

# NEWCASTLE FIRE PROTECTION DISTRICT

**January 20, 2016, 6:00 P.M.**

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

## MEETING MINUTES

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

### **1. CALL MEETING TO ORDER:**

- (A) Chairman called meeting to order at 6:04 pm. All Board Members Present.
- (B) Chief Higgins was also in attendance.
- (C) Pledge of Allegiance.

### **2. APPROVAL OF AGENDA:**

- (A) January 20, ~~2015-2016~~ Meeting Agenda.  
Secretary Elder moved to approve the agenda; seconded by Director Robinson. Motion carried out unanimously with all Directors present.

### **3. APPROVAL OF MINUTES:**

- (A) Secretary Elder made the motion to approve the submitted minutes for the regular board meeting of December 16, 2015; seconded by Director Robinson. Motion carried out unanimously with all Directors present.

### **4. BILL APPROVAL:**

- (A) Monthly Expense Report – Month of January, 2016. Spreadsheet presented and reviewed by the board. Brief discussion and clarification on items including:
  - Item 30: Firefighters Burn Institute annual membership. Per Chief Higgins, it is part of the youth artisan group. Helps combative children with possible arson issues. Gives us an avenue of education and can go into juvenile detention facilities. As a member the program helps with our ISO rating. Gained 15 scale points.
  - ~~Our~~ Newcastle ISO rating went from ~~6 to 5~~ a 5 & 8 to 6 & 8. The fee is new, but the value is there.
  - Director Robinson made the motion to approve the January monthly expense report as submitted; seconded by Secretary Elder. Motion carried out unanimously with all Directors present.
- (B) Financial Report: Email copy available upon request [info@newcastlefire.org](mailto:info@newcastlefire.org)

### **5. CORRESPONDENCE:**

- (A) Email from Doreen Compton on changing the date on the fire station build date sign. The Chairman and Chief will look into updating the sign.

### **6. Newcastle Professional Firefighter Association:**

- (A) No reports from the Association.

### **7. PUBLIC COMMENT:**

- (A) Susie Brown - regarding cutting down of trees, her understanding is that the woman in charge of that is sympathetic to us. Per Chair Jordan, we have the tree cutting permit. We paid the \$23K to the County already. It is a State and County environmental law that any native trees over 6 inches at chest height the fee is assessed. Cutting on private property is also subject to the environmental laws.

### **8. INFORMATIONAL/NON-ACTION ITEMS:**

- (A) New Fire Station Update (Chairman Jordan)

- We just met with retired Chief Bettencourt who is trying to lend some assistance and advice. There are some items we will need some homework and follow-ups to be done.
- Roseville Design Group (RDG) is in process of working with the County, SPMUD, and PCWA to clarify some notes on the plans and comments.
- Some of the right-of-ways are done. Others forthcoming.
- More plan updates are underway and we're working through.
- Per Director Robinson: Chief Bettencourt had some great comments. Think we covered them. More homework to be done.
- No problems with dates expiring.
- Vice Chairman Sprouse asks... What is the last thing that has to happen before we go to bid? Per Chairman Jordan RDG said we can start any day, but Chief Bettencourt said we should wait and clarify things and make changes to avoid change orders and extra future cost.

#### (B) Chief's Report

- Training for the month of December consisted of 182.5 hours
- Emergency Responses for the months of December:  
EMS: 26 Auto: 4 Fire: 4 Public Assist: 10. Total of 44 responses.
- General information:
  - Newcastle I-80 overpass project: the overpass project has been delayed until Spring 2016. There is no date as of right now.
  - The commercial target hazards program are still moving forward. We are hoping to have the first phase completed by the end of March.
  - The annual hydrant inspections will start in the near future. We will be checking for PSI and Static pressures. Water flows will also be conducted for flushing.
  - Completed all annual hose testing was completed last month. Each hose is tested at 300 psi and left at static for five minutes.
  - New Newcastle Fire Station logo has been a long work in progress and is finally being implemented.

#### (C) Staffing and Recruitments (Chief Higgins)

- In the last board meeting it was brought up that down-staffing was a great possibility and it happened shortly after.
- Newcastle 26<sup>th</sup> and 27<sup>th</sup> the station was shut down due to lack of staffing.
- It worked out well. We were slow. There were still rapid responses out of the other station.
- We are currently down one full time position. Only have two part-time employees. We have been searching for applicants to fill positions. We have standards of hiring. There is an issue where we have difficulties attracting new professionals wanting to be in fire business.
- Right now we are paying overtime. There is possibility of more brown-outs.
- Per Chief Jeff Gordon... OSHA also has minimum requirements. Other larger neighboring districts have dedicated resources and academies. We don't have the facilities and resources. There are other factors that make it difficult to compete. Wages especially. Our salaries are lower. Candidates may like the appeal of a small-town environment, and maybe some benefits.
- Junior colleges offer some kinds of certification.
- In surrounding areas they benefit from Business Taxes contributing, but Newcastle being primarily residential does not have competing fund sources.
- CSFA. Chiefs attended seminars. There are drops in fire volunteers. Training, Cal/OSHA does investigate closely.
- Advertisements are done mostly through web postings.
- Secretary Elder asks: Have we looked at veterans? [www.recruitmilitary.com](http://www.recruitmilitary.com)
- Capt. Kirk: Sierra College has a veteran's program "boots to books". A lot of people are scared to hire vets, so the program tries to bridge that gap. His class has four individuals interested in fire service and EMT work. Full Semester training at college for EMT is required. Then 24 hrs minim every two years.
- Director ~~Robinson-Enos~~ asks: when you close the fire station, can the Chiefs notify the board? Possibly with a point of contact. Chair will talk to the Chief.

- (D) 172 Committee update (Chair Jordan & Board members)
  - 172 is the Tax measure that was passed years ago. Newcastle, Loomis, S Placer is not wanting to increase taxes. Supervisor Holmes article. Penryn is having some issues. Horseshoe Bar, next Tuesday a meeting will be held. Per VC Sprouse, \$39M each year is collected. We get nothing. Most goes to police/sheriff's departments. The board encourages residents to show up at board meetings to be part of the discussion. The way the funds are allocated are up to the Placer County Supervisors discretion on distribution of the funds. Being present at board meetings to influence these issues is important.
- (E) Consolidation Study Update
  - Chief Higgins and a rep from City Gate. They went on a four hour tour of jurisdictions. He's [City Gate] is looking at staffing, terrain, equipment, qualifications, finances, etc. He's hoping to have the draft study ready for the Board of Supervisors end of March early April. Once the study comes out, the Board of supervisors don't have to act on it. Director Robinson asks, "Will the paper be published?" ... We can ask the Board of Supervisors.
- (F) Measure B Funds
  - Summary Report presented by Secretary Joni Elder.
    1. Expenses if attributed to measure B or not
    2. Vicki and Joni went through and set up according to report.
    3. Indicates how much has actually been spent
    4. The report goes by Fiscal Year Ending (FYE)
    5. She read through the summary, expenses and revenue on page one of the report.
    6. The whole report will be available online.
    7. Joni thanks Vicki for helping...did a lot of the work.
  - Chair Jordan asks the Board to review and direct comments and questions to Joni so she can respond at next meeting. Be sure to put this as an Action Item on the next meeting agenda.

## 9. ACTION ITEMS:

- (A) **Letter of Understanding by and between Newcastle & Penryn Fire Protection Districts.**
  - Legal council took a look at it, clarify issues, and approved. Board also met and went over with council.
    - Per Vice Chairman Sprouse: It's good to have Letter of Understanding...there are many benefits.
  - Chairman Jordan asked for a motion to bring the Letter of Understanding to a Vote. Vice Chairman Sprouse made the motion to approve this action item; seconded by Director Robinson. Motion/vote carried out unanimously with all Directors present.
  - **Roll call Vote: 5-0 in favor - approved.**
- (B) **Request of funds to update the code 3 and scene lighting on E41. \$13,612.51. This will improve emergency visibility and scene lighting. Life and Safety for our employees.**
  - Presented by Chief Higgins. Scene lighting is needed to avoid accidents.
  - Estimated cost is \$13,612.51 is one estimate. (Whalen lights – they are well known). Will be all LEDs.
  - Chair Jordan asks if the lighting is needed to be sure we are up to code and have proper lighting.
  - Director Robinson realizes the cost is high, but it's needed.
  - Vice Chairman Sprouse... liability can be avoided.
  - Secretary Elder also knows it's needed and has no issue with it.
  - Chairman Jordan asked for a motion to approve the request of funds. Director Robinson made the motion to approve; seconded by Secretary Elder. **Motion/vote carried out unanimously with all Directors present.**
  - Resident asks - will this come from Measure B Funds? Yes.

## 10. Board of Director Reports:

- (A) Director Robinson: Overpass is probably not going to be looked at until after March.
  - Thanks Joni for all her work
  - Chief for Measure B paper work extraordinary
  - Thanks Gayle for her work

- (B) Vice Chairman Sprouse: we're working with Penryn Fire District Chairman and Vice Chairman Randy. They have been very accommodating. Looking forward to partnering more with Penryn.
- (C) Secretary Elder went to the Jan 6<sup>th</sup> association meeting. Encourages residents to go to these meetings as well. A big issue for Ophir was high rates of insurance and inability of being able to get property insurance.
- (D) Jim Holmes is having a meeting at Horseshoe Bar – Tues Jan 26<sup>th</sup> at 7:00 at Penryn Elementary School. Encourages all to attend and bring up funding issues.
- (E) Chair Jordan appreciates support and communication without negative tone is important. Keep involved.
- (F) Secretary Elder encourages all to give ourselves a pat on our back and taking interest in what is going on in our community, and thanks everyone.

**Meeting adjourned at 7:33 PM.**

**11. NEXT REGULAR MEETING:** Wednesday, February 17, 2015. Location: 461 Main Street.

Respectfully Submitted,  
Gayle Capik, Recording Secretary