

Newcastle Fire Protection District
Minutes of Special Board of Directors Meeting
Wednesday, November 14, 2018
451 Main St. St.
Newcastle, CA 95658

1. Call Meeting to Order

- a. Chairman Elder called the meeting to order at 6:03 p.m.
- b. VC Bettencourt led the Flag Salute.
- c. Directors Elder, Bettencourt, Enos and Kahrl were present. Director Sprouse was absent.
- 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. VC Bettencourt stated that 9. a. i. 2) should read ...*George Rosasco of the Building Planning department...* Secretary Kahrl made a motion to approve the minutes as amended. VC Bettencourt seconds the motion. Motion carries.

4. Bill Approval and Financial Report

- a. Chief Kushen reported the following:
 - i. County has finally distributed financial documents. All are in a different format so Gill is deciphering the data in order to update our financial system.
 - ii. We do not need to dry period finance this year.
 - iii. Nothing is out of line.
 - iv. Chief would like to apply for 2 additional Cal Cards (so each Captain will have one). Staff need a card for miscellaneous (approved) expenses.
- b. VC Bettencourt made a motion to go ahead and approve the bills as presented since there really aren't any financial reports to approve at this time. Director Enos seconds the motion. Motion carries.

5. Correspondence

- a. None

6. Public Comment

- a. Secretary Kahrl asked to give his Director's report early as he needed to leave in order to attend the School Board Meeting.
 - i. Secretary Kahrl stated that he would like to give his report on the LAFCO conference he attended at the December meeting as there is nothing pressing that cannot wait.

7. Fire Chief's Report

- a. In October, there were 49 calls:
 - i. 24 Medicals
 - ii. 7 Fires
 - iii. 7 Vehicle Accidents
 - iv. 11 Other
- b. B41 has been deployed as Assistance by Hire since last week. The remaining crews are working 72 hour shifts. The seasonal FF is also working (he is deployed).

- c. Currently working with Fire Marshal Brothers to do assessments and add additional Fire Wise Communities.

8. Newcastle Professional Firefighter's Association

- a. Engineer Shaw reported that the association is looking into having t-shirts made for off-duty time. The shirts may be made available for sale to the public.
- b. Engineer Shaw also reported that there will be training for staff on the donated engine NFPD will be receiving from Placer Hills.
- c. Chief Kushen reported that the first batch of Lexipol policies have been sent to labor for review. VC Bettencourt asked that they also be sent to the Personnel Committee.

9. Board Committee Reports

- a. Building Committee: New Fire Station Update
 - i. VP Bettencourt reported the following:
 - 1) All plans have been submitted to the Building department. Plan check contacted VC Bettencourt and stated they should have the review done by next week.
 - 2) Toppel and Lichau are working on the spec book. It's well over 100 pages now and may turn out to be 200 pages by the time it's done.
 - 3) The electric application with PG&E is done and paid for.
 - 4) Jerome Encinas from UAIC called to see if the project is on schedule. The \$100K donation is still on track.
 - 5) Martha McDonnell from Youngdahl submitted our storm water prevention plan. It was denied until further growth on the south side is obtained.
 - 6) We are trying to get the project out to bid in December.

10. Informational/Non-Action Items

- a. Update on the Special Districts' Task Force
 - i. Chairman Elder reported that the group met on 11/13.
 - 1) The group is unsure whether Foresthill will continue to participate in the proposed reorganization.
 - 2) The group will make an appointment to see Kris Berry (LAFCO Director) to see how the process all works. Newcastle has agreed to participate in the development of a LAFCO application, but not the submission of the application at this time.

11. Action Items

- a. Consider and approve engineering and repairs to the support column in the fire station apparatus room and consider, if necessary, options for staff accommodations during repairs.
 - i. VC Bettencourt reported that the Building Committee was notified of a 12x12 column in the apparatus bay with a major split in the beam. The Committee went and inspected the support and felt it was necessary to seek advice from a Structural Engineer in order to thoroughly address the situation. The SE provided a letter with recommendations for mitigating the situation.
 - ii. VC Bettencourt has asked Brian Toppel to run this project for the current fire station. If the cost of repairs is less than \$5K the District can get three informal bids to have the repairs done.

Brian seems to feel this is the case. VC Bettencourt is looking for direction from the board to go out for 3 informal bids and hire a SE to tell us what the fix has to be. If it turns out the fix cannot be completed for less than \$5K but will be under \$50K the District will have to go out to bid.

- iii. The project is broken into two phases.
 - 1) Phase I: Up to \$5K to get direction from the SE on required repairs.
 - 2) Phase II: If the crews cannot stay in the current station during the repair process the options are to rent a trailer and put it in the parking lot adjacent to station 41 or Auburn City has approved use of their Maidu station temporarily if needed. Station 3 does not have sleeping quarters or a kitchen. A couple of beds can be moved over and the District can pay for meals temporarily.
- iv. Secretary Kahrl made a motion to authorize expenditures not to exceed \$5K each to pay for the Structural Engineer and the repairs to the current fire station. Director Enos seconds the motion. Motion carries.
- v. VC Bettencourt made a motion to authorize the moving of the crews to Auburn Station 3 for up to one week, if necessary, while repairs are made to Station 41. Chairman Elder seconds the motion. Motion carries.
- b. Consider and approve repairs of approximately \$500 for the surplus generator for the new fire station.
 - i. VC Bettencourt stated that the cost will be closer to \$700.
 - ii. Chairman Elder made a motion to authorize the expenditure of up to \$700 for repairs to the surplus generator for the new station. Director Enos seconds the motion. Motion carries.
- c. Set Board Meeting date for December meeting.
 - i. Chairman Elder reported that the meeting will be held on 12/19.

12. Directors Reports:

- a. None

13. Chairman Elder adjourned the meeting at 7:05 p.m.

THE DECEMBER 19TH MEETING WILL BE HELD AT 645 KENTUCKY GREENS WY.

Respectfully Submitted By:



Patrice Metz, Recording Secretary

Approved: _____