



# NEWCASTLE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

*Lawrence Bettencourt, Jonita Elder, Robin Enos, William Kahrl, Eric Sprouse, Chief Kirk Kushen*

## **NOTICE OF A REGULAR MEETING AND AGENDA APRIL 18, 2018 @ 6:00 PM**

**LOCATION:** Newcastle School District Office, 645 Kentucky Greens Way, Newcastle, CA. 95658

1. **CALL MEETING TO ORDER:** Pledge of Allegiance
2. **APPROVAL OF AGENDA:**
3. **APPROVAL OF MINUTES:**
  - (A) March 21, 2018 Meeting
4. **BILL APPROVAL AND FINANCIAL REPORT:**
  - (A) Monthly Expense Report and Financial update: March 2018
5. **CORRESPONDENCE:**
6. **PUBLIC COMMENT:** (The Newcastle Fire Protection District Board of Directors has provided this period for members of the public to address the Board on items of interest to the public and which are applicable to the district. No action may be taken on any matter, which is not already on the agenda for consideration. Public comment will be limited to three (3) minutes per person, unless specifically authorized otherwise by the Chair).
7. **FIRE CHIEF KIRK KUSHEN'S REPORT:**
8. **NEWCASTLE PROFESSIONAL FIREFIGHTER'S ASSOCIATION REPORT:**
9. **BOARD COMMITTEE REPORTS:**
  - (A) Building Committee: New Fire station update
  - (B) Personnel Committee: MOU and Policies and Procedures
10. **INFORMATIONAL / NON-ACTION ITEMS:**
  - (A) A review and discussion of the Ralph M. Brown Act Section 54953 (b) regarding Teleconferencing
  - (B) **PRESENTATION: STATE OF THE FIRE DISTRICTS 2018 by Directors Hills & Bettencourt and Placer County Fire Districts' Financial Stability Task Force update**
  - (C) Review the draft budget for Fire Agencies Self Insurance System (FASIS) for 2018/2019
11. **ACTION ITEMS:**
  - (A) Consider and Approve a Cost of Living Increase for the Special Tax Charges for Fiscal Year 2018-2019:
    1. Resolution No. 2018-01 **Measure F** Cost of Living increase of **3.6%**
    2. Resolution No. 2018-02 **Measure B** Cost of Living increase of **3%**
  - (B) Consider and Approve the Construction Manager Services Agreement with Tricorp Group Inc.
  - (C) Consider and vote for Members for the FASIS Board of Directors
  - (D) Adjourn to Closed Session: Government Code § 54957.6(a) Labor Negotiations; Discussion of Memorandum of Understanding. Reconvene and report any Action taken in Closed Session
12. **DIRECTORS REPORTS:**
13. **MEETING ADJOURNED:**

***Next regular Board meeting: Wednesday, May 16, 2018***

***Note change of location: 461 Main Street, Newcastle***

Newcastle Fire Protection District is committed to accommodate individuals with disabilities to participate in the public meeting process. If you have a special need to attend or participate in our public meetings, please contact our office at (916) 663-3323, in advance of the regular meeting so that we may make every reasonable effort to accommodate you.

PO Box 262, 9211 CYPRESS ST, NEWCASTLE, CA 95658  
PHONE: 916-663-3323 FAX: 916-663-3907 [www.newcastlefire.org](http://www.newcastlefire.org)

Newcastle Fire Protection District  
Minutes of Regular Board of Directors Meeting  
Wednesday, March 21, 2018  
645 Kentucky Greens Wy.  
Newcastle, CA 95658

1. **Call Meeting to Order**
  - a. Chairman Elder called the meeting to order at 6:00 p.m.
  - b. VC Bettencourt led the Flag Salute.
  - c. All Directors and Chief Kushen were present.
2. **Approval of Agenda**
  - a. Director Sprouse made a motion to approve the agenda as presented. Director Enos seconds the motion. Motion carries.
3. **Approval of Minutes**
  - a. Patrice pointed out 5 minor typographical errors in the minutes of the February 21<sup>st</sup> meeting and stated she would make the corrections. Secretary Kahrl made a motion to accept the minutes as amended. VC Bettencourt seconds the motion. Motion carries.
4. **Bill Approval and Financial Report**
  - a. Chief Kushen reported the budget looks good. Overall the budget is at 63.2% with 67% of the fiscal year elapsed.
    - i. Overall salaries and wages are 4% below budget.
    - ii. Budget account 2405, Building & Improvement is a bit high because of the HVAC purchase.
    - iii. Legal Fees are at 36% of budget. The majority of which has been spent on the new station.
    - iv. The "Supplies" budget was used to purchase a new TIC (Thermal Imaging Camera).
  - b. Chairman Elder asked what the expenditure from budget account 2051, Communications to Penguin Management was for and the \$650 expenditure from budget account 2556 to Placer County for payroll.
    - i. Chief Kushen reported that Penguin Management is the annual expenditure for the eDispatch system. The \$650 expenditure is to pay the county for payroll services.
  - c. VC Bettencourt reported that \$100k was paid to Mendez from the DEVFEE funds.
  - d. Director Sprouse made a motion to accept the financials as presented. VC Bettencourt seconds the motion. Motion carries.
5. **Correspondence**
  - a. None
6. **Public Comment**
  - a. None
7. **Fire Chief's Report**
  - a. In February, there were 43 calls:
    - i. 24 Medicals
    - ii. 4 Vehicle Accidents
    - iii. 10 False Alarms
    - iv. 5 Fire Investigations

- b. E 41 is currently OOS (Out of Service) for a leaking front seal. It has been OOS for approximately 1 month.
  - i. Director Sprouse asked where the apparatus was currently being serviced.
    - 1) Depending on the problem and availability of the mechanics, the shop at South Placer Fire and G & T Trucking in Penryn are the main service providers.
- c. Grants in Process
  - i. Regional Fire Prevention Grant (\$920k) submitted on 3/15/18.
    - 1) Sue Stack asked when the results of the Prevention grant are expected.
      - a. Chief Kushen reported that results are expected between now and September.
  - ii. AFG (Assistance to Firefighters Grant) for engine replacement. Still waiting for word about whether or not we will be awarded.
    - 1) APCD (Air Pollution Control District) has committed \$63k for new engine acquisition.
  - iii. Cal Fire Grant – NFPD was awarded \$20k. A portion has already been spent, but a few additional items have been purchased prior to the grant expiring.
  - iv. SAFER (Staffing for Adequate Fire & Emergency Response) grant, work is just beginning on this one. If awarded it will fund a third person on each shift for each agency.
- d. Chief is continuing to seek sustainable revenue sources in order to keep local control of our fire districts. Options are being looked at that would take away local control. Chief recommends all citizens reach out to their elected officials and urge them to support local control of the fire districts.

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

- a. None

**9. Board Committee Reports**

- a. Building Committee: New Fire Station Update
  - i. Director Bettencourt reported the following:
    - 1) He contacted Martha McDonnell regarding the status of the dirt work. She says the majority of the work is complete. Removal of the Monroe fence, compaction of the corner and installation of the new fence is required by Caltrans. There is a PG&E pole in the corner. PG&E will allow up to two feet of fill at the pole.
    - 2) George Atterbury has completed the sewer plans. SPMUD will work with the District to move the Monroe and old Sierra Safety sewer lines.
    - 3) VP Bettencourt reported that he will be out of town for 2 weeks. Director Enos has agreed to fill in on the Building Committee during his absence.
- b. Personnel Committee: MOU and Policies and Procedures
  - i. Secretary Kahrl reported that the initial MOU meeting went well.

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

- a. Placer County Fire Districts' Financial Stability Task Force Update.
  - i. VP Bettencourt reported that the local districts are in competition with Cal Fire for Placer County Fire. Recently a County Supervisor, the County CEO and Chief Morris of Cal Fire visited San Diego. Also, the Cal Fire union has been visiting

fire stations. Any change in who provides fire protection to certain parts of Placer County will affect the employment of some Cal Fire employees.

- 1) According to John McEldowney of OES, since the County has contracted with Cal Fire to provide fire protection to some areas they are \$7M in the hole.
  - 2) Currently Placer County dispatches for the Special Districts for free. When Cal Fire came in, they required that they be dispatched by their own dispatch center. Placer County pays \$300k per year for Cal Fire's dispatch.
  - 3) 50% of the response to Napa and Sonoma Counties for their catastrophic fires came from local government. The State is fully aware that there will be an engine shortage if local districts fail.
- ii. Chief Kushen also reported that hundreds (or maybe thousands) of hours have been spent on this project. He is going tomorrow to meet with the Chiefs of two Central California districts that are failing and considering a contract with Cal Fire.
- b. Chairman Elder thanked VC Bettencourt and Chief Kushen for all of their work on the project.

#### 11. Action Items

- a. Review and approve Mr. Anderson's proposal to prepare and submit the Special Tax Direct Charges for Measures F and B for tax year 2018/2019 for a cost of \$2k.
  - i. Director Sprouse made a motion to approve Mr. Anderson's proposal as presented. Secretary Kahrl second the motion. Motion carries.
- b. New Policy: Review and approve a Workplace Violence Prevention Program.
  - i. Chief Kushen stated that the policy is Title XXII compliant and that the MHN (Managed Health Network) phone number will be in the final version.
  - ii. VC Bettencourt made a motion to adopt the policy as presented, but with the inclusion of the MHN phone number. Director Enos seconds the motion. Motion carries.
- c. Review and approve proposal to modify landscape plans for new fire station.
  - i. VC Bettencourt reminded the Board that they had previously signed a contract with Ron Lichau to change the plans in order to reduce the size of the new station at a cost of \$84k. If the proposed contract is approved, the increased cost will be \$90k total. This includes Lichau and his sub-contractor. By not touching Caltrans' landscape, that will save approximately \$20k-\$30k.
  - ii. Director Enos made a motion to approve the proposal as presented. Secretary Kahrl seconds the motion. Motion carries.
- d. Discuss four Construction Manager Proposals and make recommendation to proceed with contract approval from legal counsel.
  - i. VC Bettencourt recommends interviewing the top 2 candidates.
  - ii. Director Sprouse agrees with this. CPM Construction Management Services and Tricorp Construction both stood out to him.
  - iii. VC Bettencourt stated that Tricorp has previously worked with Martha McDonnell which can be beneficial and is a known entity.
    - 1) \$70k has been budgeted for this item.
    - 2) Legal counsel will approve the contract.

- 3) The interview panel will consist of, Ron Lichau, Director Sprouse, Chief Kushen and VC Bettencourt.
- 4) The other bids received were from Consolidated Professional Construction Management and Construction Management Services.
- iv. Brian Topple from Tricorp was in the audience. He introduced himself and gave a brief overview of the company.
- v. Chairman Elder made a motion to allow the Building Committee to interview potential contractors, work with legal counsel and move forward. VC Bettencourt seconds the motion. Motion carries.
- e. The Board and Chief Kushen adjourned at 7:41 p.m. into Closed Session: Government Code § 54957.6(a) Labor Negotiations.
  - i. Chairman Elder re-convened the Open Session at 9:00 p.m. Mrs. Elder reported that no action was taken. Instruction was given to the negotiations committee.

**12. Directors Reports:**

- a. Chairman Elder announced that the May 16<sup>th</sup> regular meeting will be held at imagePathways, 461 Main St.
- b. Director Enos announces that he will be absent for the May and June meetings.
- c. Director Enos displayed a number of bottles and pots excavated from the new building site.

**13. Chairman Elder adjourned the meeting at 9:02 p.m.**

Respectfully Submitted By:

  
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Patrice Metz, Recording Secretary

# NEWCASTLE FIRE PROTECTION DISTRICT

## 2017 / 2018 Final Budget Sub Fund 360

DESCRIPTION	2016/2017	2017/2018	3/31/2018	67%
REVENUE:	ACTUAL	BUDGET	ACTUAL	%
6100 General Taxes	216,954.00	227,055.00	124,877.20	55.0%
6106 Railroad Unitary Property	216.00	231.00	127.59	55.2%
6107 Unitary Taxes	5,397.00	5,730.00	3,151.98	55.0%
6108 Property Tax Impounds	22.00	0.00		
6111 Unsecured Taxes	5,595.00	5,145.00	5,054.37	98.2%
6132 Redemption - General	-5.00	0.00	-1.75	
6140 Prior Unsecured	69.00	77.00	39.93	51.9%
6171 Current Supplemental Taxes	5,468.00	4,502.00	2,038.41	45.3%
6172 Parcel Taxes Measure F		151,080.00	83,339.48	55.2%
6172 Parcel Taxes Measure B		313,500.00	172,967.87	55.2%
6196 Prior Supplement Prop. Taxes	8.00	15.00	10.53	70.2%
6950 Interest Income	9,210.00	5,000.00	6,409.99	128.2%
6957 R&T 5151 Interest Refunded	-68.00	0.00	0.56	
7205 Homeowners Property Tax	1,843.00	1,780.00	915.03	51.4%
7326 Federal - Other	0.00	0.00		
7455 State Match	0.00	0.00		
8105 Special Tax - Measure B	305,870.00	See parcel tax		
8105 Special Tax - Measure F	144,914.00	See parcel tax		
8193 Other Svc's, Strike Team Deployments	0.00	0.00		
8215 Administrative Contract	0.00	0.00		
8746 Grants- Cal Fire	0.00	20,000.00		0.0%
8764 Other Misc.	3,671.00	2,500.00	6,465.45	258.6%

<b>TOTAL REVENUE:</b>	<b>\$699,164.00</b>	<b>\$736,615.00</b>	<b>\$405,396.64</b>	<b>55.0%</b>
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### GENERAL RESERVES

2453 546000 Capital Assets		397,885.00	\$344,928.43	86.7%
2453 552000 Contingencies		52,618.00	\$52,618.00	100.0%
2453 552000 Contingencies			\$22,200.24	
2453 546000 Assigned Capital Assets Fire Fees		100,000.00	\$100,000.00	100.0%

<b>COMBINED TOTAL REVENUE</b>		<b>\$1,287,118.00</b>	<b>\$925,143.31</b>	<b>71.9%</b>
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DESCRIPTION	2016/2017	2017/2018	3/31/2018	67%
SALARY & WAGES:	ACTUAL	BUDGET	ACTUAL	%
1002 Salaries and Wages	248,445.00	280,000.00	181,941.24	65.0%
1003 Extra Help (Pt. Time)	8,413.00	10,000.00	4,359.00	43.6%
1005 Overtime / Call Back	69,773.00	50,000.00	65,645.04	131.3%
1301 FICA 7.65%	27,056.00	30,000.00	20,918.75	69.7%
1310 Employee Grp. Ins.	14,869.00	20,000.00	17,073.22	85.4%
1315 Workers Comp. Ins. (.084%)	24,635.00	24,328.00	18,246.00	75.0%
1565 Emp. Ben. (other Agency)	0.00	0.00		

<b>TOTAL SALARIES &amp; WAGES:</b>	<b>\$393,191.00</b>	<b>\$414,328.00</b>	<b>\$308,183.25</b>	<b>74.4%</b>
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# NEWCASTLE FIRE PROTECTION DISTRICT

## 2017 / 2018 Final Budget Sub Fund 360

DESCRIPTION	2016/2017	2017/2018	3/31/2018	67%
OPERATIONS:	ACTUAL	BUDGET	ACTUAL	%
2017 Uniforms	7,524.00	6,000.00	5,670.33	94.5%
2051 Communications, Tel	4,127.00	5,000.00	3,977.86	79.6%
2140 Insur. Liab. & Gen	7,048.00	7,500.00	7,307.00	97.4%
2290 Equipment - Vehicles	17,504.00	20,000.00	11,042.56	55.2%
2405 Building & Impr. / New Building	2,759.00	10,000.00	20,466.41	204.7%
2422 Medical Oxygen	372.00	500.00	570.39	114.1%
2439 Dues, Subscriptions, & Memberships	385.00	500.00	360.00	72.0%
2456 Misc. (Special Exp.)	755.00	2,000.00	705.69	35.3%
2508 County Coll. Charges	4,508.00	4,650.00	4,651.41	100.0%
2511 Printing Costs	132.00	1,000.00		0.0%
2517 SB 2557 Co. Cost	4,656.00	4,475.00	3,922.10	87.6%
2522 Supplies (Equip. Misc.)	9,354.00	9,000.00	10,144.93	112.7%
2523 Office Supplies	1,277.00	2,000.00	1,711.07	85.6%
2528 Services / Admin. Contract	66,750.00	89,000.00	66,750.00	75.0%
2555 Consulting (Legal, Special Tax, etc)	18,342.00	20,000.00	7,355.00	36.8%
2556 County services payroll/Sunpro	650.00	750.00	1,728.00	230.4%
2770 Fuel & Lubricants	4,344.00	5,000.00	4,376.74	87.5%
2772 Other Contract Svcs.	0.00	0.00		
2821 Small Equipment (Grant)	0.00	40,000.00	10,705.13	26.8%
2831 Precinct Elections	4,494.00	0.00		
2840 Special Exp. / Strike Team	0.00	0.00		
2844 Training	480.00	2,000.00	1,347.66	67.4%
2939 Commission Reimbursements	2,025.00	2,200.00	1,025.00	46.6%
2965 Utilities	8,789.00	10,000.00	7,771.92	77.7%
3547 LAFCO Dues	535.00	445.00	442.43	99.4%
3785 Local Matching Funds (Grants)	0.00	0.00		
Total Services and Supplies	166,810.00	242,020.00	172,031.63	
4455 Fire Equipment	4,405.00	46,770.00	46,770.57	100.0%
4456 Buildings/site prep/plan changes	36,873.00	584,000.00	398,157.86	68.2%
<b>TOTAL OPERATIONS:</b>	<b>\$208,088.00</b>	<b>\$872,790.00</b>	<b>\$616,960.06</b>	<b>70.7%</b>
<b>TOTAL EXPENSES: Salaries &amp; Operations</b>	<b>\$601,279.00</b>	<b>\$1,287,118.00</b>	<b>\$925,143.31</b>	<b>71.9%</b>
<b>NET GAIN OF OPERATIONS</b>		<b>\$0.00</b>	<b>\$0.00</b>	
<b>RESERVES:</b>				
2455 New Station Fund Balance	397,885.00	0.00		
2453,552000: ASSIGN-Contingencies	299,074.00	246,456.00		
2453, 514000 General Reserve	59,362.00	59,362.00		
<b>TOTAL RESERVES</b>	<b>\$756,321.00</b>	<b>\$305,818.00</b>		

**NEWCASTLE FIRE DISTRICT MARCH 2018 PAYABLES**

<b>#</b>	<b>FUND</b>	<b>PAYEE</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
1002	Salaries		31,115.77	
1003	Extra help		780.00	
1005	Overtime		9,061.50	
1301	FICA		3,411.56	
1310	Emp. Group Ins	Principal	160.16	Dental Ins
1310	Emp. Group Ins	Nationwide	4,030.00	457 Deferred Comp
1310	Emp. Group Ins	Occu-Med	68.20	Employee physical
1310	Emp. Group Ins	Employee Benefits	-1,182.55	Payroll Deductions
2017	Uniforms	Customink	264.60	T-shirts
2017	Uniforms	Advantage gear	1,046.13	Uniforms
2051	Communication	AT&T	100.85	Phone
2051	Communication	Verizon Wireless	105.04	Cell phone
2051	Communication	Wave	119.90	Internet
2290	Equip Maintenance	G&T	509.94	B41 service
2405	St. maint/supplies	Auburn Hardware	116.90	
2422	Medical O2	Airgas	34.85	
2522	Other supplies	Scotts PPE	34.32	PPE name panel
2522	Other supplies	LN Curtis		Thermal Camera
2522	Other supplies	Alta Saw	109.42	Chainsaw repair
2523	Office Supplies	Sierra MSP	21.25	IT support
2523	Office Supplies	Sierra Morning	50.00	Web service
2523	Office Supplies	US Bank Credit Card	357.88	Miscellaneous
2528	Admin Services	Placer Hills Fire	22,250.00	
2555	Professional Services	Metz	60.00	Board mtg
2770	Fuel/Lubricants	Dobbas	366.64	Diesel
2844	Training	Price, Cody	300.00	Intern Stipend
2844	Training	Redko, Danek	200.00	Intern Stipend
2939	Commission Reimb.	Elder	50.00	
2939	Commission Reimb.	Sprouse	50.00	
2939	Commission Reimb.	Enos	50.00	
2939	Commission Reimb.	Bettencourt	50.00	
2939	Commission Reimb.	Kahrl	50.00	
2965	Utilities	PG&E	691.10	Electricity
2965	Utilities	PCWA	94.86	
2965	Utilities	SP MUD	255.00	
4456	New Fire Station	Ron Lichau	24,570.00	
4456	New Fire Station	Youngdahl Consulting	6,096.00	Management
4456	New Fire Station	KMTG	67.50	
4456	New Fire Station	US Bank Credit Card	1,754.80	Sacbee posting

**TOTAL MONTHLY EXPENSES**

**107,271.62**





**State of California**

**GOVERNMENT CODE**

**Section 54953**

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54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivision (d). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, "teleconference" means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action

is to be taken. This paragraph shall not affect the public's right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(Amended by Stats. 2017, Ch. 137, Sec. 1. (AB 428) Effective January 1, 2018.)



## FIRE AGENCIES SELF INSURANCE SYSTEM

1750 Creekside Oaks Drive, Suite 200  
Sacramento, CA 95833  
800-541-4591 Fax 916-244-1199

April 6, 2018

Dear FASIS Members:

On Thursday, March 29, 2018, the FASIS Board of Directors reviewed the draft FASIS Operating Budget for the 2018/19 Program Year. Member contributions are presented at the 80% confidence level, and utilize a 1.5% discount factor. Exhibit B shows the estimated premium for the 2018/19 year. To enhance the budget, Exhibit C was added to show the estimated payroll and volunteer count used in the premium calculation. Exhibit D shows the experience modification factor (with losses for years 2013/14 to 2015/16, capped at \$75,000) for each FASIS member. You can now access this budget from the FASIS secured documents website at <https://www.bickmore.net/secured-documents/fasis-secured-documents/>. Please review the estimated payroll and volunteer count used for the premium calculations

Please note the attached is a ***DRAFT*** budget. The final 2018/19 FASIS Operating Budget will be presented to the Board of Directors for approval on June 21, 2018. Once approved, the final budget will be posted to the Members-Only section on the FASIS website.

If you have any questions, please do not hesitate to contact Ms. Vicky Quintrall, FASIS Senior Accountant, at [vquintrall@bickmore.net](mailto:vquintrall@bickmore.net), or (800) 541-4591, extension 19104.

Sincerely,

Jennifer L. Jobe  
FASIS Executive Director

FASIS 2017-026

**RESOLUTION No. 2018-01**

**RESOLUTION OF THE GOVERNING BODY OF THE  
NEWCASTLE FIRE PROTECTION DISTRICT**

**ADJUSTMENT OF SPECIAL TAX BY CONSUMER PRICE INDEX  
FOR 2018**

**WHEREAS**, on February 13, 1997 the Governing Body of this District did pass resolution number 213-97 which placed on the ballot for June 3, 1997 a measure creating a special tax, hereinafter called **SPECIAL TAX**, and

**WHEREAS**, said measure was titled '**MEASURE F**' and did set forth the terms and conditions of a special tax to be assessed to parcels of property within the Newcastle Fire District, and

**WHEREAS**, said resolution was approved by the voters as required by law at the election on June 3, 1997, and

**WHEREAS**, pursuant to Section XI of said **SPECIAL TAX** the amount of said tax may be adjusted annually pursuant to the Consumer Price Index, and

**WHEREAS**, the Governing Body of this District has determined that it is necessary to adjust said tax to reflect an increase in the cost of living as indicated by the Consumer Price Index, said adjustment to begin on July 1, 2018, and

**WHEREAS**, the Consumer Price Index as set forth in Section XI of the **SPECIAL TAX** has been determined and indicates an increase of 3.6%, now therefore

**BE IT RESOLVED** that the Governing Board of this District does hereby adjust the **SPECIAL TAX** for Measure F by an amount of plus 3.6% to be effective upon passage of this resolution.

**PASSED AND ADOPTED** at a regular meeting of the Governing Body on April 18, 2018 by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Chairman

ATTEST: \_\_\_\_\_  
Secretary

**RESOLUTION No. 2018-02**

**RESOLUTION OF THE GOVERNING BODY OF THE  
NEWCASTLE FIRE PROTECTION DISTRICT**

**ADJUSTMENT OF SPECIAL TAX MEASURE B FOR COST OF LIVING INCREASE  
FOR 2018**

**WHEREAS**, on November 10, 2011 the Governing Body of this District did pass resolution number 2011-11-1-B which placed on the ballot for March 6, 2012 a measure creating a special tax, hereinafter called **SPECIAL TAX**, and

**WHEREAS**, said measure was titled '**MEASURE B**' and did set forth the terms and conditions of a special tax to be assessed to parcels of property within the Newcastle Fire District, and

**WHEREAS**, said resolution was approved by the voters as required by law at the election on March 6, 2012, and

**WHEREAS**, pursuant to Section 8 of said **SPECIAL TAX** the amount of said tax may be adjusted annually pursuant to the Consumer Price Index, and

**WHEREAS**, the Governing Body of this District has determined that it is necessary to adjust said tax to reflect an increase in the cost of living as indicated by the Consumer Price Index, or by 3% which ever is less, said adjustment to begin on July 1, 2018, and

**WHEREAS**, the Consumer Price Index as set forth in Section 8 of the **SPECIAL TAX** has been determined and indicates an increase of 3.6%, now therefore

**BE IT RESOLVED** that the Governing Board of this District does hereby adjust the **SPECIAL TAX** for Measure B by an amount of plus 3% to be effective upon passage of this resolution.

**PASSED AND ADOPTED** at a regular meeting of the Governing Body on April 18, 2018 by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Chairman

ATTEST: \_\_\_\_\_  
Secretary



## FIRE AGENCIES SELF INSURANCE SYSTEM

1750 Creekside Oaks Drive, Suite 200  
 Sacramento, CA 95833  
 800-541-4591 Fax 916-244-1199

### FASIS Board of Directors - Official Election Ballot

In response to a Call for Letters of Interest and Nomination Form, the FASIS Nominating Committee has received the following submissions for FOUR (4) Board of Directors' positions that will expire on June 30, 2018. The Nominating Committee is recommending the following candidates for consideration by the full membership. A brief summary of each candidate's related experience is included with this ballot.

### OFFICIAL BALLOT - FASIS 2018 BOARD OF DIRECTORS' ELECTION

Please clearly mark an X in only four (4) of the following boxes, or mark the "none of the above" box.

Candidates for four (4) expiring positions on the FASIS Board of Directors Term of July 1, 2018, through June 30, 2021	VOTE (X)
*Moraga-Orinda Fire Protection District, Ms. Gloriann Sasser, Administrative Services Director	<input type="checkbox"/>
*Novato Fire Protection District, Mr. Bill Tyler, Fire Chief	<input type="checkbox"/>
*Ross Valley Fire Department, Mr. Roger Meagor, Acting Fire Chief	<input type="checkbox"/>
South Placer Fire Protection District, Mr. Gary Grenfell, President - South Placer Fire Protection District Board of Directors	<input type="checkbox"/>
*Tiburon Fire Protection District, Mr. Richard Pearce, Fire Chief	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

*\*Incumbent Board Member*

OR

<i>None of the potential candidates listed above.</i>	<input type="checkbox"/>
---	--------------------------

Signature of person completing on behalf of your District: _____
Print Name: _____ Position Title: _____
District Address: _____
Date completed: _____ E-mail: _____

**Either mail this completed and signed ballot to: FASIS, c/o Bickmore, 1750 Creekside Oaks Drive, Suite #200, Sacramento, CA 95833, or fax it to (916) 244-1199, or scan the signed ballot and e-mail it to [kmorris@bickmore.net](mailto:kmorris@bickmore.net) before May 11, 2018.**

**Your vote is very important. Please vote and return your official Ballot by May 11, 2018.**

*Please note: Any ballots received with a postmark, faxed, or emailed after May 11, 2018, will not be counted.*

**CANDIDATES FOR THE FASIS BOARD OF DIRECTORS  
TO FILL FOUR (4) EXPIRING POSITIONS  
FOR A TERM OF JULY 1, 2018, THROUGH JUNE 30, 2021**

**CANDIDATES' SUMMARY OF EXPERIENCE**

District	Candidates' Name	Summary of Experience
<b>*Moraga-Orinda Fire Protection District</b>	<b>Ms. Gloriann Sasser, Administrative Services Director</b>	Ms. Sasser has managed the Administrative Services Department of the Moraga-Orinda Fire District and served as the Treasurer on the FASIS Board of Directors since 2013. Ms. Sasser holds a CPA designation and brings extensive experience in local government finance, budget preparation, and auditing, along with 9 years of experience in finance, human resources and workers' compensation for fire districts. Ms. Sasser holds a Master's Degree in Public Administration and a Bachelor of Science Degree in Business Administration-Accounting.
<b>*Novato Fire Protection District</b>	<b>Mr. Bill Tyler, Fire Chief</b>	Since Ted Peterson's departure from the Novato Fire Protection District and representative to the FASIS Board of Directors, Chief Tyler has recently assumed the role as the Fire Chief for the Novato Fire District following 22 years of service as a Firefighter/Paramedic, Captain, and Battalion Chief and has fulfilled the remainder of Mr. Peterson's term on the Board of Directors. Chief Tyler would like to continue serving as the representative from his District on the FASIS Board.
<b>*Ross Valley Fire Department</b>	<b>Mr. Roger Meagor, Acting Fire Chief</b>	Chief Meagor previously served on the FASIS Board of Directors from 2005-2013 and has returned to serve on the Board while serving as the District's Acting Fire Chief. Ross Valley Fire Department holds a long history of its Fire Chiefs serving as a member on the FASIS Board of Directors.
<b>South Placer Fire Protection District</b>	<b>Mr. Gary Grenfell, President - South Placer Fire Protection District Board of Directors</b>	Director Grenfell served the City of San Jose Fire Department for over 30 years and retired at the rank of Fire Captain. Director Grenfell has been a Director for the South Placer Fire District (SPFD) over 17 years, and has served FASIS as a Board of Director for multiple terms. Director Grenfell is committed to the Fire Service as evidenced in his almost fifty years of service to the citizens of California as an active duty firefighter and now as a Director of SPFPD. Director Grenfell enjoys serving the agencies represented by FASIS as a Director and has the best interests of the fire service and the represented agencies in mind when he volunteers his services.
<b>*Tiburon Fire Protection District</b>	<b>Mr. Richard Pearce, Fire Chief</b>	Chief Pearce brings over 16 years of service as the Fire Chief to the Tiburon Fire Protection District. Further, Chief Pearce has served as a member of the FASIS Board of Directors, as well as on the Fire Districts' Association of California (FDAC) Board of Directors for several years. Further, Chief Pearce has served as President to the Fire Agencies Insurance Risk Authority (FAIRA). Chief Pearce expresses, that as a founding member of FASIS, we remain committed to the long-term success of the JPA, while ensuring the availability of efficient, effective and affordable workers' compensation programs.

\* Incumbent Member to the FASIS Board of Directors