Newcastle Fire Protection District
Minutes of Regular Board of Directors Meeting
February 19, 2025
Long Valley Community Hall
2005 Rattlesnake Rd., Newcastle, CA 95658

1. **Call Meeting to Order**
    a. VC Bettencourt called the meeting to order at 6:00 p.m.
    b. Director Burns led the flag salute.
    c. All directors were present except Chairman Heisterkamp.
    d. Chief Gow, BC Williamson, DM Armstrong and Fire Marshal D'Ambrogi were present.
2. **Approval of Agenda**
    a. Director Elder made a motion to approve the agenda as presented. Secretary Burns seconds the motion. Motion carries unanimously via roll call vote (4/0).
3. **Approval of Minutes**
    a. Secretary Burns made a motion to approve the minutes as presented. Director Elder seconds the motion. Motion carries via roll call vote (4/0).
4. **Approval of Financial Report**
    a. Secretary Burns made a motion to approve the financial report as presented by Chief Gow. Director Elder seconds the motion. Motion carries unanimously via roll call vote (4/0).
5. **Correspondence**
    a. Secretary Burns reported that he had received an invitation to attend the next Newcastle Community Association meeting.
6. **Public Comment**
    a. Tim Monroe, Greater Auburn Fire Safe Council – Newcastle resident, Laurie Bettencourt is working on a "Dream Ranch" Firewise Community.
7. **Chief's Report**
    a. Chief Gow reporting:
        i. The SCBA project is complete.
        ii. There is a Special Districts Directors Group meeting next week at Placer Hills Fire.
        iii. Annual physical project: Still seeking a new vendor. Will come before the board in the near future.
        iv. Lexipol policy manual: There are a handful of policies NEW and PHF share that aren't in Lexipol. We're currently in the process of adding them. Will come to the board for approval soon.
    b. Fire Marshal D'Ambrogi reporting:
        i. 2024:
            a. 9 – Plans submitted
            b. 6 – Hydro/Rough
            c. 8 – Final Inspections
            d. 17 – LPG Inspections
            e. 1 – Assembly permit
            f. 9 – Will serves issued
    c. BC Williamson Reporting:
        i. Multi-company training is ongoing.
8. **Newcastle Professional Firefighter's Association**
        i. No report.
9. **Board Committee Reports**
    a. Building Committee report on the new fire station.
        1. Report postponed to action items.
    b. Inter-district Cooperation Ad-hoc Committee.
        1. No report.
10. **Informational/Non-Action Items**
    a. Board to discuss Newcastle Fire's parcel ownership at the Chantry Hill ballfield.
        1. No report.
    b. Board to review and discuss the Placer County Municipal Services Review.

i. Chief Gow reported that it's anticipated that LAFCO will hear and approve the MSR on March 12th.

c. Board to discuss the LAFCO Agreement to Pay Fees and Costs/Indemnification.
   i. VC Bettencourt spoke with Chairman Heisterkamp prior to tonight's meeting. The agreement and funding were previously approved by the board at the December, 2022 meeting.

d. Board to discuss a payment to LAFCO for $16,299.50 which includes ½ the application deposit and ½ of the third-party contract for district financial analysis.
   i. Chief Gow reported that LAFCO would like payment ASAP.
   ii. VC Bettencourt reported that there will need to be a budget revision made at the end of the fiscal year and the funds will be taken out of reserves.

11. Action Items

a. Public hearing to review and approve Resolution No. 2025-02 Adopting an Annual Fee Report and Capital Improvement Plan to Update the Fire Facilities Impact and Mitigation Fee Schedule.
   i. Fire Marshal D'Ambrogi reviewed the updated Capital Improvement Plan and Mitigation Fee Schedule. He reported that mitigation fees increased by 9.4% (from $1.33 to $1.44 per square foot.)
   ii. VC Bettencourt opened the public hearing at 6:47 p.m.
      1. No public comment was received.
   iii. VC Bettencourt closed the public hearing at 6:51 p.m.
   iv. Director Elder made a motion to approve Resolution No. 2025-02 Adopting an Annual Fee Report and Capital Improvement Plan to Update the Fire Facilities Impact and Mitigation Fee Schedule as presented. Secretary Burns seconds the motion. Motion carries unanimously (4/0).

b. Consider and vote for the Special District Representatives for Placer County Local Agency Formation Commission.
   i. The board opted to take no action on this item.

c. Consider and approve a one-year extension of the Administrative Contract with Placer Hills Fire District.
   i. Director Lee made a motion to approve a one-year extension of the Administrative Contract with Placer Hills Fire District. Secretary Burns seconds the motion. Motion carries unanimously (4/0).

d. Authorize board Chairman to initiate a letter to Placer County in Preparation of negotiations for reorganization.
   i. Chief Gow reported that the verbiage of the letter is still being finalized.
   ii. Director Elder made a motion to authorize the board chairman to initiate a letter to Placer County in Preparation of negotiations for reorganization. Secretary Burns seconds the motion. Motion carries unanimously (4/0).

e. Consider and approve the financial audit for FY 2023/2024 prepared by Smith & Newell CPA's.
   i. Secretary Burns made a motion to accept the 2023/2024 audit as presented. Director Elder seconds the motion. Motion carries unanimously (4/0).

f. Board to consider and approve the purchase of a fuel vault.
   i. VC Bettencourt reported that the following bids had been received (none include required permits):
      1. Core Engineered Solutions (concrete vault), $56, 202.25.
      2. Donlee pump company (concrete vault), $45,000.00.
      3. Hunt & Sons, Inc. (Steel Vault), $29,706.24.
   ii. VC Bettencourt and Director Lee recommend the steel vault from Hunt & Sons. The estimated cost to complete the project is $35,000.00.
   iii. Chief Gow recommends that Chairman Heisterkamp write a letter to the Penryn and Placer Hills boards requesting help paying for the permits and annual fees since they will be using the facilities also.
   iv. Secretary Burns made a motion to approve up to $37,000.00 for the permitting and installation of a steel fuel vault at station 41. Work to be performed by Hunt & Sons. Director

Lee seconds the motion. Motion carries unanimously (4/0).

12. Director's Reports

a. None

13. VC Bettencourt adjourned the meeting at 7:26 p.m.

Respectfully Submitted:

Patrice Metz, Recording Secretary