

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 February 17, 2021 Regular Board of Director's Meeting was held via teleconference.

1. Call Meeting to Order

- a. Chairman Kahrl called the meeting to order at 6:03 p.m.
- b. Chief Gow led the Flag Salute.
- c. Directors Kahrl, Heisterkamp, Bettencourt and Enos were present. Director Elder was absent.
- d. Chief Gow, District Manager Lofrano, BC Williamson, and Fire Marshal D'Ambrogi were present.

2. Approval of Agenda

- a. Chairman Kahrl reported that item 11(A) may need to be moved up on the agenda depending on when Mr. Wadlé joins the meeting.
- b. Secretary Heisterkamp made a motion to approve the agenda allowing for item 11(A) to be moved up if necessary. Chairman Kahrl seconds the motion. Motion carries unanimously via roll call (4/0).

3. Approval of Minutes

- a. Director Bettencourt pointed out that there is a typo under item 11(A). *Last* is misspelled.
- b. Director Bettencourt made a motion to approve the minutes as amended. Director Enos seconds the motion. Motion carries unanimously via roll call (4/0).

4. Approval and Financial Report

- a. Chief Gow reported that the district is currently 60% of their overall budget.
 - i. Slightly over in two categories. Maintenance is at 112% of budget and electrical is at 90%.
 - ii. Chairman Kahrl asked where the \$1,457.70 in revenue came from. DM Lofrano reported that it was reimbursement for the ballistic vests.
 - iii. Director Heisterkamp noted that the DEVFEE budget has nearly been realized this year.
- b. Chairman Kahrl made a motion to approve the financial report as presented. Director Heisterkamp seconds the motion. Motion carries unanimously via roll call (4/0).

5. Correspondence

- a. Director Bettencourt reported that he has been asked by Supervisor Holmes to speak at the March MAC (Municipal Advisory Committee) meeting about the new fire station.

6. Public Comment

- a. None

7. Fire Chief Gow's Report:

- a. Chief Gow reported that:
 - i. Assistant Chief Fowler will be appointed new chief at South Placer Fire until his retirement at the end of 2021. SPL will begin a nationwide search for a new chief.
 - ii. South Placer Fire is still considering a contract for administrative services with Penryn Fire.
 - iii. Chief D'Ambrogi and Chief Gow are having coffee with Chief Spencer next week.

- iv. Chief Gow has had communications with Chief Ridley from Foresthill. He will have coffee with Chief Ridley on 2/18 to discuss the possibility of FHF sharing in our shared staffing program.
 - v. PHF is making good progress on a 3-year agreement with L3800.
 - vi. Awaiting delivery of the type 6 engine from OES. Expecting it next month.
 - vii. PHF and NEW will be conducting a Captains exam in the near future.
 - viii. PHF working on their training tower program.
 - ix. PHF also working on a paramedic incentive program.
 - x. PHF has started a nationwide search for a full-time fire chief.
- b. Prevention (Fire Marshal D'Ambrogi Reporting)
- i. No new permits this past month.
 - ii. The two schools in Newcastle have been inspected.
 - iii. Fire Marshal D'Ambrogi demonstrated the new additions to the NFPD website.
 - a) Director Bettencourt asked about changing the name of the tab on the website to "*Community Risk Reduction*".
- c. BC Williamson's Report
- i. Operations Report:
 - a) 46 calls in January
 - b) 25 EMS
 - c) 4 MVA
 - d) 5 Fires
 - e) 12 Other Types of Calls

8. Newcastle Professional Firefighter's Association

- a. Engineer Shaw stated that there was nothing to report.

9. Board Committee Reports

- a. Building Committee: update on the new fire station.
 - i. Director Bettencourt reported that he and DM Lofrano worked together and submitted the complete CEQA report to Mike Vukas at USDA. The report is 300+ pages.
 - ii. Chief Gow reported that he was in contact with Mr. Vukas and the CEQA report was exactly what he was looking for. He is hoping to have a quick resolution to this issue.
 - iii. Director Bettencourt stated that he has been trying to reach George Rosasco at Placer County but has been unable to get a reply from his multiple voicemails.
- b. Finance Committee: Update on USDA loan.
 - i. Secretary Heisterkamp reported that he is still working on gathering the rest of the package. The important thing is to remain responsive to whatever the USDA might require.

10. Informational/Non-Action Items

- a. Update on First Responder Medical Service Fee and ALS programs.
 - i. Chief Gow reported that they are making good headway. Billing information and payor mix have been identified.
 - ii. They are currently looking for someone to perform the nexus study.
 - iii. Staff reports for first responder and ALS program should be ready for next month.
 - iv. Wittman (billing company) estimates that the programs will generate approximately \$25K/year in revenue.

- b. Update on the Departments' COVID-19 response.
 - i. Chief Gow reports that there have been no issues in either district.
 - ii. Stations are still closed to the public. Cross-staffing is still not allowed, however a discussion amongst the chief officers about possibly allowing cross-staffing will take place soon.
- c. Recognition of Service: Neil Anderson
 - i. Chairman Kahrl will look into getting a plaque made to recognize Mr. Anderson for his continued service to the Newcastle community.

11. Action Items

- a. Consider and approve a letter of support for H.R. 535 and S. 91, the Special Districts Provide Essential Services Act, and its inclusion in any potential pandemic relief package.
 - i. Dane Wadlé, Field Coordinator with CSDA (CA Special Districts Association) reported that CSDA is seeking letters in support of H.R. 35 and S. 91 which will provide Federal financial relief to special districts for COVID-19.
 - ii. Secretary Heisterkamp asked if it is standard protocol to have all three representatives listed on one letter? It seems it might be more personable to send each representative their own letter. Mr. Wadlé stated that one letter would be easier to manage.
 - iii. Director Bettencourt made a motion to approve a letter of support for H.R. 535 and S. 91. Director Enos seconds the motion. Motion carries unanimously (4/0).
- b. Call for nominations for Placer County LAFCO Special District Representative.
 - i. Chairman Kahrl reported that there is currently a seat on the LAFCO board available for a Special District Representative, however, it is unlikely that a second "fire district" representative will be picked for the board. Chairman Kahrl is currently a representative on the LAFCO board.
- c. Lexipol Policy review; Consider and approve the 2nd reading of Section 5: Emergency Medical Services.
 - 500 Pre-Hospital Care Reports
 - 501 Medical Supplies
 - 502 Patient Refusal of Pre-Hospital Care
 - 503 Advance Health Care Directives
 - 504 Latex Sensitivity
 - 505 Controlled Substance Accountability
 - 506 CPR Training
 - 507 Automated External Defibrillators
 - 508 Automated External Defibrillator Training
 - 509 Bloodborne Pathogen Training
 - 510 Communicable Diseases
 - 511 Health Insurance Portability and Accountability Act (HIPAA) Training
 - i. Chief Gow reported that there has been a minor change made to section 5, policy 510 subsection 3. Details of the IIPP (Injury Illness and Prevention Program) will be included in the SOG (Standard Operating Guideline).
 - ii. Director Bettencourt made a motion to approve the second reading of section 5- Emergency Medical Services. Director Enos seconds the motion. Motion carries

- unanimously (4/0).
- d. Lexipol Policy review; Consider and approve the 1st reading of Section 6: Training and Policy 215, electronic payments and checks.
- 333 Fire Equipment Driver/Operator Training
 - 334 Emergency Action Plan and Fire Prevention Plan Training
 - 335 Hazard Communication Program Training
 - 336 Hazardous Materials (HAZMAT) Training
 - 337 Hearing Conservation and Noise Control Training
 - 338 Heat Illness Prevention Training
 - 339 National Incident Management System (NIMS) Training
 - 340 Repetitive Motion Injuries and Ergonomics Training
 - 341 Respiratory Protection Training
 - 342 Wildland Fire Shelter Deployment Training
 - 343 Training Records
 - 344 Firefighter Health, Safety and Survival
- i. Chief Gow reported that section 6 is fairly routine. He and DM Lofrano made an addition to policy 215 which is reflected in the document included in the board package.
 - ii. Secretary Heisterkamp made a motion to approve the first reading of section 6-Training and policy 215. Director Bettencourt seconds the motion. Motion carries unanimously (4/0).
- e. Consider options for the preparation of Measures F and B special taxes for FY 2021/2022.
- i. Mr. Anderson will not be able to prepare the direct charge submission to Placer County this year. Therefore, another source needs to be identified to prepare the submissions. There are firms that do this kind of work. DM Lofrano does it for Placer Hills Fire. The concern is how much of Gill's time will this take?
 - ii. DM Lofrano will speak with Mr. Anderson to assess whether his notes and procedures are in electronic format and how he has prepared the submissions in the past. Gill will report back next month her findings.
- f. Consider and approve the amended MOU with the US Bureau of Reclamation.
- i. Fire Marshal D'Ambrogi reported that the amendment to the MOU with BOR is to allow the agreement to be effective for the signing party on the date each individual signature is obtained.
 - ii. Secretary Heisterkamp made a motion to approve the amended MOU with the US Bureau of Reclamation. Director Enos seconds the motion. Motion carries unanimously (4/0).

12. Directors Reports:

- a. None

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

Respectfully Submitted By:



Patrice Metz, Recording Secretary

Approved: _____