



NEWCASTLE FIRE PROTECTION DISTRICT

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*DIRECTORS: Lawrence Bettencourt, Jonita Elder, Robin Enos, James Heisterkamp, William Kahl
Fire Chief Ian Gow*

NOTICE OF A REGULAR MEETING and AGENDA

November 18, 2020 @ 6:00 p.m.

This meeting will be held through a virtual Zoom meeting webinar. To join the meeting
<https://us02web.zoom.us/j/7699308229?pwd=eENUSCtxcGtwYUJxUUJXMnFJQVVqQT09>

Meeting ID: 769 930 8229 Passcode: 8780405

Dial by your location: +1 669 900 9128 US (San Jose)

Find your local number: <https://us02web.zoom.us/j/7699308229>

Please call (530) 401-4279 prior to 10 a.m. on November 18 if you require ADA accommodation

1. **CALL MEETING TO ORDER:** Pledge of Allegiance
2. **APPROVAL OF AGENDA:**
3. **APPROVAL OF MINUTES:** October 21, 2020 Regular Meeting
4. **BILL APPROVAL AND FINANCIAL REPORT:**
 - (A) Monthly Expense Report and Financial update: October/November 2020
5. **CORRESPONDENCE:** Kaiser Broker Compensation disclosure
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. **CHIEFS REPORTS:**
 - (A) Fire Chief Gow;
 - (B) Fire Marshal D'Ambrogi,
 - (C) Battalion Chiefs Nelson and Slusher
8. **NEWCASTLE PROFESSIONAL FIREFIGHTER'S ASSOCIATION REPORT:**
9. **BOARD COMMITTEE REPORTS:**
 - (A)
10. **INFORMATIONAL AND DISCUSSION ITEMS:**
 - (A) Update on the MOU for services with Placer County Auditor-Controller.
 - (B) Update on the new fire station
11. **ACTION ITEMS REQUIRE A VOTE BY ROLL CALL**
 - (A) District Policy: Consider and approve the 2nd reading of the following polices:
 - 1) 201 Emergency Action Plan & Fire Prevention Plan
 - 2) 205 Liability Claims
 - 3) 205 Liability Claims
 - 4) 206 Electronic Mail
 - 5) 207 Administrative communications
 - 6) 208 Minimum Staffing Levels
 - 7) 209 Post Incident Analysis
 - 8) 210 Annual Planning Calendar
 - 9) 211 Solicitation of Funds
 - (B) Consider and approve changing the meeting for December back to the regular day of December 16, 2020.
 - (C) Consider and approve the 1st reading of Section 3 of the Lexipol Policy Manual; General Operations – see attached list of policies
12. **DIRECTORS REPORTS:**
13. **MEETING ADJOURNED:**

Next Board meeting: TBD

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 (530) 878-0405, in advance of the regular meeting so that we may make every reasonable effort to accommodate you.

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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 21, 2020 Regular Board of Director's Meeting was held via teleconference.

1. Call Meeting to Order

- a. Chairman Kahrl called the meeting to order at 6:01 p.m.
- b. Placer County Supervisor, Jim Holmes led the Flag Salute.
- c. All Directors were present.
- d. Chief Gow, District Manager Lofrano, Fire Marshal D'Ambrogi and BC Nelson were present.

2. Approval of Agenda

- a. Chairman Kahrl pointed out that the Building Committee and the Finance Committee items will be covered under section 11. Secretary Elder made a motion to approve the agenda as presented. Director Enos seconds the motion. Motion carries unanimously via roll call (5/0).

3. Approval of Minutes

- a. Chairman Kahrl asked that 9. (a.) (i.) be corrected to add District Manager Lofrano, Chief Gow and J. Schmidt as also being present at the meeting.
- b. Secretary Elder made a motion to approve the minutes as amended. Director Heisterkamp seconds the motion. Motion carries unanimously via roll call (5/0).

4. Bill Approval and Financial Report

- a. Chief Gow reported that the district is currently 27% of their budget. All items look good with the exception of "maintenance" which is 95% of budget because of some major repairs to E41 and the compressors.
Director Enos made a motion to accept the financial report as presented. VC Bettencourt seconds the motion. Motion carries unanimously via roll call (5/0)

5. Correspondence

- a. None

6. Public Comment

- a. None

7. Fire Chief Gow's Report:

- a. Chief Gow reported that former Auburn City Fire Chief, Mark D'Ambrogi has been named Fire Marshal for Placer Hills Fire and Newcastle Fire.
- b. Newcastle was deployed for two weeks on a strike team (Glass Fire).
- c. The new sign for the station site will be installed by crews this coming weekend. The old sign had rotted.
 - i. Director Heisterkamp asked that he be notified when the new sign goes up so he can take a few pictures.
- d. On 11/5 PHF will test for a new Battalion Chief. They received 9 applications.
- e. Fire Marshal D'Ambrogi reported that he has spent his first 3 days on the job familiarizing himself with ordinances. The priority will be commercial and state mandated inspections.
- f. BC Nelson reported that there was average call volume during September. E 41 covered PHF during a ½ acre vegetation fire.

8. Newcastle Professional Firefighter's Association

- a. Engineer McCoy had nothing to report.

9. Board Committee Reports

- i. None

10. Informational/Non-Action Items

- a. Update on the agreement for services from Placer County Auditor-Controller for FY 2020/2021 for a cost of \$4,514.96.
 - i. Director Heisterkamp reported that he and DM Lofrano had discussed a plan where the district will try to save some money by reducing the services required from the Auditor-Controller's office. This will include having Newcastle open a checking account so Gill can pay the bills directly without having the county cut the checks. The county will continue to provide payroll, budgeting, reporting and GANN services.
- b. Review the draft of the Lexipol Policy Manual Section 2; Organization and Administration (1st reading).
 - i. Chief Gow reported that he sent Chapter 2 to staff and the board. Sections II and III will be up for final approval at next month's meeting.
- c. Successful completion of probation by Engineer Trent Knuckles.
 - i. Engineer McCoy reported that Trent has been a great addition to NEW fire.

11. Action Items

- a. Consider and approve an application to the USDA for a loan for the construction of the new fire station.
 - i. Director Heisterkamp reported that he spoke with the Director of USDA regarding funding for the new station. Placer County Treasurer Windeshausen was unable to recommend moving forward with the project at the county level. Ms. Windeshausen contacted the USDA and put them in touch with the NEW board. The USDA has a program designed to help rural fire districts. The terms are: 2.125% for 40 years.
 - ii. Chairman Kahrl reported that he called Mr. Encinas at the UAIC. He, Chief Gow and Mr. Encinas met on 9/16.
 - iii. DM Lofrano will be the center point for all information gathering as it pertains to the application process.
 - iv. Chief Gow will set up a phone call with the USDA if the board approves moving forward tonight.
 - v. Secretary Elder made a motion to approve an application to the USDA for a loan for the construction of the new fire station. Director Enos seconds the motion. Secretary Elder modified the motion to add that Chief Gow is authorized to sign the application. Director Enos reiterated his second. Motion carries unanimously (5/0).
- b. Review and approve revised indemnification clause within the MOU with Placer County over Hazardous Vegetation Abatement Enforcement.
 - i. Chief Gow reported that this is a minor change required by County Counsel.
 - ii. VC Bettencourt made a motion to approve the revised indemnification clause as presented. Director Enos seconds the motion. Motion carries unanimously (5/0).
- c. Consider and approve opening a checking account to pay the district's bills in house.

- i. DM Lofrano reported that she has looked at both US Bank and Wells Fargo Bank. US Bank will open an account with little to no monthly service charges. PHF banks with US Bank and she has been happy with them.
- ii. Director Heisterkamp made a motion to authorize the opening of a checking account at US Bank in order to pay the district's bills each month. Secretary Elder seconds the motion. Motion carries unanimously (5/0).
- d. Consider and approve Placer County's calculation of the district's Appropriation (GANN) Limit for FY 2020/2021.
 - i. Secretary Elder made a motion to approve Placer County's calculation of the 20/21 GANN Limit. Director Enos seconds the motion. Motion carries unanimously (5/0).
- e. Consider and approve an application to borrow County funds to cover any shortfalls until property tax revenues are received (Dry Period Financing).
 - i. VC Bettencourt made a motion to approve an application to secure Dry Period Financing if needed. Director Enos seconds the motion. Motion carries unanimously (5/0).

12. Directors Reports:

- a. Chairman Kahrl reported that he will set up a lunch date with Vern Brothers in order to deliver his plaque to him.

13. Chairman Kahrl adjourned the meeting at 7:11 p.m.

Respectfully Submitted By:



Patrice Metz, Recording Secretary

Approved: _____

Newcastle Fire Protection District
Revenue and Expense Report 20-21

Fiscal Year 2020/2021 35% elapsed

	Jul '20 - Jun 21	Budget	% of Budget
Income			
REVENUE			
Property Taxes	5,721.61	276,418.00	2.1%
40180 Other Taxes Measure B	0.00	340,358.00	0.0%
40180 Other Taxes Measure F	0.00	167,493.00	0.0%
42010 Investment Income	349.95	4,000.00	8.7%
44350 State Homeowners Relief	0.00	1,755.00	0.0%
46350 Fire Services	0.00	30,000.00	0.0%
46360 Other Fees and Charges			
Fire Code Compliance Inspection	7,625.00	15,000.00	50.8%
Total 46360 Other Fees and Charges	7,625.00	15,000.00	50.8%
48030 Miscellaneous	97.70	500.00	19.5%
Total REVENUE	13,794.26	835,524.00	1.7%
Total Income	13,794.26	835,524.00	1.7%
Expense			
EXPENSES			
52030 Fire Protective clothing	1,538.36	6,000.00	25.6%
52040 Communication Services	664.73	4,000.00	16.6%
52060 Station/Household Expense	487.63	3,000.00	16.3%
52080 General Liability Ins	8,224.00	7,800.00	105.4%
52160 Equipment Maintenance	14,397.54	15,000.00	96.0%
52170 Fuels & Lubricants	2,150.44	6,000.00	35.8%
52180 Building maintenance	212.52	2,000.00	10.6%
52220 Gases, medical	0.00	750.00	0.0%
52240 Membership Dues	0.00	360.00	0.0%
52260 Miscellaneous Expense	0.00	1,000.00	0.0%
52330 General Office	425.00	2,000.00	21.3%
52360 Special Services	28,075.00	146,570.00	19.2%
52370 Professional Services	0.00	3,000.00	0.0%
52460 Small Tools, Accessories	71.15	4,000.00	1.8%
52570 Publications Legal Notice	124.74	500.00	24.9%
52580 Special District Expense			
SC3900 Precinct Costs	0.00	500.00	0.0%
SC4000 Education & Training	12,251.26	2,000.00	612.6%
SC4050 Commission Reimburse	300.00	1,200.00	25.0%
Total 52580 Special District Expense	12,551.26	3,700.00	339.2%
52800 Utilities	6,700.57	12,000.00	55.8%
Total EXPENSES	75,622.94	217,680.00	34.7%
54440 Fixed Assets Buildings	14,525.69	108,000.00	13.4%
Payroll Expenses			
51010 Salaries & Wages	122,239.87	386,450.00	31.6%
51030 Extra Help	0.00	6,000.00	0.0%

Newcastle Fire Protection District
Revenue and Expense Report 20-21
Fiscal Year 2020/2021 35% elapsed

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>% of Budget</u>
51040 Overtime Call Back	36,747.26	66,000.00	55.7%
51220 Payroll Tax	12,035.23	36,000.00	33.4%
51310 Employee Group Insurance	17,222.96	45,000.00	38.3%
51360 Workers Comp Insurance	17,464.00	38,800.00	45.0%
Total Payroll Expenses	<u>205,709.32</u>	<u>578,250.00</u>	<u>35.6%</u>
Total Expense	<u>295,857.95</u>	<u>903,930.00</u>	<u>32.7%</u>
Net Income	<u>-282,063.69</u>	<u>-68,406.00</u>	<u>412.3%</u>

Newcastle Fire Development Fees
Revenue & Expense
July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
42010 Investment Income	196.76	1,500.00	13.1%
46440 Mitigation Fees	24,428.13	90,000.00	27.1%
Total Income	24,624.89	91,500.00	26.9%
Expense			
54460 Fixed Assets (Equipment)	0.00	29,200.00	0.0%
Total Expense	0.00	29,200.00	0.0%
Net Income	24,624.89	62,300.00	39.5%