

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 April 21, 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 6:02 p.m.
- b. VC Elder led the Flag Salute.
- c. All directors were present.
- d. Chief Gow, District Manager Lofrano, BC Williamson, and BC Slusher and Fire Marshal D'Ambrogi were present.

2. Approval of Agenda

- i. VC Elder made a motion to approve the agenda as presented. Secretary Heisterkamp seconds the motion. Motion carries unanimously via roll call vote (5/0).

3. Approval of Minutes

- a. VC Elder made a motion to approve the minutes as presented. Director Enos seconds the motion. Motion carries unanimously via roll call vote (5/0).

4. Approval and Financial Report

- a. Chief Gow reported that the district is currently 75% of their overall budget.
 - i. Slightly over in equipment maintenance, overtime and utilities.
 - ii. Still waiting for strike team reimbursements.
- b. Secretary Heisterkamp made a motion to approve the financial report as presented. Director Enos seconds the motion. Motion carries unanimously via roll call (5/0).

5. Correspondence

- a. FASIS draft operating budget for 2021/2022.
 - i. This is the proposed annual budget for the district's workman's comp carrier. No action is required by the board.
- b. Chief Gow reported that an email was received from a constituent requesting a copy of the deed for the Chantry Hill ballfield. VC Elder has information about this and will contact the constituent.

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. C-shift (Hickok/Shaw) performed grounds maintenance at the new station site.
 - iii. Placer Hills Fire:
 1. Beginning search for a permanent Fire Chief. The job has not been posted yet.
 2. Planning to sign a 3-year labor agreement with L3800 at the next PHF board meeting.
 3. Penryn Fire has requested a contract for PHF to provide Chief and administrative services.
 - iv. Chief D'Ambrogi Reporting;
 1. DEVFEES have slowed down.
 2. Had 2 finals on SFD (single family dwellings).
 3. Took in 1 new SFD last month.

4. The biggest inspections being done right now are propane tanks and propane lines. Many people installing generators in anticipation of PSPS events.
 5. Have a pre-development meeting with County planning for Chantry Hill. Owners of existing gas station own additional parcels behind that site and are proposing to demolish the existing gas station and build a commercial building (fast food restaurant and hotel).
 6. Member of the Greater Auburn area Fire Safe Council representing Newcastle.
- v. Chief Slusher reporting:
1. 68 calls in March.
 2. YTD Total: 218
 3. Busiest year on record is 2016 with 647 calls for service. Currently trending above that mark.
 4. Apparatus are in good working order.
 5. Results of Captain's test: None of the candidates passed all of the sections of the test. There is currently no active list of candidates. BC's will provide additional education and training over the next 6 months to better prepare candidates for the next testing opportunity which will occur after fire season.

8. Newcastle Professional Firefighter's Association

- a. Captain Kirk reported that the Association would like to open MOU negotiations with the District.

9. Board Committee Reports

- a. Building Committee: update on the new fire station.
 - i. Director Bettencourt reported that he hasn't done a whole lot this month as far as plan changes or the NEPA document. Those won't be done until we're working on the full application.
- b. Finance Committee: Update on USDA loan.
 - i. Secretary Heisterkamp reported that there has been some mutual frustrations between himself and Mike Vukas. Mr. Vukas has been juggling multiple large projects. Secretary Heisterkamp received an email from Mr. Vukas this past week stating that he was back working on Newcastle's file and hoped that the file would be to the program director on the 20th. An hour after his email he sent another stating that the pre-application has been delivered and hopefully there won't be any changes required so an invitation to submit an *Application* will be forthcoming to NFPD. This is very positive news.
 - ii. If everything goes smoothly, Mr. Vukas anticipates that we should be able to get funding in August or September.
- c. Administrative Services Contract with PHF update.
 - i. Secretary Heisterkamp reported that the proposed new contract includes the following;
 1. Annual payment of \$132,611.00.
 2. No additional contribution of *Prevention* revenue will be required.
 3. The total proposed annual increase is 6.7%.

4. PHF President Hills will present this proposal to their board for approval at their next meeting. The contract will then come to NEW for board approval.

- ii. Director Bettencourt would like this put on the next agenda for approval.

10. Informational/Non-Action Items

- a. 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. Recognition of Services: Neil Anderson
 - i. Mr. Anderson and Chairman Kahrl will be meeting tomorrow morning.
- b. Consider Mr. Douglas' request to waive the fire impact fees for his agricultural building.
 - i. Mr. Douglas is building a 2700 sq./ft. barn to store agricultural products. His fee at the county building department was \$198 the fee owed to NFPD for DEVFEES was \$3,291. Mr. Douglas contends that the fee is too high and that charging agricultural ventures is not good policy in a county whose history is rooted in agriculture.
 - ii. Chairman Kahrl agrees that this seems like an awful lot of money for an agriculture building, but recognizes that this could have an impact on our budget.
 - iii. General board discussion regarding the basis for the fees took place. A capital fee study was done in 2019 and adopted by the board in 2020 establishing the fee at \$1.21/sf regardless if it's residential or agricultural.
 - iv. Director Bettencourt made a motion to deny Mr. Douglas' request for a waiver of his DEVFEES. Director Enos seconds the motion. Motion carries unanimously (5/0) via roll call vote.
- c. Consider and elect candidates for the FASIS board of directors.
 - i. Director Bettencourt made a motion to approve the slate of candidates as presented. VC Elder seconds the motion. Motion carries unanimously (5/0) via roll call vote.
- d. Board consideration of First Responder Fees and Paramedic Programs.
 - i. Chief Gow reported that there are now 2 bids to complete the nexus study. Both are for about \$15K. The likelihood of bringing in \$7K/year makes the up-front cost of the study seem daunting. Staff would certainly understand if the board wants to put off taking action on this subject until after the MOU negotiations are done.
 - ii. Chairman Kahrl called for a motion on this topic. No motion was made. No action was taken.
- e. Consider and approve Resolution 21-01 requesting collection of charges on the Placer County tax roll for tax year 2021/2022 (Measures F and B).
 1. Secretary Heisterkamp made a motion to adopt Resolution 21-01 as presented. Director Bettencourt seconds the motion. Motion carries unanimously (5/0) via roll call vote.

- f. Lexipol Policy review; Consider and approve the 2nd 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. Secretary Heisterkamp made a motion to approve the second reading of section 7-Equipment and Technology. VC Elder seconds the motion. Motion carries unanimously via roll call (5/0).
- g. Lexipol Policy Review; Consider and approve the 1st reading of Section 8:
Records Management.
- 800 Records Management
 - 801 Release of Records
 - 802 Subpoenas
 - 803 Patient Medical Record Security and Privacy
 - 804 Standardization of Station Files
- i. Director Bettencourt made a motion to approve the first reading of Section 8 Records Management. Director Enos seconds the motion. Motion carries unanimously (5/0) via roll call vote.

12. Directors Reports:

- a. None

13. Chairman Kahrl adjourned the meeting at 7:44 p.m.

Respectfully Submitted By:



Patrice Metz, Recording Secretary

Approved: _____