

Newcastle Fire Protection District  
Minutes of Regular Board of Directors Meeting  
Wednesday, June 20, 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. All Directors with the exception of Director Sprouse 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 Enos seconds the motion. Motion carries.

**3. Approval of Minutes**

- a. Chairman Elder asked for the following revisions:
  - i. 5. b. "An email was received from..."
  - ii. 10. a. i. ...Newcastle's ~~youngest~~ current Type I engine...
- b. VC Bettencourt asked for the following revisions:
  - i. 9. a. i. 2) "...because of the ~~25%~~ 5% retention..."
  - ii. 9. a. i. 2) "... (which has not been paid).
  - iii. Secretary Kahrl made a motion to approve the minutes as amended. Director Enos seconds the motion. Motion carries.

**4. Bill Approval and Financial Report**

- a. Chief Kushen reported the following:
  - i. Revenue is right on target at 95%.
  - ii. Still waiting for last 5% of Teeter funds and approximately \$10K reimbursement of grant funds.
  - iii. 2453 – General Reserves, budgeted \$397,885, YTD expenditure \$250,896. The difference is mainly station grading, site prep and month 13 expenses.
  - iv. Overall expenses for FY 17/18: Budget \$414K, Actual \$378K.
    - 1) 2405 – Bldg. Improvements is up because of the air conditioning installed in current Station 41.
  - v. Projected to end FY with ~\$300K in reserves.

VC Bettencourt made a motion to approve the financial report. Director Enos seconds the motion. Motion carries.

**5. Correspondence**

- a. A thank you letter was received from the Veiga family. Chairman Elder read it aloud.

**6. Public Comment**

- a. Neil Anderson:
  - i. The County has changed the date when the secured tax role data will be available. Instead of being ready on 7/1 the data will not be available until 7/15. The due date for tax roll submission to the County for inclusion on the Property Tax bills is 7/27. This leaves only 12 days to verify and adjust the data for both Measure F and Measure B. It's unknown at this time if the County will extend the due date. If not, Mr. Anderson says he may have to ask for one.

## 7. Fire Chief's Report

- a. In May, there were 43 calls:
  - i. 16 Medicals
  - ii. 8 Vehicle Accidents
  - iii. 6 Fires
  - iv. 13 Miscellaneous
- b. Fire season has begun. We are already seeing significant extinguishing problems.
- c. Chief is still working on the Lexipol Policy model. Penryn approved joining the project at their Board meeting on Monday night. The cost will probably be \$4k per agency for the first year and then \$2k per agency for each annual renewal.
- d. We are still waiting for word about the Prevention Grant that was submitted.
- e. Newcastle will not be sending out any strike teams this year due to staffing.
- f. Chief is currently training the crews on performing commercial inspections as this will be an area where the District is developing a *Fee for Service* ordinance. The purpose of the fee would be to recover the actual costs associated with performing this task. It's not designed to generate revenue.

## 8. Newcastle Professional Firefighter's Association

- a. Captain Kirk reported that the Professional FF Association posts regular updates on their Facebook page.

## 9. Board Committee Reports

- a. Building Committee: New Fire Station Update
  - i. VP Bettencourt reported the following:
    - 1) Phase I Site Work that has been completed.
      - a. Mendez came in \$100k under budget.
      - b. Overall expect to be \$50k under budget.
      - c. Anticipate having \$530k-\$535k into Phase I when it's done.
    - ii. Brian Topple (Tri Corp. Group) reported on the timelines for Phase II:
      - 1) Finalize criteria for metal building.
        - a. Contacted metal building manufacturers.
        - b. Contacted a structural engineer who is need to design the foundation system to accommodate the metal building.
        - c. Looking at end of July or early August for first submission to the county.
      - 2) Trying to put the job out to bid by October.
      - 3) Get contractor on the job in March 2019.
      - 4) Cost:
        - a. Comparison between an all metal building and wood structure (CMU) for office space and living quarters. CMU will cost approximately \$176k more.
        - b. All metal building is projected to be \$365k over budget due to market conditions. This includes \$100k for potential change orders.
        - c. Total Projection: \$2,264,849.00
        - d. Will need to speak to counsel about *force majeure* which means "unforeseen circumstances which prevent someone from fulfilling a contract".

- iii. Ron Lichau reported:
  - 1) All the electrical, mechanical, plumbing, and landscaping plans are finished.
  - 2) All ways to build this project were looked at. The goal was to try and cut as much expense as possible. It was determined that a metal building will be the most cost effective.
  - 3) The inside of the building will be wood framed.
- iv. VC Bettencourt reported that all of the case work has been taken out with the exception of the kitchen.
  - 1) Brian Topple stated that if case work has been removed then that will reduce some of projected deficit of the overall project.
- v. VC Bettencourt also reported that he and Chairman Elder had met with the United Auburn Indian Community (UAIC). They have confirmed their \$100k donation as well as paying the fees for SPMUD and PCWA.
  - 1) VC Bettencourt and Director Sprouse sent an email to the County Treasurer with the timeline and estimated costs of the station. They also opened dialogue pertaining to increasing the amount the county is loaning the district. Mrs. Windeshausen said she would review the documents and get back to them.
- b. Personnel Committee: MOU and Policies and Procedures
  - i. Secretary Kahrl asked to postpone this to item 11(b).

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

- a. None

#### **11. Action Items**

- a. Consider and Approve the Fire Chief and Administrative Services Agreement with Placer Hills Fire PD for the term July 1, 2018 – June 30, 2019 at a cost of \$94k.
  - i. Secretary Kahrl made a motion to approve the agreement as presented. Director Enos seconds the motion. Motion carries.
- b. Consider and approve a tentative agreement with the Newcastle Professional Firefighters Association.
  - i. Secretary Kahrl reported that a tentative agreement has been reached with the union and is still pending legal review. The new terms include:
    - 1) \$1/hour salary increase effective 6/2018
    - 2) \$1.50/hour salary increase effective 1/2019
    - 3) \$1k signing bonus for each employee on staff when the agreement is signed.
    - 4) This will begin the preparations for a future re-organization.
    - 5) The FLSA (Fair Labor Standards Act) cycle is changing from 14 days to 28 days.
    - 6) Bereavement Leave for Siblings was added (was omitted by oversight).
    - 7) Education – in the past the district has paid for some schooling. The new agreement allows employees to be compensated for education they bring forth. Stackable to an increase of 7%.
    - 8) The union took a reduction in overtime.
  - ii. VC Bettencourt made a motion to accept the tentative agreement with the Newcastle Professional Firefighters Association. Director Enos seconds the motion. Motion carries.

- c. Consider and adopt a preliminary budget for 2018/2019.
  - i. The Board reviewed the budget.
  - ii. Chairman Elder made a motion to adopt the preliminary operating budget as presented. Secretary Kahrl seconds the motion. Motion carries.
- d. Consider and assign an Ad Hoc committee to the Placer County Fire Districts Fire Stability Taskforce.
  - i. VC Bettencourt has been assigned but recommends assigning a second member.
  - ii. Chief Kushen stated that all the districts are financially challenged and that maintaining local control is a huge priority.
  - iii. Retired Chief Gow reported that the CEO and BOS are aware of the problems with the districts. Supervisors Holmes and Montgomery have been assigned to an Ad Hoc committee at the county level.
  - iv. Chairman Elder stated that she would like to serve on that committee also.
  - v. Ad Hoc committee will consist of Chairman Elder and VC Bettencourt.
- e. Placer County LAFCO call for nominations for Special District Representative.
  - i. Under Section 56332 of the Cortese-Knox-Hertzberg Act, the Executive Officer calls meetings of the Special District selection committee. The committee consists of the Presiding Officers of each independent Special District within the County (or members appointed by the legislative bodies to attend in the presiding officer's place). There are forty (40) such independent Special Districts in the County. A quorum would consist of one more than half of this number, twenty-one (21).
  - ii. Secretary Kahrl has previous LAFCO experience and has agreed to be nominated.
  - iii. VC Bettencourt made a motion to nominate Secretary Kahrl. Chairman Elder seconds the motion. Motion carries.
- f. Consider and approve first reading of Ordinance No. 2018-01 establishing Fire Inspection Fees for Commercial Businesses.
  - i. Chief Kushen reported that "authority" to collect a fee is based on current adopted fire code.
  - ii. Neil Anderson stated that a copy should be provided to NABA (Newcastle Area Business Association).
  - iii. Director Enos made a motion to approve the first reading of the ordinance. Chairman Elder seconds the motion. Motion carries.

**12. Directors Reports:**

- a. VC Bettencourt announced that he will be absent from the July 18<sup>th</sup> meeting.

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

Respectfully Submitted By:

  
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Patrice Metz, Recording Secretary