



# PENRYN FIRE PROTECTION DISTRICT

## BOARD OF DIRECTORS

## MEETING MINUTES

Chair Hotaling, Vice-Chair Hardesty, Secretary Shields, Directors Heimlich and Verdugo

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### MINUTES OF THE REGULAR MEETING January 19, 2026

1. **Call the meeting to order and Roll Call:** Chair Hotaling called the meeting to order at 6:30 pm.  
Directors in attendance: Danielle Hardesty, Cheryl Hotaling, Larry Shields, Diego Heimlich, and Robert Verdugo  
Directors absent: N/A  
Staff in attendance: Fire Chief Gow and Fire Marshall D'Ambrogi
2. **Pledge of Allegiance:** Chair Hotaling led the Pledge of Allegiance.
3. **Approval of Agenda:** Director Heimlich moved to approve the agenda. Director Verdugo seconded the motion which passed unanimously.
4. **Approval of Minutes:** Vice-Chair Hardesty moved to approve the minutes from the December 15, 2025 meeting. Director Heimlich seconded the motion which passed unanimously.
5. **Financial Report & Bill Approval:** Vice-Chair Hardesty moved to approve the financial report and expenses. Director Verdugo seconded the motion that passed unanimously.
6. **Correspondence:** Chair Hotaling shared that she received a communication from Mr. Myers wanting to discuss the upcoming Board of Supervisors meeting.
7. **Public Comment:** N/A
8. **Informational/Non-Action Items:**
  - A. **Sierra Nevada Firefighters, Local 3800 (Local 3800):** N/A
  - B. **Fire Chief Gow's Report:**
    1. Eric Reams promoted to the position of Battalion Chief, he is assigned to B shift
    2. Held a joint test for a Captain list for all of our districts and Dillon Burbank has been promoted to fill the open position in Placer Hills
    3. Anticipate a start date of the Auburn JOA by the end of the month
    4. Public hearing on our reorganization will be held at the LAFCo meeting scheduled for February 11<sup>th</sup>. 2 town hall meetings, January 31<sup>st</sup> and February 3<sup>rd</sup>, will be held in Newcastle for the community to ask questions and learn about the reorganization. After the hearing on the 11<sup>th</sup> the next step would be a protest hearing.
    5. Met with Mr. Meyers regarding Hope Way, shared his concerns about the traffic study.
  - Fire Marshal D'Ambrogi report:**
    1. Completed 1 propane inspection, 1 underground fire system inspection
    2. Penryn townhomes; approved their infrastructure
    3. Planning; 1 variance modification on China Mine Rd.
  - C. **Director Committee Reports**
    1. **Personnel Committee:** Chair Hotaling reported that negotiations will be starting soon
    2. **Administrative Contract & Finance Oversight Committee:** N/A
    3. **Ad hoc committee for future cooperation with other fire departments.** N/A
  - D. **Status on Placer County Local Hazard Mitigation Plan update for 2026**

Fire Marshal D'Ambrogi shared that the draft was reviewed by staff. In February the planning committee will meet to review all of the drafts and then a public review will take place on March 19<sup>th</sup>. CWPP – putting together a survey, all the agencies provide input on the desired outcomes

**E. Discuss performance reporting, against strategic plan goals**

Chair Hotaling reported that the update was sent out to the board of directors and included in the board packet. Overall performance; maintained response times, did not move forward to ALS, updated our environment and safety equipment, made a lot of progress on salary and benefit structures, been able to set aside funds for vehicle replacement, consolidating service will be a big focus on our next strategic plan, done what we can to improve revenue sources, and community outreach is an item of focus in the future.

**9. Action Items:**

**A. Consider and appoint a strategic plan ad-hoc subcommittee**

Chair Hotaling reported she would like to create an ad-hoc committee to facilitate starting a new strategic plan. Chair Hotaling nominated Robert Verdugo to be on the committee. Vice-Chair Hardesty nominated Cheryl Hotaling for the committee. The nominations passed unanimously. Chair Hotaling shared that she would like to have a representative from staff and administration on the committee.

**B. Consider and approve the first reading of an addendum to the Wellness and Fitness Program Policy**

Chef Gow reported that the rewrite did not get included in the board packet, a printed copy was shared with the board. Chair Hotaling reported that she has some comments on the section of the policy regarding physical fitness and conditioning. The policy refers to utilizing a trainer, recommend that it be changed to that it should comply with the physical fitness policy and remove the peer certification section. For the addendum, Chair Hotaling asked about the meeting every 6 months for the cancer screening. Chief Gow shared that this was requested from the local specifically to the cancer screening. Chief Gow reported that the new updates will be brought back to the board for a first reading at next months board meeting.

**The meeting was adjourned at 6:59pm**

**Next Board Meeting: Monday, February 16, 2026 6:30 PM - 8:00 PM (PST)**

Respectfully submitted,



District Manager