

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 March 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 6:00 p.m.
- b. Secretary Heisterkamp led the Flag Salute.
- c. All directors were present.
- d. Chief Gow, District Manager Lofrano, BC Williamson, and BC Slusher were present.

2. Approval of Agenda

- a. VC Elder made a motion to approve the agenda with the following change:
 - i. Item 10 (A) to be presented after item 2. Agenda Approval.
 - ii. Secretary Heisterkamp seconds the motion. Motion carries unanimously via roll call vote (5/0).

3. Approval of Minutes

- a. Director Bettencourt made a motion to approve the minutes as presented. Director Enos seconds the motion. Motion carries (4/0) with VC Elder abstaining since she was absent from the February meeting.

4. Approval and Financial Report

- a. Chief Gow reported that the district is currently 62% of their overall budget.
 - i. Slightly over in equipment maintenance, overtime and utilities.
 - ii. Secretary Heisterkamp pointed out that the negative number is due to waiting for the remainder of the property tax to be realized.
 - iii. Secretary Heisterkamp asked about the general liability insurance. The amount paid is slightly higher than the amount budgeted. Director Bettencourt reported that this was probably due to insuring the new station site.
 - iv. Chairman Kahrl asked how we could be at 62% of budget when we were at 60% of budget at the February meeting.
 1. Chief Gow reported that the numbers (as received from the County) are only through January and would be more current for the next meeting.
- b. Secretary Heisterkamp made a motion to approve the financial report as presented. VC Elder seconds the motion. Motion carries unanimously via roll call (5/0).

5. Correspondence

- a. None

6. Public Comment

- a. None

7. Fire Chief Gow's Report:

- a. Chief Gow reported that:
 - i. Newcastle is fully staffed; all equipment is up and running.
 - ii. Placer Hills Fire:
 1. Water Tender is back in service.
 2. Preparing to receive an OES Type VI engine.
 3. Acquiring a federal surplus large pickup truck for the maintenance crew.
 4. Working to find a site for their training tower.
 5. Have hired an architect to start looking at the new station 84.
 6. Search for new fire chief is ongoing. Consultant has been hired.
 7. PHF and NEW holding a joint Captain's exam.

- 8.FHF has expressed interest in a rejoining the JOA for staffing.
- 9.SPL board has determined that they are unable to offer an administrative contract to RYN at this point.
- iii. Chief Gow reporting for Chief D'Ambrogi;
 - 1.4 subdivisions in NEW are being worked on.
 - 2.Several commercial buildings in NEW.
 - 3.6 single family dwellings in NEW.
- iv. Chief Slusher reporting:
 - 1.7 Fires
 - 2.22 Medical Aids
 - 3.7 Vehicle accidents
 - 4.14 other types of calls
 - 5.Significant incident – structure fire at an animal sanctuary on Crater Hill Rd. NEW was the first arriving engine on scene.
 - 6.Captain's test will be held on 3/29. Two NEW Engineers have applied to take the test.

8. Newcastle Professional Firefighter's Association

- a. Captain Kirk 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 received a copy of NEPA from Secretary Heisterkamp. The NEPA requirements need to have the corresponding NEW study pages marked in it. There are instances where the USDA needs additional information in addition to the data in the existing NEW reports. We (NEW) may have to get guidance from our attorneys in order to secure a negative declaration. In order to avoid spending funds prematurely it is recommended by Director Bettencourt and Secretary Heisterkamp that we wait until it's time to complete the application process before engaging counsel.
- b. Finance Committee: Update on USDA loan.
 - i. Secretary Heisterkamp reported that he has previously spoken with Mr. Vukas regarding the district's financials. The takeaway from the discussion is that the district will clarify some of the financial reports in order to support their position for a loan request. At this point, Mr. Vukas feels he has enough information to prepare a narrative. Hopefully, the district will be invited to complete an application in the next couple of weeks.
 - a) Chairman Kahrl thanked all those involved for being so responsive to the USDA to keep this process running smoothly.

10. Informational/Non-Action Items

- a. Presentation by Sonja Conklin, AirMedCare Network.
 - i. Ms. Conklin shared with the board a PowerPoint presentation giving the background and membership options for the air ambulance program.
 - a) Chairman Kahrl thanked Ms. Conklin for the information.
- b. Board to consider authorizing staff to pursue the First Responder Fee and Paramedic Programs.
 - i. First Responder Fee (Chief Gow Reporting)
 - a)NEW currently provides expanded scope emergency medical technician service.

- b) Imposing a First Responder Fee to pay for this advanced service may cause public relations issues that are not offset by the modest monies returned.
- c) Fire districts in CA are funded with the expectation that they will provide fire suppression and basic medical care. Property tax money does not pay for advanced medical care.
- d) CA Health & Safety Code § 13916 allows for a first responder fee for medical that is above the basic level.
- e) The district cannot profit from the fee, it is for cost recovery only.
- f) A nexus study should be performed by a third party to calculate the actual cost of providing the advanced service and the fee per call to pay for it.
- g) A nexus study will cost approximately \$15K.
- ii. Advanced Life Support Services (Chief Gow Reporting)
 - a) The fire district should provide ALS/paramedic services when staff is available to do so.
 - b) The district's EMS call volume is approximately 70% - 80%.
 - c) The district's funding does not cover advanced levels of medical care.
 - d) The district currently has one paramedic on staff.
 - e) An initial cost of approximately \$40K will be needed to outfit the engine for an ALS response. We believe we can get this startup funding from the Placer County EMS Improvement Fund.
 - f) We will need written policies for the provision of ALS services, particularly on narcotic use and storage.
 - g) We can anticipate an annual "cost of doing business". Some medication and equipment expire and will need to be replaced, additionally, paramedics should be paid a monthly stipend of \$400.
 - h) The nexus study will help us fund the program.
- iii. Supervisor Jim Holmes added that there is currently an ad-hoc committee looking at adding ALS services to Placer County Fire.
- iv. After much general discussion amongst the board, Chief Gow was directed to find out if a nexus study can be broken into sections so that the billing for the study can be split between two fiscal years.
- c. 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 now allowed.

11. Action Items

- a. Lexipol Policy review; Consider and approve the 2nd 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. VC Elder made a motion approve the 2nd reading of Section 6 and Policy #215. Director Enos seconds the motion. Motion carries unanimously via roll call (5/0).
- b. Lexipol Policy review; Consider and approve the 1st reading of Section 7: Equipment and Technology.
 - 700 Use of District owned and Personal Property
 - 701 Personal Communication Devices
 - 702 Vehicle/Apparatus Inspections and Maintenance
 - 703 Use of District Vehicles
 - 704 Information Technology Use
 - 705 Mobile Data Terminal Use
 - 706 Knox-Box Access
 - 707 Communications Operations
 - 708 Public Alerts
 - 709 Photography and Electronic Imaging
 - 710 Non-Official Use of District Property
- i. Director Bettencourt made a motion to approve the first reading of section 7- Equipment and Technology. VC Elder seconds the motion. Motion carries unanimously via roll call (5/0).
- c. Consider options for the preparation of Measures F and B special taxes for FY 2021/2022.
 - i. DM Lofrano reported that PHF staff is able to prepare both measures for submission to the county at no additional charge to the district.
 - ii. Director Bettencourt made a motion to approve PHF staff to prepare the direct charge submissions for both measures F and B to Placer County for tax year 2021/2022 at no additional charge to Newcastle. Director Enos seconds the motion. Motion carries unanimously via roll call (5/0).

12. Directors Reports:

- a. Chairman Kahrl has been unable to meet with Mr. Anderson regarding the commendation for his service.
- b. Chairman Kahrl also reported that Director Bettencourt will be making a presentation at the MAC meeting tomorrow night about the new fire station.

13. Chairman Kahrl adjourned the meeting at 8:05 p.m.

Respectfully Submitted By:



Patrice Metz, Recording Secretary

Approved: _____