



NEWCASTLE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

Lawrence Bettencourt, Jonita Elder, Robin Enos, William Kahrl, Eric Sprouse, Chief Kirk Kushen

NOTICE OF A REGULAR MEETING AND AGENDA

July 18, 2018 @ 6:00 PM

LOCATION: 645 Kentucky Greens Way, Newcastle CA 95658

- 1. CALL MEETING TO ORDER:** Pledge of Allegiance
- 2. APPROVAL OF AGENDA:**
- 3. APPROVAL OF MINUTES:**
 - (A) June 20, 2018 Meeting
- 4. BILL APPROVAL AND FINANCIAL REPORT:**
 - (A) Monthly Expense Report and Financial update: June 2018
- 5. CORRESPONDENCE:** Notice of Apportionment of FY 2018-19 LAFCO Fees
- 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: New Fire station update
 - (B) Personnel Committee: MOU and Policies and Procedures update
- 10. INFORMATIONAL / NON-ACTION ITEMS:**
 - (A) Placer County Fire Districts Stability Task Force update
 - (B) Discussion on the possibility of a Memorandum of Understanding (MOU) between Newcastle, Placer Hills and Foresthill Fire districts to share staffing
- 11. ACTION ITEMS:**
 - (A) Consider and Approve second reading of Ordinance No. 2018-01 establishing Fire Inspection Fees for Commercial Businesses
 - (B) Review the district's Conflict of Interest Code as directed by Placer County Counsel
 - (C) Staff request for an additional \$500 in matching funds into the full-time employees' 457 deferred compensation account to offset the delay in the plan setup in 2017
- 12. DIRECTORS REPORTS:**
- 13. MEETING ADJOURNED:**

Next regular Board meeting: Wednesday, August 15, 2018

Newcastle School District Office, 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, June 20, 2018
645 Kentucky Greens Wy.
Newcastle, CA 95658

1. Call Meeting to Order

- a. Chairman Elder called the meeting to order at 6:02 p.m.
- b. VC Bettencourt led the Flag Salute.
- c. All Directors with the exception of Director Sprouse were present.
- d. Chief Kushen was in attendance.

2. Approval of Agenda

- a. VC Bettencourt made a motion to approve the agenda as presented. Director Enos seconds the motion. Motion carries.

3. Approval of Minutes

- a. Chairman Elder asked for the following revisions:
 - i. 5. b. "An email was received from..."
 - ii. 10. a. i. ...Newcastle's ~~youngest~~ current Type I engine...
- b. VC Bettencourt asked for the following revisions:
 - i. 9. a. i. 2) "...because of the ~~25%~~ 5% retention..."
 - ii. 9. a. i. 2) "... (which has not been paid).
 - iii. Secretary Kahrl made a motion to approve the minutes as amended. Director Enos seconds the motion. Motion carries.

4. Bill Approval and Financial Report

- a. Chief Kushen reported the following:
 - i. Revenue is right on target at 95%.
 - ii. Still waiting for last 5% of Teeter funds and approximately \$10K reimbursement of grant funds.
 - iii. 2453 – General Reserves, budgeted \$397,885, YTD expenditure \$250,896. The difference is mainly station grading, site prep and month 13 expenses.
 - iv. Overall expenses for FY 17/18: Budget \$414K, Actual \$378K.
 - 1) 2405 – Bldg. Improvements is up because of the air conditioning installed in current Station 41.
 - v. Projected to end FY with ~\$300K in reserves.

VC Bettencourt made a motion to approve the financial report. Director Enos seconds the motion. Motion carries.

5. Correspondence

- a. A thank you letter was received from the Veiga family. Chairman Elder read it aloud.

6. Public Comment

- a. Neil Anderson:
 - i. The County has changed the date when the secured tax role data will be available. Instead of being ready on 7/1 the data will not be available until 7/15. The due date for tax roll submission to the County for inclusion on the Property Tax bills is 7/27. This leaves only 12 days to verify and adjust the data for both Measure F and Measure B. It's unknown at this time if the County will extend the due date. If not, Mr. Anderson says he may have to ask for one.

7. Fire Chief's Report

- a. In May, there were 43 calls:
 - i. 16 Medicals
 - ii. 8 Vehicle Accidents
 - iii. 6 Fires
 - iv. 13 Miscellaneous
- b. Fire season has begun. We are already seeing significant extinguishing problems.
- c. Chief is still working on the Lexipol Policy model. Penryn approved joining the project at their Board meeting on Monday night. The cost will probably be \$4k per agency for the first year and then \$2k per agency for each annual renewal.
- d. We are still waiting for word about the Prevention Grant that was submitted.
- e. Newcastle will not be sending out any strike teams this year due to staffing.
- f. Chief is currently training the crews on performing commercial inspections as this will be an area where the District is developing a *Fee for Service* ordinance. The purpose of the fee would be to recover the actual costs associated with performing this task. It's not designed to generate revenue.

8. Newcastle Professional Firefighter's Association

- a. Captain Kirk reported that the Professional FF Association posts regular updates on their Facebook page.

9. Board Committee Reports

- a. Building Committee: New Fire Station Update
 - i. VP Bettencourt reported the following:
 - 1) Phase I Site Work that has been completed.
 - a. Mendez came in \$100k under budget.
 - b. Overall expect to be \$50k under budget.
 - c. Anticipate having \$530k-\$535k into Phase I when it's done.
 - ii. Brian Topple (Tri Corp. Group) reported on the timelines for Phase II:
 - 1) Finalize criteria for metal building.
 - a. Contacted metal building manufacturers.
 - b. Contacted a structural engineer who is need to design the foundation system to accommodate the metal building.
 - c. Looking at end of July or early August for first submission to the county.
 - 2) Trying to put the job out to bid by October.
 - 3) Get contractor on the job in March 2019.
 - 4) Cost:
 - a. Comparison between an all metal building and wood structure (CMU) for office space and living quarters. CMU will cost approximately \$176k more.
 - b. All metal building is projected to be \$365k over budget due to market conditions. This includes \$100k for potential change orders.
 - c. Total Projection: \$2,264,849.00
 - d. Will need to speak to counsel about *force majeure* which means "unforeseen circumstances which prevent someone from fulfilling a contract".

- iii. Ron Lichau reported:
 - 1) All the electrical, mechanical, plumbing, and landscaping plans are finished.
 - 2) All ways to build this project were looked at. The goal was to try and cut as much expense as possible. It was determined that a metal building will be the most cost effective.
 - 3) The inside of the building will be wood framed.
- iv. VC Bettencourt reported that all of the case work has been taken out with the exception of the kitchen.
 - 1) Brian Topple stated that if case work has been removed then that will reduce some of projected deficit of the overall project.
- v. VC Bettencourt also reported that he and Chairman Elder had met with the United Auburn Indian Community (UAIC). They have confirmed their \$100k donation as well as paying the fees for SPMUD and PCWA.
 - 1) VC Bettencourt and Director Sprouse sent an email to the County Treasurer with the timeline and estimated costs of the station. They also opened dialogue pertaining to increasing the amount the county is loaning the district. Mrs. Windeshausen said she would review the documents and get back to them.
- b. Personnel Committee: MOU and Policies and Procedures
 - i. Secretary Kahrl asked to postpone this to item 11(b).

10. Informational/Non-Action Items

- a. None

11. Action Items

- a. Consider and Approve the Fire Chief and Administrative Services Agreement with Placer Hills Fire PD for the term July 1, 2018 – June 30, 2019 at a cost of \$94k.
 - i. Secretary Kahrl made a motion to approve the agreement as presented. Director Enos seconds the motion. Motion carries.
- b. Consider and approve a tentative agreement with the Newcastle Professional Firefighters Association.
 - i. Secretary Kahrl reported that a tentative agreement has been reached with the union and is still pending legal review. The new terms include:
 - 1) \$1/hour salary increase effective 6/2018
 - 2) \$1.50/hour salary increase effective 1/2019
 - 3) \$1k signing bonus for each employee on staff when the agreement is signed.
 - 4) This will begin the preparations for a future re-organization.
 - 5) The FLSA (Fair Labor Standards Act) cycle is changing from 14 days to 28 days.
 - 6) Bereavement Leave for Siblings was added (was omitted by oversight).
 - 7) Education – in the past the district has paid for some schooling. The new agreement allows employees to be compensated for education they bring forth. Stackable to an increase of 7%.
 - 8) The union took a reduction in overtime.
 - ii. VC Bettencourt made a motion to accept the tentative agreement with the Newcastle Professional Firefighters Association. Director Enos seconds the motion. Motion carries.

- c. Consider and adopt a preliminary budget for 2018/2019.
 - i. The Board reviewed the budget.
 - ii. Chairman Elder made a motion to adopt the preliminary operating budget as presented. Secretary Kahrl seconds the motion. Motion carries.
- d. Consider and assign an Ad Hoc committee to the Placer County Fire Districts Fire Stability Taskforce.
 - i. VC Bettencourt has been assigned but recommends assigning a second member.
 - ii. Chief Kushen stated that all the districts are financially challenged and that maintaining local control is a huge priority.
 - iii. Retired Chief Gow reported that the CEO and BOS are aware of the problems with the districts. Supervisors Holmes and Montgomery have been assigned to an Ad Hoc committee at the county level.
 - iv. Chairman Elder stated that she would like to serve on that committee also.
 - v. Ad Hoc committee will consist of Chairman Elder and VC Bettencourt.
- e. Placer County LAFCO call for nominations for Special District Representative.
 - i. 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 forty (40) such independent Special Districts in the County. A quorum would consist of one more than half of this number, twenty-one (21).
 - ii. Secretary Kahrl has previous LAFCO experience and has agreed to be nominated.
 - iii. VC Bettencourt made a motion to nominate Secretary Kahrl. Chairman Elder seconds the motion. Motion carries.
- f. Consider and approve first reading of Ordinance No. 2018-01 establishing Fire Inspection Fees for Commercial Businesses.
 - i. Chief Kushen reported that "authority" to collect a fee is based on current adopted fire code.
 - ii. Neil Anderson stated that a copy should be provided to NABA (Newcastle Area Business Association).
 - iii. Director Enos made a motion to approve the first reading of the ordinance. Chairman Elder seconds the motion. Motion carries.

12. Directors Reports:

- a. VC Bettencourt announced that he will be absent from the July 18th meeting.

13. Chairman Elder adjourned the meeting at 8:13 p.m.

Respectfully Submitted By:



Patrice Metz, Recording Secretary

NEWCASTLE FIRE DISTRICT JUNE 2018 PAYABLES

| # | FUND | PAYEE | AMOUNT | DESCRIPTION |
|----------|-----------------------|-------------------------|---------------|--------------------------------|
| 1310 | Emp. Group Ins | Kaiser | 2,646.19 | Health contributions |
| 1310 | Emp. Group Ins | Nationwide | 2,726.40 | 457 Comp Contributions |
| 1310 | Emp. Group Ins | Principal Life | 659.02 | Dental 2 payments |
| 1310 | Emp. Group Ins | United Healthcare | 224.80 | Life Insurance 2 payments |
| 2017 | Uniforms | Advantage Gear | 96.41 | Shaw name badge, shirt |
| 2017 | Uniforms | W Hickok | 525.00 | Reimburse for uniforms |
| 2051 | Communication | Wave | 359.70 | Internet |
| 2051 | Communication | AT&T | 182.54 | Phone/2 payments |
| 2051 | Communication | Verizon | 105.04 | |
| 2290 | Maintenance | Alta Saw | 605.73 | Chainsaws service/repairs |
| 2290 | Maintenance | G&T Truck Repair | 2,844.48 | B41 alternator, UT41 reprogram |
| 2290 | Maintenance | Banner Comm | 192.94 | Antenna |
| 2290 | Maintenance | Mallory | 1,156.20 | Mako service |
| 2290 | Maintenance | Riebes | 60.04 | |
| 2405 | St. maint/supplies | Aiuburn Hardware | 25.34 | |
| 2422 | Medical O2 | Airgas | 37.85 | |
| 2456 | Miscellaneous | DMV | 21.00 | Copy of 1995 HME registration |
| 2456 | Miscellaneous | US Bank | 456.86 | Supplies |
| 2522 | Other supplies | Sac Val Janitorial | 149.62 | Station supplies |
| 2522 | Other supplies | Life Assist | 97.06 | Medical supplies |
| 2523 | Office Supplies | Sierra Morning | 60.00 | Website |
| 2555 | Professional Services | Auburn Journal | 106.30 | Publish Prelim budget |
| 2555 | Professional Services | Metz, Patrice | 120.00 | Recording Secretary 2 mtgs |
| 2770 | Fuel/Lubricants | Dobbas | 674.30 | |
| 2821 | Small Equipment | US Bank | 811.06 | Grant purchases |
| 2844 | Training | Cody Price | 200.00 | Intern |
| 2939 | Board reimburse. | Bettencourt | 50.00 | |
| 2939 | Board reimburse. | Elder | 50.00 | |
| 2939 | Board reimburse. | Enos | 25.00 | |
| 2939 | Board reimburse. | Kahrl | 50.00 | |
| 2939 | Board reimburse. | Sprouse | 25.00 | |
| 2965 | Utilities | PG&E | 589.74 | |
| 2965 | Utilities | SPMUD | 255.00 | |
| 4456 | New Fire Station | Youngdahl | 3,768.00 | Project Manager |
| 4456 | New Fire Station | Foothill Security Fence | 1,190.00 | Year rental |
| 4456 | New Fire Station | Gabe Mendez | 22,559.40 | Retention |
| 4456 | New Fire Station | Tricorp Group | 3,900.00 | Contractor |

TOTAL MONTHLY EXPENSES

47,606.02

MEMORANDUM
OFFICE OF THE
AUDITOR-CONTROLLER
COUNTY OF PLACER

To: **Cities and Independent Special Districts of Placer County**

From: **Andrew C. Sisk, Auditor-Controller** *ACS*

Date: **July 2, 2018,**

Subject: **Notice of Apportionment of FY 2018-19 LAFCO Fees**

As you are aware, LAFCO funding is a shared responsibility pursuant to California Government Code section 56381 between the County, the Cities within the County and the independent special districts.

The city and independent special district's share has been apportioned in a manner based on the general purpose transactions revenue of each entity, as reported in the most recent edition of the Annual Report published by the State Controller. Attached is the LAFCO Funding Schedule identifying LAFCO fees owed by each participating entity.

Please submit your payment within 60 days, from July 1, 2018, to the following:

Local Agency Formation Commission (LAFCO)
c/o Placer County Auditor-Controller's Office
2970 Richardson Drive
Auburn, CA 95603

Please note that if your district processes payables through the County then the Auditor-Controller's office will automatically be doing a journal entry to collect the fees to avoid printing a check to ourselves.

Should your agency desire, a request may be submitted to the Auditor-Controller's office to collect LAFCO fees directly from your property tax apportionment revenues.

If your agency fails to submit the statutorily required payment within the 60 day time period, this letter serves as the required notice under Government Code 56381(c) by the Auditor-Controller that the required amount will be appropriated from your account or tax revenues as permitted by that code section. Any additional expenses expended by LAFCO or the Auditor-Controller in such collection efforts will be added to your stated apportionment.

Please contact Joe Alire at (530) 889-4198 if you have any questions.

ACS:ja
Attachment

LAFCO FUNDING - SPECIAL DISTRICTS 2018-2019

| | OPERATING -FY 2015/2016 | NON-OPERATING | TOTAL | % OF TOTAL | LAFCO FEES | COMPANY | PROGRAM | FUND | COST CENTER | FUNCTION |
|---------------------------------|----------------------------|---------------|-------------|------------|------------|---------|----------|---------|-------------|----------|
| Truckee Tahoe Airport | 4,159,126 | 5,052,170 | 9,211,296 | 3.6881% | 4,725.33 | CO100 | PG040136 | FD32158 | CC04038 | FN110 |
| Auburn Cemetery District | - | 810,479 | 810,479 | 0.3245% | 418.44 | CO400 | PG750000 | FD32550 | CC75000 | FN207 |
| Colfax Cemetery District | - | 169,236 | 169,236 | 0.0678% | 87.46 | CO410 | PG760000 | FD32553 | CC76000 | FN207 |
| NRG Cemetery District | - | 1,730,613 | 1,730,613 | 0.6929% | 896.17 | CO420 | PG770000 | FD32558 | CC77000 | FN207 |
| Placer County Cemetery Dist #1 | - | 1,602,582 | 1,602,582 | 0.6417% | 830.06 | CO430 | PG780001 | FD32560 | CC78001 | FN207 |
| Roseville Cemetery District | - | 2,724,855 | 2,724,855 | 1.0910% | 1,411.54 | CO440 | PG790001 | FD32556 | CC79000 | FN207 |
| Tahoe City Cemetery District | - | 56,502 | 56,502 | 0.0226% | 29.11 | CO100 | PG700017 | FD32500 | CC70012 | FN207 |
| Auburn Valley CSD | 396,611 | 260,715 | 657,326 | 0.2632% | 337.63 | CO100 | PG040139 | FD32103 | CC04041 | FN110 |
| Christian Valley Park CSD | 529,294 | 112,964 | 642,258 | 0.2572% | 331.40 | CO100 | PG040132 | FD32153 | CC04034 | FN110 |
| Heather Glen CSD | 119,079 | 19,850 | 138,929 | 0.0556% | 72.19 | CO100 | PG700030 | FD30155 | CC70023 | FN110 |
| Northstar CSD | 6,131,854 | 7,293,308 | 13,425,162 | 5.3753% | 11,137.35 | CO100 | PG040133 | FD32154 | CC04035 | FN110 |
| Squaw Valley PSD | 3,157,240 | 3,740,315 | 6,897,555 | 2.7617% | 5,351.00 | CO100 | PG700026 | FD30146 | CC70019 | FN204 |
| Suburban Pines CSD | - | 3,060 | 3,060 | 0.0012% | 1.60 | CO101 | PG700027 | FD32806 | CC70020 | FN204 |
| Alpine Springs Water | 1,115,553 | 688,299 | 1,803,852 | 0.7222% | 932.51 | CO100 | PG040135 | FD32157 | CC04037 | FN110 |
| McKinney Water District | 75,978 | 172,904 | 248,882 | 0.0997% | 128.78 | CO100 | PG040118 | FD32115 | CC04020 | FN110 |
| Meadow Vista Water | 785,604 | 1,165,657 | 1,951,261 | 0.7813% | 1,010.26 | CO100 | PG040119 | FD32116 | CC04021 | FN110 |
| Midway Heights Water | 561,884 | 61,537 | 623,421 | 0.2496% | 322.28 | | | | | |
| Placer County Water Agency | 101,076,673 | 1,924,959 | 103,001,632 | 41.2411% | 53,291.49 | CO100 | PG040120 | FD32117 | CC04022 | FN110 |
| Sierra Lakes Water | 2,061,493 | 793,234 | 2,854,727 | 1.1430% | 1,483.52 | CO100 | PG040122 | FD32119 | CC04024 | FN110 |
| Alta Fire | - | 159,596 | 159,596 | 0.0639% | 84.25 | CO100 | PG700019 | FD32800 | CC70014 | FN204 |
| Foresthill Fire | - | 1,540,854 | 1,540,854 | 0.6169% | 799.24 | CO100 | PG700020 | FD32801 | CC70015 | FN204 |
| Loomis Fire | - | 2,010,584 | 2,010,584 | 0.8050% | 1,041.64 | CO510 | PG820002 | FD32809 | CC82000 | FN204 |
| Newcastle Fire | - | 778,204 | 778,204 | 0.3116% | 403.19 | CO520 | PG870000 | FD32811 | CC87000 | FN204 |
| North Tahoe Fire | - | 11,092,178 | 11,092,178 | 4.4412% | 5,742.63 | CO530 | PG880000 | FD32813 | CC88000 | FN204 |
| Penryn Fire | - | 860,865 | 860,865 | 0.3447% | 449.43 | CO500 | PG810000 | FD32807 | CC81000 | FN204 |
| Placer Hills Fire | - | 1,913,789 | 1,913,789 | 0.7663% | 991.76 | CO100 | PG700023 | FD32803 | CC70016 | FN204 |
| South Placer Fire | - | 9,834,441 | 9,834,441 | 3.9376% | 5,095.65 | CO510 | PG820000 | FD32809 | CC82000 | FN204 |
| PC Mosquito & Vector Control | - | 4,133,392 | 4,133,392 | 1.6550% | 2,136.62 | CO200 | PG700000 | FD32450 | CC70001 | FN401 |
| South Placer MUD | 12,798,749 | 1,609,484 | 14,408,233 | 5.7689% | 7,473.03 | CO100 | PG040130 | FD32131 | CC04032 | FN110 |
| Donner Summit PUD | 2,586,976 | 445,049 | 3,032,025 | 1.2140% | 1,567.82 | CO100 | PG040141 | FD32124 | CC04044 | FN110 |
| Foresthill PUD | 2,385,398 | 180,766 | 2,566,164 | 1.0275% | 1,305.69 | CO100 | PG040126 | FD32125 | CC04028 | FN110 |
| North Tahoe PUD | 5,365,475 | 6,457,589 | 11,823,064 | 4.7339% | 6,118.65 | CO100 | PG040127 | FD32126 | CC04029 | FN110 |
| Tahoe City PUD | 8,878,268 | 6,360,611 | 15,238,879 | 6.1015% | 7,886.79 | CO100 | PG040128 | FD32128 | CC04030 | FN110 |
| Auburn Recreation and Park | - | 4,419,745 | 4,419,745 | 1.7696% | 2,295.34 | CO100 | PG700028 | FD30150 | CC70021 | FN701 |
| Talmon Resort Improvement | 352,336 | 115,205 | 467,541 | 0.1872% | 241.05 | | | | | |
| PC Resource Conservation | - | 1,232,308 | 1,232,308 | 0.4934% | 629.65 | CO210 | PG840000 | FD30152 | CC84000 | FN205 |
| Tahoe Truckee Sanitation Agency | 12,476,260 | 3,213,353 | 15,689,613 | 6.2820% | 8,109.79 | CO100 | PG040124 | FD32122 | CC04026 | FN110 |
| | 165,013,851 | 84,741,252 | 249,755,103 | 100% | 135,170 | | | | | |

*Based on the State Controller's Special Districts Annual Report--2015/2016

| 2018/19 LAFCO Final Budget Fee Distribution | County Share-1/3 | Cities Share-1/3 | Spec Districts Share-1/3 |
|--|---------------------|---------------------|-----------------------------|
| \$ 405,511 | 135,170 | 135,170 | 135,170 |

Newcastle Fire Protection District

ORDINANCE NO: 18-01

**AN ORDINANCE ESTABLISHING FIRE INSPECTION FEES FOR THE
Newcastle Fire Protection District of Meadow Vista, California.**

WHEREAS, pursuant to the International Fire Code/State Code, as adopted by the State of California, the Newcastle Fire Protection District is required to annually conduct a fire code compliance inspection for commercial buildings and premises; and

WHEREAS, the Newcastle Fire Protection District incurs administrative time and expense in connection with the performance of fire code compliance inspections for commercial buildings and premises within the Newcastle Fire Protection District; and

WHEREAS, the Newcastle Fire Protection District has studied the aforementioned costs and expenses associated with the performance of fire code compliance inspections for commercial businesses and premises within the Newcastle Fire Protection District; and

WHEREAS, the Newcastle Fire Protection District has made certain recommendations to establish a fire code compliance inspection fee; and

NOW, THEREFORE, BE IT RESOLVED by the Board of the Newcastle Fire Protection District that Fire Inspection Fees shall be added to the Local Ordinances per the attached Fee Schedule/Exhibit; and the Board does

AUTHORIZE THE FOLLOWING:

(a) *Authority to Enter.* The Fire Marshall or designee is authorized to enter and inspect, or cause to be inspected, all commercial buildings and premises for the purpose of conducting an annual fire code compliance inspection.

(b) *Annual Inspection Fee.* The Fire Marshall or designee shall charge an annual inspection fee for each fire code compliance inspection except local and state government buildings. It shall be the duty of every person owning a building or maintaining or operating the business or premise within a commercial building or premise to pay the annual inspection fee. Each separate business or premise, even if housed within a single building, if separated by walls (as in a strip mall type of structure), shall be subject to these inspection requirements and fee schedule. Said fee schedule shall state the fee for an initial inspection, a re-inspection fee in the event of a failed initial inspection, and an hourly rate for fire inspector services in the event of non-compliance with the initial inspection. Equipment requiring periodic testing or operation shall be tested or operated as specified by the International Fire Code/State Code, as adopted by the State of California, and the equipment testing fees shall be included in the fire inspection fee schedule.

(c) *Required Posting of Fire Inspection Certificate.* Each commercial building or premise shall post their Fire Inspection Certificate in plain view and each Fire Inspection Certificate will be updated upon the completion of the annual fire inspection.

(d) *Finding of Dangerous or Hazardous Conditions; Notice of Violation.* Whenever the Fire Marshal or designee determines that there are reasonable grounds to believe that there has been a violation of any provision of this section, he or she shall give notice of the alleged violation to the persons responsible. The notice shall be in writing, include a statement of the reasons why it is being issued, allow a reasonable time, not less than ten (10) days, for the performance of any act it requires, be served upon the owner or his agent, or the occupant, as the case may require. The notice shall be deemed properly served upon the owner, agent or occupant if a copy thereof is sent by regular mail or email to the last known address. The notice may contain an outline of remedial action, which, if taken, will affect compliance with the provisions of this article.

EFFECTIVE, This Ordinance shall take effect thirty (30) days from the date of adoption as permitted by law.

Passed: _____
Signature

Approved _____
Signature

VOTE ON PASSAGE: ___ Yea ___ Nay ___ Abstain

Attest: _____
Clerk

I, _____ Secretary to the Board, do hereby certify that the foregoing Ordinance No. 18-01 will be duly published in the Auburn Journal, a newspaper of general circulation in the Community on the ___ day of _____, 2018; and I further certify the compliance with the Codified Ordinances and the laws of the State of California, pertaining to Public Meetings.

Clerk

EXHIBIT A

FIRE INSPECTION FEES

COMPANY INSPECTION

\$100 Initial Inspection

\$50 Re-Inspection if there is a failure to pass the initial inspection

FIRE INSPECTOR

\$250/HOUR if the business or property owner fails to comply with allowing an initial inspection or any subsequent inspections required to obtain passage.



PLACER COUNTY COUNSEL

GERALD O. CARDEN, COUNTY COUNSEL

175 Fulweiler Avenue
Auburn, California 95603
Telephone: 530-889-4044
Facsimile: 530-889-4069
www.placer.ca.gov

May 31, 2018

Ian Gow / Eric Sprouse/ Patrice Metz
Newcastle Fire Protection District
Post Office Box 262
Newcastle, CA 95658

Re: Biennial Agency Conflict of Interest Code Review

Dear Ian Gow / Eric Sprouse/ Patrice Metz:

The Political Reform Act requires every local government agency to review its Conflict of Interest Code every two (2) years to determine if it complies with current law, accurately depicts the appropriate list of designated employees and the appropriate disclosure level, and clearly indicates the agency filing officer. If the code does not adequately address these requirements, then the code must be amended. Each local agency within the County must submit to the County Board of Supervisors a Biennial Notice indicating whether or not an amendment is necessary. Enclosed is the notice from the California Fair Political Practices Commission (FPPC) regarding this requirement, along with the 2018 Local Agency Biennial Notice. The FPPC offers an online workshop for agencies on this topic that is highly recommended.

Please note that, as required by law, we will be reviewing mainly for three elements in your Codes and Appendices:

- 1) Designation of Filing Officer;
- 2) Designation of Employees; and
- 3) Degree of disclosure required for each employee position.

If these three elements are not clearly designated in your Conflict of Interest Code or Appendix, we will be asking you to amend them accordingly.

You are hereby notified that you are to review your Conflict of Interest Code and submit the enclosed Biennial Notice indicating that either amendments are required or no amendments are necessary, along with a copy of your code to this office by August 1, 2018. The Biennial Notice is available as a fillable form at www.fppc.ca.gov. You may fill out the Biennial Notice online and submit, along with your Conflict of Interest form, electronically to CountyCounsel@placer.ca.gov.

It would be most helpful if you returned the notice and your code as soon as possible to enable this office to do its work in the most efficient manner possible.

Please do not hesitate to call if you have any questions.

Very truly yours,

PLACER COUNTY COUNSEL'S OFFICE

By: 

Brian Wirtz
Attorney at Law

BRW/dh
Enclosures

2018 Conflict of Interest Code Biennial Notice Instructions for Local Agencies

The Political Reform Act requires every local government agency to review its conflict of interest code biennially. A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700).

By July 2, 2018: The code reviewing body must notify agencies and special districts within its jurisdiction to review their conflict of interest codes.

By October 1, 2018: The biennial notice must be filed with the agency's code reviewing body.

The FPPC has prepared a 2018 Local Agency Biennial Notice form for local agencies to complete or send to agencies within its jurisdiction to complete before submitting to the code reviewing body. The City Council is the code reviewing body for city agencies. The County Board of Supervisors is the code reviewing body for county agencies and any other local government agency whose jurisdiction is determined to be solely within the county (e.g., school districts, including certain charter schools). The FPPC is the code reviewing body for any agency with jurisdiction in **more than one county** and will contact them.

The Local Agency Biennial Notice is not forwarded to the FPPC.

If amendments to an agency's conflict of interest code are necessary, the amended code must be forwarded to the code reviewing body for approval within 90 days. An agency's amended code is not effective until it has been approved by the code reviewing body.

If you answer yes, to any of the questions below, your agency's code probably needs to be amended.

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

If you have any questions or are still not sure if you should amend your agency's conflict of interest code, please contact the FPPC. Additional information including an online webinar regarding how to amend a conflict of interest code are available on [FPPC's website here](#).

2018 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

An amendment is required. The following amendments are necessary:

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2018**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.