

Newcastle Fire Protection District  
Minutes of Regular Board of Directors Meeting  
Wednesday, January 17, 2018  
645 Kentucky Greens Wy.  
Newcastle, CA 95658

**1. Call Meeting to Order**

- a. Chairman Sprouse called the meeting to order at 6:00 p.m.
- b. VC Elder led the Flag Salute.
- c. Recording Secretary Metz called roll.
  - i. All Directors were present.
- d. Chairman Sprouse thanked those that secured the new meeting facility. He also thanked Jerry Elder for all of the setup and tear-down work he did at Deborah's. Thanks to Deborah for allowing the District to use her business as a meeting venue and to Gerald Saladana as the building owner.
- e. Chairman Sprouse also thanked Patrice Metz for stepping in to the Recording Secretary position temporarily until a permanent person can be found.

**2. Approval of Agenda**

- a. Director Bettencourt made a motion to approve the agenda as presented. Director Enos seconds the motion. Motion carries.

**3. Approval of Minutes**

- a. VC Elder asked Patrice to make two minor changes to the minutes of the December 13, 2017 meeting (minor typos). Director Enos made a motion to accept the minutes as amended. Secretary Kahrl seconds the motion. Motion carries.

**4. Bill Approval and Financial Report**

- a. Chief Kushen reported that there are a few items "out of whack" on the financials because of input errors by the County. Director Bettencourt will be working with Gill to clean them up.
- b. Director Sprouse made a motion to accept the financials as presented. Director Enos seconds the motion. Motion carries.

**5. Correspondence**

- a. None

**6. Public Comment**

- a. None

**7. Fire Chief's Report**

- a. In December, there were:
  - i. 25 Medicals
  - ii. 7 Fires
  - iii. 12 Vehicle Accidents
- b. Two additional Resident Firefighters have been added. One on A shift and one on B shift.
- c. Just before this meeting there was a vehicle into a pole on 193. Patients included 2 pediatrics and 2 adults.

- d. NFPD has joined with Foresthill Fire to post a joint recruitment flyer for Engineer. NFPD received 4 applicants, FFPD received 1. There will be a written exam, a practical test (including driving, hydraulics and drafting), and an interview.
  - i. Director Bettencourt reported that So. Placer Fire has a manipulative test in place and that NFPD can probably get a copy from Chief Walder.
  - ii. Captain Kirk reported that NFPD already has one in place which has been used to hire previously.
- e. Recruitment for an anticipated Captain vacancy took place. There was one internal applicant, Engineer Hicks. Chief Kushen is requesting that Eng. Hicks be promoted to Captain. The subsequent open Eng. position will be filled with overtime.
- f. Captain Potter and Engineer Kolster received a "*Chain of Survival*" award at Sutter for performing CPR on a 2 year old drowning victim.
- g. All personnel have been trained on extended EMS protocols.
- h. Two boxes of Epinephrine (1 adult/1 pediatric) were stolen off of E-41 in the grocery store parking lot. SS-V is going to see if they can possibly replace the lost medication. In the future, the engine compartments will be locked or a staff member will stay with the apparatus to watch it when shopping is necessary.
- i. The new TIC (thermal imaging camera) is in service.
- j. ROP students started on 1/8/2018.
- k. APCD (Air Pollution Control District) has committed to a \$63K grant to be used to replace E-41. Placer Hills, Foresthill and Newcastle are applying for an AFG (Assistance to Firefighters Grant) grant to hopefully fund the remainder of the purchase.
- l. Chairman Sprouse requested that Chief Kushen report monthly when the expanded EMS skills are used.

**8. Newcastle Professional Firefighter's Association**

- a. None

**9. Board Committee Reports**

- a. Building Committee: New Fire Station Update
  - i. Director Bettencourt reported the following; Phase I is the site and dirt work. The contractor is 18" from full pad height. The civil engineer wants the pad certified. NFPD extended the permit with Cal Trans for 2018.
  - ii. Phase II is the building. NFPD legal has worked up the bid documents for building construction.
  - iii. Director Enos reported that the sign at the station site has had the date of opening changed.
  - iv. Chief Kushen reported that he may have a line on a grant for a generator at the new station.
  - v. Director Bettencourt stated that the gas line capacity is being checked to see if it can service a generator and the station.
  - vi. Secretary Kahrl asked if there were any issues with site security.
  - vii. Director Bettencourt reported that there haven't been any issues since the groundbreaking.
- b. Personnel Committee: MOU and Policies and Procedures

- i. VC Elder reported that this committee is on hold until Chief Kushen has availability. Maybe start up again in the spring.
- ii. MOU – VC Elder asked if a letter has been received from the Union asking to open up negotiations.
  - 1) Chairman Sprouse reported that a letter has been received and he asked the Union to wait until after the Board reorganization takes place at this meeting.

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

- a. Placer County Fire Districts' Financial Stability Task Force Update.
  - i. Chief Gow reported that the first draft of the proposal to Placer County was completed today. The following points were briefly touched on:
    - 1) The need to ask the public for more money.
    - 2) Adjustment of the AB 8 rate.
    - 3) Creation of a new fire district with everyone at So. Placer wages.

#### 11. Action Items

- a. Elect Board Officers and review Committee Assignments
  - i. Nominations:
    - 1) Chairman: Elder                      Nominated by Sprouse, Second by Bettencourt
    - 2) Vice Chair: Bettencourt      Nominated by Enos, Second by Sprouse
    - 3) Secretary: Kahrl                      Nominated by Enos, Second by Sprouse
  - ii. Unanimous approval of all offices.
  - iii. Committee Assignments:
    - 1) Building:              Bettencourt/Sprouse\* (\*Revisit assignment if work schedule compromises committee effectiveness)
    - 2) Personnel:              Kahrl/Enos
    - 3) Finance:              Elder/Kahrl
  - iv. Chairman Elder thanked Director Sprouse for taking over the fire district when he did.
- b. Chairman Elder requested that this item be tabled until the February meeting in order to confirm dates and locations for the November and December 2018 meetings.
  - i. Move November meeting to 11/14.
  - ii. Move December meeting to 12/12.
- c. Review and accept the 2016/2017 financial audit as prepared by Robert W. Johnson, CPA.
  - i. VC Bettencourt pointed out that NFPD is not currently funding depreciation, and that we are not the only ones in this boat. However, the number will continue to increase each year.
  - ii. VC Bettencourt made a motion to accept the audit as prepared by Robert W. Johnson, CPA. Director Enos seconds the motion. Motion carries.

#### 12. Directors Reports

- a. Elder: Workday meeting at Placer County on Friday at 9:00 a.m. to go over the new financial system the County will be changing to at the end of this FY.
- b. Bettencourt: None
- c. Kahrl: None

- d. Sprouse: None
- e. Enos: None

**13. Chairman Elder adjourned the meeting at 7:16 p.m.**

Respectfully Submitted By:



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Patrice Metz, Recording Secretary

Board Approval:

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