



PENRYN FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS

MEETING MINUTES

Chair Hotaling, Vice-Chair Hardesty, Secretary Mahoney, Directors Neifer and Shields

MINUTES OF THE REGULAR MEETING October 21, 2024

1. **Call the meeting to order and Roll Call:** Chair Hotaling called the meeting to order at 6:30 pm.

Directors in attendance: Cheryl Hotaling, Danielle Hardesty, Susan Mahoney, and Larry Shields.

Directors absent: Randy Neifer

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

2. **Pledge of Allegiance:** Chair Hotaling led the Pledge of Allegiance.
3. **Approval of Agenda:** Director Shields moved to approve the agenda. Director Hardesty seconded the motion that passed unanimously.
4. **Approval of Minutes:** Director Hardesty moved to approve the minutes for the meeting on September 16, 2024. Director Shields seconded the motion that passed unanimously.
5. **Financial Report & Bill Approval:**

Director Mahoney moved to approve the financial report and expenses. Director Shields seconded the motion that passed unanimously.
6. **Correspondence:** N/A
7. **Public Comment:** N/A
8. **Informational/Non-Action Items:**

- A. **Nevada County Professional Firefighters, Local 3800 (Local 3800):** Captain Gordon thanked everyone that helped with Oktoberfest and reported the association estimates they raised \$9-10,000.

- B. **Fire Chief Gow's Report:**

1. Last month the board approved the payment of the CalPERS unfunded liability, the total payment was slightly higher than originally anticipated due to the adjustment for interest.
2. Personnel ID cards are being processed with updated pictures.
3. Considering changing providers for staff physical exams. Researching another company that offers a mobile option, they come recommended by other local agencies.
4. Board previously approved the purchase of new SCBA's, recently learned that another local agency may be surplussing some of their SCBA's and would be willing to sell their used equipment. Anticipate it would be a large cost savings, waiting for further details from the other agency.

Fire Marshal D'Ambrogi's Report:

1. 1 single family dwelling plan in and completed 1 propane inspection.
2. Received around \$16,000 in mitigation fees last month.
3. A resident on Peach Tree Lane is going through the permit process to host 6-7 events on their property.
4. Attended a county meeting for the Hope Way Project and learned that these types of projects are not required to complete an Environmental Impact Report, instead they complete a conformity check list. The process will take around 5-6 months and no public hearing is required.
5. Battalion Chief Williamon is starting the process of coordinating the state mandated inspections and will provide a report at a future meeting.

Battalion Chief Slusher's report:

1. Provided a report on staff training hours, on track for meeting the required standard.

2. 50 calls for service in September, including 11 fires. Year to Date 426 calls, including 47 fires.
3. Numbers show that we are giving more aid than we are receiving.

C. Director Committee Reports

1. **Personnel Committee:** N/A
2. **Administrative Contract & Finance Oversight Committee:** Director Hardesty reported that the committee met last week to review financials.
3. **Ad hoc committee for future cooperation with other fire departments.** No report
4. **Ad hoc committee for the 100-year anniversary celebrations:**
Director Shields thanked everyone for all of their hard work and reported that a suggestion box was put out at the event. Suggestions received include; they want the event to keep going, they like the location, they would like the shade cloth to come back, and would like to have some country music.

D. Board to discuss potential awards luncheon and Christmas party

Chief Gow reported these types of events, historically, have been great for staff morale and is proposing to hold the event with all 3 fire districts (Placer Hills, Newcastle and Penryn). The awards luncheon is scheduled for Nov. 22, at the Elks in Auburn. Invitations will be sent to personnel and board members. We anticipate the total cost will be \$2,500 and are asking for Newcastle and Penryn to contribute \$500 each.

The Placer Hills Fire Association has scheduled a Christmas Party on December 15, it will be a potluck event.

E. Board to review and discuss the Placer County Municipal Service Review (MSR)

Chief Gow reported that the MSR draft has been shared with the Fire Chiefs. It took over 2 years for the report to be completed, extra components were added along the way. LAFCO will have a public hearing on November 6th and encourages the elected officials to attend. In summary the report talks about how local control is important to the fire districts, suggests reorganization and to encourages increased funding.

9. Action Items

A. Public hearing to review and approve Resolution No 2024-09 Adopting an annual fee report and capital improvement plan to update the fire facilities impact and mitigation fee schedule

Fire Marshal D'Ambrogi presented the Capital Improvement Plan and Mitigation Fee Review and Report and shared that the last page of the document includes the capital expenses and planned purchases. Annually we are able to increase the fee based off the Cost of Construction Index, recommend a 9.4% increase.

Public Hearing Opened at 7:27pm by Chair Hotaling.

No public comment

Public Hearing Closed at 7:28pm by Chair Hotaling

Chair Hotaling discussed the possibility of including the total amount transferred into Mitigation from General Operating.

Motion made by Director Mahoney to approve Resolution No 2024-09 Adopting an annual fee report and capital improvement plan to update the fire facilities impact and mitigation fee schedule. Director Shields seconded the motion, the motion passed unanimously.

B. Consider and approve the Appropriations (GANN) Limit for Fiscal Year 2024-2025 prepared by the Placer County Auditor Controller

Motion made by Director Mahoney to approve the GANN Limit for Fiscal Year 2024-2025.

Director Shields seconded the motion, the motion passed unanimously.

C. Consider and approve the second reading of the Wellness Program policy

Motion made by Chair Hotaling to approve the second reading of the Wellness Program Policy. Director Shields seconded the motion, the motion passed unanimously.

D. Consider and approve the second reading of the Drug and Alcohol-Free Workplace policy

Motion made by Director Mahoney to approve the second reading of the Drug and Alcohol-Free Workplace policy. Director Shields seconded the motion, the motion passed unanimously.

E. Consider and approve the first reading of the Physical Fitness Policy

Motion made by Director Hardesty to approve the first reading of the Physical Fitness policy. Director Shields seconded the motion, the motion passed unanimously.

The meeting was adjourned at 7:38 pm.

Next Board Meeting: Monday, November 18, 2024 6:30 PM - 8:00 PM (PST)

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Michelle Armstrong".

District Manager