

# NEWCASTLE FIRE PROTECTION DISTRICT

**September 17, 2014, 6:00P.M.**

at: 461 Main Street, Newcastle, CA 95658, Newcastle, CA 95658

## MEETING MINUTES

Board Present: Jim Jordan, Director, Chairman  
Eric Sprouse, Vice Chairman  
Jonita Elder, Secretary  
Isaak Egge, Director  
Robin Enos, Director

1. **CALL MEETING TO ORDER:** Chairman called meeting to order at 6:03 pm. All Board members present. Chief Higgins was also in attendance.  
Pledge of Allegiance.
2. **APPROVAL OF AGENDA:**
  - (A) September 17, 2014 Meeting Agenda. After reviewing the posted agenda, Secretary Elder moved to approve the agenda as posted; seconded by Vice Chair Sprouse. Motion carried out unanimously with all Directors present.
3. **APPROVAL OF MINUTES:**
  - (A) Agenda corrected to 'August 20, 2014'. Vice Chairman Sprouse made the motion to approve the submitted minutes for the board meeting of August 20, 2014 regular meeting; seconded by Dir. Enos. Motion carried out unanimously with all Directors present.
4. **FINANCIAL REPORT & BILL APPROVAL:**
  - (A) Monthly Expense Report – Month of September, 2014. Spreadsheet presented and reviewed by Chief Higgins and board. No questions or issues with the report.  
  
Director Enos made the motion to approve the monthly expense report as submitted and reviewed; seconded by Director Egge. Motion carried out unanimously with all Directors present.
5. **CORRESPONDENCE:**
  - (A) Chief Higgins received verbal correspondence from Auburn City resident with thanks for the apartment fire assistance.
6. **PUBLIC COMMENT:**
  - (A) Resident Bill Faux celebrates many years of service to our country and his 90<sup>th</sup> birthday. Happy Birthday Mr. Faux!
  - (B) Resident Sue Stack would like information on Roseville Design Group's contract for the Fire Station. Information requested for future board meeting (public contract decisions, qualifications, and competitive bid information).
7. **INFORMATIONAL/NON-ACTION ITEMS**
  - (A) Chief's Report (By Chief Higgins).
    - Training: month of July = 97 personnel hours. The low number will be looked into.
    - Emergency Response for the month of August - EMS: 17 Auto: 5 Fire: 8 Public Assist: 3. Total of 33 responses.
    - General Information: 1) Water upgrades to the Newcastle Elementary School are completed. 2) Newcastle Fire is working on Commercial Business pre-incident surveys. They are

collecting information to get familiar with all local businesses in the Newcastle fire district. The reason is if there is an incident at a business they are aware of the building type and square footage. Additionally, they collect contact information, proper name of the business and proper address. If there are any additional target hazards they also note those.

**(B) New Fire Station Update.**

- 1) Placer County has adjustments, follow-up questions to be addressed and reports to be resubmitted for final approval. The County wants the consultant to verify some calculations and data.
- 2) A land survey performed to re-measure the project area for accuracy. By October 1 all feedback is due to the engineering company and to address the County's comments.
- 3) One of the bigger issues may be the winter weather and how to proceed. After October 15 there will be issues with performing the groundwork. There is a County permit process that can take 4 to 6 weeks. The District received an excavation bid of \$22,000. The District may have a special meeting in October – need to get bids. Possible potential cost of \$330,000 for all groundwork/excavating and winterizing.
- 4) Fill dirt opportunities were discussed. Chair Jordan may approach Caltrans regarding the schedule for nearby ramp and highway construction and potential use of nearby fill.
- 5) Director Enos asks Chair Jordan regarding the archaeological dig that was performed. The weeding done to clear the area was excellent. The consultant found no impacts. No visible signs of artifacts.

**8. ACTION ITEMS:**

**(A) Newcastle Fire Protection District “Conflict of Interest” Policy**

- 1) Secretary Elder worked with Chief Higgins on policy comments. This is a regular policy like in ethics class. She had some minor corrections. Did not bring hardcopy. Changed a few things.

Secretary Elder motioned to approve the Newcastle Fire Protection District Conflict of Interest Policy. Seconded by Vice Chairman Sprouse. Motion carried out unanimously with all Directors present.

- 2) Policy will be put on the District's website in a week or so.

**(B) Petition for Formal Recognition “Newcastle Professional Firefighters Association”:** The Board has not read the new petition yet. Petition presented by Chris Cosby. Provisions and petition read out loud in most part by Chair Jordan. NPFA and its board members named. The association will not be affiliated with any other organizations. This association represents employee relations in the District. Representation for employees is the association's purpose. The petition was missing two signatures. Petition will be on next meeting agenda.

**(C) District EERP “Employer-Employee Relations Policy” Resolution #2014\_12.** The majority of the board has had a chance to review the policy with exception of Director Egge. There were no questions from the board on the policy and the resolution moved to motion. Motion is made by Vice Chairman Sprouse to approve Resolution #2014\_12 EERP. Motion is seconded by Director Enos. Chair Jordan requests a ROLL CALL VOTE to accept District EERP Resolution #2014\_12. VOTE is V.C. Sprouse-Aye, Sec. Elder-Aye, Chair Jordan-Aye, and Director Enos-Aye. Resolution passed Aye 4 – Nay 0, with one abstain from Director Egge.

**9. Board of Director Reports:**

(A) Some information, updated documents from Roseville Design Group will be transferred to the website manager tonight.

Meeting adjourned at 6:43 PM

**10. NEXT REGULAR MEETING:** Wednesday, October 15, 2014. Location: to be announced.

Respectfully Submitted,

Gayle Capik, Recording Secretary