

NEWCASTLE FIRE PROTECTION DISTRICT

December 21, 2016, 6:00 P.M.

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

MEETING MINUTES

Board Present: Jonita Elder, Secretary
Robin Enos, Director
Bill Kahrl, Vice Chairman
Lawrence Bettencourt, Director

1. CALL MEETING TO ORDER:

- (A) Secretary Elder called the meeting to order at 6:01 pm.
- (B) All Board members present with exception of Chairman Sprouse
- (C) Chief Gow was also in attendance
- (D) Pledge of Allegiance.
- (E) Per Secretary Elder, would like the minutes to reflect that Chairman Sprouse has been excused from this meeting as he is in Southern California visiting with his family.

2. APPROVAL OF AGENDA:

- (A) November 16, 2016 Meeting Agenda.
 - Amended Item 10 (A) to come first in the agenda. Oaths of office of Board members Bettencourt, Elder and Kahrl.
 - VC Kahrl made the motion to approve the agenda as amended; seconded by Director Enos.
VOTE: All in favor 4-0. Motion carried out unanimously with Board members present.

3. APPROVAL OF MINUTES:

- (A) November 3rd, 2016 Special Meeting Minutes. Board members already approved last month in the regular November Board Meeting.
- (B) VC Kahrl: Procedural question...two items in minutes...questions not possible to resolve in the meeting. Should we raise those questions now, or wait until subject comes up later? Per Secretary Elder, wait until it comes up.
- (C) November 16th, 2016 Regular Meeting Minutes
 - Secretary Elder would like to make an adjustment. On page 4, action item 13C, first paragraph...the year before County audited...thinks its conflict of interest. Actually, Penryn's Auditor audited, and it was a potential conflict of interest. And the year before that is when the County audited. Would like to have that changed.
 - Director Bettencourt: Item H-finance committee, Page 5 of the minutes says we used some reserves for salary, but reserves were not used. Revise to delete that sentence. It was item 13H, first bullet.
- (D) Director Enos made the motion to accept the minutes as revised; seconded by Director Bettencourt.
VOTE: All in favor, 4-0. Motion carried out unanimously with Board members present.
- (E) November 22, 2016 Special Meeting Minutes
 - No comments or revisions by the board.
 - Secretary Elder moved for adoption of the minutes as presented; seconded by Director Enos. Vote re-done with Bill Kahrl abstaining, as he was not on the board at that time. VOTE: All in favor, 3-0. Motion carries.
- (F) Per Neil Anderson, suggest the oaths of office take place before further voting.
- (G) Secretary Elder: we will skip to Oath of office.

4. Action Item: Oaths of office of Board members Bettencourt, Elder and Kahrl.

- (A) Director Enos read through the statement, and Bettencourt/Elder/Kahrl successfully stated their oaths of office.
- (B) Neil Anderson left the meeting.

5. BILL APPROVAL AND FINANCIAL REPORT

- (A) Monthly Expense Report – Month of December, 2016.
 - Chief Gow: There’s nothing unusual to report.
 - No vote.
 - Financial Report: Email copy available upon request info@newcastlefire.org

6. CORRESPONDENCE:

- (A) Secretary Elder – correspondence includes an email forwarded from Eric Sprouse. The email was from the former Director Rocky Robinson to NFPD Board regarding leasing the fire truck. He doesn’t agree with using taxes to pay for the lease.

7. PUBLIC COMMENT:

- (A) Resident: There was 19 pages on fire district’s website. All very important, didn’t know if anyone printed them out or not.
- (B) Resident asked what did Rocky mean by leasing? Per Secretary Elder, that’s what the contract calls for ...the district to lease the truck from the volunteer association. ...we will discuss that under Action Items.

8. FIRE CHIEF IAN GOW’S REPORT:

- (A) Have been fire chief for over a month, officially. Newcastle has a very very good fire department. Staffing is full. Captains and Engineers are highly qualified and confident. He’s proud to be part of this organization.
- (B) Working on firehouse maintenance, breathing apparatuses, the usual things getting done. Working on commercial inspections – will work on in more in the next staff meeting. It’s more of an advisory thing. We’re mandated to visit every commercial building that has public access, and address any fire safety issue. Not officious, more helping our community and correcting potential issues.
- (C) Schedule has been full. No scheduling issues. Having monthly staff meetings, working very well.
- (D) Last month Newcastle responded to 53 calls.
 - 6 fire calls (some chimneys)
 - 26 medical calls
 - 6 vehicle accidents
 - 15 others. Public assists.
- (E) Brush 41 stopped shifting. The computer was fixed \$2,000. There was also a fuel leak that was fixed.
- (F) Need to adopt California State & County fire codes - hopefully by next board meeting.
- (G) We’re starting to get the office secured. Important documents are locked up. We have out the documents needed for the audit. Per Gillian, there isn’t a date yet for the audit. There will be a \$4,500 charge for the audit.
- (H) One thing we did not do – the board voted on new MOU with staff, but did not sign it. He has a clean copy of it and will keep for Chairman Sprouse to sign and get others signatures.
- (I) Jill has business running well. Bill pay set up. Business is running smooth.
- (J) Work that’s been done included fire prevention; Plan checks; Defensible space inspections.
- (K) Issues with the County.
 - The LAFCO study came out. It was a large study, difficult reading, not very helpful. The study did talk about spheres of influence...down the line it might be advantageous to consider special districts merging. It did talk about Placer hills and Foresthill. Some discussion about South Placer & Loomis...Newcastle/Penryn. Loomis and South Placer are going through the process of merging. The County is looking at another study. They are just about done with it. There

are ongoing discussions with the County and surrounding districts about funding, etc.. Ms. Windehausen has been a big help.

- (L) First Newcastle MAC meeting is scheduled for tomorrow night, but it might be cancelled.
- (M) Director Enos asked about letter. Per Secretary Elder, it was a well done letter. About 172 funds.
- (N) Director Bettencourt: asked about commercial inspections and vacancies. Per Chief Gow, we will go to every building. If it is vacant, we will write vacant on the inspection form.
- (O) Director Bettencourt asked if an electronic copy of the LAFCO report can be provided to board members please. Yes, per Chief Gow.
- (P) VC Kahrl, thanked Chief Gow for his staff and help with the Christmas festival and all the hard work.
- (Q) Resident appreciates Chief's summary and all the information provided.

9. Newcastle Professional Firefighter Association

- (A) Statement from the Association: None. The association president is not here. Thanks the board for getting the MOU done.

10. INFORMATIONAL/NON-ACTION ITEMS:

- (A) New Fire Station (Director Bettencourt)
 1. Director Enos and he did a lot since the last board meeting. The contract is finalized with Mr. Lichau and signed by all parties. We paid him the initial \$5,000 to get started. He is working on the application permit. Had a check cut for \$1800 for the permit for placer county and he will be turning that in.
 2. Liability insurance carrier sent insurance to us. Not sure how long it will be in effect after he went out of business in 2015. Need to find end date. But we have copy of the insurance now.
 3. There were two meetings with Mr. Lichau, the architect. Pretty good.
 4. Sent encroachment permit paperwork to Caltrans and received a one year extension. It is good until December 2017. We are trying to get the erosion control permit extended a year as well. Per Director Enos, Ron is working feverishly now on the whole thing.
 5. Tring to get initial fee paid before end of year. New code goes effect in January. Goal is to get this done.
 6. VC Kahrl: question from last meeting regarding the Old State Highway traffic mitigation. Per Bettencourt, we haven't received word yet...no progress yet.
 7. Resident Sue Stack: is there a timeline for the project?
 8. Per Director Bettencourt, the contractor will submit a timeline with their bid. Robin and he can work on something (prior to bid). Can work with Ron to get timeline of work needed prior to going to bid, including when we will go to bid.
 9. Resident: before the previous architect passed, was a permit sent? No permit by RDG was sent. Two plan reviews were done for free by the County. We are still using the comments they gave us to submit our third set of plans. We will pay for an initial application (it's actually our third submittal), so we're saving money.
- (B) Chief's discussion on the need for a complete Policy and Procedure Manual.
 - Chief Gow: We don't have one. It is essential that we have policies and procedures. We should consider looking at Placer Hills and Foresthill's manuals.
 - His recommendation is for the Board to allow us to bring policy manuals to a sub-committee. Include the union on these. ...flesh out and bring piece-meal to the Board. In a few months, he thinks we can get them done.
- (C) Secretary Elder: We adopted part of Penryn's. Put Bill & Joni on the committee. Can work on it.
- (D) Motion considered to make the ad hoc committee. We can wait until the action item comes up, Item 11 (B).

11. ACTION ITEMS:

- (A) Oaths of Office of Board members Bettencourt, Elder and Kahrl: moved up to before Bill approval as recommended by Neil Anderson.

(B) Election of Board Officers

- Our Newcastle fire board has three members, a Chairman, Vice Chairman, and Secretary.
- Director Enos: Since Chairman Sprouse is not at this meeting, can we delay until January? Board agrees.
- The board will also wait to do committee assignments.
- Director Bettencourt: Suggest we make a 2017 meeting calendar.
- Director Bettencourt made the motion to postpone the Election of Board Officers; seconded by Director Enos. VOTE all in favor 4-0. Motion carries with board members present.

(C) Staff request to surplus old fire hose.

- Chief Gow: it is an inch and three quarter fire hose. We'd like to service it. 1500 feet of hose we want to get rid of. Need boards permission.
- It's old per staff. About 2004 was the last time we used it.
- Director Enos made the motion to surplus the old fire hose; seconded by VC Kahrl. VOTE: All in favor, 4-0. Motion carries with board members present.

(D) Consider and approve Lease agreement and insurance costs with the Newcastle Firefighters Volunteer Association for Lease of 1941 Van Pelt Antique Fire Engine.

- On behalf of the Volunteer Association, their paperwork is not in order. Need to get ducks in row. They've turned paperwork into the State. Will look at it at a later date.
- Board would like to table this item until Chairman Sprouse is present.
- Director Enos made the motion to table; seconded by VC Kahrl. VOTE: 4-0 motion carries with board members present.
- We still haven't paid the insurance. Don't worry about it per the association.

(E) Full-time Engineer Robert Hicks was hired last year and required to sign an "at-will" agreement. Chief Gow requests Board to officially confirm Engineer Hicks' full time status.

- Chief Gow: Hicks a full-time engineer since 2/28/16. The previous fire chief posted a full-time vacancy. It was clearly a full-time position. Has been working full time. The previous chief had him sign a form...an At-Will agreement. Chief Gow explained the labor law and protections.
- Director Enos affirms that he's a full-time employee. All in agreement – yes, per all Board members present.

(F) Update and approve the signers for the Placer County Auditor-Controller documents to include the Board Members and Chief Gow.

- Chief Gow: We did this last month, but Mr. Kahrl needs to be added. Will get Chairman Sprouse's signature, then Jill will turn into the County.
- Board member Signatures were gathered on certificates.

12. Board of Director Reports

A. Director Enos: Thanks for Christmas event. Thanks Susie...music was excellent. Next year have Ophir/Newcastle/Penryn Christmas.

B. Secretary Elder:

- Attended a consolidation meeting between Loomis and South Placer. One of her big concerns of the consolidation report was the amount of money that goes toward California public employee's retirement system. The possibility of it going bankrupt...large pensions from small districts. She noticed that South Placer had large pension amounts. There may be 18 folks retiring in the next few years. She doesn't know much about consolidation, so recommends attending the meetings to learn more about it.
- Thanks those folks for who voted for her. Will be her second 4 year term, and is looking forward to it. Thanks for helping win the election.

C. Vice Chairman Kahrl:

- The Chief did wonderful a job. With that many people retiring ...a third of the staff... is that a potential opportunity or concerns. ...Migration of staff from one department to another...positions opening up.
- Chief Gow: with routine turnover, may be opportunities to 'steel' highly trained professionals. The NFPD now has better wages and benefits. We give them a nice working environment. Improved benefits/salaries. The call volume is not excessive. Nice people to work for.

D. Director Bettencourt

- About the 17 people, South Placer had been planning that for years. PERS rates will go down when retirees retire. There a volatility factor in the formula. Recommends not joining PERS [CalPERS]. It's volatile, budget-wise.

13. Meeting adjourned at 6:52 PM.

NEXT REGULAR MEETING: Wednesday, January 18, 2017. Location: 461 Main Street.

Respectfully Submitted,
Gayle Capik, Recording Secretary