

Newcastle Fire Protection District
Minutes of Regular Board of Directors Meeting
Wednesday, May 16, 2018
461 Main St.
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. All Directors with the exception of Director Enos were present.
- d. Chief Kushen was in attendance.

2. Approval of Agenda

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

3. Approval of Minutes

- a. VC Bettencourt asked for the following revisions:
 - i. 9. a. i. 4) "George Attebury..." cleaned-up" sewer plans.
 - ii. VC Bettencourt made a motion to approve the minutes as revised. Chairman Elder seconds the motion. Motion carries.

4. Bill Approval and Financial Report

- a. Chief Kushen reported the following:
 - i. Overtime is up, however total salary expense is under budget at 71%.
 - ii. Uniform expense is up because of additional hiring during this fiscal year.
 - iii. District will change the uniform allowance from a calendar year to a fiscal year in the new MOU.
 - iv. Account 2422, Medical Oxygen is at 114%. This is not a significant amount as the annual budget for this is \$500.
 - v. Chief is in the final phase of a new purchasing contract for EMS supplies. Placer Hills will purchase all EMS supplies through the AMR national contract. Each of the other fire districts will then purchase the supplies directly from Placer Hills. This is expected to save at least 30%.
 - vi. The overall budget is in line with the end of the fiscal year.
- b. Secretary Kahrl asked why the interest income is doing so well.
 - i. VC Bettencourt explained that not as much has been spent on the new station as was planned for this FY.
- c. Secretary Kahrl made a motion to approve the financials as presented. VC Bettencourt seconds the motion. Motion carries.

5. Correspondence

- a. A thank you letter was received from Sierra College for the donation of the extrication equipment.
- b. A letter was received from Peter Hills (President of PHFPD Board) asking to meet with the NFPD committee to go over the administrative contract.

6. Public Comment

- a. None

7. Fire Chief's Report

- a. In April, there were 44 calls:
 - i. 18 Medicals

- ii. 10 Vehicle Accidents
 - iii. 2 False Alarms
 - iv. 1 Vegetation Fires
 - v. 13 Miscellaneous
- b. A horse was recently rescued from a ditch. NEW, RYN and a veterinarian from Loomis Basin participated.
 - c. NFPD, PHFPD and FFPD participated in Community Day.
 - d. Chief Kushen requested a moment of silence be observed for Auburn Engineer Trent Lindholdt who passed away in April.
 - e. Chief Kushen was at the State Capitol in support of a new bill to budget \$100M in order to fund “pre-positioning”. Anytime there is a predicted event (weather or otherwise), local government resources can be used to preemptively prepare.

8. Newcastle Professional Firefighter’s Association

- a. None

9. Board Committee Reports

- a. Building Committee: New Fire Station Update
 - i. VP Bettencourt reported the following:

1) Phase I Site Work Expenses Through 5/10/2018

Account	Description	Contract Amount	Amount Paid
Gabe Mendez Inc.	Fencing, Sewer, Surveying, Pothole – Monroe Transmission	\$550,000.00	\$428,626.00
Placer County Engineering	Refundable Erosion Control (\$8k)**This is refunded 12 mos. after project completion as long as there is no erosion control required on the County’s part.	\$11,846.00	\$11,846.00
Materials Testing/P.M.	Youngdahl Civil Engineers	\$30,000.00	\$32,998.00
Contingency (5%)		\$27,500.00	\$22,445.00
Civil Plan Printing	Sierra Office Systems	\$	\$703.00
Legal Notice	Sac Bee and Auburn Journal	\$	\$3,410.00
Bid Prep/Contract Review	District’s Legal Counsel		\$6,469.75
Additional Archeological Work	Analytical Environmental Services		\$3,924.00
Civil Changes	George Attebury – Civil Engineer		\$7,939.00
Estimated Total		\$619,346.00	\$495,915.00

- 2) It’s possible that we will be ~\$50k under budget on Mendez’s work because of the 25% retention which is held out of the \$428k (which has been paid).
- 3) Youngdahl may be \$3k-\$4k over budget because of additional soil testing (2 additional places).
- 4) We are waiting for the final invoices from Youngdahl and Mendez.
- 5) The storm water prevention plan has to be closed out. This may run as much as \$4k.
- 6) Sewer changes have been completed by George Attebury. This should save us ~\$70k.
- 7) Brian Topple had first meeting to begin on Phase II.

- 8) VP Bettencourt will wait until the June meeting (after he receives a timeline from Brian Topples) to discuss going out for bids.
- b. Personnel Committee: MOU and Policies and Procedures
 - i. Secretary Kahrl reported that they have had a second MOU negotiations meeting.
 - ii. Chief Kushen reported that he is in the process of researching a company to provide a Policies and Procedures service that is completely vetted through a legal team. All policies are in electronic format and accessible to employees at all times. All changes require an online acknowledgement from each employee. It's looking like it will cost ~\$12k (\$4k each) to setup all 3 districts, then \$6k (\$2k each) annually to keep the service.
 - 1) Chairman Elder asked if Penryn will be in on this also to help reduce the cost. Chief Kushen said yes.

10. Informational/Non-Action Items

- a. Opportunity for no-cost replacement of Engine 41 with upgrade to 2004 Placer Hills Engine pending Air Pollution Control grant.
 - i. Newcastle was not successful in our AFG grant application to purchase a new fire engine. Placer Hills is currently looking to buy a new engine utilizing a grant from Air Pollution Control. After looking at the age of each apparatus within the districts, Placer Hills' oldest engine is 8 years newer than Newcastle's youngest engine. The purpose of the grant from APCD is to get particulate matter off the roads. It makes sense to upgrade Newcastle's engine to the newer apparatus and to retire NFPD's older engine as part of the grant requirement. Chief Kushen will be exploring this with APCD.
- b. Fees for Service: New Construction plan review, permits to operate, Fire/Life Safety inspections, false alarm calls.
 - i. Chief Kushen has been looking at some of the costs the district has to absorb for the services we provide. These fees are not for emergency services, they are for residential inspections, plan checks, commercial inspections etc.....
 - 1) Many other local districts charge "Fees for Service".
 - 2) This program is not intended to "make money", but to cover the costs incurred by the district to provide the service(s).
 - 3) Chief Kushen will develop a proposed fee schedule and ordinance to present to the Board for approval.
- c. Placer County Fire Districts Financial Stability Task Force update.
 - i. VC Bettencourt reported:
 - 1) He met with Supervisor Holmes two weeks ago to discuss the Task Force project prior to the 5/22 Board of Supervisors meeting.
 - 2) He and Foresthill Board President, Chris Reams met with Supervisor Duran last week for the same purpose.
 - ii. Chief Kushen reported that a lot of behind the scenes work is currently taking place.

11. Action Items

- a. Consider and Approve Resolution 2018-03 requesting Election Services by the County Clerk for a Board Member Election in November, 2018.
 - i. Chairman Elder announced that the seats currently held by Director Sprouse and Director Enos are up for election in November.

- ii. Secretary Kahrl made a motion to adopt Resolution # 2018-03 as presented. VC Bettencourt seconds the motion.

- 1) Elder Aye
- 2) Bettencourt Aye
- 3) Kahrl Aye
- 4) Sprouse Aye
- 5) Enos Absent

Resolution is adopted.

- b. Consider and approve Resolutions 2018-04 and 2018-05 requesting collection of charges on tax roll for tax year 2018/2019 (Measures B and F).

- i. VC Bettencourt made a motion to adopt 2018-04 as presented. Secretary Kahrl seconds the motion.

- 1) Elder Aye
- 2) Bettencourt Aye
- 3) Kahrl Aye
- 4) Sprouse Aye
- 5) Enos Absent

Resolution is adopted.

- ii. Director Sprouse made a motion to adopt 2018-05 as presented. VC Bettencourt seconds the motion.

- 1) Elder Aye
- 2) Bettencourt Aye
- 3) Kahrl Aye
- 4) Sprouse Aye
- 5) Enos Absent

Resolution is adopted.

- c. The Board adjourned at 7:08 p.m. into Closed Session: Government Code § 54957.6(a) Labor Negotiations.

- i. Chairman Elder re-convened the Open Session at 7:50 p.m. Mrs. Elder reported that no action was taken. Instruction was given to the negotiations committee.

12. Directors Reports:

- a. Secretary Kahrl thanked everyone that participated in Celebration Day.
- b. Director Sprouse announced that he will be absent from the June 20th meeting.

13. Chairman Elder adjourned the meeting at 7:52 p.m.

Respectfully Submitted By:


Patrice Metz, Recording Secretary