



NEWCASTLE FIRE PROTECTION DISTRICT

9350 OLD STATE HIGHWAY, NEWCASTLE, CA 95658

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

NOTICE OF A REGULAR MEETING and AGENDA

Wednesday, April 17, 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:** March 20, 2024 Regular Meeting & March 28, 2024 Special Meeting
4. **BILL APPROVAL AND FINANCIAL REPORT:** March 2024/April 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:**
 - (A) Board to review LAFCO letter regarding Joint Operations Agreement and Agreement for Administrative Services
 - (B) Board to discuss Newcastle Protection Districts parcel ownership at the ball fields.
 - (C) Board to discuss meeting with Local 3800 regarding their efforts to secure future funding for fire districts
11. **ACTION ITEMS REQUIRE A VOTE BY ROLL CALL**
 - (A) **CLOSED SESSION:** Pursuant to California Government Code § 54957.6(a) LABOR NEGOTIATIONS; Discussion of memorandum of understanding with Local 3800. District negotiators: Directors Burns and Heisterkamp;
Reconvene and report any action taken.
12. **DIRECTORS REPORTS:**
13. **MEETING ADJOURNED:**

Next Board meeting: May 15, 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
March 20, 2024
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. Director Burns led the flag salute.
- c. All directors were present.
- d. Chief Gow, Fire Marshal D'Ambrogi, BC Williamson, and DM Armstrong were present.

2. Approval of Agenda

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

3. Approval of Minutes

- a. Secretary Heisterkamp requested the following correction to the 2/21/2024 minutes, 9. Board Committee Reports, 1. 2nd bullet, ..." will call Placer County" VC Elder made a motion to approve the minutes as corrected. Director Burns seconds the motion. Motion carries unanimously via roll call vote (5/0).

4. Approval of Financial Report

- a. VC Elder 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 (5/0).

5. Correspondence

- a. Chairman Kahrl reported on a press release from the CA Insurance Commissioner: "Commissioner Lara announces next phase of Sustainable Insurance Strategy to safeguard Californians' access to insurance."

6. Public Comment

- a. Newcastle resident, Joanne English asked the board how hydrant locations are determined and if additional hydrants can be added.
- b. Jon Anacker – Thanked Director Bettencourt for being "tenacious" about building the new fire station.

7. Chief's Report

- a. Chief Gow reporting:
 - i. Newcastle
 1. The new station furnishings have been ordered.
 2. E41 is currently out of service.
 - ii. Penryn
 1. Nothing to report.
 - iii. Placer Hills
 1. MOU with L3800 is done (pending approval).
- b. Fire Marshal D'Ambrogi Reporting:
 - i. 1 Single Family Dwelling (SFD) plan reviewed.
 - i. 1 SFD final inspection.
 - ii. 1 LPG inspection.
 - iii. Winery is beginning to build their water system. The majority of water is in Newcastle's area.
 - iv. Director Burns was appointed to the Greater Auburn Fire Safe Council at their last meeting.
- c. BC Williamson Reporting:
 - i. January and February 2024
 1. Fires -13
 2. Medical- 71
 3. Hazardous Cont.-14
 4. Service Calls- 17
 5. Good intent- 27
 6. False Alarms- 4
 7. Total 146

8. January And February 2023 total 171

9. -15% from last year.

8. Newcastle Professional Firefighter's Association

- i. Engineer McCoy reported that everyone is grateful for the new furniture.
- ii. Would like to open MOU negotiations with the district.

9. Board Committee Reports

- a. Building Committee report on the new fire station.
 1. Director Bettencourt reporting:
 - PG&E will not re-schedule the transformer work until Caltrans extends their permit for the work to commence. PG&E is working on this.
 - Director Bettencourt verified with DM Armstrong that no check has been received from the county to reimburse the landscape deposit.
- b. Inter-district Cooperation Ad-hoc Committee.
 1. No report.

10. Informational/Non-Action Items

- a. Board to review LAFCO letter regarding Joint Operations Agreement and Agreement for Administrative Services.
 - i. Chief Gow reviewed the letter received from LAFCO dated February 28, 2024.
 - ii. The Placer Hills attorney has been consulted and requested to write a response.
- b. Board to discuss NFPD's parcel ownership at the Chantry Hill Ballpark.
 - i. Secretary Heisterkamp reviewed the data from the title search. The fire district owns the two small parcels; however, the "Village of Newcastle" owns the largest parcel. The board will need to further consider and take action to determine how the continued use of the field will be administered, specifically, the requirement for the Little League to provide insurance documentation indemnifying the district from year to year.

11. Action Items

- a. Consider and vote for the Special District Representative for Placer County Local Agency Formation Commission.
 - i. VC Elder made a motion to vote Chairman Kahrl for the "regular" Special District Representative position. Secretary Heisterkamp seconds the motion. Motion carries unanimously via roll call vote (5/0).
 - ii. Director Bettencourt made a motion to vote Chairman Kahrl and Teresa Ryland for the "alternate" Special District Representative positions. VC Elder seconds the motion. Motion carries unanimously via roll call vote (5/0).

12. Director's Reports

- a. Director Bettencourt reported that the Newcastle and Placer Hills "Contracts" committees met. Placer Hills has reported that they are seeking a 10% increase to the administrative contract. If this happens, that will bring the percentage of the annual budget expended on salaries to 88%. Anything above 85% is worrisome.
 - i. Secretary Heisterkamp stated that it will be tight and that he will need to run the numbers.
- b. Secretary Heisterkamp reported that the plaque recognizing retired DM Lofrano has arrived. Requested that Chairman Kahrl write a letter to Gill letting her know.
- c. Director Burns reported on his being appointed to the Greater Auburn Fire Safe Council.

13. Chairman Kahrl adjourned the meeting at 7:40 p.m.

Respectfully Submitted:


Patrice Metz, Recording Secretary

Approved

Newcastle Fire Protection District
Minutes of Special Board of Directors Meeting
March 28, 2024
Held 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 6:30 p.m.
- b. Director Heisterkamp led the flag salute.
- c. All directors were present except Director Burns
- d. District Manager Armstrong was present.

2. Approval of Agenda

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

3. Public Comment: N/A

4. Action Items

- a. Consider and accept a proposal for the renewal of the District's General Liability Insurance for April 1, 2024
 - i. Chairman Kahrl reported that the station is insured for \$12 million and has a \$5000 deductible.
 - ii. Secretary Heisterkamp reported that the cost has gone up 22% and questioned if the deductibles could be lowered to reduce the overall cost.
 - iii. Director Bettencourt made a motion to approve the insurance with a follow up on reducing the deductibles. Secretary Heisterkamp seconds the motion. Motion carries unanimously via roll call vote (4/0).
- b. Consider and approve the Audit for Fiscal Year 2022/2023 prepared by Smith & Newell CPAs
 - i. Secretary Heisterkamp reported that the report is thorough and they made adjustments and recommendations. Reviewed the action plans for the deficiencies with District Manager Armstrong and agree with the responses.
 - ii. Secretary Heisterkamp made a motion to approve the 2022/2023 audit in all of its forms. VC Elder seconds the motion. Motion carries unanimously via roll call vote (4/0).

5. Chairman Kahrl adjourned the meeting at 6:57 p.m.

Respectfully Submitted:



Michelle Armstrong, Recording Secretary

Approved

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

	<u>Jul 1, '23 - Apr 12, 24</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
REVENUE			
Property Taxes	185,305.71	332,197.00	55.8%
40180 Other Taxes	326,399.21	592,014.00	55.1%
42010 Investment Income	12,426.65	2,500.00	497.1%
44350 State Homeowners Relief	849.18	1,661.00	51.1%
45010 Grants	4,417.72	0.00	100.0%
46090 Planning, pre-development	234.60	0.00	100.0%
46350 Fire Services	30,748.43	50,500.00	60.9%
46360 Other Fees and Charges	6,875.00	12,000.00	57.3%
47010 Donations	10,000.00	0.00	100.0%
48030 Miscellaneous	1,285.29	200.00	642.6%
49030 Proceeds asset sale	436,299.10	436,299.00	100.0%
Total REVENUE	<u>1,014,840.89</u>	<u>1,427,371.00</u>	<u>71.1%</u>
Total Income	1,014,840.89	1,427,371.00	71.1%
Expense			
EXPENSES			
52030 Fire Protective clothing	1,716.54	4,000.00	42.9%
52040 Communication Services	546.50	1,500.00	36.4%
52060 Station/Household Expense	1,115.65	4,000.00	27.9%
52080 General Liability Ins	22,129.00	32,410.00	68.3%
52160 Equipment Maintenance	16,135.67	20,000.00	80.7%
52170 Fuels & Lubricants	6,198.41	12,500.00	49.6%
52180 Building maintenance	4,942.03	3,000.00	164.7%
52220 Gases, medical	1,072.53	1,000.00	107.3%
52260 Miscellaneous Expense	607.57	1,000.00	60.8%
52330 General Office	4,697.19	2,500.00	187.9%
52360 Special Services	146,775.52	195,861.00	74.9%
52370 Professional Services	8,285.32	8,500.00	97.5%
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	20,152.25	25,910.00	77.8%
53190 Taxes and Assessments	7.92	0.00	100.0%
Total EXPENSES	<u>238,883.56</u>	<u>321,731.00</u>	<u>74.2%</u>
54440 Fixed Assets Blding/Loan	144,955.50	144,956.00	100.0%
54450 Fixed Assets Equipment	0.00	83,000.00	0.0%
Payroll Expenses			
51010 Salaries & Wages	322,591.24	471,440.00	68.4%

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

	<u>Jul 1, '23 - Apr 12, 24</u>	<u>Budget</u>	<u>% of Budget</u>
51030 Extra Help	1,221.72	5,250.00	23.3%
51040 Overtime Call Back	60,199.91	75,770.00	79.5%
51220 Payroll Tax	29,673.98	41,700.00	71.2%
51310 Employee Group Insurance	25,443.88	62,200.00	40.9%
51360 Workers Comp Insurance	36,492.00	49,300.00	74.0%
Total Payroll Expenses	<u>475,622.73</u>	<u>705,660.00</u>	<u>67.4%</u>
Total Expense	<u>859,461.79</u>	<u>1,255,347.00</u>	<u>68.5%</u>
Net Income	<u>155,379.10</u>	<u>172,024.00</u>	<u>90.3%</u>

Newcastle Fire General Fund
Check Detail
March 16 through April 12, 2024

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
03/18/2024	Ruhkala Granite & Marble...	Plaque - Gillian Lofr...	US Bank Checking	
03/18/2024		Plaque - Gillian Lofrano	52330 General Office	-270.27
TOTAL				-270.27
03/20/2024	Metz, Patrice	Feb 2024	US Bank Checking	
03/20/2024		Feb 2024	SC2660 Recording Secretary	-75.00
TOTAL				-75.00
03/20/2024	Placer Hills Fire District		US Bank Checking	
03/20/2024		Chevy Tahoe	52160 Equipment Maintenance	-1,261.81
TOTAL				-1,261.81
03/20/2024	SPMUD		US Bank Checking	
03/20/2024			Sewer	-633.67
TOTAL				-633.67
03/25/2024	Placer Hills Fire District		US Bank Checking	
03/25/2024		Jan - March 2024	Admin services	-41,335.25
TOTAL				-41,335.25
03/25/2024	United Healthcare		US Bank Checking	
03/25/2024		April 2024	51310 Employee Group Insur...	-118.40
TOTAL				-118.40
03/25/2024	Hunt Propane Inc.	Acct 18979	US Bank Checking	
03/25/2024		Acct 18979	9350 State Hwy propane	-2,219.91
TOTAL				-2,219.91

Newcastle Fire Development Fees

Revenue & Expense

July 1, 2023 through April 12, 2024

	<u>Jul 1, '23 - Apr 12, 24</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Income Mitigation Fees			
42010 Investment Income	2,589.94	1,000.00	259.0%
46440 Mitigation Fees	47,768.32	95,000.00	50.3%
Total Income Mitigation Fees	<u>50,358.26</u>	<u>96,000.00</u>	<u>52.5%</u>
Total Income	<u>50,358.26</u>	<u>96,000.00</u>	<u>52.5%</u>
Expense			
52260 Miscellaneous	0.00	20,000.00	0.0%
54440 Fixed Assets (Buildings)	29,121.10	72,800.00	40.0%
54460 Fixed Assets (Equipment)			
53040 Principal	28,088.26	28,087.26	100.0%
53080 Interest	1,092.61	1,092.61	100.0%
Total 54460 Fixed Assets (Equipme...	<u>29,180.87</u>	<u>29,179.87</u>	<u>100.0%</u>
Total Expense	<u>58,301.97</u>	<u>121,979.87</u>	<u>47.8%</u>
Net Income	<u><u>-7,943.71</u></u>	<u><u>-25,979.87</u></u>	<u><u>30.6%</u></u>

Newcastle Fire - USDA
Profit & Loss
July 1, 2023 through April 12, 2024

	<u>Jul 1, '23 - Apr 12, 24</u>
Income	
49120 Long Term Debt Proceeds	174,076.60
42010 Investment Income	373.53
Total Income	<u>174,450.13</u>
Expense	
Bond Interest	60,000.00
Bond Principal	84,955.50
Total Expense	<u>144,955.50</u>
Net Income	<u><u>29,494.63</u></u>