

# NEWCASTLE FIRE PROTECTION DISTRICT

**February 24, 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

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

- (A) Chairman called meeting to order at 6:01 pm. Above Board Members Present. Director Robin Enos – absent.
- (B) Chief Higgins was also in attendance.
- (C) Pledge of Allegiance.

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

- (A) February 24, 2016 Meeting Agenda.  
Director Robinson moved to approve the agenda; seconded by Secretary Elder. Motion carried out unanimously with Board Members present.

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

- (A) Corrections to Item 4: ISO rating (Newcastle ISO - we are a 5 and 9 instead of 6 and 8); and Item 8. (C) last bullet point (changed from Director Robinson to Director Enos). Director Robinson made the motion to approve the submitted minutes as corrected for the regular board meeting of January 20, 2016; seconded by Vice Chairman Sprouse. Motion carried out unanimously with Board Members present.

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

- (A) Monthly Expense Report – Month of February, 2016. Spreadsheet presented and reviewed by the board. Brief discussion and clarification on items including:
  - Item 24: Wildland bags. Per Chief Higgins, they are Forestry bags for lateral extensions off fire hoses purchased last year.
  - Item 21: new AED Life Pack. Replacement purchased to maintain it.
  - New tires on Engine 41 needed. Has not been done yet.
  - Director Robinson made the motion to approve the January monthly expense report as submitted; seconded by Secretary Elder. Motion carried out unanimously with Board Members present.
- (B) Financial Report: Email copy available upon request [info@newcastlefire.org](mailto:info@newcastlefire.org)

### **5. CORRESPONDENCE:**

- (A) Chair Jordan has PCWA board final approval on our plans and request for water service. There will be bonds to be completed when the fire station opens.

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

- (A) The association would like to invite board members to a breakfast or lunch event to open communications and improve relationships in a social-type event. Chair Jordan would like to have an official letter request. Something he can share with board members and follow-up.

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

- (A) Mike Monahan: Concerns of rumor mill, sidebar narrative of Board and others discussing consolidation with other districts outside the board meeting.
  - Per Chair Jordan, yes there have been discussions regarding issues and exploring all options such as talking to Penryn, but no decisions or other options formulated yet. Nothing would be set outside a workshop or other meeting such as an open forum.

- Other board members are aware.
  - Resident expressed - as long as the community knows what sort of discussions are being had.
- (B) Resident doesn't want to see Newcastle's [NFPD] money go to subsidize Penryn. Not in favor of consolidation. Feels we need to maintain our own district.
- (C) Another resident expressed concerns over possible consolidation. Also wanted to know if the station could be closing in April because of understaffing. (Per Chair Jordan, see meeting minutes from last month regarding staffing efforts.)

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

- (A) New Fire Station Update (Chairman Jordan)
- Things work slowly, but the good news is that PCWA, SPMUD approvals are nearly finalized.
  - Caltrans perhaps another few weeks on encroachment permit.
  - In the last email from the County, we have just a few minor typos/details. No real issues there.
  - The tree issue encompasses Caltrans right-of-way...part of encroachment permit issue. Will likely be part of the contractor's work as part of the project.
  - Chief Higgins and Chief Bettencourt also reviewed the plans with the engineer and had minor changes.
  - Resident brought up the fact that Roseville Design Group is out of business, and wanted to know who do we contract with now? Per Chairman Jordan the engineer is still working on the project and operates under his engineer's contract and engineer's stamp even though his business license is not being renewed.
  - Resident asks, who is the construction project manager? Per Chairman Jordan, the board is searching for that person. They will be voting on in future.
  - Vice Chairman Sprouse asks when to expect [fire station project] bids to go out? Per Chairman Jordan, March/April timeframe. Such as having it go out in March, posting for two weeks, etc.
  - Resident's asks, is there a breakdown on the costs incurred thus far on the project? Per Chairman Jordan, there is a report.
- (B) Chief's Report
- Training for the month of January consisted of 249 hours
  - Emergency Responses for the months of January:  
EMS: 30 Auto: 5 Fire: 3 Public Assist: 15. Total of 53 responses.
  - General information:
    - Newcastle I-80 overpass project: the overpass project is scheduled to begin in mid to late March. We will try to staff a second engine on the east side if possible during the overpass closure. We will try and see how we might be able to relocate. Are working on logistics and waiting for a firmer date from the contractor.
    - Staffing update: An Engineer was hired today.
    - Hwy 193 road improvements will begin in March. The work will be between Clark Tunnel Rd & Hidden Acres. Work hours are 8-5, Monday thru Friday.
    - It's been a pleasure working with Harvest Ridge School to improve and upgrade their Fire & Smoke Alarm warning systems.
- (C) 172 Committee update (Chair Jordan)
- Chair Jordan was at the Penryn-Horseshoe Bar MAC meeting. Supervisor Holmes was there. Penryn was there. We continue to meet and discuss options on getting aid on 172 funds.
  - Saw there were several articles around fire service and the 172 issue. That is still money that all of our small districts need. We need to make sure we are looking at all viable funding options.
  - There is another [MAC] Meeting again Friday night. There is one person from each board on the committee. Not a decision making committee...just informative and listening to statements.
- (D) Fire Service Update
- The County is going through the fire study. Hoping to have a MSR in March, and final study in April. The County takes suggestions and implements from there.

(E) Measure B Funds.

- Per Chair Jordan, apologizes – Joni’s Report was supposed to be an Action Item for this meeting. Will make sure the information is made available on website, and give time for public comment.
- Secretary Elder: Discussed the document that lists out what was discussed by *previous* board (40% for wages, 40% for new station and 20% for upkeep and general expenses), however that was not implemented by current board. Where Secretary Elder got the percentages for wage increases is from 2012... 20% increase for firefighters and 30% increase for chief. Current board left it as it was.
- Sec Elder asks if there are any questions... *now is the time*.
- FY ending Jan 2015 - revenue less than the others. Not sure why, but is looking into it.
- Vice Chairman Sprouse: Great job & thank you.

**9. ACTION ITEMS:**

(A) none

**10. Board of Director Reports:**

(A) Robinson: Raising of the bridge. Seems like there will be less dirt coming out of that project.

- Regarding our Policies, there was a comment made to him about certain things needing to get done. Thinks we should go over and look at wording again. At our Annual review – perhaps make adjustments in that.
- Would like the Chief to do a little bit better report on how possibly funds can come out of EMT calls possibly next month.

(B) VC Sprouse had some correspondence, emails regarding consolidation with Penryn (rumors), station brown outs, etc. He reassured them that as a board we go through proper process. We want to represent properly and ethically. Sifting through information and getting to the options and ideas stage, we commit to bring forward at that stage for comment.

- Wants community to be safe, with fire station as primary focus. Secondary focus needs to be maintaining firefighters and staffing. He knows the Chief is looking for quality people.
- Resident asks about possible open forum. Per VC Sprouse, the timing of open forum is important to sift through irrelevant information.

(C) Chair Jordan: The County employees also have to follow rules and regulations. Unfortunately it takes a long time. There are lots of steps to go through. Everybody has a fair and equal voice to get things done. Process is frustrating understandably. We are trying to do things properly. Developing alternatives for the community.

(D) Sec Elder: To keep down rumors and share information, would it be beneficial having additional meeting be a possibility. Chair Jordan will call meetings to resolve specific issues.

(E) Putting more information on the website is a good idea.

(F) Per VC Sprouse, possibly putting a Q&A on website to clear things up as we go. Thinks we have to communicate better.

**11. Executive Closed session (6:56 pm – 7:35 pm)**

(A) Personnel Exception, Gov. C §54957.6. Discussion re Public Employee Complaints.

**12. Reconvening of Regular Session after closed session**

(A) Per Chairman Jordan, the meeting was on a personnel issue and we are unable to comment on personnel issue.

**Meeting adjourned at 7:36 PM.**

**13. NEXT REGULAR MEETING: Wednesday, March 16, 2016. Location: 461 Main Street.**

Respectfully Submitted,  
Gayle Capik, Recording Secretary