

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 18, 2023 Regular Board of Director's Meeting was held via teleconference and in-person at:

Long Valley Community Hall  
2005 Rattlesnake Rd., Newcastle, CA 95658

**1. Call Meeting to Order**

- a. Chairman Kahrl called the meeting to order at 6:00 p.m.
- b. Secretary Heisterkamp led the flag salute.
- c. All Directors were present. Director Enos arrived at 6:05 p.m.
- d. Chief Gow and Fire Marshal D'Ambrogi were present.

**2. Approval of Agenda**

- a. Director Bettencourt made a motion to approve the agenda as presented. VC Elder seconds the motion. Motion carries unanimously via roll call vote (4/0).

**3. Approval of Minutes**

- a. VC Elder made a motion to approve the minutes as presented. Secretary Heisterkamp seconds the motion. Motion carries unanimously via roll call vote (4/0).

**4. Approval of Financial Report**

- a. VC Elder made a motion to approve the financial report as presented by Chief Gow. Director Bettencourt seconds the motion. Motion carries unanimously via roll call vote (4/0).

**5. Correspondence**

- a. Secretary Heisterkamp received a congratulations email from Jonathon Cristy (bond attorney for USDA) congratulating the district on the opening of the new fire station.

**6. Public Comment**

- a. Jon Anacker – Kudos to the Fire District on a well-planned and well executed dedication ceremony.

**7. Chief's Report**

- a. Chief Gow reporting:
  - i. During the severe storms, Newcastle was up-staffed. The cost will be paid by the Office of Emergency Services as part of "pre-positioning".
  - ii. The district has received a grant from SSV to purchase a new Lucas Device.
  - iii. Placer Hills Fire and Penryn Fire are stable.
  - iv. Placer Hills Fire has extended an employment offer to a Captain from Foresthill.
- b. Fire Marshal D'Ambrogi reporting for Prevention:
  - i. During December:
    1. 1 Plan check
    2. 1 Final inspection
    3. 1 LPG inspection
    4. Multiple lot splits
  - ii. Development Fees are 62% of budget.
  - iii. Ingress and egress at the school is just as planned.
- c. Chief Gow Reporting for BC:
  - i. 62 calls for service in December.
  - ii. 10 calls required a BC response.

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

- i. Engineer Knuckles had no report.

**9. Board Committee Reports**

- a. Building Committee report on the new fire station.
  - i. Director Bettencourt reporting:
    1. 3 days of dry weather is needed to complete the fence.

2. The exhaust system has been ordered.
- b. Ad-hoc Committee report on selling the existing station and dedication of the new fire station.
  - i. The next step to selling the old fire station is to choose an appraiser.
  - ii. The plaques for the new station have inside mounts. This needs to be addressed in order to mount them on the station. Secretary Heisterkamp recommends contacting the plaque supplier to look at options.
  - iii. Captain Hickok reports that he needs about 2 more weeks in order to clean the old station.
- c. Inter-district Cooperation Ad-hoc Committee.
  - i. No report.
- d. Contract Committee: Administration Contract with Placer Hills Fire (Directors Bettencourt and Heisterkamp).
  - i. No report.

## 10. Informational/Non-Action Items

## 11. Action Items

- a. Election of Board officers and appointment of Board Committees.
  - i. Secretary Heisterkamp made a motion to keep the board officers the same as they are now. Chairman, Kahrl. Vice Chair, Elder. Secretary, Heisterkamp. VC Elder seconds the motion. Motion carries, 4/0 with Director Enos abstaining.
  - ii. Committee assignments will be addressed at the February meeting.
- b. Consider and approve Engineer Jeff Costa's satisfactory completion of his probationary period.
  - i. Chief Gow highly recommends board approval for ending Engineer Costa's probationary period.
  - ii. Director Bettencourt made a motion to end Engineer Costa's probationary period. Director Enos seconds the motion. Motion carries unanimously via roll call vote (5/0).
- c. Consider and select an Appraiser for the old fire station.
  - i. Secretary Heisterkamp reported that three bids were received.
    1. Colliers: \$3,250
    2. Hardey/Associates: \$4,850
    3. Lance Jordan: \$4,900
  - ii. Director Bettencourt made a motion to select the lowest bid that meets MAI (Member of the Appraisal Institute) requirement and does not exceed \$4,900. VC Elder seconds the motion. Motion carries unanimously via roll call vote (5/0).
- d. Consider and approve the parking lot seal coating for Monroe Transmission.
  - i. Director Bettencourt reported that the building of the new station interrupted operations at Monroe Transmission. Approx. 1000 Sq./ft. of asphalt was made worse. Director Bettencourt received a bid from Sierra Striping to apply seal coating and striping to the affected portion of the Monroe parking lot.
  - ii. VC Elder made a motion to approve up to \$1,500 to seal coat and stripe the affected area of the Monroe Transmission parking lot that was damaged during construction of the new fire station. Director Bettencourt seconds the motion. Motion carries unanimously via roll call vote (5/0).
- e. Consider and approve the 2<sup>nd</sup> reading of Lexipol chapter 12, Fire Board Policies.
  - i. Secretary Heisterkamp made a motion to approve the 2<sup>nd</sup> reading of Lexipol Chapter 12, Board Policies. VC Elder seconds the motion. Motion carries unanimously via roll call vote (5/0).
  - ii. Chapter 12, Fire Board Policies
    - 1200-Purpose of Board Policies
    - 1201-Adoption/Amendment of Policies
    - 1202-Public Complaints

- 1203-Code of Ethics
- 1204-Attendance at Meetings
- 1205-Remuneration and Reimbursement
- 1206-Board Structure and General Structure
- 1207-Committees of the Board of Directors
- 1208-Committee Participation Conflict of Interest
- 1209-Training, Education and Conferences
- 1210- Board Meetings
- 1211-Board Meeting Agenda and Board Packets
- 1212-Board Meeting Conduct
- 1213-Appeals
- 1214-Legal Review Policy

- f. Consider and approve a 3-year proposal from Smith and Newell CPAs for audit services for years 2022-2024.
  - i. Secretary Heisterkamp made a motion to approve the 3-year proposal from Smith and Newell CPAs for a total 3-year commitment of \$28,025. Director Enos seconds the motion. Motion carries unanimously via roll call vote (5/0).
- g. Consider and adopt Resolution No. 23-01 accepting the Newcastle Fire Station Project.
  - i. Secretary Heisterkamp made a motion to adopt Resolution No. 23-01 as presented. VC Elder seconds the motion. Motion carries unanimously via roll call vote (5/0).


**12. Director's Reports**

- a. VC Elder – The dedication ceremony turned out well.
- b. Secretary Heisterkamp – Don't forget the open house on Sunday.
- c. Director Bettencourt – Thanks to staff for prepping the station for the dedication ceremony.
- d. Chairman Kahrl – The program for the station dedication was designed by John Bohnett.

**13. Chairman Kahrl adjourned the meeting at 7:17 p.m.**

Respectfully Submitted:

  
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Patrice Metz, Recording Secretary

  
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Approved