

Newcastle Fire Protection District
Minutes of Regular Board of Directors Meeting
Wednesday, October 16, 2019
451 Main St.
Newcastle, CA 95658

1. Call Meeting to Order

- a. Chairman Bettencourt called the meeting to order at 6:00 p.m.
- b. Patrice Metz led the Flag Salute.
- c. All Directors were present.

2. Approval of Agenda

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

3. Approval of Minutes

- a. VC Elder made a motion to approve the minutes of the September 18th regular meeting as presented. Director Enos seconds the motion. Motion carries.

4. Bill Approval and Financial Report

- a. Chief Kushen reported the following:

Finance:

County Auditor-Controller has accepted our request and reallocated the \$44,469 from Cal Fire ABH revenue received in 2019/20 back into the 18/19 budget.

Budget:

Revenues:

- So far, we have received \$5,375 in fire code compliance fees for new construction through Sept. 30th.
- New construction is up – we have taken in almost \$23,400 in impact fees which is over 70% of our budgeted revenue.
- We receive our property tax and measure revenues in December, April and June
- Board is considering an application for temporary borrowing from the County to cover any expenses until we get our tax revenues. We would only borrow the amount needed. The current monthly interest rate is approximately 1.96%.

Expenses:

- We are slightly over in utilities.
- Salaries are not current as we have not received the county report.
- Everything else looks good.

Gill has resolved the issue and removed the old 1995 HME from our line item budget. Crews have submitted applications to Fire Recovery on all recent significant incidents

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

5. Correspondence

- a. Chairman Bettencourt reported that he received notice from the district's counsel, Maggie Stern that she has resigned her position from KMTG. Constantine Baranoff is her replacement.
- b. Director Heisterkamp reported that he received notice from PHF Board President Hills requesting a meeting to discuss the funding of the Fire Prevention Program since the grant to pay for the program was not awarded. He will provide a report at the November meeting.

6. Public Comment

- a. Brian Thompson, a job applicant, presented a letter from his attorney re: Brian Thompson vs. Newcastle Fire Protection District.
 - i. Chairman Bettencourt gave direction for the matter to be turned over to the Personnel Committee for review.

The meeting was adjourned from 6:20 p.m. until 6:42 p.m. so the notary could obtain the required signatures for the revised grant deed.

7. Fire Chief's Report

Responses: Total – 26

Struct. Fires –2; Veh. Fire – 1; Veg. Fire –0; M/A –15; Vehicle T/C's –2; Haz Mat-1 Misc. 5

Significant Incidents:

No significant incidents during the past month

Staffing:

Our new Engineer Trenton Knuckles has been assigned to "B" Shift, has completed his initial shadowing, is working as an engineer and is learning our Fire District areas, operations and his responsibilities.

Apparatus:

E-41 has been listed for sale by Rio Vista and we will be returning it to them by October 31st.

OES has granted our request for a loaner engine for at least one month. We had Eng. Knuckles assist us this morning with picking it up from OES HQ at Mather. We will be placing it in service within the next week to serve as a temporary T-1 Engine. The new Placer Hills engine should be delivered immediately after the first of the year and we anticipate transferring PHF E-85 to NEW shortly after receiving our new engine.

ISO Update:

Apparatus (GPM) & Equipment –

- Inventory, testing records: Pump, Ladders, Hose
Communications- 10%
 - Dispatch Center capabilities, Primary/Secondary PSAP's
Fire Department- 50%
 - Staffing levels, incident notification methods, Response capabilities, Mutual & Auto Aid resources, Training
Water Supply – 40%
- Community Risk Reduction Plan – Fire Prevention 5.5 Points

Unfortunately, we have been unsuccessful in our 2018 FEMA AFG Engine Grant App.

Admin.:

Maggie Stern has resigned from the law firm representing us and we will have a new attorney representing our District. She has accepted a position with the Judicial Council of California. Constantine Baranoff will be her replacement and has been brought up to speed on our pending construction and other current affairs.

Admin.:

Capitol PFG, the company selected to prepare our Fire Facility Fee Study estimates that they anticipate having our results and data ready in either November or December.

In the future, if there are any additions of correspondence brought to the Board meeting, please either forward an electronic copy to Gill or provide me a hard copy to ensure it is added to the records of the Fire District

EMS, Operations and Training –

We will be eliminating the monthly recurring costs for our current Oxygen cascade system, returning the rented E tanks to the company and be utilizing the O2 system at PHF with the duty chiefs handling the logistics of replacing our empty bottles.

We are continuing the bi-weekly Captains training to build and diversify our personnel's skills.

Prevention:

Grant funding ended at the end of September for the Fire Marshal position. The original grant was written to provide funding for establishing a fiscally self-supporting Fire Prevention Division. Currently, there is significant permitting, plan check and inspection fees being generated by all 3 Fire Districts. The PHF District Board has voted to temporarily fund the position on a limited term basis

Our District Board committees from PHF, NEW & FHF are going to meet very soon to address these recently added critical services we provide to our community. The Placer Hills Board has funded the position for an interim 90 days to allow time to meet with NEW & FHF for an operational plan for Fire Prevention Services.

PG&E's recent PSPS resulted in no major public safety issues in NEW FPD. Crews here at NEW utilized small generators to provide essential power for radios, lights and refrigerators.

8. Newcastle Professional Firefighter's Association

- a. No report

9. Board Committee Reports

- a. Chairman Bettencourt invited project manager, Brian Toppel to report on what it is he needs to move forward on the project.
 - i. Mr. Toppel reported the following:
 - 1) He is having difficulty getting completed drawings from the architect.
 - 2) Critical items are not being included on the drawings, i.e. type of metal building, type of windows etc....
 - 3) Without the critical items specified, the contractor is able to interpret the drawings much more loosely and the district may not get the grade of materials they intended.
 - 4) The specification book is missing major sections. Brian gave the changes need to Mr. Lichau four months ago. Mr. Lichau lost the changes.
 - 5) Each time a set of drawings was received from Mr. Lichau, Brian and Chairman Bettencourt would meet and markup the drawings with necessary changes. The process between drawing iterations has been extremely slow.
 - 6) It's still possible to go out to bid by the end of the year IF the documents are completed in a timely manner.
 - ii. Chairman Bettencourt reported that his wife has offered to type up the spec book for Mr. Lichau if it will help move things along.
 - 1) If the project cannot be moved forward in the next couple of months, Chairman Bettencourt would be open to discussing the possibility of finding a new architect. This would be a costly and time consuming option.

- iii. Secretary Kahrl has asked Mr. Toppel to attend the November meeting and present a project update. During the discussion it was decided to ask Mr. Lichau to also attend and give a project update.

10. Informational/Non-Action Items

- a. Discussion and direction on the Fire District's property at the Chantry Hill Baseball Field.
 - i. VC Elder and Mike Monahan are still working on the project and will have information to report in November.

11. Action Items

- a. Consider and approve the second reading of Ordinance No. 19-03 Hazard Abatement.
 - i. Fire Marshal Brothers reiterated the purpose and parameters of the proposed ordinance.
 - ii. VC Elder stated that the fact that the ordinance is "complaint driven" is not spelled out in the document.
 - iii. There was general open discussion between the board, Fire Marshal Brothers and members of the public.
 - iv. Director Enos made a motion to approve the second reading of Ordinance No. 19-03. Secretary Kahrl seconds the motion.

1) Bettencourt	AYE	4) Enos	AYE
2) Elder	NAY	5) Heisterkamp	NAY
3) Kahrl	AYE		
 - v. Second reading is approved.
- b. Consider and approve the Deferred Remedial Action Agreement with SPMUD to repair the damaged sewer pipe.
 - i. This item was tabled at the request of Chairman Bettencourt. Make action item for November.
- c. Consider and approve the revision to the grant deed for the new fire station extending the condition to begin construction for an additional 2 years.
 - i. VC Elder again thanked Mr. Saladana for granting the extension. The required documents have been notarized and are ready to be filed.
 - ii. VC Elder made a motion to approve the revision to the grant deed. Director Enos seconds the motion. Motion carries.
- d. Consider and approve an application to borrow county funds to cover any shortfalls until property tax revenues are received.
 - i. This is commonly known as "dry period financing".
 - ii. VC Elder made a motion to approve an application for dry period financing. Director Heisterkamp seconds the motion. Motion carries unanimously.

12. Directors Reports:

- a. None

13. Chairman Bettencourt adjourned the meeting at 8:02 p.m.

Respectfully Submitted By:



Patrice Metz, Recording Secretary

Approved: _____