



# 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 November 17, 2025

Amended

- 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, and Robert Verdugo

Directors absent: Diego Heimlich

Staff in attendance: Fire Chief Gow, Fire Marshall D'Ambrogi, District Manager Armstrong, Battalion Chief Slusher and Battalion Chief Williamson.

- 2. Pledge of Allegiance:** Chair Hotaling led the Pledge of Allegiance.
- 3. Approval of Agenda:** Director Shields moved to approve the agenda. Director Verdugo seconded the motion that passed unanimously.
- 4. Approval of Minutes:** Vice-Chair Hardesty moved to approve the minutes from the October 20, 2025 meeting and October 23, 2025 special meeting. Director Verdugo seconded the motion which passed unanimously.
- 5. Financial Report & Bill Approval:** Director Shields moved to approve the financial report and expenses. Vice-Chair Hardesty seconded the motion that passed unanimously.
- 6. Correspondence:** N/A
- 7. Public Comment:**

Jennifer – Been talking with a Newcastle firefighter who told me about a Tesla that caught on fire in Sacramento that off-gassed leaving four firefighters debilitated. It may be good to make a procedure that's different for handling electric cars to keep firefighters safe.

- 8. Informational/Non-Action Items:**
  - A. Sierra Nevada Firefighters, Local 3800 (Local 3800):** N/A
  - B. Fire Chief Gow's Report:**
    - Introduced a few individuals attending the meeting; Chief John Rogers and Placer Hills board members Mark Wright, Nicole Paskey and Fred Lofrano
    - Battalion Chief Pat Nelson is retiring
    - ISO essentially done, just waiting on a few more data points. The investigator has indicated the rankings will stay the same and commented that improvement can be made from the water supply.
    - Scheduling an awards dinner on January 24<sup>th</sup>, for all three districts.
    - Recently the CalFire ranger unit chief retired, Jim Hudson has been appointed as his replacement. At South Placer the chief has left his position, their board is working on how to proceed.
    - Have learned that South Placer is working to go back to the public for an assessment. They are also working to start ambulance transporting services into Loomis.
    - SSV has given AMR a 2-year contract to allow for an evaluation of the service. The current system doesn't currently work for us, this is an opportunity to consider a fire-based ambulance service.

8. Radio issues; our current system is referred to as the legacy system while most of the other county services are on a trunking system. Have talked for a while now about getting fire added to the trunking system but the cost is unattainable for our fire districts. An agreement was made to receive dispatch at no cost and while we have supported some improvements the fire districts are requesting for this improvement to be a covered cost. The Sheriff's office indicated this request would be considered and evaluated.

**Battalion Chief Williamson report:**

1. No new plans taken in, recently been slow at the Penryn Fire District.

**Battalion Chief Slusher report:**

1. 42 calls for service for the month of October.
2. SCBA's were sold, packaged up and sent out by staff. Will receive a reimbursement of the supplies to ship the SCBA's.
3. Captain Gordon has been working on the driveway project, cost has actually reduced slightly.

**C. Director Committee Reports**

1. **Personnel Committee:** N/A
2. **Administrative Contract & Finance Oversight Committee:** Vice-Chair Hardesty shared they had a meeting last week to go over the physical exam paper.
3. **Ad hoc committee for future cooperation with other fire departments.** Director Shields reported that at last meeting there was a discussion on ambulance service. South Placer gave a presentation on what they are doing and their interest in expanding services. Vice-Chair Hardesty reported that the next meeting has not been scheduled yet.

**D. Update on Hope Way Project:** Chief Gow reported that the Planning Commission denied the application, it will be heard by the Board of Supervisors on December 16<sup>th</sup>. Chief reported that he will not be able to attend. Chair Hotaling reported that she does plan to attend the meeting and the preapproved letter was submitted last week.

**E. Update from LAFCO Meetings:**

Chief Gow reported that the Placer Hills/Newcastle resolution was approved by the Board of Supervisors, since then received a letter from LAFCo sent indicating that our packet is complete. The commission will hear the application at the February meeting and anticipate the protest hearing occurring in March. Chair Hotaling shared that she attended a recent LAFCo meeting but did not stay for the entire meeting due to the closed session regarding the executive office position.

**Public Comment:**

Jennifer-Shared that during the public hearing the Placer County auditor spoke on how they would get paid because it has to be paid a certain way if they work for Placer County, for retirement issues. They ended up passing it but intend to revisit at a future meeting.

**F. Status on Placer County Local Hazard Mitigation Plan update for 2026**

Battalion Chief Williamson reported that they received results from the survey; main concerns are weather and wildfire. Moving on to the last part of the plan, which includes our annex. Hope to have the plan done early 2026. Also, meeting about the CWPP – Wildland Preparedness, starting a survey on that plan as well.

**G. Review and discuss the Draft Injury Illness Prevention Program (IIPP)**

Chief Gow reported that there is nothing new, staff is still reviewing for input.

**H. Review and discuss the Draft Employee Physical Exam Position Paper**

Vice-Chair Hardesty reported that an additional company was presented that offers a mobile service. We have asked for more information about Kaiser providing the physical exams, since they are already providing the districts health insurance.

**I. Discuss the fire district strategic plan**

Chair Hotaling reported that we completed a strategic plan from 2020-2024 and later provided an update. Been waiting to see how the local fire districts change before starting a new plan. At a future meeting Chair Hotaling will be presenting a performance on the plan and look to start a new strategic plan in 2026.

**J. Review and discuss the Sub-Joint Operations Agreement by and between Placer Hills Fire Protection District and Auburn City Fire Department**

Chief Gow reported that this plan was brought forward by staff as a solution to a high level of administrative work load. Currently there are two Battalion Chiefs within our fire districts and the City of Auburn and wanted to work to improve the level of service to our boards and constituents without an additional cost. Already in a JOA with the City of Auburn, to share staffing and fire marshal services. Started thinking about another JOA, combining administrative staff to take the pressure off the Battalion Chiefs and the Fire Marshal. This would also allow for succession planning. Battalion Chiefs will be headquartered at the Maidu station in Auburn, allowing them to be centrally located and improve response times. A JOA agreement has been included in the packet for review.

Vice-Chair Hardesty asked about how it would work with Penryn not having a contract with Auburn. Chief Gow shared there is language in the agreement to address staff management.

Chair Hotaling asked Chief Rogers about the benefits to the City of Auburn. Chief Rogers shared no administrative staff is assigned to the fire department other than the Fire Chief position.

Public Comment:

Public Member – Understand what they are trying to do but even if you work with someone it's different when you work for them, people will leave a job because of a supervisor.

Chief Rogers shared that the plan was done with an Assistant Chief from Placer Hills and the City of Auburn, which was done by design. This ensures that there is always a representative from each agency that is a supervisor capacity.

Public Member – I want to commend everyone that has worked on this project, this is very progressive. It's amazing that you are doing this work now, instead of waiting for a catastrophic event. There is going to need to be out of the box thinking.

**9. Action Items:**

**A. Consider and adopt Resolution 2025-13 Adoption of the annual fee report, capital improvement plan and fee increase**

Fire Marshal D'Ambrogi reported that this year it includes a 5-year report, demonstrating what was taken in and spent. The county requested that everyone turn in their reports by January so they can get it scheduled for the Board of Supervisors. This year the proposed fee increase is .03 per square foot, from \$2.01 to \$2.05. This is a noticed public hearing.

Public Hearing Opened at 7:34pm

No Comments

Public Hearing Closed at 7:34pm

Motion made by Director Verdugo to accept Resolution 2025-13. Director Shields seconded the motion, the motion passed unanimously by roll call.

**B. Consider and adopt Resolution 2025-14 Transfer of \$13,500 to General Committed Reserves**

Chair Hotaling shared that this was received from the sale of our SCBA's. At our last meeting we weren't sure how the new SCBA's were purchased; general or committed operations. Our new SCBA's were paid for out of our uncommitted general operations, I suggest we put the revenue back in our general operations. Vice-Chair Hardesty shared that she suggested putting it into committed funds since we purchased a capital asset and sold a capital asset and by putting it in committed it will allow for future purchases.

Chair Hotaling made a motion to leave the funds in general operations and not move to committed. Director Verdugo seconded the motion, the motion passed unanimously.

**The meeting was adjourned at 7:37pm.**

**Next Board Meeting: Monday, December 15, 2025 6:30 PM - 8:00 PM (PST)**

Respectfully submitted,



District Manager