

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

### **1. Call To Order; Flag Salute:**

Chairman Sprouse convened the regular meeting at 6 p.m.

Directors in Attendance: Eric Sprouse, Jonita Elder, Robin Enos, Bill Kahrl

Directors Absent: Lawrence Bettencourt

Staff in Attendance: Chief Ian Gow, Recording Secretary Heather Pier

Pledge of allegiance was led by Director Elder.

### **2. Agenda Approval:**

The agenda was approved and accepted as posted. (Elder/Kahrl)

### **3. Approval Of Minutes:**

The correct minutes of the regular meeting of February 15, 2017 were approved and accepted. (Kahrl/Elder).

### **4. Bill Approval And Financial Report:**

Chief Gow announced that 66% of the budget has elapsed with no major issues. Board accepted budget and approved bills. (Elder/Sprouse)

### **5. Correspondence: None**

### **6. Public Comment: None**

### **7. Fire Chief Ian Gows Report:**

- Crews have been busy with varied calls.
- There have been 2 structure fires
- There was a meeting with the County Executive Staff to examine the election survey. Penryn and Foresthill are likely to schedule an election.
- The search for a Chief continues at Placer Hills. They have assigned a committee to interview candidates. Chief Gow will also observe the interviews along with members of other local boards.

### **8. Newcastle Professional Firefighters Association Report: None**

### **9. Board Committee Reports:**

*(A) Personnel Committee/Policies and Procedures*

Director Kahrl reports that a final version of the proposed draft will be available by the end of the week and will be placed on the website for public review and comments.

*(B) Building Committee: update on new Fire Station*

Director Enos reports that bid packets will be ready by Friday and will be distributed for bids. Permits are paid for, but County will not issue permits until we have hired a contractor.

### **10. Informational/Non-Action Items:**

- Neil Anderson commented that Finance committee will need to address the cost of living increase during the April meeting.

- Chairman Sprouse reports that our 5 and 10-year business plans will not be sustainable without our annual COLA raises on both measures.

**11: Presentation: Cancelled**

**12 Action Items:**

- (A) *Review and Accept Auditor's report for Fiscal Year 2015-2016 as prepared by Robert Johnson accounting*  
 Chief Gow reports that the auditor has made a number of recommendations:  
 a) A policy and procedure manual. b) A schedule of depreciation. c) A district property survey of our facilities and equipment. Chief Gow and the Board will work together to meet these recommendations. The Board approved and accepted the Auditor's Report unanimously. (Enos/Kahrl)
- (B) *Consider and Approve Robert Johnson's contract for auditing services.* The Board accepted and approved Robert Johnson's contract for auditing services unanimously(Elder/Enos).
- (C) *Consider and Approve Staff Request to surplus old turnout gear.* The Board approved and accepted the motion to surplus old gear while retaining one suit for the museum. (Kahrl/Sprouse ).
- (D) *Consider and Approve the Finance Committee's recommendations:*
1. Suggested mid-year revisions of the budget for Fiscal Year 2016-17
    - Move \$6000 from item #1310 to #1315 because of an increase in Workman's Compensation Insurance fees.
    - Increase maintenance budgets for wildland and structural turnouts, hose and dispatch protocols.
    - Move \$8000 from 2405 to 2290 gear and dispatch protocols.
    - Increase line item #4455 to \$25,000.
    - Create a whole new line item for new station (#4456) from #2405.
    - Create a 5 and 10 year projection of budget to make sure that we can keep up with cost of living changes and bills.
    - Increase the three fees effected by COLA: Measure B, Measure F and Mitigation Fees.
    - Do not pay off the fire truck early.
    - Appoint a board member to act as project manager on new building.

The Board approved the mid-year revisions for the budget from the Finance committee. (Enos/Elder)

2. Draft response to Placer County Treasurer Windeshausen's letter dated July 1, 2016.

Chief Gow will draft and submit response letter to Placer County Treasurer's letter.

**13. Director Reports:**

Director Elder: The committee is moving ahead with Policy and Procedure manual.

Director Kahrl: Newcastle Community Association has scheduled a presentation for Placer County's Fire Safe Program, which will be held on April 03, 2017.

**14. Meeting Adjourned:** The meeting was adjourned at 7:03 pm.

**Next Regular Meeting:** Wednesday April 19<sup>th</sup>, 2017 at 6 pm

Location: 461 Main Street, Newcastle

Respectfully submitted,

Heather Pier

Recording Secretary