

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 December 21, 2022 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. VC Elder called the meeting to order at 6:00 p.m.
- b. Director Bettencourt led the flag salute.
- c. Directors Elder, Heisterkamp and Enos were present in person. Director Enos was present via Zoom. Chairman Kahrl was absent.
- d. Fire Marshal D'Ambrogi, BC Williamson and District Manager Lofrano were present.

**2. Approval of Agenda**

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

**3. Approval of Minutes**

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

**4. Approval of Financial Report**

- a. Director Bettencourt made a motion to approve the financial report as presented by Fire Marshal D'Ambrogi. Secretary Heisterkamp seconds the motion. Motion carries unanimously via roll call vote (4/0).

**5. Correspondence**

- a. None

**6. Public Comment**

- a. Jon Anacker – Wished everyone a Merry Christmas.
- b. Jerald Saladana – Asked if the public has any say as to whom the old station is sold to.

**7. Chief's Report**

- a. Fire Marshal D'Ambrogi reporting:
  - i. The dedication and open house flyer for the new station has been sent out.
  - ii. The Municipal Services Review is still being worked on.
- b. Fire Marshal D'Ambrogi reporting for Prevention:
  - i. Prevention has been slow, probably due to the holidays.
  - ii. Work on the new station has taken a significant amount of time.
- c. BC Williamson Reporting:
  - i. 49 calls for service in November. YTD = 696 (same as 2021)
  - ii. The bulk of moving from the old station to the new station is done.
  - iii. There will be garbage service at the old station for another month.
  - iv. The compressor has been moved and serviced in the new station.

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

- i. Engineer McCoy reported that the union is excited about being moved into the new station.

**9. Board Committee Reports**

- a. Building Committee report on the new fire station.
  - i. Director Bettencourt reporting:
    1. The certificate of Occupancy for the new station was received today.
    2. The fencing won't be finished for 2-3 months.
    3. In order to cover the cost of the sheet rock change order, the district did not pay the architect the final payment installment.

4. Monroe is not happy with how construction left their parking lot. It will cost \$1,440.00 to slurry 1k square feet of the parking lot and stripe four parking spaces. Put as an action item on the January agenda.
- b. Ad-hoc Committee report on selling the existing station and dedication of the new fire station.
  - i. Regarding the sale of the old fire station, all paperwork has been submitted to the California Housing Department which has given permission to move forward with the sale of the old station with a “deed restriction” in place. This will require any future buyer to adhere to income restrictions as it relates to low-income housing.
  - ii. An appraisal of the old station should be done in January.
  - iii. It will most likely take a few months to sell the old building.
  - iv. The dedication plaques were shipped on 12/19.
- c. Inter-district Cooperation Ad-hoc Committee.
  - i. No report.
- d. Contract Committee: Administration Contract with Placer Hills Fire (Directors Bettencourt and Heisterkamp).
  - i. Will be covered under action item, 11. F.

## 10. Informational/Non-Action Items

### 11. Action Items

- a. Administer Oath of Office for Directors Elder and Enos.
  - i. Secretary Heisterkamp administered the oath of office to both Director Elder and Director Enos.
- b. This item was removed as it was redundant from the November agenda.
- c. Consider and adopt the revised resolutions and agreement regarding the financing of the new fire station.
  - i. Resolution No. 22-09 Authorizing and Providing for the Incurrence of Indebtedness for the Purpose of Constructing the new fire station. Supersedes and replaces incorrectly numbered Resolution No. 22-07 approved on October 19, 2022.
    1. Secretary Heisterkamp made a motion to adopt Resolution No. 22-09 as presented. Director Bettencourt seconds the motion. Motion carries unanimously via roll call vote (4/0).
  - ii. Resolution No. 22-11 authorizing the Issuance of a Revenue Refunding Bond and Sale of the bond to the United States Department of Agriculture, Rural Development. Supersedes and replaces Resolution No. 22-08.
    1. Secretary Heisterkamp made a motion to adopt Resolution No. 22-11 as presented. Director Enos seconds the motion. Motion carries unanimously via roll call vote (4/0).
- d. Adoption of the 2022 California Fire Code with amendments, conduct a Public Hearing for the second reading, by title only, and by Resolution No. 22-10 adopt Ordinance Number 22-01 adopting the 2022 California Fire Code with amendments.
  - i. Fire Marshal D’Ambrogi reported that there have not been any changes made since the first reading.
  - ii. VC Elder opened the public hearing and asked for any public comment. None was received. VC Elder closed the public hearing.
  - iii. Director Bettencourt made a motion to adopt both Resolution No. 22-10 and Ordinance 22-01 as presented. VC Elder seconds the motion. Motion carries unanimously via roll call vote (4/0).
- e. Consider and adopt Resolution No. 22-12 approving PG&E’s Easement Relocation Agreement with Exhibit “A” and “B” attachment, to remove an existing overhead line and convert to underground for the new firehouse.

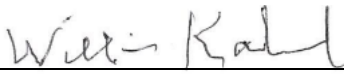
- i. Director Bettencourt made a motion to adopt Resolution No. 22-12 as presented. Secretary Heisterkamp seconds the motion. Motion carries unanimously via roll call vote (4/0).
- f. Consider and approve the Administrative Agreement with Placer Hills Fire Protection District for the period January 1, 2023 – June 30, 2024.
  - i. Secretary Heisterkamp reported that Placer Hills Fire had previously agreed to extend the terms of the current contract (including pricing) until 12/31/2022 with the understanding that the difference between the previous contract price and the increased price would be made up at a later date. The new agreement will require 2 quarterly payments of \$45,174.75 and quarterly payments of \$41,335.25 for the remainder of the agreement.
  - ii. Secretary Heisterkamp made a motion to approve the Administrative Agreement with Placer Hills Fire as presented. VC Elder seconds the motion. Motion carries unanimously via roll call vote (4/0).
- g. Consider and approve the 1<sup>st</sup> reading of Lexipol Chapter 12, Fire Board Policies.
  - i. Director Bettencourt made a motion to approve the 1<sup>st</sup> reading of Chapter 12 as presented. Director Enos seconds the motion. Motion carries unanimously (4/0).
- h. Consider and approve guidance regarding Director Enos's offer to act as our realtor and sell the property at 9211 Cypress St.
  - i. Both VC Elder and Secretary Heisterkamp reported that they are not in favor of having a sitting board member act as the realtor for the sale of the old fire station.
  - ii. Fire Marshal D'Ambrogi stated that per Chief Gow, as long as Director Enos is not compensated for his realtor services then according to the district's counsel, there is no conflict of interest.
  - iii. Secretary Heisterkamp further stated that it's about "public perception".
  - iv. VC Elder asked if the district's counsel can sell the property for the district?
    1. Secretary Heisterkamp said they can, however they would not be able to handle the marketing portion.
  - v. Director Bettencourt does not have an issue with Director Enos acting as the realtor as long as there is no compensation. This could save the district significant money.
  - vi. Director Bettencourt made a motion to allow Director Enos to act as the uncompensated realtor for the purpose of selling the old fire station. No second was received. No action was taken.
- i. Consider and approve the meeting dates for 2023.
  - i. VC Elder requested that the December 20<sup>th</sup> meeting be moved to December 13<sup>th</sup>.
  - ii. VC Elder made a motion to approve the 2023 meeting schedule as amended. Secretary Heisterkamp seconds the motion. Motion carries unanimously via roll call vote (4/0).
  - iii.

**12. Director's Reports**

**13.** VC Elder adjourned the meeting at 7:06 p.m.

Respectfully Submitted:

  
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Patrice Metz, Recording Secretary

  
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Approved