



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

March 20, 2019 @ 6:00 p.m.

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) February 20, 2019 Regular Meeting
- 4. BILL APPROVAL AND FINANCIAL REPORT:**
 - (A) Monthly Expense Report and Financial update: February 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: New Fire station update.
- 10. INFORMATIONAL / NON-ACTION ITEMS:**
 - (A) Update on Lexipol's policies and procedures
 - (B)
- 11. ACTION ITEMS:**
 - (A) Consider and approve Mr. Anderson's proposal to prepare and submit the Special Tax Direct Charges for Measures B and F for tax year 2019/2020 for a cost of \$2,000.
 - (B) Consider and give direction to staff on the options for Engine 41
 - (C) Consider and approve sketches from Ms. Hakala for the mural for the firehouse.
 - (D) Consider and approve the second reading of Ordinance 2019-01 establishing a schedule of fees for plan review and inspections for new and modified construction.
- 12. DIRECTORS REPORTS:**
- 13. MEETING ADJOURNED:**

Next Board meeting: Wednesday, April 17, 2019

Location: 461 Main St., 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, February 20, 2019
461 Main St.
Newcastle, CA 95658

1. Call Meeting to Order

- a. Chairman Bettencourt called the meeting to order at 6:00 p.m.
- b. Director Enos led the Flag Salute.
- c. All Directors were present.
- d. Chief Kushen was in attendance.

2. Approval of Agenda

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

3. Approval of Minutes

- a. VC Elder made a motion to approve the minutes of the January 16th regular meeting as presented. Director Enos seconds the motion. Motion carries.

4. Bill Approval and Financial Report

- a. Chief Kushen reported the following:
 - i. Gill has received some of the data from the County, but not all.
 - ii. Chairman Bettencourt has the following requests:
 - 1) A report on the Mitigation Fees should be included in the financial reporting. A profit & loss statement would work.
 - 2) The same request for the fixed assets (new fire station) should also be included.
- b. Secretary Kahrl made a motion to approve the monthly financial report as presented. Chairman Elder seconds the motion. Motion carries.

5. Correspondence

- a. None

6. Public Comment

- a. None

7. Fire Chief's Report

- a. Calls total for January = 37
- b. Captain Kirk has been released back to full duty by his private physician, however he is on light duty until he has a "Fit for Duty" examination by Occumed.
- c. ISO audit is due sometime this summer.
- d. Chief Kushen distributed an organizational chart for Placer Hills Fire.
- e. NEW was not a signatory in the *Local Hazard Mitigation Plan (LHMP)* in 2016. It will be important for NEW to adopt this program as it's often necessary to receive FEMA grants.
- f. PHF has a part time employee that works full time for another agency. He works on the *Community Risk Reduction Plan* for his full time employer. Chief Kushen will be coming to the board in the future to ask for approximately \$1K to cover 60 hours of work by their individual to put together the plan for NEW. The plan is worth 2 points during an ISO audit.
- g. The first meeting of the Lexipol working group will be on 2/28 at 3:00 p.m. in the PHF Training Room. VC Elder will be sitting in for Director Enos.

8. Newcastle Professional Firefighter's Association

- a. Engineer Shaw reported that the Association currently has T-shirts for sale for \$20 each. They will have pint glasses for sale soon.

9. Board Committee Reports

- a. Building Committee: New Fire Station Update (VC Elder provided the following written notes)
 - i. The Building Committee met twice since the January board meeting.
 - ii. January 23rd, 11:00 a.m. in Ron Lichau's office. Bettencourt, Elder and Lichau present.
 - 1) Looked at plans and proposed changes from the county and expressed to Mr. Lichau that we needed to make some progress on the new building. Ron agreed and promised to make the changes necessary. Chairman Bettencourt brought a checklist of items that needed to be completed before the plans can go out for bid.
 - iii. February 19th, 9:15 a.m. in Ron Lichau's office. Bettencourt, Elder, Lichau, Toppel and Leonard present.
 - 1) Discussed the problems we are having getting the plans approved by the county and why it is imperative that we get the permit approved prior to going out to bid. Both Brian and "Joe had some very good reasons why we should not go out to bid before the plans are approved by the county. We agreed on a plan of action for our meeting at 10:30 a.m. with the Placer County Building Department.
 - iv. February 19th, 10:30 a.m. at the Placer County Building Department. Bettencourt, Elder, Lichau, Toppel, Leonard, Sibley, and Armstrong were present.
 - v. Toppel and Leonard made compelling arguments why we should be able to get a complete permit for the station without having to get two phases (2 permits). Toppel and Leonard explained to the County that we are building an essential services building for the Newcastle Community and that we are trying to save as much taxpayer money as possible. Mr. Sibley said he will speak to Mr. Wegner (CBO) and get back to us. The meeting seemed to clear up some misunderstandings.

10. Informational/Non-Action Items

- a. Update on the Lexipol's policies and procedures
 - 1) VC Elder and Director Enos will attend the meeting at PHF on 2/28.

11. Action Items

- a. Consider and approve the request by Mrs. Neft to fund a mural for the firehouse building.
 - i. There was lengthy discussion between the board, the audience, Mrs. Neft and Ms. Hakala (mural artist) regarding what the mural should contain.
 - ii. The final direction by the board is as follows:
 - 1) Ms. Hakala will bring a few idea sketches to the March board meeting for consideration.
 - 2) Director Enos will be the point of contact between the board and Mrs. Neft/Ms. Hakala.

- b. Consider and approve the first reading of the amended Ordinance 2019-01 establishing a schedule of fees for plan review and inspections for new and modified construction.
 - i. Fire Marshal Brothers reviewed the ordinance with the Board and public.
 - ii. Director Sprouse made a motion to approve the first reading of Ordinance 2019-01. Director Enos seconds the motion.
 - 1) Bettencourt AYE
 - 2) Elder AYE
 - 3) Kahrl ABSTAIN
 - 4) Sprouse AYE
 - 5) Enos AYE

Motion carries.

12. Directors Reports:

- a. Director Sprouse thanked everyone for all the cards and letters he received when his Mother passed away.
- b. Chairman Bettencourt asked Chief Kushen to check on the required Ethics Training and Brown Act Training for the board members.

13. Chairman Bettencourt adjourned the meeting at 7:32 p.m.

Respectfully Submitted By:



Patrice Metz, Recording Secretary

Approved by: _____

Newcastle Fire Protection District
Profit & Loss Budget vs. Actual
66% of Fiscal Year 2018/2019 elapsed

	Jul '18 - Jun 19	Budget	% of Budget
Income			
REVENUE			
40010 Current Secured Property	130,913.95	237,890.00	55.0%
40040 Railroad Unitary Property	130.23	236.00	55.2%
40050 Unitary Property	3,359.26	6,107.00	55.0%
40060 Current Unsecured	5,092.84	5,145.00	99.0%
40090 Delinquent Unsecured	18.62	80.00	23.3%
40100 Current Supplemental Prop	3,002.13	4,435.00	67.7%
40110 Delinquent Supplemental	2.42	15.00	16.1%
40180 Other Taxes Measure B	178,910.78	325,115.00	55.0%
40180 Other Taxes Measure F	86,637.60	157,434.00	55.0%
42010 Investment Income	1,319.50	3,000.00	44.0%
44350 State Homeowners Relief	905.45	1,765.00	51.3%
45010 Cal Fire VFA Grant	0.00	1,806.00	0.0%
46350 Fire Services	44,690.09	55,000.00	81.3%
48030 Miscellaneous	678.00	5,000.00	13.6%
Total REVENUE	455,660.87	803,028.00	56.7%
Total Income	455,660.87	803,028.00	56.7%
Expense			
EXPENSES			
52030 Fire Protective clothing	2,837.47	6,000.00	47.3%
52040 Communication Services	3,243.54	5,000.00	64.9%
52060 Station/Household Expense	1,401.18	10,000.00	14.0%
52080 General Liability Ins	7,476.00	7,500.00	99.7%
52160 Equipment Maintenance			
Extinguisher service	200.23		
Small Equipment	2,919.76		
Batt 41 2007 Ford	75.16		
Brush 41 2014 Freightliner	4,742.97		
Engine 41 1995 HME	6,841.63		
52160 Equipment Maintenance - Other	0.00	15,000.00	0.0%
Total 52160 Equipment Maintenance	14,779.75	15,000.00	98.5%
52170 Fuels & Lubricants	4,694.34	7,500.00	62.6%
52180 Building maintenance	1,134.67		
52220 Gases, medical	648.53	500.00	129.7%
52240 Membership Dues	360.00	500.00	72.0%
52260 Miscellaneous Expense	0.00	1,000.00	0.0%
52320 Printing	0.00	200.00	0.0%
52330 General Office			
SC2660 Recording Secretary	420.00	720.00	58.3%
SC2660 Supplies	789.18		
SC2660 Website Maintenance	400.00		
52330 General Office - Other	0.00	2,000.00	0.0%
Total 52330 General Office	1,609.18	2,720.00	59.2%
52360 Special Services			
Parcel Tax preparation	2,000.00	2,000.00	100.0%
SC2820 Personnel/policies	3,535.75	3,535.00	100.0%
SC2840 Parcel collection charge	4,822.24	4,800.00	100.5%
SC2860 Prop Tax Admin costs	4,518.97	4,518.00	100.0%
SC2880 Admin Services	47,000.00	94,000.00	50.0%
SC2900 Audit Costs	4,800.00		
SC3070 LAFCO fees	403.19	460.00	87.7%
52360 Special Services - Other	0.00	0.00	0.0%
Total 52360 Special Services	67,080.15	109,313.00	61.4%
52370 Professional Services	1,270.02	8,000.00	15.9%
52390 County Services	0.00	1,800.00	0.0%

Newcastle Fire Protection District
Profit & Loss Budget vs. Actual
66% of Fiscal Year 2018/2019 elapsed

	Jul '18 - Jun 19	Budget	% of Budget
52460 Small Tools, Accessories	1,202.56	15,000.00	8.0%
52570 Publications Legal Notice	116.08	250.00	46.4%
52580 Special District Expense			
SC3900 Precinct Costs	0.00	750.00	0.0%
SC4000 Education & Training	8,035.82	8,500.00	94.5%
SC4050 Commission Reimburse	925.00	1,500.00	61.7%
52580 Special District Expense - Other	0.00	0.00	0.0%
Total 52580 Special District Expense	8,960.82	10,750.00	83.4%
52800 Utilities			
Sewer	525.00		
Garbage collection	549.54		
Water	462.73		
Electricity/gas	6,140.12		
52800 Utilities - Other	0.00	10,000.00	0.0%
Total 52800 Utilities	7,677.39	10,000.00	76.8%
53210 Cal Fire grant	0.00	3,612.00	0.0%
Total EXPENSES	124,491.68	214,645.00	58.0%
54440 Fixed Assets Buildings	73,324.91	97,809.00	75.0%
Payroll Expenses			
51010 Salaries & Wages	197,761.14	336,700.00	58.7%
51030 Extra Help	18,933.94	15,000.00	126.2%
51040 Overtime Call Back	67,174.60	50,000.00	134.3%
51220 Payroll Tax	23,254.87	32,000.00	72.7%
51310 Employee Group Insurance	36,375.08	31,700.00	114.7%
51360 Workers Comp Insurance	18,882.00	25,174.00	75.0%
Total Payroll Expenses	362,381.63	490,574.00	73.9%
Total Expense	560,198.22	803,028.00	69.8%
Net Income	-104,537.35	0.00	100.0%

Newcastle Fire Protection District
ACCOUNTS PAYABLE
February, 2019

Type	Date	Num	Account	Amount	Balance
Advantage Gear					0.00
Bill	02/20/2019	10510	Accounts Payable	537.57	537.57
Total Advantage Gear				537.57	537.57
Airgas Inc					0.00
Bill	02/05/2019	44431	Accounts Payable	46.39	46.39
Bill	02/20/2019	1/31/2...	Accounts Payable	46.39	92.78
Total Airgas Inc				92.78	92.78
AT&T					0.00
Bill	02/05/2019	444397	Accounts Payable	1.06	1.06
Bill	02/20/2019	46522	Accounts Payable	107.46	108.52
Total AT&T				108.52	108.52
Auburn Ace Hardware					0.00
Bill	02/20/2019	93767	Accounts Payable	4.82	4.82
Total Auburn Ace Hardware				4.82	4.82
Dobbas Inc					0.00
Bill	02/20/2019	32457	Accounts Payable	452.84	452.84
Total Dobbas Inc				452.84	452.84
FDAC/FASIS					0.00
Bill	02/05/2019	2018-...	Accounts Payable	6,294.00	6,294.00
Total FDAC/FASIS				6,294.00	6,294.00
G&T					0.00
Bill	02/20/2019	12002	Accounts Payable	878.98	878.98
Total G&T				878.98	878.98
Kaiser					0.00
Bill	02/20/2019	1252019	Accounts Payable	2,427.15	2,427.15
Total Kaiser				2,427.15	2,427.15
Levin, Dennis					-1,559.04
Total Levin, Dennis					-1,559.04
Life Assist Inc					0.00
Bill	02/05/2019	898831	Accounts Payable	97.06	97.06
Total Life Assist Inc				97.06	97.06
Linda J Donnelly-24/7 fire protection					0.00
Bill	02/05/2019	13433	Accounts Payable	200.23	200.23
Total Linda J Donnelly-24/7 fire protection				200.23	200.23
Metz, Patrice					0.00
Bill	02/05/2019	1/16/2...	Accounts Payable	60.00	60.00
Total Metz, Patrice				60.00	60.00
Nationwide Retirement Solutions					0.00
Bill	02/05/2019	1302019	Accounts Payable	4,155.38	4,155.38
Total Nationwide Retirement Solutions				4,155.38	4,155.38
PG&E					0.00
Bill	02/05/2019	1112019	Accounts Payable	754.15	754.15
Bill	02/20/2019	2/12/2...	Accounts Payable	662.83	1,416.98

Newcastle Fire Protection District
ACCOUNTS PAYABLE
February, 2019

Type	Date	Num	Account	Amount	Balance
Total PG&E				1,416.98	1,416.98
Principal Life					0.00
Bill	02/05/2019	11819	Accounts Payable	329.51	329.51
Total Principal Life				329.51	329.51
Recology Auburn Placer					0.00
Bill	02/05/2019	58945...	Accounts Payable	183.18	183.18
Total Recology Auburn Placer				183.18	183.18
Scott's PPE Recon Inc					0.00
Bill	02/20/2019	34756	Accounts Payable	151.57	151.57
Total Scott's PPE Recon Inc				151.57	151.57
Sierra Morning Website					0.00
Bill	02/05/2019	1/2019	Accounts Payable	50.00	50.00
Bill	02/20/2019	Feb 2....	Accounts Payable	50.00	100.00
Total Sierra Morning Website				100.00	100.00
Sierra Office Supply					0.00
Bill	02/05/2019	3395937	Accounts Payable	28.95	28.95
Bill	02/20/2019	212019	Accounts Payable	230.41	259.36
Total Sierra Office Supply				259.36	259.36
Skyline Scaffold Inc.					0.00
Bill	02/05/2019	3723	Accounts Payable	53.88	53.88
Bill	02/20/2019	4025	Accounts Payable	53.88	107.76
Total Skyline Scaffold Inc.				107.76	107.76
TargetSolutions Learning LLC					0.00
Bill	02/05/2019	1152019	Accounts Payable	800.00	800.00
Total TargetSolutions Learning LLC				800.00	800.00
United Healthcare					0.00
Bill	02/05/2019	522934	Accounts Payable	112.40	112.40
Total United Healthcare				112.40	112.40
US Bank					0.00
Bill	02/20/2019	43487	Accounts Payable	135.09	135.09
Total US Bank				135.09	135.09
Verizon Wireless					0.00
Bill	02/20/2019	554556	Accounts Payable	76.02	76.02
Total Verizon Wireless				76.02	76.02
Wave Broadband					0.00
Bill	02/05/2019	1142019	Accounts Payable	119.90	119.90
Total Wave Broadband				119.90	119.90
Western Placer Co. Fire Chiefs Assoc.					0.00
Bill	02/05/2019	112019	Accounts Payable	360.00	360.00
Total Western Placer Co. Fire Chiefs Assoc.				360.00	360.00
Youngdahl Consulting Group Inc.					0.00
Bill	02/05/2019	66526	Accounts Payable	1,800.00	1,800.00
Total Youngdahl Consulting Group Inc.				1,800.00	1,800.00

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Newcastle Fire Protection District
ACCOUNTS PAYABLE
February, 2019

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Amount</u>	<u>Balance</u>
TOTAL					<u>21,261.10</u>	<u>19,702.06</u>

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03/12/19

Accrual Basis

Newcastle Fire Protection District
NEW FIRE STATION EXPENSES
 July 1, 2018 through March 12, 2019

Date	Num	Name	Memo	Amount
54440 Fixed Assets Buildings				
08/08/2018	291011	Kronick, Moskovitz, Tiedema ...	Consultant contract	45.00
08/08/2018	7/2/2018	Tricorp Group	June 2018 services	4,650.00
08/10/2018	64682	Youngdahl Consulting Group ...	Project Manager	1,200.00
08/10/2018	7/31/2018	Ron Lichau & Associates	Phase 2 75% complete	8,190.00
08/10/2018	7/31/2018	Ron Lichau & Associates	Landscape architect	4,280.00
08/10/2018	7/31/2018	Ron Lichau & Associates	Structural engineering	3,500.00
08/28/2018	64898	Youngdahl Consulting Group ...		1,200.00
08/28/2018	8/2/2018	George Atteberry	Phase 1 construction mana...	2,137.50
08/28/2018	8/2/2018	George Atteberry	Phase 2 utilities	1,932.50
08/28/2018	8/2/2018	George Atteberry	Printing services	179.24
08/28/2018	108194494	PG&E CFM/PPC Dept		473.49
08/28/2018	8/24/2018	Lawrence Bettencourt	Sprinklers for station site	259.55
10/17/2018	65126	Youngdahl Consulting Group ...		1,200.00
10/24/2018	291910	Kronick, Moskovitz, Tiedema ...		450.00
11/15/2018	10/10/2018	Tricorp Group	July and August 2018	7,950.00
11/15/2018	65683	Youngdahl Consulting Group ...		763.75
12/13/2018	5	Tricorp Group		2,400.00
12/13/2018	65896	Youngdahl Consulting Group ...		1,200.00
12/20/2018	121118	Ron Lichau & Associates		16,605.00
01/08/2019	66250	Youngdahl Consulting Group ...		1,500.00
01/08/2019	122018	Ron Lichau & Associates	Structural engineer	9,690.00
02/05/2019	66526	Youngdahl Consulting Group ...		1,800.00
02/20/2019	212019	Sierra Office Supply	Plans	195.46
03/11/2019	1162019	George Atteberry	Phase 2	1,523.42
Total 54440 Fixed Assets Buildings				73,324.91
TOTAL				73,324.91

Newcastle Fire Development Fees
Profit & Loss Budget vs. Actual
 July 1, 2018 through March 11, 2019

	<u>Jul 1, '18 - Mar 11, 19</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
46440 Mitigation Fees			
42010 Investment Income	658.33	1,000.00	65.8%
46440 Mitigation Fees	13,601.08	29,000.00	46.9%
46440 Mitigation Fees - Other	0.00	0.00	0.0%
Total 46440 Mitigation Fees	<u>14,259.41</u>	<u>30,000.00</u>	<u>47.5%</u>
Total Income	14,259.41	30,000.00	47.5%
Expense			
52250 Fire Fees reimbursed	1,559.04	0.00	100.0%
54440 Fixed Assets (Buildings)	0.00	0.00	0.0%
54460 Fixed Assets (Equipment)	29,179.87	29,200.00	99.9%
Payroll Expenses	0.00	0.00	0.0%
Total Expense	<u>30,738.91</u>	<u>29,200.00</u>	<u>105.3%</u>
Net Income	<u>-16,479.50</u>	<u>800.00</u>	<u>-2,059.9%</u>

**Newcastle Fire Development Fees
2018/2019 Fiscal Year
As of June 30, 2019**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
FD32812 NEW Fire Fees				0.00
07/01/2018		Account Opening Balance	68,297.60	68,297.60
07/31/2018			99.11	68,396.71
08/22/2018		BLD18-02390 042-221-014	5,123.84	73,520.55
10/05/2018		BLD18-03049 031-231-044	346.88	73,867.43
11/09/2018		Dennis Levin BLD16-05851 and 52	-1,559.04	72,308.39
11/15/2018		BLD18-04146	6,211.64	78,520.03
11/30/2018			216.55	78,736.58
12/06/2018		BLD18-04625	1,918.72	80,655.30
01/31/2019			221.84	80,877.14
02/20/2019	PNC Equipment Finance		-29,179.87	51,697.27
02/28/2019			120.83	51,818.10
Total FD32812 NEW Fire Fees			51,818.10	51,818.10
TOTAL			51,818.10	51,818.10

NEIL G. ANDERSON
2232 Brennans Rd.
Newcastle, CA 95658
(916) 663-1200
neila@pacbell.net

March 8, 2019

I propose to the Newcastle Fire Protection District Board of Directors that I will be responsible for handling the Special Tax Direct Charges for the District under measures 'F' and 'B' for tax year 2019/2020. This will include both Secured and Unsecured taxes. I will do this for \$2,000.

For this amount I will be responsible for the following:

Determining the correct cost of living for this year & present that to the Board for their determination as to whether it should be applied or not.

Requesting the necessary data files from the County for processing the direct charges.

Process the necessary data for the Unsecured Businesses & assessing the appropriate tax for each business.

Preparing the Direct Charge data file for Unsecured parcels as necessary to be sent to the County by the Unsecured deadline.

Process the necessary data for the Secured parcels & assessing the appropriate tax for each parcel.

Preparing the Direct Charge data file for Secured parcels as necessary to be sent to the County before the Secured deadline.

Preparing the necessary Resolutions, which must accompany these submissions and presenting them to the Board for their approval.

Authorize placing my phone number on the tax bills for handling of any questions

I will assist the Chief in handling all reviews requested by taxpayers for these Direct Charges, review their requests and present those with my recommendations to the Chief & Board of Directors.

I will assist in gathering the necessary data for the District to comply with AB2109, GC 12463.2 reporting.

The Newcastle Fire District will be directly responsible to the County for the costs associated with the gathering of data from the Assessors Office for these tasks.

Newcastle Fire Protection District

ORDINANCE NO: 2019-01

AN ORDINANCE ESTABLISHING THE SCHEDULE OF FEES FOR SERVICES PROVIDED AND PERMITS ISSUED BY THE Newcastle Fire Protection District of Newcastle, California Pursuant to Health and Safety Code §13869, §13916 and Government Code §66016

THE BOARD OF DIRECTORS OF THE NEWCASTLE FIRE PROTECTION DISTRICT DO ORDAIN AS FOLLOWS:

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, premises and new construction; 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, premises and new construction 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, premises and new construction within the Newcastle Fire Protection District; and

WHEREAS, the Newcastle Fire Protection District has made certain recommendations to establish fire code inspection fees; 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 Marshal 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 Marshal 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 on April 1, 2019.

Passed: _____
Signature

Approved _____
Signature

VOTE ON PASSAGE: ___ Yea ___ Nay ___ Abstain

Attest: _____
Clerk

I, Gillian Lofrano, Secretary to the Board, do hereby certify that the foregoing Ordinance No. 19-01 will be duly published in the Auburn Journal, a newspaper of general circulation in the Community on the 7th day of March, 2019; 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

SECTION "A" - Permit to Operate

1.	Battery System / Underground LPG Tank	\$250.00
2.	Open Flame Assembly Area's	\$125.00
3.	Large Public Events	\$250.00
4.	Combustible Material Storage	\$250.00
5.	Compressed Gases	\$250.00
6.	Cryogens	\$250.00
7.	Explosives or Blasting Agents	\$375.00
8.	Temporary membrane structures / tents	\$250.00
	* under 3000 sq. ft.	\$250.00
	* over 3000 sq. ft.	\$375.00
9.	Tire Storage	\$250.00

SECTION "B" - Fire / Life Safety Inspections

1.	Pre-inspection visit for residential care or child day care facility (H&S Code section 13235)	
	* Facilities with 25 or fewer persons	\$50.00
	* Facilities with 26 or more persons	\$100.00
2.	Special Inspection request not otherwise specified in this fee schedule (1 hour minimum)	\$125.00
3.	Notice of Violation do to non-compliance, (per each inspection)	\$125.00

SECTION "C" - Residential/Commercial Fee

Mitigation fees will need to be paid on all new construction in the fire district. The fees will be based off the total square footage being built as specified in the Placer County Permit Issuance Checklist. The current fees are as follows:

1.	Residential Fee per sq. ft.	\$0.64
2.	Retail Commercial Fee per sq. ft.	\$0.64
3.	Office Commercial Fee per sq. ft.	\$0.61
4.	Industrial Commercial per sq. ft.	\$0.33
5.	Agriculture per sq. ft.	\$0.29

SECTION "D" - Residential/Commercial Plan Review

1.	Minimum intake fee (not shown elsewhere)	\$125.00
2.	Design & site plan review/consultation conference (Required for Will Serve Letter) (per hrs.)	\$125.00
3.	Residential & Commercial Variance request	\$250.00
4.	Fire Alarm System	
	* New Installation (Minimum)	\$625.00
	* Upgrade (Minimum)	\$375.00
5.	Halon or other specialty fire suppression system	\$400.00
6.	Hood & duct fire suppression system	\$500.00
7.	Compressed system gas	
	* Hazardous Materials	\$500.00
	* Medical Gas	\$625.00
8.	Smoke management system (Minimum)	\$500.00
9.	Spray-booths (Minimum)	\$625.00
10.	Fire Pump (Minimum)	\$1,000.00
11.	Fire Sprinkler System - New Residential/Commercial	
	* 1-99 heads	\$750.00
	* 100-199 heads	\$875.00
	* 200 or more plus \$0.50 per head	\$875.00
12.	Fire Sprinkler System - Tenant Improvement	
	* 1-50 heads	\$250.00
	* 51 or more plus \$0.50 per head	\$375.00
13.	Civil Improvements	
	* 1 to 3 hydrants	\$1,000.00
	* 4 or more hydrants (Minimum)	\$1,500.00
14.	Building Review/Tenant Improvement Review	
	* 1 - 4999 sq. ft.	\$250.00
	* 5000 - 49,999 sq. ft.	\$500.00
	* 50,000 - plus sq. ft. (Minimum)	\$1,000.00

(Item 14 includes review of submitted plans, Consultation, Comments, review of initial plans and site inspections)

SECTION "E" - Commercial Plan Review

1.	Re-inspection due to changes to approved plans without approval, hydrostatic test failure, incomplete work and additional requests for inspections (1 hour min.)	\$125.00
2.	Subdivision / lot splits	
	* 1 -4 lots	\$500.00
	* 5 - 24 lots	\$750.00
	* 25 or more lots (minimum)	\$1,000.00
3.	Administrative charge for resubmittals upon 2nd or subsequent revision / submittals	\$125.00
18.	Technical report / alternate material or method Request (2 hour minimum)	\$250.00
19	Fire Flow / Hydrant Test	\$250.00

SECTION "F" - Miscellaneous

1.	Copies of fire report	
	* victim or allied agency request (NO CHARGE)	\$25.00
2.	Audio or video tape reproduction / per tape	\$50.00
3.	Photograph reproduction	\$50.00
4.	Environmental hazard research (1 hour Minimum)	\$125.00
5.	Knox Box Fee	\$25.00
6.	Defensible Space Inspection (New Const. 7A)	\$125.00
7.	Propane tank above ground inspection	\$125.00
8.	Driveway inspection	\$125.00
9.	Any re-inspection (1 hour minimum)	\$125.00
10.	Any other required inspection listed in "Exhibit B" (1 hour minimum)	\$125.00

**EXHIBIT B
FIRE PREVENTION PERMITS
OPERATIONAL AND CONSTRUCTION PERMITS**

Operational Permits - California Fire Code Section 105.6, Required

- 105.6.1 Aerosol Products
- 105.6.2 Amusement Buildings
- 105.6.3 Aviation facilities Carnivals and fairs
- 105.6.4 Carbon Dioxide Systems - Beverage
- 105.6.5 Carnivals & Fairs
- 105.6.6 Cellulose Nitrate Film
- 105.6.7 Combustible Dust-producing Operations
- 105.6.8 Combustible Fiber Storage/Handling
- 105.6.9 Compressed Gases Storage/Handling
- 105.6.11 Cryogenic Fluids
- 105.6.12 Cutting & Welding
- 105.6.13 Dry Cleaning Plants
- 105.6.14 Exhibits and Trades Shows
- 105.6.15 Explosives and/or Blasting Agents
- 105.6.16 Fire Hydrants and Valves
- 105.6.17 Flammable Combustible Liquids Storage /Handling
- 105.6.18 Floor Finishing/Surfacing Operations
- 105.6.19 Fruit & Crop Ripening Facilities
- 105.6.20 Fumigation and/or Thermal Insecticides
- 105.6.21 Hazardous Materials Storage or Production
- 105.6.23 High Piled Combustible Storage or Warehousing
- 105.6.24 Hot Works
- 105.6.25 Industrial Ovens
- 105.6.26 Lumber Yards & Woodworking Plants
- 105.6.28 LPG Gas
- 105.6.29 Magnesium Working
- 105.6.30 Miscellaneous Combustible Storage
- 105.6.31 Motor Vehicle/Marine Fuel Dispensing Stations
- 105.6.32 Open Burning
- 105.6.33 Open Flames and Torches
- 105.6.34 Open Flames and Candles
- 105.6.35 Organic Coatings
- 105.6.36 Place of Assembly
- 105.6.37 Private Fire Hydrants
- 105.6.38 Pyrotechnics – Special Effects
- 105.6.39 Pyroxyline Plastics
- 105.6.40 Refrigeration Equipment
- 105.6.41 Repair Garage and/or Service Garage
- 105.6.42 Rooftop Heliports
- 105.6.43 Spraying or Dipping Finishes

- 105.6.44 Storage of Scrap Tires
- 105.6.45 Tents & Canopies
- 105.6.46 Tire Rebuilding Plants
- 105.6.47 Waste Materials Handling Facilities
- 105.6.48 Wood Products Storage
- 105.6.49 Additional Permits:

Construction Permits - California Fire Code Section 105.7, Required

- 105.7.1 Fire Extinguishing Systems.
- 105.7.2 Battery Systems.
- 105.7.3 Compressed Gasses.
- 105.7.4 Cryogenic Fluids.
- 105.7.5 Emergency Responder Radio Coverage Systems.
- 105.7.6 Fire Alarm Systems.
- 105.7.7 Fire Pumps.
- 105.7.8 Flammable and Combustible Liquids.
- 105.7.9 Hazardous Materials.
- 105.7.10 Industrial Ovens.
- 105.7.11 LP-Gas.
- 105.7.12 Private Fire Hydrant Systems.
- 105.7.13 Solar Photovoltaic Power Systems.
- 105.7.14 Spraying and Dipping.
- 105.7.15 Stand Pipe Systems.
- 105.1.16 Temporary Tents and Membrane Structures.
- 105.1.17 Additional Construction Permits.
- Emergency Vehicle Access Facilities
- Excavation Near Flammable and Combustible Liquid Pipe Lines.
- Fire Line Underground.
- Gates
- Hazardous Materials Site Disclosure.
- Medical Gas Systems.
- Oil or Natural Gas Well.