

Newcastle Fire Protection District  
Minutes of Regular Board of Directors Meeting  
Wednesday, December 19, 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. Director Enos made a motion to approve the agenda as presented. Director Sprouse seconds the motion. Motion carries.

**3. Approval of Minutes**

- a. VC Bettencourt made a motion to approve the minutes of the November 21<sup>st</sup> meeting as presented. Secretary Kahrl seconds the motion. Motion carries.

**4. Bill Approval and Financial Report**

- a. Chief Kushen reported the following:
  - i. The new financial reports given to us by Placer County (from *Workday*) have been difficult to decipher.
  - ii. The first teeter installment of property tax revenue will show up on the December reports which will be distributed in January.
  - iii. Vehicle Maintenance costs are up due to a turbo failure.
  - iv. OT and Extra Help are up because of Strike team deployments.
  - v. Anticipating \$60K-\$70K of additional (gross) revenue from Strike Teams.
- b. Director Sprouse made a motion to approve the financials as presented. Director Enos seconds the motion. Motion carries.

**5. Correspondence**

- a. Chairman Elder reported that an email from Andy Sisk (Placer County Auditor-Controller) was received on December 12<sup>th</sup> regarding issues and delays with the reporting from the new *Workday* software.

**6. Public Comment**

- a. Nancy Hakala, a local muralist, addressed the Board regarding a project for the existing Station 41. Ms. Hakala was appearing at the request of Joanne Neft who owns the mini storage across the street from the station. Mrs. Neft would like to fund a mural on the building.
  - i. Because this item is being brought up during public comment, the Board asked Ms. Hakala to come back to the meeting in January where an action item will be put on the agenda to address this request. In the meantime, Chief Kushen will be the point of contact for Ms. Hakala.

**7. Fire Chief's Report**

- a. The outside auditor has asked if the Board would like to change how their meeting stipends are paid. The change would entail reporting the payments through payroll so each Director will receive a W2 at the end of the year or continue to pay the Directors as independent contractors that are issued a 1099 at the end of each year.

- i. The Board briefly discussed this and decided to continue with their current practice of issuing 1099's at the end of the year.
- b. In November, there were 57 calls:
  - i. 29 Medicals
  - ii. 4 Fires
  - iii. 6 Vehicle Accidents
  - iv. 18 Other
- c. There were no significant calls.
- d. Four rear tires on B41 were replaced.
- e. One of the Captains sustained an off duty injury and is expected to be off work for 3 months. The remaining Captains will be assigned to 72 hour shifts.
- f. Fire season has been declared over.
- g. Our seasonal Firefighter has been released.
- h. Burning has resumed. We've been issuing a lot of burn permits.
- i. The Van Pelt antique engine participated in the light parade.
- j. E41 covered Auburn City during the parade.
- k. VC Bettencourt asked about the status of ropes testing.
  - i. Engineer McCoy reported that new ropes had been put in service today.
- l. The Fire Marshal has been busy with crew training and inspections.

#### **8. Newcastle Professional Firefighter's Association**

- a. Engineer McCoy reported that the association is looking into having t-shirts made for off-duty time. The shirts will be made available for sale to the public.

#### **9. Board Committee Reports**

- a. Building Committee: New Fire Station Update
  - i. VC Bettencourt reported on the status of the CURRENT fire station first:
    - 1) Brian Toppel has taken on the current station project as well. He thinks the engineering and construction work can be completed for <\$5K. The temporary brace is in place.
    - 2) It's still unknown if the crews will have to relocate during the repair process.
    - 3) Someone turned the District in to the Placer County Building Department because of the failing support in the apparatus bay. The building inspector came out and looked at the damage. He is satisfied with what's being done by the District to mitigate the problem.
  - ii. VP Bettencourt reported on the status of the NEW fire station:
    - 1) The new plans were submitted to the County in October. VC Bettencourt felt the process was moving too slowly so he met with the county. The plans are now being circulated simultaneously to all departments.
    - 2) We are still planning to go out for bid in January.
    - 3) The civil engineer is looking into adding an underground propane tank.
    - 4) The storm water permit is still open, however VC Bettencourt is trying very hard to get it closed.

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

- a. Update on the Special Districts' Task Force
  - i. Chairman Elder reported that the group met with Kris Berry from LAFCO on 12/18 to discuss reorganization. The takeaway from the meeting was that any

reorganization must benefit the community and will take some time to complete.

- ii. The next task force meeting is on 12/20 at Placer Hills.
- b. Update on Placer County LAFCO Activities
  - i. Secretary Kahrl reported that he had attended the annual conference (which was paid for by the State).
    - 1) There was lengthy general discussion between the Board and audience.

**11. Action Items**

- a. Oath of Office for Directors Enos and Sprouse.
  - i. Chairman Elder administered the oath of office to both Director Sprouse and Director Enos.
- b. Consider and approve the financial audit for FY 17/18.
  - i. VC Bettencourt stated that the audit does not address *Community Risk Reduction* under "Organization" (Pg. 7 ¶3).
  - ii. Also, on page 9 – Teeter funds are only guaranteed up to 95%.
  - iii. May want to consider these items for inclusion in the next audit.
  - iv. Director Sprouse made a motion to accept the 2017/2018 audit as presented. VC Bettencourt seconds the motion. Motion carries.
- c. Approve the Schedule for the 2019 Regular Board Meetings.
  - i. Secretary Kahrl made a motion to approve the schedule as presented. Chairman Elder seconds the motion. Motion carries.

**12. Directors Reports:**

- a. Secretary Kahrl reported that the NCA and the School Board have resolved their issues regarding access to the schoolyard.
- b. Director Sprouse thanked the on duty crew for helping out with a dead battery issue he had.
- c. Director Enos thanked the fire crews for taking good care of his neighbor during an EMS call.

**13. Chairman Elder adjourned the meeting at 7:21 p.m.**

Respectfully Submitted By:

  
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Patrice Metz, Recording Secretary

Approved: \_\_\_\_\_