



NEWCASTLE FIRE PROTECTION DISTRICT

9350 OLD STATE HIGHWAY, NEWCASTLE, CA 95658

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

NOTICE OF A REGULAR MEETING and AGENDA

Wednesday, November 20, 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:** October 16, 2024 Regular Meeting
- 4. BILL APPROVAL AND FINANCIAL REPORT:** October 2024/November 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 (Director Bettencourt and Director Lee).
 - (B) Inter-district Cooperation Ad-hoc Committee (Chair Elder and Director Heisterkamp).
- 10. INFORMATIONAL AND DISCUSSION ITEMS:**
 - (A) Board to discuss Newcastle Fire Protection Districts parcel ownership at the ball fields.
 - (B) Board to review and discuss the Placer County Municipal Service Review (MSR)
- 11. ACTION ITEMS REQUIRE A VOTE BY ROLL CALL**
 - (A) Consider and approve contributing \$500 for a joint fire district awards luncheon
 - (B) Consider and approve the Appropriations (GANN) limit for Fiscal Year 2024-2025 prepared by the Placer County Auditor Controller
- 12. DIRECTORS REPORTS:**
- 13. MEETING ADJOURNED:**

Next Board meeting: December 18, 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 Regular Board of Directors Meeting
October 16, 2024
Long Valley Community Hall
2005 Rattlesnake Rd., Newcastle, CA 95658

1. Call Meeting to Order

- a. Chairman Elder called the meeting to order at 6:00 p.m.
- b. Chief Gow led the flag salute.
- c. Directors Elder, Heisterkamp, Lee, Burns and Bettencourt were present.
- d. Chief Gow, BC Williamson, Fire Marshal D'Ambrogi and DM Armstrong were present.

2. Approval of Agenda

- a. Chief Gow reported that item 11C. Consider and approve the Appropriations (GANN) limit for Fiscal Year 2024-2025 prepared by the Placer County Auditor Controller needs to be moved to next month
- b. Secretary Bettencourt made a motion to approve the amended agenda. Secretary Heisterkamp seconds the motion. Motion carries unanimously via roll call vote (5/0).

3. Approval of Minutes

- a. Secretary Heisterkamp made a motion to approve the minutes as presented. Director Bettencourt seconds the motion. Motion carries via roll call vote (5/0).

4. Approval of Financial Report

- a. Secretary Heisterkamp made a motion to approve the financial report as presented by Chief Gow. Secretary Burns seconds the motion. Motion carries unanimously via roll call vote (5/0).

5. Correspondence

- a. None

6. Public Comment

- a. Tim Monroe and Kathy Baxter from the Greater Auburn Area Fire Safe Council were in attendance. Mr. Monroe reported that there are 2 Newcastle communities in the FIREWISE application process.

7. Chief's Report

- a. Chief Gow reporting:
 - i. New SCBA's have been put into service and Battalion Chief Nelson is working to sell the old equipment
 - ii. New ID cards, with new pictures, are being issued for personnel
 - iii. Working to restructure physical exams, investigating a new vendor that offers a mobile option.
 - iv. Board had previously asked about service awards. Planning an awards ceremony luncheon on November 22 for all three fire districts (Newcastle, Penryn and Placer Hills). Anticipate the total cost will be around \$2,500, will be asking for Newcastle to contribute \$500.
 - v. Annual Christmas party is being put on by the Placer Hills Association on December 13th at the Administrative building.
- b. Fire Marshal D'Ambrogi reporting:
 - i. 1 Single Family Dwelling (SFD) plan reviewed.
 - i. 1 SFD final inspection.
 - ii. 3 propane inspections.
 - iii. Minor land division on Kellogg St.
 - iv. Design review of canine kennel project on Kellogg St.
 - v. Variance for storage shed on Newcastle Rd
- c. BC Williamson Reporting:
 - i. Red flag warning for the next few days
 - ii. Station exhaust system has been repaired
 - iii. 56 calls in September; 9 fires
 - iv. 585 calls year to date

8. Newcastle Professional Firefighter's Association

- i. Matt McCoy reported that they are participating in a car show on Sunday, they will be making pancakes.

9. Board Committee Reports

- a. Building Committee report on the new fire station.

1. Director Bettencourt reported that he is working on getting the property adjacent to the station weed-eated.
- b. Inter-district Cooperation Ad-hoc Committee.
 1. Director Elder reported that the draft MSR has been distributed.

10. Informational/Non-Action Items

- a. Board to discuss Newcastle Fire's parcel ownership at the Chantry Hill ballfield.
 - i. Director Bettencourt reporting:
 1. The main field is in a trust, the school board determined that a member of the trust is still living.
 2. School board approved Director Heisterkamp to contact their attorney to discuss a plan of action on the living trust member.
 - ii. Secretary Heisterkamp reporting:
 1. Trust language may allow for a new trustee
 2. Another option might be that Placer County could do a quitclaim deed
 3. Most options are going to be expensive due to legal fees, in the early process of determining the best decision
 4. The Newcastle Fire District parcels will remain in our ownership until the details on the other parcel is finalized.
- b. Board to discuss potential awards luncheon and Christmas party for personnel
 - i. Chair Elder reported that this item was already addressed during the Chief Gow's report.
- c. Board to review and discuss the Placer County Municipal Service Review (MSR)
 - i. Chief Gow reported on the history of Newcastle and Placer Hills Fire Protection Districts; worked together under an Administrative Contract for over 8 years and 2 years ago submitted an application to LAFCO to become one agency. The application submission triggered LAFCO to request a Municipal Service Review to be completed, which is a needed component of the application.
 - ii. The MSR draft took 2 years to complete and is scheduled to be presented at the LAFCO meeting on Nov. 6th.
 - iii. The report summary indicates that reorganization is encouraged
 - iv. Suggest scheduling a meeting with the LAFCO Executive Director to discuss next steps for the Newcastle and Placer Hills application

11. Action Items


- a. Public hearing to review and approve Resolution No. 2024-09 Adopting an Annual Fee Report and Capital Improvement Plan to Update the Fire Facilities Impact and Mitigation Fee Schedule
 - i. Fire Marshal D'Ambrogi presented the report
 1. Report includes capital expense purchases and information on how mitigation fees are used, as required by government code
 2. Annually allowed to increase fees based off the construction cost index, an increase to \$1.44/sq ft is recommended
 - ii. The public hearing was opened at 7:03pm
 1. Mr. Anacker shared his appreciation for the board and fire personnel
 2. No further public comment was received
 3. The public hearing was closed at 7:06pm
 - iii. Secretary Heisterkamp made a motion to approve Resolution No. 2024-09 as presented. Director Bettencourt seconds the motion. Motion carries unanimously via roll call (5/0).
- b. Consider and approve changing law firms
 - i. Secretary Heisterkamp reported that our lawyer, Kevin Flautt, left our current law firm and has moved to Best, Best & Kreiger. He has been given permission for us to follow him to his new law firm. If we make the choice to follow him the rates will be similar to our current rates.
 - ii. Secretary Heisterkamp made a motion to approve changing our law firm. Director Bettencourt seconds the motion. Motion carries unanimously via roll call (5/0).

12. Director's Reports

- a. Director Bettencourt reported that local resident homeowners insurance are being moved to the California FAIR Plan, with large increases.

13. Chairman Elder adjourned the meeting at 7:15 p.m.

Respectfully Submitted:



Michelle Armstrong, District Manager

Approved

Newcastle Fire General Fund
Revenue and Expense Report
Fiscal Year 2024/2025

	<u>Jul 1 - Nov 14, 24</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
REVENUE			
Property Taxes			
40010 Current Secured Property	0.00	327,743.00	0.0%
40040 Railroad Unitary Property	0.00	295.00	0.0%
40050 Unitary Property	0.00	7,706.00	0.0%
40060 Current Unsecured	6,167.95	7,158.00	86.2%
40090 Delinquent Unsecured	1.55	0.00	100.0%
40100 Current Supplemental Prop	207.01	7,576.00	2.7%
40110 Delinquent Supplemental	0.01	0.00	100.0%
Total Property Taxes	<u>6,376.52</u>	<u>350,478.00</u>	<u>1.8%</u>
40180 Other Taxes			
40180 Other Taxes Measure B	0.00	391,079.00	0.0%
40180 Other Taxes Measure F	820.80	220,527.00	0.4%
Total 40180 Other Taxes	<u>820.80</u>	<u>611,606.00</u>	<u>0.1%</u>
42010 Investment Income	4,430.62	10,000.00	44.3%
44350 State Homeowners Relief	0.00	1,655.00	0.0%
46090 Planning, pre-development	485.40	0.00	100.0%
46350 Fire Services			
Fire Recovery	1,161.11	2,500.00	46.4%
Strike Team deployments	0.00	50,000.00	0.0%
JOA staffing	14,940.20	0.00	100.0%
Total 46350 Fire Services	<u>16,101.31</u>	<u>52,500.00</u>	<u>30.7%</u>
46360 Other Fees and Charges			
Fire Code Compliance Inspection	1,550.00	10,000.00	15.5%
Total 46360 Other Fees and Charges	<u>1,550.00</u>	<u>10,000.00</u>	<u>15.5%</u>
47010 Donations	285.00	0.00	100.0%
48030 Miscellaneous	71,264.63	200.00	35,632.3%
49030 Proceeds asset sale	0.00	9,000.00	0.0%
Total REVENUE	<u>101,314.28</u>	<u>1,045,439.00</u>	<u>9.7%</u>
Total Income	101,314.28	1,045,439.00	9.7%
Expense			
EXPENSES			
55510 Operating Transfer Out	0.00	20,100.00	0.0%
52030 Fire Protective clothing	459.12	4,000.00	11.5%
52040 Communication Services	157.50	1,500.00	10.5%
52060 Station/Household Expense	319.25	4,000.00	8.0%
52080 General Liability Ins	8,965.01	39,544.00	22.7%
52160 Equipment Maintenance	6,647.47	18,500.00	35.9%
52440 SC3460 Engine Rental	0.00	1,500.00	0.0%
52170 Fuels & Lubricants	4,721.59	12,500.00	37.8%
52380 Building maintenance	2,325.57	3,000.00	77.5%
52220 Gases, medical	1,852.15	1,000.00	185.2%

**Newcastle Fire General Fund
Revenue and Expense Report
Fiscal Year 2024/2025**

	<u>Jul 1 - Nov 14, 24</u>	<u>Budget</u>	<u>% of Budget</u>
52260 Miscellaneous Expense	71,294.03	1,000.00	7,129.4%
52330 General Office			
52360 SC2981 Recording Sec	300.00	0.00	100.0%
SC2660 Supplies	169.03	0.00	100.0%
52330 General Office - Other	0.00	2,500.00	0.0%
Total 52330 General Office	469.03	2,500.00	18.8%
52360 Special Services			
SC2820 Personnel/policies	0.00	3,700.00	0.0%
SC2840 Parcel collection charge	0.00	6,116.00	0.0%
SC2860 Prop Tax Admin costs	0.00	5,766.00	0.0%
SC2880 Admin Services			
Admin services	46,067.50	184,270.00	25.0%
Total SC2880 Admin Services	46,067.50	184,270.00	25.0%
SC2900 Audit Costs	0.00	9,825.00	0.0%
SC3070 LAFCO fees	0.00	1,070.00	0.0%
Total 52360 Special Services	46,067.50	210,747.00	21.9%
52370 Professional Services	318.00	8,500.00	3.7%
52390 County Services	0.00	7,500.00	0.0%
52460 Small Tools, Accessories	0.00	2,000.00	0.0%
52570 Publications Legal Notice	135.59	150.00	90.4%
52580 Special District Expense			
SC3900 Precinct Costs	0.00	500.00	0.0%
SC4000 Education & Training	560.00	3,000.00	18.7%
SC4050 Commission Reimburse	350.00	900.00	38.9%
Total 52580 Special District Expense	910.00	4,400.00	20.7%
52800 Utilities	14,729.85	25,910.00	56.9%
53190 Taxes and Assessments	8.21	0.00	100.0%
Total EXPENSES	159,379.87	368,351.00	43.3%
54450 Fixed Assets Equipment	0.00	3,000.00	0.0%
Payroll Expenses			
51010 Salaries & Wages			
Strike team salaries	0.00	25,000.00	0.0%
51010 Salaries & Wages - Other	145,934.24	485,255.00	30.1%
Total 51010 Salaries & Wages	145,934.24	510,255.00	28.6%
51030 Extra Help	0.00	5,250.00	0.0%
51040 Overtime Call Back	34,164.42	82,350.00	41.5%
51220 Payroll Tax	13,646.92	51,190.00	26.7%
51310 Employee Group Insurance	22,276.66	76,850.00	29.0%
51360 Workers Comp Insurance	25,787.50	51,758.00	49.8%
Total Payroll Expenses	241,809.74	777,653.00	31.1%

Newcastle Fire General Fund
Revenue and Expense Report
Fiscal Year 2024/2025

	<u>Jul 1 - Nov 14, 24</u>	<u>Budget</u>	<u>% of Budget</u>
Total Expense	401,189.61	1,149,004.00	34.9%
Net Income	<u>-299,875.33</u>	<u>-103,565.00</u>	<u>289.6%</u>

Newcastle Fire General Fund
Check Detail
October 12 through November 14, 2024

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
10/17/2024	United Healthcare		General Operating funds	
10/17/2024			51310 Employee Group Insur...	-124.40
TOTAL				-124.40
10/25/2024	Advantage Gear		General Operating funds	
10/25/2024		Knuckles	52030 Fire Protective clothing	-198.25
TOTAL				-198.25
10/25/2024	John Burns		General Operating funds	
10/25/2024			SC4050 Commission Reimbu...	-50.00
TOTAL				-50.00
10/25/2024	Lawrence Bettencourt		General Operating funds	
10/25/2024			SC4050 Commission Reimbu...	-75.00
TOTAL				-75.00
10/25/2024	PCWA		General Operating funds	
10/25/2024			Water	-264.19
TOTAL				-264.19
10/25/2024	PG&E		General Operating funds	
10/25/2024			Electricity/gas	-1,151.87
TOTAL				-1,151.87
10/25/2024	Principal Life		General Operating funds	
10/25/2024			51310 Employee Group Insur...	-228.24
TOTAL				-228.24
11/01/2024	Kaiser		General Operating funds	
11/01/2024			51310 Employee Group Insur...	-2,426.88
TOTAL				-2,426.88
11/01/2024	PCWA		General Operating funds	
11/01/2024			Water	-284.63
TOTAL				-284.63
11/07/2024	Dawson Oil Company		General Operating funds	
11/07/2024			52170 Fuels & Lubricants	-648.66
TOTAL				-648.66

Newcastle Fire General Fund
Check Detail
October 12 through November 14, 2024

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
11/07/2024	Harris Industrial Gases		General Operating funds	
11/07/2024			52220 Gases, medical	-140.65
TOTAL				-140.65
11/07/2024	Sierra Building Systems, Inc.		General Operating funds	
11/07/2024		Fire Alarm Monitoring	52380 Building maintenance	-720.00
TOTAL				-720.00

Newcastle Fire Development Fees

Revenue & Expense

July 1 through November 14, 2024

	<u>Jul 1 - Nov 14, 24</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Income Mitigation Fees			
42010 Investment Income	560.22	1,000.00	56.0%
46440 Mitigation Fees	14,826.32	75,000.00	19.8%
Total Income Mitigation Fees	15,386.54	76,000.00	20.2%
Total Income	15,386.54	76,000.00	20.2%
Expense			
52260 Miscellaneous	5,241.66	20,000.00	26.2%
Operating Transfer Out	58,242.20	125,506.00	46.4%
Total Expense	63,483.86	145,506.00	43.6%
Net Income	-48,097.32	-69,506.00	69.2%

Newcastle Fire - USDA
Profit & Loss
July 1 through November 14, 2024

	<u>Jul 1 - Nov 14, 24</u>
Income	
42010 Investment Income	825.93
49080 Operating Transfer In	<u>58,242.20</u>
Total Income	59,068.13
Expense	
Bond Interest	41,802.75
Bond Principal	<u>0.00</u>
Total Expense	<u>41,802.75</u>
Net Income	<u><u>17,265.38</u></u>



MEMORANDUM
OFFICE OF THE
AUDITOR-CONTROLLER
COUNTY OF PLACER

DATE: **October 11, 2024**

TO: **Special Districts of Placer County**

FROM: **Andrew C. Sisk, Auditor-Controller** *ACS*

SUBJECT: **Fiscal Year 2024/2025 Appropriation Limit**

The calculation of your District's appropriation limit for fiscal year 2024/25 is attached. The change in population within Placer County, as provided by the State Department of Finance, and the change in the local assessment roll from the preceding year for the jurisdiction due to the addition of local nonresidential new construction, are the factors used to calculate your appropriation limit.

If you have any questions, please contact Joe Alire at (530) 889-4198 or Darlene Justice at (530) 889-4201.

ACS:ja
Attachment

