



# **PENRYN FIRE PROTECTION DISTRICT**

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

**Monday, December 15, 2025**

**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:** November 17, 2025 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. Nevada County Professional Firefighters, Local 3800 Report
  - B. Administrative Staff Monthly Reports:
    - 1) Fire Chief Gow
    - 2) Fire Marshal D'Ambrogi
    - 3) Battalion Chiefs Slusher and Williamson
  - 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. Update on Hope Way project
  - E. Update from LAFCo meetings
  - F. Status on Placer County Local Hazard Mitigation Plan update for 2026
  - G. Discuss performance reporting, against strategic plan goals
  - H. Review and discuss the Sub-Joint Operations Agreement by and between Placer Hills Fire Protection District and Auburn City Fire Department

### **ACTION ITEMS**

- 9. Consider and approve the first reading of an addendum to the Wellness and Fitness Program Policy**
- 10. Consider and approve meeting dates for 2026**
- 11. Elect board officers and review committee assignment for calendar year 2026**

### **MEETING ADJOURNMENT**

**Next meeting:** Monday, January 19, 2025 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

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### MINUTES OF THE REGULAR MEETING November 17, 2025

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:**

1. Introduced a few individuals attending the meeting; Chief John Rogers and Placer Hills board members Mark Wright, Nicole Paskey and Fred Lofrano
2. Battalion Chief Pat Nelson is retiring
3. 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.
4. Scheduling an awards dinner on January 24<sup>th</sup>, for all three districts.
5. 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.
6. 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.
7. 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 I 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,

A handwritten signature in black ink, appearing to read "Michelle Armstrong".

District Manager

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

**ASSETS**

Cash	1,593,814.93
Total Assets	1,593,814.93

**LIABILITIES**

Other payables	(4,331.38)
Payroll payables	30,392.52
Compensated Absences	
Total Liabilities	26,061.14

**FUND BALANCE**

Beginning Balance	1,328,496.92
Beginning Balance - Committed	679,178.30
Revenues	74,700.46
Expenses	(514,621.89)
Ending Balance	888,575.49
Ending Balance - Committed	679,178.30
Total Liabilities and Fund Balance	1,593,814.93

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

**ASSETS**

Cash	508,277.05
Total Assets	508,277.05

**LIABILITIES**

Payables	-
Total Liabilities	-

**FUND BALANCE**

Beginning Balance - Unrestricted	452,650.33
Beginning Balance - Capital	-
Revenues	55,626.72
Expenses	-
Ending Balance - Unrestricted	508,277.05
Ending Balance - Capital	-
Total Liabilities and Fund Balance	508,277.05



# Trial Balance - Composite

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Company: CO500 Penryn Fire  
Ledger: Actuals  
Time Period: Current Period  
Period: FY2026 - Oct  
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	1,773,485.21	162,788.97	342,459.25	1,593,814.93
10099:Cash - Conversion	0.00	40,706.36	40,706.36	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	(18,248.71)	39,685.43	17,105.34	4,331.38
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	(59,427.37)	118,434.33	88,231.68	(29,224.72)
20240:Payroll Liabilities	(936.92)	600.00	830.88	(1,167.80)
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)
40060:Taxes - Current Unsecured Property	(12,184.64)	0.00	0.00	(12,184.64)
40090:Taxes - Delinquent Unsecured Property	(5.69)	0.00	0.00	(5.69)
40100:Taxes - Current Supplemental Property	(233.14)	0.00	0.00	(233.14)
40110:Taxes - Delinquent Supplemental Property	(1.22)	0.00	0.00	(1.22)
40180:Other Taxes	(1,155.00)	0.00	0.00	(1,155.00)
42010:Investment Income	(18,502.43)	0.00	5,263.48	(23,765.91)
46030:Direct Charges	(3,268.36)	0.00	0.00	(3,268.36)
46090:Planning and Engineering Services	(4,750.00)	0.00	0.00	(4,750.00)
46350:Fire Services	0.00	0.00	3,197.10	(3,197.10)
46360:Other Fees and Charges	(4,340.62)	0.00	6,783.78	(11,124.40)
48030:Miscellaneous	(15.00)	0.00	0.00	(15.00)
49030:Proceeds from Sale of Capital Assets	0.00	0.00	15,000.00	(15,000.00)
51010:Salaries and Wages	117,397.72	58,955.46	0.00	176,353.18
51030:Extra Help - Salaries and Wages	2,455.77	0.00	0.00	2,455.77
51040:Overtime and Call Back	95,826.62	19,695.88	0.00	115,522.50
51210:Retirement	16,709.65	8,479.29	0.00	25,188.94
51220:Payroll Tax	3,010.87	1,101.05	0.00	4,111.92
51270:PERs Pension Expense	230.12	0.00	59.94	170.18
51310:Employee Group Insurance	19,908.61	8,119.19	2,715.75	25,312.05
51360:Workers Comp Insurance	30,094.25	5,576.75	0.00	35,671.00
52030:Clothing and Personal	18,768.17	1,184.35	0.00	19,952.52
52040:Communication Services Expense	1,012.71	318.48	0.00	1,331.19
52080:Insurance	4,974.25	0.00	0.00	4,974.25
52160:Maintenance	7,673.19	1,426.00	0.00	9,099.19
52170:Fuels & Lubricants	2,131.95	93.22	0.00	2,225.17

# Trial Balance - Composite

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Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
52180:Materials - Buildings & Improvements	1,862.14	88.20	0.00	1,950.34
52240:Professional / Membership Dues	1,200.00	0.00	0.00	1,200.00
52260:Misc Expense	26.81	3,409.44	0.00	3,436.25
52310:Subrogation Costs	0.00	0.00	0.00	0.00
52320:Printing	118.99	0.00	0.00	118.99
52330:Other Supplies	2,195.60	4,823.36	0.00	7,018.96
52360:Professional and Special Services - General	1,233.43	46,067.50	0.00	47,300.93
52370:Professional and Special Services - Legal	36.12	0.00	0.00	36.12
52390:Professional and Special Services - County	2,750.00	0.00	0.00	2,750.00
52510:Commissioner's Fees	825.00	225.00	0.00	1,050.00
52580:Special Department Expense	20,339.43	61.49	0.00	20,400.92
52785:Training / Education	108.64	0.00	0.00	108.64
52800:Utilities	6,301.99	513.81	0.00	6,815.80
53190:Taxes and Assessments	67.08	0.00	0.00	67.08
59998:Labor Hours Debit	6,328.00	2,524.92	0.00	8,852.92
59999:Labor Hours Credit	(6,328.00)	(2,524.92)	0.00	(8,852.92)
<b>Total</b>	<b>0.00</b>	<b>522,353.56</b>	<b>522,353.56</b>	<b>0.00</b>



# Placer Special Districts Budget to Actuals

09:02 PM

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Company: CO500 Penryn Fire

Budget Structure: Special District Budget - Detail Level

Period: FY2026 - Oct

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	(71,432.10)	(\$1,291,662.90)	5.24%
40010:Taxes - Current Secured Property	(629,094.00)	0	0	0	(\$629,094.00)	0.00%
40040:Taxes - Railroad Unitary Property	(715.00)	0	0	0	(\$715.00)	0.00%
40050:Taxes - Unitary and Op Non-Unitary Property	(14,474.00)	0	0	0	(\$14,474.00)	0.00%
40060:Taxes - Current Unsecured Property	(13,789.00)	0	0	(12,184.64)	(\$1,604.36)	88.36%
40090:Taxes - Delinquent Unsecured Property	0	0	0	(5.69)	\$5.69	0.00%
40100:Taxes - Current Supplemental Property	(13,724.00)	0	0	(233.14)	(\$13,490.86)	1.70%
40110:Taxes - Delinquent Supplemental Property	0	0	0	(1.22)	\$1.22	0.00%
40180:Other Taxes	(114,768.00)	0	0	(1,155.00)	(\$113,613.00)	1.01%
42010:Investment Income	(55,000.00)	0	0	(23,765.91)	(\$31,234.09)	43.21%
44350:State Homeowners Property Tax Relief	(3,001.00)	0	0	0	(\$3,001.00)	0.00%
46030:Direct Charges	(513,530.00)	0	0	0	(\$513,530.00)	0.00%
46090:Planning and Engineering Services	(3,000.00)	0	0	(4,750.00)	\$1,750.00	158.33%
46350:Fire Services	0	0	0	(3,197.10)	\$3,197.10	0.00%
46360:Other Fees and Charges	0	0	0	(11,124.40)	\$11,124.40	0.00%
48030:Miscellaneous	(2,000.00)	0	0	(15.00)	(\$1,985.00)	0.75%
49030:Proceeds from Sale of Capital Assets	0	0	0	(15,000.00)	\$15,000.00	0.00%
Total Expenses	1,426,163.00	0	0	514,572.50	\$911,590.50	36.08%
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	514,572.50	\$823,590.50	38.45%
51010:Salaries and Wages	551,291.00	0	0	176,353.18	\$374,937.82	31.99%

# 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	2,455.77	(\$2,455.77)	0.00%
51040:Overtime and Call Back	96,863.00	0	0	115,522.50	(\$18,659.50)	119.26%
51110:Other Payroll	4,000.00	0	0	0	\$4,000.00	0.00%
51210:Retirement	77,181.00	0	0	25,188.94	\$51,992.06	32.64%
51220:Payroll Tax	16,814.00	0	0	4,111.92	\$12,702.08	24.46%
51270:PERS Pension Expense	850.00	0	0	170.18	\$679.82	20.02%
51310:Employee Group Insurance	101,197.00	0	0	25,312.05	\$75,884.95	25.01%
51360:Workers Comp Insurance	71,273.00	0	0	35,671.00	\$35,602.00	50.05%
52030:Clothing and Personal	39,600.00	0	0	19,952.52	\$19,647.48	50.39%
52040:Communication Services Expense	6,500.00	0	0	1,331.19	\$5,168.81	20.48%
52080:Insurance	21,989.00	0	0	4,974.25	\$17,014.75	22.62%
52160:Maintenance	22,000.00	0	0	9,099.19	\$12,900.81	41.36%
52170:Fuels & Lubricants	15,000.00	0	0	2,225.17	\$12,774.83	14.83%
52180:Materials - Buildings & Improvements	5,700.00	0	0	1,950.34	\$3,749.66	34.22%
52240:Professional / Membership Dues	0	0	0	1,200.00	(\$1,200.00)	0.00%
52260:Misc Expense	3,000.00	0	0	3,436.25	(\$436.25)	114.54%
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	7,018.96	\$22,681.04	23.63%
52360:Professional and Special Services - General	218,507.00	0	0	47,300.93	\$171,206.07	21.65%
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	2,750.00	\$4,378.00	38.58%
52510:Commissioner's Fees	0	0	0	1,050.00	(\$1,050.00)	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	6,815.80	\$15,184.20	30.98%
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 - Oct  
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	(3,268.36)	\$3,268.36	0.00%
46030:Direct Charges	0	0	0	(3,268.36)	\$3,268.36	0.00%
Total Expenses	0	0	0	49.39	(\$49.39)	0.00%
Total Capital Assets	0	0	0	0	0.00	0.00%
Total Expenses ( Non Capital Assets )	0	0	0	49.39	(\$49.39)	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%

# Placer Income Statement

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11/14/2025  
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Company: CO500 Penryn Fire

Ledger: Actuals

Period: FY2026 - Oct

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
		2025-10	2024-10		
<b>Income</b>					
Charges for Services	9,981	22,340	30,485	(20,504.11)	(67.3%)
Taxes	0	13,580	13,422	(13,422.29)	(100.0%)
Intergovernmental Revenue	0	0	0	0.00	0.0%
Licenses, Permits & Franchises	0	0	0	0.00	0.0%
Miscellaneous Revenues	0	15	221	(221.23)	(100.0%)
Revenue from Use of Money & Property	0	0	0	0.00	0.0%
Other Financing Sources	15,000	15,000	0	15,000.00	0.0%
Donations	0	0	0	0.00	0.0%
Fines, Forfeits & Penalties	0	0	0	0.00	0.0%
Non-Operating Revenue	5,263	23,766	14,566	(9,302.90)	(63.9%)
<b>Total Revenue</b>	<b>30,244</b>	<b>74,700</b>	<b>58,695</b>	<b>28,450.53</b>	<b>(48.5%)</b>
<b>Expenses</b>					
Salaries & Employee Benefits	99,152	384,786	303,721	(204,569.22)	(67.4%)
Services and Supplies	58,211	129,769	140,762	(82,551.09)	(58.6%)
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>157,363</b>	<b>514,622</b>	<b>444,548</b>	<b>(287,185.49)</b>	<b>(64.6%)</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>127,118</b>	<b>439,921</b>	<b>385,853</b>	<b>(258,734.96)</b>	<b>(67.1%)</b>

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11/14/2025  
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Extended Amount: 0

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**Penryn Fire General  
Check Detail  
November 13 through December 9, 2025**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
	11/14/2025	CoPower	General Operating Funds	-697.76
	11/14/2025		51310 Employee Group Insurance	697.76
TOTAL				697.76
	11/14/2025	Kaiser Foundation Health Plan	General Operating Funds	-8,076.25
	11/14/2025		51310 Employee Group Insurance	5,946.57
			51310 Employee Group Insurance	2,129.68
TOTAL				8,076.25
	11/14/2025	Life Assist Inc.	General Operating Funds	-127.73
	11/14/2025		52330 Supplies-Equipment	127.73
TOTAL				127.73
	11/18/2025	Active 911	General Operating Funds	-162.00
	11/18/2025		52040 Communication Services	162.00
TOTAL				162.00
	11/18/2025	Danielle Hardesty	General Operating Funds	-75.00
	11/18/2025		52580 Commision Reimbursements	75.00
TOTAL				75.00
	11/18/2025	Larry Shields	General Operating Funds	-75.00
	11/18/2025		52580 Commision Reimbursements	75.00
TOTAL				75.00
	11/18/2025	Life Assist Inc.	General Operating Funds	-29.94
	11/18/2025		52330 Supplies-Equipment	29.94
TOTAL				29.94
	11/18/2025	Luna Tech, LLC	General Operating Funds	-35.00
	11/18/2025		52800 Utilities	35.00
TOTAL				35.00
	11/18/2025	Placer Hills Fire District	General Operating Funds	-815.00
	11/18/2025		52160 Maintenance - vehicles	815.00
TOTAL				815.00
	11/18/2025	Robert Verdugo	General Operating Funds	-75.00
	11/18/2025		52510 Commissioner Fees	75.00
TOTAL				75.00

2:53 PM

12/09/25

**Penryn Fire General**  
**Check Detail**  
November 13 through December 9, 2025

Num	Date	Name	Account	Original Amount
	11/21/2025	AT&T Inc.	General Operating Funds	-125.95
	11/21/2025		52040 Communication Services	125.95
TOTAL				125.95
	11/21/2025	AT&T Mobility	General Operating Funds	-160.96
	11/21/2025		52040 Communication Services	160.96
TOTAL				160.96
	11/21/2025	Newcastle Fire Protection District	General Operating Funds	-358.11
	11/21/2025		52170 Fuel	358.11
TOTAL				358.11
	11/21/2025	Pacific Gas & Electric	General Operating Funds	-651.40
	11/21/2025		52800 Utilities	651.40
TOTAL				651.40
	12/04/2025	Black Sheep Pes Protection	General Operating Funds	-159.00
	12/04/2025		52800 Utilities	159.00
TOTAL				159.00
	12/04/2025	Dawson Oil Co.	General Operating Funds	-7.67
	12/04/2025		52170 Fuel	7.67
TOTAL				7.67
	12/04/2025	Harris Industrial Gases	General Operating Funds	-57.92
	11/14/2025		52330 Supplies-Equipment	57.92
TOTAL				57.92
	12/04/2025	ISU Insurance Services	General Operating Funds	-4,974.25
	12/04/2025		52080 Insurance Liability	4,974.25
TOTAL				4,974.25
	12/04/2025	Robinson Sand & Gravel	General Operating Funds	-1,938.14
	12/04/2025		52180 Bldng Materials, Improve	1,938.14
TOTAL				1,938.14
	12/04/2025	US Bank	General Operating Funds	-2,629.16
	12/04/2025		52800 Utilities	263.81
			52260 Miscellaneous	1,500.00
			52330 Office Supplies	807.73
			52330 Supplies-Equipment	57.62



Penryn Fire General  
Check Detail  
November 13 through December 9, 2025

Num	Date	Name	Account	Original Amount
TOTAL				2,629.16

# Trial Balance - Composite

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11/14/2025  
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Company: CO500 Penryn Fire

Ledger: Actuals

Time Period: Current Period

Period: FY2026 - Oct

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	504,134.10	4,142.95	0.00	508,277.05
10030:Cash in Bank	0.00	0.00	0.00	0.00
10099:Cash - Conversion	0.00	0.00	0.00	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
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	(4,604.54)	0.00	1,610.35	(6,214.89)
46440:Mitigation Fees	(46,879.23)	0.00	2,532.60	(49,411.83)
<b>Total</b>	<b>0.00</b>	<b>4,142.95</b>	<b>4,142.95</b>	<b>0.00</b>

# Placer Special Districts Budget to Actuals

09:02 PM

11/14/2025

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Company: CO500 Penryn Fire

Budget Structure: Special District Budget - Detail Level

Period: FY2026 - Oct

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	(55,626.72)	\$4,406.72	108.60%
42010:Investment Income	(17,500.00)	0	0	(6,214.89)	(\$11,285.11)	35.51%
46440:Mitigation Fees	(33,720.00)	0	0	(49,411.83)	\$15,691.83	146.54%
Total Expenses	51,220.00	0	0	0	\$51,220.00	0.00%
Total Capital Assets	0	0	0	0	0.00	0.00%
Total Expenses ( Non Capital Assets )	51,220.00	0	0	0	\$51,220.00	0.00%
53040:Lease Purchase Principal	35,743.00	0	0	0	\$35,743.00	0.00%
53080:Lease Purchase Interest	15,477.00	0	0	0	\$15,477.00	0.00%
Facilities and Administration Cost	0	0	0	0	0.00	0.00%
Revenue and Expense						
42840:Facilities and Administration Cost	0	0	0	0	0.00	0.00%
Revenue						
52840:Facilities and Administrative	0	0	0	0	0.00	0.00%
Costs Expense						

# Placer Income Statement

08:27 PM

11/14/2025

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Company: CO500 Penryn Fire

Ledger: Actuals

Period: FY2026 - Oct

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
		2025-10	2024-10		
<b>Income</b>					
Charges for Services	2,533	49,412	25,369	(22,836.84)	(90.0%)
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	1,610	6,215	12,539	(10,928.28)	(87.2%)
<b>Total Revenue</b>	<b>4,143</b>	<b>55,627</b>	<b>37,908</b>	<b>33,765.12</b>	<b>(89.1%)</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	0	0	0.00	0.0%
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>0</b>	<b>5,357</b>	<b>(5,357.26)</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>(4,143)</b>	<b>(55,627)</b>	<b>(32,551)</b>	<b>28,407.86</b>	<b>(87.3%)</b>

## 06:07 PM

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**Payment Status:** Approved

Fund: FD32808 Penryn Fire Development Fees

On or After Date: 10/01/2025

On or Before Date: 10/31/2025

Extended Amount: 0

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## 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

### 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

### 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

### 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 / PREPOSITIONING

## 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	8,532.90	8,326.56	2,528.92		19,388.38	3 RYN	
Actual cost of staffing for Prepo			***Estimate Only***						(7,702.18)		
Garnet	BR38	8/26/2025	9/18/2025	563	84,281.10	57,680.32	21,294.21	756.90	163,255.63	3 RYN	
Actual cost of staffing for Garnet			***Estimate Only***						(75,671.11)		
Total FY 2025/2026									99,270.72		



# PLACER HILLS – NEWCASTLE – PENRYN FIRE PROTECTION DISTRICTS

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Date: December 11, 2025  
To: Penryn Fire Protection District Board of Directors  
Cc: Ian Gow, Fire Chief; All Personnel  
From: Matthew Slusher, Battalion Chief - Operations  
Subject: Penryn Fire Response Statistics – November



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## Response Statistics

- **Calls for Service –**
  - **Fires –** 4
  - **Over Pressure, Rupture, Explosion -** 0
  - **Rescue & EMS -** 46
  - **Hazardous Condition -** 2
  - **Service Call -** 9
  - **Good Intent Call -** 14
  - **False Alarm & False Call -** 3
  - **Severe Weather -** 0
- **Total Incidents October 2025 -** 78
  
- **Aid Given to other fire agencies -** 5
- **Aid Received from other fire agencies -** 1
  
- **Total Incidents Year-to-Date 2025** 613
  
- **Total Incidents Year-to-Date 2024** 554



## AUBURN CITY COUNCIL STAFF REPORT

<b>TO:</b>	Honorable Mayor and Members of the City Council
<b>FROM:</b>	John Rogers, Fire Chief
<b>BUSINESS TYPE:</b>	Council Business
<b>MEETING DATE:</b>	November 10, 2025
<b>SUBJECT:</b>	Sub-Joint Operations Agreement with the Placer Hills Fire Protection District

### Action Requested

By Resolution, authorize the Fire Chief to enter into a Sub-Joint Operations Agreement with the Placer Hills Fire Protection District for Shared Administrative, Command and Control, Fire Prevention, and Related Services.

### Background

On July 24, 2023, the City Council authorized the Fire Chief to enter a Joint Operations Agreement with the Placer Hills, Newcastle, Penryn, and Foresthill Fire Protection Districts to increase cooperation between the parties in providing emergency services through shared resources, including personnel. This agreement has been utilized to provide shared staffing throughout the represented agencies with success. This agreement also allows sub-Joint Operations Agreements between the individual parties, such as the one attached to this staff report.

The Auburn Fire Department and the Placer Hills Fire Protection District, who also administers the Newcastle and Penryn Fire Protection Districts, are facing growing challenges, including budget constraints, staffing limitations, and increasing service demands. These issues, while not unique, strain the agencies' ability to provide high-quality administrative support for critical functions such as fire prevention, training, personnel management, and financial oversight.

The 2023 Joint Operations Agreement has assisted all represented agencies with maintaining constant operational staffing at the engine company level. This is accomplished by sharing personnel between the city and districts. Creating a Sub-Joint Operations Agreement for Shared Administrative, Command and Control, Fire Prevention, and Related Services will provide an opportunity to address administrative, operational, and prevention related challenges collaboratively, while optimizing available resources and enhancing service delivery in both jurisdictions.

No compensation will be given or received by either party to the proposed Sub-Joint Operations Agreement, making it a sustainable approach to improving efficiency and service quality. By working together, both agencies can reduce duplication of efforts, stabilize administrative costs, and strengthen the depth of support for programs such as fire inspections, personnel training and succession planning, program development and implementation, grant acquisition and management, community risk assessments, and emergency response coordination.

This collaborative approach reflects the administrative responsibility to manage limited funding in an efficient and effective manner for the benefit of the public. Sharing staff from both agencies would also increase operational depth across administrative functions, enhance command and control capabilities, and strengthen support for day-to-day operations.

#### **Community Benefit**

This collaboration will provide the citizens of Auburn with more reliable fire prevention, training, and emergency services, supported by stronger and more efficient administrative services.

#### **Alternatives to Recommended Action**

The City Council may choose not to approve the Sub-JOA. However, staff advises against this option. Without this action, the Auburn Fire Department will continue to see a strain on administrative functions, reduced efficiency, and missed opportunities for program development and implementation.

#### **CEQA Requirements**

This item does not qualify as a project under CEQA and is therefore exempt from its requirements.

#### **Fiscal Impact**

No compensation will be given or received by either party to the proposed Sub-Joint Operations Agreement. It allows the Auburn Fire Department to share personnel to perform Administrative, Command and Control, Fire Prevention and Related Services.

#### **Attachments**

- A. Sub-Joint Operations Agreement
- B. Resolution
- C. Shared Administrative Services Presentation

**SUB-JOINT OPERATIONS AGREEMENT BY AND BETWEEN  
PLACER HILLS FIRE PROTECTION DISTRICT AND AUBURN CITY FIRE  
DEPARTMENT FOR SHARED ADMINISTRATIVE, COMMAND AND  
CONTROL, FIRE PREVENTION AND RELATED SERVICES**

THIS SUB-JOINT OPERATIONS AGREEMENT ("SUB-JOA") is made and entered into this XX day of XXXX, 2025 by and between the Placer Hills Fire Protection District ("PHFPD"), an independent fire district, and the Auburn City Fire Department ("ACFD") (hereinafter each may be referred to as "Party" or collectively as "Parties").

**I.**

**RECITALS**

**WHEREAS**, the PHFPD and the ACFD seek to collaborate on administrative, non-disciplinary command and control, fire prevention, and other related fire service functions; and

**WHEREAS**, both Parties acknowledge that improved collaboration enhances regional efficiency, public safety, and fire service effectiveness; and

**WHEREAS**, the Parties have previously entered into a Master Joint Operations Agreement ("Master JOA") dated July 26, 2023 with each other and the Penryn Fire Protection District, Newcastle Fire Protection District, and Foresthill Fire Protection District, for the purpose of supporting joint fire operations; and

**WHEREAS**, this SUB-JOA is being entered into pursuant to and in support of that Master JOA and outlines specific terms related to administrative, non-disciplinary command and control, fire prevention, and related functions.

**NOW, THEREFORE**, pursuant to the authority granted by Government Code sections 6502 and Health & Safety Code section 13050, and in consideration of the mutual promises and obligations as set forth herein, the Parties hereby agree that this SUB-JOA between the Parties is hereby established as follows:

**II.**

**TERMS AND CONDITIONS**

**A. INTENT**

1. The Parties agree that this SUB-JOA contemplates and allows for circumstances in which one agency may enter into individual agreements with other fire agencies, including other Parties to the Master and SUB-JOA, to provide fire related services.
2. This SUB-JOA constitutes an agreement by the Parties to cooperate in sharing certain services relating to fire administration, fire prevention, and firefighting,

activities, EMS and emergency/disaster management in the collective geographic services areas of Auburn and Placer Hills. The Parties desire to maximize the use of existing resources, create cost containment opportunities, maintain local control and continue to deliver firefighting, rescue and emergency medical services. The Parties do not intend this SUB-JOA to be a mechanism for the provision of new or extended services within either Party's jurisdiction; to the extent Government Code section 56133 applies to this SUB-JOA, this SUB-JOA is between two public agencies, consistent with Government Code section 56133(e)(1), to provide public services as an alternative to, or substitute for, public services already being provided, with the level of services to be provided under this SUB-JOA being consistent with the existing level of service contemplated. This SUB-JOA shall not constitute a "fire protection contract," as the term is used in Government Code section 56134 because: (i) it is not entered into pursuant to Government Code section 55600 et seq. or Public Resources Code section 4141 et seq., and (ii) there shall be no transfer of responsibility for providing fire protection services from one Party to the other under this SUB-JOA and no change in employment status of employees of either Party hereunder; rather the Parties shall jointly administer fire protection services with the ultimate responsibility for providing fire protection services remaining with each Party for its jurisdiction. During the duration of this SUB-JOA, the Parties will continue to explore further opportunities to work jointly in delivering efficient emergency and fire related services to the public.

#### **B. SHARED ADMINISTRATIVE SERVICES**

1. The Parties agree that sharing of administrative services is a strategic means of achieving efficiencies and cost stabilization through economies of scale and will provide a higher level of service to the citizens and visitors of both jurisdictions and is in both Parties' best interests.
2. The Parties shall establish protocols to support the SUB-JOA. Protocols may include items relating to administrative, non-disciplinary command and control, fire prevention, and related services.

#### **C. COMMAND AND CONTROL**

The Parties shall establish protocols for the supervision and incident command of emergency personnel and resources of the Parties. Such protocols shall be approved by the chief officers of the respective Parties. Any such protocols may include, but are not limited to, a provision for the assignment of shift supervision and the incident command responsibility between the officers of the respective fire departments and to establish joint supervisory resources of the respective fire departments, subject to the limitations set forth herein.

1. Officers of a Party's fire department serving in the capacity of joint or unified

command or as the regular assigned supervision of another Party's employees shall be entitled to exercise the power and authority as if such officer was an officer employed by all Parties, except as to discipline, as defined in subsection (3) below, which shall be exclusively administered by the employing Party. Such officer shall also be entitled to the immunities set forth in State and/or federal law for all decisions and actions taken on behalf of employees and officers of the respective Parties when serving in a joint or cooperative manner of supervision or incident command for all Parties.

2. For the purposes of this SUB-JOA, discipline is defined as a formal or adverse action resulting in a punitive result for an employee (e.g., written reprimand, suspension without pay, demotion, reduction of pay, or dismissal). Each Party shall make reasonable efforts to cooperate in an employment investigation at the request of the other Party. Discipline, as herein defined, shall only be administered by the employing Party, providing for one level of administrative oversight above that of the individual providing the final decision, to allow for a level for any potential appeals. For the purposes of this JOA, the final level of appeals would follow the Party's applicable labor and employment Memorandum of Understandings ("MOU's") for its respective bargaining units and/or personnel rules.

#### **D. FIRE PREVENTION**

1. The Parties shall establish protocols for shared fire prevention and related services. Such protocols shall be approved by the chief officers of the respective Parties. Any such protocols may include, but are not limited to, fire prevention activities of a complex nature, promoting community awareness of public safety, and emergency preparedness activities.

#### **E. JOINT USE OF PERSONNEL**

1. Each Party, upon request of the other Party, shall provide support for administrative, non-disciplinary command and control, and other fire prevention related services in the same manner as if the previously listed functions were being completed by the requesting Party's personnel.
2. The Parties agree that this is a cost neutral agreement, and no compensation will be given or received by either Party. Each Party is responsible for all of their incurred personnel costs.
3. This SUB-JOA authorizes PHFPD and ACFD to share designated personnel as mutually agreed upon. Shared positions may include all chief officers, fire prevention personnel, administrative staff, and any other support personnel.



4. In no event shall this SUB-JOA be interpreted to, nor shall it: (i) transfer responsibility for providing services in the jurisdictional boundaries of the Parties, or (ii) change the employment status of any employee of the Parties. Nothing herein shall impact, impair, or alter any existing labor and employment MOUs for the bargaining units for the respective Parties.
5. ACFD and/or the City of Auburn shall be solely responsible for all salary, benefits, retirement, worker's compensation, and insurance for the ACFD employees performing services pursuant to this SUB-JOA and they shall only be considered employees of ACFD and/or the City of Auburn for all supervisory, disciplinary, grievances, complaints, and other employment related purposes.
6. PHFPD shall be solely responsible for all salary, benefits, retirement, worker's compensation and insurance for the PHFPD employees performing services pursuant to this SUB-JOA and they shall only be considered employees of PHFPD for all supervisory, disciplinary, grievances, complaints, and other employment related purposes.
7. Auburn's City Manager will supervise the ACFD Fire Chief on Auburn matters, and will provide direction to the ACFD Fire Chief regarding any desired special projects or services to be performed for Auburn. The PHFPD Board of Supervisors will supervise the PHFPD's Fire Chief on PHFPD matters, and will provide direction to the PHFPD Fire Chief regarding any desired special projects or services to be performed for PHFPD.
8. The Parties agree to collaborate as needed to avoid duplication of efforts and to maximize benefits to both organizations.

#### **F. AREAS OF COOPERATION**

1. The Parties may adopt other policies or protocols or enter into separate contracts or sub-agreements in the furtherance of the intent of this SUB-JOA. Such policies or protocols, or contracts or sub-agreements, shall not be detrimental to the Master JOA or this SUB-JOA or any Party to the Master JOA or SUB-JOA and may include, but not be limited to, items regarding: public and firefighter safety, training, fire prevention, public education, equipment standardization, joint use of facilities, or equipment or provision or cost sharing of operations, administrative or management services or other administrative or support staff.
2. Unless otherwise indicated by the specific project or service, the standard terms and conditions set forth in the Master and SUB-JOA shall apply to the other areas of cooperation established under this section.

**G. INDEMNITY**

1. To the furthest extent permitted by California law, each of the Parties (“Indemnifying Party”) shall indemnify, defend, and hold free and harmless each of the other Party and its officers, officials, board members, employees, agents, and volunteers (the “Indemnified Party”) from and against any and all actions, assessments, counts, citations, claims, costs (including without limitation litigation cost and attorney, expert witness, and consultant fees), damages, demands, judgments, liabilities (legal, administrative, or otherwise), losses, notices, expenses, fines, penalties, proceedings, responsibilities, violations, and causes of action of every kind and nature arising out of or related to the Indemnifying Party’s performance under this SUB-JOA, including but not limited to any claims raised by an Indemnifying Party’s employee regarding actual or alleged violation(s) of federal, state, or local employment law; entitlement to employment benefits or other compensation; and/or breach of any labor and employment MOU or personnel rules, except when caused by and only to the extent of the sole negligence or willful misconduct of the Indemnified Party.
2. Any Indemnified Party may accept or reject legal counsel that an Indemnifying Party proposes to defend the Indemnified Party, and in its sole and absolute discretion may thereafter appoint legal counsel to defend the Indemnified Party at the Indemnifying Party’s expense against a Claim.
3. The Parties agree that the covenants contained in this Paragraph G of this SUB-JOA shall survive the expiration or termination of this SUB-JOA.

**H. INSURANCE**

As a material condition of this SUB-JOA, both Parties shall maintain insurance or lawful self-insurance meeting or exceeding the requirements set forth in Paragraph G of the Master JOA, incorporated herein by reference, as may be amended from time to time.

**I. ADDITIONAL PARTIES**

Other Placer County fire agencies may make a written request to the Master JOA membership to become a member of the Master JOA, as provided therein. The request shall indicate a commitment to the intent of the Master JOA and all provisions of Master JOA. Once a member of the Master JOA, new members may petition the Parties to this SUB-JOA to participate in this SUB-JOA. Approval to participate in the Master JOA or this SUB-JOA requires concurrence of all signatory Parties of the Master JOA and SUB- JOA, as applicable.

**J. TERMINATION**

Either Party may terminate this SUB-JOA without penalty upon ninety (90) days' written notice to the other Party. Such terminating Party shall perform all obligations under this SUB-JOA until the noticed date of termination. Termination from the SUB-JOA will have

no impact to the Master JOA, unless the Party has also requested to withdraw from the Master JOA in accordance with Paragraph I of the Master JOA, incorporated herein by reference, as may be amended from time to time.

**K. RELATIONSHIP OF PARTIES**

Nothing in this SUB-JOA shall be construed to create an association, joint venture, trust, or partnership, or to impose a trust or partnership covenant, obligation, or liability on or with regard to any Party. Neither Party shall have any power to incur any debt, obligation, or liability on behalf of the other Party or otherwise to act on behalf of the other Party as an agent. Neither Party nor any of its agents shall have control over the conduct of the other Party or any of the other Party's employees, except as set forth in this SUB-JOA. Neither Party shall represent that it is, or that any of its agents or employees are, in any manner employees of the other Party. Under no circumstances shall a Party or its employees look to the other Party as an employer nor shall any employee of a Party be entitled to any employment related benefits from the other Party.

**L. INDEPENDENT CONTRACTOR**

Each Party, in the performance of this SUB-JOA, is and shall act as an independent contractor. Each Party understands and agrees that each Party's employees shall not be considered officers, employees, agents, partner, or joint venture of any other Party, and are not entitled to benefits of any kind or nature normally provided employees of another party and/or to which any other Party's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Each Party shall assume full responsibility for payment of all federal, State, and local taxes or contributions, including but not limited to unemployment insurance, retirement, worker's compensation, social security, and income taxes with respect to its employees.

**M. NO THIRD-PARTY BENEFICIARIES**

This SUB-JOA shall not be construed to create any third-party beneficiaries. Except as otherwise expressly provided herein, this SUB-JOA is for the sole benefit of the Parties hereto. This SUB-JOA, however, shall not preclude each of the Parties from entering into agreements similar in nature and intent with other entities.

**N. GOVERNING LAWS**

Except as otherwise required by law, this SUB-JOA shall be interpreted, governed by, and construed under the laws of the State of California.

**O. COMPLIANCE WITH APPLICABLE STATUTES, ORDINANCES, AND REGULATIONS**

As an express covenant of this SUB-JOA, the Parties shall comply with all applicable laws in performing services under this SUB-JOA.

**0. STANDARD OF CARE**

In performing services under this SUB-JOA, each Party shall exercise reasonable care consistent with generally and currently accepted principles and practices of his/her profession for services to fire protection districts.

**P. NOTICES**

Any required notice may be given either by personal service or by deposit (postage prepaid) in the U.S. Mail addressed as follows:

Placer Hills Fire Protection District  
P.O. Box 350  
Meadow Vista, CA 95722  
Attn: Fire Chief

Auburn City Fire Department  
1225 Lincoln Way  
Auburn, CA 95603  
Attn: Fire Chief

**Q. ENTIRE AGREEMENT**

The Parties agree that the Master JOA and this SUB-JOA constitute the sole and only agreements between them representing shared administrative, non-disciplinary command and control, fire prevention, and related services and correctly sets forth their obligations and duties with respect to each other.

**R. MODIFICATION OF AGREEMENT**

This SUB-JOA may be modified or amended only by a subsequent written agreement approved and executed by all Parties.

**S. WAIVER**

No provision of this SUB-JOA shall be considered waived by any Party unless such waiver is set forth in writing.

**T. SEVERABILITY**

Should any provision of this SUB-JOA be held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall continue in full force and

effect, unless to do so would frustrate the intent and purpose of this SUB-JOA.

**U. COUNTERPARTS**

This SUB-JOA may be executed in identical counterparts, each of which shall constitute a duplicate original. Each Party shall provide a true and correct copy of this SUB-JOA to the other Party.

**V. EXECUTION**

By executing this SUB-JOA, the Parties acknowledge that they have carefully read and agree to be bound by all the terms and conditions contained in this SUB-JOA.

**W. CONSTRUCTION**

Each Party to this SUB-JOA has consulted with legal counsel regarding the terms of this SUB-JOA, or has voluntarily chosen not to engage legal counsel, and each Party fully understands each term contained herein. Each Party knowingly and voluntarily enters into this SUB-JOA and knowingly and voluntarily agrees to each term contained herein. All of the undersigned Parties agree that they and their legal counsel, as applicable, have reviewed and have had an opportunity to revise this SUB-JOA, that no single Party shall be deemed to have drafted this SUB-JOA or any portion thereof, and that any rule of construction to the effect that ambiguities are to be resolved against the drafting Party shall not apply in the interpretation of this SUB-JOA.

**X. WARRANTY OF AUTHORIZATION**

Each Party represents and warrants that the person executing this SUB-JOA is a duly authorized representative with actual authority to bind the Party to each and every term, condition, and obligation contained in this SUB-JOA and that all requirements relating to such authority have been fulfilled.

**Y. FORCE MAJEURE**

No Party shall be liable to any other Party for any loss or damage of any kind or for any default or delay in the performance of its obligations under this Agreement if and to the extent that the same is caused, directly or indirectly, by fire, flood, earthquake, elements of nature, epidemics, pandemics, quarantines, acts of God, acts of war, terrorism, civil unrest or political, religious, civil or economic strife, or any other cause beyond a Party's reasonable control.

[Signatures on following page.]

**IN WITNESS WHEREOF**, the Parties have executed this Joint Operations Agreement on the dates indicated below.

PLACER HILLS FIRE PROTECTION  
DISTRICT

By:

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

Alex Harvey, President  
Board of Directors

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

AUBURN CITY FIRE DEPARTMENT

By:

John Rogers, Fire Chief

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RESOLUTION NO. 25-  
RESOLUTION AUTHORIZING THE FIRE CHIEF TO ENTER INTO A SUB-JOINT  
OPERATIONS AGREEMENT WITH THE PLACER HILLS FIRE PROTECTION  
DISTRICT FOR SHARED ADMINISTRATIVE, COMMAND AND CONTROL, FIRE  
PREVENTION AND RELATED SERVICES.

-----

THE CITY COUNCIL OF THE CITY OF AUBURN DOES HEREBY APPROVE:

That the City Council of the City of Auburn does hereby authorize the  
the Fire Chief to enter into a Sub-Joint Operations Agreement with the Placer  
Hills Fire Protection District for Shared Administrative, Command and Control,  
Fire Prevention and Related Services, attached hereto as Exhibit "A" (the "SUB-  
JOA") and incorporated herein by this reference, and authorizes the Fire Chief  
to execute the SUB-JOA on behalf of the City.

DATED: November 10, 2025

\_\_\_\_\_  
Sandra Amara, Mayor

ATTEST:

\_\_\_\_\_  
Amy Lind, City Clerk

I, Amy Lind, City Clerk of the City of Auburn, hereby certify that the foregoing  
resolution was duly passed at a regular meeting of the City Council of the City  
of Auburn held on November 10th, 2025 by the following vote on roll call:

Ayes:  
Noes:  
Absent:

\_\_\_\_\_  
Amy Lind, City Clerk



Item 6

**SUB-JOINT OPERATIONS AGREEMENT FOR SHARED  
ADMINISTRATIVE, COMMAND & CONTROL, FIRE PREVENTION, AND  
RELATED SERVICES SERVICES**



# **WHY ARE WE HERE? PURPOSE?**

- **EXPAND ON THE EXISTING JOINT OPERATIONS AGREEMENT**
  - **ORIGINAL AGREEMENT HIGHLIGHTS AREAS OF COOPERATION, INCLUDING:**
    - **FIRE PREVENTION**
    - **OPERATIONS**
    - **ADMINISTRATIVE SERVICES**

# WHERE ARE WE?

- **FIRE SERVICE DELIVERY HAS SIGNIFICANTLY INCREASED IN COST**
- **STAFFING LEVELS HAVE BEEN REDUCED**
- **UNFUNDED STATE MANDATES**
- **COMMUNITY EXPECTATIONS CONTINUE TO EVOLVE AND INCREASE**
- **FINANCIAL SUPPORT IS LIMITED**

# WHAT CAN WE DO TO IMPROVE?

- **EXPLORE EFFICIENCY MODELS**
- **COLLABORATE**
- **REDUCE/ELIMINATE DUPLICATION OF EFFORTS**
- **STABILIZE COSTS**
- **ENHANCE THE QUALITY OF SERVICES TO OUR COMMUNITIES**

# CHALLENGES:

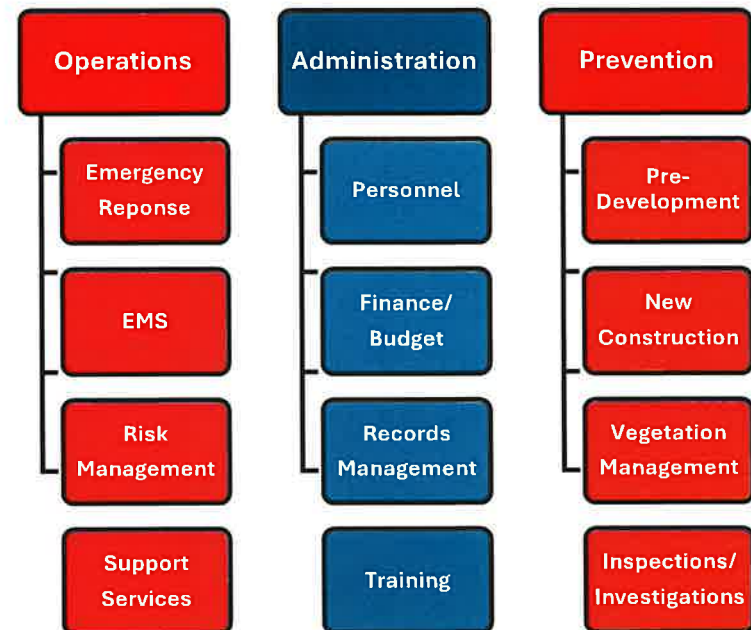
- **DUPLICATION OF EFFORTS**
- **LIMITATIONS TO:**
  - **SPECIALIZED ROLES; LIMITS ABILITY TO MEET ADMINISTRATIVE DEMANDS AND FULFIL MANDATES**
- **SERVICE DELIVERY EXPECTATIONS**
- **REGIONAL REPRESENTATION**

# **BENEFITS:**

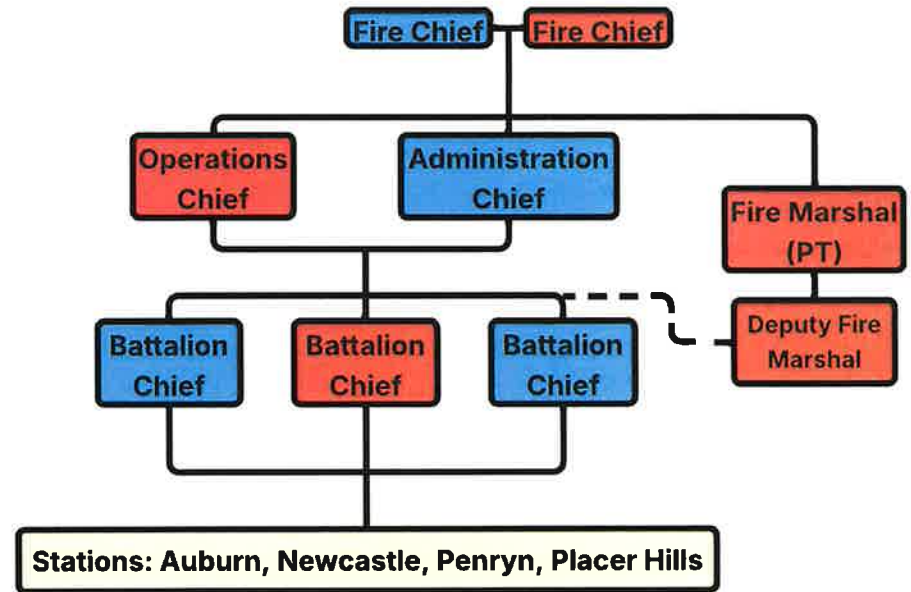
- **ENHANCE SERVICE**
- **IMPROVE INTEROPERABILITY**
- **INCREASE COLLABORATION**
- **OPTIMIZE RESOURCES**
- **CREATE OPPORTUNITIES**
- **OPTIMIZE FUNDING OPPORTUNITIES**
- **STABILIZE COSTS**
- **INCREASE COMMUNITY ENGAGEMENT**
- **IMPROVED COMMUNICATION**



# SHARED FUNCTIONS:



# HOW IT WILL LOOK:



PHFD  
AFD

# QUESTIONS AND DISCUSSION

- **SHARED ADMINISTRATIVE, COMMAND & CONTROL, FIRE PREVENTION, AND RELATED SERVICES BETWEEN THE AUBURN FIRE DEPARTMENT AND THE PLACER HILLS FIRE PROTECTION DISTRICT**



## 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 PROGRAM 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
- Gastrointestinal
- Genitourinary, hernia exam
- Lymph nodes exam
- Neurological exam
- Musculoskeletal
- Urinalysis
- Vision test
- Hearing

## Penryn Fire District Policy Manual

### *Wellness and Fitness Program*

---

- 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**

### **1021.2.6**

- 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. The District will schedule and pay for the annual exam.**
- 3. The District will pay for the DMV paperwork if needed by the employee.**
- 4. Employees who decline the District physical may see their own physicians, and may provide a signed letter from the examiner. The District will pay for any costs not covered by the employees' insurance.**
- 5. Employees who decline any physical exam must pass the pack test, which will be administered by the District. They will be required to sign a waiver regarding refusing the exam and taking the pack test.**

**PENRYN FIRE PROTECTION DISTRICT**  
**Waiver of Physical Examination**

Firefighters and emergency response staff face higher health risks due to the demands and stresses of the job. Accordingly, the Penryn Hills Fire Protection District (“District”) requires District employees to complete an annual physical examination in accordance with District Policy 1021 – Wellness and Fitness Program. Employees that do not wish to participate in the physical examination will be required to complete a walking test (the “Pack Test”) administered by the District.

**1. Purpose of Waiver**

This document acknowledges that the undersigned employee has been offered the opportunity to participate in the District’s physical exam and health screening, which may include medical evaluations, cardiac assessments, cancer screening, and/or other preventive health measures intended to support wellness and job readiness.

The employee is choosing to decline the annual physical exam and/or health screening for the current year.

**2. Acknowledgment of Information Provided**

By signing below, I acknowledge that:

- a. I have read and understand District Policy 1021 – Wellness and Fitness Program.
- b. I have been informed of the purpose of the physical exam and health screening, including:
  - Supporting the early detection of potential health risks;
  - Promoting wellness and long-term occupational health;
  - Assisting the District in ensuring safe performance of duties.
- c. I understand that some medical evaluations may be required by law and cannot be waived.
- d. I have been given the opportunity to ask questions regarding the exam and health screening.

**3. Requirement to Complete Pack Test**

I understand and agree that if I decline the District’s physical exam, I am required to complete the Pack Test, a District-administered walking test, as an alternative functional assessment.

I acknowledge that:

- The Pack Test is used to assess my basic functional capacity for duty-related physical activity.
- Completion of the Pack Test does not replace any legally mandated medical evaluations or fitness determinations required for my position.
- Failure to complete the required Pack Test may result in restrictions on duties or other actions consistent with District policy and applicable law.

4. **Voluntary Waiver of Physical Exam**

I decline the annual physical exam offered by the District for this year. I understand that by declining:

- I may forgo early detection of potential health issues;
- I must complete the Pack Test in lieu of the physical exam;
- This waiver does not exempt me from any required medical evaluations;
- The District may still require medical or fitness review if needed to comply with safety or legal obligations.

5. **Release of Liability**

To the extent allowed under California law, I release and hold harmless the District, its officials, employees, and agents from claims arising from my voluntary decision to decline the physical exam and/or health screening.

I understand that this release does not waive or alter any rights or obligations that cannot be legally waived under California law.

6. **Certification**

I certify that I am signing this document knowingly and voluntarily, without coercion, and that I understand the consequences of declining the physical exam/health screening and my obligation to complete the Pack Test in lieu of the physical exam.

---

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Chief Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_



# PENRYN FIRE PROTECTION DISTRICT

PO Box 219, 7206 CHURCH ST., PENRYN, CA 95663  
916-663-3389 FAX 916-663-1262

## BOARD OF DIRECTORS

Cheryl Hotaling  
Danielle Hardesty  
Larry Shields  
Diego Heimlich  
Robert Verdugo, Jr.

An Organization Committed to Serving the Community of the Penryn Fire Protection District

## REGULAR MEETINGS OF THE BOARD OF DIRECTORS FOR 2026

Third Monday of every month. All meetings start promptly at 6:30 pm.

January 19, 2026 (Martin Luther King Jr. Day)

February 16, 2026 (Presidents Day)

March 16, 2026

April 20, 2026

May 18, 2026

June 15, 2026

July 20, 2026

August 17, 2026

September 21, 2026

October 19, 2026

November 16, 2026

December 21, 2026



# PENRYN FIRE PROTECTION DISTRICT

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## PENRYN BOARD OFFICERS 2025

*Chair Cheryl Hotaling*

*Vice-Chair Danielle Hardesty*

*Secretary Larry Shields*

## COMMITTEE ASSIGNMENTS 2025

*Personnel Committee:*

**Hotaling, Hardesty**

*Finance & Contract Oversight Committee:*

**Hardesty, Shields**

*Ad hoc Committee for future cooperation with other fire departments:*

**Hardesty, Shields**