

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 May 20, 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 6:02 p.m.
- b. Division Chief Brothers led the Flag Salute.
- c. All Directors were present.
- d. Chief Kushen, Division Chief Brothers and BC Slusher were present.

2. Approval of Agenda

- a. Secretary Elder made a motion to approve the agenda as presented. Director Enos seconds the motion. Motion carries unanimously via roll call.

3. Approval of Minutes

- a. VC Bettencourt made a motion to approve the minutes of the April 15th 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:

- We recently held our District Finance meeting; all revenue appears to be on tract.

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 within normal limits with 85% of the fiscal year elapsed and our total expenses at 78.9%.

Director Enos made a motion to accept the financial report as presented. Secretary Elder 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 April 16 through May 19th = 47

Struct. Fires –2; Veh. Fire – 1; Veg. Fire –2; M/A – 23; Vehicle T/C's –2; Misc. 17 (includes Smoke Checks, Station covers, lines down, false alarms, public assists, etc.)

Significant Incidents:

5/10 Crews responded to assist Cal Fire on a reported bee sting with a life-threatening anaphylactic reaction of a swollen tongue and airway compromise. Crew used our Epinephrine pen which rapidly improved the patient's condition from what was initially life threatening. This is one of the new procedures and medications we received grant funding for the initial purchase and training back in 2017. Unfortunately, this is a very costly medication to purchase and is not currently budgeted. There was a press release sent out and a nice article was written in the Auburn Journal last Saturday.

As reported last month, there have been many changes to both our normal response procedures and our daily crew and station routines. All facilities remain closed to the public and

display Public Information sign boards at our fire stations with pertinent COVID-19 information. We will continue to provide updates and current HHS information on our District Social Media pages. The County conference calls with Placer County OES and multiple other cooperating agencies transitioned to a weekly update on the current status of our local EMS & Hospital systems.

Staff is continuing to ensure we are taking the proper precautions to protect both our firefighters and the public from this pandemic. We continue to monitor and provide operational directives and procedural changes as needed 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.

Administration:

We continue to take advantage of the remote workplace isolation time and have several policies completed and on the agenda for approval tonight.

Staffing:

Our engine is back to daily 2-0 staffing. We have decided not to request continued funding for the Intern program used last summer to increase our staffing to 3-0 during fire season. We will instead be allocating these funds towards the increasing general expenses. If we receive a request for either a STEN or a Cal Fire ABH cover, we will utilize either a Newcastle volunteer or a seasonal or intern from PHF to fill the third position. Unfortunately, our current revenue is not adequate to maintain this additional staffing. We are continuing to evaluate and will be working to develop a plan and present a draft First Responder Ordinance to bring to the Board for increasing our revenue to help properly fund our services. Currently, our revenue is not adequately keeping up with the levels of services we presently provide and our desire to increase services, especially in the EMS service delivery model.

Apparatus:

The donated 2005 HME from Placer Hills Fire has been a welcome addition to our fleet with all crews trained and pleased with the performance of this upgrade. We are gathering pricing for the Newcastle door emblems and lettering.

Facilities:

Placer Co. Bldg. Dept. requested and we have provided project approvals and fee waivers from The Placer County Air Pollution Control District, the Placer Union High School District and the Newcastle School District and our Fire District.

Grants:

We have received and placed in service the grant funded Ballistic Protection Vests. We do not anticipate hearing anything until September on the AFG Engine grant or the Health and Fitness Grant we applied for.

We were not awarded any CSFA Jenny Jones Grant funding from our PPE application

We are currently applying for a Fire Prevention and Safety Grant for both providing funds for additional public education supplies and some training for our personnel.

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 emergency medical services. We are continuing to evaluate our options to increase the funding levels of EMS services to eventually realize adequate revenue to provide paramedics.

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

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

9. Newcastle Professional Firefighter's Association

- a. Engineer McCoy reported that the crews have been asked to take an engine to a "drive by" graduation at the school on Kentucky Greens.
- b. The Association would like to open negotiations with the district and will be sending a formal request letter.

10. Board Committee Reports

- a. Building Committee update on the new fire station.
 - i. Chief Kushen reported that SPMUD approved the agreement on the sewer pipe issue unanimously.
 - ii. VC Bettencourt reported that the County Building department has approved the plans for the new station and has forwarded said plans to the other county departments. As of board meeting, all but two departments have signed off.
 1. We can expect the permits to be issued next week. We don't have a final cost for the fees yet.
 2. Received the bid package back from legal counsel. The advertisement inviting bids is expected to run on or about May 27th. The document package will be available in June. A date will be established for a site walk through. Bids will be due on June 25th. The proposals will be reviewed at the July 15th board meeting.

11. Informational/Non-Action Items

- a. Updated Fire Management MOU from the Bureau of Reclamation.
 - i. Following Federal legal review, there have been some slight modifications to language and format for the proposed fire management/hazard reduction MOU with BOR.
 - ii. BOR will require the signatory agencies to manage, coordinate, provide inspection and oversight for any hazardous fuel treatments on BOR lands.
 - iii. Any District wishing to engage in fuel reduction projects will need to attend an annual meeting at the beginning of the year.
 - iv. The District will coordinate with and receive specific project approval for each fuels treatment project.
 - v. This MOU does not obligate our FPD to perform work or allocate any funds.
 - vi. Current request from BOR is that any comments or questions be submitted to them by Friday May 29th. I have no concerns at this time.
- b. Review the draft preliminary budget for FY 20/21.
 - i. District Manager Lofrano review the budget with the Board.
- c. Discuss the Fire Facilities Impact Study.
 - i. Staff was instructed to list this item as an *Action* for the June meeting.

12. Action Items

- a. Consider and approve Resolution No. 20-03 (Measure B) and Resolution 20-04 (Measure F) adjusting the special tax measures by 2.9% cost of living increase for FY 20/21.
 - i. Neil Anderson reported that this was the standard increase based on the *Consumer Price Index for the San Francisco Bay Area*.
 1. VC Bettencourt made a motion to approve both resolutions as presented. Director Enos seconds the motion. Resolutions are adopted unanimously via roll call vote.
- b. Consider and approve Resolution No. 20-05 requesting collection of charges on tax roll for tax year 2020/2021 (Measure B and Measure F) by Placer county.
 - i. Secretary Elder made a motion to approve the resolution as presented. Director Enos seconds the motion. Motion carries unanimously via roll call vote.
- c. Consider and approve Resolution No. 20-06 requesting election services for four expiring board member positions in November, 2020.
 - i. Chairman Kahrl hopes everyone will consider running for their board seats in the fall election.
 - ii. VC Bettencourt made a motion to approve the resolution as presented. Director Enos seconds the motion. Motion carries unanimously via roll call vote.
- d. Lexipol Policy Manual Approval: Mission, Vision, Firefighter Code of Ethics, Using the Cooperative Manual, 100 Fire Service Authority, 101 Chief Executive Officer, 102 Oath of Office, 103 Policy Manual, 200 Organizational Structure, 202 District Directives, 203 Training Policy, 212 Purchasing Policy, and 1012 Discriminatory Harassment.
 - i. Chief Kushen reported that he is working with PHF, NEW and FHF to adopt new policies. All have already been approved by L3800.
 - ii. Director Heisterkamp made a motion to approve all of the policies as presented. Secretary elder seconds the motion. Motion carries unanimously via roll call vote.
- e. Consider and approve a *Joint Operating Agreement* between PHF and NEW.
 - i. Chief Kushen reported that this agreement is similar to the previous agreement between PHF, NEW and FHF.
 - ii. VC Bettencourt made a motion to approve the JOA Agreement as presented. Director Enos seconds the motion. The motion carries unanimously via roll call vote.
- f. Consider and approve the *Administration Services Contract* with PHF.
 - i. Director Heisterkamp reported that this is a new agreement which includes a 9% cost increase.
 - ii. Board discussion led to the desire to make the following amendments:
 1. Payments to be made to PHF on a quarterly basis instead of monthly basis.
 2. §2.3 limits the Fire Chief to expenses of \$500 before

having to seek board approval. NEW board would like to increase that amount to \$1500.

- iii. VC Bettencourt made a motion to approve the *Administrative Services Agreement* with PHF as amended. Director Enos seconds the motion. Motion carries unanimously via roll call vote.

13. Directors Reports:

- a. None

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

Respectfully Submitted By:



Patrice Metz, Recording Secretary

Approved: _____
William Kahrl, Board Chair