brown Act training would be appropriate.
- f) We are looking at augmentation for dispatching. We have received a grant to purchase tablets with map tools and alert systems. We will still maintain paper maps, but having an electronic system will help the employees.
- g) Placer Hills is searching for a replacement fire chief.
- h) The Chief assumes that the doorbell has been fixed.

**8. NEWCASTLE PROFESSIONAL FIREFIGHTER'S ASSOCIATION REPORT: None**

**9. BOARD COMMITTEE REPORTS**

(A) Personnel Committee: Director Elder reported that the Personnel committee and the Policies and Procedure committee have been combined. Director Kahrl reported that the committee is using material provided by Chief Gow as a template and are currently concentrating on the rules for this board. Director Kahrl also believes that they will have a preliminary draft available (although it won't be available for the next day's regular meeting agenda) soon. Director Sprouse asked if we could put the final draft on the website for public comment.

(B) Building Committee: Director Bettencourt reported that the committee met with Lee Howell, who finished all the supplemental plans. The plans will be taken to Gabe Armstrong (Senior Placer County Planner) on Feb, 16. Director Sprouse commented that once the plan check is approved, any changes will be expensive. It is worth taking the time now to make sure that all contingency questions have been answered. Plans have been made available to the public for comment and will also be placed on the website for further comment.

**10. INFORMATIONAL/NON-ACTION ITEMS: None**

**11. ACTION ITEMS:**

(B) Director Elder entered the motion that Retired Chief John Carr's helmet be surplus from inventory and given to him. Motion seconded by Director Sprouse and passed unanimously with Director Enos absent.

(C) There was discussion on whether to become members of FDAC. Ultimately there was no motion made to join FDAC.

**12: BOARD OF DIRECTORS REPORTS:**

Director Elder and Director Kahrl are moving forward with a policy and procedure manual. Director Bettencourt will miss next month's Board meeting.

**13. MEETING ADJOURNED:** The meeting was adjourned at 7:05 pm by Director Sprouse.

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

Location: 461 Main Street, Newcastle

Respectfully Submitted,  
Heather Pier, Recording Secretary