

PENRYN FIRE PROTECTION DISTRICT

June 21, 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 Ian Gow, District Manager Gillian Lofrano, Battalion Chiefs Pat Nelson, Matt Slusher, and John Williamson and Fire Marshal Mark D'Ambrogi were 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: May 17, 2021 Regular Meeting Minutes. After a comment, *Director Mahoney moved to approve the minutes 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 June. After general discussion, *Director Bergstrom moved to approve the Monthly Expense Report; seconded by Director Neifer. Motion carried unanimously with all Directors present.*

Correspondence: Director Bergstrom talked about correspondence with Motion Pro for their ongoing donations to the District. Director Bergstrom wanted Chair Hotaling to start the contact with them. Chair Hotaling talked about the Grand Jury Report received by the District and stated it will be further addressed as an Informational Item.

Public Comment: None

Informational/Non-Action Items:

A. Penryn Professional Firefighter's Association Report: Captain Gordon welcomed Placer Hills as administrators. Captain Gordon also welcomed Bradyn Keeler as the District's newest engineer.

B. Fire Chief's Monthly Report: Chief Gow introduced himself and his staff from Placer Hills. He also introduced Director Fred Lofrano from the Placer Hills Fire District Board. Chief Gow reported that several staff meetings will be held in the upcoming week. Chief Gow reported that the District's application with CalPERS is progressing after passing the first step of the application process and the District is waiting for further meetings before moving forward. Chief Gow reported in the Penryn Professional Firefighter's Association is joining with Nevada County Local 3800, which will result in further Board action in the future. Chief Gow reported that front wall repairs and a generator are future building improvements that will be brought to the Board for approval. Chief Gow reported on items of interest from other Districts in the County.

C. Fire Marshal Monthly Report: Chief D'Ambrogi reported that he has started with some plan reviews and inspections within the District.

D. Battalion Chief (s) Reports: Chief Nelson, who is in charge of Support Services, reported that Engine 38 is down at Cummins West getting the exhaust system repaired and the backup Engine from Placer

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Hills is providing Type 1 coverage at the Station. Directors offered comments. Chief Slusher, who is in charge of Operations, reported on the call volume for May 2021 at 70 calls, including 24 Medical Aids, 9 Vegetation Fire, 8 Vehicle Accidents, 7 Cancelled, 7 Fire Investigations, 7 Public Assists, 4 Fire Alarms, 2 Vehicle Fires, 1 Structure Fire, and 1 Hazmat. Chief Slusher also reported that there were 95 training hours for May, which is down due to the Dorm Remodel. Chief Slusher reported that he is working on an operations analysis and team building. A Captain's test will be done on June 28, 2021; there were four applicants. Training with outside Agencies will recommence with the recent changes to COVID-19 rules. Directors offered questions. Chief Williamson, who is in charge of Safety, Prevention, and Investigations, is working on COVID-19 updates due to recent changes. Directors offered questions.

E. Director Committee Reports

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

2.) Administrative Contract Oversight Committee: Directors Hardesty and Mahoney reported they have not met yet but will meet to develop an oversight process.

F. District Audit FY21, with option for 3-year RFP: District Manager Lofrano reported that an RFP was sent out to four firms, and two replied. District Manager Lofrano contacted another firm that replied with questions but did not submit a bid. That firm reported they did not come back with a bid because the contract was only for one year and they could not match the current cost of the audit for FY20 provided by Placer County. The firm did then provide a verbal bid to District Manager Lofrano. Chair Hotaling recommended going out for bids again for a three year contract and costs with and without CalPERS.

G. FY20 Strike Team Financial Summary: Director Hardesty provided a financial breakdown for each Strike Team that the District was dispatched to last summer. The District was reimbursed \$388,907.66 by the State and Federal Government, resulting in \$149,484.82 in profit. Directors offered comments and questions.

H. Grand Jury Report on Special Districts' websites: Chair Hotaling reported that on the Grand Jury Report. The District will start posting the agenda's on the home page in addition to Public Document Page. Directors offered comments and questions.

Action Items

A. Revised Draft Audit FY 20: Chair Hotaling reported that we are still missing documents in the Audit and suggested moving this to next month's agenda if no objections.

B. Consider and Adopt the Preliminary Budget for Fiscal Year 2021/2022: Director Hardesty explained the preliminary Operating and Mitigation Budget. Directors offered comments and questions.
Director Neifer moved to adopt the preliminary budget for 2021/2022; seconded by Director Mahoney.

Motion carried unanimously with all Directors present.

C. Consider and Approve Fund Transfer from Operation to Mitigation funds for new Brush. Chair Hotaling explained that the District will need to purchase equipment in the future and we should transfer money from the Operating Reserve Funds to the Mitigation Reserve Fund. General discussion followed. ***Chair Hotaling moved to transfer \$300,000 from Operating Reserves to Mitigation Reserves for Capital Equipment/Improvement Fund; seconded by Director Mahoney.***

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Motion carried unanimously with all Directors present.

D. Review and Approve the Amended Contract with Placer Hills Fire District for Administrative Services for term of July 1, 2021 to June 30, 2022: Chair Hotaling explained this amendment to the contract is based on the District's legal review to add further language clarifying this is a contract and not employment. Placer Hill's Board has already approved the amended contract. ***Director Bergstrom moved to approve the amended contract with Placer Hills Fire District for Administrative Services for the term of July 1, 2021 to June 30, 2022: seconded by Director Neifer.***

Motion carried unanimously with all Directors present.

E. Consider and Approve a Contract for the Exhaust Extraction System at Station 38: Chief Nelson distributed a staff report, which included bids from two different vendors, and recommended the Weidner system. Directors offered comments and questions. ***Director Bergstrom moved to accept staff report recommendation to purchase Weidner Exhaust Extractions systems; seconded by Director Hardesty.***

Motion carried unanimously with all Directors present.

F. Fire Engine Capital Campaign Recognition Event: Chair Hotaling explained that this event has been delayed due to COVID-19 restrictions. Directors Hardesty and Neifer volunteered to be on the committee to plan the event.

Meeting Adjourned: 8:06 p.m.

Next Regular Meeting: Monday, July 19, 2021

Respectfully submitted,

Danielle Hardesty, Secretary