

Newcastle Fire Protection District
Minutes of Regular Board of Directors Meeting
Wednesday, July 18, 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 were present.
- d. Chief Kushen was in attendance.

2. Approval of Agenda

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

3. Approval of Minutes

- a. Director Sprouse made a motion to approve the minutes of the 6/20/2018 meeting with the following amendments:
 - i. 9. a. iii. 1) ...plans are ~~finished~~ in progress.
 - ii. 9. a. v. ...their \$100k donation ~~as well~~ as paying...VC Bettencourt seconds the motion. Motion carries.

4. Bill Approval and Financial Report

- a. Chief Kushen reported the following:
 - i. The expenses are within normal limits. The \$10k grant revenue they were expecting arrived, but too late to make into the 17/18 fiscal year. It will appear as revenue in the 18/19 fiscal year.
 - ii. Chairman Elder asked why the website expense increased from \$50 to \$60 per month.
 - 1) Chief Kushen reported that we are in the process of expanding the website.
 - iii. Secretary Kahrl asked if the payment to Tricorp is a periodic payment. VC Bettencourt reported that Tricorp is being paid hourly so the amount will fluctuate. Also, he would like the description on the Payable spreadsheet changed from "Contractor" to "Construction Manager". Youngdahl's description on the same list should be changed to "Site Inspection".

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

5. Correspondence

- a. Chairman Elder reported that she has received correspondence from the Auditor Controllers office concerning LAFCO fees.

Mrs. Elder explained to the meeting what the *Local Area Formation Committee's (LAFCO)* function is. She will submit the information for inclusion on the website.

6. Public Comment

- a. Bill Monahan:
 - i. When will construction begin on the new station?
 - 1) VC Bettencourt: We are hoping to go out to bid in October or November with construction beginning in March.
- b. Jon Anacker:

- i. Captain Hicks and Engineer Bowers walked his property to provide a defensible space inspection. Mr. Anacker is very grateful to them for their assistance.

7. Fire Chief's Report

- a. Chief Kushen requested a moment of silence to honor South Placer FF/Medic David Volk and Cal Fire Dozer Operator Brandon Varney.
- b. In June, there were 37 calls:
 - i. 23 Medicals
 - ii. 3 Vehicle Accidents
 - iii. 1 Vehicle Fires
 - iv. 7 Miscellaneous
 - v. 3 Structure Fires
- c. Fire season has ramped up significantly. Defensible space around your property is a MUST.
- d. Newcastle received a request a couple of weeks ago and has been covering vacant Cal Fire stations on an *Assistance by Hire (ABH)* basis.
- e. Cody Price, a recent NFPD Intern decided to stay on as a Volunteer. Since he has satisfactorily completed his training, Chief Kushen consulted with Chairman Elder about allowing Cody to fill one of the seats on the ABH engine. Chairman Elder agreed with Chief Kushen's plan. The engine just got home yesterday, so for 11.5 days the net income will be ~\$22.5K.
- f. Chief further requested to create a Part Time Seasonal Firefighter position. This will allow NEW to continue to provide staff and apparatus to the State during fire season.
 - i. VC Bettencourt asked the Chief to submit a job description and pay rate to the Board. Chief Kushen requested to review the documents with the Board prior to the next meeting so that he can implement the new position. It could be formally approved by the Board at the regular meeting in August.
 - 1) Sue Stack questioned whether making a decision prior to a formal Board action in a meeting is a violation of the Brown Act.
 - ii. The Board decided to place this as an action item for the August meeting and not implement the position until it is approved.
- g. Chief reported that he has signed a contract with Lexipol. The cost will be split 4 ways between NEW, PH, FH and RYN. The cost for the first year will be just under \$4k per agency.
- h. Chief applied to the DMV for a duplicate registration for E41.
- i. FEMA has requested bank account information for the \$1M prevention grant. They usually don't ask for your banking information unless you are being awarded funds, however official notice has not been received yet.
- j. We are still waiting to hear about the SAFER grant for bringing on 3 additional Firefighters for 3 years. If the grant is won, the Board will have to approve the acceptance as there is a matching obligation.
- k. Chief reported that PH, FH and RYN have all agreed to support Secretary Kahrl for the LAFCO Special District Representative.
 - i. Secretary Kahrl reported that he is running un-opposed, therefore there will not be an election.

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) George Attebury has completed the plan changes for SPMUD.
 - a. The SPMUD fees will be between \$20k-32k.
 - 2) PCWA – We reduced the meter size for the irrigation from 5/8 to 3/4 and the fire sprinklers are 6". We should get some updated fees from PCWA. Between the SPMUD and PCWA fees the total will be close to \$100k.
 - 3) Currently working review of the plans prior to submitting them to the County.
 - 4) The County Treasurer has not gotten back to VC Bettencourt regarding increasing the loan amount. He will follow up with her.
 - 5) The Planning Department has not gotten back to VC Bettencourt either. The main thing is that the planning needs to be given a 2 year extension.
 - 6) Brian is working on the specification book to be submitted when we go out to bid. After Brian is done it will be submitted to NFPD counsel.
 - b. Personnel Committee: MOU and Policies and Procedures
 - i. Chief Kushen reported that the MOU is finalized. He did receive it back from counsel. There was one minor issue regarding vacation and sick leave. The District cannot reduce an employee's wages if they use paid time off then don't work the entire year. The options are for the District to provide paid time off using an accrual method or by each employee signing a waiver allowing for the reduction of wages if they terminate prior to earning the hours already paid out. The association unanimously has opted for the waivers.

10. Informational/Non-Action Items

- a. Placer County Fire Districts Stability Task Force Update
 - i. Retired Chief Ian Gow reported:
 - 1) There has been one meeting since the Board last met. The committee is working on a 5 year budget plan.
- b. Discussion on the possibility of an MOU between NEW, PH and FH to share staffing.
 - i. Chief Kushen reported that he is working on an agreement to provide a working pool of shared staff between the agencies.

11. Action Items

- a. Consider and approve second reading of Ordinance No. 2018-01 establishing Fire Inspection Fees for Commercial Businesses.
 - i. Director Enos made a motion to approve the second reading of the ordinance. Secretary Kahrl seconds the motion. Motion carries.
- b. Review the district's Conflict of Interest Code as directed by Placer County Counsel.
 - i. The code is currently under review.
- c. Staff request for an additional \$500 in matching funds into the full time employees' 457 deferred compensation account to offset the delay in the plan setup in 2017.
 - i. Director Sprouse made a motion to approve this request. Director Enos seconds the motion. Motion carries.

12. Directors Reports:

a. None

13. Chairman Elder adjourned the meeting at 7:40 p.m.

Respectfully Submitted By:



Patrice Metz, Recording Secretary

Approved