

Newcastle Fire Protection District
Minutes of Regular Board of Directors Meeting

Pursuant to the Governor's Special-Order N-29-20, issued March 17, 2020, the October 19, 2022 Regular Board of Director's Meeting was held via teleconference and in-person at:

Long Valley Community Hall
2005 Rattlesnake Rd., Newcastle, CA 95658

1. Call Meeting to Order

- a. VC Elder called the meeting to order at 6:00 p.m.
- b. Director Enos led the flag salute.
- c. All directors were present except Chairman Kahrl.
- d. Chief Gow, Fire Marshal D'Ambrogi and BC Slusher were present.

2. Approval of Agenda

- a. Director Bettencourt made a motion to approve the agenda as presented. Secretary Heisterkamp seconds the motion. Motion carries unanimously via roll call vote (4/0).

3. Approval of Minutes

- a. Secretary Heisterkamp made a motion to approve the minutes as presented. Director Enos seconds the motion. Motion carries unanimously via roll call vote (4/0).

4. Approval of Financial Report

- a. Director Bettencourt made a motion to approve the financial report as presented. Director Enos seconds the motion. Motion carries unanimously via roll call vote (4/0).

5. Correspondence

- a. None

6. Public Comment

- a. Jon Anacker – spoke about knowing your personal limitations.

7. Chief's Report

- a. Chief Gow reporting:
 - i. All's well in Newcastle
 - ii. Penryn E38 has a blown transmission.
 - iii. Auburn City Manager has retired.
 - iv. South Placer Fire has closed Station 19.
 - v. Recently had breakfast with Chief Matcham from Foresthill Fire.
 - vi. LAFCO has all documentation. Chairman Kahrl and President Hills will be meeting with all supervisors.
- b. Fire Marshal D'Ambrogi reporting for Prevention:
 - i. Prevention has been pretty slow.
 - ii. Attended a pre-development meeting regarding the proposed AM/PM project.
- c. BC Slusher Reporting:
 - i. 49 calls in September.

8. Newcastle Professional Firefighter's Association

- a. Captain Shaw reporting:
 - i. Was proud to work at the Mosquito Fire in Foresthill.

9. Board Committee Reports

- a. Building Committee report on the new fire station.
 - i. Director Bettencourt reporting:
 1. Generator was delivered today.
 2. Mike Vukas will tour the new station on 11/15.
 3. 11/17 – Crews expected to occupy station.
 4. 10/28 – Power is expected to be hooked up.
 5. The sewer is hooked up.

6. Cost for PCWA hook up is \$71K. Director Bettencourt is asking two County Supervisors to help by asking PCWA to split the charge over two fiscal years.
 7. Director Bettencourt has submitted expenses to SPMUD in the amount of \$78,119 seeking reimbursement. SPMUD is questioning some of the items.
 8. The station alarm is almost done.
- b. Ad-hoc Committee report on selling the existing station and dedication of the new fire station.
- i. Secretary Heisterkamp reported that the required process to sell the old station is almost done. The next step will be to get an appraisal.
 - ii. Director Enos reported that he is a licensed realtor and he and his business partner are interested in being involved in the sale of the old station. He would not charge the district for his share of the realtor fees. The consensus of the other directors was to run this by the district's counsel to make sure there isn't any conflict-of-interest issues.
- c. Inter-district Cooperation Ad-hoc Committee.
- i. VC Elder reported that all paperwork has been turned in to LAFCO.
 - ii. Local 3800 has written a letter of support for the consolidation.
 - iii. Chief Gow reported that LAFCO is reviewing the documentation. Once the discussions regarding the transfer of Newcastle's tax revenue are completed with Placer County, LAFCO will give us a timetable for sending out ballots to constituents to approve the consolidation.
- d. Contract Committee: Administration Contract with Placer Hills Fire (Directors Bettencourt and Heisterkamp).
- i. Secretary Heisterkamp had no report.

10. Informational/Non-Action Items

11. Action Items

- a. Consider and approve the following items in regards to the financing of the new fire station:
- i. Resolution No. 22-07 Authorizing and Providing for the incurrence of indebtedness for the purpose of constructing the new fire station.
 1. Secretary Heisterkamp made a motion to adopt Resolution No. 22-07 as presented. Director Bettencourt seconds the motion. Motion carries unanimously via roll call vote (4/0).
 - ii. Resolution No. 22-08 authorizing the issuance of a revenue refunding bond and sale of the bond to the United States Department of Agriculture, Rural Development.
 1. Secretary Heisterkamp made a motion to adopt Resolution No. 22-08 as presented. Director Enos seconds the motion. Motion carries unanimously via roll call vote (4/0).
 - iii. The bond issuance agreement with the United States Department of Agriculture, Rural Development.
 1. Secretary Heisterkamp made a motion to approve the bond issuance agreement as presented. Director Enos seconds the motion. Motion carries unanimously via roll call vote (4/0).
- b. Consider and accept a proposal for the renewal of the District's General Liability Insurance for November, 2022.
- i. Director Bettencourt made a motion to accept the proposal from Cal Mutual to provide General Liability Insurance to the district at a cost of \$13,504 for the period 11/1/2022-3/31/2023. For the period 4/1/2023-3/1/2024 the cost will be \$32,410. Director Enos seconds the motion. Motion carries unanimously via roll call vote (4/0).

c. Consider and approve the 1st reading of the following chapters of the Lexipol Policy Manual:

- i. Chapter 10, Personnel
 - 1000-Recruitment and Selection
 - 1001-Performance Evaluations
 - 1002-Promotions and Transfers
 - 1003-Position Descriptions
 - 1004-Classification Specifications
 - 1005-Career Tracks
 - 1006-Fire Officer Development
 - 1007-Educational Incentives
 - 1008-Tuition Reimbursement
 - 1009-Reporting for Duty
 - 1010-Emergency Recall
 - 1011-Overtime
 - 1012-Discriminatory Harassment (already approved)
 - 1013-Conduct and Behavior
 - 1014-Personnel Complaints
 - 1015-Outside Employment
 - 1016-Personal Projects On-Duty
 - 1017-On Duty Voting in Statewide Elections
 - 1018-Personnel Records
 - 1019-Commendations and Meritorious Service
 - 1020-Grievance Procedure
 - 1021-Wellness and Fitness Program
 - 1022-Physical Wellness
 - 1023-Critical Incident Stress Debriefing
 - 1024-Workplace Violence
 - 1025-Lactation Breaks
 - 1026-Smoking/Tobacco Products
 - 1027-Drug and Alcohol-Free Workplace
 - 1028-Personal Appearance Standards
 - 1029-Uniform Regulations
 - 1030-Badges
 - 1031-Identification Cards
 - 1032-On-Duty Injuries
 - 1033-Temporary Modified Duty Assignments
 - 1034-Return to Work
 - 1035-Release of HIPAA-Protected Information
 - 1036-Line-of-Duty Deaths
 - 1037-Line-of-Duty Death and Injury Notification
 - 1038-Family Support Liaison
 - 1039-Funerals
 - 1040-Family and Medical Leave
 - 1041-Military Leave
 - 1042-Pregnancy Disability Leave
 - 1043-Catastrophic Leave (already approved)
 - 1044-Driver License Requirements
 - 1045-Nepotism and Conflicting Relationships
 - 1046-Member Speech, Expression and Social Networking
 - 1047-Anti-Retaliation
 - 1048-Sick Leave

1. Secretary Heisterkamp made a motion to approve the first reading of Chapter 10 – Personnel. Director Enos seconds the motion. Motion carries unanimously via roll call vote (4/0).

- ii. Chapter 11, Personnel
 - 1100-Facility Security
 - 1101-Emergency Power
 - 1102-Waste Water Discharge
 - 1103-District-Owned Fuel Storage Tanks
 - 1104-Flag Display
 - 1105-District Use of Fire Detection and Suppression Systems
 - 1106-Fire Station Living

1. Secretary Heisterkamp made a motion to approve the first reading of Chapter 11 – Facility. Director Bettencourt seconds the motion. Motion carries unanimously via roll call vote (4/0).

iii. Chapter 12, Fire Board Policies

- 1200-Purpose of Board Policies
- 1201-Adoption/Amendment of Policies
- 1202-Public Complaints
- 1203-Code of Ethics
- 1204-Attendance at Meetings
- 1205-Remuneration and Reimbursement
- 1206-Board Structure and General Structure
- 1207-Committees of the Board of Directors
- 1208-Committee Participation Conflict of Interest
- 1209-Training, Education and Conferences
- 1210-Board Meetings
- 1211-Board Meeting Agenda and Board Packets
- 1212-Board Meeting Conduct
- 1213-Appeals
- 1214-Legal Review Policy

1. Chief Gow recommends delaying action on this section until a committee which includes Placer Hills Fire can be established to work jointly on this section.
2. VC Elder stated that she and Chairman Kahrl would like to be on that committee.
3. No action was taken.

d. Consider and approve the Appropriation Limit (GANN) of \$1,799,241.33 for fiscal year 2022-2023 as prepared by the Placer County Auditor-Controller.

- i. Secretary Heisterkamp made a motion to approve the GANN limit as established by the Placer County Auditor Controller. Director Enos seconds the motion. Motion carries unanimously via roll call vote (4/0).

12. Director's Reports

- a. Secretary Heisterkamp reported that the plaque proposals have been distributed to Board Members and Chief Gow.

13. VC Elder adjourned the meeting at 7:20 p.m.

Respectfully Submitted:



Patrice Metz, Recording Secretary

Approved