

Newcastle Fire Protection District  
 Minutes of Regular Board of Directors Meeting  
 Pursuant to the Governor's Special Order N-29-20, issued March 17, 2020, the April 15, 2020 Regular  
 Board of Director's Meeting was held via teleconference.

**1. Call Meeting to Order**

- a. Chairman Kahrl called the meeting to order at 6:04 p.m.
- b. Chief Kushen led the Flag Salute.
- c. All Directors were present.
- d. Chief Kushen and Division Chief Brothers were present.

**2. Approval of Agenda**

- a. Chairman Kahrl requested that item 12. (A.) be deleted from the agenda. VC Bettencourt made a motion to approve the agenda as amended. Director Enos seconds the motion. Motion carries unanimously via roll call.

**3. Approval of Minutes**

- a. Secretary Elder made a motion to approve the minutes of the February 19th regular meeting as presented. Director Enos seconds the motion. Motion carries, unanimously via roll call.

**4. Bill Approval and Financial Report**

- a. Chief Kushen reported the following:

Revenues:

- Received \$365.25 last week from Fire Recovery for a FY total of \$3,567.75

Expenses:

- Our Professional Services line item is over budget due to unforeseen legal fees.
- Overtime is over due to the long-term vacancy earlier in the FY.
- Overall expenses are at 62% with 70% of the FY elapsed. This report does not include the most recent months payroll reporting. We just received the County reports yesterday.

Secretary Elder made a motion to accept the financial report as presented. Director Enos seconds the motion. Motion carries unanimously via roll call.

**5. Correspondence**

- b. None

**6. Public Comment**

- a. None

**7. Fire Chief's Report**

**Responses:**

Totals from February 18 – April 12 = 82

Structure Fires –8; Vehicle Fires – 4; Veg. Fire –6; M/A – 44; Vehicle T/C's –9; Misc. 11 (includes Smoke Checks, lines down, false alarms, public assists, etc.)

**Significant Incidents:**

Denny's Commercial Structure Fire 3/25 at 0100...E-41 crews assisted and assisted with Rapid Intervention Crew initially, then transitioned to interior fire attack, prior to switching to a defensive strategy to mitigate the collapse hazards.

With the current COVID-19 pandemic, there have been many changes to both our normal response procedures and our daily crew and station routines. We have closed all facilities to the

public and displayed Public Information sign boards at our fire stations with pertinent COVID-19 information. We also continue to provide updates and current HHS information on our District Social Media pages. Our Chief Officers have been participating in daily meetings via conference calls with Placer County OES and multiple other cooperating agencies to continually remain updated on the current status of our local EMS & Hospital systems and ensure we are taking the proper precautions to protect both our firefighters and the public from this new invisible enemy. We have been sending out multiple operational directives and procedural changes to our firefighters to keep them safe and in compliance with industry standard protocols for PPE use, exposure prevention, precautionary response changes, equipment, apparatus and facility cleaning and decontamination.

We have developed an Incident Action Plan (IAP) weekly for the previous 4 weeks to provide a written plan for our personnel to utilize for briefing their crews on safety mitigations, provide the updates on who is responsible for specific areas of the multi-agency response all collaborating within the unified command structure for overall disaster planning, mitigation and response.

**Administration:**

Our ISO updated PPC rating which has been reduced from a 5/5Y to a significantly improved 4/4X goes into effect on May 1st. This places NEW Fire into the top 30% of ISO PPC ratings of the 40,083 fire departments nationwide. We are proud of this accomplishment that is a measurable Fire Department performance improvement that will assist in keeping insurance costs down in the District for the next 5years.

**Staffing:**

Our engine is back to daily 2-0 staffing. We will be requesting continued funding again this year for the Intern program to increase our staffing to 3-0 during fire season. This provides proper industry standard staffing, allows a safer work environment for our personnel and enables us to respond to both support the regional mutual aid system, ABH for filling vacant Cal Fire Stations and STEN responses.

**Apparatus:**

The donated 2005 HME from Placer Hills Fire has been transferred to NEW and the DMV Registration and Title now reflects Newcastle ownership. The insurance is \$285 yearly. We will be ordering Newcastle door emblems and lettering.

Facilities: Building Department extended our Station Construction permit until Sept. 10, 2020.

Equipment: Received 6 sets of new Turnouts.

Placer Hills has loaned NEW an AED temporarily until we can purchase replacements.

**Grants:**

We have submitted an AFG Grant application for a new Type-1 Fire Engine for Newcastle.

Also, NEW is included in a regional AFG Grant application that Placer Hills took the lead role on submitting for a Health and Wellness Grant to provide initial baseline NFPA 1582 compliant physicals and cancer screenings for all NEW, PHF, FHF & RYN. If successful, this Grant will provide all of the NFPA Tier 1 level Health and Wellness requirements.

- Initial medical exams (NFPA 1582 Compliant)
- Annual medical and fitness evaluation
- Job-related immunization
- Cancer Screening Program to meet NFPA 1582
- Behavioral health

We have ordered the Ballistic protective vests funded by recently approved EMS grant.

Last week we submitted an application for CSFA Jenny Jones Grant for \$5,000 for PPE.

As I've previously reported, many statewide Fire Departments, including most Sacramento area departments and many in Placer County utilize first responder fees to recover costs for providing Advanced Life Support Paramedics. We are continuing to evaluate options to increase our levels of EMS services to paramedic and methods for possibly funding this increased service level. We are also exploring additional grant opportunities for ALS equipment.

|                 |                             |                       |       |
|-----------------|-----------------------------|-----------------------|-------|
| Sac. City       | Treat non-Transport = \$283 | First Responder Fee = | \$283 |
| Sac Metro       |                             |                       | \$376 |
| So, Placer Fire |                             |                       | \$280 |

**8. Division Chief/Fire Marshal Vernell Brothers' Report:**

**Operational and Construction Permits Fees Collected:**

January-March low totals – Since Jan 1, we've had to deal with weather events, Power Safety Shutdowns and now Covid-19. The County shut down their offices and are now able to do all of their permitting online. I am optimistic that after stay at home restrictions are lifted, construction will pick up.

Propane Tank Inspections – (4) \$500.00

Solar Inspections – (2) \$250.00

Sprinkler Plan Review – (1) \$750.00

**PC Hazardous Vegetation Update:**

Sat on a committee with:

Tim Wegener - Deputy Director - Community Development Resource Agency Brian Estes Placer County & Unit Chief

Dave Spencer – Auburn Fire Chief

Mitch Higgins – Penryn Fire Chief

Mike Rufenacht – Cal Fire

Convinced the group that the County's Ordinance should address both improved and unimproved lots – the group agreed and is now on their ordinance.

First Reading - Approved on April 7, 2020 PC Board meeting

CFC/CBC Fire & Building Code Update:

Tabled to the April 21, 2020 PC Board meeting

**Collector App Status:**

Cal Fire/County Approved - Will be free

What is the Collector app? Part of the Esri Geospatial Cloud, Collector for ArcGIS, a mobile data collection app, makes it easy to capture accurate data and return it to the office.

Allow agencies to work interoperable to share data and prevent a duplication of effort.

**Fillable Forms:**

FP Forms – Converted to pdf

Administrative Citation – “Request to Review”

**Hazardous Vegetation Ordinance 2020-02:**

Few changes:

1. First of all, thank you for approving the first reading of the ordinance.

2. If you look on Page 5, C. Director Heisterkamp wanted clarification. I did check with the County and Legal and we are allowed, by law to enter on to any property for the purpose of inspection. (Discussed in PC committee meeting).
3. If you look on Page VI, F-6. Director Bettencourt wanted the last sentence added.
4. If you look on Page 7, VII, A Option-2, "Request to Review" form. That form will be available online.

**9. Newcastle Professional Firefighter's Association**

- a. Captain Kirk stated that per Engineer McCoy there is nothing of significance to report.

**10. Board Committee Reports**

- a. Building Committee update on the new fire station.
  - i. Chairman Kahrl stated that there is a deep disagreement between Mr. Leonard, Mr. Toppel and Mr. Lichau on how to proceed.
  - ii. Chairman Kahrl introduces Mr. John Bohnett, an architect, who has agreed to join the team to help facilitate the completion of the project.
- b. Finance Committee update on the fire facilities impact study and fee schedule.
  - i. Director Heisterkamp reported that Jeff Small would like to meet with the Finance Committee again.

**11. Informational/Non-Action Items**

- a. Report on the draft budget for FASIS, the District's Workers Compensation Carrier.
  - i. District Manager Lofrano reviewed the draft budget with the board.

**12. Action Items**

- a. Item scratched from agenda.
- b. Consider and approve a Deferred Remedial Action and Reimbursement Agreement with SPMUD for the new main sewer project.
  - i. VC Bettencourt reported that this has been vetted through legal counsel. It is a very good plan. Must be completed by July 1, 2022.
  - ii. VC Bettencourt made a motion to approve a Deferred Remedial Action and Reimbursement Agreement with SPMUD as long as instructions for how NFPD is to be paid is added to the agreement. Secretary Elder seconds the motion. Motion carries unanimously via roll call.
- c. Consider and approve the second reading of Ordinance 20-02 Abatement of Hazardous Vegetation and Combustible Materials on Improved and Unimproved parcels. Repealing and Replacing Ordinance 19-03.
  - i. Chief Brothers got clarification from Placer County that we are allowed to enter property in order to facilitate an inspection.
  - ii. Director Heisterkamp made a motion to approve the second reading as presented. Director Enos seconds the motion. Motion carries unanimously via roll call.
- d. Consider and Approve Mr. Anderson's proposal to prepare the direct charges associated with Measures "F" and "B" for fiscal year 2020/2021.
  - i. Secretary Elder made a motion to accept Mr. Anderson's proposal as presented. Director Heisterkamp seconds the motion. Motion carries unanimously via roll call.
- e. Approve Resolution No. 20-02 designating the district's agents for the purpose of obtaining Federal and State financial assistance and emergency disaster relief.

- i. VC Bettencourt made a motion to approve Resolution No. 20-02 as presented. Secretary Elder seconds the motion. Motion carries unanimously via roll call.
- f. Elect members on the official ballot for the Board of Directors of Fire Agencies Self Insurance System (FAIRA).
  - i. VC Bettencourt made a motion to vote for Gary Grenfell only on the FASIS ballot. Secretary Elder seconds the motion. Motion carries unanimously via roll call.

**13. Directors Reports:**

- a. Director Heisterkamp reported that he and VC Bettencourt met with PHF (Hills/McCray) regarding the renewal of the agreement to provide Chief and Admin. Services for the next fiscal year. PHF is asking for a 13% increase.

**14. Chairman Kahrl adjourned the meeting at 7:24 p.m.**

Respectfully Submitted By:

  
\_\_\_\_\_  
Patrice Metz, Recording Secretary

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