



NEWCASTLE FIRE PROTECTION DISTRICT

PO Box 262, 9211 CYPRESS ST, NEWCASTLE, CA 95658

916-663-3323 FAX 916-663-3907 WWW.NEWCASTLEFIRE.ORG

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

NOTICE OF A REGULAR MEETING and AGENDA

February 17, 2021 @ 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](https://us02web.zoom.us/j/7699308229?pwd=eENUSCtxcGtwYUJxUUJXMnFJQVVqQT09)

[Passcode: 8780405](https://us02web.zoom.us/j/7699308229?pwd=eENUSCtxcGtwYUJxUUJXMnFJQVVqQT09)

[Dial by your location +1 669 900 9128 US \(San Jose\)](https://us02web.zoom.us/j/7699308229?pwd=eENUSCtxcGtwYUJxUUJXMnFJQVVqQT09)

[Find your local number: https://us02web.zoom.us/u/kTxrun2H0](https://us02web.zoom.us/j/7699308229?pwd=eENUSCtxcGtwYUJxUUJXMnFJQVVqQT09)

Please call (530) 401-4279 prior to 10 a.m. on the day of the meeting if you require ADA accommodation

- 1. CALL MEETING TO ORDER:** Pledge of Allegiance
- 2. APPROVAL OF AGENDA:**
- 3. APPROVAL OF MINUTES:** January 20, 2021 Regular Meeting
- 4. BILL APPROVAL AND FINANCIAL REPORT:**
 - (A) Monthly Expense Report and Financial update: January/February 2021
- 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. CHIEFS REPORTS:**
 - (A) Fire Chief Gow
 - (B) Fire Marshal D'Ambrogi
 - (C) Battalion Chiefs Nelson, Slusher and Williamson
- 8. NEWCASTLE PROFESSIONAL FIREFIGHTER'S ASSOCIATION REPORT:**
- 9. BOARD COMMITTEE REPORTS:**
 - (A) Building Committee: Update on the new fire station.
 - (B) Finance Committee: Update on USDA loan.
- 10. INFORMATIONAL AND DISCUSSION ITEMS:**
 - (A) Update on First Responder Fee and Advanced Life Support programs: Chief Gow
 - (B) Update on the Departments' COVID-19 response
 - (C) Recognition of Service: Neil Anderson
- 11. ACTION ITEMS REQUIRE A VOTE BY ROLL CALL**
 - (A) Consider and approve a letter of support for H.R. 535 and S. 91, the Special Districts Provide Essential Services Act, and its inclusion in any potential pandemic relief package.
 - (B) Call for nominations for Placer County Local Agency Formation Commission Special District Representative.
 - (C) Lexipol Policy review; Consider and approve the 2nd reading of Section 5: Emergency Medical Services – See attached list for the individual policies.
 - (D) Lexipol Policy review; Consider and approve the 1st reading of Section 6: Training (See attached list for the individual policies) and Policy 215 Electronic payments and checks.
 - (E) Consider options for the preparation of Measure F and B special taxes for Fiscal Year 2021/2022.

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.

- (F) Consider and approve the amended Memorandum of Understanding with the US Bureau of Reclamation.

12. DIRECTORS REPORTS:

13. MEETING ADJOURNED:

Next Board meeting: March 17, 2021

Placer Hills-Newcastle-Foresthill Fire District

Joint Fire District Policy Manual

Chapter 5 - Emergency Medical Services

- 500 - Pre-Hospital Care Reports
- 501 - Medical Supplies
- 502 - Patient Refusal of Pre-Hospital Care
- 503 - Advance Health Care Directives
- 504 - Latex Sensitivity
- 505 - Controlled Substance Accountability
- 506 - CPR Training
- 507 - Automated External Defibrillators
- 508 - Automated External Defibrillator Training
- 509 - Blood-borne Pathogen Training
- 510 - Communicable Diseases
- 511 - Health Insurance Portability and Accountability Act (HIPAA) Training

Chapter 6 - Training

- 333 - Fire Equipment Driver/Operator Training
- 334 - Emergency Action Plan and Fire Prevention Plan Training
- 335 - Hazard Communication Program Training
- 336 - Hazardous Materials (HAZMAT) Training
- 337 - Hearing Conservation and Noise Control Training
- 338 - Heat Illness Prevention Training
- 339 - National Incident Management System (NIMS) Training
- 340 - Repetitive Motion Injuries and Ergonomics Training
- 341 - Respiratory Protection Training
- 342 - Wildland Fire Shelter Deployment Training
- 343 - Training Records
- 344 - Firefighter Health, Safety and Survival

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 January 20, 2021 Regular Board of Director's Meeting was held via teleconference.

1. Call Meeting to Order

- a. Chairman Kahrl called the meeting to order at 6:00 p.m.
- b. Director Heisterkamp led the Flag Salute.
- c. All Directors were present.
- d. Chief Gow, District Manager Lofrano, BC Nelson, BC Williamson and Fire Marshal D'Ambrogi were present.

2. Approval of Agenda

- a. 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 pointed out that Architect John Bohnett's name has been misspelled in the minutes. Recording Secretary Metz will make the correction.
- b. VC Bettencourt made a motion to approve the minutes as amended. Director Enos seconds the motion. Motion carries unanimously via roll call (5/0).

4. Approval and Financial Report

- a. Chief Gow reported that the district is currently 52% of their budget.
 - i. Monies from strike team deployments are still outstanding.
 - ii. Newcastle is now paying their own bills each month.
- b. Director Heisterkamp asked about the Secure Property Tax received. DM Lofrano explained the Teeter program where the county disperses property tax in 2-3 installments through the year. 55% is received in December, 40% is received in April and 5% is received in June (certain restrictions apply to the June disbursement).
- c. VC Bettencourt made a motion to approve the financial report as presented. Director Enos seconds the motion. Motion carries unanimously via roll call (5/0).

5. Correspondence

- a. Chairman Kahrl reported that the Board received a letter from Neil Anderson stating that he will be unable to prepare the documentation for the collection of next fiscal year's direct charges. He added that once the Board decides how they will proceed with filling this need, the new person(s) can contact him to get his notes. The Board has expressed interest in recognizing Mr. Anderson with a resolution at the next meeting.

6. Public Comment

- a. None

7. Fire Chief Gow's Report:

- a. Chief Gow reported that PHF is in the middle of contract negotiations with L3800. A new generator has been installed at their administration office.
- b. County News
 - i. Penryn has hired a new Interim Fire Chief. Chief Brian Shannon is a former Division Chief from Sac. Metro Fire.
 - ii. South Placer Chief Walder has announced his retirement effective at the beginning of March.
 - iii. South Placer Fire is still considering a contract for administrative services with Penryn Fire.

- iv. VC Bettencourt and Chief Gow were interviewed for KAH1 radio regarding the happenings at Newcastle Fire. The interview was arranged by Director Enos.
- c. Prevention (Fire Marshal D'Ambrogi Reporting)
 - i. Currently working on 2 minor subdivisions, 8 single family dwellings and 1 commercial building.
 - ii. Attended the Auburn Fire Safe Council meeting.
 - iii. Working on the Local Hazardous Mitigation Plan (LHMP) for PHF and NEW.
 - iv. Going to be adding a Fire Prevention section to the district's website.
- d. BC Nelson's Report
 - i. Currently working career development projects.
 - ii. Operations Report given by Captain Kirk:
 - a) 56 calls in December
 - b) 27 EMS
 - c) 5 MVA (2 rollover)
 - d) 8 Fires
 - e) 16 Other Types of Calls
 - f) 1 Billable Call

8. Newcastle Professional Firefighter's Association

- a. Engineer McCoy reported:
 - i. Currently maintain lockdown protocols.
 - ii. Captain Hicks is out for a family medical issue. Captain Kirk will be filling in on A Shift.

9. Board Committee Reports

- a. Building Committee: update on the new fire station and possible NEPA requirement.
 - i. VC Bettencourt reported that NEPA (National Environmental Policy Act) is applicable to the new fire station project as it is a requirement to get a USDA loan. In many cases the state equivalent (CEQA) is more stringent than NEPA. VC Bettencourt has contacted Placer County for guidance with the process. George Rosasco has been assigned to help.
 - ii. There are 3 levels of NEPA requirement:
 - a) Categorical Exclusion (CX)
 - b) Environmental Finding of No Impact (EA/FONSI), has a 45-day review process.
 - c) Environmental Impact Statement (EIS).
- b. Finance Committee: Update on USDA loan and possible need for Bond Counsel.
 - i. Chief Gow reported that the Finance Committee has been busy. Mike Vukas reported that his immediate supervisor is working on our pre-application. USDA was seeking a second refusal letter for financing the new station. DM Lofrano was able to get one from CA Bank.
 - ii. Yes, we will require Bond Counsel. DM Lofrano has spent a lot of time on this. There are a number of people who can do the job. The cost is (roughly):
 - a) PHF Counsel ~\$25K
 - b) KMTG (current counsel) ~\$25K
 - c) Capitol Finance (they do not use a lawyer) ~\$10K
 - d) Scott's Valley Firm ~\$30K
 - iii. The Board gave direction to Chief Gow to pursue getting firm information from the district's current counsel, KMTG.

10. Informational/Non-Action Items

- a. Update on First Responder Medical Service Fee and ALS programs.
 - i. Chief Gow reported that things are coming along quickly. So far, it looks like Wittman Enterprises will be the preferred company to provide billing services. Their price per call is \$15. AMR will send the call data to Wittman.
 - ii. Staff is working on an equipment list which we will take to the Chief's ambulance group and ask them to pay for the equipment.
 - iii. The district will have to pay for a nexus study to come up with a true "cost per call" amount.
- b. Update on the Departments' COVID-19 response.
 - i. This takes a lot of staff time.
 - ii. So far, we have seen a decline in sick people and an incline in available ICU beds.
 - iii. We have been responding to many known COVID calls as well as respiratory distress calls.
 - iv. Staff directives for the handling of COVID issues will be included in the Health and Safety Plan that will come before the board soon.
 - v. It is believed that 40% of eligible people (countywide) are getting the vaccine.
 - vi. Chief Gow was able to purchase in-house test kits through his medical license at a cost of ~\$20 each.

11. Action Items

- a. Election of Board Officers and appointment of Committee Assignments.
 - i. Chairman Kahrl thanked everyone for their patience and cooperation over the past year.
 - ii. He outlined the following accomplishments:
 - a) Clearing of the las of the County permit process.
 - b) The District went out to bid for the new station.
 - c) A new agreement with labor was reached.
 - d) A new Fire Chief was brought on.
 - e) The County Treasurer pulled out of funding the new station, but with Chief Gow's assistance the District still has her cooperation.
 - f) A loan from the USDA is in the process of being obtained.
 - iii. Secretary Elder stated that the group works very well together and, in her opinion, we should keep the everyone in place for another year.
 - a) VC Bettencourt wants the committee assignments to remain the same, but he does not want to be Chair or Vice-Chair. The work of the Building Committee will most likely increase when the construction of the new station begins.
 - b) Directors Enos and Heisterkamp concur with leaving everyone in place for another year.
 - iv. Director Elder made a motion to nominate Director Kahrl for Chairman. Director Heisterkamp seconds the motion. Motion carries unanimously vial roll call vote (5/0).
 - v. Director Bettencourt made a motion to nominate Director Elder for Vice-Chairman. Director Heisterkamp seconds the motion. Motion carries unanimously vial roll call vote (5/0).

- vi. Director Elder made a motion to nominate Director Heisterkamp for Secretary. Director Kahrl seconds the motion. Motion carries unanimously via roll call vote (5/0).
- vii. The Committee Assignments will remain the same:
 - a) Building: Bettencourt/Kahrl
 - b) Personnel: Enos/Heisterkamp
 - c) Finance: Elder/Heisterkamp
 - d) Administration Contracts: Bettencourt/Heisterkamp
- b. Lexipol Policy review; Consider and approve the second reading of §2 Policies: 213, Credit Cards, 214, Payroll and §4: Fire Prevention.
 - 400 Fire Inspections
 - 401 Permits
 - 402 Fire Investigations
 - 403 Code Enforcement
 - 404 Alternative Materials and Methods Requests
 - 405 Public Education
 - 406 Fireworks Displays
 - 407 Hazardous Materials Disclosures
 - 408 Maximum Occupancy – Overcrowding
 - 409 Juvenile Fire Setter Referrals
 - 410 Fire Watch Services

Chief Gow reported that section F of the Payroll policy was added at the request of the Union.

Director Bettencourt made a motion to approve the second reading of policies 213, 214 and §4 Fire Prevention. Director Enos seconds the motion. Motion carries via roll call vote (5/0).

- c. Consider and approve the 1st reading of Section 5 of the Lexipol Policy Manual: Emergency Medical Services-
 - 500 Pre-Hospital Care Reports
 - 501 Medical Supplies
 - 502 Patient Refusal of Pre-Hospital Care
 - 503 Advance Health Care Directives
 - 504 Latex Sensitivity
 - 505 Controlled Substance Accountability
 - 506 CPR Training
 - 507 Automated External Defibrillators
 - 508 Automated External Defibrillator Training
 - 509 Bloodborne Pathogen Training
 - 510 Communicable Diseases
 - 511 Health Insurance Portability and Accountability Act (HIPAA) Training
 - i. Chief Gow told the board that this section is very basic.
 - ii. Director Bettencourt made a motion to approve the 1st reading of Section 5. VC Elder seconds the motion. Motion carried unanimously via roll call (5/0).
- d. Consider and approve an addendum to the district's 2019/2020 Audit recording that the \$40K donation was an in-kind donation from another agency and that it was a non-cash transaction.
 - i. Secretary Heisterkamp stated that there needs to be a footnote added to the audit regarding this item.

- ii. Director Bettencourt believes there should be a footnote and an addendum added.
 - iii. DM Lofrano suggested that the approved minutes be included at the end of the audit.
 - iv. Secretary Heisterkamp made a motion to attach a copy of the approved meeting minutes to the approved 2019/2020 financial audit. VC Elder seconds the motion. Motion carries unanimously via roll call vote (5/0).
- e. Discussion and action regarding the Continuation of the Board Members' stipend.
- i. VC Elder reported that she personally would rather not receive the stipend.
 - ii. Director Bettencourt stated that he would like to keep receiving the stipend to offset some of the expenses incurred on behalf of the district.
 - iii. Secretary Heisterkamp suggested that the board leave it up to each individual member to decide if they would like to receive the stipend or not.
 - iv. No action was taken on this item.
- f. Consider and approve the amended agreement for services with the Placer County Auditor-Controller for FY 20/21 at a cost of \$3,153.73.
- i. DM Lofrano reported that the original cost of the contract was to be \$4,500.00, but since the district will pay its own bills the new cost is \$3,153.73.
 - a) Secretary Heisterkamp made a motion to approve the amended agreement with the County Auditor-Controller's office at a cost of \$3,153.73. VC Elder seconds the motion. Motion carries unanimously via roll call vote (5/0).
- g. Consider and approve the meeting calendar for 2021.
- i. VC Elder made a motion to approve the board calendar for 2021 as presented. Chairman Kahrl seconds the motion. Motion carries unanimously via roll call vote (5/0).

12. Directors Reports:

- a. None

13. Chairman Kahrl adjourned the meeting at 7:43 p.m.

Respectfully Submitted By:



Patrice Metz, Recording Secretary

Approved: _____

Newcastle Fire Protection District
Revenue and Expense Report 20-21

Fiscal Year 2020/2021 60% elapsed

	Jul '20 - Jun 21	Budget	% of Budget
Income			
REVENUE			
Property Taxes			
40010 Current Secured Property	143,330.32	260,605.00	55.0%
40040 Railroad Unitary Property	139.90	254.00	55.1%
40050 Unitary Property	3,395.96	6,174.00	55.0%
40060 Current Unsecured	5,910.84	5,887.00	100.4%
40090 Delinquent Unsecured	24.32	0.00	100.0%
40100 Current Supplemental Prop	2,623.49	3,498.00	75.0%
40110 Delinquent Supplemental	4.67	0.00	100.0%
Total Property Taxes	155,429.50	276,418.00	56.2%
40180 Other Taxes Measure B	187,196.72	340,358.00	55.0%
40180 Other Taxes Measure F	92,467.47	167,493.00	55.2%
42010 Investment Income	378.09	4,000.00	9.5%
44350 State Homeowners Relief	900.48	1,755.00	51.3%
46350 Fire Services			
Fire Recovery	730.50	0.00	100.0%
Strike Team deployments	1,360.40	30,000.00	4.5%
Total 46350 Fire Services	2,090.90	30,000.00	7.0%
46360 Other Fees and Charges			
Fire Code Compliance Inspection	8,875.00	15,000.00	59.2%
Total 46360 Other Fees and Charges	8,875.00	15,000.00	59.2%
48030 Miscellaneous	1,457.70	500.00	291.5%
Total REVENUE	448,795.86	835,524.00	53.7%
Total Income	448,795.86	835,524.00	53.7%
Expense			
EXPENSES			
52030 Fire Protective clothing	1,941.51	6,000.00	32.4%
52040 Communication Services	2,222.36	4,000.00	55.6%
52060 Station/Household Expense	1,664.47	3,000.00	55.5%
52080 General Liability Ins	8,224.00	7,800.00	105.4%
52160 Equipment Maintenance	16,763.84	15,000.00	111.8%
52170 Fuels & Lubricants	3,315.02	6,000.00	55.3%
52180 Building maintenance	867.78	2,000.00	43.4%
52220 Gases, medical	0.00	750.00	0.0%
52240 Membership Dues	0.00	360.00	0.0%
52260 Miscellaneous Expense	1,185.60	1,000.00	118.6%
52330 General Office			
SC2660 Recording Secretary	450.00	0.00	100.0%
SC2660 Supplies	281.81	0.00	100.0%
SC2660 Website Maintenance	350.00	0.00	100.0%
52330 General Office - Other	0.00	2,000.00	0.0%
Total 52330 General Office	1,081.81	2,000.00	54.1%
52360 Special Services			

Newcastle Fire Protection District
Revenue and Expense Report 20-21

Fiscal Year 2020/2021 60% elapsed

	Jul '20 - Jun 21	Budget	% of Budget
Parcel Tax preparation	2,000.00	2,000.00	100.0%
SC2820 Personnel/policies	0.00	2,000.00	0.0%
SC2840 Parcel collection charge	5,078.51	5,080.00	100.0%
SC2860 Prop Tax Admin costs	4,637.33	4,640.00	99.9%
SC2880 Admin Services	56,150.00	127,300.00	44.1%
SC2900 Audit Costs	5,100.00	5,100.00	100.0%
SC3070 LAFCO fees	0.00	450.00	0.0%
Total 52360 Special Services	72,965.84	146,570.00	49.8%
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	500.00	500.00	100.0%
SC4000 Education & Training	12,251.26	2,000.00	612.6%
SC4050 Commission Reimburse	700.00	1,200.00	58.3%
Total 52580 Special District Expense	13,451.26	3,700.00	363.5%
52800 Utilities	9,556.55	12,000.00	79.6%
Total EXPENSES	133,435.93	217,680.00	61.3%
54440 Fixed Assets Buildings	17,685.07	108,000.00	16.4%
Payroll Expenses			
51010 Salaries & Wages	189,535.99	386,450.00	49.0%
51030 Extra Help	0.00	6,000.00	0.0%
51040 Overtime Call Back	41,380.34	66,000.00	62.7%
51220 Payroll Tax	17,490.98	36,000.00	48.6%
51310 Employee Group Insurance	29,962.67	45,000.00	66.6%
51360 Workers Comp Insurance	26,196.00	38,800.00	67.5%
Total Payroll Expenses	304,565.98	578,250.00	52.7%
Total Expense	455,686.98	903,930.00	50.4%
Net Income	-6,891.12	-68,406.00	10.1%

Newcastle Fire Protection District
Transaction List by Vendor
 January 21 through February 12, 2021

Date	Num	Split	Amount
24 Seven Fire Protection			
02/02/2021	15144	Extinguisher service	-117.00
02/02/2021	120	Accounts Payable	-117.00
AT&T			
02/02/2021	15865...	52040 Communication Services	-42.69
02/02/2021	121	Accounts Payable	-42.69
Bill Kahrl			
02/02/2021	Oct 20...	SC4050 Commission Reimburse	-100.00
02/02/2021	122	Accounts Payable	-100.00
Dobbas Inc			
02/02/2021	92091	52170 Fuels & Lubricants	-397.81
02/02/2021	123	Accounts Payable	-397.81
James Heisterkamp			
02/02/2021	Oct 20...	SC4050 Commission Reimburse	-100.00
02/02/2021	124	Accounts Payable	-100.00
Kronick, Moskovitz, Tiedemann & Girard			
02/02/2021	299779	54440 Fixed Assets Buildings	-1,189.50
02/02/2021	125	Accounts Payable	-1,189.50
Lawrence Bettencourt			
02/02/2021	Oct 20...	SC4050 Commission Reimburse	-100.00
02/02/2021	126	Accounts Payable	-100.00
Metz, Patrice			
02/02/2021	Jan 20...	SC2660 Recording Secretary	-75.00
02/02/2021	127	Accounts Payable	-75.00
Nationwide Retirement Solutions			
02/12/2021	PP12-16	51310 Employee Group Insurance	-3,192.30
02/12/2021		Accounts Payable	-3,192.30
PG&E			
02/02/2021	1/13/2...	Electricity/gas	-813.28
02/02/2021	128	Accounts Payable	-813.28
Principal Life			
02/02/2021	Feb 20...	51310 Employee Group Insurance	-409.59
02/02/2021	129	Accounts Payable	-409.59
Recology Auburn Placer			
02/02/2021	Jan - ...	Garbage collection	-189.72
02/02/2021	130	Accounts Payable	-189.72
Robin Enos			
02/02/2021	Oct 20...	SC4050 Commission Reimburse	-100.00
02/02/2021	131	Accounts Payable	-100.00
Sierra Morning Website			
02/02/2021	Feb 20...	SC2660 Website Maintenance	-50.00
02/02/2021	132	Accounts Payable	-50.00
United Healthcare			
02/02/2021	02358...	51310 Employee Group Insurance	-123.60
02/02/2021	133	Accounts Payable	-123.60

Newcastle Fire Development Fees
Fund Balance
As of February 12, 2021

<u>Type</u>	<u>Date</u>	<u>Amount</u>	<u>Balance</u>
FD32812 NEW Fire Fees			74,681.81
Deposit	08/07/2020	8,713.60	83,395.41
Deposit	08/28/2020	3,360.00	86,755.41
Deposit	09/25/2020	1,280.00	88,035.41
Deposit	09/30/2020	148.78	88,184.19
Deposit	10/05/2020	7,053.70	95,237.89
Deposit	10/30/2020	47.98	95,285.87
Deposit	11/12/2020	4,020.83	99,306.70
Deposit	11/30/2020	39.16	99,345.86
Deposit	12/31/2020	27.12	99,372.98
Deposit	02/05/2021	4,981.57	104,354.55
Total FD32812 NEW Fire Fees		29,672.74	104,354.55
TOTAL		29,672.74	104,354.55



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Fire Chief Ian Gow*

February 17, 2021

The Honorable Dianne Feinstein
United States Senate
331 Hart Senate Office Building
Washington, D.C. 20510

The Honorable Alex Padilla
United States Senate
B03 Russell Senate Office Building
Washington, D.C. 20510

The Honorable Tom McClintock
United States House of Representatives
Washington, D.C. 20515

RE: Support H.R. 535 and S. 91, the Special Districts Provide Essential Services Act

Dear Senator Feinstein, Senator Padilla, and Representative McClintock

The Newcastle Fire Protection District respectfully requests your support of H.R. 535 and S. 91, the Special Districts Provide Essential Services Act, and its inclusion in any potential pandemic relief package. These bills would ensure that the special districts providing your constituents with essential services, such as fire protection, water, and healthcare, among many others, will not be excluded from future COVID-19 relief approved for state and local governments.

As a provider of fire protection and emergency medical services to over 6,400 constituents, we need access to federal relief resources that can help our district confront COVID-19 and overcome the pandemic's fiscal impacts. **Our employees are on the front-lines, and yet our district has yet to receive the funding that other government agencies, as well as businesses and non-profits, have received.**

Our district is just one of 2,000 across the state that, altogether, anticipate a **\$1.26 billion impact from COVID-19** through the end of Fiscal Year 2021

These bills are identical to S. 4308, which received bipartisan support in the 116th Congress. H.R. 535 and S. 91 would allow the vital services that communities rely upon to continue unhindered, while providing greater certainty that these governmental agencies will be able to retain their essential workers. Specifically, the legislation would establish a federal definition of "special district", allow special districts' access to future Coronavirus Relief Fund allocations, and designate special districts as "eligible issuers" of the Federal Reserve Board's Municipal Liquidity Facility.

We look forward to working with you to ensure all essential workers and the vulnerable communities they serve will receive equitable access to these important relief funds.

Thank you for your consideration of our request.

Sincerely,

William Kahrl, Board Chair, Newcastle Fire Protection District

cc: Governor Gavin Newsom, 1303 10th Street, Suite 1173, Sacramento, CA 95814
Cole Karr, Federal Advocacy Coordinator, California Special Districts Association
(advocacy@csda.net)

PLACER COUNTY LOCAL AGENCY FORMATION COMMISSION

110 Maple Street, Auburn, California 95603 - 530-889-4097
lafco@placer.ca.gov/2704/Local-Agency-Formation-Commission-LAFCO

COMMISSIONERS:

Robert Weygandt
Chair (County)

Joshua Alpine
Vice Chair (Special Districts)

Bonnie Gore
(County)

Paul Joiner
(City)

William Kahrl
(Special Districts)

Joe Patterson
(City)

Susan Rohan
(Public)

**ALTERNATE
COMMISSIONERS:**

Scott Alvord
(City)

Jim Holmes
(County)

Mike Lynch
(Special Districts)

Jeffrey Starsky
(Public)

STAFF:

Kristina Berry, AICP
Executive Officer

Vacant
*Clerk to the
Commission*

William Wright
LAFCO Counsel

February 2, 2021

Presiding Officer/Chair
Placer County Special District

From: Kris Berry, Executive Officer

Re: Call for Nomination--Special District Representative

Dear Presiding Officer/Chair:

This letter is the official call to open the nomination period for one regular and one alternate Special District representative seat on the Placer Local Agency Formation Commission.

The current Special District representatives are regular member Joshua Alpine, Placer County Water Agency (term expired May, 2020), and alternate member Mike Lynch, Auburn Recreation and Park District (term expired May, 2020). These Commissioners will serve the LAFCO Commission until new appointments are made. It is necessary to select a Special District representative and alternate representative for a four-year term. The new terms will expire in May, 2024.

Under Section 56332 of the Cortese-Knox-Hertzberg Act, the Executive Officer calls meetings of the Special District selection committee. The committee consists of the Presiding Officers of each independent Special District within the County (or members appointed by the legislative bodies to attend in the Presiding Officer's place). There are thirty-eight (38) such independent Special Districts in the County. A quorum would consist of one more than half of this number, twenty (20).

In the past, it has proven difficult given the busy schedules of most board members, to select a time when a sufficient number of Presiding Officers could be assembled to achieve a quorum.

Recognizing that it may be infeasible to hold a meeting at a time that is convenient for a quorum to attend, Section 56332(f)(3) allows for the Executive Officer to conduct the election for Special District representatives in writing. Under this new procedure, the Executive Officer call for nominations may be sent and submitted to by electronic mail within thirty (30) working days, allowing sufficient time for directors of the districts to take formal action on nominations. At the end of the nominating period, the Executive Officer prepares a ballot with voting instructions and sends the ballot to each district, allowing thirty (30) days for balloting. The Executive Officer then tallies the ballots and announces the results.

A nominee must be the Presiding Officer or a member of the legislative body of an independent Special District. The Cortese-Knox-Hertzberg Act encourages the selection of Special District representatives to represent the diversity of the districts with respect to population and geography.

The nomination period shall close at 4:30 p.m. on Tuesday, March 16, 2021. Nominations must be submitted by that time to:

Placer LAFCO
110 Maple Street
Auburn, CA 95603

Upon the closing of the nomination period, staff will prepare and mail a ballot to each Special District with voting instructions. Ballots will be due thirty (30) days after mailing.

If you have any questions about this procedure, please feel free to contact this office.

Sincerely,



Kris Berry, Executive Officer
Placer LAFCO

Electronic Payments and Checks

215.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures and provide guidelines for the permissible use of the checking account and electronic payments for the District.

- (a) Allowing for electronic payments improves efficiency in the Accounts Payable process and saves the District money. However, to ensure proper control, the District shall limit the use of Wire and ACH payments to those that meet the criteria as defined in this policy.
- (b) The use of the checks must be carefully controlled.

215.2 ELECTRONIC PAYMENTS DEFINITIONS

- (a) Automated Clearing House (ACH) is a computer-based clearing and settlement facility established to process the exchange or electronic transactions between participating depository institutions. ACH transactions may be utilized by the District as a method to transfer money to pay for goods or services within the scope of this policy.
- (b) Wire Transfers are a method of electronic funds transfers that are typically faster but are also more costly than ACH payments. The District may use wire transfers to pay for goods or services under the scope of this policy only when the cost of doing so is less than the cost that would be incurred if the payment method is not used (i.e. fees will be incurred if same day payment is not issued).
- (c) Electronic Funds Transfer (EFT) refers to the electronic exchange or transfer of money from one bank account to another, either within the same bank or different banks. For purposes of this policy, EFTs will refer to the electronic transfer of funds by ACH or Wire Transfer.

215.3 GUIDELINES FOR EFT PAYMENTS

EFT payments must meet the following criteria:

- (a) Must be for an approved vendor or payee.
- (b) Payment must be for goods/services/reimbursements that are routine in nature (i.e. payments are made to vendor or payee on a regular periodic basis).
- (c) Payment amount must fall below a pre-defined threshold.

215.3.1 PROCEDURE

- (a) An EFT vendor/payee list will be presented to the Board of Directors for approval on an annual basis or as updates are required. This list will include the vendor/payee name, a description of the expenditure, the frequency of payment and a not-to-exceed payment amount threshold. EFT payments shall only be permissible to payees on the approved list.
- (b) All payments are processed by the District's Finance Department. All payments made

Placer Hills-Newcastle-Foresthill-Fire District

Joint Fire District Policy Manual

Electronic Payments and Checks

shall be reported and reviewed on a monthly basis by the Fire Chief and the Board of Directors. The Fire Chief shall review the operating bank reconciliation on a monthly basis, evidenced by sign-off on the face of the reconciliation detail report.

215.4 CHECKING ACCOUNT GUIDELINES

- (a) The checks are locked in the District Manager's office.
- (b) The District Manager's computer is password protected.
- (c) The District Manager is the only employee who pays the bills and creates the checks. At his/her discretion he/she may supervise and allow an approved staff member assigned to administration to assist in the process.

215.4.1 CHECK PROCEDURE

- (a) All bills and invoices will be approved for payment by a signer on the account. The District Manager will then create the checks using the approved district accounting program.
- (b) All checks must have two (2) signatures prior to mailing. The signers on the account will consist of all the respective Board members and the Fire Chief. All signatures must be authorized by both the bank and the County of Placer.
- (c) Any change in either the Board or Fire Chief will require the deletion of the outgoing member and addition of the new member by both the bank and Placer County.
- (d) Once the checks are signed, the District Manager will mail the payments.