



# PENRYN FIRE PROTECTION DISTRICT

## NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

**Monday, February 16, 2026**

**Fire Station 38, 7206 Church Street, Penryn, CA 95663**

Members of the public seeking to attend and to address the Board who require reasonable accommodations to access the meeting, based on disability or other reasons, should contact [marmstrong@placerhillsfire.org](mailto:marmstrong@placerhillsfire.org) at least twenty-four (24) hours in advance of a Regular meeting to make arrangements for such reasonable accommodations. (For Special meetings, please request accommodations no less than 12 hours prior to the meeting.)

### **MEETING AGENDA @ 6:30 P.M.**

1. CALL MEETING TO ORDER / ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES: January 19, 2026 Meeting Minutes
5. FINANCIAL REPORT & BILL APPROVAL
6. CORRESPONDENCE
7. PUBLIC COMMENT

(The Penryn Fire Protection District Board of Directors has provided this period for members of the public to be given the opportunity to address the board on items of interest to the public, which are applicable to the district and within its jurisdiction. No action may be taken on any matter, which is not already on the agenda for consideration. The reasonable time frame for public comment will be limited to three (3) minutes per person, unless specifically authorized otherwise by the Chair. Items from the public will be considered without discussion by the Board and may be referred to staff.)

8. INFORMATIONAL / NON-ACTION ITEMS:
  - A. Sierra Nevada Firefighters, Local 3800 Report
  - B. Administrative Staff Monthly Reports:
    - 1) Fire Chief
    - 2) Operations
    - 3) Prevention
  - C. Director Committee Reports
    - 1) Personnel Committee
    - 2) Finance and Administrative Contract Oversight
    - 3) Ad hoc Committee for future cooperation with other fire departments
  - D. Status on Placer County Local Hazard Mitigation Plan update for 2026

### **ACTION ITEMS**

9. Consider and adopt Resolution No. 2026-01 Review and Accept the State Mandated Annual Fire Inspection Report for 2025
10. Consider and approve the first reading of an amended Wellness and Fitness Program Policy
11. Consider and approve a Letter of Agreement for Occupation Health and Safety Services between The Permanente Medical Group, Inc. and Penryn Fire Protection District
12. Consider and approve submitting a nomination for the Special District Representative on the Placer County Local Agency Formation Commission

### **MEETING ADJOURNMENT**

**Next meeting: Monday, March 16, 2026 6:30 PM - 8:00 PM (PST)**



# PENRYN FIRE PROTECTION DISTRICT

## BOARD OF DIRECTORS

## MEETING MINUTES

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

### 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 is 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

**Penryn Fire Protection District**  
**FY 2025-2026 through January 2026**  
**OPERATING FUND**

<b>ASSETS</b>	
Cash	2,089,889.45
Total Assets	2,089,889.45
<b>LIABILITIES</b>	
Other payables	(3,700.96)
Payroll payables	26,581.90
Compensated Absences	<hr/>
Total Liabilities	22,880.94
<b>FUND BALANCE</b>	
Beginning Balance	1,328,496.92
Beginning Balance - Committed	679,178.30
Revenues	812,218.02
Expenses	<hr/> (752,884.73)
Ending Balance	1,387,830.21
Ending Balance - Committed	679,178.30
Total Liabilities and Fund Balance	2,089,889.45

**Penryn Fire Protection District**  
**FY 2025-2026 through January 2026**  
**MITIGATION FUND**

<b>ASSETS</b>	
Cash	488,335.54
Total Assets	488,335.54
<b>LIABILITIES</b>	
Payables	-
Total Liabilities	-
<b>FUND BALANCE</b>	
Beginning Balance - Unrestricted	452,650.33
Beginning Balance - Capital	-
Revenues	86,905.31
Expenses	51,220.10
Ending Balance - Unrestricted	488,335.54
Ending Balance - Capital	-
Total Liabilities and Fund Balance	488,335.54

## Trial Balance - Composite

09:32 PM

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Company: CO500 Penryn Fire

Ledger: Actuals

Time Period: Current Period

Period: FY2026 - Jan

Translation Currency: USD

Account Translation Rule Set: Placer Translation Rule Set

Worktags: Fund: FD32807 Penryn Fire

Perform Intercompany Eliminations: No

Perform Interworktag Eliminations: No

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
10010:Cash in Treasury - Unrestricted	2,156,933.81	105,682.06	172,726.42	2,089,889.45
10099:Cash - Conversion	0.00	36,677.93	36,677.93	0.00
10120:Claim on Cash	0.00	0.00	0.00	0.00
10290:Other Accounts Receivable	0.00	0.00	0.00	0.00
10330:Investment Interest Receivable	0.00	0.00	0.00	0.00
10441:Due from Other Governments - External System	0.00	0.00	0.00	0.00
20020:Vouchers Payable	(1,539.97)	36,134.65	30,893.72	3,700.96
20030:Vouchers DD Payable	0.00	0.00	0.00	0.00
20060:Sales Tax Payable	0.00	0.00	0.00	0.00
20180:Salaries & Benefits Payable	(26,194.97)	50,298.58	49,655.95	(25,552.34)
20240:Payroll Liabilities	(1,075.64)	847.89	801.81	(1,029.56)
20410:Deferred Inflows Related to Unavailability	0.00	0.00	0.00	0.00
20640:Compensated Leave Balance - Long-Term	0.00	0.00	0.00	0.00
30120:Unassigned Fund Balance	0.00	0.00	0.00	0.00
30121:Fiduciary Net Position	(1,328,496.92)	0.00	0.00	(1,328,496.92)
30310:Committed Fund Balance	(679,178.30)	0.00	0.00	(679,178.30)
40010:Taxes - Current Secured Property	(345,902.01)	0.00	0.00	(345,902.01)
40040:Taxes - Railroad Unitary Property	(393.44)	0.00	0.00	(393.44)
40050:Taxes - Unitary and Op Non-Unitary Property	(7,960.49)	0.00	0.00	(7,960.49)
40060:Taxes - Current Unsecured Property	(13,217.76)	0.00	0.00	(13,217.76)
40090:Taxes - Delinquent Unsecured Property	(171.55)	0.00	0.00	(171.55)
40100:Taxes - Current Supplemental Property	(6,486.12)	0.00	0.00	(6,486.12)
40110:Taxes - Delinquent Supplemental Property	(12.27)	0.00	0.00	(12.27)
40180:Other Taxes	(64,266.63)	0.00	0.00	(64,266.63)
42010:Investment Income	(35,166.57)	2.39	6,832.10	(41,996.28)
44350:State Homeowners Property Tax Relief	(1,530.30)	0.00	0.00	(1,530.30)
46030:Direct Charges	(286,890.06)	0.00	0.00	(286,890.06)
46090:Planning and Engineering Services	(5,000.00)	0.00	0.00	(5,000.00)
46350:Fire Services	(0.10)	0.00	0.00	(0.10)
46360:Other Fees and Charges	(14,321.40)	0.00	9,797.60	(24,119.00)
47010:Donations	(350.00)	0.00	0.00	(350.00)
48030:Miscellaneous	(150.21)	0.00	271.80	(422.01)
49030:Proceeds from Sale of Capital Assets	(13,500.00)	0.00	0.00	(13,500.00)
51010:Salaries and Wages	254,280.54	38,297.20	0.00	292,577.74
51030:Extra Help - Salaries and Wages	0.00	0.00	0.00	0.00
51040:Overtime and Call Back	133,102.45	4,698.05	0.00	137,800.50
51110:Other Payroll	0.00	2,750.00	0.00	2,750.00
51210:Retirement	36,389.39	5,489.50	0.00	41,878.89
51220:Payroll Tax	5,793.12	923.31	0.00	6,716.43
51270:PERS Pension Expense	90.26	0.00	39.96	50.30
51310:Employee Group Insurance	37,736.76	7,519.63	1,604.91	43,651.48

## Trial Balance - Composite

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Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
51360:Workers Comp Insurance	35,671.00	17,835.50	0.00	53,506.50
52030:Clothing, Uniforms, and Personal Hygiene	19,952.52	0.00	0.00	19,952.52
52040:Communication Services Expense	2,298.42	159.40	0.00	2,457.82
52080:Insurance	9,948.50	0.00	0.00	9,948.50
52160:Maintenance	10,111.53	0.00	0.00	10,111.53
52170:Fuels & Lubricants	2,239.39	15.32	0.00	2,254.71
52180:Materials - Buildings & Improvements	3,888.48	1,306.94	0.00	5,195.42
52240:Professional / Membership Dues	1,200.00	0.00	0.00	1,200.00
52260:Misc Expense	5,892.02	510.57	0.00	6,402.59
52310:Subrogation Costs	0.00	0.00	0.00	0.00
52320:Printing	118.99	0.00	0.00	118.99
52330:Other Supplies	8,364.10	1,475.24	0.00	9,839.34
52360:Professional and Special Services - General	66,426.18	0.00	0.00	66,426.18
52370:Professional and Special Services - Legal	36.12	0.00	0.00	36.12
52390:Professional and Special Services - County	9,878.43	0.00	2,750.00	7,128.43
52510:Commissioner's Fees	1,425.00	225.00	0.00	1,650.00
52580:Special Department Expense	20,400.92	0.00	0.00	20,400.92
52785:Training / Education	108.64	0.00	0.00	108.64
52800:Utilities	9,451.06	1,886.05	683.01	10,654.10
53190:Taxes and Assessments	67.08	0.00	0.00	67.08
59998:Labor Hours Debit	11,960.92	1,425.00	0.00	13,385.92
59999:Labor Hours Credit	(11,960.92)	(1,425.00)	0.00	(13,385.92)
<b>Total</b>	<b>0.00</b>	<b>312,735.21</b>	<b>312,735.21</b>	<b>0.00</b>

## Placer Special Districts Budget to Actuals

09:01 PM

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Company: CO500 Penryn Fire

Budget Structure: Special District Budget - Detail Level

Period: FY2026 - Jan

Time Period: Current Period YTD

Cost Center(s): CC81000 Penryn Fire District

Ignore Commitments: No

Fund(s): FD32807 Penryn Fire

Program: PG810000 Penryn Fire

Account Set	Budget	Commitments	Obligations	Actuals	Balance	Percentage of Budget
Total Revenue	(1,363,095.00)	0	0	(525,327.96)	(\$837,767.04)	38.54%
40010:Taxes - Current Secured Property	(629,094.00)	0	0	(345,902.01)	(\$283,191.99)	54.98%
40040:Taxes - Railroad Unitary Property	(715.00)	0	0	(393.44)	(\$321.56)	55.03%
40050:Taxes - Unitary and Op Non-Unitary Property	(14,474.00)	0	0	(7,960.49)	(\$6,513.51)	55.00%
40060:Taxes - Current Unsecured Property	(13,789.00)	0	0	(13,217.76)	(\$571.24)	95.86%
40090:Taxes - Delinquent Unsecured Property	0	0	0	(171.55)	\$171.55	0.00%
40100:Taxes - Current Supplemental Property	(13,724.00)	0	0	(6,486.12)	(\$7,237.88)	47.26%
40110:Taxes - Delinquent Supplemental Property	0	0	0	(12.27)	\$12.27	0.00%
40180:Other Taxes	(114,768.00)	0	0	(64,266.63)	(\$50,501.37)	56.00%
42010:Investment Income	(55,000.00)	0	0	(41,996.28)	(\$13,003.72)	76.36%
44350:State Homeowners Property Tax Relief	(3,001.00)	0	0	(1,530.30)	(\$1,470.70)	50.99%
46030:Direct Charges	(513,530.00)	0	0	0	(\$513,530.00)	0.00%
46090:Planning and Engineering Services	(3,000.00)	0	0	(5,000.00)	\$2,000.00	166.67%
46350:Fire Services	0	0	0	(0.10)	\$0.10	0.00%
46360:Other Fees and Charges	0	0	0	(24,119.00)	\$24,119.00	0.00%
47010:Donations	0	0	0	(350.00)	\$350.00	0.00%
48030:Miscellaneous	(2,000.00)	0	0	(422.01)	(\$1,577.99)	21.10%
49030:Proceeds from Sale of Capital Assets	0	0	0	(13,500.00)	\$13,500.00	0.00%
Total Expenses	1,426,163.00	0	0	747,708.95	\$678,454.05	52.43%
Total Capital Assets	88,000.00	0	0	0	\$88,000.00	0.00%
54460:Capital Assets - Other Agencies - Equipment	88,000.00	0	0	0	\$88,000.00	0.00%
Total Expenses ( Non Capital Assets )	1,338,163.00	0	0	747,708.95	\$590,454.05	55.88%
51010:Salaries and Wages	551,291.00	0	0	292,577.74	\$258,713.26	53.07%

## Placer Special Districts Budget to Actuals

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Account Set	Budget	Commitments	Obligations	Actuals		Balance	Percentage of Budget
51030:Extra Help - Salaries and Wages	0	0	0	0.00		\$0.00	0.00%
51040:Overtime and Call Back	96,863.00	0	0	137,800.50		(\$40,937.50)	142.26%
51110:Other Payroll	4,000.00	0	0	2,750.00		\$1,250.00	68.75%
51210:Retirement	77,181.00	0	0	41,878.89		\$35,302.11	54.26%
51220:Payroll Tax	16,814.00	0	0	6,716.43		\$10,097.57	39.95%
51270:PERS Pension Expense	850.00	0	0	50.30		\$799.70	5.92%
51310:Employee Group Insurance	101,197.00	0	0	43,651.48		\$57,545.52	43.14%
51360:Workers Comp Insurance	71,273.00	0	0	53,506.50		\$17,766.50	75.07%
52030:Clothing, Uniforms, and Personal Hygiene	39,600.00	0	0	19,952.52		\$19,647.48	50.39%
52040:Communication Services Expense	6,500.00	0	0	2,457.82		\$4,042.18	37.81%
52080:Insurance	21,989.00	0	0	9,948.50		\$12,040.50	45.24%
52160:Maintenance	22,000.00	0	0	10,111.53		\$11,888.47	45.96%
52170:Fuels & Lubricants	15,000.00	0	0	2,254.71		\$12,745.29	15.03%
52180:Materials - Buildings & Improvements	5,700.00	0	0	5,195.42		\$504.58	91.15%
52240:Professional / Membership Dues	0	0	0	1,200.00		(\$1,200.00)	0.00%
52260:Misc Expense	3,000.00	0	0	6,402.59		(\$3,402.59)	213.42%
52310:Subrogation Costs	0	0	0	0.00		\$0.00	0.00%
52320:Printing	500.00	0	0	118.99		\$381.01	23.80%
52330:Other Supplies	29,700.00	0	0	9,839.34		\$19,860.66	33.13%
52360:Professional and Special Services - General	218,507.00	0	0	61,299.79		\$157,207.21	28.05%
52370:Professional and Special Services - Legal	10,000.00	0	0	36.12		\$9,963.88	0.36%
52390:Professional and Special Services - County	7,128.00	0	0	7,128.43		(\$0.43)	100.01%
52510:Commissioner's Fees	0	0	0	1,650.00		(\$1,650.00)	0.00%
52560:Small Equipment	8,500.00	0	0	0		\$8,500.00	0.00%
52580:Special Department Expense	4,500.00	0	0	20,400.92		(\$15,900.92)	453.35%
52785:Training / Education	4,000.00	0	0	108.64		\$3,891.36	2.72%
52800:Utilities	22,000.00	0	0	10,654.10		\$11,345.90	48.43%
53190:Taxes and Assessments	70.00	0	0	17.69		\$52.31	25.27%
Facilities and Administration Cost Revenue and Expense	0	0	0	0		0.00	0.00%
42840:Facilities and Administration Cost Revenue	0	0	0	0		0.00	0.00%
52840:Facilities and Administrative Costs Expense	0	0	0	0		0.00	0.00%

## Placer Special Districts Budget to Actuals

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Company: CO500 Penryn Fire

Budget Structure: Special District Budget - Detail Level

Period: FY2026 - Jan

Time Period: Current Period YTD

Cost Center(s): CC81000 Penryn Fire District

Ignore Commitments: No

Fund(s): FD32807 Penryn Fire

Program: PG810002 Penryn Fire Measure A

Account Set	Budget	Commitments	Obligations	Actuals		Balance	Percentage of Budget
Total Revenue	0	0	0	(286,890.06)		\$286,890.06	0.00%
46030:Direct Charges	0	0	0	(286,890.06)		\$286,890.06	0.00%
Total Expenses	0	0	0	5,175.78		(\$5,175.78)	0.00%
Total Capital Assets	0	0	0	0		0.00	0.00%
Total Expenses ( Non Capital Assets )	0	0	0	5,175.78		(\$5,175.78)	0.00%
52360:Professional and Special Services - General	0	0	0	5,126.39		(\$5,126.39)	0.00%
53190:Taxes and Assessments	0	0	0	49.39		(\$49.39)	0.00%
Facilities and Administration Cost Revenue and Expense	0	0	0	0		0.00	0.00%
42840:Facilities and Administration Cost Revenue	0	0	0	0		0.00	0.00%
52840:Facilities and Administrative Costs Expense	0	0	0	0		0.00	0.00%

Company: CO500 Penryn Fire

Ledger: Actuals

Period: FY2026 - Jan

Translation Currency: USD

Account Translation Rule Set: Placer Translation Rule Set

Worktags: FD32807 Penryn Fire

	Current Period Actuals	YTD Actuals	Prior YTD Actuals	Variance	% Variance
		2026-01	2025-01		
<b>Income</b>					
Charges for Services	9,798	316,009	352,025	(342,227.84)	(97.2%)
Taxes	0	438,410	419,806	(419,805.53)	(100.0%)
Intergovernmental Revenue	0	1,530	1,553	(1,553.18)	(100.0%)
Licenses, Permits & Franchises	0	0	0	0.00	0.0%
Miscellaneous Revenues	272	422	905	(632.75)	(70.0%)
Revenue from Use of Money & Property	0	0	0	0.00	0.0%
Other Financing Sources	0	13,500	0	0.00	0.0%
Donations	0	350	0	0.00	0.0%
Fines, Forfeits & Penalties	0	0	0	0.00	0.0%
Non-Operating Revenue	6,830	41,996	31,161	(24,331.16)	(78.1%)
<b>Total Revenue</b>	<b>16,899</b>	<b>812,218</b>	<b>805,450</b>	<b>788,550.46</b>	<b>(97.9%)</b>
<b>Expenses</b>					
Salaries & Employee Benefits	75,868	578,932	566,577	(490,708.88)	(86.6%)
Services and Supplies	2,146	173,886	249,027	(246,881.93)	(99.1%)
Capital Asset Expenses	0	0	0	0.00	0.0%
Other Charges	0	67	65	(65.18)	(100.0%)
Capital Asset Transfer (Out)	0	0	0	0.00	0.0%
Other Financing Uses	0	0	0	0.00	0.0%
Imprest Cash Clearing Category	0	0	0	0.00	0.0%
Appropriation for Contingencies Category	0	0	0	0.00	0.0%
Cost Allocation Category	0	0	0	0.00	0.0%
<b>Total Operating Expenses</b>	<b>78,014</b>	<b>752,885</b>	<b>815,670</b>	<b>(737,655.99)</b>	<b>(90.4%)</b>
Intra Fund Transfers	0	0	0	0.00	0.0%
<b>Total Other Income/Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>61,115</b>	<b>(59,333)</b>	<b>10,220</b>	<b>50,894.47</b>	<b>498.0%</b>

## Placer SD Cash Sale Lines

06:07 PM  
02/12/2026  
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Organization: Cost Center Hierarchy: Placer County Cost Centers

Payment Status: Approved

Fund: FD32807 Penryn Fire

On or After Date: 01/01/2026

On or Before Date: 01/31/2026

Extended Amount: 0

## Trial Balance - Composite

09:31 PM

02/12/2026

Page 1 of 1

Company: CO500 Penryn Fire

Ledger: Actuals

Time Period: Current Period

Period: FY2026 - Jan

Translation Currency: USD

Account Translation Rule Set: Placer Translation Rule Set

Worktags: Fund: FD32808 Penryn Fire Development Fees

Perform Intercompany Eliminations: No

Perform Interworktag Eliminations: No

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
10010:Cash in Treasury - Unrestricted	526,253.70	64,522.04	102,440.20	488,335.54
10030:Cash in Bank	0.00	0.00	0.00	0.00
10099:Cash - Conversion	0.00	51,220.10	51,220.10	0.00
10120:Claim on Cash	0.00	0.00	0.00	0.00
10330:Investment Interest Receivable	0.00	0.00	0.00	0.00
20020:Vouchers Payable	(51,220.10)	51,220.10	0.00	0.00
20060:Sales Tax Payable	0.00	0.00	0.00	0.00
30120:Unassigned Fund Balance	0.00	0.00	0.00	0.00
30121:Fiduciary Net Position	(452,650.33)	0.00	0.00	(452,650.33)
42010:Investment Income	(9,502.46)	0.00	1,639.92	(11,142.38)
46440:Mitigation Fees	(64,100.91)	0.00	11,662.02	(75,762.93)
53040:Lease Purchase Principal	35,742.66	0.00	0.00	35,742.66
53080:Lease Purchase Interest	15,477.44	0.00	0.00	15,477.44
<b>Total</b>	<b>0.00</b>	<b>166,962.24</b>	<b>166,962.24</b>	<b>0.00</b>

## Placer Special Districts Budget to Actuals

09:01 PM

02/12/2026

Page 1 of 1

Company: CO500 Penryn Fire

Budget Structure: Special District Budget - Detail Level

Period: FY2026 - Jan

Time Period: Current Period YTD

Cost Center(s): CC81001 Penryn Fire District Development Fees

Ignore Commitments: No

Fund(s): FD32808 Penryn Fire Development Fees

Program: PG810001 Penryn Fire Development Fees

Account Set	Budget	Commitments	Obligations	Actuals	Balance	Percentage of Budget
Total Revenue	(51,220.00)	0	0	(86,905.31)	\$35,685.31	169.67%
42010:Investment Income	(17,500.00)	0	0	(11,142.38)	(\$6,357.62)	63.67%
46440:Mitigation Fees	(33,720.00)	0	0	(75,762.93)	\$42,042.93	224.68%
Total Expenses	51,220.00	0	0	51,220.10	(\$0.10)	100.00%
Total Capital Assets	0	0	0	0	0.00	0.00%
Total Expenses ( Non Capital Assets )	51,220.00	0	0	51,220.10	(\$0.10)	100.00%
53040:Lease Purchase Principal	35,743.00	0	0	35,742.66	\$0.34	100.00%
53080:Lease Purchase Interest	15,477.00	0	0	15,477.44	(\$0.44)	100.00%
Facilities and Administration Cost Revenue and Expense	0	0	0	0	0.00	0.00%
42840:Facilities and Administration Cost Revenue	0	0	0	0	0.00	0.00%
52840:Facilities and Administrative Costs Expense	0	0	0	0	0.00	0.00%

## Placer Income Statement

 08:23 PM  
 02/12/2026  
 Page 1 of 1

Company: CO500 Penryn Fire

Ledger: Actuals

Period: FY2026 - Jan

Translation Currency: USD

Account Translation Rule Set: Placer Translation Rule Set

Worktags: FD32808 Penryn Fire Development Fees

	Current Period Actuals	YTD Actuals	Prior YTD Actuals	Variance	% Variance
		2026-01	2025-01		
<b>Income</b>					
Charges for Services	11,662	75,763	78,378	(66,715.98)	(85.1%)
Taxes	0	0	0	0.00	0.0%
Intergovernmental Revenue	0	0	0	0.00	0.0%
Licenses, Permits & Franchises	0	0	0	0.00	0.0%
Miscellaneous Revenues	0	0	0	0.00	0.0%
Revenue from Use of Money & Property	0	0	0	0.00	0.0%
Other Financing Sources	0	0	0	0.00	0.0%
Donations	0	0	0	0.00	0.0%
Fines, Forfeits & Penalties	0	0	0	0.00	0.0%
Non-Operating Revenue	1,640	11,142	17,653	(16,012.78)	(90.7%)
<b>Total Revenue</b>	<b>13,302</b>	<b>86,905</b>	<b>96,031</b>	<b>82,728.76</b>	<b>(86.1%)</b>
<b>Expenses</b>					
Salaries & Employee Benefits	0	0	0	0.00	0.0%
Services and Supplies	0	0	5,357	(5,357.26)	(100.0%)
Capital Asset Expenses	0	0	0	0.00	0.0%
Other Charges	0	51,220	51,220	(51,220.10)	(100.0%)
Capital Asset Transfer (Out)	0	0	0	0.00	0.0%
Other Financing Uses	0	0	0	0.00	0.0%
Imprest Cash Clearing Category	0	0	0	0.00	0.0%
Appropriation for Contingencies Category	0	0	0	0.00	0.0%
Cost Allocation Category	0	0	0	0.00	0.0%
<b>Total Operating Expenses</b>	<b>0</b>	<b>51,220</b>	<b>56,577</b>	<b>(56,577.36)</b>	<b>(100.0%)</b>
Intra Fund Transfers	0	0	0	0.00	0.0%
<b>Total Other Income/Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>(13,302)</b>	<b>(35,685)</b>	<b>(39,453)</b>	<b>26,151.40</b>	<b>(66.3%)</b>

## Placer SD Cash Sale Lines

06:07 PM  
02/12/2026  
Page 1 of 1

Organization: Cost Center Hierarchy: Placer County Cost Centers

Payment Status: Approved

Fund: FD32808 Penryn Fire Development Fees

On or After Date: 01/01/2026

On or Before Date: 01/31/2026

Extended Amount: 0

**Penryn Fire General  
Check Detail**  
January 14 through February 10, 2026

Num	Date	Name	Memo	Account	Paid Amount
	01/21/2026	CoPower		General Operating Funds	
	01/21/2026			51310 Employee Group Insurance	-697.76
TOTAL					-697.76
	01/21/2026	FRMS		General Operating Funds	
	01/21/2026			51360 Workers Comp Ins.	-17,835.50
TOTAL					-17,835.50
	01/21/2026	Kaiser Foundation Health Plan		General Operating Funds	
	01/21/2026		Employer Employee	51310 Employee Group Insurance 51310 Employee Group Insurance	-4,926.86 -1,647.08
TOTAL					-6,573.94
	01/21/2026	Life Assist Inc.		General Operating Funds	
	01/21/2026			52330 Supplies-Equipment	-701.21
TOTAL					-701.21
	01/21/2026	Luna Tech, LLC		General Operating Funds	
	01/21/2026			52800 Utilities	-35.00
TOTAL					-35.00
	01/21/2026	US Bank		General Operating Funds	
	01/21/2026			52800 Utilities 52260 Miscellaneous 52330 Supplies-Equipment	-277.99 -118.53 -90.10
TOTAL					-486.62
	01/30/2026	AT&T Inc.		General Operating Funds	
	01/30/2026			52040 Communication Services	-124.40
TOTAL					-124.40
	01/30/2026	Danielle Hardesty		General Operating Funds	
	01/30/2026			52580 Commision Reimbursements	-75.00
TOTAL					-75.00
	01/30/2026	KleenAir Heating & Conditioning		General Operating Funds	
	01/30/2026		Mini-Split Repair	52180 Bldng Materials, Improve	-867.10
TOTAL					-867.10
	01/30/2026	Larry Shields		General Operating Funds	
	01/30/2026			52580 Commision Reimbursements	-75.00
TOTAL					-75.00
	01/30/2026	Loomis Ace Hardware		General Operating Funds	
	01/30/2026			52180 Bldng Materials, Improve	-25.77
	01/30/2026			52180 Bldng Materials, Improve	-6.44
TOTAL					-32.21

**Penryn Fire General  
Check Detail**  
January 14 through February 10, 2026

Num	Date	Name	Memo	Account	Paid Amount
	01/30/2026	Pacific Gas & Electric		General Operating Funds	
	01/30/2026			52800 Utilities	-683.92
TOTAL					-683.92
	01/30/2026	Robert Verdugo		General Operating Funds	
	01/30/2026			52510 Commissioner Fees	-75.00
TOTAL					-75.00
	01/30/2026	Target Solutions		General Operating Funds	
	01/30/2026			52330 Office Supplies	-626.00
TOTAL					-626.00
	02/05/2026	Black Sheep Pes Protection		General Operating Funds	
	02/05/2026			52800 Utilities	-159.00
TOTAL					-159.00
	02/05/2026	Dawson Oil Co.		General Operating Funds	
	02/05/2026			52170 Fuel	-15.32
TOTAL					-15.32
	02/05/2026	Harris Industrial Gases	3148	General Operating Funds	
	02/05/2026			52330 Supplies-Equipment	-57.92
TOTAL					-57.92
	02/05/2026	Norris Electric		General Operating Funds	
	02/05/2026			52180 Bidng Materials, Improve	-407.63
TOTAL					-407.63
	02/05/2026	Target Solutions		General Operating Funds	
	02/05/2026			52330 Office Supplies	-960.00
TOTAL					-960.00
	02/05/2026	US Bank		General Operating Funds	
	02/05/2026			52800 Utilities	-378.76
				52330 Supplies-Equipment	-236.24
TOTAL					-615.00

# JOA REIMBURSEMENT (Receivable)

## PLACER HILLS JULY - SEPT 2025

PAID STATUS

Last Name	Assignment	Start Date	End Date	Length	Payrate	OT	Subtotal	Taxes	WC	Total
Garrison	Engine 86	07/23/2025 08:00	07/24/2025 08:00	24	\$ 25.97	\$ 38.96	\$ 934.92	\$ 13.56	\$ 112.66	1,061.13
Garrison	Engine 84	07/31/2025 08:00	08/01/2025 08:00	24	\$ 25.97	\$ 38.96	\$ 934.92	\$ 13.56	\$ 112.66	1,061.13
Garrison	Engine 84	08/01/2025 08:00	08/01/2025 18:30	10.5	\$ 25.97	\$ 38.96	\$ 409.03	\$ 5.93	\$ 49.29	464.25
Garrison	Engine 84	08/07/2025 08:00	08/07/2025 18:30	10.5	\$ 25.97	\$ 38.96	\$ 409.03	\$ 5.93	\$ 49.29	464.25
Garrison	Engine 86	08/22/2025 08:00	08/23/2025 08:00	24	\$ 25.97	\$ 38.96	\$ 934.92	\$ 13.56	\$ 112.66	1,061.13
Gordon	Engine 86	09/05/2025 09:00	09/05/2025 18:00	9	\$ 28.67	\$ 43.01	\$ 387.05	\$ 5.61	\$ 46.64	439.30
Gordon	Engine 86	09/24/2025 08:00	09/25/2025 08:00	24	\$ 28.67	\$ 43.01	\$ 1,032.12	\$ 14.97	\$ 124.37	1,171.46

Total: \$ 5,722.65 PD 10/2025

## PLACER HILLS OCT - DEC 2025

Last Name	Assignment	Start Date	End Date	Length	Payrate	OT	Subtotal	Taxes	WC	Total
Keeler	Engine 86	10/03/2025 08:00	10/04/2025 08:00	24	\$ 25.97	\$ 38.96	\$ 934.92	\$ 13.56	\$ 112.66	1,061.13
Garrison	Engine 86	10/04/2025 08:00	10/05/2025 08:00	24	\$ 25.97	\$ 38.96	\$ 934.92	\$ 13.56	\$ 112.66	1,061.13
Garrison	Engine 86	10/15/2025 08:00	10/16/2025 08:00	24	\$ 25.97	\$ 38.96	\$ 934.92	\$ 13.56	\$ 112.66	1,061.13
Garrison	Engine 86	10/16/2025 08:00	10/17/2025 08:00	24	\$ 25.97	\$ 38.96	\$ 934.92	\$ 13.56	\$ 112.66	1,061.13
Garrison	Engine 86	10/21/2025 08:00	10/22/2025 08:00	24	\$ 25.97	\$ 38.96	\$ 934.92	\$ 13.56	\$ 112.66	1,061.13
Garrison	Engine 86	10/23/2025 08:00	10/24/2025 08:00	24	\$ 25.97	\$ 38.96	\$ 934.92	\$ 13.56	\$ 112.66	1,061.13
Garrison	Engine 86	10/24/2025 08:00	10/24/2025 18:00	10	\$ 25.97	\$ 38.96	\$ 389.55	\$ 5.65	\$ 46.94	442.14
Garrison	Engine 86	10/28/2025 08:00	10/29/2025 08:00	24	\$ 25.97	\$ 38.96	\$ 934.92	\$ 13.56	\$ 112.66	1,061.13
Garrison	Engine 84	10/30/2025 08:00	10/31/2025 08:00	24	\$ 25.97	\$ 38.96	\$ 934.92	\$ 13.56	\$ 112.66	1,061.13

Total: \$ 8,931.21 PD 01/2026

## FORESTHILL JULY - SEPT 2025

Last Name	Assignment	Start Date	End Date	Length	Payrate	OT	Subtotal	Taxes	WC	Total
Gordon	Engine 90	08/13/2025 08:00	08/14/2025 08:00	24	\$ 28.67	\$ 43.01	\$ 1,032.12	\$ 14.97	\$ 124.37	1,171.46
Gordon	Engine 90	08/24/2025 13:30	08/25/2025 08:00	18.5	\$ 28.67	\$ 43.01	\$ 795.59	\$ 11.54	\$ 95.87	903.00
Gordon	Medic 90	08/25/2025 08:00	08/26/2025 07:00	23	\$ 28.67	\$ 43.01	\$ 989.12	\$ 14.34	\$ 119.19	1,122.65

Total: \$ 3,197.10 PD 10/2025

## FORESTHILL OCT - DEC 2025

Last Name	Assignment	Start Date	End Date	Length	Payrate	OT	Subtotal	Taxes	WC	Total
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Gordon	Engine 90	10/18/2025 14:15	10/19/2025 08:00	17.75	\$ 28.67	\$ 43.01	\$ 763.34	\$ 11.07	\$ 91.98	866.39
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Total:	\$ 866.39	PD 01/2026
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**NEWCASTLE JULY - SEPT 2025**

Last Name	Assignment	Start Date	End Date	Length	Payrate	OT	Subtotal	Taxes	WC	Total
Keeler	Engine 41	08/26/2025 08:00	08/27/2025 08:00	24	25.97	38.96	934.92	13.56	112.66	1,061.13
Total										1,061.13 PD 10/2025

# JOA REIMBURSEMENT (Payable)

## PLACER HILLS JULY - SEPT 2025

PAID STATUS

Last Name	Assignment	Start Date	End Date	Length	Payrate	OT	Subtotal	Taxes	WC	Total
Burbank	Engine 38	07/22/2025 08:00	07/23/2025 08:00	24	26.22	\$ 39.33	\$ 943.92	\$ 13.69	\$ 83.73	\$ 1,041.33
Craig	Engine 38	09/08/2025 07:00	09/08/2025 12:00	5	33.31	\$ 49.97	\$ 249.83	\$ 3.62	\$ 22.16	\$ 275.61
Craig	Engine 38	09/10/2025 08:00	09/10/2025 18:00	10	33.31	\$ 49.97	\$ 499.65	\$ 7.24	\$ 44.32	\$ 551.21
TOTAL:									\$ 1,868.15	PD 10/2025

## PLACER HILLS OCT - DEC 2025

Last Name	Assignment	Start Date	End Date	Length	Payrate	OT	Subtotal	Taxes	WC	Total
Burbank	Engine 38	10/11/2025 08:00	10/11/2025 13:30	5.5	\$ 26.22	\$ 39.33	\$ 216.32	\$ 3.14	\$ 19.19	\$ 238.64
Wood	Engine 38	11/07/2025 10:00	11/07/2025 13:00	3	\$ 30.90	\$ 46.35	\$ 139.05	\$ 2.02	\$ 12.33	\$ 153.40
TOTAL:									\$ 392.04	PD 01/2026

## NEWCASTLE OCT - DEC 2024

Last Name	Assignment	Start Date	End Date	Length	Payrate	OT	Subtotal	Taxes	WC	Total
Hicks	Engine 38	09/17/2025 08:00	09/18/2025 08:00	24	27.04	\$ 40.56	\$ 973.44	\$ 14.11	\$ 117.30	\$ 1,104.85
Hicks	Engine 38	09/18/2025 08:00	09/18/2025 16:00	8	27.04	\$ 40.56	\$ 324.48	\$ 4.70	\$ 39.10	\$ 368.28
TOTAL:									\$ 1,473.14	PD 10/2025

# STRIKE TEAM / PRÉPOSITIONING

## PENRYN STRIKE TEAM - PREPOSITIONING

Incident	Equipment	Depart date	Return date	Hours	Personnel	Equipment	Admin	Expenses	Total	Staffing	Paid Status
Prepo	E38	8/23/2025	8/26/2025	57	8,533.47	6,426.34	2,243.97		17,203.78	3 RYN	
	Actual cost of staffing for Prepo								(7,831.58)		
Garnet	BR38	8/26/2025	9/18/2025	563	85,502.73	59,687.46	21,778.53	1,293.28	166,968.72	3 RYN	
	Actual cost of staffing for Garnet								(77,146.03)		
Total FY 2025/2026										99,194.89	



# PLACER HILLS – NEWCASTLE – PENRYN FIRE PROTECTION DISTRICTS

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Date: February 13, 2026  
To: Penryn Fire Protection District Board of Directors  
From: Matthew Slusher, Acting Fire Chief  
Subject: Penryn Fire Response Statistics – Calendar Year 2025

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## Response Statistics

• <b>Calls for Service –</b>	
○ <b>Fires –</b>	<b>45</b>
○ <b>Over Pressure, Rupture, Explosion –</b>	<b>1</b>
○ <b>Rescue &amp; EMS –</b>	<b>353</b>
○ <b>Hazardous Condition –</b>	<b>10</b>
○ <b>Service Call –</b>	<b>55</b>
○ <b>Good Intent Call –</b>	<b>150</b>
○ <b>False Alarm &amp; False Call –</b>	<b>31</b>
○ <b>Severe Weather –</b>	<b>5</b>
• <b>Total Incidents 2025 –</b>	<b>651</b>
• <b>Total Unit Responses –</b>	<b>703</b>
• <b>Aid Given to other fire agencies –</b>	<b>74</b>
• <b>Aid Received from other fire agencies –</b>	<b>8</b>
• <b>Total Incidents Calendar Year 2024</b>	<b>572</b>



## PLACER HILLS-NEWCASTLE-PENRYN FIRE PROTECTION DISTRICTS

### STAFF REPORT

**To:** Board of Directors, Penryn Fire Protection District  
**From:** Ian Gow, Fire Chief  
**By:** Mark D'Ambrogi, Fire Marshal/John Williamson, DC  
**Date:** February 16, 2026  
**Subject:** Review and Accept the State Mandated Annual Fire Inspection Report for 2025

#### The Issue

Shall the Board review the State Mandated Annual Fire Inspection Report and by resolution accept the 2025 Inspection Report?

#### Conclusion and Recommendation

Staff recommends the Board review the State Mandated Annual Fire Inspection Report and by resolution accept the 2025 Inspection Report.

#### Background

On September 27, 2018, California Senate Bill 1205 (SB1205) became effective, and added a new section to the California Health and Safety Code which affects every fire department or fire district in the State. Existing state law requires every fire department or district providing fire protection services to inspect every building used as a public or private school annually. This same annual inspection requirement is applicable to hotels, motels, lodging houses, and apartment houses. With the signing of SB 1205, the California Health Safety and Code was amended to require that all fire departments perform such annual inspections and report annually to its administrating authority such compliance.

The purpose of annual fire inspections is to mitigate known hazards, reduce risk to the community and ensure reasonable compliance with applicable codes and regulations. During the period of January 2025 through December 2025, the required facilities were inspected as per SB 1205.

The following is a report of those inspections:

Penryn Fire District

Occupancy Type	Description	Number of	Inspected	Percentage
E (educational)	Schools, public and private, includes large Day Care facilities	4	4	100%
R1/R2	Hotels, Motels, lodging houses, and apartments	1	1	100%
Totals		5	5	100%

The Fire District completed 100% of all required annual inspections of all known mandated facilities for the year 2025.

The acceptance of this compliance report by resolution will meet the statutory requirements contained in California Health and Safety Code Section 13146.2, 13146.3 and 13146.4, as amended by SB1205.

**Alternatives Available to the Board**

1. Review and approve by resolution, the State Mandated Annual Fire Inspection Report;
2. Take no action, the District will not be in compliance with SB 1205.

**Fiscal Impact**

No fiscal impact or costs incurred to the budget is associated by this action. Inspections performed by personnel are part of the services provided to our communities.

PHF

Occupancy Type	Description	Number of	Inspected	Percentage
E (educational)	Schools, public and private, includes large Day Care facilities	12	12	100%
R1/R2	Hotels, Motels, lodging houses, and apartments	4	3	75%
Totals		16	15	94%

NEW

Occupancy Type	Description	Number of	Inspected	Percentage
E (educational)	Schools, public and private, includes large Day Care facilities	6	6	100%
R1/R2	Hotels, Motels, lodging houses, and apartments	1	1	100%
Totals		7	7	100%

RYN

Occupancy Type	Description	Number of	Inspected	Percentage
E (educational)	Schools, public and private, includes large Day Care facilities	4	4	100%
R1/R2	Hotels, Motels, lodging houses, and apartments	1	1	100%
Totals		5	5	100%



**BEFORE THE BOARD OF DIRECTORS  
PENRYN FIRE PROTECTION DISTRICT  
COUNTY OF PLACER, STATE OF CALIFORNIA**

**RESOLUTION No. 2026-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PENRYN FIRE PROTECTION DISTRICT ACCEPTING THE STATE MANDATED ANNUAL FIRE INSPECTION REPORT IN COMPLIANCE WITH SB 1205 FOR JANUARY 2025 THROUGH DECEMBER 2025**

**WHEREAS**, California Health & Safety Code Section 13146.4 was added in 2018, and became effective on September 27, 2018; and

**WHEREAS**, California Health & Safety Code Sections 13146.2 and 13146.3 requires all fire departments, that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, apartment house, and certain residential care facilities for compliance with building standards, as provided; and

**WHEREAS**, California Health & Safety Code Section 13146.4 requires all fire departments that provide fire protection services to report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3; and

**WHEREAS**, the Penryn Fire District inspected 4 out of the 4 Educational Group E school facilities, which is a 100% compliance rate for this reporting period; and

**WHEREAS**, the Penryn Fire District inspected 1 out of the 1 Residential Group R facilities, which is a 100% compliance rate for this reporting period.

**NOW, THEREFORE**, the Board of Directors of the Penryn Fire District does resolve as follows:

1. That the above recitations are true and correct.
2. That the Board of Directors accepts the report on the status of all state mandated annual fire inspections in the Penryn Fire District in compliance with SB 1205 and California Health and Safety Code Section 13146.4 .

**PASSED AND ADOPTED** at a regular meeting of the Governing Board of the Penryn Fire Protection District on February 16, 2026 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

---

Cheryl Hotaling, Chair

**ATTEST:** \_\_\_\_\_  
Larry Shields, Secretary

## Wellness and Fitness Program

### 1021.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for the Wellness and Fitness Program that will assist members in developing greater stamina and strength, decreasing the risk of injury, disability or death from disease or injury, improving performance, increasing energy and recovering more quickly from strenuous and exhaustive work.

#### 1021.1.1 POLICY

It is the policy of the Penryn Fire District that the wellness and fitness of its members is an organizational priority.

### 1021.2 PROGAM COMPONENTS

#### 1021.2.1 MEDICAL EXAMINATIONS

All firefighting members should have an annual medical examination. Medical examinations specifics should be established by a qualified health care professional but may include:

- Medical history
- Blood draw/analysis
- Vital signs
- Cardiovascular
- Pulmonary/Spirometry
- Gastrointestinal
- Genitourinary, hernia exam
- Lymph nodes exam
- Neurological exam
- Musculoskeletal
- Urinalysis
- Vision test
- Hearing

# Penryn Fire District Policy Manual

## Wellness and Fitness Program

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- Chest X-ray (initial baseline with repeat every five years or as required)
- Cancer screening

### 1021.2.2 FITNESS EVALUATIONS

All firefighting members should have an annual fitness evaluation consisting of an assessment questionnaire (developed by a qualified health care professional) and testing to evaluate immunization and disease screening, and physical fitness and conditioning.

### 1021.2.3 IMMUNIZATION AND DISEASE SCREENING

All firefighting members should have an annual immunization and disease screening to ensure all recommended vaccinations against work-related exposures are current and that members are free from work-related disease. Specific vaccinations and diseases should be identified by a qualified medical professional but may include:

- Tuberculosis
- Hepatitis C
- Hepatitis B
- Tetanus/diphtheria vaccine (booster every 10 years)
- Measles, mumps, rubella (MMR)
- Polio
- Influenza
- H1N1
- HIV (optional)

### 1021.2.4 PHYSICAL FITNESS AND CONDITIONING

A physical fitness and conditioning program should correspond to the physical movement patterns and aerobic capacity required in the performance of firefighter duties. The program should also provide, for example, fitness equipment in fire stations with the available space or a fitness club membership to a facility that is within the fire station's response area. The fitness and conditioning program should ~~be developed in coordination with a trained and certified fitness and conditioning trainer and should~~ comply with the Physical Fitness Policy.

### ~~1021.2.5 PEER FITNESS TRAINERS~~

~~Volunteers should be solicited to serve as peer fitness trainers (PFTs). Selected PFTs shall receive specialized fitness and conditioning training and education sufficient to pass certification requirements. PFTs will assist in the promotion of the Wellness and Fitness Program and be capable of assisting firefighters on a one to one basis to increase levels of fitness.~~



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## PENRYN FIRE PROTECTION DISTRICT

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### Policy 1021 Wellness and Fitness - Addendum

#### **1021.2.65**

1. The District agrees to provide cancer screening and cancer preventative screenings. Parties (District and Local 3800 Representative) agree to meet every six months to make any necessary adjustments to District practice/policy to ensure employees are properly covered.
2. Employees who decline the District physical may see their own provider. All private exams will need to include spirometry as per OSHA regulations. The examiner shall provide a work note.
3. The District will schedule the exams for those using the District's provider. The District will pay for the annual exams for either the District's or personal provider.
4. The District will pay for the DMV paperwork if needed by the employee.

## Physical Fitness

### **1022.1 PURPOSE AND SCOPE**

The purpose of this policy is to provide firefighters with on-duty physical fitness guidelines. The District provides on-duty time for firefighter physical fitness to assist personnel in achieving and maintaining optimal health and physical fitness.

### **1022.2 POLICY**

It is the policy of the Penryn Fire District to establish guidelines for physical fitness activities that are designed to prevent injuries while maintaining fitness. The ultimate goals of this policy are to:

- Meet the physical demands required on emergency responses.
- Reduce the risk of member injury or illness.
- Enhance the overall health, fitness and safety of members.

Physical fitness activities should not interfere with primary job duties, (e.g., emergency responses, public education, training activities or other legal responsibilities), nor should physical fitness activities delay an emergency response in any way.

The District retains the right to prohibit any physical fitness activity which, in its sole discretion, presents greater risks than benefits.

### **1022.3 PROCEDURE**

The time, location and duration of company physical fitness activities are at the discretion of the on-duty Battalion Chief and the company officer. In all cases, the location for physical fitness must be within the company's first-in response area, be consistent with this policy and not result in a response delay.

All members should be allowed to participate in physical fitness activities during the course of their shift. Members who choose not to participate in physical fitness activities shall conduct duties as assigned by the company officer during the designated physical fitness period. Members who have provided the District with written physical restrictions from a qualified health care provider shall not participate in any physical activity that

## Penryn Fire District Policy Manual

### Physical Fitness

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conflicts with the restriction.

Members participating in on-duty physical fitness activities shall comply with the Uniform Regulations Policy.

At the discretion of the District, one or more of the following may apply:

(a) Station physical fitness equipment

1. Physical fitness equipment is available for the use of members at fire stations with adequate space. Members assigned to these stations should utilize the fitness equipment for their on-duty physical fitness activities.

(b) Fitness club membership

1. Members assigned to fire stations that are not equipped with physical fitness equipment may be provided, at the district's discretion, with fitness club memberships for on-duty physical fitness activities

### **1022.4 PHYSICAL FITNESS GUIDELINES**

Physical fitness activities designed to maintain or improve flexibility, muscular strength, endurance and anaerobic and aerobic capacity may include, but are not limited to, the following:

- Stretching
- Running, jogging, walking or rowing
- Weight training (with spotter present)
- Stationary aerobic training (e.g., stair-climber, treadmill, stationary bicycle)
- Core strengthening
- Firefighter specific activities (e.g., hose drag, simulated ventilation, dummy drag)
- Physical fitness activities as recommended by the district Wellness and Fitness Program and/or peer fitness trainers (PFTs)

Member participation in competitive or contact sports is not recommended while on-duty.

### **1022.5 INJURY PREVENTION**

When participating in approved on-duty physical fitness activities, reasonable precautions should be taken to avoid injury. Common reasons for injuries sustained during physical activity include, but are not limited to, the following:

- Insufficient warm-up
  - Poor core stabilization
  - Exceeding physical capabilities
-

## Penryn Fire District Policy Manual

### *Physical Fitness*

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- Improper equipment use
- Defective equipment
- Lack of proper instruction

Members who are participating in physical fitness activities are expected to:

- Allow sufficient time to warm up muscles prior to engaging in exercise for optimum performance and to reduce the risk of injury.
- Develop sufficient trunk muscle strength to keep the spine and body stable in order to remain strong and balanced.
- Maintain realistic goals and limits for physical fitness routines.
- Develop an understanding of how to use fitness equipment properly and safely.
- Check equipment prior to use to ensure safe operation, report defective or broken equipment to the safety officer as soon as practicable and disable equipment to prevent others from using it if necessary.
- Develop and maintain sufficient fitness training knowledge, accounting for fitness level, age and previous injuries or limitations, to avoid fitness-related injuries



## PLACER HILLS-NEWCASTLE-PENRYN FIRE PROTECTION DISTRICTS

### STAFF REPORT

**To:** Board of Directors, Placer Hills, Newcastle, and Penryn Fire Districts  
**From:** Ian Gow, Fire Chief  
**By:** Rhiannon Fairchild, Administrative Assistant  
**Date:** September 24th, 2025  
**Subject:** Position Paper: Physical Exams for Employees

1. Discussion:
  - a. The industry standard is a pre-employment physical followed by an annual exam. See NFPA, CICCS Qualification Guide (California Incident Command Certification System) and the IAFF/IAFC Wellness and Fitness Initiative.
  - b. District Policy #1021 states all employees should have an annual physical.
2. Purpose:
  - a. Primarily as a cancer/cardiac screening for our employees.
  - b. All employees must have a red card in order to respond to wildland incidents. A red card is issued on the sole authority of the Fire Chief. CICCS states that in order to receive a red card, an exam plus an evaluation tool to show that physical demands can be met (pack test) must be completed. Note: The District has historically used the physical exam to be sufficient to determine fitness.
  - c. Regulations also require an annual respiratory clearance form.
3. Potential Issues:
  - a. Cost (See cost comparison spreadsheet).
  - b. Employee concerns that medical data will become known to the Fire District.
  - c. Employees who do not wish to complete physicals/medical care.
  - d. Staff has received multiple complaints regarding Occu-Med.
    - i. Difficulty getting appointments.
    - ii. Difficulty getting to remote sites.
    - iii. Displeasure with Occu-Med staff/procedures/policies.
4. Options:
  - a. See cost comparison spreadsheet for the four local vendors (Occu-Med, Kaiser, 1582, and On-Duty).
  - b. See services provided and optional costs.
5. Discussion:
  - a. Kaiser is costly considering the product offered, and not covered by any of our Worker's Comp carriers. Location is the Roseville facility.
  - b. Occu-Med is the cheapest option with known issues.
  - c. 1582 cost to Placer Hills is moderate. Cost for Newcastle and Penryn is much less due to the insurance-provided subsidy. Their service is mobile, and they will come to us. The level of care is provided by physicians. The tests done are comprehensive with good added

- options. They do handle our respiratory requests, plus the "meets medical standards" form. We have received favorable comments from neighboring agencies. They provide a 3-year contract that we can opt out of.
- d. On-Duty cost is higher for Placer Hills. Cost for Newcastle and Penryn is much less due to the insurance-provided subsidy. Their service is mobile and they will come to us. The level of care is provided by Nurse Practitioners/Physician's Assistants. The tests done are adequate with good added options. They can handle our respiratory requests plus the "meets medical standards" form. They were moderately difficult to get ahold of and much less responsive than 1582. They will provide a 1-3 year contract. 3 years locks the price in.
  - e. Current users of 1582: Rocklin and Lincoln Fire. Current user of On-Duty: South Placer.
    - i. Note: Auburn will choose a vendor soon. We are collaborating with them.
    - ii. Rocklin has asked to "team up" with us as well.
  - f. Total staff numbers: Placer Hills FPD (20), Newcastle (6), Penryn (6), Auburn (15)
6. Mitigation of Potential Issues:
- a. Cost: 1582 seems to be the best option for the level of service received.
  - b. Our contract with 1582 will be written such as to only allow the district to receive the two attached forms. All medical information will be between the employee and the provider.
  - c. Employees who decline a physical will be allowed to present a note from their physician stating that they are fit-for-duty. (The Districts will pick up any cost not covered by the employees' insurance.)
    - i. Employees who decline any physician visit will have to pass a pack test given by the District. They will be required to sign a note declining the physical, plus a waiver for the pack test.
  - d. Our issues with Occu-Med will not adversely affect our pre-employment exams.
7. Chief's Recommendations
- a. Keep Occu-Med for pre-employment exams.
  - b. Contract with 1582 for all three agencies.
    - i. Districts will cover the cost for DMV paperwork if needed.
    - ii. Any costs above the basic exam will be paid for by the employee.
8. Procedure
- a. Review with Command Staff and Local 3800 President
  - b. Send to all 3 Board Presidents for pre-review
  - c. Send to All Staff
  - d. Meet with all 3 committees and shop stewards
  - e. Add to Board Agendas
  - f. Create addendum to Policy #1021
  - g. Add as side letter for MOU with Local 3800

Respectfully Submitted,



Ian Gow, Fire Chief

District Physical Cost Comparison				
	Kaiser	Occumed	1582 (Mobile Company)	On-Duty (Mobile Company)
<b>Placer Hills</b>	602 or 642	418.72	675*	859**
<b>Newcastle</b>	602 or 642	0	212.06*	396.06**
<b>Penryn</b>	602 or 642	0	212.06*	396.06**

*\*Does not account for the on-site visit fee of \$2500. 40 employee minimum requirement per site visit.*

*\*\*30 Employee Minimum with no added site fee.*



**Company Name:** PENRYN FIRE PROTECTION DISTRICT

**Date:** January 27, 2026

<b>Corporate Address:</b> PO Box 219	<b>City, State:</b> Penryn, CA	<b>Zip:</b> 95663	
<b>Primary Contact:</b> Rhiannon Fairchild	<b>Email:</b> rfairchild@placerhillsfire.org	<b>Phone:</b> (530) 878-0405	<b>Fax:</b> N/A
<b>Alternate Contact:</b> Michelle Armstrong	<b>Email:</b> marmstrong@placerhillsfire.org	<b>Phone:</b> (530) 878-0405	<b>Fax:</b> N/A
<b>Billing Address:</b> PO Box 219	<b>City, State:</b> Penryn, CA	<b>Zip:</b> 95663	
<b>Billing Contact:</b> Rhiannon Fairchild	<b>Email:</b> rfairchild@placerhillsfire.org	<b>Phone:</b> (530) 878-0405	<b>Fax:</b> N/A

**Re:** Letter of Agreement for Occupational Health and Safety Services between The Permanente Medical Group, Inc. and PENRYN FIRE PROTECTION DISTRICT

Dear Ian Gow,

Through a series of meetings, PENRYN FIRE PROTECTION DISTRICT and The Permanente Medical Group, Inc. ("TPMG") have reached an agreement regarding TPMG's provision of occupational health and safety services to PENRYN FIRE PROTECTION DISTRICT. The purpose of this letter is to set forth that agreement.

TPMG, through its Occupational Health Centers collectively known as Kaiser Permanente On-the-Job, will provide occupational health and safety services, as requested by PENRYN FIRE PROTECTION DISTRICT. This letter does not obligate PENRYN FIRE PROTECTION DISTRICT to utilize TPMG services, but it does set forth applicable prices and conditions of such services when elected by PENRYN FIRE PROTECTION DISTRICT.

#### **What TPMG Will Do For PENRYN FIRE PROTECTION DISTRICT**

TPMG physicians and other practitioners will provide services for PENRYN FIRE PROTECTION DISTRICT's current or prospective employees, contractors, and volunteers (hereinafter "workers/applicants") as requested by PENRYN FIRE PROTECTION DISTRICT. The prices for such services are listed in Schedule A, attached to this letter of agreement. TPMG will complete appropriate documentation of those services. If further tests or other services are required, TPMG will notify PENRYN FIRE PROTECTION DISTRICT. TPMG shall submit a monthly invoice to PENRYN FIRE PROTECTION DISTRICT for services rendered during the previous month.

#### **PENRYN FIRE PROTECTION DISTRICT's Obligations**

If and when PENRYN FIRE PROTECTION DISTRICT determines to send prospective workers/applicants to TPMG for services, PENRYN FIRE PROTECTION DISTRICT will specify the services to be performed by TPMG. PENRYN FIRE PROTECTION DISTRICT agrees to pay TPMG for services rendered within 30 days after receipt of the invoice.



### **General Provisions of This Letter of Agreement**

This letter of agreement is effective as of 2/10/2026 and will be in force for the period of 2/10/2026 through 2/10/2027 and for consecutive 12-month periods thereafter. This letter of agreement can be terminated by either party subject to written communication of that termination to the other party; such termination shall be effective 30 days from the notice of the terminating party. This letter of agreement replaces any previous agreements between TPMG and PENRYN FIRE PROTECTION DISTRICT with respect to the subject matter hereof and will control the relationship between TPMG and PENRYN FIRE PROTECTION DISTRICT until it is terminated, amended or replaced.

TPMG reviews its prices for occupational health and safety services on a yearly basis. If TPMG determines to change its prices, it shall notify PENRYN FIRE PROTECTION DISTRICT of any price changes at least 45 days prior to the effective date of the change.

With respect to professional services under this agreement, TPMG shall indemnify, hold harmless, release and defend PENRYN FIRE PROTECTION DISTRICT, its officers, directors, agents, volunteers, and employees from and against any and all actions, claims, damages, disabilities, liabilities and expenses, including reasonable attorney's and expert fees and witness and litigation costs that may be asserted by any person or entity, including TPMG, its officers, agents, employees and/or subcontractors, arising out of negligent acts or willful misconduct of TPMG in connection with this agreement, but excluding: (1) liabilities due to the sole negligence or willful misconduct of PENRYN FIRE PROTECTION DISTRICT, its officers, agents, employees or volunteers and (2) any liability arising as a result of an employment-related dispute (including but not limited to a lawsuit by a worker/applicant of PENRYN FIRE PROTECTION DISTRICT for employment or other discrimination based on results of TPMG services, a lawsuit by a worker/applicant of PENRYN FIRE PROTECTION DISTRICT alleging breach of an employment or other statute or regulation, etc.).

### **Miscellaneous**

This Agreement will be governed in accordance with the laws of the State of California without reference to conflict of laws principles. This Agreement may be executed in separate counterparts, none of which need contain the signatures of both Parties, and each of which, when so executed, shall be deemed an original and all together constitute and be one of the same instrument. The Parties agree that an electronic signature or a scanned or electronically reproduced copy or image of this Agreement bearing the signatures of the Parties will be deemed an original and will represent competent evidence of the execution, terms and existence of this Agreement notwithstanding the failure or inability to produce an original, executed counterpart of this Agreement, and without the requirement that the unavailability of such original executed counterpart of this Agreement first be proven. Any determination that any provision of this Agreement or any application thereof is invalid, illegal, or unenforceable shall not affect the validity, legality, and enforceability of such provision in any other instance, or the validity, legality or enforceability of any other provision of this Agreement. This Agreement contains the complete understanding among the Parties with respect to the subject matter of this Agreement and supersedes all prior or contemporaneous oral or written representations, communications, proposals or agreements not expressly included. All Exhibits to this Agreement are incorporated into this Agreement by this reference. No changes, amendments, cancellation, or modification to this Agreement will be effective unless signed by duly authorized representatives of both Parties.

Please indicate your agreement with the terms of this Agreement by signing the enclosed copy of this Agreement and returning it to Juliana P. Fisher via DocuSign.



**The Permanente Medical Group, Inc.**

Medical Director,  
Occupational Health and Safety Services, KPOJ-  
NCAL: Amanpreet Dhillon, MD  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PENRYN FIRE PROTECTION DISTRICT**

Company Representative: Ian Gow  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
Title: Fire Chief

LOA Created By: Juliana Fisher  
LOA Creation Date: January 9, 2026

**Schedule A**
**OCCUPATIONAL HEALTH AND SAFETY SERVICES TO BE PROVIDED TO PENRYN FIRE PROTECTION DISTRICT**

Services will be provided to PENRYN FIRE PROTECTION DISTRICT as follows:

<b>Billing Code</b>	<b>Description of Services</b>	<b>Cost of Services</b>
<b>FIREFIGHTER PREPLACEMENT EXAM (FFPP)</b>		
300398	Firefighter Physical Exam	\$127.00
92552	Audiogram, screening	\$54.00
94010	Spirometry	\$60.00
85025	CBC with automated differential	\$20.00
80053	Chem Comprehensive Panel	\$41.00
36415	Venipuncture	\$15.00
71046	Chest X-Rays (2 views, PA & Lateral)	\$75.00
300422	PPD, 2 step, 2 placements and readings -OR-	\$30.00
86480	QuantiFERON	\$145.00
93000	EKG, resting	\$50.00
93015	Cardiac Stress Test with Treadmill	\$230.00
86706	Titer: Hepatitis B Surface Antibody (HBsAb)	\$35.00
86704	Titer: Hepatitis B Core Antibody (HBcAb)	\$31.00
86803	Titer: Hepatitis C Antibody Screen	\$56.00
86708	Titer: Hepatitis A Antibody, Total	\$40.00
<b>As Employer Requested:</b>		
300420	Collection for Drug Screen-Preferred Alliance "Quick Test"	Billed by Preferred Alliance
<b>As Clinically Indicated:</b>		
90746	Vaccine: Hepatitis B, may need series of 3 injections	\$130.00/injection
90632	Vaccine: Hepatitis A, may need series of 2 injections	\$114.00/injection
90636	Vaccine: Twinrix (Hep B and Hep A combo), series of 3 injections	\$191.00/injection
90707	Vaccine: Measles Mumps Rubella (MMR), may need series of 2 injections	\$103.00/injection
90716	Vaccine: Varivax (Varicella or Chickenpox), may need series of 2 injections	\$152.00/injection
90715	Vaccine: Tdap	\$63.00
90658	Vaccine: Influenza (when seasonally available)	\$20.00
86735	Titer: Mumps Antibody Screen	\$35.00
86762	Titer: Rubella Antibody Screen (German Measles)	\$35.00
86765	Titer: Rubeola Antibody Screen (Measles)	\$35.00
86787	Titer: Varicella (Varicella or Chickenpox) Antibody Screen	\$35.00

81001	Urinalysis with microscopy	\$16.00
86580	PPD, 1 step, placement and reading	\$20.00
71045	Chest X-Ray, 1 view	\$55.00
75571	Cardiac calcium scoring CT scan	\$265.00
300408	Physician Consultation, each 15 minutes	\$64.00/15 mins

**FIREFIGHTER ANNUAL / PERIODIC EXAM (FFANN)**

300398	Firefighter Physical Exam	\$127.00
92552	Audiogram, screening	\$54.00
94010	Spirometry	\$60.00
80053	Chem Comprehensive Panel	\$41.00
85025	CBC with automated differential	\$20.00
36415	Venipuncture	\$15.00
86580	PPD, 1 step, placement and reading -OR-	\$20.00
86480	QuantiFERON	\$145.00
93000	EKG, resting	\$50.00
93015	Cardiac Stress Test with Treadmill	\$230.00

**As Employer Requested:**

300420	Collection for Drug Screen-Preferred Alliance "Quick Test"	Billed by Preferred Alliance
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**As Clinically Indicated:**

71045	Chest X-Ray, 1 view	\$55.00
71046	Chest X-Ray, 2 views	\$75.00
81001	Urinalysis with microscopy	\$16.00
86706	Titer: Hepatitis B Surface Antibody (HBsAb)	\$35.00
86708	Titer: Hepatitis A Antibody, Total	\$40.00
86735	Titer: Mumps Antibody Screen	\$35.00
86762	Titer: Rubella Antibody Screen (German Measles)	\$35.00
86765	Titer: Rubeola Antibody Screen (Measles)	\$35.00
86787	Titer: Varicella (Varicella or Chickenpox) Antibody Screen	\$35.00
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90715	Vaccine: Tdap	\$63.00
90658	Vaccine: Influenza (when seasonally available)	\$20.00
75571	Cardiac calcium scoring CT scan	\$265.00

300408	Physician Consultation, each 15 minutes	\$64.00/15 mins
<b>AUDIOGRAM (AUDIO)</b>		
92552	Audiogram, screening	\$54.00
<b>As Clinically Indicated:</b>		
300408	Physician Consultation, each 15 minutes	\$64.00/15 mins
<b>URINE DRUG AND BREATH ALCOHOL TESTING (DRUG)</b>		
300411	Collection for Drug Screen-Preferred Alliance -OR-	Billed by Preferred Alliance
300420	Collection for Drug Screen-Preferred Alliance "Quick Test"	Billed by Preferred Alliance
<b>As Indicated:</b>		
82075	Breath Alcohol Testing (BAT) – Preferred Alliance	Billed by Preferred Alliance
300421	Breath Alcohol Testing (BAT), Confirmatory – Preferred Alliance	Billed by Preferred Alliance
<b>VACCINATION ONLY (VAX)</b>		
300406	History/Review of Tests/Brief Screen - No Physical Exam	\$42.00
<b>As Clinically Indicated:</b>		
90746	Vaccine: Hepatitis B, may need series of 3 injections	\$130.00/injection
90632	Vaccine: Hepatitis A, may need series of 2 injections	\$114.00/injection
90636	Vaccine: Twinrix (Hep B and Hep A combo), series of 3 injections	\$191.00/injection
90707	Vaccine: Measles Mumps Rubella (MMR), may need series of 2 injections	\$103.00/injection
90716	Vaccine: Varivax (Varicella or Chickenpox), may need series of 2 injections	\$152.00/injection
90715	Vaccine: Tdap	\$63.00
90658	Vaccine: Influenza (when seasonally available)	\$20.00
<b>LABORATORY ONLY (LAB)</b>		
300406	History/Review of Tests/Brief Screen - No Physical Exam	\$42.00
36415	Venipuncture	\$15.00
<b>As Clinically Indicated:</b>		
86706	Titer: Hepatitis B Surface Antibody (HBsAb)	\$35.00
86708	Titer: Hepatitis A Antibody, Total	\$40.00
86735	Titer: Mumps Antibody Screen	\$35.00
86762	Titer: Rubella Antibody Screen (German Measles)	\$35.00
86765	Titer: Rubeola Antibody Screen (Measles)	\$35.00
86787	Titer: Varicella (Varicella or Chickenpox) Antibody Screen	\$35.00

<b>TB CLEARANCE PPD/QUANTIFERON (PPD/TB CLEARANCE)</b>		
86580	PPD, 1 step, 1 placement and reading <b>-OR-</b>	\$20.00
86480	QuantiFERON	\$145.00
<b>As Clinically Indicated:</b>		
36415	Venipuncture	\$15.00
300422	PPD, 2 step, 2 placements and readings	\$30.00
71045	Chest X-Ray, 1 view	\$55.00
71046	Chest X-Ray, 2 views	\$75.00
99211	Brief encounter with non-MD Provider ( <b>PPD-Review of Symptoms Form</b> )	\$25.00

If PENRYN FIRE PROTECTION DISTRICT is requesting a health screening/physical examination of a job applicant/employee, PENRYN FIRE PROTECTION DISTRICT will provide to TPMG detailed information concerning the physical requirements for performing the job at issue. This information should include a written job description, including physical and mental requirements and environmental conditions. The examination and any medical conclusions will be based on the information furnished by PENRYN FIRE PROTECTION DISTRICT and the physician's general understanding of the requirements of the jobs of similar nature. TPMG conducts such examinations with PENRYN FIRE PROTECTION DISTRICT's assurances that the examination and PENRYN FIRE PROTECTION DISTRICT's medical inquiries are job-related and consistent with the business needs of PENRYN FIRE PROTECTION DISTRICT, and otherwise comply with all applicable legal obligations.

Based on its health screening/physical examination of a job applicant/employee, TPMG will advise PENRYN FIRE PROTECTION DISTRICT of the following: a) the applicant/employee's physical limitations, if any, and the specific job tasks that cannot be performed and/or environmental conditions, if any, that are related to any risk to health and safety, and b) changes that may be made to permit the job tasks to be performed and/or eliminate/reduce the risk. TPMG will make no determination of whether job tasks are essential to the position in question. Any changes that are recommended are advisory only, based on the physician's general understanding of the job and environment in question, and are not intended to supplant the right of PENRYN FIRE PROTECTION DISTRICT to determine what modifications are available and reasonable.

To the extent that other conditions are identified, TPMG will also: a) notify the worker/applicant of any medical condition, identified during the limited medical evaluation that PENRYN FIRE PROTECTION DISTRICT requested, that TPMG believes requires further attention, and recommend that the employee/applicant seek care from his or her personal provider and b) upon authorization of the employee/applicant, TPMG will inform the worker/applicant's personal medical provider by transmitting copies of the medical records created during the visit.

TPMG will maintain a medical record for each individual that will contain records of employer requested services in addition to past, present and future services requested by the employee/applicant.



Placer Local Agency Formation Commission  
110 Maple Street Auburn, CA 95603 | (530) 889-4097

*Electronic Transmittal*

February 10, 2026

**COMMISSIONERS**

Joshua Alpine  
Chair  
(Special District)

Anthony DeMattei  
(County)

Whitney Eklund  
Vice Chair  
(City)

Judy Friedman  
(Special District)

Cindy Gustafson  
(County)

Sean Lomen  
(City)

Susan Rohan  
(Public)

**ALTERNATE  
COMMISSIONERS**

Shanti Landon  
(County)

Cherri Spriggs  
(Public)

Scott Wilson  
(Special District)

Stephanie  
Youngblood  
(City)

**COUNSEL**

Michael Walker  
General Counsel

**STAFF**

Colette Santsche  
Interim Executive  
Officer

Amanda Ross  
Acting Assistant  
Executive Officer

Amy Engle  
Commission  
Clerk/Analyst

**TO:** Independent Special Districts of Placer County, Presiding Officer  
**c/o District Clerk**  
**FROM:** Colette Santsche, Interim Executive Officer  
**SUBJECT: Call for Nominations: Special District Appointment to  
Placer LAFCO**

Dear Presiding Officer,

The term of office for one of the regular Special District Representatives on the Placer County Local Agency Formation Commission (LAFCO), currently held by Commissioner Judy Friedman, is scheduled to expire in May 2026. Pursuant to Government Code §56332, the Independent Special District Selection Committee serves as the appointing authority to select a representative for the upcoming four-year term, which will run from May 2026 to May 2030.

You are hereby invited to submit a nomination for this seat. The presiding officer (Board Chair/President) of each independent special district may nominate any director currently serving on an independent special district board within Placer County. Formal board action to nominate a candidate is not required under the statute, but districts may choose to confirm nominations through board minutes if desired.

**About Placer LAFCO**

Regular Commission meetings are typically held on the second Wednesday of each month at 4:00 PM in the Placer County Board of Supervisors' Chambers, located at 175 Fulweiler Avenue, Auburn, CA. Commissioners are reimbursed for mileage and receive a stipend of \$150 for attending LAFCO meetings. Additional information about Placer LAFCO is available at: <https://www.placerlafcoa.gov>.

## Nomination Guidelines and Requirements:

1. **Authorized Signature:** The nomination form must be signed by the district's presiding officer, or the presiding officer's alternate as designated by the governing body. While a formal board action to nominate a candidate is not required under the statute, the signature of the presiding officer or alternate is mandatory.
2. **Designation of Alternate:** If an alternate has been designated by the governing body, please include a copy of the official meeting minutes or minute order documenting this designation.
3. **Statement of Qualifications (Optional):** Providing a "Statement of Qualifications" is at the discretion of the district and is not a requirement for nomination. If submitted, the statement must be limited to one-page and will be distributed to all districts with the ballot package.
4. **Submission Deadline:** The nomination period begins on **Tuesday, February 10, 2026**, and will close on **Tuesday, March 17, 2026, at 4:00 PM**.

**Next Steps:** Once the nomination period concludes, LAFCO staff will review all nominations for completeness and eligibility. If only one valid nomination is received, that nominee will be deemed appointed. If more than one nomination is received, a mail-ballot election will be conducted. A ballot package—including the statements of qualifications and voting instructions—will be emailed to all 37 independent special districts.

Please submit the completed nomination form and if you choose to provide one, one-page statement of qualifications via email to [lafco@placer.ca.gov](mailto:lafco@placer.ca.gov) no later than **4:00 PM on Tuesday, March 17, 2026**.

Thank you for your commitment to ensuring that independent special districts remain effectively represented on the Commission. Should you have any questions, please contact our office at (530) 889-4097.

Sincerely,



**Colette Santsche**

Interim Executive Officer Placer LAFCO  
[lafco@placer.ca.gov](mailto:lafco@placer.ca.gov)



## Placer County Independent Special District Selection Committee Nomination Form

### POSITION: Regular Voting Member Term May 2026-May 2030

Please use this form to nominate a director from a Placer County Independent Special District board to run for the regular voting member seat on the LAFCO Commission.

#### NOMINEE INFORMATION

Name of Nominee: \_\_\_\_\_

Position of Nominee: \_\_\_\_\_

Nominee's District: \_\_\_\_\_

#### NOMINATING DISTRICT AUTHORIZATION

Name of Nominating District: \_\_\_\_\_

Printed Name of Presiding Officer: \_\_\_\_\_

Signature of Presiding Officer: \_\_\_\_\_

*(Signature Required).<sup>1</sup>*

#### ATTACHMENTS (Optional)

- Meeting Minutes
- One-page Statement of Qualifications

**SUBMISSION:** Please email the completed form and any attachments to [lafco@placer.ca.gov](mailto:lafco@placer.ca.gov) no later than **Tuesday March 17, 2026, at 4:00 PM.**

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<sup>1</sup> The nominating district's presiding officer must sign this form unless the district's board has designated an alternate to nominate a director on behalf of the district. If this form is signed by a designated alternate, please include the district's meeting minutes or minute order evidencing the delegation of authority.