

Newcastle Fire Protection District
Minutes of Regular Board of Directors Meeting
Wednesday, March 20, 2019
645 Kentucky Greens Wy.
Newcastle, CA 95658

1. Call Meeting to Order

- a. Chairman Bettencourt called the meeting to order at 6:00 p.m.
- b. Jerry Elder led the Flag Salute.
- c. Bettencourt, Elder, Kahrl and Enos were present. Sprouse was absent.
- d. Chief Kushen was in attendance.

2. Approval of Agenda

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

3. Approval of Minutes

- a. Secretary Kahrl requested that a reference to the fact that the BOD does not want the mural that is being considered for the fire station to depict any specific individual and that the mural must be "free standing". The February minutes were amended as follows:

11.

- ii. The final direction by the board is as follows:

1. Ms. Hakala will bring a few idea sketches to the March board meeting for consideration.
2. Director Enos will be the point of contact between the board and Mrs. Neft/Ms. Hakala
3. *"The Board does not wish to have the proposed mural depict any specific individual."*
4. *"The proposed mural must be "free standing" and not painted directly onto the building."*

- i. VC Elder made a motion to approve the minutes of the February 20th regular meeting as amended. Director Enos seconds the motion. Motion carries.

4. Bill Approval and Financial Report

- a. Chief Kushen reported the following:
 - i. General revenues are consistent with the budget.
 - ii. DEV Fees are below 50% of the budgeted amount. Hopefully the onset of spring will boost that number.
 - iii. Expenses are over in apparatus maintenance with the potential to rise even higher. Depending on the decision of the Board in regards to agenda item 11. (B).
- b. VC Elder was concerned that "Training and Education" was a bit high. Chief Kushen stated that there shouldn't be any further expense in that budget key this year.
- c. Secretary Kahrl made a motion to approve the monthly financial report as presented. Director Enos seconds the motion. Motion carries.

5. Correspondence

- a. Chairman Bettencourt read aloud an email that was received from Terrie Robinson, General Counsel for the California Native American Heritage Commission regarding a Google search she did about the new station project. The search brought up a letter

which gave detailed information about the location of a Native American cultural resource site.

- i. VC Elder reported that in 2014 there was a rumor going around that a Native American Roundhouse had been on the site. The District hired someone to come out and re-check the site. It turns out this was not the case.
- ii. Chairman Bettencourt sent Ms. Robinson the findings from the site check. Ms. Robinson requested that the letter she saw be taken down from the website.

6. Public Comment

- a. None

7. Fire Chief's Report

- a. Calls total for February = 50
- b. E41 has been out of service. A report and update will be provided later in the meeting.
- c. Captain Kirk has returned to full duty since his off duty injury.
- d. Continuing with prevention work in anticipation of an ISO audit later in the summer.
- e. Fire Marshal Brothers developed and distributed a new: *Company Fire Inspection Manual*.
- f. JOA is proving to be very effective for all 3 participating agencies.
- g. A suggestion was recently made to have a quarterly meeting with a representative from each of the 3 agencies that are a party to the JOA.
- h. Firewise event for the newly established Newcastle School Firewise Community is tentatively planned for May 1st. More to come on that.
- i. Lexipol Committee met. Each agency has been asked to review the manual and bring back any input to the next meeting in April.

8. Newcastle Professional Firefighter's Association

- a. Engineer Shaw reported that the Association is continuing to grow. Plan to participate in St. Baldricks blood drive. They are seeking opportunities to interact with the community.

9. Board Committee Reports

- a. Building Committee: New Fire Station Update (VC Elder provided the following written notes)
 - i. "Lawrence and I had a meeting with our architect, Ron Lichau this morning at 10:30. Ron is making some final county required adjustments. Ron plans to have everything completed for final review by our Project Manager, Brian Toppel and Lawrence by the first of next week before the final submittal to the County Building Department. I want to thank Lawrence for devoting his time to this project."

10. Informational/Non-Action Items

- a. Update on the Lexipol's policies and procedures
 - i. Secretary Kahrl reported that the emphasis on this project is cooperation and cost savings. Going very well in all respects.

11. Action Items

- a. Consider and approve Mr. Anderson's proposal to prepare and submit the Special Tax Direct Charges for Measures B and F for tax year 2019/2020 for a cost of \$2000.00.
 - i. Mr. Anderson gave a synopsis of his proposal to the Board. VC Elder made a motion to accept Mr. Anderson's proposal as presented. Director Enos seconds the motion. Motion carries.
- b. Consider and give direction to staff on the options for Engine 41.
 - i. BC Slusher reviewed the Staff Report prepared by BC Nelson. and recommended the following:
 - 1) The Board authorize the "surplus to destruction" of E41.VC Elder made a motion to authorize the "surplus to destruction" of E41. Director Enos seconds the motion. Motion carries.
 - ii. The Board directed Chief Kushen to evaluate the Rio Vista engine to make sure it will be an acceptable piece of apparatus prior to implementing the "surplus to destruction" action.
- c. Consider and approve sketches from Ms. Hakala for the mural for the firehouse.
 - i. Director Enos reported that Mrs. Neft has put this project on hold until the new station is built.
- d. Consider and approve the second reading of Ordinance 2019-01 establishing a schedule of fees for plan review and inspections for new and modified construction.
 - i. Secretary Kahrl made a motion to approve the second reading as presented. Director Enos seconds the motion.

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

Motion carries.

12. Directors Reports:

- a. Chairman Bettencourt will be absent from the April meeting.
- b. The next meeting will be held at Deborah's place (461 Main St.).
- c. Chairman Bettencourt reminded everyone that the budget is due in June. The Finance Committee needs to meet prior to that.

13. Chairman Bettencourt adjourned the meeting at 7:10 p.m.

Respectfully Submitted By:



Patrice Metz, Recording Secretary

Approved: _____

Newcastle Fire Protection District
Minutes of Regular Board of Directors Meeting
Wednesday, February 20, 2019
461 Main St.
Newcastle, CA 95658

Amended: 3/20/2019

1. Call Meeting to Order

- a. Chairman Bettencourt called the meeting to order at 6:00 p.m.
- b. Director Enos led the Flag Salute.
- c. All Directors were present.
- d. Chief Kushen was in attendance.

2. Approval of Agenda

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

3. Approval of Minutes

- a. VC Elder made a motion to approve the minutes of the January 16th regular meeting as presented. Director Enos seconds the motion. Motion carries.

4. Bill Approval and Financial Report

- a. Chief Kushen reported the following:
 - i. Gill has received some of the data from the County, but not all.
 - ii. Chairman Bettencourt has the following requests:
 - 1) A report on the Mitigation Fees should be included in the financial reporting. A profit & loss statement would work.
 - 2) The same request for the fixed assets (new fire station) should also be included.
- b. Secretary Kahrl made a motion to approve the monthly financial report as presented. Chairman Elder seconds the motion. Motion carries.

5. Correspondence

- a. None

6. Public Comment

- a. None

7. Fire Chief's Report

- a. Calls total for January = 37
- b. Captain Kirk has been released back to full duty by his private physician, however he is on light duty until he has a "Fit for Duty" examination by Occumed.
- c. ISO audit is due sometime this summer.
- d. Chief Kushen distributed an organizational chart for Placer Hills Fire.
- e. NEW was not a signatory in the *Local Hazard Mitigation Plan (LHMP)* in 2016. It will be important for NEW to adopt this program as it's often necessary to receive FEMA grants.
- f. PHF has a part time employee that works full time for another agency. He works on the *Community Risk Reduction Plan* for his full time employer. Chief Kushen will be coming to the board in the future to ask for approximately \$1K to cover 60 hours of work by their individual to put together the plan for NEW. The plan is worth 2 points during an ISO audit.
- g. The first meeting of the Lexipol working group will be on 2/28 at 3:00 p.m. in the PHF Training Room. VC Elder will be sitting in for Director Enos.

8. Newcastle Professional Firefighter's Association

- a. Engineer Shaw reported that the Association currently has T-shirts for sale for \$20 each. They will have pint glasses for sale soon.

9. Board Committee Reports

- a. Building Committee: New Fire Station Update (VC Elder provided the following written notes)
 - i. The Building Committee met twice since the January board meeting.
 - ii. January 23rd, 11:00 a.m. in Ron Lichau's office. Bettencourt, Elder and Lichau present.
 - 1) Looked at plans and proposed changes from the county and expressed to Mr. Lichau that we needed to make some progress on the new building. Ron agreed and promised to make the changes necessary. Chairman Bettencourt brought a checklist of items that needed to be completed before the plans can go out for bid.
 - iii. February 19th, 9:15 a.m. in Ron Lichau's office. Bettencourt, Elder, Lichau, Toppel and Leonard present.
 - 1) Discussed the problems we are having getting the plans approved by the county and why it is imperative that we get the permit approved prior to going out to bid. Both Brian and "Joe had some very good reasons why we should not go out to bid before the plans are approved by the county. We agreed on a plan of action for our meeting at 10:30 a.m. with the Placer County Building Department.
 - iv. February 19th, 10:30 a.m. at the Placer County Building Department. Bettencourt, Elder, Lichau, Toppel, Leonard, Sibley, and Armstrong were present.
 - v. Toppel and Leonard made compelling arguments why we should be able to get a complete permit for the station without having to get two phases (2 permits). Toppel and Leonard explained to the County that we are building an essential services building for the Newcastle Community and that we are trying to save as much taxpayer money as possible. Mr. Sibley said he will speak to Mr. Wegner (CBO) and get back to us. The meeting seemed to clear up some misunderstandings.

10. Informational/Non-Action Items

- a. Update on the Lexipol's policies and procedures
 - 1) VC Elder and Director Enos will attend the meeting at PHF on 2/28.

11. Action Items

- a. Consider and approve the request by Mrs. Neft to fund a mural for the firehouse building.
 - i. There was lengthy discussion between the board, the audience, Mrs. Neft and Ms. Hakala (mural artist) regarding what the mural should contain.

- ii. The final direction by the board is as follows:
 - 1) Ms. Hakala will bring a few idea sketches to the March board meeting for consideration.
 - 2) Director Enos will be the point of contact between the board and Mrs. Neft/Ms. Hakala.
 - 3) The Board does not wish to have the proposed mural depict any specific individual.
 - 4) The proposed mural must be "free standing" and not painted directly onto the building.
- b. Consider and approve the first reading of the amended Ordinance 2019-01 establishing a schedule of fees for plan review and inspections for new and modified construction.
 - i. Fire Marshal Brothers reviewed the ordinance with the Board and public.
 - ii. Director Sprouse made a motion to approve the first reading of Ordinance 2019-01. Director Enos seconds the motion.

1) Bettencourt	AYE
2) Elder	AYE
3) Kahrl	ABSTAIN
4) Sprouse	AYE
5) Enos	AYE

Motion carries.

12. Directors Reports:

- a. Director Sprouse thanked everyone for all the cards and letters he received when his Mother passed away.
- b. Chairman Bettencourt asked Chief Kushen to check on the required Ethics Training and Brown Act Training for the board members.

13. Chairman Bettencourt adjourned the meeting at 7:32 p.m.

Respectfully Submitted By:



Patrice Metz, Recording Secretary

Approved: _____