



# NEWCASTLE FIRE PROTECTION DISTRICT

9350 OLD STATE HIGHWAY, NEWCASTLE, CA 95658  
530-878-0405 FAX 530-878-0959 WWW.NEWCASTLEFIRE.ORG

*DIRECTORS: Lawrence Bettencourt, John Burns, Jonita Elder, James Heisterkamp, William Kahrl  
Fire Chief Ian Gow*

## NOTICE OF A REGULAR MEETING and AGENDA

**Wednesday, February 21, 2024 @ 6:00 p.m.**

**Long Valley Community Hall, 2008 Rattlesnake Rd., Newcastle CA 95658**

**This meeting will be open to in-person attendance.**

1. **CALL MEETING TO ORDER:** Pledge of Allegiance
2. **APPROVAL OF AGENDA:**
3. **APPROVAL OF MINUTES:** January 17, 2024 Regular Meeting
4. **BILL APPROVAL AND FINANCIAL REPORT:** January 2024/February 2024
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. **CHIEFS REPORTS:**
  - (A) Fire Chief Gow
  - (B) Fire Marshal D'Ambrogi
  - (C) Battalion Chiefs Nelson, Slusher and Williamson
8. **NEVADA COUNTY PROFESSIONAL FIREFIGHTERS, LOCAL 3800 REPORT**
9. **BOARD COMMITTEE REPORTS:**
  - (A) Building Committee: Fire station (Chair Kahrl and Director Bettencourt).
  - (B) Inter-district Cooperation Ad-hoc Committee (Chair Kahrl and VC Elder).
10. **INFORMATIONAL AND DISCUSSION ITEMS:**
11. **ACTION ITEMS REQUIRE A VOTE BY ROLL CALL**
  - (A) Consider submitting nominations for upcoming vacancies on Placer LAFCO Commission
  - (B) Board to discuss Newcastle Fire Protection Districts parcel ownership at ball fields.  
Board to consider creating an Ad-hoc Committee.
  - (C) Consider and approve the Fire Chief surplus current breathing apparatus
  - (D) Board to consider adding Retired District Manager, Gillian Lofrano, to plaque at Station 41
  - (E) Board to consider and approve the purchase of furnishings requested by staff
12. **DIRECTORS REPORTS:**
13. **MEETING ADJOURNED:**

***Next Board meeting: March 20, 2024***

*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 (530) 878-0405, in advance of the regular meeting so that we may make every reasonable effort to accommodate you.*

**NEWCASTLE FIRE PROTECTION DISTRICT IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.**

Newcastle Fire Protection District  
Minutes of Special Board of Directors Meeting  
January 17, 2024  
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 6:01 p.m.
- b. Director Burns led the flag salute.
- c. All directors were present except Director Bettencourt.
- d. Chief Gow, Fire Marshal D'Ambrogi, BC Slusher, BC Williamson and DM Armstrong were present.

**2. Approval of Agenda**

- a. Chairman Kahrl reported that action item 11 (a) will be removed at the request of Ms. Haffey-Raty as she is working with the County to determine her options. VC Elder made a motion to approve the agenda as amended. Secretary Heisterkamp seconds the motion. Motion carries unanimously via roll call vote (4/0).

**3. Approval of Minutes**

- a. Director Burns made a motion to approve both the amended minutes of the November 15, 2023 meeting and the minutes of the December 20, 2023 meeting. Secretary Heisterkamp seconds the motion. Motion carries unanimously via roll call vote (4/0).

**4. Approval of Financial Report**

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

**5. Correspondence**

- a. Chief Gow reported that a letter was received from LAFCO regarding the upcoming elections. This item will appear on the February agenda as an action item.

**6. Public Comment**

- a. Jon Anacker – Over Thanksgiving weekend they moved some oak logs over their creek via their new bridge. All went well.

**7. Chief's Report**

- a. Chief Gow reporting:
  - i. Newcastle
    1. Mrs. Suehead saw Captain Hickok. He gave her a tour of the new station. Shortly after, a \$10k donation was received. A thank you letter has been sent.
    2. A request to Assemblyman Patterson's office has been made to get a plaque recognizing Neil Anderson's contribution to the district.
    3. Staff has requested that Gill Lofrano's name be added to the plaque at Station 41. Secretary Heisterkamp asked that this item be put on the agenda for February.
  - ii. Penryn
    1. Nothing to report.
  - iii. Placer Hills
    1. Nothing to report.
- b. Fire Marshal D'Ambrogi Reporting:
  - i. 1 Single Family Dwelling (SFD) plan reviewed.
  - ii. 2 SFD hydro rough inspections.
  - iii. 1 SFD final inspection.
  - iv. Placer County accepted the Mitigation Fee documentation from December.
- c. BC Slusher Reporting:
  - i. Dec. Calls: 61
  - ii. Aid was provided 11 times.
  - iii. Aid was received 3 times.
  - iv. Structure fire in Colfax last night. Newcastle crew grabbed the Placer Hills water tender and brought it to the incident then went and covered at station 84.

1. Chairman Kahrl asked that these things be tracked so they can be presented during the LAFCO/BOS consolidation discussions.
  - v. Chief Nelson has begun the process to sell the old SCBA's. This will probably come before the board in March for approval.
- 8. Newcastle Professional Firefighter's Association**
- i. Local 3800 is now part of a PAC (Political Action Committee).
- 9. Board Committee Reports**
- a. Building Committee report on the new fire station.
    1. Chairman Kahrl reporting:
    2. Director Bettencourt hasn't made any progress with PG&E.
  - b. Inter-district Cooperation Ad-hoc Committee.
    1. No report.
- 10. Informational/Non-Action Items**
- a. None
- 11. Action Items**
- a. This item was scratched by the board at agenda approval.
  - b. Consider and adopt Resolution No. 2024-01 Review and Accept the State Mandated Annual Fire Inspection Report for 2023.
    - i. Fire Marshal D'Ambrogi reviewed the resolution with the board.
    - ii. BC Williamson reported that 100% of the state mandated inspections were completed in 2023.
    - iii. VC Elder made a motion to adopt Resolution No. 2024-01 as presented. Secretary Heisterkamp seconds the motion. Motion carries unanimously via roll call vote (4/0).
  - c. Election of Board Officers and Appointment of Board Committees.
    - i. Chairman Kahrl thanked the board for all of their support.
    - ii. After board discussion, VC Elder made a motion to keep the board officers "as-is" in 2024. Chairman, Bill Kahrl, Vice-Chairman, Joni Elder and Secretary, Jim Heisterkamp. Secretary Heisterkamp seconds the motion. Motion carries unanimously via roll call vote (4/0).
    - iii. After board discussion, Secretary Heisterkamp made a motion to approve the following committee assignments:
      1. Finance: Heisterkamp/Elder
      2. Personnel: Heisterkamp/Burns
      3. Contracts: Bettencourt/Heisterkamp
      4. Building: Bettencourt/KahrlDirector Burns seconds the motion. Motion carries unanimously via roll call vote (4/0).
- 12. Director's Reports**
- a. Secretary Heisterkamp would like to revisit the Chantry Hill ballpark discussion. Would like an action item for February to appoint an ad-hoc committee to provide a long-term outlook regarding the district's responsibility.
  - b. Chief Gow will provide a report to the board in February regarding the earmarking of the donation funds from Mrs. Suehead.
- 13. Chairman Kahrl adjourned the meeting at 7:11 p.m.**

Respectfully Submitted:

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

\_\_\_\_\_  
Approved

**Newcastle Fire General Fund  
Revenue and Expense Report  
Fiscal Year 2023/2024**

	<u>Jul 1, '23 - Feb 15, 24</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Income</b>			
<b>REVENUE</b>			
Property Taxes	185,180.65	333,398.00	55.5%
40180 Other Taxes	326,399.21	570,646.00	57.2%
42010 Investment Income	9,801.70	500.00	1,960.3%
44350 State Homeowners Relief	849.18	1,716.00	49.5%
45010 Grants	4,417.72	0.00	100.0%
46090 Planning, pre-development	234.60	0.00	100.0%
46350 Fire Services	28,830.15	50,500.00	57.1%
46360 Other Fees and Charges	5,000.00	12,000.00	41.7%
47010 Donations	10,000.00	0.00	100.0%
48030 Miscellaneous	706.29	200.00	353.1%
49030 Proceeds asset sale	436,299.10	0.00	100.0%
<b>Total REVENUE</b>	<u>1,007,718.60</u>	<u>968,960.00</u>	<u>104.0%</u>
<b>Total Income</b>	1,007,718.60	968,960.00	104.0%
<b>Expense</b>			
<b>EXPENSES</b>			
52030 Fire Protective clothing	1,468.96	4,000.00	36.7%
52040 Communication Services	546.50	1,500.00	36.4%
52060 Station/Household Expense	993.16	2,500.00	39.7%
52080 General Liability Ins	22,129.00	32,410.00	68.3%
52160 Equipment Maintenance	12,232.91	15,000.00	81.6%
52170 Fuels & Lubricants	5,444.74	12,500.00	43.6%
52180 Building maintenance	4,391.77	3,000.00	146.4%
52220 Gases, medical	695.78	1,000.00	69.6%
52260 Miscellaneous Expense	595.57	1,000.00	59.6%
52330 General Office	3,881.92	2,500.00	155.3%
52360 Special Services	101,035.90	190,096.00	53.1%
52370 Professional Services	12,139.69	5,580.00	217.6%
52390 County Services	2,326.79	3,500.00	66.5%
52460 Small Tools, Accessories	0.00	2,000.00	0.0%
52570 Publications Legal Notice	129.67	150.00	86.4%
52580 Special District Expense	2,045.00	3,900.00	52.4%
52800 Utilities	15,446.73	25,910.00	59.6%
53190 Taxes and Assessments	7.92	0.00	100.0%
<b>Total EXPENSES</b>	<u>185,512.01</u>	<u>306,546.00</u>	<u>60.5%</u>
54440 Fixed Assets Blding/Loan	0.00	118,886.00	0.0%
<b>Payroll Expenses</b>			
51010 Salaries & Wages	255,507.96	471,440.00	54.2%

**Newcastle Fire General Fund  
Revenue and Expense Report  
Fiscal Year 2023/2024**

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	<u>Jul 1, '23 - Feb 15, 24</u>	<u>Budget</u>	<u>% of Budget</u>
<b>51030 Extra Help</b>	1,221.72	5,250.00	23.3%
<b>51040 Overtime Call Back</b>	48,508.99	75,770.00	64.0%
<b>51220 Payroll Tax</b>	23,707.61	41,700.00	56.9%
<b>51310 Employee Group Insurance</b>	22,630.67	56,000.00	40.4%
<b>51360 Workers Comp Insurance</b>	24,328.00	49,300.00	49.3%
<b>Total Payroll Expenses</b>	<u>375,904.95</u>	<u>699,460.00</u>	<u>53.7%</u>
<b>Total Expense</b>	<u>561,416.96</u>	<u>1,124,892.00</u>	<u>49.9%</u>
<b>Net Income</b>	<u><b>446,301.64</b></u>	<u><b>-155,932.00</b></u>	<u><b>-286.2%</b></u>

**Newcastle Fire General Fund**  
**Check Detail**  
January 12 through February 15, 2024

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
01/17/2024	Dawson Oil Company	Acct 42874	US Bank Checking	
01/17/2024		Acct 42874	52170 Fuels & Lubricants	-649.56
TOTAL				-649.56
01/17/2024	PCWA	Acct 008634-000066...	US Bank Checking	
01/17/2024		Acct 008634-0000665...	Water	-255.48
TOTAL				-255.48
01/17/2024	Recology Auburn Placer	Acct 0422902084	US Bank Checking	
01/17/2024		Acct 0422902084	Garbage collection	-226.29
TOTAL				-226.29
01/17/2024	US Bank	Acct 4246044555725...	US Bank Checking	
01/17/2024		Wave	52040 Communication Services	-396.50
		Clark	Pest control	-102.00
		Luna Tech	SC2660 Website Maintenance	-382.00
		Range Repair	52180 Building maintenance	-486.60
		Smart & Final	52060 Station/Household Exp...	-33.93
TOTAL				-1,401.03
02/05/2024	Auburn Ace Hardware		US Bank Checking	
02/05/2024		Coupler, Tube	52180 Building maintenance	-18.39
TOTAL				-18.39
02/05/2024	California Association of ...		US Bank Checking	
02/05/2024		Membership required ...	52080 General Liability Ins	-100.00
TOTAL				-100.00
02/05/2024	Dawson Oil Company	Acct 42874	US Bank Checking	
02/05/2024		Diesel Fuesl	52170 Fuels & Lubricants	-685.10
TOTAL				-685.10
02/05/2024	Kaiser	Customer 5129353400	US Bank Checking	
02/05/2024		Customer 5129353400	51310 Employee Group Insur...	-2,119.93
TOTAL				-2,119.93
02/05/2024	PG&E	Acct 3630879520-6	US Bank Checking	
02/05/2024		12/14/2023 - 01/15/20...	Electricity/gas	-725.97
TOTAL				-725.97
02/05/2024	Placer Hills Fire District		US Bank Checking	
02/05/2024		J Burns Name Plate	SC2660 Supplies	-10.99

**Newcastle Fire General Fund**  
**Check Detail**  
**January 12 through February 15, 2024**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
02/05/2024		Burbank (10/15/23), ...	JOA staffing	-1,221.72
		2013 Pierce - BIT Ins...	52160 Equipment Maintenance	-570.00
TOTAL				-1,802.71
<b>02/05/2024</b>	<b>Sierra Building Systems, ...</b>		<b>US Bank Checking</b>	
02/05/2024		Alarm Monitoring (No...	52180 Building maintenance	-720.00
TOTAL				-720.00
<b>02/05/2024</b>	<b>US Bank</b>	<b>Acct 4246044555725...</b>	<b>US Bank Checking</b>	
02/05/2024		Wave, Verizon	Phone/Cable/Internet	-548.54
		Lunatech	SC2660 Website Maintenance	-382.00
		Amazon, Zuma (Dry ...	52060 Station/Household Exp...	-408.47
		Home Depot, Lowes	52180 Building maintenance	-308.05
TOTAL				-1,647.06
<b>01/19/2024</b>	<b>United Healthcare</b>	<b>Acct 07P3204</b>	<b>US Bank Checking</b>	
01/19/2024		Jan & Feb 2024	51310 Employee Group Insur...	-236.80
TOTAL				-236.80

## Newcastle Fire Development Fees

### Revenue & Expense

July 1, 2023 through February 15, 2024

	<u>Jul 1, '23 - Feb 15, 24</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Income</b>			
<b>Income Mitigation Fees</b>			
<b>42010 Investment Income</b>	1,639.44	1,000.00	163.9%
<b>46440 Mitigation Fees</b>	33,381.05	95,000.00	35.1%
<b>Total Income Mitigation Fees</b>	<u>35,020.49</u>	<u>96,000.00</u>	<u>36.5%</u>
<b>Total Income</b>	<u>35,020.49</u>	<u>96,000.00</u>	<u>36.5%</u>
<b>Expense</b>			
<b>52260 Miscellaneous</b>	0.00	20,000.00	0.0%
<b>54460 Fixed Assets (Equipment)</b>			
<b>53040 Principal</b>	28,088.26	28,087.26	100.0%
<b>53080 Interest</b>	1,092.61	1,092.61	100.0%
<b>Total 54460 Fixed Assets (Equipme...</b>	<u>29,180.87</u>	<u>29,179.87</u>	<u>100.0%</u>
<b>Total Expense</b>	<u>29,180.87</u>	<u>49,179.87</u>	<u>59.3%</u>
<b>Net Income</b>	<u><b>5,839.62</b></u>	<u><b>46,820.13</b></u>	<u><b>12.5%</b></u>



Trial Balance - Composite

Company: CO520 Newcastle Fire

Ledger: Actuals

Time Period: Current Period

Period: FY2024 - Jan

Translation Currency: USD

Account Translation Rule Set: Placer Translation Rule Set

Worktags: Fund: FD32818 Newcastle Fire Protection District 2023 Revenue Refunding Bond

Perform Intercompany Eliminations: No

Perform Interworktag Eliminations: No

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
10010:Cash in Treasury - Unrestricted	0.00	145,254.28	144,955.50	298.78
20020:Vouchers Payable	0.00	144,955.50	144,955.50	0.00
42010:Investment Income	0.00	0.00	298.78	(298.78)
49080:Operating Transfers In	0.00	0.00	144,955.50	(144,955.50)
53021:Loan Principal Expense	0.00	60,000.00	0.00	60,000.00
53090:Interest on Other Long Term Debt	0.00	84,955.50	0.00	84,955.50
<b>Total</b>	<b>0.00</b>	<b>435,165.28</b>	<b>435,165.28</b>	<b>0.00</b>



PLACER COUNTY

**LOCAL AGENCY FORMATION COMMISSION**

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**Placer County Independent Special District Selection Committee  
Nomination Form  
Alternate Voting Member**

Please use this form to nominate a director on a Placer County Independent Special District board to run for the upcoming vacant alternate voting member seat on the LAFCO Commission.

Nominee's Name	Position of Nominee	Originating District

Name of Nominating District:

\_\_\_\_\_

Printed Name of Presiding Officer:

\_\_\_\_\_

Signature of Presiding Officer:

\_\_\_\_\_

*(Signature Required)<sup>1</sup>*

Minutes Attached (Optional):

Yes

No

Please email completed nomination forms to [lafco@placer.ca.gov](mailto:lafco@placer.ca.gov) by **Thursday, February 22, 2024, at 4 PM**

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<sup>1</sup> *The nominating district's presiding officer must sign this form unless the district's board has delegated authority to another person to nominate a director on behalf of the district. If this form is signed by such a delegee, please include the district's meeting minutes or minute order evidencing the delegation.*

PLACER COUNTY

**LOCAL AGENCY FORMATION COMMISSION**

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**Placer County Independent Special District Selection Committee  
Nomination Form  
Regular Voting Member**

Please use this form to nominate a director on a Placer County Independent Special District board to run for the upcoming vacant regular voting member seat on the LAFCO Commission.

Nominee's Name	Position of Nominee	Originating District

Name of Nominating District:

\_\_\_\_\_

Printed Name of Presiding Officer:

\_\_\_\_\_

Signature of Presiding Officer:

\_\_\_\_\_

*(Signature Required)<sup>1</sup>*

Minutes Attached (Optional):

Yes

No

Please email completed nomination forms to [lafco@placer.ca.gov](mailto:lafco@placer.ca.gov) by **Thursday, February 22, 2024, at 4 PM**

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<sup>1</sup> *The nominating district's presiding officer must sign this form unless the district's board has delegated authority to another person to nominate a director on behalf of the district. If this form is signed by such a delegee, please include the district's meeting minutes or minute order evidencing the delegation.*