

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 May 19, 2021 Regular Board of Director's Meeting was held via teleconference and in-person at:  
Long Valley Community Hall  
2008 Rattlesnake Rd.  
Newcastle, CA 95658

**1. Call Meeting to Order**

- a. Chairman Kahrl called the meeting to order at 6:03 p.m.
- b. Director Bettencourt led the Flag Salute.
- c. All directors were present.
- d. Chief Gow, District Manager Lofrano, and Fire Marshal D'Ambrogi were present.

**2. Approval of Agenda**

- i. VC Elder made a motion to approve the agenda as presented. Director Enos seconds the motion. Motion carries unanimously via roll call vote (5/0).

**3. Approval of Minutes**

- a. Secretary Heisterkamp requested the following additions to the minutes:
  - i. 9. C., i., 1. add the prior contract amount was \$112,300 plus \$12k for Fire Marshal services.
  - ii. 11.b.iii. ...was done in 2019 by Capital Public Finance...
  - iii. Director Bettencourt made a motion to approve the minutes as amended. Director Enos seconds the motion. Motion carries unanimously via roll call vote (5/0).
- b. Chairman Kahrl asked VC Elder to say a few words about the history of the Long Valley Community Hall.

**4. Approval and Financial Report**

- a. Chief Gow reported that the district is currently 85% of their overall budget.
  - i. Slightly over in equipment maintenance, overtime and utilities.
  - ii. Still waiting for strike team reimbursements.
- b. DM Lofrano reported that under miscellaneous income, there was a refund of fees paid to the workman's comp. carrier for last fiscal year.
- c. VC Elder 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. None

**6. Public Comment**

- a. Jon Anacker reported that his neighbors are working on tidying up vegetation near his home.

**7. Fire Chief Gow's Report:**

- a. Chief Gow reported that:
  - i. With Dobbas going out of business Newcastle will have to find somewhere else to purchase diesel for the apparatus. Staff is working on the issue.
  - ii. PHF signed a contract with RYN to provide administrative services effective 6/1/2021.
  - iii. Auburn City is currently hiring Captains.
  - iv. RYN is currently working with PERS.
  - v. Chief Shannon will be leaving RYN effective 6/12.

- vi. RYN, NEW and PHF will be holding a Captains test again.
- b. Chief D'Ambrogi Reporting;
  - i. Attended a pre-development meeting with County planning for Chantry Hill. Owners of existing gas station own additional parcels behind that site and are proposing to demolish the existing gas station and build a commercial building (fast food restaurant and hotel).
    - 1. The project will require a full EIR and Traffic Study.
    - 2. Cal Trans did not attend the meeting.
    - 3. One parcel will need a zoning change.
  - 2. A nexus study will be required prior to adjusting prevention fees.
- c. Chief Gow reporting for BC Nelson:
  - i. 59 calls in April.
  - ii. E41 moved up to cover E86 during their infant CPR call. The infant did not survive.
  - iii. CISM (Critical Incident Stress Management) was implemented subsequent to the call.
  - iv. There will be room in the new Station 41 for BC sleeping quarters.

#### **8. Newcastle Professional Firefighter's Association**

- a. Engineer McCoy reported that the Association participated in the community garage sale which turned out to be a success. They are planning to serve hot dogs at the community car show on 6/27.

#### **9. Board Committee Reports**

- a. None

#### **10. Informational/Non-Action Items**

- a. Update on the Departments' COVID-19 response.
  - i. Chief Gow reports that there have been no issues in either district.
  - ii. Stations are still closed to the public. Cross-staffing is now allowed.
- b. Discuss the draft of the Preliminary Budget for FY 2021/2022.
  - i. VC Elder reported that the Finance Committee met. The following increases in tax are anticipated for next FY:
    - 1. 3.8% Measure F
    - 2. 3% Measure B
    - 3. 4% Property Tax
  - ii. VC Elder thanked the staff for their cost recovery efforts. Every dollar is important.
  - iii. Chief Gow reported that NEW is highly motivated to fill every strike team request and is confident that we have the personnel to do it.
  - iv. We will work on a JOA between PHF, NEW and RYN. FHF may also be included.

#### **11. Action Items**

- a. Recognition of Services: Neil Anderson
  - i. Chairman Kahrl reports that the draft is complete.
- b. Building Committee: Update on the USDA loan for the new fire station:
  - i. Approve the engagement of services with Capitol Public Finance Group, Inc. for the preparation of the Financial Feasibility Analysis requested by the USDA.
    - 1. Secretary Heisterkamp reported that we received an invitation to apply for a loan from USDA on 5/10. The district is going to request a loan in the amount of

- \$3.629M. The application is due by 6/15/2021.
2. Chairman Kahrl pointed out that we are not starting the process from scratch. Much of the required information has already been submitted. Critical dates are 6/15 and 8/9.
  3. Chairman Kahrl further discussed the importance of all of the support we have received from Supervisor Holmes and the United Auburn Indian Community's Tribal Council.
  4. Secretary Heisterkamp made a motion to approve the expenditure, not to exceed \$7500, for Capitol Public Finance, Inc. to prepare a Financial Feasibility Study to be submitted to the USDA as part of the application process. Director Enos seconds the motion. Motion carries unanimously via roll call vote (5/0).
- ii. Approve our District Counsel, Kronick, Moskovitz, Tiedemann & Girard, as bond counsel for the USDA loan for the new fire station.
    1. Chairman Kahrl reported that the current district counsel is qualified to act as our bond counsel. The cost will be between \$25K and \$50K. KMTG will be able to get the letter out to the USDA quickly.
    2. Director Bettencourt made a motion to approve KMTG as bond counsel. The cost figures will be brought back to the board at a later date. The building committee will reach out to KMTG to provide instructions for the letter. VC Elder seconds the motion. Motion carries unanimously via roll call vote (5/0).
- c. Consider and approve paying off the loan with PNC Equipment Finance Group, Inc. for Brush 41 at an approximate cost of \$85,956.41.
    - i. Secretary Heisterkamp reported that if the district pays off the brush rig, it will improve our debt service. The apparatus will only be paid off if it is absolutely necessary
    - ii. Secretary Heisterkamp made a motion to approve paying off Brush 41 at the board's option subject to a commitment by the USDA to fund the loan for the new station. Director Enos seconds the motion. Motion carries unanimously via roll call vote (5/0).
  - d. Consider and approve an Administrative Services Contract with PHF for FY 2021/2022 at a cost of \$132,611.00.
    - i. Chief Gow reported that the negotiations between the two boards were great. NEW will collect and keep their own Prevention Fees.
    - ii. Director Bettencourt stated that PHF gave substantial raises to their staff retroactive to 1/1/2021 and didn't pass those costs along.
    - iii. Secretary Heisterkamp stated that at an increase of only 6.7%, this is a great deal for NEW.
    - iv. Chairman Kahrl has concerns that with PHF beginning their

search for a new Fire Chief, he would like the NEW board to send a letter to PHF stressing the necessity of hiring an experienced chief. This will be crucial while NEW is building the new fire station. Director Bettencourt would like to wait a month before sending a letter. This will give PHF opportunity to identify the timing of hiring a new chief. At a minimum, Chairman Kahrl seeks the board's blessing to speak to President Hills about the concerns.

- v. Director Bettencourt asked that this issue be kept separate from approving the contract.
  - vi. VC Elder made a motion to approve the contract with PHF at a cost of \$132,611.00 for the period 7/1/2021-6/30/2022. Director Enos seconds the motion. Motion carries unanimously via roll call vote (5/0).
- e. Select and vote for two candidates for the Special District Representative and Alternate for the Placer County Local Agency Formation Commission (LAFCO).
- i. VC Elder made a motion to postpone this item until the June meeting. Chairman Kahrl seconds the motion. Motion carries unanimously via roll call vote (5/0).
- f. Lexipol Policy review; Consider and approve the 2<sup>nd</sup> reading of Section 8: Records Management.
- 800 Records Management
  - 801 Release of Records
  - 802 Subpoenas
  - 803 Patient Medical Record Security and Privacy
  - 804 Standardization of Station Files
- i. Director Bettencourt made a motion to approve the 2<sup>nd</sup> reading of Section 8, Records Management. Director Enos seconds the motion. Motion carries unanimously via roll call vote (5/0).
- g. Closed Session: Conference with Labor Negotiators. Discussion of MOU with L3800. District negotiators: Directors Heisterkamp and Enos.
- i. Chairman Kahrl adjourned the meeting to Closed Session at 7:47 p.m.
  - ii. Chairman Kahrl reopened the meeting at 8:25 p.m. He reported that the board gave direction to the negotiating team and he hopes there is a favorable outcome.

**12. Directors Reports:**

- a. None

**13. Chairman Kahrl adjourned the meeting at 8:32 p.m.**

Respectfully Submitted by:

  
\_\_\_\_\_  
Patrice Metz, Recording Secretary

Approved: \_\_\_\_\_