

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 June 17, 2020 Regular Board of Director's Meeting was held via teleconference.

**1. Call Meeting to Order**

- a. Chair Kahrl called the meeting to order at 6:00 p.m.
- b. Chief Kushen 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 Bettencourt seconded the motion. Motion carried unanimously via roll call.

**3. Approval of Minutes**

- a. Chief Kushen noted that it was Chair Kahrl and Director Bettencourt that reported under item 10a at last month's meeting and not Chief Kushen. Secretary Elder moved to accept the amended minutes of the May 20, 2020 regular meeting. Chair Kahrl seconded the motion. Motion carried unanimously via roll call.

**4. Bill Approval and Financial Report**

- a. Chief Kushen reported the following:

Revenues:

- We still have to receive the final 5% of property and special tax revenues.

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 92% of the fiscal year elapsed and our total expenses at 87.9%.

Director Bettencourt made a motion to accept the financial report as presented.

Director Enos seconded the motion. Motion carried unanimously via roll call.

**5. Correspondence**

- b. None

**6. Public Comment**

- a. None

**7. Fire Chief's Report**

Responses:

Totals calls for the past month 50

6 structure fires; 1 vehicle fire; 6 vegetation fires; 21 medical aids; 21 ; 5 traffic collisions; 11 miscellaneous incidents (includes smoke checks, station covers, lines down, false alarms, public assists, etc.)

Significant Incidents:

5/24 – Vegetation Fire off of Rattlesnake Rd. in SPL and 2 Veh. Rollovers

5/26 – Structure Fire off of Wise Rd. in 182's response area

- 6/1 - Assist ABR covering during recent protests
- 6/6 - Assist on a vegetation fire to Cal Fire
- 6/11 – Assist on an 8-acre vegetation fire in Granite Bay

All of our facilities remain closed to the public and display Public Information sign boards at fire stations with pertinent COVID-19 information. We will continue to provide any significant updates and current HHS information on our District Social Media.

Staff met Monday and continue 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.

Staffing: We are continuing to evaluate and have begun working on the development of a plan to 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 service we presently provide and our desire to increase services, especially in the EMS service delivery model.

Apparatus: E-41 experienced a water tank leak and is at our shop facility for manufacturer warranty repairs and some additional repair work with B-41 currently in service.

We do not anticipate hearing anything until September on the AFG Engine grant or the Health and Fitness Grant we applied for. We have submitted a Fire Prevention and Safety Grant for both providing funds for additional public education supplies and some training for our personnel.

Chair Kahrl asked if staff were at risk during the protests in Auburn. Chief Kushen reported that the engine company was there as back up, risk is an inherent part of our profession.

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

- a. We have collected almost \$13,000 from fire code inspection fees.
- b. Chief Brothers is meeting with Mr. Isaacson. Supervisor Holmes has been invited to attend.

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

- a. Engineer McCoy reported that he is meeting with the negotiating committee tomorrow and is happy how things are going.
- b. The association is disseminating COVID-19 updates on social media.
- c. The association is supportive of the new revenue streams being discussed by Chief Kushen and the Board.

**10. Board Committee Reports**

- a. Building Committee update on the new fire station.
  - i. Chair Kahrl received the permit for the station construction. Permit fees were over \$12,000. Director Bettencourt has requested a discount.

- ii. The invitation for bids was published in the Sacramento Bee and Auburn Journal on May 27, 2020 and posted at the Placer/Sacramento Builders Exchange.
- iii. The names of the contractors who attended the job walk are posted on the web site. 2 addendums have been posted with minor clarifications. Project Manager Brian Toppel did an excellent job answering questions. June 18, 2020 is the cutoff date for addendums.
- iv. Chair Kahrl, Director Heisterkamp and Chief Kushen had a zoom meeting with Ms. Windeshausen, Placer County Treasurer-Tax Collector regarding the financing of the loan for the construction of the station. Waiting for the bid proposals to crunch the numbers. Chair Kahrl thanked Directors Bettencourt, Elder and Sprouse for establishing the good relationship with Ms. Windeshausen.
- v. Chair Kahrl requested that all questions about the construction project be directed to Project Manager Toppel, Architect Bohnett or Architect Lichau.

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

- a. Director Bettencourt complemented the combined efforts of Chiefs Kushen, Spencer, Estes and Mayor Berlant for the information flyer on wildfire safety.

#### **12. Action Items**

- a. Public Hearing for the Newcastle Development Impact Fee Study presented by Capitol PFG, approval of the findings and adoption of Resolution No. 2020-07 approving the study and implementation of the fee schedule.  
Chief Kushen reported that the study recommends increasing the cost per square foot from \$0.64 to \$1.21. Director Bettencourt moved to adopt Resolution No. 2020-07 approving the study and setting the fee at \$1.21 per square foot on all new construction. Chair Kahrl seconded the motion that was carried unanimously via roll call.
- b. Consider and adopt the preliminary budget for Fiscal Year 2020/2021.  
Director Heisterkamp noted that this budget was discussed last month. Director Elder moved to adopt the preliminary budget for Fiscal Year 2020/2021. The motion was seconded by Director Heisterkamp and approved unanimously by a roll call vote.
- c. Consider and approve the fire management MOU with the Bureau of Reclamation.  
Chief Kushen reported that the proposed changes to the fire management hazard reduction MOU with BOR have been completed. BOR will require the signatory agencies to manage, coordinate, provide inspection and oversight for any hazardous fuel treatments on BOR lands. Any District wishing to engage in fuel reduction projects will need to attend an annual meeting at the beginning of the year. The District will coordinate with and receive specific project approval for each fuel treatment project. This MOU does not obligate our district to perform work or allocate any funds. Current request from BOR is that any comments or questions be submitted to them by Friday May 29th. Chief Kushen had no concerns and has submitted his name for the agreement. Chair Kahrl strongly

supports this MOU. Director Heisterkamp made a motion to approve the MOU with the Bureau of Reclamation. Director Enos seconded the motion that was approved unanimously by a roll call vote.

The open meeting was adjourned and the Board went into closed session.

- d. CLOSED SESSION: Government Code § 54957.6(a) Conference call with the District's labor negotiators Directors Enos and Heisterkamp;

Chair Kahrl reconvened the open meeting at 7:24 pm. Chair Kahrl reported that the Board gave direction to the negotiating team.

**13. Directors Reports (given before Closed Session)**

- a. Director Heisterkamp thanked the efforts of Chief Kushen and District Manager Lofrano with the Impact Fee Study and Preliminary Budget. Chair Kahrl echoed the sentiment.

**14. Chairman Kahrl adjourned the meeting at 7:25 p.m.**

Respectfully Submitted By:



Gillian Lofrano, District Manager

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



William Kahrl, Board Chair