



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 December 18, 2023

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

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

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

2. **Pledge of Allegiance:** Vice-Chair Hardesty led the Pledge of Allegiance.
3. **Approval of Agenda:** Director Neifer moved to approve the agenda as posted. Director Shields seconded the motion that passed unanimously.
4. **Approval of Minutes:** Director Neifer moved to approve the minutes for the meeting on November 20, 2023. Director Mahoney seconded the motion that passed unanimously.
5. **Financial Report & Bill Approval:** Director Neifer moved to approve the financial report and expenses. Director Shields seconded the motion that passed unanimously.
6. **Correspondence:** None
7. **Public Comment:** None
8. **Informational/Non-Action Items:**
 - A. **Nevada County Professional Firefighters, Local 3800 (Local 3800):** MOU signed and finalized.
 - B. **Fire Chief Gow's Report:**
 1. Old Type 3 and Command Vehicle are being stripped so they can be surplus.
 2. Committee to start looking for a new Type 3.
 3. Engine bay floors need another layer of grit added. Chief Gow shared that the maximum cost would be around \$1,200
 4. Self-Contained Breathing Apparatus (SCBA's) have been ordered for Newcastle.
 5. Placer Hills rescue unit should be ready next month.
 - C. **Fire Marshal D'Ambrogi's Report:**
 1. Chief D'Ambrogi reviewed plans for 3 single-family residence and finalized for 1 single-family residence
 2. Currently at 56% of budgeted mitigation fees and 30-40% of budgeted inspection fees. Anticipate an increase in the spring.
 3. The Greater Auburn Fire Safe Council has appointed a new chair, Becky Johnson. The Council is focusing on improved defensible space, they are working to educate residents.
 4. The Notice of Preparation for the Placer County rezone program was opened for commenting. A positive relationship has been established as the county is asking for our input and asking about the impacts.

D. Battalion Chief Nelson's Report:

1. 49 service calls for the month of November, 1 fatality call
2. Staff is working to remove radios from the Brush and Tahoe. Supplies, specifically radios and tires, will be repurposed.
3. Penryn is staying up on their inspections and reports.
4. Radio issues have been solved. The county ran 10 successful tests and intend on installing a more permanent solution.

E. Director Committee Reports

1. **Personnel Committee:** No report
2. **Administrative Contract & Finance Oversight Committee:** No report
3. **Ad hoc committee for future cooperation with other fire departments.** Chief Gow commented that they are waiting on the Municipal Services Report.
4. **Ad hoc committee for the 100-year anniversary celebrations:** Director Shields reported that they have lined up a few volunteers.

9. Action Items

A. Public hearing to consider and approve Resolution No. 2023-09 Adopting an Annual Fee Report and Capital Improvement Plan to Update the Fire Facilities Impact and Mitigation Fee Schedule.

Fire Marshal D'Ambrogi reported that the county would not accept the Nexus Report alone for increased Mitigation Fees, they required a Capital Improvement Plan and a report on what Mitigation Fees will be used for. He presented the documents that the county requested explaining that it includes a 3 year projection and this document can be used annually to make adjustments. He suggested that the plan be reviewed and adjusted annually around September/October. Once the resolution is approved it will be presented to the county and upon the counties approval it can go into effect after 60 days. Fire Marshal D'Ambrogi also shared that the Administrative fee will go into Mitigation Fees.

Public Hearing Opened at 6:57pm by Vice-Chair Hardesty.

Member of the public asked if these new fees would only be for new construction. Fire Marshal D'Ambrogi informed the member of the public that the fee would be incurred anytime a permit is pulled.

Public Hearing Closed at 6:58 by Vice-Chair Hardesty.

Motion made by Director Mahoney to approve Resolution No. 2023-09: Adopting an Annual Fee Report and Capital Improvement Plan to Update the Fire Facilities Impact and Mitigation Fee and seconded by Director Neifer. The motion passed by all present.

B. Consider and adopt Resolution No. 2023-10 Amending the Operating Budget for Fiscal year 2023-2024 to reflect Changes in Expenses

Director Mahoney reported that the changes are due to the cost associated with the new MOU which has led to a slight net loss due to the 1 time expense for deferred comp.

Director Neifer moved to adopt Resolution 2023-10 Amending the Operating Budget for Fiscal Year 2023-2024 to reflect changes to expenses. Director Shields seconds the motion that passed by all present.

C. Consider and adopt Resolution No. 2023-11 Approving a funds transfer of \$39,877.49 from general reserves into mitigation reserves

Director Mahoney reported that the transferred funds is equal to the amount of reimbursement for apparatus used during strike teams in fiscal year 2023.

Director Mahoney moved to adopt Resolution 2023-11 Approving a funds transfer of \$39,877.49. Director Shields seconds the motion that passed by all present.

D. Consider and approve the audit for Fiscal Year 2022-2023

Chief Gow reported the only item of note on the report was about missing credit card receipts. A policy is in place and will continue to be enforced with staff.

Director Neifer moved to approve the audit. Director Shields seconds the motion that passed by all present.

E. Consider and approve the meeting dates for 2024.

Director Neifer moved to approve 2024 meeting dates and times. Director Mahoney seconds the motion and passed by all present.

F. Elect Board Officers and Review Committee Assignments for Calendar Year 2024.

Director Neifer commented on how impressed he is with the functioning of the board and would like to nominate Chair Hotaling as the continued Chair.

Chair: Director Neifer nominated Director Hotaling. Director Shields seconded the motion that was passed by all.

Vice-Chair: Director Mahoney nominated Director Hardesty. Director Neifer seconded the motion that was passed by all.

Secretary: Director Neifer nominated Director Mahoney. Director Shields seconded the motion that was passed by all.

Committee Assignments

All Assignments:

Vice-Chair Hardesty moved that all members remain on their current committees. Director Neifer seconded the motion. Passed by all present.

The meeting was adjourned at 7:25 pm.

Next Board Meeting: Monday, January 15, 2024 6:30 PM - 8:00 PM (PST)

Respectfully submitted,



District Manager