



NEWCASTLE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

Lawrence Bettencourt, Jonita Elder, Robin Enos, James Heisterkamp, William Kahrl, Chief Kirk Kushen

NOTICE OF A REGULAR MEETING AND AGENDA

October 16, 2019 @ 6:00 p.m.

Location: 461 Main St., Newcastle CA 95658

1. **CALL MEETING TO ORDER:** Pledge of Allegiance
2. **APPROVAL OF AGENDA:**
3. **APPROVAL OF MINUTES:**
 - (A) September 18, 2019 Regular Meeting
4. **BILL APPROVAL AND FINANCIAL REPORT:**
 - (A) Monthly Expense Report and Financial update: September 2019
5. **CORRESPONDENCE:**
6. **PUBLIC COMMENT:** (The Newcastle Fire Protection District Board of Directors has provided this period for members of the public to address the Board on items of interest to the public and which are applicable to the district. No action may be taken on any matter, which is not already on the agenda for consideration. Public comment will be limited to three (3) minutes per person, unless specifically authorized otherwise by the Chair).
7. **FIRE CHIEF KIRK KUSHEN'S REPORT:**
8. **NEWCASTLE PROFESSIONAL FIREFIGHTER'S ASSOCIATION REPORT:**
9. **BOARD COMMITTEE REPORTS:**
 - (A) Building Committee: Update on the new fire station
10. **INFORMATIONAL / NON-ACTION ITEMS:**
 - (A) Discussion and direction on the Fire District's property at the Chantry Baseball Field.
 - (B)
11. **ACTION ITEMS:**
 - (A) Consider and approve the second reading of Ordinance No. 19-03 Hazard abatement; Fire Marshal Brothers.
 - (B) Consider and approve the Deferred Remedial Action Agreement with South Placer Municipal Utility District to repair the damaged sewer pipe.
 - (C) Consider and approve the revision to the grant deed for the new fire station extending the condition to begin construction for an additional 2 years.
 - (D) Consider and approve an application to borrow county funds to cover any shortfalls until property tax revenues are received.
 - (E)
12. **DIRECTORS REPORTS:**
13. **MEETING ADJOURNED:**

Next Board meeting: Wednesday, November 20, 2019;

645 Kentucky Greens Way, Newcastle CA 95658

Newcastle Fire Protection District is committed to accommodate individuals with disabilities to participate in the public meeting process. If you have a special need to attend or participate in our public meetings, please contact our office at (916) 663-3323, in advance of the regular meeting so that we may make every reasonable effort to accommodate you.

Newcastle Fire Protection District
Minutes of Regular Board of Directors Meeting
Wednesday, September 18, 2019
645 Kentucky Greens Wy.
Newcastle, CA 95658

1. Call Meeting to Order

- a. Chairman Bettencourt called the meeting to order at 6:00 p.m.
- b. Chief Kushen led the Flag Salute and a moment of silence in remembrance of all who lost their lives on 9/11/2001.
- c. All Directors were present.

2. Approval of Agenda

- a. Secretary Kahrl requested the following changes to the agenda:
 - i. Handle items 9. (A) and 11. (A) prior to item 3.
- b. Chairman Bettencourt suggested the following additional change:
 - i. Move item 11. (F) subsequent to item 11. (A).
- c. Director Enos made a motion to approve the agenda as amended. Director Heisterkamp seconds the motion. Motion carries.

3. Approval of Minutes

- a. VC Elder made a motion to approve the minutes of the August 21st regular meeting as presented. Director Enos seconds the motion. Motion carries.

4. Bill Approval and Financial Report

- a. Chief Kushen reported the following:

Finance:

County Auditor-Controller has accepted our request to reallocate the \$44,469 from Cal Fire ABH revenue received in 2019/20 back into the 18/19 budget. I will need to submit a signed letter of request.

Gill is working on the removal of the old 1995 HME from our line item budget. If it is removed now, it will remove the balances from last year's budget for this line item.

Crews are submitting applications to Fire Recovery on all significant Hwy. incidents.

Budget:

The \$2,793 questioned last month from small equipment was for both Mako Compressor and SCBA annual maintenance.

Finance Meeting was held on Monday and we are voting for approval on the final budget tonight.

Secretary Kahrl made a motion to approve the financial report as presented. Director Enos seconds the motion. Motion carries.

5. Correspondence

- a. Secretary Kahrl reported that he received a letter from Dane Wadlé, Public Affairs Field Coordinator for CSDA. Mr. Wadlé was asking for NFPD to write a letter to Governor Newsome urging him to veto SB 13, "An act to amend, repeal, and add Section 65852.2 of the Government Code, and to add and repeal Section 17980.12 of the Health and Safety Code, relating to land use."

6. Public Comment

- a. None

7. Fire Chief's Report

Responses: Total – 62

Struct. Fires –2; Veh. Fire – 7; Veg. Fire – 3; Medical Aid –29; Vehicle T/C's –7; Pub. Assist – 12;
 Fire Alarms - 2

Significant Incidents:

Assisted ABR on a Commercial Structure Fire on Sept. 7th. Our crews secured utilities, assisted with fire attack.

Apparatus:

E-41 has had the tank repaired and is back in service. B-41 will need some minor repairs for rebuilding the primer pump and replacing an engine sensor. The work can be completed at our shop in one day and should be scheduled soon. It is not out of service criteria.

Staffing:

We have completed the hiring process and have our new Engineer Trenton Knuckles here tonight for his swearing in ceremony. Congratulations to Eng. Knuckles.

Grants:

No word yet from FEMA on our AFG Grant application for a fire engine.

Admin.:

We have notified Capitol PFG that they were selected to prepare our Fire Facility Fee Study. We will begin working on the data submittal very soon.

EMS, Operations and Training – Slusher

All apparatus are in service.

NFPD can go out on a Strike Team if called.

Have been holding “multi-company drills” as well as implementing a Company Officer Development Plan.

Prevention

Grant funding ends at the end of next week for the Fire Marshal position. The original grant was written to provide funding for establishing a fiscally self-supporting Fire Prevention Division. Currently, there is significant permitting, plan check and inspection fees being generated by all 3 Fire District.

Our District Board committees from PHF, NEW & FHF are going to meet very soon to address this critical component of these recently added services we provide to our community. Placer Hills will be discussing this at their BOD Meeting next week and if we don't hear from FEMA on the grant, we will discuss the feasibility of continuing the position for an interim 90 days to allow time to meet with NEW & FHF for an operational plan for Fire Prevention Services.

Chief Brothers –Prevention

NFPD – Prevention Fees collected in August = \$3,625.00

We have added the links for both the Placer County OES and PG&E's PSPS to our website. PG&E will be having a private contractor inspecting natural gas meters in the Newcastle area in September.

Current Wildland Fire Stats from the State:

<u>1/1/2018 to 8/25/18</u>	<u>Acres</u>	<u>Wildland Fires</u>
California	1,037,349	2,014
CAL FIRE NEU	2,224	273
<u>1/1/2019 to 8/25/19</u>		
California	13,247	1,712
CAL FIRE NEU	1,855	200

8. Newcastle Professional Firefighter's Association

- a. Engineer McCoy reported the Professional Association is working with IAFF L3800 to become adopted members.

9. Board Committee Reports

- a. Building Committee (Bettencourt/Elder): New Fire Station Update
 - i. Architect Ron Lichau was in attendance and reported the following:
 - 1) He is getting very close to having the required changes completed. What is left is minor.
 - 2) May have to make a few changes based on the findings of the Accessibility Specialist that is reviewing the plans.
 - 3) Should be ready to go to the County in two weeks.
 - ii. Chairman Bettencourt reported that once approved by the County, project will have to be out for bid for 30 days. Once contract is awarded, there may be a 60-90 day start time.
 - iii. Secretary Kahrl asked if the foundation can be in by the end of this year. Chairman Bettencourt said "probably not".
 - iv. Director Heisterkamp requested that a "timeline" be memorialized for the public.
 - v. Secretary Kahrl suggested there should be another public meeting once the plans are approved since the picture on the sign at the site is no longer the same station design that will be built.
 - 1) Chairman Bettencourt stated that he will bring the plans to the October meeting for the public to look at.
 - vi. Mike Antuzzi asked how much Measure B funding has been spent on the station project. Chairman Bettencourt stated that ~\$800K has been spent. Further, Placer County is still committed to lending the District \$2M and the UAIC has committed to a \$100K gift.

10. Informational/Non-Action Items

- a. Discussion and direction on the Fire District's property at the Chantry Hill Baseball Field.
 - i. Chairman Bettencourt reported that a Non-Profit was established by Jim Cody in 1970. However, the disposition of that non-profit is not known at this time. Chairman Bettencourt would like to assign this to the Facilities Committee (Bettencourt/Elder) to research this item and report back at October meeting. Keep as Information Item for October.

11. Action Items

- a. Badge pinning and swearing in of Engineer Trenton Knuckles.
 - i. Chief Kushen administered the Oath of Office to Engineer Knuckles and his Mom pinned his badge on for him.
- b. Consider and approve the first reading of Ordinance No. 19-03, Hazard Abatement.
 - i. Fire Marshal Brothers gave a brief history to the Board and public about the history of the HVA program in Placer County. The proposed ordinance is designed to enable the fire district and the county to facilitate mitigation of hazardous fuels through tax liens against unwilling property owners.
 - ii. FM Brothers distributed the *Fire Hazard Reduction Program (FHRP)* to the Board. It was noticed that some of the fire district information was applicable to both PHF and FHF. Chairman

- Bettencourt suggested that all 3 department patches be placed on the cover of the document so one program guide can be utilized by all 3 districts.
- iii. Director Enos made a motion to approve the first reading of Ordinance 19-03. Secretary Kahrl seconds the motion. Motion carries unanimously.
- c. Consider and approve the final budget for FY 2019-2020.
 - i. Director Heisterkamp reported that the proposed budget is tight and will require moving \$48K from reserves to balance it. If the first station payment of \$108K does not have to be paid this FY everything should even out.
 - ii. VC Elder hopes that the full \$65K allotted to Overtime is not needed, as that will help the bottom line.
 - iii. VC Elder made a motion to adopt the 2019/2020 budget as presented. Director Enos seconds the motion. Motion carries unanimously.
 - d. Consider and approve Placer County's calculation of the district's Appropriation (GANN) Limit for FY 2019/2020.
 - i. Chairman Bettencourt explained what the GANN Limit is and the history behind its adoption by the State.
 - ii. VC Elder made a motion to approve the GANN Limit as calculated by Placer County. Director Enos seconds the motion. Motion carries unanimously.
 - e. Consider and approve the Deferred Remedial Action Agreement with South Placer Municipal Utility District to repair the damaged sewer pipe.
 - i. SPMUD sent a letter to Gabe Mendes saying a portion of the sewer line, that he didn't touch, but was buried under an additional 25 feet of dirt, has a deflection in the pipe. SPMUD sent a camera down the line. The portion of the line which is affected is on the Cal Trans property.
 - ii. During a meeting with SPMUD, Chairman Bettencourt asked to defer the repair because once the new station is built, that section of pipe will be abandoned.
 - iii. SPMUD gave NFPD a resolution which states that the district is still liable for the repairs but they will hold off on forcing the issue since the line will be abandoned anyway. Chairman Bettencourt further explained to them (SPMUD) that it takes months to get an encroachment permit from Cal Trans to work anywhere near I-80. Project Manager, Brian Toppel brought up a good point during the meeting with SPMUD. If the sewer pipe gets worse or stops flowing, can the district move forward with the approved plans to do the sewer line improvements early? The resolution needs to be vetted by the district's counsel before it's voted on by the board. Place on October agenda for action.
 - f. Consider and approve the revision to the grant deed for the new fire station the condition to begin construction for an additional two years.
 - i. VC Elder reviewed the history of the land grant by Mr. Saladana. The terms of the grant stipulate that at a minimum, the foundation must be poured for the new station within 5 years of

the grant deed. The grant deed is due to expire on 10/21/2019.
Mrs. Elder spoke with Mr. Saladana who has agreed to a 2 year
extension or until 10/21/2021.

- ii. Because the paperwork is still with the district's counsel, the
item will be placed on the October agenda for action.

12. Directors Reports:

- a. None

13. Chairman Bettencourt adjourned the meeting at 8:03 p.m.

Respectfully Submitted By:



Patrice Metz, Recording Secretary

Approved: _____

**Newcastle Fire Protection District
Revenue and Expense Report**

Fiscal Year 2019/2020 25% elapsed

	<u>Jul - Sep 19</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
REVENUE			
40010 Current Secured Property	0.00	249,469.00	0.0%
40040 Railroad Unitary Property	0.00	234.00	0.0%
40050 Unitary Property	0.00	6,134.00	0.0%
40060 Current Unsecured	0.00	5,525.00	0.0%
40090 Delinquent Unsecured	0.00	80.00	0.0%
40100 Current Supplemental Prop	0.00	4,017.00	0.0%
40110 Delinquent Supplemental	0.00	15.00	0.0%
40180 Other Taxes Measure B	0.00	336,270.00	0.0%
40180 Other Taxes Measure F	0.00	163,338.00	0.0%
42010 Investment Income	0.00	4,000.00	0.0%
44350 State Homeowners Relief	0.00	1,751.00	0.0%
46350 Fire Services	0.00	37,500.00	0.0%
46360 Other Fees and Charges			
Fire Code Compliance Inspection	5,375.00	25,000.00	21.5%
Total 46360 Other Fees and Charges	<u>5,375.00</u>	<u>25,000.00</u>	<u>21.5%</u>
48030 Miscellaneous	105.00	2,000.00	5.25%
Total REVENUE	<u>5,480.00</u>	<u>835,333.00</u>	<u>0.66%</u>
Expense			
EXPENSES			
52030 Fire Protective clothing	256.20	15,000.00	1.71%
52040 Communication Services	904.18	5,000.00	18.08%
52060 Station/Household Expense	340.64	3,000.00	11.36%
52080 General Liability Ins	0.00	7,800.00	0.0%
52160 Equipment Maintenance			
Small Equipment	3,399.28	0.00	100.0%
Batt 41 2007 Ford	0.00	0.00	0.0%
E41 Rio Vista engine	443.32		
Brush 41 2014 Freightliner	467.35	0.00	100.0%
52160 Equipment Maintenance - Other	0.00	18,000.00	0.0%
Total 52160 Equipment Maintenance	<u>4,309.95</u>	<u>18,000.00</u>	<u>23.94%</u>
52170 Fuels & Lubricants	1,184.39	7,700.00	15.38%
52180 Building maintenance	282.76	1,000.00	28.28%
52220 Gases, medical	213.82	1,250.00	17.11%
52240 Membership Dues	0.00	0.00	0.0%
52260 Miscellaneous Expense	0.00	1,000.00	0.0%
52330 General Office			
SC2660 Recording Secretary	180.00	720.00	25.0%
SC2660 Supplies	18.02	1,180.00	1.53%
SC2660 Website Maintenance	150.00	600.00	25.0%
Total 52330 General Office	<u>348.02</u>	<u>2,500.00</u>	<u>13.92%</u>

**Newcastle Fire Protection District
Revenue and Expense Report**

Fiscal Year 2019/2020 25% elapsed

	<u>Jul - Sep 19</u>	<u>Budget</u>	<u>% of Budget</u>
52360 Special Services			
Parcel Tax preparation	2,000.00	2,000.00	100.0%
SC2820 Personnel/policies	76.25	2,500.00	3.05%
SC2840 Parcel collection charge	0.00	4,980.00	0.0%
SC2860 Prop Tax Admin costs	0.00	4,550.00	0.0%
SC2880 Admin Services	25,650.00	102,600.00	25.0%
SC2900 Audit Costs	0.00	4,800.00	0.0%
SC3070 LAFCO fees	426.75	430.00	99.24%
Total 52360 Special Services	<u>28,153.00</u>	<u>121,860.00</u>	<u>23.1%</u>
52370 Professional Services	157.50	3,000.00	5.25%
52460 Small Tools, Accessories	0.00	4,000.00	0.0%
52570 Publications Legal Notice	0.00	500.00	0.0%
52580 Special District Expense			
SC4000 Education & Training	2,206.00	0.00	100.0%
SC4050 Commission Reimburse	0.00	0.00	0.0%
52580 Special District Expense - Other	0.00	8,500.00	0.0%
Total 52580 Special District Expense	<u>2,206.00</u>	<u>8,500.00</u>	<u>25.95%</u>
52800 Utilities			
Sewer	268.00	0.00	100.0%
Garbage collection	187.02	0.00	100.0%
Water	88.79	0.00	100.0%
Electricity/gas	3,409.09	0.00	100.0%
52800 Utilities - Other	0.00	12,000.00	0.0%
Total 52800 Utilities	<u>3,952.90</u>	<u>12,000.00</u>	<u>32.94%</u>
Total EXPENSES	<u>42,309.36</u>	<u>212,110.00</u>	<u>19.95%</u>
54440 Fixed Assets Buildings	1,347.62	108,000.00	1.25%
Payroll Expenses			
51010 Salaries & Wages	70,969.03	373,000.00	19.03%
51030 Extra Help	0.00	10,000.00	0.0%
51040 Overtime Call Back	18,863.40	70,000.00	26.95%
51220 Payroll Tax	0.00	35,000.00	0.0%
51310 Employee Group Insurance	10,820.76	38,000.00	28.48%
51360 Workers Comp Insurance	7,064.00	37,350.00	18.91%
Total Payroll Expenses	<u>107,717.19</u>	<u>563,350.00</u>	<u>19.12%</u>
Total Expense	<u>151,374.17</u>	<u>883,460.00</u>	<u>17.13%</u>
Net Income	<u><u>-145,894.17</u></u>	<u><u>-48,127.00</u></u>	<u><u>303.14%</u></u>

Newcastle Fire Protection District
Transaction List by Vendor
September 9 - 30, 2019

Date	Num	Split	Amount
Airgas Inc			
09/19/2019	4745293	52220 Gases, medical	-54.33
09/19/2019		Accounts Payable	-54.33
Alta Saw & Mower			
09/25/2019	60193	Small Equipment	-391.94
09/25/2019		Accounts Payable	-391.94
AT&T			
09/19/2019	13442...	52040 Communication Services	-118.46
09/19/2019		Accounts Payable	-118.46
09/25/2019	13607...	52040 Communication Services	-78.59
09/25/2019		Accounts Payable	-78.59
Auburn Ace Hardware			
09/19/2019	97352	52060 Station/Household Expense	-28.95
09/19/2019		Accounts Payable	-28.95
Dobbas Inc			
09/19/2019	33205	52170 Fuels & Lubricants	-564.65
09/19/2019		Accounts Payable	-564.65
Jesse Wilson			
09/19/2019	PP6,7	SC4000 Education & Training	-400.00
09/19/2019		Accounts Payable	-400.00
Kronick, Moskovitz, Tiedemann & Girard			
09/19/2019	295408	52370 Professional Services	-112.50
09/19/2019		Accounts Payable	-112.50
Logan Mavor			
09/19/2019	PP6	SC4000 Education & Training	-300.00
09/19/2019		Accounts Payable	-300.00
09/25/2019	PP7	SC4000 Education & Training	-200.00
09/25/2019		Accounts Payable	-200.00
Metz, Patrice			
09/25/2019	9/19/2...	SC2660 Recording Secretary	-60.00
09/25/2019		Accounts Payable	-60.00
Nationwide Retirement Solutions			
09/19/2019	PP4,5,6	51310 Employee Group Insurance	-3,683.07
09/19/2019		Accounts Payable	-3,683.07
PCWA			
09/19/2019	8292019	Water	-88.79
09/19/2019		Accounts Payable	-88.79
PG&E			
09/25/2019	9132019	Electricity/gas	-1,180.32
09/25/2019		Accounts Payable	-1,180.32
Principal Life			
09/19/2019	81819	51310 Employee Group Insurance	-329.51
09/19/2019		Accounts Payable	-329.51
Riebes Auto Parts			
09/19/2019	743959	Brush 41 2014 Freightliner	-32.66
09/19/2019		Accounts Payable	-32.66
Sacramento Truck Center			
09/19/2019	98250...	Brush 41 2014 Freightliner	-73.60
09/19/2019		Accounts Payable	-73.60
Sierra Morning Website			
09/19/2019	Sept 19	SC2660 Website Maintenance	-50.00
09/19/2019		Accounts Payable	-50.00
Skyline Scaffold Inc.			
09/19/2019	7205	52180 Building maintenance	-53.88
09/19/2019		Accounts Payable	-53.88
SPMUD			
09/25/2019	9/2019	Sewer	-268.00
09/25/2019		Accounts Payable	-268.00
The McDermott Group			
09/19/2019	19015	54440 Fixed Assets Buildings	-750.00
09/19/2019		Accounts Payable	-750.00
US Bank			
09/19/2019	8222019	-SPLIT-	-751.11
09/19/2019		Accounts Payable	-751.11

Newcastle Fire Development Fees
Revenue & Expense
July 1 through October 8, 2019

	<u>Jul 1 - Oct 8,...</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
30210 Assigned reserve funds	0.00	7,000.00	0.0%
42010 Investment Income	256.88	1,200.00	21.4%
46440 Mitigation Fees	23,298.56	32,000.00	72.8%
Total Income	<u>23,555.44</u>	<u>40,200.00</u>	<u>58.6%</u>
Expense			
52030 Fire protection clothing	0.00	6,000.00	0.0%
52250 Fire Fees reimbursed	0.00	0.00	0.0%
52360 Professional Services	0.00	5,000.00	0.0%
54440 Fixed Assets (Buildings)	0.00	0.00	0.0%
54460 Fixed Assets (Equipment)	0.00	29,200.00	0.0%
Payroll Expenses	0.00	0.00	0.0%
Total Expense	<u>0.00</u>	<u>40,200.00</u>	<u>0.0%</u>
Net Income	<u>23,555.44</u>	<u>0.00</u>	<u>100.0%</u>