

PENRYN FIRE PROTECTION DISTRICT

May 17, 2021
Regular Meeting

MINUTES

Call the meeting to order/Roll Call/Pledge of Allegiance: Chair Cheryl Hotaling called the meeting to order at 6:30 p.m. Roll call was taken: Directors Dennis Bergstrom, Danielle Hardesty, Chair Hotaling, Directors Susan Mahoney, and Randy Neifer were all present. Chief Brian Shannon was also in attendance. Chair Hotaling led the Pledge of Allegiance.

Approval of Agenda: *Director Bergstrom moved to approve the agenda as posted: seconded by Director Neifer. Motion carried unanimously with all Directors present.*

Approval of Minutes: April 19, 2021 Minutes and May 12, 2021 Special Meeting Minutes. *Director Bergstrom moved to approve the minutes for both April 19th and May 12th meetings as submitted; seconded by Director Neifer. Motion carried unanimously with all Directors present.*

Financial Report & Bill Approval: Director Hardesty presented the Monthly Expense Report for April. The County Financial Reports for April were not ready for the meeting and will be part of next month's packet. After general discussion, *Director Neifer moved to approve the Monthly Expense Report; seconded by Director Bergstrom. Motion carried with Chair Hotaling, Directors Bergstrom, Hardesty, and Neifer. Director Mahoney abstained due to technical difficulties.*

Correspondence: Chair Hotaling received an email from California State Department of Technology division about renewing penrynfire.ca.gov for our website. This is done yearly and has been renewed for the next year at no cost.

Public Comment: Director Neifer asked about remedies for access Chief Higgins penrynfire.org email. Chair Hotaling stated that the District does not own or have access to the privately held domain, and she will ask Chief Higgins to forward any pertinent emails if he continues to monitor the account. Patty Neifer mentioned that the online fire permit has the incorrect web address on it. Director Hardesty stated that form was provided by another District and all attempts at getting form corrected have not worked.

Informational/Non-Action Items:

A. Penryn Professional Firefighter's Association Report: No Report.

B. Fire Chief's Monthly Report: Chief Shannon referred to the Chief's written report distributed as part of the Board Meeting packet. There were 237.5 training hours for April. Training hours are starting to increase again with interns returning to the station. For April, there were a total of 64 emergency responses, including 36 EMS, 1 Residential Structure Fires, 3 Vegetation Fires, 3 Fire Alarms, 5 Fire Investigations, 1 Vehicle Fires, 9 Vehicle Accidents, and 6 Public Assists. Chief Shannon reported further on the frequency of vehicle accidents on the freeway and how well the crews handle the response. Chief Shannon updated the status with the CalPERS application process. The Financial Advisor for CalPERS has received the five year projection, and the draft audit. After receiving that information and further calls the Financial Advisor has stated he has received all the information he needs. Chief Shannon reached out the Contracting team at CalPERS. They are working on their analysis of the District. Once that is completed and assuming requirements are met, the next step is actuary and a department census. Chief

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Shannon hopes by the June Meeting progress will be made. Chief Shannon reported that he continues to meet with neighboring agencies. Chief Shannon met with FASIS Risk Consultants. The Consultant will provide some policy templates for aged policies that need to be updated. Chief Shannon addressed the proposed winery on the border of the Penryn and Newcastle Districts. The Placer County Development Resource Agency has sent a letter out to several agencies, including Penryn Fire for comment on the proposal. Captain Mancebo and Chief D'Ambrogi are will submit comments prior to the deadline. Chief Shannon provided the Board with Station and personnel updates. The Dorm remodel is moving forward and is looking good. Captain Gordon and Engineers Miller and Spiegelberg completed their yearlong probation in May. Yearly Wildland training has been completed at the District in preparation for fire season. The District has established the membership at Anytime Fitness and Chief Shannon thanked Sharon Dunn for working with the District. Chief Shannon talked about the ongoing meetings for the transition to Placer Hills for the Administrative Contract. Penryn will be hosting a joint test with Newcastle and Placer Hills to establish a list for Captains. Each agency will have their own Captain positions, but the testing will be done jointly. Follow up questions and comments were offered by the Directors.

C. Director Committee Reports

1) Personnel Committee: Chair Hotaling reported the Committee has no updates since we are waiting on CalPERs.

D. FY20 Audit Update: Director Hardesty reported we have received a draft report and have gone back with requests for changes in verbiage and setup of the report. Follow up questions and comments were offered by the Directors.

E. Exhaust Extraction System: Chief Shannon offered information about the exhaust extraction systems as an investment for the District and as a major health and welfare issue. Chief Shannon received three quotes and is moving forward with reviewing two of the quotes. The third quote is for a system from his prior experience that is not a viable system. The two remaining bids are for two separate systems each with Nederman and Weidner Fire with prices ranging from \$28,000 - \$41,000. Chief Shannon offered preliminary information on both systems and this will be an action item in June with complete information and quotes. Follow up questions and comments were offered by the Directors.

F. Review and discuss current District Measure "A" Tax Levy: Chair Hotaling offered back ground of Measure A and that the Board decides the percentage up to 4% to raise Measure A by each year. Director Hardesty stated a 4% raise would lead to \$280.76 per dwelling unit for residential parcels, \$87.73 per parcel for unimproved parcels, and \$0.116 per square foot of building area for commercial parcels, with a minimum of \$87.73 per parcel for commercial parcels. Each Director offered their reasoning behind raising the levy by 4%.

G. Request for Auditor Services for FY20-21: Director Hardesty offered back ground information on auditor services for the district. The District has received two solicitation letters from outside firms. Chair Hotaling explained that we would like send out a Request for Proposal to Placer County, the previous audit firm, and the two firms who sent in solicitations. Directors offered comments. This will be an action item in the June Meeting to select an auditor based on responses from Request for Proposal.

Action Items

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A. Resolution #2021_1 Resolution of the Board of Directors of the Penryn Fire Protection District, Requesting Collection of the Measure C Charges on the County of Placer Property Tax: *Director Bergstrom moved to approve the Resolution #2021_1; seconded by Director Neifer.*

Roll call was as follows:

DIRECTOR	AYE	NAY	ABSENT/ABSTAIN
Dennis Bergstrom, Director	X		
Danielle Hardesty, Director	X		
Cheryl Hotaling, Chair	X		
Susan Mahoney, Director	X		
Randy Neifer, Director	X		

Motion carried unanimously with all Directors present.

B. Resolution # 2021_2 Resolution of the Board of Directors of the Penryn Fire Protection Board, requesting collection of the Measure A Special Tax for Fire Suppression Services, Protection and Emergency Medical Response Services, and requesting the collection of the charges on the County of Placer Property Tax. Chair Hotaling stated the increase of 4% would lead to \$280.76 per dwelling unit for residential parcels, \$87.73 per parcel for unimproved parcels, and \$0.116 per square foot of building area for commercial parcels, with a minimum of \$87.73 per parcel for commercial parcels.
Director Bergstrom moved to Resolution #2021_2 with the stated 4% increase; seconded by Director Neifer.

Roll call was as follows.

DIRECTOR	AYE	NAY	ABSENT/ABSTAIN
Dennis Bergstrom, Director	X		
Danielle Hardesty, Director	X		
Cheryl Hotaling, Chair	X		
Susan Mahoney, Director	X		
Randy Neifer, Director	X		

Motion carried unanimously with all Directors present.

C. Committee Assignment- Placer Hills Fire Protection District Administrative Contract Oversight. Chair Hotaling stated she will work with Chief Gow going forward, but a subcommittee for the oversight of the contract had been requested by Board Members.

Director Hardesty moved to create an Administrative Contract Oversight Subcommittee; seconded by Director Neifer.

Roll call was as follows:

DIRECTOR	AYE	NAY	ABSENT/ABSTAIN
Dennis Bergstrom, Director	X		
Danielle Hardesty, Director	X		
Cheryl Hotaling, Chair	X		

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Susan Mahoney, Director X
Randy Neifer, Director X

Motion carried unanimously with all Directors present.

Director Hardesty and Mahoney volunteered to be on the committee. **Director Bergstrom moved to assign Directors Hardesty and Mahoney to the Administrative Contract Oversight Subcommittee; seconded by Director Neifer.**

Roll call was as follows:

DIRECTOR	AYE	NAY	ABSENT/ABSTAIN
Dennis Bergstrom, Director	X		
Danielle Hardesty, Director	X		
Cheryl Hotaling, Chair	X		
Susan Mahoney, Director	X		
Randy Neifer, Director	X		

Motion carried unanimously with all Directors present.

D. Discuss and approve termination date for Chief Shannon's Interim Chief Contract. Chair Hotaling has met with Chief Shannon about the transition process and decided on June 11th as the latest date for Chief Shannon's contract. The decision is based on transition activities and budget projections. **Chair Hotaling moved that the Board allow Chair Hotaling and Chief Shannon be allowed to determine the termination date, but no later than June 11, 2021; seconded by Director Bergstrom.** Follow up questions and comments were offered by the Directors.

Roll call was as follows:

DIRECTOR	AYE	NAY	ABSENT/ABSTAIN
Dennis Bergstrom, Director	X		
Danielle Hardesty, Director	X		
Cheryl Hotaling, Chair	X		
Susan Mahoney, Director	X		
Randy Neifer, Director	X		

Motion carried unanimously with all Directors present.

Meeting Adjourned: 7:40 p.m.

Next Regular Meeting: Monday, June 21, 2021

Respectfully submitted,

Danielle Hardesty, Secretary