

**MEMORANDUM  
COUNTY CLERK-RECORDER-REGISTRAR OF VOTERS  
ELECTIONS DIVISION  
County of Placer**

**TO:** Honorable Board of Supervisors  
**FROM:** Jim McCauley, County Clerk-Recorder-Registrar of Voters  
Ryan Ronco, Assistant Recorder-Registrar of Voters  
**DATE:** April 3, 2007  
**SUBJECT:** Appointment of Qualified Applicant to the Newcastle Fire Protection District

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**RECOMMENDATION**

Approve the attached resolution appointing a qualified applicant to a term on the board of directors for the Newcastle Fire Protection District.

**BACKGROUND**

On January 12, 2007 a vacancy was created on the Newcastle Fire Protection District when John Brassfield resigned from the board of directors.

In accordance with Government Code Section 1780, the district attempted to fill the vacancy at a regular board meeting on March 8, 2007, but became deadlocked when none of the three applicants could receive support from a majority of the remaining board members.

California Government Code Section 1780 states if a district cannot agree on a replacement within 60 days, the Board of Supervisors "may fill the vacancy within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy." If your Board cannot make a decision on a replacement director before April 12, 2007, the district will be forced to conduct a special election to fill the vacancy.

To assist your Board with making this appointment, the applications of the three nominees from the March 8, 2007 Newcastle Fire Protection District board meeting are attached in alphabetical order. This list is provided to you as Exhibit A.

**FISCAL IMPACT**

No fiscal impact is created by either approving or denying this request.

# Before the Board of Supervisors County of Placer, State of California

In the matter of:

**RESOLUTION REQUESTING THE PLACER COUNTY  
BOARD OF SUPERVISORS TO APPOINT AN APPLICANT  
TO THE BOARD OF DIRECTORS FOR THE NEWCASTLE  
FIRE PROTECTION DISTRICT**

Resol No: \_\_\_\_\_  
Ord. No: \_\_\_\_\_  
First Reading: \_\_\_\_\_

The following RESOLUTION was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held April 3, 2007 by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Chair, Board of Supervisors

**Attest:**

**Clerk of said Board** \_\_\_\_\_

**WHEREAS**, a vacancy was created on the Newcastle Fire Protection District when John Brassfield resigned from the board of directors; and

**WHEREAS**, the remaining board members of the district were unable to fill this vacancy by appointment among the three applicants who nominated themselves for this purpose; and

**WHEREAS**, California Government Code Section 1780 grants your Board the power to appoint one of these three applicants to this local district office vacancy; and

**WHEREAS**, failure to appoint a person to this vacancy will require the district to fill this vacancy by means of a special election.

**NOW, THEREFORE, BE IT RESOLVED** that the following individual, \_\_\_\_\_ is hereby appointed to serve as a member of the Newcastle Fire Protection District; and

**BE IT FURTHER RESOLVED** that this appointee shall qualify, take office and serve until the next regularly-scheduled election for the Newcastle Fire Protection District, at which time the remaining term will be filled by election.

*Application*

January 25, 2007

Board of Directors  
Newcastle Fire Protection District  
P.O. Box 262  
Newcastle, CA 95658

Attn: Mr. Bundy - Chairman

I would like to submit my name for consideration as an appointed member of the Board of Directors for the Newcastle Fire Protection District.

I am retired and interested in my fire district. I have been attending these meetings for almost 3 years. I have worked with a previous fire department in Trinidad CA. I have recently spent two years on the Special Districts Committee of the Placer County Grand Jury.

Was a board member of the local Easter Seal Society from 1970 – 1982 and served in all board positions including fund raising. As well as serving on the State Board of Easter Seals from 1978 – 1984.

In my working years, my duties have covered all areas of general office work, accounting, major procurement of supplies, payroll, billing and training of personnel.

My major work experiences have been: Office of Education, Central Cal/Heart Federal Savings and Loan (where for 3 years I was in charge of the \$300,000.00 supply department), Trinidad Chamber of Commerce, Deputy City Clerk for City of Trinidad (where I was in charge of all city duties and billing the water supply) and Auburn Ravine Terrace (where my duties covered billing all residents including Medicare and Medi-Cal)

I am interested in completing this two-year term on the board.

Yvonne Lewis,

*Yvonne Lewis*

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February 6, 2007

Board of Directors  
Newcastle Fire Protection District  
P O. Box 262  
Newcastle, CA 95658

I am submitting my name for consideration as an appointed member of the Board of Directors for the Newcastle Fire Protection District.

I am semi-retired and have dedicated the last ten months to serving the District as Secretary, Clerk, and Administrative Assistant.

I began attending Newcastle Fire Protection District (NFPD) Board of Directors Meetings, June 2004, and have attended all Board Regular Meeting, Special Meetings and Workshops, which is at least 40 meetings during a span of thirty-one months.

April 2005 I became the NFPD District Secretary as a Volunteer and without compensation. At the time, it took 70 to 80 hours a week to bring the District Financial Records, State and County reporting requirements current. I now dedicate approximately 60 hours a month, serving the Board of Directors, the Fire Chief and the Newcastle Fire Protection District

The Health and Safety Code Section 13853 of the California Code (b) **The secretary or clerk may be a member of the district board.** He or she may receive compensation set by the district board which shall be in lieu of any other compensation to which he or she may be entitled as a member of the district board. The district board may employ a clerk to perform the duties of the secretary.

I have been a candidate for the Board of Directors of the NFPD twice. I have proven my steadfast commitment to the Newcastle Fire Protection District and ability to serve productively.

Glenda Freeman,



February 4, 2007

Dear Newcastle Fire District Board of Directors,

My name is Michele Elliott and I am submitting my application for the vacant board position. I am currently a resident of Newcastle and am registered to vote in Newcastle and Placer County.

My qualifications for the position are outlined below:

#### Education

- California State University Chico, Bachelor of Science Degree in Computer Science with a Business concentration minor
- State Emergency Management System (SEMS) course conducted by California Department of Forestry personnel

#### Experience

- As a business owner
  - Marketing
  - Determining target businesses
  - Development of budget
  - Development and execution of contracts
  - Development and execution of service level agreements
  - Bookkeeping required for business
  - Prepare and file forms for state and federal reporting
- As an employee of the State of California
  - Department of Health Services
    - Initiate, execute and manage multi-million dollar products and services contracts for Emergency Preparedness Office including the development of Statements of Work (SOW) and Service Level Agreements (SLA)
    - Perform as Communications Unit Leader for Emergency Operations Center
    - Prepare After Action Reports and Implement corrective actions identified in reports
    - Participate in monthly drills and exercises
    - Initiate, execute and manage multi-million dollar products and services contracts for Emergency Preparedness Office
    - Identify needs for department on a yearly basis
    - Work with vendors to provide quotes for products and services in support of budget requests

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BY:.....

- Develop and review strategic plan on a yearly basis to determine if department is fulfilling identified objectives and goals
- Identify and provide training opportunities for staff in emergency preparedness and response
- As a volunteer
  - California Capital Air Show
    - Solicit and register volunteers for California Capital Air Show
    - coordinate activities of over 200 volunteers including security, admissions, check-in
  - Golden Eagle Pony Baseball
    - Treasurer for two years
    - Prepared and submitted federal and state reporting forms including non-profit filing for league
    - Provided monthly reports for Board and public for review of income and expenditures
    - Provided budget for board and public approval
- As a member of the community
  - Rezone of property in Chantry Heights
    - Coordinated community meetings for neighbors to meet with property owner
    - Researched regulations for rezoning with placer county planning department
    - Attended Placer County Planning Committee, MAC and Board of Supervisors meetings
  - Attend Newcastle Business Association meetings

Please accept my application for the vacant board position and thank you for your consideration.

*Michele Elliott*

Michele Elliott

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**Ann Holman**

**From:** Teri Sayad on behalf of Placer County Board of Supervisors  
**Sent:** Tuesday, March 27, 2007 8:42 AM  
**To:** Jennifer Pereira; Ruth Alves; Lisa Buescher; Linda Brown; Brian Jagger; Ann Holman  
**Cc:** Mike Boyle  
**Subject:** NEWCASTLE FIRE BOARD - email from Robert Bundy, Chairman

Please give this email to your Supervisor.

Teri

**From:** Robert Bundy [mailto:robertbundy@hotmail.com]  
**Sent:** Tuesday, March 27, 2007 8:13 AM  
**To:** Placer County Board of Supervisors  
**Subject:** NFD - Board position

To the Board of Supervisors,

My name is Robert Bundy, the Chairman of Newcastle Fire Protection District. I have been elected Chairman from my peers three straight years in a row. Since I first got on the Board, Glenda Freeman has been attending our board meetings. She ran for the board in the last two elections but missed a seat by about fifty votes. Even though she didn't receive a seat on the board that did not discourage her to stay involved with our Fire District. When we started having secretarial problems last year, she jumped on the opportunity and volunteered her services for free. We were paying the secretary, but due to our tight budget she decided to do it for free. She has not only organized our whole system, but has taken us in a few new directions that have saved the district and taxpayers considerably. I support Glenda Freeman due to her dedication and professionalism that she brings to the table.

Thanks for your time.

Robert Bundy  
Chairman of the Board  
Newcastle Fire Protection District

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