



NEWCASTLE FIRE PROTECTION DISTRICT

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

NOTICE OF A REGULAR MEETING and AGENDA

October 20, 2021 @ 6:00 p.m.

Long Valley Community Hall, 2008 Rattlesnake Rd., Newcastle Ca 95658

This meeting will be open to in-person attendance.

The meeting is also offered through a virtual Zoom meeting webinar. To join the meeting:

<https://us02web.zoom.us/j/7699308229>

[Meeting ID: 769 930 8229](https://us02web.zoom.us/j/7699308229)

[Dial by your location +1 669 900 9128 US \(San Jose\)](https://us02web.zoom.us/j/7699308229)

[Find your local number: https://us02web.zoom.us/u/kTxrun2H0](https://us02web.zoom.us/j/7699308229)

1. **CALL MEETING TO ORDER:** Pledge of Allegiance
2. **APPROVAL OF AGENDA:**
3. **APPROVAL OF MINUTES:** September 15, 2021 Regular Meeting
4. **BILL APPROVAL AND FINANCIAL REPORT:**
 - (A) Monthly Expense Report and Financial update: September/October 2021
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. **NEWCASTLE PROFESSIONAL FIREFIGHTER'S ASSOCIATION REPORT:**
9. **BOARD COMMITTEE REPORTS:**
 - (A)
10. **INFORMATIONAL AND DISCUSSION ITEMS:**
 - (A) Update on the Departments' COVID-19 response.
 - (B)
11. **ACTION ITEMS REQUIRE A VOTE BY ROLL CALL**
 - (A) Oath of Office and pinning of Captain Shannon Shaw
 - (B) Consider and approve to surplus Utility 41
 - (C) Building Committee update on the construction of the fire station and possible action:
 1. Extension of the grant deed for the fire station site by Mr. Saladana for construction commencement
 2. Resolution Number 21-04 authorizing the issuance of a loan anticipation
12. **DIRECTORS REPORTS:**
13. **MEETING ADJOURNED:**

Next Board meeting: November 17, 2021

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
Minutes of Regular Board of Directors Meeting
Pursuant to the Governor's Special-Order N-29-20, issued March 17, 2020, the September 15, 2021
Regular Board of Director's Meeting was held via teleconference and in-person at:
Long Valley Community Hall
2008 Rattlesnake Rd.
Newcastle, CA 95658

1. Call Meeting to Order

- a. Chairman Kahrl called the meeting to order at 6:00 p.m.
- b. Secretary Heisterkamp led the Flag Salute.
- c. Directors Kahrl, Heisterkamp, Elder, Enos (by teleconference) and Bettencourt (slightly late) were present.
- d. Chief Gow, Fire Marshal D'Ambrogi, District Manager Lofrano, Fire Marshal D'Ambrogi and Battalion Chief Williamson were present.

2. Approval of Agenda

- a. Secretary Heisterkamp recommended making the following changes to the agenda:
 - i. 11(A) 1: Consider and approve moving forward with the USDA loan in the amount up to \$3,775,800 and authorizing the Chair or Vice-Chair to sign any required documentation.
 - ii. 11(A) 2: Consider and approve the engagement of the selected interim lender for the construction amount, and authorize the Chair or Vice-Chair to sign any required documentation.

Vice-Chair Elder moved to approve the amended agenda. Director Enos seconded the motion that was passed 4-0. Director Bettencourt abstained due to his late arrival.

3. Approval of Minutes

- a. Secretary Heisterkamp amended the minutes to reflect "Letter of Conditions" in item 11(A) iii. Secretary Heisterkamp moved to approve the amended minutes. Director Bettencourt seconded the motion that passed 4-0. Vice-Chair Elder abstained.

4. Approval and Financial Report

- a. Chief Gow reported that vehicle maintenance, fuel and utility expenses were slightly over budget.
- b. Vice-Chair Elder moved to approve the financial report as presented. Secretary Heisterkamp seconded the motion that passed unanimously.

5. Correspondence

- a. None

6. Public Comment

- a. Mr. Anaker thanked Fire Marshal D'Ambrogi for his home inspection and letter for his insurance company.

7. Chiefs' Report:

- a. Chief Gow's report:
 - i. Multiple requests for strike team resources. Placer Hills' OES engine and Brush 86 are still deployed.
 - ii. Penryn Fire Board signed the Joint Operations Agreement (JOA) and recognized Local 3800 as the bargaining unit for their employees. The Board also approved the installation of a back-up generator and are going out to bid for station wall repairs. They submitted an application to CalPERS for retirement benefits.
 - iii. Engine 41 was on the Bridge Fire. We are testing for an engineer next week.

- iv. Lexipol Policy review and approval will begin again next month.
- v. Chair Kahrl would like fiscal, staffing and equipment data on the fire districts.
- b. Fire Marshal D'Ambrogi report:
 - i. New construction has slowed down.
 - ii. Conducted several sprinkler, propane lines and home inspections.
 - iii. Several cell towers are retrofitting with back-up generators.
- c. Battalion Chief Williamson:
 - i. 40 calls for service last month, 517 for the year.
 - ii. Engine 41 was on the Bridge fire for 2½ days.

8. Newcastle Professional Firefighter's Association – nothing to report.

9. Board Committee Reports

- a. Finance Committee: Vice-Chair Elder reported that the committee met and reviewed the final budget. Staff will contact PG&E to get recommendations for energy savings. Mr. Dobbas passed away and the fueling station was shut down. This has caused an increase in fuel costs. The leaky water tanks in the engines have added to the maintenance/repair costs.

10. Informational/Non-Action Items

- a. Update on the Departments' COVID-19 response.
 - i. Chief Gow reported that the crews are running multiple COVID calls. The stations remain closed to the public and are fumigated every 2 weeks. In-house testing is available. A couple of members were exposed by their families and were quarantined. Chief Gow is not interested in mandating the vaccines. Staff is tested annually for breathing apparatus masks and N95 masks.

11. Action Items

- a. Building Committee: Director Bettencourt reported that he has been working with the utility companies for updated costs requested by USDA. PG&E has a new computer program which may change our costs.
 - i. Chair Kahrl moved to approve moving forward with the USDA loan in the amount up to \$3,775,800 and authorizing the Chair or Vice-Chair to sign any required documentation. The motion was seconded by Vice-Chair Elder and passed unanimously.
 - ii. Secretary Heisterkamp reported that we have 2 proposals for interim lending: Rural Community Assistance Corporation (RCAC) from West Sacramento and Municipal Capital Markets Group (MCMG) from Colorado. Secretary Heisterkamp recommended moving forward with both proposals and choose the option recommended by our legal counsel. This will allow the station project to start soon. USDA is not inclined to give interim financing and if they did, this would take 90 days. Director Bettencourt moved to approve the engagement of the interim lender recommended by legal counsel for the construction amount, and authorize the Chair or Vice-Chair to sign any required documentation. Director Enos seconded the motion that passed unanimously.
- b. Consider and approve a Joint Operating Agreement with Placer Hills, Penryn and Foresthill Fire Districts.
 - i. Chief Gow reported that all the agencies involved have reviewed the amended agreement. Director Bettencourt is concerned that

the agencies have different policies. Motion made by Vice-Chair Elder and seconded by Secretary Heisterkamp to approve the amended agreement. Motion passed unanimously.

- c. Adopt the Final Budget for Fiscal Year 2021/2022: Vice-Chair Elder moved to adopt the Final Budget for Fiscal Year 2021/2022 as presented. Director Enos seconded the motion that passed unanimously.
- d. Approve an application to borrow County funds to cover any shortfalls until property tax revenues are received: Vice-Chair Elder moved to approve the application to borrow County funds. Secretary Heisterkamp seconded the motion that passed unanimously.

12. Directors Reports:

- a. Secretary Heisterkamp reported that we received the letter of conditions for the USDA loan and we are moving forward in the process. The loan is possibly for 40 years with an interest rate of between 2.25% and 2.5%. USDA usually makes announcements of successful applicants on October 1.

13. Chairman Kahrl adjourned the meeting at 7:01 p.m.

Respectfully Submitted by:



Gillian Lofrano, Recording Secretary

Approved: _____

**Newcastle Fire Protection District
Revenue and Expense Report
Fiscal Year 2021/2022 28% elapsed**

	Jul 1 - Oct 13, ...	Budget	% of Budget
Income			
REVENUE			
Property Taxes	124.34	307,283.04	0.0%
40180 Other Taxes Measure B	0.00	354,162.06	0.0%
40180 Other Taxes Measure F	0.00	174,476.90	0.0%
42010 Investment Income	80.40	1,000.00	8.0%
44350 State Homeowners Relief	0.00	1,755.00	0.0%
46350 Fire Services	1,234.50	67,000.00	1.8%
46360 Other Fees and Charges	1,125.00	13,000.00	8.7%
48030 Miscellaneous	0.00	2,245.00	0.0%
Total REVENUE	2,564.24	920,922.00	0.3%
Total Income	2,564.24	920,922.00	0.3%
Expense			
EXPENSES			
52030 Fire Protective clothing	0.00	6,000.00	0.0%
52040 Communication Services	381.38	3,000.00	12.7%
52060 Station/Household Expense	492.72	3,000.00	16.4%
52080 General Liability Ins	0.00	8,350.00	0.0%
52160 Equipment Maintenance	5,449.10	15,000.00	36.3%
52170 Fuels & Lubricants	3,033.29	7,500.00	40.4%
52180 Building maintenance	97.00	2,000.00	4.9%
52220 Gases, medical	369.86	1,000.00	37.0%
52260 Miscellaneous Expense	0.00	6,000.00	0.0%
52330 General Office	350.00	2,000.00	17.5%
52360 Special Services			
SC2820 Personnel/policies	0.00	2,000.00	0.0%
SC2840 Parcel collection charge	0.00	5,286.39	0.0%
SC2860 Prop Tax Admin costs	0.00	5,191.00	0.0%
SC2880 Admin Services	33,152.75	132,611.00	25.0%
SC2900 Audit Costs	0.00	5,250.00	0.0%
SC3070 LAFCO fees	0.00	450.00	0.0%
Total 52360 Special Services	33,152.75	150,788.39	22.0%
52370 Professional Services	0.00	3,000.00	0.0%
52390 County Services	449.43	4,320.00	10.4%
52460 Small Tools, Accessories	0.00	2,000.00	0.0%
52570 Publications Legal Notice	0.00	250.00	0.0%
52580 Special District Expense	650.00	3,900.00	16.7%
52800 Utilities	5,018.42	16,000.00	31.4%
Total EXPENSES	49,443.95	234,108.39	21.1%
54440 Fixed Assets Blding/Loan	14,612.61	38,560.00	37.9%
Payroll Expenses			
51010 Salaries & Wages			
Strike team salaries	1,381.88	25,000.00	5.5%

Newcastle Fire Protection District
Revenue and Expense Report
Fiscal Year 2021/2022 28% elapsed

	<u>Jul 1 - Oct 13, ...</u>	<u>Budget</u>	<u>% of Budget</u>
51010 Salaries & Wages - Other	60,954.21	405,777.00	15.0%
Total 51010 Salaries & Wages	62,336.09	430,777.00	14.5%
51040 Overtime Call Back	11,975.10	68,850.00	17.4%
51220 Payroll Tax	5,520.10	38,000.00	14.5%
51310 Employee Group Insurance	8,620.34	51,160.00	16.8%
51360 Workers Comp Insurance	9,647.00	45,000.00	21.4%
Total Payroll Expenses	98,098.63	633,787.00	15.5%
Total Expense	162,155.19	906,455.39	17.9%
Net Income	-159,590.95	14,466.61	-1,103.2%

Newcastle Fire Protection District
Check Detail
September 11 through October 13, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
245	09/24/2021	AT&T	US Bank Checking	
7012165	09/24/2021		52040 Communication S...	-45.35
TOTAL				-45.35
246	09/24/2021	Capitol Public Finance Gr...	US Bank Checking	
2021-...	09/24/2021		54440 Fixed Assets Bldin...	-7,605.00
TOTAL				-7,605.00
247	09/24/2021	Cody J Price	US Bank Checking	
Bridge...	09/24/2021		Strike team salaries	-1,381.88
TOTAL				-1,381.88
248	09/24/2021	FDAC/FASIS	US Bank Checking	
2022-...	09/24/2021		51360 Workers Comp Ins...	-9,647.00
TOTAL				-9,647.00
249	09/24/2021	G&T Truck Repair, Inc.	US Bank Checking	
7890	09/24/2021		E41 2004 HME	-250.00
TOTAL				-250.00
250	09/24/2021	PG&E	US Bank Checking	
9/15/2...	09/24/2021		Electricity/gas	-1,258.54
TOTAL				-1,258.54
251	09/24/2021	SPMUD	US Bank Checking	
9/1/20...	09/24/2021		Sewer	-270.00
TOTAL				-270.00
252	09/24/2021	United Healthcare	US Bank Checking	
23587...	09/24/2021		51310 Employee Group I...	-97.40
TOTAL				-97.40
253	09/29/2021	Bill Kahrl	US Bank Checking	
9/30/2...	09/29/2021		SC4050 Commission Rei...	-75.00
TOTAL				-75.00
254	09/29/2021	G&T Truck Repair, Inc.	US Bank Checking	
27694	09/29/2021		E41 2004 HME	-54.97
TOTAL				-54.97

Newcastle Fire Protection District
Check Detail
September 11 through October 13, 2021

Num	Date	Name	Account	Paid Amount
255	09/29/2021	H. T. Harvey & Associates	US Bank Checking	
3548-03	09/29/2021		54440 Fixed Assets Bldin...	-6,007.61
TOTAL				-6,007.61
256	09/29/2021	Kaiser	US Bank Checking	
Nove...	09/29/2021		51310 Employee Group I...	-1,846.17
TOTAL				-1,846.17
257	09/29/2021	Lawrence Bettencourt	US Bank Checking	
9/30/2...	09/29/2021		SC4050 Commission Rei...	-75.00
TOTAL				-75.00
258	09/29/2021	Placer Title Company	US Bank Checking	
P-521...	09/29/2021		54440 Fixed Assets Bldin...	-400.00
TOTAL				-400.00
259	09/29/2021	Principal Life	US Bank Checking	
Octob...	09/29/2021		51310 Employee Group I...	-287.13
TOTAL				-287.13
260	09/29/2021	Riebes Auto Parts	US Bank Checking	
411-1...	09/29/2021		Brush 41 2014 Freightliner	-31.08
TOTAL				-31.08
261	09/29/2021	Robin Enos	US Bank Checking	
9/30/2...	09/29/2021		SC4050 Commission Rei...	-75.00
TOTAL				-75.00
262	09/29/2021	Sierra Morning Website	US Bank Checking	
Octob...	09/29/2021		SC2660 Website Mainten...	-50.00
TOTAL				-50.00
263	09/29/2021	US Bank	US Bank Checking	
9/22/2...	09/29/2021		52170 Fuels & Lubricants	-1,092.57
			52040 Communication S...	-248.59
			52060 Station/Household...	-281.94
			SC4000 Education & Trai...	-425.00
TOTAL				-2,048.10

Newcastle Fire Development Fees

Revenue & Expense

July 1 through October 13, 2021

	<u>Jul 1 - Oct 13, 21</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Income Mitigation Fees			
42010 Investment Income	41.95	100.00	42.0%
46440 Mitigation Fees	24,648.91	75,435.00	32.7%
Total Income Mitigation Fees	<u>24,690.86</u>	<u>75,535.00</u>	<u>32.7%</u>
Total Income	<u>24,690.86</u>	<u>75,535.00</u>	<u>32.7%</u>
Expense			
54460 Fixed Assets (Equipment)	0.00	29,200.00	0.0%
Total Expense	<u>0.00</u>	<u>29,200.00</u>	<u>0.0%</u>
Net Income	<u>24,690.86</u>	<u>46,335.00</u>	<u>53.3%</u>