

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 November 18, 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 6:00 p.m.
- b. Secretary Elder led the Flag Salute.
- c. All Directors were present.
- d. Chief Gow, District Manager Lofrano 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 (5/0).

**3. Approval of Minutes**

- a. Director Heisterkamp requested that item 10. (a.)(i.) be amended as follows:
  - i. ~~Director Heisterkamp reported that he and~~ DM Lofrano **had discussed a plan with the Board...**
- b. Chairman Kahrl requested that item 11. (a.)(i.) be amended as follows:
  - i. Ms. Windeshausen **at the recommendation of Supervisor Holmes**, contacted the USDA and put them in touch with the NEW board.
- c. VC Bettencourt made a motion to approve the minutes as amended. Secretary Elder seconds the motion. Motion carries unanimously via roll call (5/0).

**4. Bill Approval and Financial Report**

- a. Chief Gow reported that the district is currently 35% of their budget. All items look good with the exception of "maintenance" and "strike team". This year's strike team revenue is expected to be (roughly): \$60K gross income, \$40K personnel expense, \$20K net income to district.
- b. VC Bettencourt reported that the monthly bills were not in the document packet that was sent out. DM Lofrano said she would re-send them.
- c. Director Heisterkamp made a motion to accept the financial report as presented. Director Enos seconds the motion. Motion carries unanimously via roll call (5/0)

**5. Correspondence**

- a. DM Lofrano reported that the annual *Kaiser Broker Compensation Disclosure* has been received.

**6. Public Comment**

- a. None

**7. Fire Chief Gow's Report:**

- a. Chief Gow reported that PHF has hired a new Battalion Chief. As soon as background check and physical are complete the new employee will be identified publically. They're hoping to start orientation in about 2 weeks.
- b. Currently working on Lexipol Policies.
- c. Chief Gow will be preparing a *White Paper* for the Board regarding possibility of having an ALS (Advanced Life Support) engine, and pursuing a *First Responder* fee.
  - i. Has already spoken with S-SV EMS and AMR.
  - ii. Hopes to have the *White Paper* to the Board by January.
  - iii. Director Heisterkamp would like to memorialize the Board's approval for Chief Gow to move ahead with preparing a presentation to the Board, but cannot be done tonight. Add to December agenda.

- iv. VC Bettencourt is concerned about narcotics control.
- v. Chairman Kahrl would like Chief Gow to give an update and outline at the December meeting of what's to be covered.
- d. County Issues
  - i. Auburn City Fire lost their election bid for increased funding.
  - ii. Penryn Fire still does not have a Fire Chief. They are negotiating with South Placer Fire.
  - iii. South Place Fire has three new board members.
- e. Chief Gow, President Hills (PHF) and Director Reams (FHF) attended a County Board of Supervisor's meeting where Placer County Fire (Cal Fire) made a presentation. Cal Fire would like to staff each engine with 3 personnel. Each engine would be ALS with a paramedic. The question is how to fund it? The County plans to move forward in the spring with tax measures for the areas which are currently underfunded. Chief Gow says we should support Cal Fire.
- f. Election Results
  - i. PHF, NEW, and FHF have no changes to their respective boards.
  - ii. Auburn City has 2 new council members.
  - iii. SPL has 3 new board members.
- g. Prevention (Chief Gow reported)
  - i. All state mandated inspections have been identified.
  - ii. All plan reviews are caught up.
  - iii. Working to train the engine companies on performing commercial inspections.
  - iv. Working to update the *Hazardous Vegetation Abatement* program with Placer County.
- h. BC Slusher's Report
  - i. October runs:
    - i. 27 EMS
    - ii. 7 MVA
    - iii. 5 Veg Fires
    - iv. 3 Structure Fires
    - v. 1 Cover Assignment
  - ii. Significant Incident:
    - i. Narcan was administered. Saved a life.
  - iii. COVID cases are up significantly in the County. NEW is in good shape in the PPE department. All excess PPE is being stored at station 84.

#### **8. Newcastle Professional Firefighter's Association**

- a. Engineer Shaw said that they were very proud of the significant call outcomes.

#### **9. Board Committee Reports**

- a. None

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

- a. Update on the MOU for services with Placer County Auditor-Controller.
  - i. DM Lofrano reported that she has sent the paperwork to US Bank to open a checking account for NEW.
- b. Update on the new fire station.
  - i. Chairman Kahrl reported that the USDA Committee consists of VC Bettencourt and Director Heisterkamp.

- ii. Director Heisterkamp reported that the *pre-approval* documents have been sent in. Michael Vukas, Community Programs Specialist for the USDA is writing the narrative that will be presented to their Finance Committee.
- iii. VC Bettencourt reported that the USDA is working on the *architectural review process*.
- iv. Director Heisterkamp indicated that the district won't need an appraisal done on the property and that we'll likely need to float a bond (usually handled by an attorney).
  - i. VC Bettencourt had to do bonds while working at SPL and has a law firm contact he will pass along.

## 11. Action Items

- a. District Policy: Consider and approve the 2<sup>nd</sup> reading of the following policies:
  - i. 201 Emergency Action Plan & Fire Prevention Plan
  - ii. 205 Liability Claims
  - iii. 206 Electronic Mail
  - iv. 207 Administrative Communications
  - v. 208 Minimum Staffing Levels
  - vi. 209 Post Incident Analysis
  - vii. 210 Annual Planning Calendar
  - viii. 211 Solicitation of Funds
  - ix. No input from staff was received. VC Bettencourt made a motion to approve all policies as presented. Director Enos seconds the motion. Motion carries unanimously via roll call (5/0).
- b. Consider and approve changing the meeting for December back to the regular day of December 16, 2020.
  - i. Secretary Elder made a motion to move the regular December meeting back to 12/16/2020. Director Enos seconds the motion.
- c. Consider and approve the 1<sup>st</sup> reading of Section 3 of the Lexipol Policy Manual: General Operations-
  - 300 Incident Management
  - 301 Emergency Response
  - 302 Fire Ground Accountability
    - VC Bettencourt asked if we are currently doing all that's required? BC Slusher reported that for the most part it's being followed and shouldn't be a huge financial impact.**
  - 303 Rapid Intervention/Two-In Two-Out
  - 304 Urban Search and Rescue (USAR)
  - 305 Tactical Withdrawal
  - 306 Response Time Standards
    - VC Bettencourt stated that Dispatch needs to be added. Also, something like "Times are for suburban areas. May be longer in rural areas" needs to be added.**
  - 307 Aircraft Operations
  - 308 Atmospheric Monitoring for Carbon Monoxide
    - VC Bettencourt asked if the CO monitoring at structure fires was going to be done by the BC? BC Slusher reported that we will be receiving 4 gas monitors (\$2k value) for free from PG&E. Chief Gow reported that**

**single gas monitors for CO are to be purchased.**

- 309 Staging
- 310 High-Rise Incident Management
- 311 Elevator Entrapments
- 312 Elevator Restrictions during Emergencies
- 313 Swift water Rescue and Flood Search and Rescue Responses
- 314 Confined Space Rescue Response
- 315 Wildland Firefighting
- 316 Trench Rescues
- 317 Carbon Monoxide Detector Activations
- 318 Safely Surrendered Baby Law
- 319 Abandoned Infants
- 320 Hazardous Materials Response
- 321 News Media Relations
- 322 Scene Preservation
- 323 Child Abuse Reporting
- 324 Disposition of Valuables
- 325 Performance of Duties
- 326 Adult Abuse
- 327 Traffic Collisions
- 328 Line-of-Duty Death Investigations
- 329 National Fire Incident Reporting System (NFIRS)
- 330 Volunteer Program
- 331 Ride-Along Program
- 332 Grocery Shopping On Duty
- 333 Chaplains
- 334 Active Shooter and Other Violent Incidents.
- 335 Duty Firearms and Use of Force

**VC Bettencourt is not in favor of arming the Fire Marshal. Chief Gow stated that there are no plans to arm Fire Marshal D'Ambrogi.**

- i. Chairman Kahrl asked how much flexibility we have to change Lexipol policies. Chief Gow reported that we have a great deal of latitude.
- ii. Director Heisterkamp asked how you ensure that you are still compliant with the law if you make changes. BC Slusher stated that the laws are all identified within each policy.
- iii. VC Bettencourt thinks these are great policies to have in place.
- iv. VC Bettencourt made a motion to approve the first reading of Section 3 with direction to staff to review each of the policies. Director Enos seconds the motion. Motion carries unanimously via roll call (5/0).

**12. Directors Reports:**

- a. Chairman Kahrl reported that he had lunch with Vern Brothers and delivered his plaque to him.

**13. Chairman Kahrl adjourned the meeting at 7:17 p.m.**

Respectfully Submitted By:

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

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