



PLACER HILLS FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS

Established 1949

John Burns James Heisterkamp Fred Lofrano Russell McCray Nicole Paskey

NOTICE of a REGULAR MEETING and AGENDA

Wednesday, July 15, 2026 at 6 p.m.

17020 Placer Hills Road, Unit 2A, Meadow Vista CA 95722

1. Call to Order, Pledge of Allegiance and Roll Call
2. Agenda Approval; Board action may be taken on any item on this agenda.
3. Minutes Approval; Prior meeting(s) minutes: June 11, 2026 Regular Meeting, July 1, 2026 Special Meeting, Newcastle Fire June 17, 2026 Regular Meeting
4. Public Comment; Persons may address the Board on matters not on the agenda. Topics should be of jurisdictional interest to the Fire District. Please limit your comments to 5 min. as the Board is not permitted to take any action on non-agenda items.
5. Correspondence (not covered in agenda items):
6. Information Items:
 - a. Fire Chief report
 - b. Operations report
 - c. Prevention report
 - d. Placer Hills Firefighters Association report:
 - e. Sierra Nevada Firefighters (Local 3800) report
 - f. Board Committee reports:
 - i. Finance Committee: Heisterkamp and Paskey
 - ii. NCS DIA: Chief Gow
 - iii. Personnel: Burns and Lofrano
 - iv. Interagency: McCray and Paskey
 - v. Ad Hoc Future Cooperations: Burns and Paskey
 - vi. Ad Hoc Strategic Plan: Heisterkamp and McCray
 - vii. Ad Hoc Building/Equipment: Heisterkamp and Lofrano
 - viii. Ad Hoc Safety: Heisterkamp and Paskey
7. Discussion and Action Items:
 - a. Status on Placer County Local Hazard Mitigation Plan update for 2026 and CWPP Community Wildfire Prevention Plan
 - b. Board to discuss a community service award program
 - c. Approve the budget update and monthly expenses (action)
 - d. Approval and acceptance of a proposal for the Mitigation Impact Fee Study (action)
 - e. Consider and approve the annual prepayment of our CalPERs unfunded accrued liability of \$86,653 for a cost savings of \$2,897 (action)
 - f. Consider and approve to surplus 2004 HME Westates Type 1 Fire Engine (action)
 - g. Review and approve the conflict of interest code as requested by Placer County Counsel (action)
8. Director's comments; This time is designated for Directors to:

PO Box 350 Meadow Vista CA 95722 (530) 878-0405 www.placerhillsfire.org

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- a. Report on activities of interest to the District which the Director is engaged in or is considering. No action will be taken on these items at this meeting.
- b. Request item(s) for inclusion in subsequent meetings, or request a Special Meeting.
- c. Reminder of the next Board meeting (regular or special) date, time and location.

9. Adjournment

Next meeting: August 19, 2026

BOARD OF DIRECTORS

PLACER HILLS FIRE PROTECTION DISTRICT
P.O. Box 350, Meadow Vista, CA 95722
(530) 878-0405 Fax (530) 878-0959
www.placerhillsfire.org



Alex Harvey
Fred Lofrano
Russell McCray
Nicole Paskey
Mark Wright

MINUTES OF THE REGULAR MEETING: June 11, 2026

17020 Placer Hills Rd. Suite 2A, Meadow Vista

1. Call to order; Flag salute; Roll call:

Director Harvey convened the regular meeting at 6:00 p.m.

Directors in attendance: Harvey, Lofrano, McCray, Paskey and Wright

Directors absent: N/A

Staff in attendance: Chief Gow, Assistant Chief Slusher, Fire Marshal D'Ambrogi, and District Manager Armstrong.

2. Agenda approval:

Director Wright moved to approve the agenda. Director McCray seconded the motion which passed 5 to 0.

3. Approval of the minutes:

Director Paskey requested that Sub-JOA be added to item 6a, Fire Chiefs report regarding the cooperation with the City of Auburn.

Director McCray moved to approve the minutes with the suggested amendment. Director Wright seconded the motion which passed 5 to 0

4. Public Comment: N/A

5. Correspondence (not covered in Agenda items below): N/A

6. Information Items:

a. Fire Chief Report – Chief Gow

- i. Command staff met with the Placer County accounting departments. During the meeting one department shared that we would not be able to collect on the Measure A layover, for this coming fiscal year, due to the Board of Equalization timeline requirements. Our attorney has provided guidance indicating otherwise, based off LAFCo law.
- ii. City of Auburn City Manager is leaving to work for in the county CEO's office
- iii. South Placer is going back to the public in November for a tax override.
- iv. Penryn is working on a strategic plan
- v. City of Rocklin Chief gave notice of retirement
- vi. Foresthill board president also gave notice of retirement

b. Operations Report – Chief Slusher

- i. Response statistics provided in the board packet, new format and the City of Auburn will be included in future months.
- ii. Battalion Chiefs covering the 5 stations allows for adjustments to keep our districts and the city covered.
- iii. Sub-JOA; continue to work on operational standardizations
- iv. Participating in the South Placer Battalion Chief hiring process
- v. Newcastle staff moving this Saturday
- vi. New hire Engineers have started and getting them through initial orientation and training
- vii. Received approval on the SSV grant, to outfit station 41 for ALS service needs

- c. Prevention Report – Chief D’Ambrogi
 - i. Reported that the new report format includes all Districts and the City and shared the completed inspection/activities
 - ii. Development; Foothill Fellowship adding a multipurpose building and Ivans Recycle, located in the Holiday Market shopping center, is going to the planning commission
 - d. Placer Hills Firefighters Association report: Captain Burbank reported Pioneer Day was successful
 - e. Local 3800: N/A
 - f. Board Committee reports:
 - i. Finance Committee: Director McCray reported that the committee met and the budget will be discussed further in the agenda.
 - ii. Ad hoc Committee for reorganizations: N/A
7. Discussion and Action Items:
- a. Status on Placer County Local Hazard Mitigation Plan update for 2026 and CWPP Community Wildfire Prevention Plan

Fire Marshal D’Ambrogi reported that there is no new information at this time.
 - b. Approve the budget update and monthly expenses (action)

Director McCray motions to approve the budget update and monthly expenses. Director Wright seconded the motion, which passed 5-0.
 - c. Board to consider approve a meeting date for the July board meeting (action)

Chief Gow reported that the board previously discussed holding the first meeting, of the new board, on July 1st. Director Wright motions to approve a meeting date on July 1st. Director Paskey seconded the motion, which passed 5-0.
 - d. Consider and approve the second reading of an amended Controlled Substance Accountability Policy (action)

Chief Gow reported there are no changes since last month’s meeting. Director Wright motions to approve the second reading of an amended Controlled Substance Accountability Policy. Director Lofrano seconded the motion, which passed 5-0.
 - e. Consider and approve a second reading of a Fund Balance Policy (action)

Director Lofrano motions to approve the second reading of a Fund Balance Policy. Director Wright seconded the motion, which passed 5-0.
 - f. Consider and approve a second reading of a Investment Policy (action)

Director Wright motions to approve the second reading of a Investment Policy. Director Lofrano seconded the motion, which passed 5-0.
 - g. Consider and approve the second reading of the updated Lexipol policies (action)

Director Paskey motions to approve the second reading of the Lexipol policies. Director McCray seconded the motion, which passed 5-0.
 - h. Consider and approve a memorandum of understanding between Midway Heights Water District and Placer Hills Fire Protection District (action)

Chief Gow reported that this item will need to be put off for another month or so.
 - i. Consider and approve an Agreement Extension for Administrative Services with Penryn Fire Protection District, for 3 months (action)

Chief Gow reported that Penryn requested the extension to wait until the newly reorganized board is in place. Director McCray motions to approve the extension for Administrative Services with Penryn Fire Protection District. Director Wright seconded the motion, which

passed 5-0

- j. Consider and approve the Placer County Auditor-Controller's agreement for services for Fiscal Year 2026-2027 at a cost of \$10,656 (action)

Director Wright motions to approve the Placer County Auditor-Controller's agreement for services. Director Lofrano seconded the motion, which passed 5-0.

- k. Consider and approve paying Gillian Lofrano for the computation and submission of special taxes for FY 2026-2027 in the amount of \$6,500 (action)

Director Paskey motions to approve paying Gillian Lofrano for the computation and submission of FY26-27 special taxes. Director McCray seconded the motion, which passed 4-0, Lofrano-abstain.

- l. Consider and Adopt Resolution No. 2026-06 Adjusting the Special Taxes by a Cost-of-Living increase of 3.5% and 3% increase for Measure A for Fiscal Year 2026-2027 (action)

Director McCray motions to approve Resolution No 2026-06 Adjusting the special taxes. Director Paskey seconded the motion, which passed 5-0.

- m. Consider and Adopt Resolution No. 2026-07 Requesting the Collection of Charges on the Tax Roll for Fiscal Year 2026-2027 (action)

Director Wright motions to approve Resolution No. 2026-07 Requesting the Collection of Charges on the Tax Roll. Director Lofrano seconded the motion, which passed 5-0.

- n. Consider and Adopt Resolution No. 2026-08 approving the Preliminary Budget for Fiscal Year 2026-2027 (action)

District Manager Armstrong reported that a staff report was included in the board packet and explained how the budgeting process differed from previous years, including staff submitting budget requests, adjusting of accounts, and addition of Newcastle revenues and expenses. Director Paskey motions to approve Resolution No. 2026-08 approving the Preliminary Budget. Director Wright seconded the motion, which passed 5-0.

8. Directors' comments:

- a. *Report on activities of interest to the District which the Director is engaged in or is considering. No action will be taken on these items at this meeting.*

Director Harvey shared that he hopes someone will fill his shoes on the NCSDIA committee.

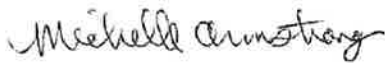
- b. *Request item(s) for inclusion on subsequent meetings, or request a Special Meeting.*

- c. *Reminder of next Board meeting(s): Special Meeting on July 1, 2026.*

9. Adjournment:

There being no further business, the meeting was adjourned at 6:47pm.

Respectfully submitted by:



Michelle Armstrong, District Manager

BOARD OF DIRECTORS

PLACER HILLS FIRE PROTECTION DISTRICT
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John Burns
James Heisterkamp
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MINUTES OF THE SPECIAL MEETING: July 01, 2026

17020 Placer Hills Rd. Suite 2A, Meadow Vista

1. Call to order; Flag salute; Roll call:

Director Paskey convened the special meeting at 6:00 p.m.

Directors in attendance: Lofrano, McCray, Paskey and Wright

Directors absent: Harvey

Staff in attendance: Chief Gow, Assistant Chief Slusher, Fire Marshal D'Ambrogi, Division Chief Williamson and District Manager Armstrong.

2. Agenda approval:

Director McCray moved to approve the agenda. Director Wright seconded the motion which passed 5 to 0.

3. Seating of the Board and election of the officers

- i. Seat the board of the reorganized district and complete and oath of office for John Burns, James Heisterkamp, Fred Lofrano, Russell McCray, and Nicole Paskey (action)

Chief Slusher administered the Oath of Office for John Burns, James Heisterkamp, Fred Lofrano, Russell McCray and Nicole Paskey

- ii. Elect board officers and appoint board committees (action)

Board Officers

Director McCray nominated Nicole Paskey as the Board President. Director Heisterkamp seconded the nomination, which passed 5-0.

Director McCray nominated Jim Heisterkamp as the Board Vice-President. Director Paskey seconded the nomination, which passed 5-0.

Director Lofrano volunteered to serve as Board Secretary. Director Heisterkamp seconded the nomination, which passed 5-0.

Board Committees

Chief Gow reported that staff recommends that the Finance and Interdistrict Committee become two different committees; Finance and Interagency. Staff also recommends renaming the Ad Hoc Reorganization committee.

Director Heisterkamp proposed additional Ad-Hoc committees; Strategic Plan, Building/Equipment, and Safety

Director McCray nominated Jim Heisterkamp for the Finance Committee. Director Burns seconded the motion. Director Lofrano and McCray both shared their interest in being on the Finance Committee. Director Heisterkamp nomination passed with a 5-0 vote. Director McCray was appointed and Director Lofrano was appointed as an alternate with a 5-0 vote.

Chief Gow reported that the NCS DIA committee can be served by a board or staff member and offered to serve on the committee, which passed 5-0.

Director Lofrano volunteered to be on the Personnel Committee. Director Heisterkamp nominated Director Burns. Director Paskey seconded the nomination, which passed 5-0.

Director Burns and Paskey volunteered for the Ad Hoc for Future Cooperations Committee. Director Heisterkamp nominated Director Burns and Paskey. Director McCray seconded the motion, which passed 5-0.

Director McCray and Paskey volunteered for the Interagency committee and Director Burns volunteered as an alternate, which passed 5-0.

Director Heisterkamp and McCray volunteered for the Ad Hoc Strategic Plan committee, which passed 5-0.

Director Lofrano and Heisterkamp volunteered for the Ad Hoc Building/Equipment committee, which passed 5-0.

Director Heisterkamp and Paskey volunteered for the Ad Hoc Safety committee, which passed 5-0.

4. Public Comment:

Public Member – Expressed appreciation for staff coming and completing a walk through of his property as they provided fire safety suggestions.

7. Discussion and Action Items:

a. Consider and adopt Resolution 2026-09 Implementing the reorganization of the District as authorized by the Placer County Local Agency Formation Commission (action)

Chief D'Ambrogi reported that the resolution lists the steps of the reorganization process, sets the GANN limit, affirms the appointments to the board and decides board election terms. Director Heisterkamp and McCray volunteered to have a 2028 term date, leaving Director Burns, Lofrano and Paskey with a 2030 term date.

Director McCray motions to approve Resolution 2026-09 Implementing the reorganization of the District. Director Heisterkamp seconded the motion, which passed 5-0.

b. Consider and approve meeting dates and location for the board of the newly reorganized district (actions)

Director McCray proposed meeting the 2nd Wednesday of the month at the current location. Director Lofrano seconded the motion. Director Heisterkamp motions to hold the meetings on the 3rd Wednesday of the month and to hold the meeting at Station 41 every 3rd month starting on August 19th. Director Burns seconded the motion, which passed 5-0.

c. Presentation to Alex Harvey and Mark Wright, in appreciation of their service to the people of Placer Hills Fire Protection District (action)

Director Paskey presented Director Harvey and Wright with a resolution of appreciation.

8. Directors' comments:

a. Report on activities of interest to the District which the Director is engaged in or is considering. No action will be taken on these items at this meeting.

Director Burns shared that he recently resigned for the Greater Auburn Fire Safe Council, but encourages directors to attend for awareness.

Director Lofrano thanked everyone involved with the district for getting the district to this point.

Director Heisterkamp suggested having a time when board members can become oriented with the parts of the district they are not familiar with.

b. Request item(s) for inclusion on subsequent meetings, or request a Special Meeting.

c. Reminder of next Board meeting(s): Regular Meeting on July 15, 2026 at 6:00pm.

9. Adjournment:

There being no further business, the meeting was adjourned at 6:54pm.

Respectfully submitted by:



Michelle Armstrong, District Manager

Newcastle Fire Protection District
Minutes of Regular Board of Directors Meeting
June 17, 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. Director Elder led the flag salute.
- c. All directors were present.
- d. Chief Gow, BC Reams, Asst. Chief Slusher and DM Armstrong 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 (5/0).

3. Approval of Minutes

- a. VC Bettencourt made a motion to approve the minutes of the May 20, 2026, regular meeting as presented. Chairman Heisterkamp seconds the motion. Motion carries unanimously (5/0).

4. Approval of Financial Report

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

5. Correspondence

- a. None.

6. Public Comment

- a. Jon Anacker –
 - i. Mr. Anacker recently worked with Chief Gow on ensuring he has sufficient clearance for fire apparatus to access his property. He is quite appreciative.

7. Chief's Report

- a. Chief Gow reporting:
 - i. Penryn is working on updating their strategic plan.
 - ii. Board President Hercules of Foresthill Fire has resigned.
 - iii. The Auburn City Manager has resigned to take a job with Placer County.
- b. Assistant Chief Slusher provided the Operations report:
 - i. 70 calls for service in May 2026.
 - ii. Aid given to other agencies: 9
 - iii. Aid received: 1

8. Newcastle Professional Firefighter's Association

- i. Engineer McCoy reported that the Newcastle shop is being merged into the Placer Hills shop. Dillon Burbank will be the shop steward.

9. Board Committee Reports

- a. Building Committee report on the new fire station.
 - i. VC Bettencourt reported that there will not be any reimbursement for the shower repairs at station 41.
- 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. Chief Gow 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 approve the memorandum of understanding for the terms and cost of \$6,313 for the Auditor-Controller services for FY 2026/2027.
 - i. Chairman Heisterkamp made a motion to approve the MOU as presented from the Placer County Auditor-Controller for FY 2026/2027 at a cost of \$6,313. Director Elder seconds the motion. Motion carries unanimously via roll call vote (5/0).
- b. Presentation to community members, in appreciation of their support of the Newcastle Fire Protection District.
 - i. Community member Jennifer White was recognized.
 - ii. Community member Jon Anacker was recognized.
- c. Presentation to the Newcastle Fire Protection District board members in appreciation of their service to the people of Newcastle.
 - i. Each board member and recording secretary Patrice Metz was recognized.

12. Director's Reports

- a. VC Bettencourt lamented that there are 4 things that made Newcastle Fire successful:
 1. Command Staff
 2. Board of Directors
 3. Community
 4. Sierra Nevada Firefighters, Local 3800.

Chairman Heisterkamp adjourned the meeting at 6:45 p.m.

Respectfully Submitted:



Patrice Metz, Recording Secretary

Approved

Placer Hills Fire District
Revenues and Expenses Budget vs. Actual
July 2025 through June 2026

	Jul '25 - Jun 26	Budget	% of Budget
Ordinary Income/Expense			
Income			
Revenue			
Proceeds of Asset Sale	3,300.00	14,500.00	22.8%
42010 Rental income	22,920.00	22,920.00	100.0%
Taxes			
40010 Current Secured Property	1,601,379.95	1,586,481.00	100.9%
40040 Railroad Unitary Property	1,563.95	1,564.00	100.0%
40050 Unitary Non-Unitary	30,873.60	30,874.00	100.0%
40060 Current Unsecured Prprty	33,824.60	34,773.00	97.3%
40090 Delinquent Unsecured	576.92		
40100 Current Supplemental	16,431.33	34,610.00	47.5%
40110 Delinquent Supplemental	70.82		
40180-RC0240 Timber tax	0.12		
40180 PHDFEE	439,402.96	439,403.00	100.0%
Total Taxes	2,124,124.25	2,127,705.00	99.8%
Non-operating Revenue			
42010 Investment income	51,942.75	45,000.00	115.4%
Total Non-operating Revenue	51,942.75	45,000.00	115.4%
Intergovernmental Revenue			
44350 Homeowners Tax Relief	7,719.20	7,567.00	102.0%
Total Intergovernmental Revenue	7,719.20	7,567.00	102.0%
Charges for Services			
46030 Direct Charges			
46030 PHDFEE 2004	360,966.48	360,966.00	100.0%
46030 MEASURE A	1,115,941.44	1,115,941.00	100.0%
Total 46030 Direct Charges	1,476,907.92	1,476,907.00	100.0%
46350 Fire Services			
Cal Fire requested resources	1,536.68	5,000.00	30.7%
Total 46350 Fire Services	1,536.68	5,000.00	30.7%
46360 Other Fees and Charges			
JOA Staffing reimbursement	18,726.59	17,500.00	107.0%
Administrative Services	373,480.00	373,500.00	100.0%
Code Inspection Fees	17,750.00	18,500.00	95.9%
Response recovery fees	954.00	2,500.00	38.2%
Total 46360 Other Fees and Charges	410,910.59	412,000.00	99.7%
Total Charges for Services	1,889,355.19	1,893,907.00	99.8%
48030 Miscellaneous Revenues			
Fleet Services	16,294.51	20,000.00	81.5%
48030 Miscellaneous Revenues - Other	65,454.97	66,000.00	99.2%
Total 48030 Miscellaneous Revenues	81,749.48	86,000.00	95.1%
47010 Donations	0.49	200.00	0.2%
Grants			
California Fire Foundation	23,000.00	23,000.00	100.0%
EMS improvement Fund	12,140.70	12,141.00	100.0%
Total Grants	35,140.70	35,141.00	100.0%
Total Revenue	4,216,252.06	4,232,940.00	99.6%
Total Income	4,216,252.06	4,232,940.00	99.6%
Gross Profit	4,216,252.06	4,232,940.00	99.6%
Expense			

Placer Hills Fire District
Revenues and Expenses Budget vs. Actual
July 2025 through June 2026

	Jul '25 - Jun 26	Budget	% of Budget
Pension Obligation Bond	72,175.00	72,175.00	100.0%
Building Improvements			
Admin Improvements	1,994.79	2,000.00	99.7%
Total Building Improvements	1,994.79	2,000.00	99.7%
Dues and Subscriptions	1,080.00	2,000.00	54.0%
Fire Prevention	2,780.01	3,700.00	75.1%
Gas, Diesel and Oil	48,031.37	55,000.00	87.3%
Insurance	242,395.00	245,078.00	98.9%
Lease Payments	10,262.95	10,500.00	97.7%
Legal Fees	17,535.46	17,500.00	100.2%
Medical	16,904.88	15,500.00	109.1%
Miscellaneous	1,905.97	3,500.00	54.5%
Office	10,493.18	11,000.00	95.4%
Payroll Expenses			
JOA staffing	67,881.41		
Benefits			
CalPERS retirement	263,254.15	271,450.00	97.0%
CalPERS UAL annual contribution	62,326.00	62,326.00	100.0%
Health/Dental/Life benefits	284,163.37	293,000.00	97.0%
457 Deferred Compensation	175,054.77	170,525.00	102.7%
Total Benefits	784,798.29	797,301.00	98.4%
Wages			
51010 Salaries and Wages	1,901,352.38	2,112,684.00	90.0%
51030 Extra Help	89,105.66	59,473.00	149.8%
51120 Uniform Allowance	27,410.00	27,300.00	100.4%
51040 Overtime	650,062.10	295,000.00	220.4%
Total Wages	2,667,930.14	2,494,457.00	107.0%
51220 Payroll Taxes	47,188.48	46,350.00	101.8%
51370 Disability/Absence Com	143,822.46		
Unemployment Insurance	0.00	4,000.00	0.0%
Total Payroll Expenses	3,711,620.78	3,342,108.00	111.1%
Planned Expenditure			
Grant Expenditures			
CA Fire Foundation	23,000.00	23,000.00	100.0%
EMS Improvement Fund	12,140.70	12,141.00	100.0%
Total Grant Expenditures	35,140.70	35,141.00	100.0%
Safety Equipment	3,064.96	4,000.00	76.6%
Planned Assets			
Equipment	0.00	14,500.00	0.0%
Apparatus			
Smeal 2024	82,189.32	82,189.00	100.0%
Command vehicle	15,480.22	115,000.00	13.5%
Total Apparatus	97,669.54	197,189.00	49.5%
Total Planned Assets	97,669.54	211,689.00	46.1%
Total Planned Expenditure	135,875.20	250,830.00	54.2%
Professional Fees	82,972.39	80,750.00	102.8%
Repairs and Maintenance			
PPE repairs and maintenance	488.09	2,500.00	19.5%

Placer Hills Fire District
Revenues and Expenses Budget vs. Actual
 July 2025 through June 2026

	Jul '25 - Jun 26	Budget	% of Budget
Facilities	24,522.01	26,000.00	94.3%
Equipment Repairs	57,627.36	70,000.00	82.3%
Total Repairs and Maintenance	82,637.46	98,500.00	83.9%
Station Supplies & Tools	4,671.59	6,000.00	77.9%
Tax Collections	47,042.71	47,043.00	100.0%
Training and Fitness	17,171.49	20,000.00	85.9%
Uniform Costs	5,462.31	8,000.00	68.3%
Utilities	76,828.32	80,550.00	95.4%
Volunteer Awards	2,801.47	3,000.00	93.4%
Total Expense	4,592,642.33	4,374,734.00	105.0%
Net Ordinary Income	-376,390.27	-141,794.00	265.4%
Net Income	-376,390.27	-141,794.00	265.4%

Placer Hills Fire District
Revenues and Expenses Budget vs. Actual
July 1 - 9, 2026

	<u>Jul 1 - 9, 26</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Revenue			
42010 Rental income	1,910.00	0.00	100.0%
Total Revenue	<u>1,910.00</u>	<u>0.00</u>	<u>100.0%</u>
Total Income	<u>1,910.00</u>	<u>0.00</u>	<u>100.0%</u>
Gross Profit	1,910.00	0.00	100.0%
Expense			
Payroll Expenses			
Benefits			
Health/Dental/Life benefits	32,664.92	0.00	100.0%
Total Benefits	<u>32,664.92</u>	<u>0.00</u>	<u>100.0%</u>
Total Payroll Expenses	32,664.92	0.00	100.0%
Professional Fees			
Contracted services	325.00	0.00	100.0%
Total Professional Fees	<u>325.00</u>	<u>0.00</u>	<u>100.0%</u>
Total Expense	<u>32,989.92</u>	<u>0.00</u>	<u>100.0%</u>
Net Ordinary Income	<u>-31,079.92</u>	<u>0.00</u>	<u>100.0%</u>
Net Income	<u><u>-31,079.92</u></u>	<u><u>0.00</u></u>	<u><u>100.0%</u></u>

Placer Hills Fire District

7/9/2026 4:03 PM

Register: Placer County Treasury

From 06/05/2026 through 07/09/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/08/2026			-split-	Deposit		*	1,585.00	1,915,350.12
06/10/2026			Revenue:48030 Miscel...	Deposit		*	249.90	1,915,600.02
06/12/2026	2023-657		Payroll Expenses:Wag...		126,586.53	*		1,789,013.49
06/15/2026	To Print	CoPower	Accounts Payable		331.40	*		1,788,682.09
06/15/2026	To Print	Dept. of Justice	Accounts Payable		32.00	*		1,788,650.09
06/15/2026	To Print	G & T Truck Repair	Accounts Payable		2,462.70	*		1,786,187.39
06/15/2026	To Print	Hunt & Sons, Inc	Accounts Payable	Account # 89473	1,324.79	*		1,784,862.60
06/15/2026	To Print	IMS Alliance	Accounts Payable	22-1040	85.83	*		1,784,776.77
06/15/2026	To Print	Kelly Spicers Faciliti...	Accounts Payable		70.09	*		1,784,706.68
06/15/2026	To Print	Kone	Accounts Payable		180.63	*		1,784,526.05
06/15/2026	To Print	Life Assist Inc.	Accounts Payable	Account 95722...	622.05	*		1,783,904.00
06/15/2026	To Print	Napa Auto Parts	Accounts Payable	p	432.32	*		1,783,471.68
06/15/2026	To Print	PG & E	Accounts Payable	Acct 45044653...	1,526.13	*		1,781,945.55
06/15/2026	To Print	Recology Auburn Pla...	Accounts Payable	Accounts 0421...	339.82	*		1,781,605.73
06/15/2026	To Print	William L Adams PC	Accounts Payable		507.75	*		1,781,097.98
06/17/2026	To Print	Advantage Gear, Inc	Accounts Payable	Account # 615...	1,046.55	*		1,780,051.43
06/17/2026	To Print	Hunt & Sons, Inc	Accounts Payable	Account # 89473	1,142.68	*		1,778,908.75
06/17/2026	To Print	Life Assist Inc.	Accounts Payable	Account 95722...	386.87	*		1,778,521.88
06/17/2026	To Print	Occu-Med, Ltd.	Accounts Payable		784.75	*		1,777,737.13
06/17/2026	To Print	Optimum	Accounts Payable		150.73	*		1,777,586.40
06/17/2026	To Print	Shell Small Business	Accounts Payable		651.95	*		1,776,934.45
06/18/2026			-split-	Deposit		*	1,232.36	1,778,166.81
06/23/2026			Revenue:Charges for S...	Deposit		*	500.00	1,778,666.81
06/25/2026	To Print	AT&T Calnet	Accounts Payable		166.76	*		1,778,500.05
06/25/2026	To Print	Banner Comm. & Ele...	Accounts Payable		5,509.00	*		1,772,991.05
06/25/2026	To Print	City of Auburn	Accounts Payable		6,405.37	*		1,766,585.68
06/25/2026	To Print	Life Assist Inc.	Accounts Payable	Account 95722...	1,490.70			1,765,094.98
06/25/2026	To Print	N.S. Yoder	Accounts Payable		3,025.48	*		1,762,069.50
06/25/2026	To Print	Reliable Auto Glass	Accounts Payable		533.28	*		1,761,536.22
06/25/2026	To Print	Shell Small Business	Accounts Payable		860.94	*		1,760,675.28
06/26/2026	2023-658		Payroll Expenses:Wag...		123,757.61	*		1,636,917.67
06/30/2026			Revenue:Charges for S...	Deposit			46,067.50	1,682,985.17
06/30/2026			-split-	Deposit		*	176,743.47	1,859,728.64
06/30/2026			Revenue:Charges for S...	Deposit			46,067.50	1,905,796.14
06/30/2026	To Print	Culligan of Sacramen...	Accounts Payable	Account 833170	220.98			1,905,575.16
06/30/2026	To Print	Fire Apparatus Soluti...	Accounts Payable		5,364.55			1,900,210.61
06/30/2026	To Print	Gilly's Super Signs	Accounts Payable		1,169.91			1,899,040.70
06/30/2026	To Print	Kelly Spicers Faciliti...	Accounts Payable		87.12			1,898,953.58
06/30/2026	To Print	PG & E	Accounts Payable	Acct 45044653...	416.45			1,898,537.13
06/30/2026	To Print	Principal Life	Accounts Payable		3,821.13			1,894,716.00

Placer Hills Fire District

7/9/2026 4:03 PM

Register: Placer County Treasury
 From 06/05/2026 through 07/09/2026
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/30/2026	To Print	T-Mobile	Accounts Payable	993933274	191.10			1,894,524.90
06/30/2026	To Print	US Bank	Accounts Payable		11,325.22			1,883,199.68
06/30/2026	2023-659		Payroll Liabilities:Plac...			*	4,135.57	1,887,335.25
06/30/2026	2023-660		Payroll Expenses:5137...	PP01	160,583.74			1,726,751.51
06/30/2026	2023-661		Payroll Expenses:5137...	PP02 Accrual -...	32,116.76			1,694,634.75
07/01/2026	To Print	Cal PERS Health	Accounts Payable		32,664.92			1,661,969.83
07/08/2026			-split-	Deposit			1,585.00	1,663,554.83

PLACER HILLS FIRE MITIGATION
Revenues and Expenses Budget vs. Actual
July 2025 through June 2026

	Jul '25 - Jun 26	Budget	\$ Over Budget	% of Budget
Income				
PG700022 Mitigation Fees				
Revenues				
Mitigation Fees	111,250.96	110,000.00	1,250.96	101.1%
Total Revenues	111,250.96	110,000.00	1,250.96	101.1%
42010 Investment Income	2,204.54	1,000.00	1,204.54	220.5%
Total PG700022 Mitigation Fees	113,455.50	111,000.00	2,455.50	102.2%
Total Income	113,455.50	111,000.00	2,455.50	102.2%
Expense				
GL52260 Misc Expense	19,482.91	24,750.00	-5,267.09	78.7%
GL54460 Fixed Assets				
2024 Smeal Principal	69,681.89	72,618.00	-2,936.11	96.0%
2024 Smeal Interest	12,507.43	9,571.00	2,936.43	130.7%
Total GL54460 Fixed Assets	82,189.32	82,189.00	0.32	100.0%
Total Expense	101,672.23	106,939.00	-5,266.77	95.1%
Net Income	11,783.27	4,061.00	7,722.27	290.2%

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

	<u>Jul '25 - Jun 26</u>	<u>Budget</u>	<u>% of Budget</u>
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	11,759.49	10,000.00	117.6%
44350 State Homeowners Relief	1,675.92	1,643.00	102.0%
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	7,625.00	7,500.00	101.7%
Total 46360 Other Fees and Charges	7,625.00	7,500.00	101.7%
47010 Donations	22.88	0.00	100.0%
48030 Miscellaneous	1,646.15	1,750.00	94.1%
49030 Proceeds asset sale	9,000.00	9,000.00	100.0%
Total REVENUE	1,030,623.96	1,067,971.00	96.5%
46360 Fuel Reimbursement	1,921.71	15,000.00	12.8%
Total Income	1,032,545.67	1,082,971.00	95.3%
Expense			
EXPENSES			
55510 Operating Transfer Out	11,921.05	11,921.00	100.0%
52030 Fire Protective clothing	6,227.67	5,000.00	124.6%
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	22,105.00	25,000.00	88.4%
52380 Building maintenance	5,476.41	6,000.00	91.3%

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

	<u>Jul '25 - Jun 26</u>	<u>Budget</u>	<u>% of Budget</u>
52220 Gases, medical	1,892.92	2,500.00	75.7%
52260 Miscellaneous Expense	2,098.72	2,500.00	83.9%
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	184,270.00	184,270.00	100.0%
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	210,693.05	211,442.00	99.6%
52370 Professional Services	16,869.03	19,000.00	88.8%
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	32,570.62	38,950.00	83.6%
53190 Taxes and Assessments	8.43	0.00	100.0%
Total EXPENSES	374,657.23	411,883.00	91.0%
54450 Fixed Assets Equipment	26,684.83	26,750.00	99.8%
Payroll Expenses			
51010 Salaries & Wages	404,163.29	485,255.00	83.3%
51030 Extra Help	11,220.10	5,250.00	213.7%
51040 Overtime Call Back	199,099.48	192,650.00	103.3%
51220 Payroll Tax	47,377.62	51,190.00	92.6%
51310 Employee Group Insurance	73,521.59	78,000.00	94.3%
51360 Workers Comp Insurance	54,844.00	55,000.00	99.7%
Total Payroll Expenses	790,226.08	867,345.00	91.1%
Total Expense	1,191,568.14	1,305,978.00	91.2%
Net Income	-159,022.47	-223,007.00	71.3%

Newcastle Fire General Fund
Check Detail
June 12 - 30, 2026

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
06/15/2026	PCWA		Placer County	
06/15/2026			Water	-276.46
TOTAL				-276.46
06/15/2026	Trent Knuckles		Placer County	
06/15/2026		Knuckles - uniform rei...	52030 Fire Protective clothing	-525.00
TOTAL				-525.00
06/15/2026	Nationwide Retirement Solutions		Placer County	
06/15/2026			Payroll Liabilities	-2,000.00
			51310 Employee Group Insurance	-1,326.92
TOTAL				-3,326.92
06/18/2026	Hunt and Sons		Placer County	
06/18/2026			52170 Fuels & Lubricants	-1,808.88
TOTAL				-1,808.88
06/18/2026	SPMUD		Placer County	
06/18/2026			Sewer	-654.88
TOTAL				-654.88
06/18/2026	US Bank		Placer County	
06/18/2026			Phone/Cable/Internet	-472.52
			Miscellaneous expenses	-3.83
			52030 Fire Protective clothing	-1,382.50
TOTAL				-1,858.85
06/18/2026	William L Adams PC		Placer County	
06/18/2026			52370 Professional Services	-507.75
TOTAL				-507.75
06/29/2026	Nationwide Retirement Solutions		Placer County	
06/29/2026			Payroll Liabilities	-2,000.00
			51310 Employee Group Insurance	-1,326.92
TOTAL				-3,326.92

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	986.86	1,000.00	98.7%
46440 Mitigation Fees	116,764.48	105,000.00	111.2%
Total Income Mitigation Fees	<u>117,751.34</u>	<u>106,000.00</u>	<u>111.1%</u>
Total Income	<u>117,751.34</u>	<u>106,000.00</u>	<u>111.1%</u>
Expense			
Operating Transfer Out	<u>132,091.95</u>	<u>132,092.00</u>	<u>100.0%</u>
Total Expense	<u>132,091.95</u>	<u>132,092.00</u>	<u>100.0%</u>
Net Income	<u><u>-14,340.61</u></u>	<u><u>-26,092.00</u></u>	<u><u>55.0%</u></u>

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

	<u>Jul '25 - Jun 26</u>
Income	
42010 Investment Income	2,279.77
49080 Operating Transfer In	144,013.00
	<hr/>
Total Income	146,292.77
Expense	
53060 Bond Interest	82,210.50
Bond Principal	62,000.00
	<hr/>
Total Expense	144,210.50
	<hr/>
Net Income	2,082.27
	<hr/> <hr/>



PLACER HILLS-PENRYN FIRE PROTECTION DISTRICTS



STAFF REPORT

To:	Board of Directors
From:	Ian Gow, Fire Chief
By:	Mark D'Ambrogi, Fire Marshal
Date:	July 15, 2026
Subject:	Approval and Acceptance of a proposal for the Mitigation Impact Fee Study for the Placer Hills Fire Protection District

The Issue

Shall the Board approve and accept the proposal from Capital Public Finance Group, LLC in the amount of \$17,500.00 for the Placer Hills Fire Protection District Mitigation Impact Fee study?

Recommendation

Staff recommends the Board approve and accept the proposal from Capital Public Finance Group, LLC in the amount of \$17,500.00 for the Placer Hills Fire Protection District Mitigation Impact Fee study.

Background

The Placer Hills Fire Protection District and the former Newcastle Fire Protection District last performed a nexus study for Mitigation Impact Fees in 2020. The requirement to perform such a study is every five to seven (5-7) years. The district has held off doing this study in anticipation of the reorganization of the two districts of which would require such a study to be performed as the new district.

A Request For Proposal (RFP) was sent out to various vendors who specialize in this type of service to fire agencies. A total of three (3) proposals were submitted to the district from the following vendors: Capital Public Finance Group LLC, Ridgeline Municipal Strategies, and SCI Consulting Group.

A panel of staff members convened to review the proposals and scored each one based on the criteria as outlined in the RFP. The panel recommends the Capital Public Finance Group, LLC, proposal in the amount of \$17,500.00 to be approved and accepted to perform the Mitigation Impact Fee nexus study.



PLACER HILLS-PENRYN FIRE PROTECTION DISTRICTS



Alternatives Available to the Board

1. Approve and accept the proposal from Capital Public Finance Group, LLC in the amount of \$17,500.00 for the Mitigation Impact Fee Nexus study.
2. Take no action.
3. Direct staff with other alternative(s).

Fiscal Impact

The cost for this Mitigation Impact Fee Nexus study can be paid using mitigation impact fees. Adjustment to the final budget will reflect the cost of this proposal.

Attachments

Request for Proposal (RFP)
Capital Public Finance Group, LLC proposal



PLACER HILLS FIRE PROTECTION DISTRICT

Prevention • Education • Protection

Established 1949

REQUEST FOR PROPOSAL

Date: May 1, 2026

Fire Mitigation Impact Fee “Nexus Study”

Placer Hills Fire Protection District is seeking proposals from qualified vendors to update the Fire Mitigation Impact Fee Schedule, last updated in 2020.

Proposal Due Date

Due date of proposal is **July 1, 2026, by 5:00 PM**. To be delivered to Placer Hills Fire Protection District office via delivery, US mail, or email.

Delivery location: 17020 Placer Hills Rd., Meadow Vista, CA 95722

Mailing Address: P.O. Box 350 Meadow Vista, CA 95722

Email delivery: marmstrong@placerhillfire.org

Purpose

The purpose of this RFP is to select a qualified vendor to update the Fire Mitigation Impact Fee Study (Nexus Study) and propose a Fire Mitigation Impact Fee for the Placer Hills Fire Protection District. The Fire Mitigation Impact Fee Schedule will be updated in accordance with the requirements of California Government Code sections 66000 and 66025 and AB 1600. The District is seeking the services from a qualified vendor to update existing impact fee schedules into one impact fee schedule.

Background information

The Placer Hills Fire Protection District (the “District”) provides fire protection, fire prevention, emergency medical, technical rescue, and disaster response to the unincorporated communities of Applegate, Clipper Gap, Meadow Vista, Weimar, Newcastle, as well as portions of Placer County surrounding these communities.

As of July 1, 2026, the Placer Hills Fire Protection District will be reorganized to include the former Newcastle Fire Protection District. The newly reorganized District will function under one Board of Directors and one administrative staff. Currently each District has an approved Fire Mitigation Impact Fee schedule, of which will become a single schedule on July 1, 2026, utilizing the Placer Hills Fire Protection District current schedule. The intent of this Nexus study is to establish a new Fire Mitigation Impact Fee schedule for the newly reorganized District and updating the existing Placer Hills Fire Protection District schedule.



PLACER HILLS FIRE PROTECTION DISTRICT

Prevention • Education • Protection

Established 1949

Anticipated Timeline:

Approval of proposal at July 2026 Placer Hills Fire Protection District Board of Directors Meeting (dependent upon meeting date)

October 1, 2026, Nexus Study to be completed by awardee.

Nexus Study Approved by the Placer Hills Fire Protection District Board of Directors at the October 2026 Board meeting.

December/January, approval by Placer County Board of Supervisors, as presented by District staff.

(Fee schedule to go into effect 60 days after Board of Supervisors approval)

Criteria to be evaluated.

District staff will evaluate the RFP submittals based on several factors. These factors include:

- Experience & Expertise
- Demonstrates a clear understanding of the scope of services
- The ability to meet project schedule
- The ability to interact with District Staff
- The ability to identify what is needed of District Staff during the process
- References
- Proposed cost for services

The documentation must be easily understood by the public and the development community.

The District reserves the right to retain all proposals submitted. The District reserves the right to accept or reject any or all proposals and to modify the scope of work upon agreement with vendor.

During the Process

The qualified vendor will coordinate with Placer Hills Fire Protection District staff throughout the process to ensure to meet the needs of the District's Board of Directors and staff. This may include meetings, communication via phone and or email, and the progress status of the study.

Contact Information Regarding this RFP

Any questions may be directed to District Manager Michelle Armstrong or Fire Marshal Mark D'Ambrogio at (530) 878-0405.



Capitol | PFG

Crafting Optimal Financial Solutions

VIA ELECTRONIC DELIVERY

July 1, 2026

Ian Gow, Fire Chief
Michelle Armstrong, District Manager
Placer Hills Fire Protection District
17020 Placer Hills Rd.
Meadow Vista, CA 95722

RE: Request for Proposals – Fire Mitigation Impact Fee "Nexus Study" Update

Dear Chief Gow and Ms. Armstrong:

Thank you for the opportunity to propose our continued partnership with the Placer Hills Fire Protection District. As the District executes its July 1, 2026 reorganization, a key objective is to successfully merge separate capital structures, asset inventories, and long-term liabilities into a single, cohesive organization.

Capitol Public Finance Group has advised approximately 200 California public agencies since it was founded in 2005. We offer the specific technical and strategic experience required to deliver a compliant, optimized fee program for the District's next chapter.

Our approach focuses on three clear areas:

1. Reorganization Experience and Local Context

- **Nexus Study Experience:** Having prepared Nexus Studies for many districts, including the previous Nexus Studies for both Placer Hills and Newcastle Fire, we bring a solid understanding of your District, the Mitigation Fee Act, and the high-quality engagement required to successfully implement an updated fee program.
- **Active Consolidation and Land Use Experience:** We are currently advising on three separate fire district consolidations across the region, allowing us to navigate the complexities a post-reorganization study triggers. Our active technical skills, coupled with our background in regional land use, provide us with direct insight into the challenges your growing District faces.
- **Regional Roots:** Our strategic perspective is informed by a successful history of local clients such as Sierra Joint Community College and many other local agencies within Placer County. We have also enjoyed local civic and professional involvement with community groups such

as the Placer County Conservation Program, the Rotary Club of Auburn and the Roseville Area Chamber of Commerce.

2. Statutory Rigor Under AB 602 and AB 1600

- **Compliant Methodology:** To ensure the updated fee structure is compliant, we utilize a system-wide existing facility standard methodology.
- **Proportional Cost Allocation:** Our modeling isolates the capital costs, including station expansions, apparatus, and essential equipment, driven by new growth and allocates them on a per-square-foot basis, ensuring complete compliance with the Mitigation Fee Act.

3. Project Ownership and Ongoing Support

- **Uncapped Engagement:** We do not limit our meeting availability. Our team will meet with District staff, County officials, and the Building Industry Association (BIA) as often as necessary to build consensus ahead of public hearings.
- **Complimentary Post-Adoption Support:** To ensure a smooth transition, we provide a full year of ongoing support at no additional charge to assist your staff with filings, annual reporting, and operational compliance questions.
- **Predictable, Fixed Pricing:** We deliver this comprehensive work for a flat project fee of \$17,500, paid after the mitigation fee is approved by the Board of Supervisors.

We value our long-standing relationship with the District and look forward to continuing to work alongside your staff.

Respectfully submitted,



Capitol Public Finance Group, LLC

Jeffrey S. Small, Esq. General Manager & Principal-in-Charge

jsmall@capitolpfg.com | (916) 641-2734 2436

Professional Drive, Suite 400

Roseville, CA 95661



Proposal to Advise on Fire Mitigation Impact Nexus Study Update

JULY 1, 2026



Capitol | PFG

Capitol Public Finance Group, LLC
2436 Professional Drive, Suite 400
Roseville, CA 95661
T (916) 641 2734
F (916) 921 2734
www.capitolpfg.com

Firm Profile

Capitol Public Finance Group (Capitol PFG), founded in 2005, is a full-service public finance firm committed to personalized attention and customized solutions. We deliver comprehensive strategic consulting and debt issuance services that go well beyond Nexus fee studies. Our extensive work with local public agencies provides us with the depth, technical proficiency, and community awareness needed to effectively represent the Placer Hills Fire Protection District in the implementation of a Nexus fee study.

We pride ourselves on providing innovative, cost effective, and ethical solutions to all clients. We have a 21-year track record of providing approximately 200 communities with an exceptional level of service. Our services are delivered using a team-based approach. We are client-oriented and deliver our analysis in an effective and understandable manner. Capitol PFG strives for successful interactions with boards, staff, constituents, and other consultants.

Our firm is unique in that we represent a wide range of public agency clients. We have extensive experience with several local agencies in California including fire districts, cities, counties, county offices of education, community college districts, school districts, sewer districts, and community service districts. This broad knowledge and experience will be leveraged to ensure the District's strategic needs are reflected accurately and that development impact fees are calculated and allocated in compliance with state law.

Unique Qualifications for this Project:

We have firsthand experience with your local community through years' worth of civic involvement in numerous associations including the Placer County Conservation Program, the Rotary Club of Auburn and the Roseville Area Chamber of Commerce as well as our extensive work with Sierra College. We've also enjoyed a long-trusted relationship with Placer Hills Fire Protection District.

Placer Hills Fire Protection District:

2019 Lease Financing

2020 Fire Mitigation Nexus Study

2021 Pension Obligation Bonds

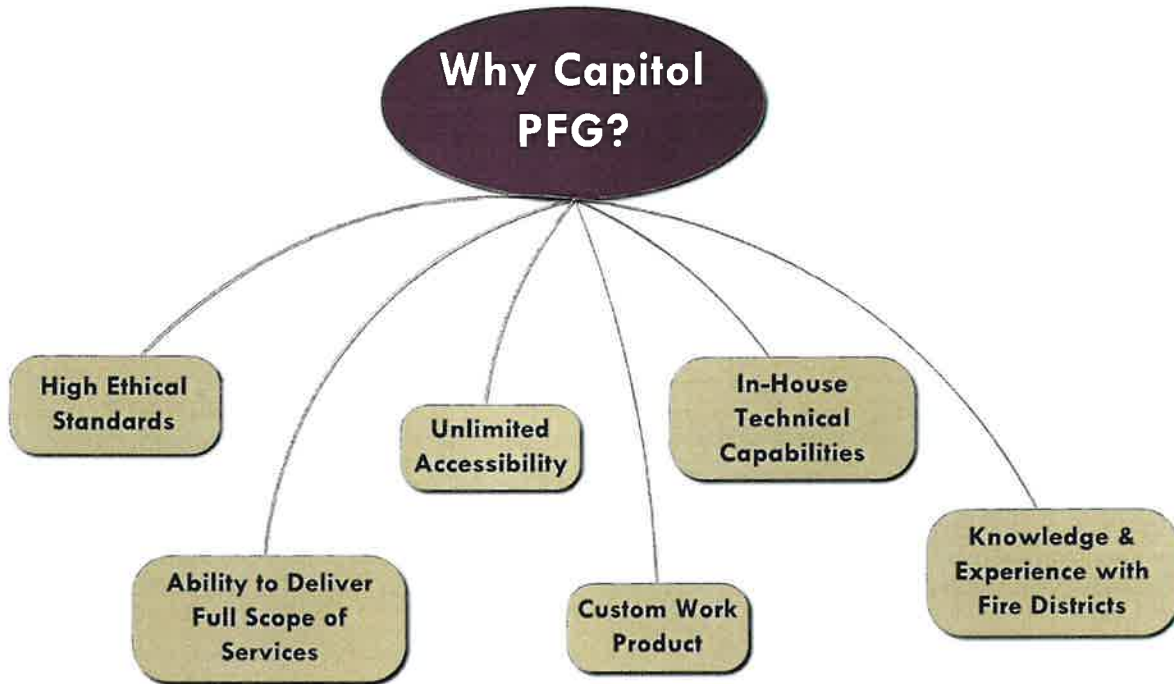
2022 Station 84 Financial Feasibility Analysis

Newcastle Fire Protection District:

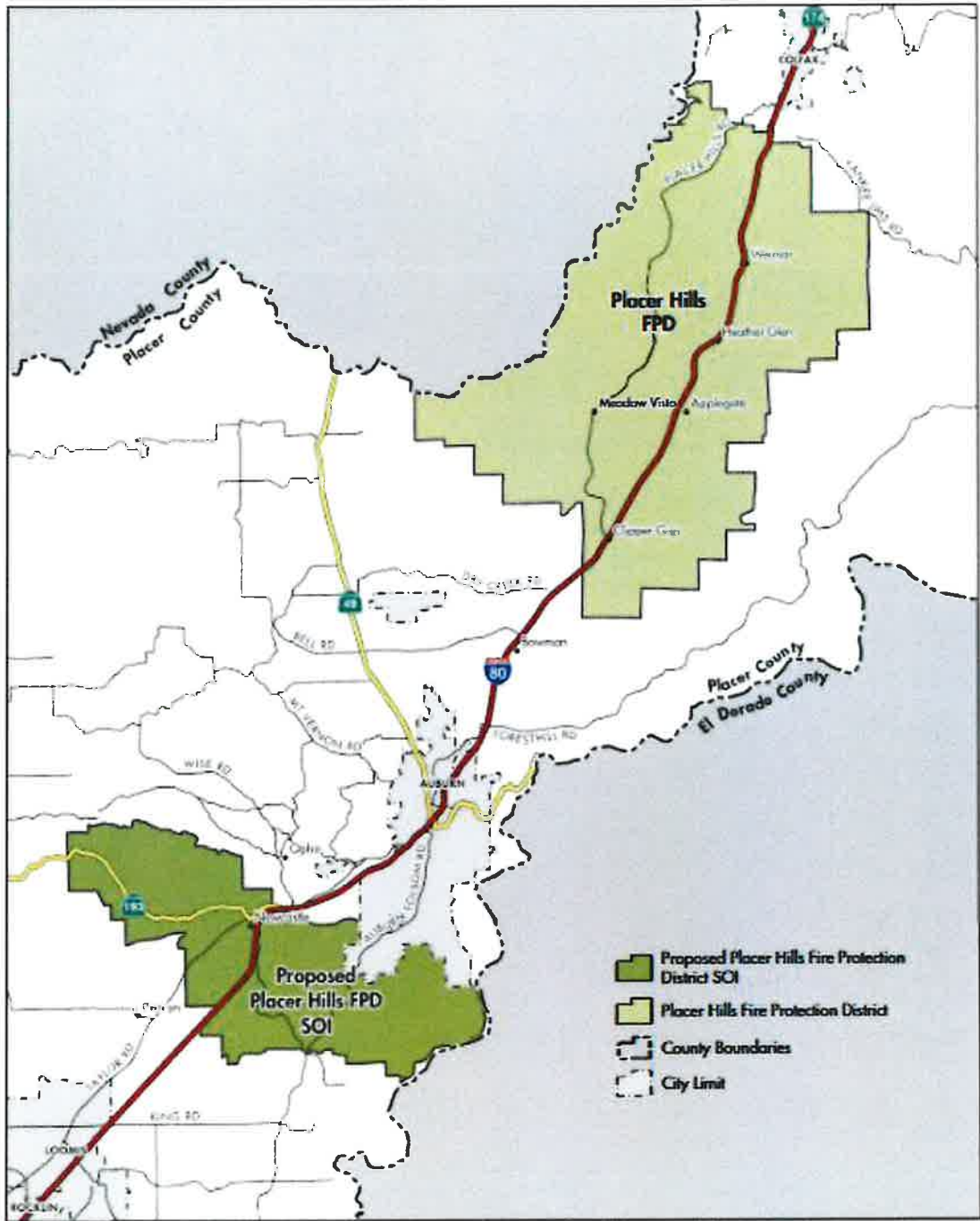
2021 USDA Financial Feasibility Analysis

2020 Fire Mitigation Nexus Study

Furthermore, Capitol PFG is currently advising on three separate fire district consolidations across the region. This specific expertise makes us uniquely qualified to navigate the complexities of implementing a Fire Mitigation Impact Fee schedule following the District's July 1, 2026 reorganization.



Placer Hill Fire Protection District & Proposed SOI



Services Provided by Capitol PFG

Strategic Consulting Services	Debt Services
Impact Nexus Fee Studies	Financial Feasibility Studies
Revenue Measure Planning	Bond Planning
Community Facility Districts	Special Tax Bonds
Development Mitigation	Lease Revenue Bonds, Certificates of Participation & Equipment Leases
Economic Impact Analysis	Bridge Financings
Financial Planning	General Obligation Bonds
Comprehensive Financial Policies	Debt Structuring
Annexations	Tax Credit and Subsidized Loans
Public-Private Partnerships	seekCompli™
Workforce Housing	On-Going Debt Administration & Compliance

Staffing and Project Organization

Quality service and personal relationships are essential in serving our public agency clients. To ensure high-quality work and service levels, Capitol PFG operates based on a team approach, with the firm's principals taking direct responsibility for the review and delivery of client work. This ensures a high level of quality control and aids in the development of long-standing client relationships.

The firm's principals Jeffrey Small, Cathy Dominico, and Chris Terry have seamlessly operated in a joint capacity for nearly 25 years. For this Nexus Study, Jeffrey Small will serve as the Principal-in-Charge and lead the project. He will be supported by Cathy Dominico on strategic matters and Chris Terry on analytical and operational modeling. Stephanie Bell will assist the Placer Hills team with data collection, mapping and tax base analysis.

Jeffrey Small, Esq., General Manager

- Serves as Principal-in-Charge for nexus studies and fee program development, while also providing strategic consulting, financial modeling, and debt issuance services
- Approximately 34 years in public finance and 20 years at Capitol PFG
- Bachelor of Arts Degree from the University of Arizona; Juris Doctor from California Western School of Law
- Registered with the U.S. Securities & Exchange Commission as a Municipal Advisor Representative and Principal (Series 50 and 54 Licenses).
- Retired attorney and member of the California Bar Association

Cathy Dominico, Strategic Consulting Services

- Provides strategic consulting services to Capitol PFG clients, including developer mitigation, annexations, comprehensive analytic reports, and communication strategies
- Experience with public agency reorganization efforts including fiscal analysis, tax sharing agreement negotiations and implementation
- Approximately 25 years in public finance and 20 years at Capitol PFG
- Bachelor of Science degree from the University of California, Davis

Chris Terry, Chief Operating Officer

- Directs municipal advisory services and provides analytical modeling, fee program support and administrative services to the firm and its clients
- Approximately 25 years in public finance and 20 years at Capitol PFG
- Bachelor of Science Degree from the University of California, Davis
- Registered with the U.S. Securities & Exchange Commission as a Municipal Advisor Representative (Series 50 License).

Stephanie Bell, Project Analyst

- Prepares client reports, studies, graphics and presentations
- 17 years at Capitol PFG
- Bachelor of Science program, BYU Idaho

Scope of Work

The purpose of this Nexus Study is to establish a unified Fire Mitigation Impact Fee schedule for the newly reorganized District in accordance with the Mitigation Fee Act (AB 1600) and AB 602. To ensure compliance with current statutory standards, Capitol PFG utilizes a system-wide existing facility standard methodology. This approach calculates fees proportionally to the square footage of proposed development units, ensuring that the District's fee program is both analytically rigorous and fully compliant under AB 602.

Capitol PFG will drive this project from day one. We take complete ownership of the product we put forth, standing by our analysis and defending it at the District level, the County level, and within the community. We do not place limits on our meeting availability; our team will meet with stakeholders as often as needed to ensure a seamless adoption process.

To deliver a highly customized and defensible study, our approach is structured into four key phases:

Phase I: Discovery & CIP Alignment

- **Kickoff & Data Gathering:** We will initiate the project with a comprehensive kickoff meeting to align on deadlines and data needs. We will collect historical incident data, asset inventories, and existing fee structures.
- **Consolidated Capital Improvement Plan (CIP) Development:** Because this study coincides with a district reorganization, we will work with the District to merge the planned infrastructure, facility, and fleet needs of both former districts into a single, unified CIP that reflects the needs of the newly consolidated service area.

Phase II: AB 602 Nexus Financial Modeling

- **Growth & Demand Forecasting:** We will evaluate existing structural square footage across the new boundaries and project future residential and non-residential development to determine future service demands.
- **Proportional Cost Allocation:** Utilizing the system-wide existing facility standard methodology, we will isolate the capital costs attributable strictly to new development. We will calculate the impact fee on a proportional, per-square-foot basis to ensure compliance with AB 602 requirements.
- **Regional Benchmarking:** We will conduct a comparative analysis of fire impact fees charged by neighboring and comparable Northern California fire agencies to provide your Board with valuable regional context.

Phase III: Documentation & Stakeholder Engagement

- **Report Drafting:** We will produce an administrative draft of the Nexus Study for internal staff review, followed by a refined public review draft.
- **Unlimited Community & Industry Outreach:** Capitol PFG is capable of leading or supporting the District's engagement with key stakeholders, including County staff and the

Building Industry Association (BIA). We place no limits on these meetings; we will meet with stakeholders as needed to proactively address questions and build consensus ahead of public hearings.

Phase IV: Adoption & Post-Implementation Strategy

- **Public Hearings & Board Presentations:** We will take full ownership of presenting our findings and the proposed fee schedule to the District's Board of Directors. Once approved, we will provide the necessary support to navigate the final adoption process with the Placer County Board of Supervisors.
- **Ongoing Administration Support:** Following adoption, we are here to ensure your success. Capitol PFG provides one full year of ongoing administration support at no additional charge. We will assist District staff with all questions, filings, correspondence, and annual reporting requirements to ensure proper operation of the new fee program.

District Staff Interaction & Information Needs

A key component of this project is our proactive collaboration with District staff. To drive this project efficiently and minimize administrative demands, Capitol PFG will request the following targeted source data from your team during the Phase I Discovery process:

- **Incident Operations Data:** Historical emergency incident response logs broken down by call type (e.g., structure fires, vehicle fires, vegetation/wildland, EMS, hazard, and false alarms) spanning the past 3 consecutive years.
 - Response time metrics and run logs by station and unit, if available.
- **Comprehensive Capital Asset Inventory:** An inventory list of all existing fire stations, administrative offices, training and support facilities.
 - Current vehicle and apparatus fleet rosters specifying make, model, and year acquired.
 - Current estimated replacement values or recent appraisal data for all facilities, apparatus, and mission-critical capital equipment (such as SCBAs, turnouts, defibrillators, and extrication tools).
- **Growth, Planning & Demographic Data:** Existing total structural square footage currently served within the newly consolidated boundaries.
 - Anticipated residential, commercial, and industrial growth projections.
- **Fiscal & Debt Administration Records:** Current fund balances and historical revenue/expenditure statements for developer fee and mitigation funds.

Proposal to Advise on Fire Mitigation Impact Nexus Study Update

- o Amortization schedules, outstanding principal balances, and original financing documents for all long-term liabilities, including existing facility loans, apparatus lease-purchases, or USDA notes.
- o A copy of the current fire user fee schedules and any existing out-of-area service agreements or administrative contracts.

Anticipated Project Schedule

Capitol PFG is prepared to meet the District's target deadlines. We have included an additional check-in meeting in August to ensure alignment with staff during the data gathering and analysis phase.

Milestone	Target Date
Proposal Approval	July 2026 (at Board of Directors Meeting)
Data Review & Progress Check-in Meeting	August 2026
Nexus Study Completed	October 1, 2026
District Board Approval	October 2026 (at Board of Directors Meeting)
County Board of Supervisors Approval	December 2026 / January 2027
Annual Report Prepared	180 Days after end of Fiscal Year



References

Capitol PFG has a proven track record of providing exceptional service across California. We invite you to contact any of the following references to discuss our work product:



Sierra Joint Community College District
5100 Sierra College Boulevard
Rocklin, CA 95677

Willie Duncan, President (916) 660-7000

Services –General Obligation Bond Program (\$350 million Measure E), On-Going Debt Issuance Administration & Compliance, Lease Financing and Capital Improvement Planning.



Stanislaus Consolidated Fire Protection District
3324 Topeka Street
Riverbank, CA 95367

Chief Clinton Bray, (209) 869-7470

Services –Impact Nexus Fee Study, Annexations, Development Mitigation, Lease Financing.



Salida Fire Protection District
5551 Ciccarelli Road
Salida, CA 95368

Danielle Denczek, Administrative District Manager, (209) 497-2389

Services –Impact Nexus Fee Study, Special Tax Measure, Community Facility Districts formation and ongoing support.



Fresno County Fire Protection District
210 S. Academy
Sanger, CA 93657

Chief Dustin Hail, (559) 493-4300

Services –Financial Planning, Development Mitigation, Community Facility Districts.



Linda Fire Protection District

1286 Scales Avenue
Marysville, CA 95901

Chief Kyle Heggstrom, (530) 743-1553

Services –Impact Nexus Fee Study, Annexations, Development Mitigation, Lease Financing, Comprehensive Financial Policies, Development Mitigation, Pension Administration.



Lathrop-Manteca Fire Protection District

19001 Somerson Parkway
Lathrop, CA 95330

Chief David Brammel, (209) 941-5100

Services –Comprehensive Financial Policies, On-Going Debt Administration & Compliance.



Fee Structure

To complete the Fire Mitigation Nexus Study including all stakeholder meetings, presentations, and one full year of post-adoption administrative support, Capitol PFG proposes a flat project fee of \$17,500 and the costs of local newspaper publications, if any. The total amount will be billed following the Placer County Board of Supervisors meeting at which the mitigation fee is approved.



History of Stability

Capitol PFG has no known conflicts of interest. Furthermore, neither Capitol PFG nor its shareholders or employees have not had any settlements or judgments involving any regulatory, civil or criminal actions in its entire history.

Capitol PFG is financially stable. Bank references are available upon request. Furthermore, Capitol PFG maintains Errors & Omissions insurance with an aggregate claim limit of \$2 million. A certificate of insurance can be provided if Capitol PFG is selected.



California Public Employees' Retirement System
 P.O. Box 942715, Sacramento, CA 94229-2715

888 CalPERS (or 888-225-7377)
 TTY: (877) 249-7442 Fax: (800) 959-6545
www.calpers.ca.gov

California Public Employees' Retirement System

July 01, 2026

Michelle Dean
 Placer Hills Fire Protection District
 PO BOX 350
 MEADOW VISTA, CA 95722-0350

Business Unit: 1900
 CalPERS ID: 4447709248
 Invoice Number: 100000018343013
 Invoice Date: July 01, 2026
 Payment Due Date: July 31, 2026

Description	Amount				
<p>Annual Unfunded Accrued Liability as of the June 30, 2024 Actuarial Valuation for Rate Plan Identifier 26391.</p> <p>The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) plus the Employer Unfunded Accrued Liability Contribution Amount.</p> <p>Your agency's monthly amount due toward the Unfunded Accrued Liability is:</p> <table data-bbox="228 961 779 1024"> <tr> <td>Amount</td> <td>Due Date</td> </tr> <tr> <td>\$847.92</td> <td>July 31, 2026</td> </tr> </table> <p>If you would like to prepay the entire Annual Payment toward your Plan's Unfunded Accrued Liability, you can submit the Annual Lump Sum Prepayment amount of \$9,846.00 to the invoice number above by July 31, 2026 instead of the monthly amount listed.</p> <p>Please refer to the June 30, 2024 Actuarial Valuation report for the details of this calculation. Reports are available at CalPERS On-Line or by visiting www.mycalpers.ca.gov</p> <p>Unfunded Accrued Liability contributions are to be paid in full by the payment due date each month. Payments that are not received in full on or before this date will be assessed interest on the total outstanding balance due (Public Employees' Retirement Law § 20572 (b)). Please note that this monthly statement is a demand for payment in accordance with Public Employees' Retirement Law § 20572 (a).</p> <p>For questions concerning your invoice, please call our CalPERS Customer Contact Center at 888 CalPERS (or 888-225-7377) and ask to be referred to the Financial Office.</p>	Amount	Due Date	\$847.92	July 31, 2026	
Amount	Due Date				
\$847.92	July 31, 2026				
Total Due	\$847.92				



Please pay this statement using Electronic Funds Transfer (EFT) debit or Automated Clearing House (ACH) credit method. Please visit www.mycalpers.ca.gov to schedule a debit EFT payment or call our CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**) for information regarding EFT ACH credit payments. Please allow two banking days prior to the due date for payments to be received at CalPERS on time.

If you need to pay by check or money order, make sure it includes your agency's CalPERS ID, Invoice Number, and is payable to the California Public Employees' Retirement System. Please mail to the following address:

CalPERS
Financial Reporting & Accounting Services Division
Cash and Payment Processing Unit
P.O. Box 942703
Sacramento, CA 94229-2703

California Public Employees' Retirement System
www.calpers.ca.gov

CalPERS-2263





California Public Employees' Retirement System
P.O. Box 942715, Sacramento, CA 94229-2715

888 CalPERS (or 888-225-7377)
TTY: (877) 249-7442 Fax: (800) 959-6545
www.calpers.ca.gov

California Public Employees' Retirement System

July 01, 2026

Michelle Dean
Placer Hills Fire Protection District
PO BOX 350
MEADOW VISTA, CA 95722-0350

Business Unit: 1900
CalPERS ID: 4447709248
Invoice Number: 100000018343006
Invoice Date: July 01, 2026
Payment Due Date: July 31, 2026

Description	Amount				
<p>Annual Unfunded Accrued Liability as of the June 30, 2024 Actuarial Valuation for Rate Plan Identifier 25390.</p> <p>The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) plus the Employer Unfunded Accrued Liability Contribution Amount.</p> <p>Your agency's monthly amount due toward the Unfunded Accrued Liability is:</p> <table border="0" data-bbox="233 961 779 1029"> <tr> <td>Amount</td> <td>Due Date</td> </tr> <tr> <td>\$6,614.58</td> <td>July 31, 2026</td> </tr> </table> <p>If you would like to prepay the entire Annual Payment toward your Plan's Unfunded Accrued Liability, you can submit the Annual Lump Sum Prepayment amount of \$76,807.00 to the invoice number above by July 31, 2026 instead of the monthly amount listed.</p> <p>Please refer to the June 30, 2024 Actuarial Valuation report for the details of this calculation. Reports are available at CalPERS On-Line or by visiting www.mycalpers.ca.gov</p> <p>Unfunded Accrued Liability contributions are to be paid in full by the payment due date each month. Payments that are not received in full on or before this date will be assessed interest on the total outstanding balance due (Public Employees' Retirement Law § 20572 (b)). Please note that this monthly statement is a demand for payment in accordance with Public Employees' Retirement Law § 20572 (a).</p> <p>For questions concerning your invoice, please call our CalPERS Customer Contact Center at 888 CalPERS (or 888-225-7377) and ask to be referred to the Financial Office.</p>	Amount	Due Date	\$6,614.58	July 31, 2026	
Amount	Due Date				
\$6,614.58	July 31, 2026				
Total Due	\$6,614.58				



Please pay this statement using Electronic Funds Transfer (EFT) debit or Automated Clearing House (ACH) credit method. Please visit www.mycalpers.ca.gov to schedule a debit EFT payment or call our CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**) for information regarding EFT ACH credit payments. Please allow two banking days prior to the due date for payments to be received at CalPERS on time.

If you need to pay by check or money order, make sure it includes your agency's CalPERS ID, Invoice Number, and is payable to the California Public Employees' Retirement System. Please mail to the following address:

CalPERS
Financial Reporting & Accounting Services Division
Cash and Payment Processing Unit
P.O. Box 942703
Sacramento, CA 94229-2703

California Public Employees' Retirement System
www.calpers.ca.gov

CalPERS-2263





PLACER HILLS-PENRYN FIRE PROTECTION DISTRICTS



STAFF REPORT

To:	Board of Directors
From:	Ian Gow, Fire Chief
By:	Matthew Slusher, Assistant Fire Chief
Date:	July 10, 2026
Subject:	Type-1 Apparatus Surplus

The Issue

Shall the Board of Directors declare a 2004 Westates HME 1871 SFO Type 1 Rescue Pumper as surplus to the District's operational needs and authorize the Fire Chief, or his designee, to execute its sale?

Recommendation

Staff recommends that the Board of Directors declare the following apparatus surplus to the operational needs of the District and authorize the Fire Chief, or his designee, to dispose of the apparatus in accordance with District policy and applicable law.

- 2004 Westates HME 1871 SFO Type 1 Rescue Pumper
- VIN: 44KFT42864WZ20482
- License Plate: 1195478
- Approximate Mileage: 158,000 miles

Background

The subject apparatus is a 2004 Westates HME 1871 SFO Type 1 Rescue Pumper that was purchased new by the Placer Hills Fire Protection District in 2004. In 2019, the apparatus was transferred to the Newcastle Fire Protection District to support its fleet and emergency response operations. Effective July 1, 2026, the apparatus returned to the District's ownership as part of the reorganization approved by the Placer County Local Agency Formation Commission (LAFCo), through which Placer Hills Fire Protection District became the successor agency to the Newcastle Fire Protection District.

Following the reorganization, staff completed a comprehensive evaluation of the District's fire apparatus fleet to ensure it is appropriately sized to meet operational needs while remaining fiscally responsible. The District currently operates three frontline Type 1 fire engines (model years 2024, 2020, and 2016) and two reserve Type 1 fire engines (model years 2007 and 2000). The addition of the subject apparatus has increased the reserve fleet beyond the District's operational requirements.



PLACER HILLS-PENRYN FIRE PROTECTION DISTRICTS



The subject apparatus has accumulated approximately 158,000 miles, making it the highest-mileage Type 1 engine in the District's fleet. While the apparatus remains serviceable, staff has determined that it no longer provides sufficient operational value to justify its continued retention. Additionally, the District has limited indoor apparatus storage capacity, and maintaining an oversized reserve fleet creates logistical and maintenance challenges.

Surplusing the apparatus is consistent with the District's fleet management objectives of maintaining an appropriately sized, reliable, and cost-effective apparatus fleet. Disposal of the apparatus will reduce ongoing maintenance, insurance, testing, and storage obligations while allowing the District to recover a portion of the apparatus' remaining value through its sale.

Alternatives Available to the Board

- Alternative 1 – Approve Staff Recommendation (Recommended)
Declare the 2004 Westates HME 1871 SFO Type 1 Rescue Pumper surplus to the District's operational needs and authorize the Fire Chief, or his designee, to dispose of the apparatus in accordance with District policy and applicable law.
- Alternative 2 – Retain the Apparatus
Retain the 2004 Westates HME 1871 SFO Type 1 Rescue Pumper as part of the District's reserve fleet and continue to incur the associated costs of maintenance, inspections, insurance, and storage.
- Alternative 3 – Provide Alternative Direction
Provide alternative direction to staff regarding the disposition of the apparatus.

Fiscal Impact

The proposed sale of the 2004 Westates HME 1871 SFO Type 1 Rescue Pumper is expected to generate one-time revenue to the District. Based on the apparatus' age, condition, mileage, and current market conditions, staff estimates the fair market value to be between \$20,000 and \$35,000.

In addition to the sale proceeds, surplusing the apparatus will reduce ongoing costs associated with maintenance, repairs, annual testing, insurance, and storage. Proceeds from the sale will be deposited into the appropriate District fund in accordance with District policy and applicable accounting practices.



OFFICE OF THE PLACER COUNTY COUNSEL

CLAYTON T. COOK
COUNTY COUNSEL

175 Fulweiler Avenue
Auburn, California 95603
Telephone: 530-889-4044
Facsimile: 530-889-4069
www.placer.ca.gov

June 15, 2026

Gillian Lofrano
Placer Hills Fire Protection District
Post Office Box 350
Meadow Vista, CA 95722

Re: 2026 Biennial Agency Conflict of Interest Code Review

Dear Gillian Lofrano:

The Political Reform Act requires every local government agency to review its Conflict of Interest Code every two (2) years to determine if it complies with current law, accurately depicts the appropriate list of designated employees and the appropriate disclosure level, and clearly indicates the agency filing officer. If the code does not adequately address these requirements, then the code must be amended. Each local agency within the County must submit to the County Board of Supervisors a Biennial Notice indicating whether or not an amendment is necessary. Enclosed is the notice from the California Fair Political Practices Commission (FPPC) regarding this requirement, along with the 2026 Local Agency Biennial Notice. The FPPC offers an online workshop for agencies on this topic that is highly recommended.

Please note that, as required by law, we will be reviewing your Codes and Appendices mainly for three elements: 1) Designation of Filing Officer; 2) Designation of Employees; 3) Degree of disclosure required for each employee position. If these three elements are not clearly designated in your Conflict of Interest Code or Appendix, we will be asking you to amend them accordingly. **You are hereby notified** that you are required to **review** your Conflict of Interest Code and **submit** the enclosed Biennial Notice indicating that either amendments are required or no amendments are necessary.

Please provide all three of the documents listed below to this office no later than **August 3, 2026**

- 1) **Biennial Notice**
- 2) **Conflict of Interest Code**
- 3) **Organization Chart**

The Biennial Notice is available as a fillable form at www.fppc.ca.gov. You may fill out the Biennial Notice online and submit it, along with your Conflict of Interest Code and Organization Chart, electronically to CountyCounsel@placer.ca.gov. It would be most helpful if you returned the notice and your code as soon as possible to enable this office to do its work in the most efficient manner possible.

Please do not hesitate to call if you have any questions.

Very truly yours,

PLACER COUNTY COUNSEL'S OFFICE

By: _____
Danika McClelland, Deputy County Counsel

DM/sf
Enclosure



OFFICE OF THE PLACER COUNTY COUNSEL

CLAYTON T. COOK
COUNTY COUNSEL

175 Fulweiler Avenue
Auburn, California 95603
Telephone: 530-889-4044
Facsimile: 530-889-4069
www.placer.ca.gov

June 19, 2026

Gillian Lofrano
Post Office Box 350
Meadow Vista, CA 95722-0350

Re: 2026 Biennial Agency Conflict of Interest Code Review

Dear Gillian Lofrano:

Due to a clerical error, the letter sent out on June 15, 2026, inadvertently omitted the 2026 Biennial Review instructions. Please disregard that letter, as this one includes all of the instructions needed.

The Political Reform Act requires every local government agency to review its Conflict of Interest Code every two (2) years to determine if it complies with current law, accurately depicts the appropriate list of designated employees and the appropriate disclosure level, and clearly indicates the agency filing officer. If the code does not adequately address these requirements, then the code must be amended. Each local agency within the County must submit to the County Board of Supervisors a Biennial Notice indicating whether or not an amendment is necessary. Enclosed is the notice from the California Fair Political Practices Commission (FPPC) regarding this requirement, along with the 2026 Local Agency Biennial Notice. The FPPC offers an online workshop for agencies on this topic that is highly recommended.

Please note that, as required by law, we will be reviewing your Codes and Appendices mainly for three elements: 1) Designation of Filing Officer; 2) Designation of Employees; 3) Degree of disclosure required for each employee position. If these three elements are not clearly designated in your Conflict of Interest Code or Appendix, we will be asking you to amend them accordingly. **You are hereby notified** that you are required to **review** your Conflict of Interest Code and **submit** the enclosed Biennial Notice indicating that either amendments are required or no amendments are necessary.

Please provide all three of the documents listed below to this office no later than **August 3, 2026**

- 1) **Biennial Notice**
- 2) **Conflict of Interest Code**
- 3) **Organization Chart**

The Biennial Notice is available as a fillable form at www.fppc.ca.gov. You may fill out the Biennial Notice online and submit it, along with your Conflict of Interest Code and Organization Chart, electronically to CountyCounsel@placer.ca.gov. It would be most helpful if you returned the notice and your code as soon as possible to enable this office to do its work in the most efficient manner possible.

Please do not hesitate to call if you have any questions.

Very truly yours,

PLACER COUNTY COUNSEL'S OFFICE

By: _____

Danika McClelland, Deputy County Counsel

DM/sf
Enclosure

2026 Conflict of Interest Code Biennial Notice Instructions for Local Agencies

The Political Reform Act requires every local government agency to review its conflict of interest code biennially. A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700).

By July 1, 2026: The code reviewing body must notify agencies and special districts within its jurisdiction to review their conflict of interest codes.

By October 1, 2026: The biennial notice must be filed with the agency's code reviewing body.

The FPPC has prepared a 2026 Local Agency Biennial Notice form for local agencies to complete or send to agencies within its jurisdiction to complete before submitting to the code reviewing body. The City Council is the code reviewing body for city agencies. The County Board of Supervisors is the code reviewing body for county agencies and any other local government agency whose jurisdiction is determined to be solely within the county (e.g., school districts, including certain charter schools). The FPPC is the code reviewing body for any agency with jurisdiction in **more than one county** and will contact them.

The Local Agency Biennial Notice is not forwarded to the FPPC.

If amendments to an agency's conflict of interest code are necessary, the amended code must be forwarded to the code reviewing body for approval within 90 days. An agency's amended code is not effective until it has been approved by the code reviewing body.

If you answer yes, to any of the questions below, your agency's code probably needs to be amended.

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

If you have any questions or are still not sure if you should amend your agency's conflict of interest code, please contact the FPPC. Additional information including an online webinar regarding how to amend a conflict of interest code is available on [FPPC's website](#).

2026 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

An amendment is required. The following amendments are necessary:

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2026**, or by the date specified by your agency, if earlier, to:

*Office of Placer County Counsel
175 Fulweiler Avenue
Auburn, CA 95603*

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

California Fair Political Practices Commission Filings (Placer Hills and Newcastle Fire Districts)

204.1 PURPOSE AND SCOPE

The Political Reform Act (Govt. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission (“FPPC”) has adopted a regulation (2 California Code of Regulations § 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency’s code. After public notice and hearings, it may be amended by the FPPC to conform to amendments in the Act. Therefore, the terms of § 18730 and any amendments to it adopted by the FPPC are hereby incorporated by reference. The purpose of this policy is to provide a uniform method for complying with the Fair Political Practices Commission (FPPC) requirements for designated positions to report all potential economic conflicts of interest to the District.

204.2 POLICY

It is the policy of the District to comply with state requirements, and designate certain job classifications as required to file a Statement of Economic Interests (Government Code § 87300).

204.3 PROCEDURE

The District requires certain job classifications to file a Statement of Economic Interests (Government Code § 87300). These job classifications have been identified based on the opportunity for personal gain that could result from official actions as a member of this district.

204.4 DISTRICT RESPONSIBILITIES

The Placer County Elections Office shall serve as the Filing Officer for the District and shall be responsible for administering the filings in accordance with applicable laws. All Statement of Economic Interests filings shall be screened for compliance by the Conflict of Interest Filing Officer. Members in designated classifications are required to disclose certain economic interests, which may include investments, interests in real property, income and business interests. All information provided by members on the Statement of Economic Interests is a matter of public record.

204.4.1 FILING REQUIREMENTS

Members in designated job classifications must file the following type of statements:

- Assuming office statement within 30 days after assuming office
- Annual statement due by April 1 each year
- Leaving office statement within 30 days after leaving the position

204.4.2 FILING PROCESS

The filing process is administered by the Conflict of Interest Filing Officer and includes the following procedures:

California Fair Political Practices Commission Filings (Placer Hills and Newcastle Fire Districts)

- A Statement of Economic Interests form and filing instructions shall be distributed annually to designated district members. Additionally, forms shall be sent to designated members upon notice of appointment or termination.
- A completed Statement of Economic Interests shall be returned to the Conflict of Interest Filing Officer by the date indicated on the instructions.
- The Conflict of Interest Filing Officer shall screen the Statement of Economic Interests for completeness, potential conflicts of interest and to ensure all designated members have filed a statement, in accordance with FPPC regulations.
- Upon completion of the screening process, the Conflict of Interest Filing Officer shall retain the original for a period of time in accordance with the FFPC and the district's established records retention schedules.
- A list of all district members with potential conflict situations will be compiled and maintained in the Administration Division.
- Any change to the FPPC filing process shall be submitted to the governing body for review and approval.

204.4.3 REPORTING REQUIREMENTS

All officers and employees are required to report potential conflicts of interest even if they are not in a designated classification and are disqualified from participating in government decisions in which they have, or appear to have, a financial interest (Government Code § 87100). When a potential conflict of interest situation arises, it must be reported immediately through the chain of command to the employee's immediate supervisor and then the Conflict of Interest Filing Officer.

204.4.4 DESIGNATED CLASSIFICATIONS

The District has designated the following classifications as required to complete a Statement of Economic Interests document in accordance with FPPC regulations:

Title	Category
Board Member	Category 1
Fire Chief	Category 1
Fire Marshal	Category 2
Battalion Chief	Category 2
Consultant ¹	Category 1

Placer Hills

Joint Fire District Policy Manual

California Fair Political Practices Commission Filings (Placer Hills and Newcastle Fire Districts)

[1] Consultants shall disclose pursuant to the broadest disclosure category in the conflict of interest code subject to the following limitation: the District may determine in writing that a particular consultant is hired to perform a range of duties that is limited in scope and, thus, is not required to comply with the full disclosure requirements described above, but instead must comply with more tailored disclosure requirements specific to that consultant. Such a determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of the disclosure requirement.

204.4.5 DISCLOSURE CATEGORIES

Category 1:

Persons in this category shall disclose all interests in real property which are located entirely or partly within District boundaries or within two (2) miles of District boundaries, or of any land owned or used by the District. Such interests include any leasehold, beneficial or ownership interest, or option to acquire such interest in real property. Persons shall also disclose all investments and business positions in business entities, and sources of income that: (a) are engaged in the acquisition or disposal of real property in the District; (b) are contractors or subcontractors which are or have been within the past two (2) years engaged in work or services of the type used by the District; or (c) manufacture or sell supplies, machinery or equipment of the type used by the District.

Category 2:

Persons in this category shall disclose all investments and business positions in business entities, and sources of income that: (a) are contractors or subcontractors which are or have been within the past two (2) years engaged in work or services of the type used by the District; or (b) manufacture or sell supplies, machinery or equipment of the type used by the District.

204.5 POLICY APPROVAL

- Placer Hills Board approved 10/28/2020