

Newcastle Fire Protection District  
Minutes of Regular Board of Directors Meeting  
Wednesday, February 21, 2018  
645 Kentucky Greens Wy.  
Newcastle, CA 95658

**1. Call Meeting to Order**

- a. Chairman Elder called the meeting to order at 6:02 p.m.
- b. VC Bettencourt led the Flag Salute.
- c. Recording Secretary Metz called roll.
  - i. All Directors were present with the exception of Director Enos who was present via speakerphone.

**2. Approval of Agenda**

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

**3. Approval of Minutes**

- a. VC Bettencourt asked Patrice to make two changes to the minutes of the January 17, 2018 meeting. The first change is on page 2, #9, a., ii. Add "manager" to the end of the sentence. The second change is on page 3, #11, a., iv. Replace "taking over the fire district" with "...taking over chairmanship of the fire board"... VC Bettencourt made a motion to accept the minutes as amended. Director Sprouse seconds the motion. Motion carries.

**4. Bill Approval and Financial Report**

- a. Chief Kushen reported the budget looks good.
  - i. OT (1005) is at 93% mainly caused by an extended shift vacancy due to the Family Medical Leave Act (FMLA).
  - ii. Overall salaries and wages are at 55.2% with 58% of the FY elapsed.
  - iii. Grant expense (2821) \$40K budgeted, we have only allocated \$20K. Rope rescue equipment has been ordered costing approximately \$1100. NFPD will have another \$4K-\$5K left to spend if needed items can be identified.
- b. Director Sprouse made a motion to accept the financials as presented. Secretary Kahrl seconds the motion. Motion carries.

**5. Correspondence**

- a. Chairman Elder received a letter from the Newcastle Professional Firefighters Association requesting to open MOU negotiations.
- b. VC Bettencourt received an email from the Placer County Treasurer's office approving the station loan and keeping the interest rate at 3%.
- c. Chairman Elder reported that Captain Potter has tendered his resignation effective February 26, 2018. Chairman Elder read the letter aloud.
  - i. Captain Potter reported that he has accepted a position with Vallejo Fire. His salary will double going in as an entry level firefighter.

**6. Public Comment**

- a. Lifelong resident, Leonard Orsolini expressed his concern over losing personnel to higher paid departments. As a senior he thinks they should be paid a living wage.

**7. Fire Chief's Report**

- a. In January, there were:
  - i. 28 Medicals

- ii. 4 Vehicle Accidents
  - iii. 1 Vehicle Fire
  - iv. 2 Public Assists
  - v. 1 Fire Alarm
  - vi. 5 Smoke Checks
- b. Chief just completed and AFG grant application for funding a professional prevention program.
- c. Hicks will be promoted to Captain on A Shift effective 2/27.
- d. Open testing for Engineer was conducted. Shanon Shaw will go through the medical process and then begin shadowing the crews.
- 8. Newcastle Professional Firefighter's Association**
- a. None
- 9. Board Committee Reports**
- a. Building Committee: New Fire Station Update
- i. Martha McDonnell, Project Manager reported the following:
    - 1) The pad is almost complete.
    - 2) A fence belonging to Monroe Transmission (approx. 50 ft. section) needs to be moved.
    - 3) General Engineering Contractor, Gabe Mendez has come in under budget which will help cover the additional survey costs.
  - ii. Director Bettencourt reported the following:
    - 1) "Pot-holing" in front of Monroe may be necessary to locate their power and sewer. NFPD should consider covering the expense of moving the fence belonging to Monroe Transmission since his business will be affected by our activities.
    - 2) Landscape plan needs to be reviewed since we have not touched any part of Cal Trans property. This could potentially save thousands of dollars.
    - 3) We are out to bid for the Construction Manager. Have already received 3 phone calls of interested people. It's been sent to the Sac Bee and given to Martha to see if Youngdahl Consulting is interested in submitting a bid.
    - 4) Director Sprouse and VC Bettencourt met with Ron Lichau. Mr. Lichau is anticipating being ready to go to the County for plan approval in March.
    - 5) VC Bettencourt is hoping the construction cost come in between \$1.6M and \$1.8M. The total loan is \$1.9M and the construction manager will need to be paid.
  - iii. Director Bettencourt reported that there haven't been any issues since the groundbreaking.
- b. Personnel Committee: MOU and Policies and Procedures
- i. Chairman Elder reported that this committee continues to be on hold until Chief Kushen has availability.
- 10. Informational/Non-Action Items**
- a. Placer County Fire Districts' Financial Stability Task Force Update.
- i. Chief Kushen reported that many have been involved in working on a plan to integrate our Fire Districts into a more efficient, larger entity with a yet to be

determined geographical perimeter. This is intended to put us in a financially viable position.

- ii. Chief Kushen also reported that Placer County has recently posted an "Assistant Director of Emergency Services" position. This position will have responsibility as Fire Warden, administration of the fire districts and oversee fire protection throughout the County.
- iii. Retired Chief Gow reported that version 7 of the proposal to Placer County has been distributed to the public. The plan has already been given to Supervisors Holmes and Montgomery. Retired Chief Gow will be meeting with the new County CEO next week.

#### 11. Action Items

- a. Review and set the regular Board meeting dates for 2018.
  - i. Secretary Kahrl made a motion to accept the 2018 Board schedule as presented. Director Sprouse seconds the motion. Motion carries.
- b. Personnel update: Approve staff recommendation to promote Engineer Hicks to Captain and hire Shanon Shaw as a full-time Engineer.
  - i. Director Sprouse made a motion to approve both personnel recommendations. VC Bettencourt seconds the motion. Motion carries.
- c. Approve staff recommendation to surplus obsolete Personal Protective Equipment.
  - i. Items being recommended for surplus are:
    - 1) 19 Phenix Helmets
    - 2) 9 pr. Rubber Boots
    - 3) 5 sets Yellow Structure Gear
  - ii. VC Bettencourt made a motion to approve the surplus of the listed equipment. Director Sprouse seconds the motion. Motion carries.
- d. Consider and approve the Appropriations (GANN) Limit for NFPD for FY 17/18 at \$1,317,217.17 as calculated by the Office of the Auditor-Controller for Placer County.
  - i. VP Bettencourt made a motion to approve the GANN Limit as presented. Director Enos seconds the motion. Motion carries.
- e. The Board and Chief Kushen adjourned at 7:15 p.m. into Closed Session: Government Code § 54957.6(a) Labor Negotiations.
  - i. Chairman Elder re-convened the Open Session at 7:59 p.m. Mrs. Elder reported that no action was taken. Instruction was given to the negotiations committee.
  - ii. Move December meeting to 12/12.

#### 12. Directors Reports:

- i. Secretary Kahrl asked Chief Kushen if the stolen EPI was replaced.
  - 1) Chief Kushen reported that SSV was able to cover the loss for us.

#### 13. Chairman Elder adjourned the meeting at 8:02 p.m.

Respectfully Submitted By:

  
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Patrice Metz, Recording Secretary