



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, Roger Lee
Fire Chief Ian Gow*

NOTICE OF A REGULAR MEETING and AGENDA

Wednesday, June 17, 2026 @ 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:** May 20, 2026 Regular Meeting
- 4. BILL APPROVAL AND FINANCIAL REPORT:** May/June 2026
- 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
 - (B)** Operations
 - (C)** Prevention
- 8. SIERRA NEVADA 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 Heisterkamp and Director Elder).
- 10. INFORMATIONAL AND DISCUSSION ITEMS:**
 - (A)** Status on Placer County Local Hazard Mitigation update for 2026 & CWPP Community Wildfire Prevention Plan
- 11. ACTION ITEMS REQUIRE A VOTE BY ROLL CALL**
 - (A)** Consider and approve the memorandum of understanding for the terms and cost of \$6,313 for the Auditor-Controller services for fiscal year 2026-2027
 - (B)** Presentation to community members, in appreciation of their support of the Newcastle Fire Protection District
 - (C)** Presentation to the Newcastle Fire Protection District board members, in appreciation of their service to the people of Newcastle
- 12. DIRECTORS REPORTS:**
- 13. MEETING ADJOURNED:**

Next Board meeting: TBD

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
May 20, 2026
Long Valley Community Hall
2005 Rattlesnake Rd., Newcastle, CA 95658

1. Call Meeting to Order

- a. Chairman Heisterkamp called the meeting to order at 6:00 p.m.
- b. Secretary Burns led the flag salute.
- c. All directors were present except Director Lee.
- d. Chief Gow, BC Williamson, Asst. Chief Slusher, 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 (4/0).

3. Approval of Minutes

- a. Chairman Heisterkamp made a motion to approve the minutes of the April 15, 2026, regular meeting as presented. VC Bettencourt seconds the motion. Motion carries unanimously (4/0).

4. Approval of Financial Report

- a. Secretary Burns made a motion to approve the financial report as presented by Chief Gow. VC Bettencourt seconds the motion. Motion carries unanimously (4/0).

5. Correspondence

- a. Chief Gow received correspondence from L3800 President, Clayton Thomas. President Thomas will be stepping down from his union position. He has accepted the Fire Chief position with Penn Valley Fire.

6. Public Comment

- a. Jon Anacker –
 - i. Mr. Anacker recently visited Newcastle Elementary. Each student was asked to make a display related to something in nature. His granddaughter Charlotte did hers on wildfire. It will be at the June board meeting for all to see.

7. Chief's Report

- a. Chief Gow reporting:
 - i. Working with Auburn City Fire is going well.
 - ii. South Placer Fire (SPL): Attended their board meeting last night. It was a packed house as one of the topics was a proposed tax measure to be placed on the November ballot.
 - iii. The administrative contract with Penryn Fire is up in June. Once the new board of the consolidated districts is seated and committee assignments have been made, the Penryn board will be contacted. The current contract is being extended until then.
 - iv. Newcastle employees will become Placer Hills employees effective June 13th.
- b. BC Williamson provided the Fire Marshal report:
 - i. SFD Plans in 2
 - ii. Hydro/Rough Inspection (SFD) 0
 - iii. SFD Final 2
 - iv. Defensible Space Inspection 0
 - v. LPG 1
- c. Assistant Chief Slusher provided the Operations report:
 - i. 65 calls for service in April 2026.
 - ii. Aid given to other agencies: 4
 - iii. Aid received: 0

8. Newcastle Professional Firefighter's Association

- i. None

9. Board Committee Reports

- a. Building Committee report on the new fire station.
 - i. Nothing to report.
- b. Inter-district Cooperation Ad-hoc Committee.
 - i. No report.

10. Informational/Non-Action Items

- a. Status on Placer County Local Hazardous Mitigation Plan update for 2026.

- i. Fire Marshal D'Ambrogi reporting:
 1. LHMP is in review at OES.
 2. The Community Wildfire Protection Plan (CWPP) will be open for public review tomorrow night at Health and Human Services.
 3. Evacuation/Transportation/Resiliency Plan:
 - Identify evacuation routes and how those routes can be improved.
 - It will be a very comprehensive plan.
 - Draft plan is expected by January or February 2027.

11. Action Items

- a. Consider and adopt Resolution No. 2026-02 amending the budget for FY 2025/2026.
 - i. DM Armstrong reported that this is basically a "closeout" budget.
 - ii. Chairman Heisterkamp made a motion to adopt Resolution No. 2026-02 with the following correction: Fire Services Revenue, 46350, JOA Staffing, carry "actual" figure of \$26,470 to the last column of the line (amended 25-26). Secretary Burns seconds the motion. Motion carries unanimously via roll call vote (4/0).
- b. Consider and adopt Resolution No. 2026-03 adjusting Tax Measure B by a cost-of-living increase of 3% for FY 2026/2027.
 - i. VC Bettencourt made a motion to adopt Resolution No. 2026-03 as presented. Director Elder seconds the motion. Motion carries unanimously via roll call vote (4/0).
- c. Consider and adopt Resolution No. 2026-04 adjusting Tax Measure F by a cost-of-living increase of 3.5% for FY 2026/2027.
 - i. Chairman Heisterkamp made a motion to adopt Resolution No. 2026-04 as presented. Secretary Burns seconds the motion. Motion carries unanimously via roll call vote (4/0).
- d. Consider and adopt Resolution No. 2026-05 requesting collection of Measure B and Measure F on the tax roll for FY 2026/2027.
 - i. Director Elder made a motion to adopt Resolution No. 2026-05 as presented. Chairman Heisterkamp seconds the motion. Motion carries unanimously via roll call vote (4/0).
- e. Consider and adopt Resolution No. 2026-06 Preliminary Budget for FY 2026/2027.
 - i. Chairman Heisterkamp made a motion to adopt Resolution No. 2026-06 as presented. Secretary Burns seconds the motion. Motion carries unanimously via roll call vote (4/0).
- f. Nominate and approve the board members of the newly reorganized district.
 - i. Chief Gow reported that the Placer Hills board has already chosen their board members for the reorganized district. They are, Russ McCray, Fred Lofrano and Nicole Paskey.
 - ii. Chairman Heisterkamp indicated that NEW will choose their board representatives using a nomination process. Each board member (that's present) will get two votes. One for each available seat.
 1. Director Elder nominated Chairman Heisterkamp to serve on the reorganized board. Secretary Burns seconds the motion. Motion carries unanimously via roll call vote (4/0).
 2. There was discussion that originally Director Lee had expressed interest in serving on the reorganized board, however, since he has not reached out to anyone regarding this issue, Secretary Burns is interested in serving.
 3. VC Bettencourt nominated Secretary Burns to serve on the reorganized board. Director Elder seconds the motion. Motion carries unanimously via roll call vote (4/0).
- g. Consider and adopt Resolution No. 2026-07 implementing the reorganization of the district.
 - i. There is discussion that the board of the reorganized district will hold a special meeting on 7/1.
 - ii. Chairman Heisterkamp did not read the entire resolution aloud; however, he felt it was important to read the following passage from the document:
 1. **"FINALLY, BE IT FURTHER RESOLVED**, that, on behalf of a grateful community, the Board of Directors honors and acknowledges the 180-year legacy of service of our predecessor firefighters starting with the Newcastle Volunteer Fire Company in 1848 and continuing with the successful shared service agreement and operational integration between Newcastle and Placer Hills since 2016; and looks forward to the enhanced fire and

emergency medical services after our merger into the reorganized Placer Hills Fire Protection District.”

- iii. VC Bettencourt made a motion to adopt Resolution No. 2026-07 as presented. Chairman Heisterkamp seconds the motion. Motion carries unanimously via roll call vote (4/0).

12. Director’s Reports

- a. Director Elder reported that Gerald Saladana passed away in April, aged 90.

13. Chairman Heisterkamp adjourned the meeting at 7:06 p.m.

Respectfully Submitted:



Patrice Metz, Recording Secretary

Approved

**Newcastle Fire General Fund
Revenue and Expense Report
Fiscal Year 2025/2026**

	Jul 1, '25 - Jun 11, 26	Budget	% of Budget
Income			
REVENUE			
Property Taxes			
40010 Current Secured Property	327,169.83	344,474.00	95.0%
40040 Railroad Unitary Property	321.75	339.00	94.9%
40050 Unitary Property	8,212.54	8,645.00	95.0%
40060 Current Unsecured	7,344.25	7,550.00	97.3%
40090 Delinquent Unsecured	124.37	0.00	100.0%
40100 Current Supplemental Prop	6,863.61	7,515.00	91.3%
40110 Delinquent Supplemental	15.25	0.00	100.0%
Total Property Taxes	350,051.60	368,523.00	95.0%
40180 Other Taxes			
40180 Other Taxes Measure B	382,828.93	402,978.00	95.0%
40180 Other Taxes Measure F	216,163.87	227,607.00	95.0%
Total 40180 Other Taxes	598,992.80	630,585.00	95.0%
42010 Investment Income	10,088.70	10,000.00	100.9%
44350 State Homeowners Relief	1,424.53	1,643.00	86.7%
46090 Planning, pre-development	749.70	0.00	100.0%
46350 Fire Services			
Fire Recovery	410.45	1,000.00	41.0%
Strike Team deployments	11,470.33	11,500.00	99.7%
JOA staffing	37,219.64	26,470.00	140.6%
Total 46350 Fire Services	49,100.42	38,970.00	126.0%
46360 Other Fees and Charges			
Fire Code Compliance Inspection	6,500.00	7,500.00	86.7%
Total 46360 Other Fees and Charges	6,500.00	7,500.00	86.7%
47010 Donations	22.88	0.00	100.0%
48030 Miscellaneous	1,568.54	1,750.00	89.6%
49030 Proceeds asset sale	9,000.00	9,000.00	100.0%
Total REVENUE	1,027,499.17	1,067,971.00	96.2%
46360 Fuel Reimbursement	1,921.71	15,000.00	12.8%
Total Income	1,029,420.88	1,082,971.00	95.1%
Expense			
EXPENSES			
55510 Operating Transfer Out	11,921.05	11,921.00	100.0%
52030 Fire Protective clothing	4,320.17	5,000.00	86.4%
52040 Communication Services	0.00	500.00	0.0%
52060 Station/Household Expense	1,069.46	2,500.00	42.8%
52080 General Liability Ins	46,497.50	51,100.00	91.0%
52160 Equipment Maintenance	7,456.54	18,500.00	40.3%
52440 SC3460 Engine Rental	0.00	3,000.00	0.0%
52170 Fuels & Lubricants	20,296.12	25,000.00	81.2%
52380 Building maintenance	5,476.41	6,000.00	91.3%

**Newcastle Fire General Fund
Revenue and Expense Report
Fiscal Year 2025/2026**

	Jul 1, '25 - Jun 11, 26	Budget	% of Budget
52220 Gases, medical	1,892.92	2,500.00	75.7%
52260 Miscellaneous Expense	2,094.89	2,500.00	83.8%
52330 General Office	2,333.35	1,700.00	137.3%
52360 Special Services			
Parcel Tax preparation	2,000.00	2,000.00	100.0%
SC2820 Personnel/policies	4,534.22	4,500.00	100.8%
SC2840 Parcel collection charge	6,297.43	6,306.00	99.9%
SC2860 Prop Tax Admin costs	6,086.17	6,086.00	100.0%
SC2880 Admin Services	138,202.50	184,270.00	75.0%
SC2900 Audit Costs	6,100.00	6,750.00	90.4%
SC3070 LAFCO fees	1,405.23	1,530.00	91.8%
Total 52360 Special Services	164,625.55	211,442.00	77.9%
52370 Professional Services	16,361.28	19,000.00	86.1%
52390 County Services	6,219.59	6,220.00	100.0%
52460 Small Tools, Accessories	53.62	2,000.00	2.7%
52570 Publications Legal Notice	104.27	150.00	69.5%
52580 Special District Expense	1,060.00	3,900.00	27.2%
52800 Utilities	29,663.22	38,950.00	76.2%
53190 Taxes and Assessments	8.43	0.00	100.0%
Total EXPENSES	321,454.37	411,883.00	78.0%
54450 Fixed Assets Equipment	26,684.83	26,750.00	99.8%
Payroll Expenses			
51010 Salaries & Wages	375,072.61	485,255.00	77.3%
51030 Extra Help	7,057.67	5,250.00	134.4%
51040 Overtime Call Back	180,495.00	192,650.00	93.7%
51220 Payroll Tax	43,767.21	51,190.00	85.5%
51310 Employee Group Insurance	71,437.81	78,000.00	91.6%
51360 Workers Comp Insurance	54,844.00	55,000.00	99.7%
Total Payroll Expenses	732,674.30	867,345.00	84.5%
Total Expense	1,080,813.50	1,305,978.00	82.8%
Net Income	-51,392.62	-223,007.00	23.0%

Newcastle Fire General Fund
Check Detail
May 16 through June 11, 2026

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
05/19/2026	Nationwide Retirement Solutions		Placer County	
05/19/2026			Payroll Liabilities	-2,000.00
			51310 Employee Group Insurance	-1,676.92
TOTAL				-3,676.92
05/28/2026	Bobby Hicks		Placer County	
05/28/2026		Uniform Reimbursement	52030 Fire Protective clothing	-498.71
TOTAL				-498.71
05/28/2026	Matt McCoy		Placer County	
05/28/2026		Uniform Reimbursement	52030 Fire Protective clothing	-450.03
TOTAL				-450.03
05/28/2026	Metz, Patrice		Placer County	
05/28/2026			52360 SC2981 Recording Sec	-75.00
TOTAL				-75.00
05/28/2026	Nationwide Retirement Solutions		Placer County	
05/19/2026		Correcting missed payment - PP09 FY...	Payroll Liabilities	-2,070.00
		Correcting missed payment - PP09 FY...	51310 Employee Group Insurance	-1,535.38
TOTAL				-3,605.38
05/28/2026	Placer Hills Fire District		Placer County	
05/28/2026			Admin services	-46,067.50
TOTAL				-46,067.50
05/28/2026	United Healthcare		Placer County	
05/28/2026			51310 Employee Group Insurance	-124.40
TOTAL				-124.40
05/28/2026	Wayne Hickok		Placer County	
05/28/2026		Uniform Reimbursement	52030 Fire Protective clothing	-260.62
TOTAL				-260.62
05/28/2026	Nationwide Retirement Solutions		Placer County	
05/28/2026			Payroll Liabilities	-976.92
			51310 Employee Group Insurance	-1,676.92
TOTAL				-2,653.84
06/05/2026	Foresthill FPD		Placer County	
06/05/2026			JOA staffing	-2,140.28
TOTAL				-2,140.28
06/05/2026	Harris Industrial Gases		Placer County	
06/05/2026			52220 Gases, medical	-57.92
TOTAL				-57.92
06/05/2026	Hunt and Sons		Placer County	

Newcastle Fire General Fund
Check Detail
 May 16 through June 11, 2026

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
06/05/2026			52170 Fuels & Lubricants	-1,759.51
TOTAL				-1,759.51
06/05/2026	ISU Insurance Atwood Agency		Placer County	
06/05/2026			52080 General Liability Ins	-10,942.00
TOTAL				-10,942.00
06/05/2026	Metz, Patrice		Placer County	
06/05/2026			52360 SC2981 Recording Sec	-75.00
TOTAL				-75.00
06/05/2026	PG&E		Placer County	
06/05/2026			Electricity/gas	-699.52
TOTAL				-699.52
06/05/2026	US Bank		Placer County	
06/05/2026			Phone/Cable/Internet	-863.21
			Pest control	-115.42
TOTAL				-978.63

Newcastle Fire Development Fees
Revenue & Expense
July 2025 through June 2026

	<u>Jul '25 - Jun 26</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Income Mitigation Fees			
42010 Investment Income	891.85	1,000.00	89.2%
46440 Mitigation Fees	116,706.88	105,000.00	111.1%
Total Income Mitigation Fees	117,598.73	106,000.00	110.9%
Total Income	117,598.73	106,000.00	110.9%
Expense			
Operating Transfer Out	117,710.40	132,092.00	89.1%
Total Expense	117,710.40	132,092.00	89.1%
Net Income	-111.67	-26,092.00	0.4%

Newcastle Fire - USDA
Profit & Loss
July 1, 2025 through June 11, 2026

	<u>Jul 1, '25 - Jun 11, 26</u>
Income	
42010 Investment Income	2,097.10
49080 Operating Transfer In	129,631.45
Total Income	<u>131,728.55</u>
Expense	
53060 Bond Interest	82,210.50
Bond Principal	62,000.00
Total Expense	<u>144,210.50</u>
Net Income	<u><u>-12,481.95</u></u>



COUNTY OF PLACER

OFFICE OF THE AUDITOR-CONTROLLER

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Assistant Auditor-Controller
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July 1, 2026

To the Board of Directors and Management
Newcastle Fire District

The Auditor-Controller is pleased to confirm our understanding of the terms and costs of our services under this agreement for the 2026-2027 fiscal year.

A. Scope of Services

The Auditor-Controller will provide the following services to Newcastle Fire District (District):

1. **General Accounting** – includes use of the County's centralized accounting system and recording of financial system entries submitted by the District. Transactions will be reviewed for authorization by appropriate District personnel prior to processing. This also includes compiling the District's financial information to report within the County's Cost Plan, if applicable.
2. **Accounts Payable** – includes processing payment claims by warrant, wire, or ACH. Claims will be reviewed to validate authorized District signers have approved the payment prior to processing, recording, and mailing payments. Any invoices submitted for payment will be scanned and archived for retention. Reviewing invoices for mathematical accuracy and appropriateness of expenditure is not part of the service agreement. Maintaining vendors and payments for purposes of tax reporting along with issuing IRS Tax Form 1099 for the calendar year and biweekly State EDD Reporting, if applicable.
3. **Accounting Support** – includes responding to routine inquiries and/or external auditors' requests.
4. **Payroll** – includes normal bi-weekly payroll processing including wage garnishments, recording, and mailing payments, submitting retirement and deferred compensation data, remitting tax payments, filing quarterly tax reports, issuing W-2 forms, and maintaining complete records. Abnormal or out of the ordinary payroll processing may require an additional fee. See Exhibit A for scope of work and payment terms.
5. **Adopted Budget** – includes recording the District's adopted budget, ensuring expenditures do not exceed authorized budget and processing any budget revisions.
6. **Gann Limit** – calculation of appropriation limit for the current fiscal year and measurement (testing) of appropriation limit for the previous fiscal year to assist the District in meeting the requirements of Article XIII B, Section 1.5 of the California Constitution.

B. Term

The term of this Agreement will commence on July 1, 2026, and end on June 30, 2027. Subject to written agreement of the parties, this agreement may be renewed annually.

C. Responsibilities of Auditor-Controller

The Auditor-Controller's responsibility under this Agreement is to perform the services enumerated above. The Auditor-Controller will not audit accounting entries, payment claims or budget transactions, nor will we validate the appropriateness of accounting transactions or claims for payment.

The Auditor-Controller's services are not designed to detect instances of fraud, or non-compliance with laws or regulations or significant errors; however, the Auditor-Controller will communicate to the District any known and suspected fraud, non-compliance with laws or regulations, or significant errors that come to their attention. Neither the County nor the Auditor-Controller will be held liable should any instances of fraud, non-compliance with laws or regulations or significant errors be subsequently discovered by either the District or through a claim or lawsuit to the District.

D. Responsibilities of District Management

The District is responsible for (1) ensuring all transactions are submitted and/or approved by authorized staff, (2) reviewing all transactions prior to submittal to ensure appropriateness of the expenditure, compliance with laws or regulations and to check for significant errors and fraud, (3) retaining all source documents, and (4) providing all District Board authorized budgets and budget amendments. The District is encouraged to routinely provide accounting reports and payment registers to its Board for review.

The District agrees to inform County of significant non-compliance, fraud and/or errors immediately upon discovery.

For all services provided, the District management agrees to assume all management responsibilities; oversee the services by designating an individual who possesses suitable skill, knowledge, and/or experience to understand the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. The District agrees to hold the County and the Auditor-Controller harmless for any subsequent claims or lawsuits that may arise from the results of the services.

Annual Cost and Billing

The annual cost of services identified above is \$6,313. The District will be billed by journal entry during the third quarter of the fiscal year for the entire annual costs. Specific billing details can be provided to the District upon request.

Agreement

The Auditor-Controller appreciates the opportunity to be of service to you and believes this letter accurately summarizes the significant terms of your agreement. This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements. Please execute this document and return the original version to my office at your earliest convenience.

Sincerely,



Andrew C. Sisk, CPA
Auditor-Controller

We, the undersigned, have read and agree to the terms of this Agreement. We represent we have the authority to execute this Agreement on behalf of the Newcastle Fire District.

Authorized Signature: _____ Dated: _____

Authorized Board Signature (If Necessary): _____ Dated: _____