

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

1. **Call Meeting to Order**
 - a. Chairman Elder called the meeting to order at 6:00 p.m.
 - b. VC Bettencourt led the Flag Salute.
 - c. All Directors and Chief Kushen were present.
2. **Approval of Agenda**
 - a. Director Sprouse made a motion to approve the agenda as presented. Director Enos seconds the motion. Motion carries.
3. **Approval of Minutes**
 - a. Patrice pointed out 5 minor typographical errors in the minutes of the February 21st meeting and stated she would make the corrections. Secretary Kahrl made a motion to accept the minutes as amended. VC Bettencourt seconds the motion. Motion carries.
4. **Bill Approval and Financial Report**
 - a. Chief Kushen reported the budget looks good. Overall the budget is at 63.2% with 67% of the fiscal year elapsed.
 - i. Overall salaries and wages are 4% below budget.
 - ii. Budget account 2405, Building & Improvement is a bit high because of the HVAC purchase.
 - iii. Legal Fees are at 36% of budget. The majority of which has been spent on the new station.
 - iv. The "Supplies" budget was used to purchase a new TIC (Thermal Imaging Camera).
 - b. Chairman Elder asked what the expenditure from budget account 2051, Communications to Penguin Management was for and the \$650 expenditure from budget account 2556 to Placer County for payroll.
 - i. Chief Kushen reported that Penguin Management is the annual expenditure for the eDispatch system. The \$650 expenditure is to pay the county for payroll services.
 - c. VC Bettencourt reported that \$100k was paid to Mendez from the DEVFEE funds.
 - d. Director Sprouse made a motion to accept the financials as presented. VC Bettencourt seconds the motion. Motion carries.
5. **Correspondence**
 - a. None
6. **Public Comment**
 - a. None
7. **Fire Chief's Report**
 - a. In February, there were 43 calls:
 - i. 24 Medicals
 - ii. 4 Vehicle Accidents
 - iii. 10 False Alarms
 - iv. 5 Fire Investigations

- b. E 41 is currently OOS (Out of Service) for a leaking front seal. It has been OOS for approximately 1 month.
 - i. Director Sprouse asked where the apparatus was currently being serviced.
 - 1) Depending on the problem and availability of the mechanics, the shop at South Placer Fire and G & T Trucking in Penryn are the main service providers.
- c. Grants in Process
 - i. Regional Fire Prevention Grant (\$920k) submitted on 3/15/18.
 - 1) Sue Stack asked when the results of the Prevention grant are expected.
 - a. Chief Kushen reported that results are expected between now and September.
 - ii. AFG (Assistance to Firefighters Grant) for engine replacement. Still waiting for word about whether or not we will be awarded.
 - 1) APCD (Air Pollution Control District) has committed \$63k for new engine acquisition.
 - iii. Cal Fire Grant – NFPD was awarded \$20k. A portion has already been spent, but a few additional items have been purchased prior to the grant expiring.
 - iv. SAFER (Staffing for Adequate Fire & Emergency Response) grant, work is just beginning on this one. If awarded it will fund a third person on each shift for each agency.
- d. Chief is continuing to seek sustainable revenue sources in order to keep local control of our fire districts. Options are being looked at that would take away local control. Chief recommends all citizens reach out to their elected officials and urge them to support local control of the fire districts.

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:
 - 1) He contacted Martha McDonnell regarding the status of the dirt work. She says the majority of the work is complete. Removal of the Monroe fence, compaction of the corner and installation of the new fence is required by Caltrans. There is a PG&E pole in the corner. PG&E will allow up to two feet of fill at the pole.
 - 2) George Atterbury has completed the sewer plans. SPMUD will work with the District to move the Monroe and old Sierra Safety sewer lines.
 - 3) VP Bettencourt reported that he will be out of town for 2 weeks. Director Enos has agreed to fill in on the Building Committee during his absence.
- b. Personnel Committee: MOU and Policies and Procedures
 - i. Secretary Kahrl reported that the initial MOU meeting went well.

10. Informational/Non-Action Items

- a. Placer County Fire Districts' Financial Stability Task Force Update.
 - i. VP Bettencourt reported that the local districts are in competition with Cal Fire for Placer County Fire. Recently a County Supervisor, the County CEO and Chief Morris of Cal Fire visited San Diego. Also, the Cal Fire union has been visiting

fire stations. Any change in who provides fire protection to certain parts of Placer County will affect the employment of some Cal Fire employees.

- 1) According to John McEldowney of OES, since the County has contracted with Cal Fire to provide fire protection to some areas they are \$7M in the hole.
 - 2) Currently Placer County dispatches for the Special Districts for free. When Cal Fire came in, they required that they be dispatched by their own dispatch center. Placer County pays \$300k per year for Cal Fire's dispatch.
 - 3) 50% of the response to Napa and Sonoma Counties for their catastrophic fires came from local government. The State is fully aware that there will be an engine shortage if local districts fail.
- ii. Chief Kushen also reported that hundreds (or maybe thousands) of hours have been spent on this project. He is going tomorrow to meet with the Chiefs of two Central California districts that are failing and considering a contract with Cal Fire.
- b. Chairman Elder thanked VC Bettencourt and Chief Kushen for all of their work on the project.

11. Action Items

- a. Review and approve Mr. Anderson's proposal to prepare and submit the Special Tax Direct Charges for Measures F and B for tax year 2018/2019 for a cost of \$2k.
 - i. Director Sprouse made a motion to approve Mr. Anderson's proposal as presented. Secretary Kahrl second the motion. Motion carries.
- b. New Policy: Review and approve a Workplace Violence Prevention Program.
 - i. Chief Kushen stated that the policy is Title XXII compliant and that the MHN (Managed Health Network) phone number will be in the final version.
 - ii. VC Bettencourt made a motion to adopt the policy as presented, but with the inclusion of the MHN phone number. Director Enos seconds the motion. Motion carries.
- c. Review and approve proposal to modify landscape plans for new fire station.
 - i. VC Bettencourt reminded the Board that they had previously signed a contract with Ron Lichau to change the plans in order to reduce the size of the new station at a cost of \$84k. If the proposed contract is approved, the increased cost will be \$90k total. This includes Lichau and his sub-contractor. By not touching Caltrans' landscape, that will save approximately \$20k-\$30k.
 - ii. Director Enos made a motion to approve the proposal as presented. Secretary Kahrl seconds the motion. Motion carries.
- d. Discuss four Construction Manager Proposals and make recommendation to proceed with contract approval from legal counsel.
 - i. VC Bettencourt recommends interviewing the top 2 candidates.
 - ii. Director Sprouse agrees with this. CPM Construction Management Services and Tricorp Construction both stood out to him.
 - iii. VC Bettencourt stated that Tricorp has previously worked with Martha McDonnell which can be beneficial and is a known entity.
 - 1) \$70k has been budgeted for this item.
 - 2) Legal counsel will approve the contract.

- 3) The interview panel will consist of, Ron Lichau, Director Sprouse, Chief Kushen and VC Bettencourt.
- 4) The other bids received were from Consolidated Professional Construction Management and Construction Management Services.
- iv. Brian Topple from Tricorp was in the audience. He introduced himself and gave a brief overview of the company.
- v. Chairman Elder made a motion to allow the Building Committee to interview potential contractors, work with legal counsel and move forward. VC Bettencourt seconds the motion. Motion carries.
- e. The Board and Chief Kushen adjourned at 7:41 p.m. into Closed Session: Government Code § 54957.6(a) Labor Negotiations.
 - i. Chairman Elder re-convened the Open Session at 9:00 p.m. Mrs. Elder reported that no action was taken. Instruction was given to the negotiations committee.

12. Directors Reports:

- a. Chairman Elder announced that the May 16th regular meeting will be held at imagePathways, 461 Main St.
- b. Director Enos announces that he will be absent for the May and June meetings.
- c. Director Enos displayed a number of bottles and pots excavated from the new building site.

13. Chairman Elder adjourned the meeting at 9:02 p.m.

Respectfully Submitted By:



Patrice Metz, Recording Secretary