



PENRYN FIRE PROTECTION DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday, January 15, 2024

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 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:** December 18, 2023 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. 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.)

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 Nelson, 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: On hold
 - 4) Ad hoc Committee for the 100 year anniversary celebrations

ACTION ITEMS

- A. Consider and adopt Resolution No. 2024-01 Review and Accept the State Mandated Annual Fire Inspection Report for 2023

MEETING ADJOURNMENT

Next meeting: Monday, February 19, 2024 6:30 PM - 8:00 PM (PST)



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. NOP period open 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 transfer funds are for the reimbursement of apparatus used during strike teams. Funds will be transferred to allow for purchase of future capital assets.

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

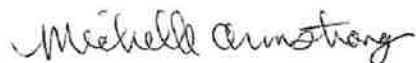
All Assignments:

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

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

Penryn Fire Protection District
FY 2023-2024 through November 2023
OPERATING FUND

ASSETS		
Cash		883,831.50
Total Assets		883,831.50
 LIABILITIES		
Other payables		15,094.82
Payroll payables		33,674.67
Compensated Absences		
Total Liabilities		48,769.49
 FUND BALANCE		
Beginning Balance		1,226,740.83
Revenues		41,201.00
Expenses		(432,880.00)
Ending Balance		835,061.83
Total Liabilities and Fund Balance		883,831.32

Penryn Fire Protection District
FY 2023-2024 through October 2023
MITIGATION FUND

ASSETS		
Cash		835,703.94
Total Assets		835,703.94
 LIABILITIES		
Payables		-
Total Liabilities		-
 FUND BALANCE		
Beginning Balance - Unrestricted		493,904.20
Beginning Balance - Capital		300,000.00
Revenues		46,799.74
Expenses		5,000.00
Ending Balance - Unrestricted		535,703.94
Ending Balance - Capital		300,000.00
Total Liabilities and Fund Balance		835,703.94

Trial Balance - Composite

Company: CO500 Penryn Fire
 Ledger: Actuals
 Time Period: Current Period
 Period: FY2024 - Nov
 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	923,181.18	119,426.45	158,776.13	883,831.50
10099:Cash - Conversion	0.00	50,432.14	50,432.14	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
10441:Due from Other Governments - External System	12,646.07	0.00	0.00	12,646.07
20020:Vouchers Payable	(3,367.83)	8,034.00	19,760.99	(15,094.82)
20030:Vouchers DD Payable	0.00	0.00	0.00	0.00
20180:Salaries & Benefits Payable	(27,968.32)	52,204.90	48,105.09	(23,868.51)
20240:Payroll Liabilities	(9,418.44)	0.00	387.72	(9,806.16)
20410:Deferred Inflows Related to Unavailability	(12,646.07)	0.00	0.00	(12,646.07)
20640:Compensated Leave Balance - Long-Term	0.00	0.00	0.00	0.00
30120:Unassigned Fund Balance	(615,295.03)	0.00	0.00	(615,295.03)
30121:Fiduciary Net Position	(611,445.80)	0.00	0.00	(611,445.80)
40010:Taxes - Current Secured Property	0.00	0.00	0.00	0.00
40060:Taxes - Current Unsecured Property	(10,836.46)	0.00	862.28	(11,698.74)
40090:Taxes - Delinquent Unsecured Property	(1.07)	0.00	137.35	(138.42)
40100:Taxes - Current Supplemental Property	(186.89)	0.00	0.00	(186.89)
40110:Taxes - Delinquent Supplemental Property	0.00	0.00	35.16	(35.16)
40180:Other Taxes	(1,768.60)	0.00	0.00	(1,768.60)
42010:Investment Income	(10,767.47)	0.00	2,305.23	(13,072.70)
45010:Aid from Other Agencies	(8,431.43)	0.00	0.00	(8,431.43)
46030:Direct Charges	(4,566.08)	0.00	0.00	(4,566.08)
46090:Planning and Engineering Services	(750.00)	0.00	3,250.00	(4,000.00)
46240:Sanitation Services - Other	0.00	0.00	125.00	(125.00)
46350:Fire Services	12,792.58	0.00	0.00	12,792.58
46360:Other Fees and Charges	(17,863.03)	0.00	13,486.48	(31,349.51)
47010:Donations	0.00	0.00	300.00	(300.00)
48030:Miscellaneous	21,679.03	0.00	0.00	21,679.03
51010:Salaries and Wages	136,287.48	34,386.12	0.00	170,673.60
51040:Overtime and Call Back	63,093.79	8,298.63	0.00	71,392.42
51110:Other Payroll	0.00	0.00	0.00	0.00
51210:Retirement	18,990.52	4,801.40	0.00	23,791.92
51220:Payroll Tax	2,891.03	618.94	0.00	3,509.97
51270:PERS Pension Expense	492.84	0.00	0.00	492.84
51310:Employee Group Insurance	11,634.68	3,153.39	0.00	14,788.07
51360:Workers Comp Insurance	9,876.00	339.75	0.00	10,215.75
52030:Clothing and Personal	572.91	0.00	0.00	572.91
52040:Communication Services Expense	1,125.77	274.19	0.00	1,399.96
52080:Insurance	4,535.00	4,534.00	0.00	9,069.00
52160:Maintenance	6,362.29	2,810.41	0.00	9,172.70
52170:Fuels & Lubricants	3,334.11	1,610.16	0.00	4,944.27
52180:Materials - Buildings & Improvements	452.58	4,091.66	0.00	4,544.24
52260:Misc Expense	939.39	506.52	0.00	1,445.91
52320:Printing	418.28	0.00	0.00	418.28

Trial Balance - Composite

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
52330:Other Supplies	3,458.80	1,321.56	0.00	4,780.36
52360:Professional and Special Services - General	90,976.78	0.00	0.00	90,976.78
52390:Professional and Special Services - County	2,750.00	0.00	0.00	2,750.00
52510:Commissioner's Fees	1,200.00	300.00	0.00	1,500.00
52800:Utilities	5,554.27	819.35	0.00	6,373.62
53190:Taxes and Assessments	67.14	0.00	0.00	67.14
59998:Labor Hours Debit	7,180.50	1,608.00	0.00	8,788.50
59999:Labor Hours Credit	(7,180.50)	(1,608.00)	0.00	(8,788.50)
Total	0.00	297,963.57	297,963.57	0.00

Placer Special Districts Budget to Actuals

07:05 PM
12/14/2023
Page 1 of 2

Company: CO500 Penryn Fire
Budget Structure: Special District Budget - Detail Level
Period: FY2024 - Nov
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	(1,216,245.00)	0	0	(36,634.84)	(\$1,179,610.16)	3.01%
40010:Taxes - Current Secured Property	(567,318.00)	0	0	0.00	(\$567,318.00)	0.00%
40040:Taxes - Railroad Unitary Property	(620.00)	0	0	0	(\$620.00)	0.00%
40050:Taxes - Unitary and Op Non-Unitary Property	(11,400.00)	0	0	0	(\$11,400.00)	0.00%
40060:Taxes - Current Unsecured Property	(11,575.00)	0	0	(11,698.74)	\$123.74	101.07%
40090:Taxes - Delinquent Unsecured Property	0	0	0	(138.42)	\$138.42	0.00%
40100:Taxes - Current Supplemental Property	(18,320.00)	0	0	(186.89)	(\$18,133.11)	1.02%
40110:Taxes - Delinquent Supplemental Property	0	0	0	(35.16)	\$35.16	0.00%
40180:Other Taxes	(112,300.00)	0	0	(1,768.60)	(\$110,531.40)	1.57%
42010:Investment Income	(10,000.00)	0	0	(13,072.70)	\$3,072.70	130.73%
44350:State Homeowners Property Tax Relief	(3,200.00)	0	0	0	(\$3,200.00)	0.00%
45010:Aid from Other Agencies	0	0	0	(8,431.43)	\$8,431.43	0.00%
46030:Direct Charges	(467,012.00)	0	0	0	(\$467,012.00)	0.00%
46090:Planning and Engineering Services	(12,500.00)	0	0	(4,000.00)	(\$8,500.00)	32.00%
46240:Sanitation Services - Other	0	0	0	(125.00)	\$125.00	0.00%
46350:Fire Services	0	0	0	12,792.58	(\$12,792.58)	0.00%
46360:Other Fees and Charges	0	0	0	(31,349.51)	\$31,349.51	0.00%
47010:Donations	0	0	0	(300.00)	\$300.00	0.00%
48030:Miscellaneous	(2,000.00)	0	0	21,679.03	(\$23,679.03)	(1,083.95%)
Total Expenses	1,108,776.00	0	0	432,831.04	\$675,944.96	39.04%
Total Capital Assets	0	0	0	0	0.00	0.00%
Total Expenses (Non Capital Assets)	1,108,776.00	0	0	432,831.04	\$675,944.96	39.04%
51010:Salaries and Wages	479,000.00	0	0	170,673.60	\$308,326.40	35.63%
51040:Overtime and Call Back	90,000.00	0	0	71,392.42	\$18,607.58	79.32%

Placer Special Districts Budget to Actuals

07:05 PM
12/14/2023
Page 2 of 2

Account Set	Budget	Commitments	Obligations	Actuals	Balance	Percentage of Budget
51110:Other Payroll	0	0	0	0.00	\$0.00	0.00%
51210:Retirement	64,820.00	0	0	23,791.92	\$41,028.08	36.70%
51220:Payroll Tax	15,000.00	0	0	3,509.97	\$11,490.03	23.40%
51270:PERS Pension Expense	0	0	0	492.84	(\$492.84)	0.00%
51310:Employee Group Insurance	40,000.00	0	0	14,788.07	\$25,211.93	36.97%
51360:Workers Comp Insurance	55,000.00	0	0	10,215.75	\$44,784.25	18.57%
52030:Clothing and Personal	20,000.00	0	0	572.91	\$19,427.09	2.86%
52040:Communication Services Expense	6,500.00	0	0	1,399.96	\$5,100.04	21.54%
52080:Insurance	20,555.00	0	0	9,069.00	\$11,486.00	44.12%
52160:Maintenance	22,000.00	0	0	9,172.70	\$12,827.30	41.69%
52170:Fuels & Lubricants	20,000.00	0	0	4,944.27	\$15,055.73	24.72%
52180:Materials - Buildings & Improvements	7,000.00	0	0	4,544.24	\$2,455.76	64.92%
52240:Professional / Membership Dues	1,500.00	0	0	0	\$1,500.00	0.00%
52260:Misc Expense	2,000.00	0	0	1,445.91	\$554.09	72.30%
52320:Printing	500.00	0	0	418.28	\$81.72	83.66%
52330:Other Supplies	28,000.00	0	0	4,780.36	\$23,219.64	17.07%
52360:Professional and Special Services - General	196,141.00	0	0	90,976.78	\$105,164.22	46.38%
52370:Professional and Special Services - Legal	2,000.00	0	0	0	\$2,000.00	0.00%
52390:Professional and Special Services - County	15,000.00	0	0	2,750.00	\$12,250.00	18.33%
52510:Commissioner's Fees	4,500.00	0	0	1,500.00	\$3,000.00	33.33%
52785:Training / Education	7,200.00	0	0	0	\$7,200.00	0.00%
52800:Utilities	12,000.00	0	0	6,373.62	\$5,626.38	53.11%
53190:Taxes and Assessments	60.00	0	0	18.44	\$41.56	30.73%
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

Company: CO500 Penryn Fire
 Ledger: Actuals
 Period: FY2024 - Nov
 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
		2023-11	2022-11		
Income					
Charges for Services	16,861	27,248	72,616	(55,754.94)	(76.8%)
Taxes	1,035	13,828	13,020	(11,985.63)	(92.1%)
Intergovernmental Revenue	0	8,431	478	(477.63)	(100.0%)
Licenses, Permits & Franchises	0	0	0	0.00	0.0%
Miscellaneous Revenues	0	(21,679)	19,600	(19,599.59)	(100.0%)
Revenue from Use of Money & Property	0	0	0	0.00	0.0%
Other Financing Sources	0	0	0	0.00	0.0%
Donations	300	300	0	300.00	0.0%
Fines, Forfeits & Penalties	0	0	0	0.00	0.0%
Non-Operating Revenue	2,305	13,073	3,235	(929.78)	(28.7%)
Total Revenue	20,502	41,201	108,949	88,447.57	(81.2%)
Expenses					
Salaries & Employee Benefits	51,598	294,865	340,596	(288,997.91)	(84.9%)
Services and Supplies	16,268	137,948	130,491	(114,223.13)	(87.5%)
Capital Asset Expenses	0	0	0	0.00	0.0%
Other Charges	0	67	62	(61.59)	(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%
Total Operating Expenses	67,866	432,880	471,149	(403,282.63)	(85.6%)
Intra Fund Transfers	0	0	0	0.00	0.0%
Total Other Income/Expenses	0	0	0	0.00	0.0%
Net Income	47,365	391,679	362,200	(314,835.06)	(86.9%)

Placer Special Districts Budget to Actuals

Company: CO500 Penryn Fire
 Budget Structure: Special District Budget - Detail Level
 Period: FY2024 - Nov
 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	(4,566.08)	\$4,566.08	0.00%
46030:Direct Charges	0	0	0	(4,566.08)	\$4,566.08	0.00%
Total Expenses	0	0	0	48.70	(\$48.70)	0.00%
Total Capital Assets	0	0	0	0	0.00	0.00%
Total Expenses (Non Capital Assets)	0	0	0	48.70	(\$48.70)	0.00%
53190:Taxes and Assessments	0	0	0	48.70	(\$48.70)	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 SD Cash Sale Lines

Organization: Cost Center Hierarchy: Placer County Cost Centers
 Payment Status: Approved
 Fund: FD32807 Penryn Fire
 On or After Date: 11/01/2023
 On or Before Date: 11/30/2023
 Extended Amount: 0

Cash Sale Line	Cash Sale Number	Payment Status	Customer	Customer Invoice Date	Line Description	Header Memo	Line Memo	Extended Amount	Revenue Category	Grant	Project	Program	Cost Center	Fund	Function	Program Mandate	Activity Based Costing	Other
CS113766 - 11/02/2023 - 31,901.09 - USD - - 300.00	CS113766	Approved	Cash Sale - 81 Penryn Fire District	11/02/2023		PENRY N FIRE	PLACER BUDDHIST CHURCH DONATION #1003	300.00	RC2950 Donations - Other (GL47010)			PG810000 Penryn Fire	CC81000 Penryn Fire District	FD32807 Penryn Fire	FN204 Fire Protection			
CS113766 - 11/02/2023 - 31,901.09 - USD - - 250.00	CS113766	Approved	Cash Sale - 81 Penryn Fire District	11/02/2023		PENRY N FIRE	GVD BUILDERS #1193	250.00	RC1890 Construction Inspection Fees (GL46090)			PG810000 Penryn Fire	CC81000 Penryn Fire District	FD32807 Penryn Fire	FN204 Fire Protection			
CS113766 - 11/02/2023 - 31,901.09 - USD - - 750.00	CS113766	Approved	Cash Sale - 81 Penryn Fire District	11/02/2023		PENRY N FIRE	GIUSTI #2235	750.00	RC1890 Construction Inspection Fees (GL46090)			PG810000 Penryn Fire	CC81000 Penryn Fire District	FD32807 Penryn Fire	FN204 Fire Protection			
CS113766 - 11/02/2023 - 31,901.09 - USD - - 1,000.00	CS113766	Approved	Cash Sale - 81 Penryn Fire District	11/02/2023		PENRY N FIRE	MILLER EQUIPMENT RENTAL INC #39192	1,000.00	RC1890 Construction Inspection Fees (GL46090)			PG810000 Penryn Fire	CC81000 Penryn Fire District	FD32807 Penryn Fire	FN204 Fire Protection			
CS113766 - 11/02/2023 - 31,901.09 - USD - - 250.00	CS113766	Approved	Cash Sale - 81 Penryn Fire District	11/02/2023		PENRY N FIRE	KB DEVELOPMENT #20461	250.00	RC1890 Construction Inspection Fees (GL46090)			PG810000 Penryn Fire	CC81000 Penryn Fire District	FD32807 Penryn Fire	FN204 Fire Protection			
CS113766 - 11/02/2023 - 31,901.09 - USD - - 9,204.05	CS113766	Approved	Cash Sale - 81 Penryn Fire District	11/02/2023		PENRY N FIRE	STATE OF CA #65-591558	9,204.05	RC2620 Other Fees and Charges (GL46360)			PG810000 Penryn Fire	CC81000 Penryn Fire District	FD32807 Penryn Fire	FN204 Fire Protection			
CS113766 Total								11,754.05										
CS114362 - 11/13/2023 - 1,764.84 - USD - - 125.00	CS114362	Approved	Cash Sale - 81 Penryn Fire District	11/13/2023		PENRY N FIRE	ATT 22-07462	125.00	RC2210 Inspection Fees (GL46240)			PG810000 Penryn Fire	CC81000 Penryn Fire District	FD32807 Penryn Fire	FN204 Fire Protection			
CS114362 Total								125.00										

Placer SD Cash Sale Lines

Cash Sale Line	Cash Sale Number	Payment Status	Customer	Customer Invoice Date	Line Description	Header Memo	Line Memo	Extended Amount	Revenue Category	Grant	Project	Program	Cost Center	Fund	Expense	Program Mandate	Activity Based Costing	Other
CS114963 - 11/22/2023 - 6,669.63 - USD - - 1,000.00	CS114963	Approved	Cash Sale - 81 Penryn Fire District	11/22/2023		PENRYN FIRE	MILLER EQUIPMENT RENTAL	1,000.00	RC1890 Construction Inspection Fees (GL46090)			PG810000 Penryn Fire	CC81000 Penryn Fire District	FD32807 Penryn Fire	FN204 Fire Protection			
CS114963 - 11/22/2023 - 6,669.63 - USD - - 4,282.43	CS114963	Approved	Cash Sale - 81 Penryn Fire District	11/22/2023		PENRYN FIRE	STATE OF CALIFORNIA INCIDENT 65-795484	4,282.43	RC2620 Other Fees and Charges (GL46360)			PG810000 Penryn Fire	CC81000 Penryn Fire District	FD32807 Penryn Fire	FN204 Fire Protection			
CS114963 Total								5,282.43										

Trial Balance - Composite

Company: CO500 Penryn Fire
 Ledger: Actuals
 Time Period: Current Period
 Period: FY2024 - Nov
 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	797,337.34	25,300.95	0.00	822,638.29
10030:Cash in Bank	13,065.65	0.00	0.00	13,065.65
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
20020:Vouchers Payable	0.00	0.00	0.00	0.00
30120:Unassigned Fund Balance	(243,130.08)	0.00	0.00	(243,130.08)
30121:Fiduciary Net Position	(250,774.12)	0.00	0.00	(250,774.12)
30210:Assigned Fund Balance	(300,000.00)	0.00	0.00	(300,000.00)
42010:Investment Income	(7,908.55)	0.00	2,106.87	(10,015.42)
46440:Mitigation Fees	(13,590.24)	0.00	23,194.08	(36,784.32)
52260:Misc Expense	5,000.00	0.00	0.00	5,000.00
Total	0.00	25,300.95	25,300.95	0.00

Placer Special Districts Budget to Actuals

Company: CO500 Penryn Fire
 Budget Structure: Special District Budget - Detail Level
 Period: FY2024 - Nov
 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	(46,799.74)	(\$4,420.26)	91.37%
42010:Investment Income	(8,000.00)	0	0	(10,015.42)	\$2,015.42	125.19%
46440:Mitigation Fees	(43,220.00)	0	0	(36,784.32)	(\$6,435.68)	85.11%
Total Expenses	71,220.00	0	0	5,000.00	\$66,220.00	7.02%
Total Capital Assets	0	0	0	0	0.00	0.00%
Total Expenses (Non Capital Assets)	71,220.00	0	0	5,000.00	\$66,220.00	7.02%
52260:Misc Expense	20,000.00	0	0	5,000.00	\$15,000.00	25.00%
53040:Lease Purchase Principal	32,668.00	0	0	0	\$32,668.00	0.00%
53080:Lease Purchase Interest	18,552.00	0	0	0	\$18,552.00	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

Company: CO500 Penryn Fire
 Ledger: Actuals
 Period: FY2024 - Nov
 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
		2023-11	2022-11		
Income					
Charges for Services	23,194	36,784	36,914	(13,720.23)	(37.2%)
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	3,677	(3,676.96)	(100.0%)
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	2,107	10,015	3,039	(932.36)	(30.7%)
Total Revenue	25,301	46,800	43,631	18,329.55	(42.0%)
Expenses					
Salaries & Employee Benefits	0	0	0	0.00	0.0%
Services and Supplies	0	5,000	0	0.00	0.0%
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%
Total Operating Expenses	0	5,000	0	0.00	0.0%
Intra Fund Transfers	0	0	0	0.00	0.0%
Total Other Income/Expenses	0	0	0	0.00	0.0%
Net Income	(25,301)	(41,800)	(43,631)	18,329.55	(42.0%)

Placer SD Cash Sale Lines

Organization: Cost Center Hierarchy: Placer County Cost Centers
 Payment Status: Approved
 Fund: FD32808 Penryn Fire Development Fees
 On or After Date: 11/01/2023
 On or Before Date: 11/30/2023
 Extended Amount: 0

Cash Sale Line	Cash Sale Number	Payment Status	Customer	Customer Invoice Date	Line Description	Header Memo	Line Memo	Extended Amount	Revenue Category	Grant	Project	Program	Cost Center	Fund	Function	Program Mandate	Activity Based Costing	Other
CS113766 - 11/02/2023 - 31,901.09 - USD - - 1,616.64	CS113766	Approved	Cash Sale - 81 Penryn Fire District	11/02/2023		PENRY N FIRE	GIUSTI #5162	1,616.64	RC2940 Mitigation Fees (GL45440)			PG810001 Penryn Fire Development Fees	CC81001 Penryn Fire District Development Fees	FD32808 Penryn Fire Development Fees	FN204 Fire Protection			
CS113766 - 11/02/2023 - 31,901.09 - USD - - 2,528.64	CS113766	Approved	Cash Sale - 81 Penryn Fire District	11/02/2023		PENRY N FIRE	GLOBAL SOLUTIONS #8286	2,528.64	RC2940 Mitigation Fees (GL45440)			PG810001 Penryn Fire Development Fees	CC81001 Penryn Fire District Development Fees	FD32808 Penryn Fire Development Fees	FN204 Fire Protection			
CS113766 - 11/02/2023 - 31,901.09 - USD - - 2,224.32	CS113766	Approved	Cash Sale - 81 Penryn Fire District	11/02/2023		PENRY N FIRE	HEBSON #2978	2,224.32	RC2940 Mitigation Fees (GL45440)			PG810001 Penryn Fire Development Fees	CC81001 Penryn Fire District Development Fees	FD32808 Penryn Fire Development Fees	FN204 Fire Protection			
CS113766 - 11/02/2023 - 31,901.09 - USD - - 4,616.64	CS113766	Approved	Cash Sale - 81 Penryn Fire District	11/02/2023		PENRY N FIRE	KB DEVELOPMENT #20461	4,616.64	RC2940 Mitigation Fees (GL45440)			PG810001 Penryn Fire Development Fees	CC81001 Penryn Fire District Development Fees	FD32808 Penryn Fire Development Fees	FN204 Fire Protection			
CS113766 - 11/02/2023 - 31,901.09 - USD - - 3,540.00	CS113766	Approved	Cash Sale - 81 Penryn Fire District	11/02/2023		PENRY N FIRE	EASLEY #144	3,540.00	RC2940 Mitigation Fees (GL45440)			PG810001 Penryn Fire Development Fees	CC81001 Penryn Fire District Development Fees	FD32808 Penryn Fire Development Fees	FN204 Fire Protection			
CS113766 - 11/02/2023 - 31,901.09 - USD - - 5,620.60	CS113766	Approved	Cash Sale - 81 Penryn Fire District	11/02/2023		PENRY N FIRE	RIVERA #453	5,620.80	RC2940 Mitigation Fees (GL45440)			PG810001 Penryn Fire Development Fees	CC81001 Penryn Fire District Development Fees	FD32808 Penryn Fire Development Fees	FN204 Fire Protection			
CS113766 Total								20,147.04										

Placer SD Cash Sale Lines

06:37 PM
12/14/2023
Page 2 of 2

Cash Sale Line	Cash Sale Number	Payment Status	Customer	Customer Invoice Date	Line Description	Header Memo	Line Memo	Extended Amount	Revenue Category	Grant	Project	Program	Cost Center	Fund	Function	Program Mandate	Activity Based Costing	Other
CS114362 - 11/13/2023 - 1,764.84 - USD - - 1,659.84	CS114362	Approved	Cash Sale - 81 Penryn Fire District	11/13/2023		PENRY N FIRE	BELLACERA 23-01359	1,659.84	RC2940 Mitigation Fees (GL46440)			PG810001 Penryn Fire Development Fees	CC81001 Penryn Fire District Development Fees	FD32808 Penryn Fire Development Fees	FN204 Fire Protection			
CS114362 Total								1,659.84										
CS114963 - 11/22/2023 - 6,669.63 - USD - - 1,387.20	CS114963	Approved	Cash Sale - 81 Penryn Fire District	11/22/2023		PENRY N FIRE	SMITH 23-02095 MITIGATION	1,387.20	RC2940 Mitigation Fees (GL46440)			PG810001 Penryn Fire Development Fees	CC81001 Penryn Fire District Development Fees	FD32808 Penryn Fire Development Fees	FN204 Fire Protection			
CS114963 Total								1,387.20										

**Penryn Fire General
Check Detail
December 14, 2023 through January 10, 2024**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
	12/20/2023	Danielle Hardesty		General Operating Funds	
Dec M...	12/20/2023		Dec 18 Board Meeting	52580 Commision Reimburse...	-75.00
TOTAL					-75.00
	12/20/2023	Harris Industrial Gases	3148	General Operating Funds	
1928410	12/20/2023		Oxygen	52330 Supplies-Equipment	-141.76
TOTAL					-141.76
	12/20/2023	Kingsley Bogard LLP		General Operating Funds	
1601....	12/20/2023		Legal Services	52360 Legal services	-1,592.50
TOTAL					-1,592.50
	12/20/2023	Larry Shields		General Operating Funds	
Dec M...	12/20/2023		Dec 18 Board Meeting	52580 Commision Reimburse...	-75.00
TOTAL					-75.00
	12/20/2023	Loomis Ace Hardware		General Operating Funds	
	12/20/2023			52330 Supplies-Equipment	-24.43
TOTAL					-24.43
	12/20/2023	Placer Hills Fire Distri...		General Operating Funds	
	12/20/2023		Legal Notices	52330 Office Supplies	-129.67
TOTAL					-129.67
	12/20/2023	Randy Neifer		General Operating Funds	
Dec M...	12/20/2023		Dec 18 Board Meeting	52580 Commision Reimburse...	-75.00
TOTAL					-75.00
	12/20/2023	Susan Mahoney		General Operating Funds	
Dec M...	12/20/2023		Dec 18 Board Meeting	52580 Commision Reimburse...	-75.00
TOTAL					-75.00

PLACER HILLS JULY - SEPT 2023

Last Name	Assignment	Start Date	End Date	Length	Payrate	OT	Subtotal	Taxes	WC	Total
Hodsdon	Engine 84	08/31/2023 08:00	09/01/2023 08:00	24	22.56	33.84	812.16	11.78	87.14	911.08
Hodsdon	Engine 86	09/05/2023 08:00	09/06/2023 08:00	24	22.56	33.84	812.16	11.78	87.14	911.08
Miller	Engine 90	07/09/2023 08:00	07/10/2023 08:00	24	24.9	37.35	896.40	13.00	96.18	1,005.58
Total										2,827.74

PLACER HILLS OCT - DEC 2023

Last Name	Assignment	Start Date	End Date	Length	Payrate	OT	Subtotal	Taxes	WC	Total
Gordon	Engine 86	10/10/2023 08:00	10/11/2023 08:00	24	26.64	39.96	959.04	13.91	102.90	1,075.85
Hodsdon	Engine 86	12/03/2023 08:00	12/04/2023 08:00	24	24.14	36.21	869.04	12.60	93.25	974.89
Garrison	Engine 86	12/09/2023 08:00	12/10/2023 08:00	24	24.14	36.21	869.04	12.60	93.25	974.89
Garrison	Engine 86	12/21/2023 08:00	12/22/2023 08:00	24	24.14	36.21	869.04	12.60	93.25	974.89
Garrison	Engine 86	12/27/2023 08:00	12/28/2023 08:00	24	24.14	36.21	869.04	12.60	93.25	974.89
Total										4,975.41

FORESTHILL OCT - DEC 2023

Last Name	Assignment	Start Date	End Date	Length	Payrate	OT	Subtotal	Taxes	WC	Total
Keeler	Engine 90	12/06/2023 08:00	12/07/2023 08:00	24	24.14	36.21	869.04	12.60	93.25	974.89
Total										974.89

PENRYN STRIKE TEAM - PREPOSITIONING



Incident	Equipment	Depart date	Return date	Hours	Personnel	Equipment	Admin	Expenses	Total	Staffing
Yeti	B38	8/1/2022	8/10/2022	218	38,559.84	18,727.42	5,728.73	170.68	63,186.67	3RYN 1PHF
Actual cost of Staffing									(35,992.57)	
Prepo	E38	1/4/2023	1/5/2023	36	4,775.76	3,591.56	836.73		9,204.05	3 RYN
Prepo	E38	1/8/2023	1/11/2023	72	10,082.16	6,156.96	1,623.91		17,863.03	3 RYN
Actual cost of Staffing									(14,383.69)	3 RYN
Total FY 2022/2023						28,475.94	8,189.37	170.68	39,877.49	

Incident	Equipment	Depart date	Return date	Hours	Personnel	Equipment	Admin	Expenses	Total	Staffing
Bonney	PHF E4607	7/29/2023	8/1/2023	88	3,893.12	-	389.31		4,282.43	1 RYN
Actual cost of staffing for Bonney									(3,340.63)	
South Fork	B38	8/20/2023	9/4/2023	366.5	32,427.92	31,618.56	6,404.65		70,451.13	2 RYN
Actual cost of staffing for South Fork									-29269.04	
Total FY 2023/2024					36,321.04	31,618.56	6,793.96		42,123.89	



PLACER HILLS-NEWCASTLE-PENRYN FIRE PROTECTION DISTRICTS

STAFF REPORT

To:	Board of Directors, Penryn Fire Protection District
From:	Ian Gow, Fire Chief 
By:	Mark D'Ambrogi, Fire Marshal/John Williamson, BC 
Date:	January 15, 2024
Subject:	Review and Accept the State Mandated Annual Fire Inspection Report for 2023

The Issue

Shall the Board review the State Mandated Annual Fire Inspection Report and by resolution accept the 2023 Inspection Report?

Conclusion and Recommendation

Staff recommends the Board review the State Mandated Annual Fire Inspection Report and by resolution accept the 2023 Inspection Report.

Background

On September 27, 2018, California Senate Bill 1205 (SB1205) became effective, and added a new section to the California Health and Safety Code which affects every fire department or fire district in the State. Existing state law requires every fire department or district providing fire protection services to inspect every building used as a public or private school annually. This same annual inspection requirement is applicable to hotels, motels, lodging houses, and apartment houses. With the signing of SB 1205, the California Health Safety and Code was amended to require that all fire departments perform such annual inspections and report annually to its administrating authority such compliance.

The purpose of annual fire inspections is to mitigate known hazards, reduce risk to the community and ensure reasonable compliance with applicable codes and regulations.

Due to the pandemic the last couple of years, many facilities incurred regulations and restrictions that in the best interests of personnel safety and community member safety, inspections were delayed. In some cases facilities closed down entirely and personnel spent numerous hours updating information on all facilities within the fire

district. During the period of January 2023 through December 2023, the required facilities were inspected as per SB 1205.

The following is a report of those inspections:

Penryn Fire District

Occupancy Type	Description	Number of	Inspected	Percentage
E (educational)	Schools, public and private, includes large Day Care facilities	4	4	100%
R1/R2	Hotels, Motels, lodging houses, and apartments	1	1	100%
Totals		5	5	100%

The Fire District completed 100% of all required annual inspections of all known mandated facilities for the year 2023.

The acceptance of this compliance report by resolution will meet the statutory requirements contained in California Health and Safety Code Section 13146.2, 13146.3 and 13146.4, as amended by SB1205.

Alternatives Available to the Board

1. Review and approve by resolution, the State Mandated Annual Fire Inspection Report;
2. Take no action, the District will not be in compliance with SB 1205.

Fiscal Impact

No fiscal impact or costs incurred to the budget is associated by this action. Inspections performed by personnel are part of the services provided to our communities.



**BEFORE THE BOARD OF DIRECTORS
PENRYN FIRE PROTECTION DISTRICT
COUNTY OF PLACER, STATE OF CALIFORNIA**

RESOLUTION No. 2024-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PENRYN FIRE PROTECTION DISTRICT ACCEPTING THE STATE MANDATED ANNUAL FIRE INSPECTION REPORT IN COMPLIANCE WITH SB 1205 FOR JANUARY 2023 THROUGH DECEMBER 2023

WHEREAS, California Health & Safety Code Section 13146.4 was added in 2018, and became effective on September 27, 2018; and

WHEREAS, California Health & Safety Code Sections 13146.2 and 13146.3 requires all fire departments, that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, apartment house, and certain residential care facilities for compliance with building standards, as provided; and

WHEREAS, California Health & Safety Code Section 13146.4 requires all fire departments that provide fire protection services to report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3; and

WHEREAS, the Penryn Fire District inspected 4 out of the 4 Educational Group E school facilities, which is a 100% compliance rate for this reporting period; and

WHEREAS, the Penryn Fire District inspected 1 out of the 1 Residential Group R facilities, which is a 100% compliance rate for this reporting period.

NOW, THEREFORE, the Board of Directors of the Penryn Fire District does resolve as follows:

1. That the above recitations are true and correct.
2. That the Board of Directors accepts the report on the status of all state mandated annual fire inspections in the Penryn Fire District in compliance with SB 1205 and California Health and Safety Code Section 13146.4 .

PASSED AND ADOPTED at a regular meeting of the Governing Board of the Penryn Fire Protection District on January 15, 2024 by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

Cheryl Hotaling, Chair

ATTEST: _____
Susan Mahoney, Secretary