

Newcastle Fire Protection District
Minutes of Regular Board of Directors Meeting
Wednesday, November 20, 2019
645 Kentucky Greens Way
Newcastle, CA 95658

1. Call Meeting to Order

- a. Chairman Bettencourt called the meeting to order at 6:00 p.m.
- b. Brian Toppel of Tricorp Group, Inc. led the Flag Salute.
- c. All Directors were present.
- d. Chief Kushen was present.

2. Approval of Agenda

- a. Chairman Bettencourt asked to add 9. b. Finance Committee Report and 9. c. Personnel Committee Report to the agenda.
- b. VC Elder made a motion to approve the agenda as amended. Director Enos seconds the motion. Motion carries.

3. Approval of Minutes

- a. Secretary Kahrl made a motion to approve the minutes of the October 16th regular meeting as presented. VP Elder seconds the motion. Motion carries.

4. Bill Approval and Financial Report

- a. Chief Kushen reported the following:

Revenues:

Notification from the County that we had not utilized dry financing to date

The County has adjusted the reports after our audit. The adjusted July report for FY 19-20 is showing \$318,478.33 as the beginning balance. This includes the 44k from 2019 ABH Incident revenue and a correction to Deferred Comp.

Expenses:

We purchased fire prevention supplies under miscellaneous.

Salaries are not current.

Everything else looks good. Total expenses are 26% with 33.3% of FY elapsed.

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

5. Correspondence

- a. Chief Kushen sent a thank you letter to Rio Vista F.D. Chief Armstrong in appreciation of the 7-month loan of their HME Engine from March through October of this year to NEW.

6. Public Comment

- a. Kathleen Kahrl commented about hearing Chief Kushen on KFBK speaking with Kitty O'Neal.

7. Fire Chief's Report

Responses: Total – 53

Struct. Fires – 3; Veh. Fire – 2; Veg. Fire – 7; M/A – 32; Vehicle T/C's –3; Misc. 6

Significant Incidents:

Multiple Vegetation fires on November 4th E/B I-80 from Newcastle to Auburn. The fire below Chantry Hill initially posed a significant threat to structures. An aggressive initial attack by the C shift Sta. 41 crews prevented the fire from crossing Chantry Hill Rd. Having 3 personnel on duty on E-41 for this incident was instrumental in preventing the fires between Newcastle Rd. and I-80 were contained at < ½ acre by Penryn and Cal Fire crews.

A second bout of multiple vegetation fires occurred yesterday on I-80 between Gilardi Rd. and 193. All of the fires were quickly contained to less than an acre each. Reminder to the community that we are experiencing critically dry conditions with all fuel moisture indices at historically low levels with ERC's at or above critical levels.

Staffing:

New Engineer Knuckles is doing well, learning our district and has already shown his dedication by assisting us with moving equipment on his days off.

Apparatus:

E-41 has been returned to Rio Vista and we currently have an OES loaner Engine that has been extended thru December 16th.

We anticipate receiving the new PHF T-1 engine before the end of the year and will be moving the PHF E-85 to Sta. 41. We anticipate completing the official ownership title transfer process to NEW after the first of the year.

We have discovered an auxiliary pump and a circular saw missing from B-41 after its return from warranty repairs at Cummins Sacramento. We have filed a claim with Cummins and they have turned it over to their insurance company. They will be covering this loss and replacing our equipment.

ISO Update:

All data has been submitted and we met with the ISO representative on October 21st to review our agency records. We don't anticipate receiving our results until sometime in February or March. We are very hopeful that we have improved our previous 2014 ISO rating from a 5/5Y to a 4/4Y.

Fire Department Scoring:

561 - Deployment Analysis 2014=1.99 of 10 (# of Eng. Co's. & Staffing) Utilizes the CAD response history for specific incidents.

571 - Company Personnel 2014=4.10 of 15 (total in # district and available for response)

Additional engine staffing at 3-0 w/ intern and Vol. and a dedicated Duty Chief and 2nd B/C on all structure fires.

Community Risk Reduction – In 2014, we received only 40% of our possible scoring total. Fire prevention Staffing we received 0 of 8 possible pts. and Fire Prevention Training we received 0 of 6 points.

8. Newcastle Professional Firefighter's Association

- a. Captain Hicks reported that the VanPelt engine will be participating in the *Parade of Lights* in Auburn.

9. Board Committee Reports

Design Review / Status Meeting
Meeting Minutes

Project Name: Newcastle Fire Station

Location: Lichau and Associates Office

Date: 11/20/19

Time: 11:00 am.

Attendees

Owner Team -Newcastle Fire District

Lawrence Bettencourt,

Joni Elder

CM Team -Tricorp-Group

Brian Toppel

Design Team

Architect -Lichau and Associates

Ron Lichau

Structural Engineer -Leonards Engineering

Joe Leonard

Meeting Goals

Review current drawings for compliance with County Review Comments

Review Structural and Architectural Firewall Coordination Issues

Status of Specifications

Develop schedule to determine design completion, receipt of permit, bid and award.

Plans & Specs

Design Update

Status of current drawings;

Architectural

The majority of the County Review Comments have been incorporated into the documents.

Ron to incorporate the ADA mounting details for toilet accessories into the drawings.

Fire wall details to be revised to match the structural drawings.

Drawing dimensions to be verified between architectural and structural.

Ron to review all TGI's drawing comments and incorporate the appropriate details.

Ron to send out the most recent dwg. Files to all the consultants and to verify that they are using the most recent drawings.

Structural

Joe to review the most recent backgrounds and validate dimensions.

Joe to update wall details at fire wall to have the finish panels terminate above the roof line to match the architectural.

Joe to review the project specifications when completed to verify the structural requirements.

Specifications

Ron to complete the specifications by 12.11.19.

Permit Status

Drawings to be resubmitted to the County no later than 12/5/19.

Bidding Schedule

Establish milestone dates. The following dates were established during the meeting.

12/2/19 - Project Advertised

12/12/19 - Documents Available to Contractors

12/17/19 - Job Walk (Not Mandatory)

1/7/20 - Bid Date

Addendum#1 Issued (Date Dependent on the amount of RFI's and Design Changes)

1/16/20 - Revised Bid Date

Addendum#2 Issued (Date Dependent on the amount of RFI's and Design Changes)

1/23/20 - Bids Due

2/19/20 - Board Meeting -Bid Accepted

2/24/20 - NTP Issued (60 Days prior to Mobilization)

4/24/20 - Mobilization

12/24/20 - Project Complete

- b. Finance Committee Report:
 - i. On 10/28/2019 Secretary Kahrl and Director Heisterkamp met with PHF Board President Peter Hills and Director Russ McCray to discuss funding the Fire Marshal position.
 - 1. PHF was not successful in securing a grant to fund the Fire Marshal position. The PHF board voted to bridge the gap for 90 days, expiring 12/31/2019. The proposal before the NEW board is to contribute to the Fire Marshal position by committing the use of Prevention and Inspection fees collected to help with funding. A resolution will be brought to the board at the December meeting. Negotiating new rems will be handled during normal contract negotiations prior to 6/30/2020.
- c. Personnel Committee Report:
 - i. The committee met with Chief Kushen on October 18th regarding the letter presented to the board by Brian Thompson at the October meeting. The matter will be discussed further in closed session.

10. Informational/Non-Action Items

- a. Discussion and direction on the Fire District's property at the Chantry Hill Baseball Field.
 - i. VC Elder reported that there is nothing new, but to leave the topic on the agenda for subsequent meetings.

11. Action Items

- a. Consider and approve the Deferred Remedial Action Agreement with SPMUD to repair the damaged sewer pipe.
 - i. Chairman Bettencourt talked with district counsel, Constantine Baranoff and met with Gabe Mendez about this issue. Counsel would like the board to approve the agreement as to form only, allowing Constantine and Carie Huff (SPMUD Engineer) to keep meeting and get a price from Mr. Mendez. SPMUD is not open to a temporary fix.
 - ii. VP Elder made a motion to approve the agreement with SPMUD as to form only. Director Enos seconds the motion.
 - 1) Bettencourt Aye
 - 2) Elder Aye
 - 3) Kahrl Aye
 - 4) Enos Aye
 - 5) Heisterkamp AyeAgreement is approved.
- b. Consider and approve a fee adjustment for legal services from Kronick, Moskovitz, Tiedemann and Girard.
 - i. Director Enos made a motion to accept the fee adjustment from KMTG. Secretary Kahrl seconds the motion. Motion carries.
- c. Consider and approve the selection of the District's legal representation in response to the FF's request for formal representation by IAFF L-3800. A proposal has been received from Kingsley Bogard LLC.
 - i. There was general discussion on the topic. Secretary Kahrl was opposed to this since the District's current law firm provides labor negotiations services and the District already has a long standing relationship with them.

- ii. BC Nelson countered that it speeds up negotiations to have an attorney you are familiar with.
 - iii. No motion was received.
 - iv. Chairman Bettencourt directed Chief Kushen to send the letter from L-3800 to KMTG.
 - v. Put on December agenda as an action item.
- d. Closed Session:
- i. CONFERENCE WITH LEGAL COUNSEL; Pursuant to CA Govt. Code § 54956.9(b): Anticipated Litigation (one case).
 - 1) The Board adjourned to closed session at 7:30 p.m.
 - 2) Chairman Bettencourt re-convened the open session at 7:41 p.m. and stated that Chief Kushen had given the Board an update on the topic.

12. Directors Reports:

- a. Secretary Kahrl reported that he attended the LAFCO convention in Sacramento on October 31st.

13. Chairman Bettencourt adjourned the meeting at 7:45 p.m.

Respectfully Submitted By:



Patrice Metz, Recording Secretary

Approved: _____