



PENRYN FIRE PROTECTION DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday, July 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:** June 25, 2024 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

9. Consider and adopt Resolution No. 2024-07 Approving a fund transfer of \$108,534.58 from general reserves into mitigation reserves
10. Review the Conflict of Interest Code as requested by Placer County Counsel.

MEETING ADJOURNMENT

Next meeting: Monday, August 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 June 25, 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, Randy Neifer and Larry Shields.

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

2. **Pledge of Allegiance:** Chair Hotaling led the Pledge of Allegiance.
3. **Approval of Agenda:** Director Neifer moved to approve the agenda. Director Shields seconded the motion that passed unanimously.
4. **Approval of Minutes:** Director Mahoney moved to approve the minutes for the meeting on May 20, 2024. Director Neifer 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:** N/A
7. **Public Comment:** N/A
8. **Informational/Non-Action Items:**

A. Nevada County Professional Firefighters, Local 3800 (Local 3800): N/A

B. Fire Chief Gow's Report:

1. Considering a service dog at Placer Hills, great documentation that the dog supports staff and recognizes stress.
2. Had a second field save on an individual that went into cardiac arrest.
3. AMR's contract is up for renewal, the local fire chiefs are discussing recommending that the county only offer a 1 year renewal contract to allow for time to see if there are other available options.
4. Attended a LAFCO meeting earlier this month and they now expect the MSR will be completed in July and on their agenda in August.
5. Engine 41, in Newcastle, is starting to become more difficult to repair. Considering creating a rental agreement for one of Placer Hills reserve engines.
6. Penryn's surplussed vehicles have been sold and the station has been painted.
7. Making progress with the volunteer program, have 5 candidates going through physicals.
8. Placer Hills has elected to make adjustments to their budget to allow for a full time Emergency Vehicle Technician/Mechanic and to change from 6 seasonal firefighters to 3 full time firefighters. The firefighters will be sent to paramedic school and expect to complete the program within 48 months. To allow for succession planning and completion of task specific duties a part time assistant chief position has also been created.

Fire Marshal D'Ambrogi's Report:

1. Completed inspections on 2 final single family dwellings and a propane line.
2. Recently came across a situation where an A.I. gate was installed, was told that it will be able to recognize emergency vehicles.

3. Winery 8 project is almost done with their Ag residential building. They have submitted their first set of civil plans for infrastructure.
4. An application has been submitted to create a four parcel subdivision.
5. New mitigation fees will start August 10th.
6. There has been a lot of questions about the Hope Way project and how Measure A & C get applied to the project. After reviewing the original language of the Measures and speaking with legal the preliminary assessment is that the measures will apply to each individual unit.

Battalion Chief Williamson's Report:

1. The field save that Chief Gow mentioned was for a gentleman that starting having chest pain and shortly after went into full cardiac arrest. Staff used the AED and pushed appropriate medications and the individual survived.
2. From January to May, Penryn has run 229 calls, 16 of which were fires.
3. The station painting has been completed and Captain Gordon is working on getting quotes for the windows.

C. Director Committee Reports

1. **Personnel Committee:** N/A
2. **Administrative Contract & Finance Oversight Committee:** No report
3. **Ad hoc committee for future cooperation with other fire departments.** No report
4. **Ad hoc committee for the 100-year anniversary celebrations:**
Director Neifer reported that plans are progressing, although no official meetings were scheduled this past month. Still rethinking the food options, started coordinating the beer purchase, and getting the donation letter finalized.

9. Action Items

A. Consider and approve the Administration Contract with Placer Hills Fire District for the term from July 1, 2024 to June 30, 2025

Vice chair Hardesty reported that there was a delay in getting the agreement completed due to the LAFCO concerns, which caused a need to have the agreement rewritten.

Chair Hotaling reported there has been a lot of changes in the recitals to address the LAFCO concerns.

Director Mahoney reported that the committee went through the old agreement and the new one to look for any additional items that may need to be included.

The committee recommends approving the agreement.

Motion made by Director Neifer to approve the Administration contract with Placer Hills Fire and seconded by Director Shields. The motion was passed unanimously.

B. Consider and adopt Resolution No 2024-05 amending the budget for Fiscal Year 2023-2024

Chair Hotaling asked about budgeting for a transfer of funds for the strike teams from operating to mitigation. It was decided this will be handled with a resolution at the next board meeting.

Motion made by Director Neifer to adopt Resolution No 2024-05 and seconded by Director Shields. The motion passed unanimously.

C. Consider and adopt Resolution No 2024-06 approving the Preliminary Budget for Fiscal Year 2024-2025

Motion made by Director Neifer to adopt Resolution 2024-06 and seconded by Director Shields. The motion passed unanimously.

D. Consider and approve Placer County Auditor/Controller's agreement for services for fiscal year 24-25 at a cost of \$7,283.25

Motion made by Director Mahoney to approve the Placer County Auditor/Controller's

agreement and seconded by Director Neifer. The motion passed unanimously.

E. Consider and approve the rates for Fiscal Year 2024-2025 for Kingsley Bogard LLP

Chief Gow reported that the rates are going up a little bit and it changed from a set rate to a rate range.

Motion made by Director Neifer to approve the rates with Kingsley Bogard LLP for FY 24-25 and seconded by Director Shields.

The meeting was adjourned at 7:52 pm.

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

Respectfully submitted,

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

District Manager

Penryn Fire General
Check Detail
June 20 through July 12, 2024

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
	06/20/2024	AT&T Inc.	General Operating Funds	-113.61
	06/20/2024		52040 Communication Services	113.61
TOTAL				113.61
	06/20/2024	David Taussig & A...	General Operating Funds	-793.10
	06/20/2024		52360 Parcel Tax Consultant	793.10
TOTAL				793.10
	06/20/2024	ISU Insurance Serv...	General Operating Funds	-100.00
	06/20/2024		52240 Membership Dues	100.00
TOTAL				100.00
	06/20/2024	Larry Shields	General Operating Funds	-75.00
	06/20/2024		52580 Commision Reimbursements	75.00
TOTAL				75.00
	06/20/2024	Randy Neifer	General Operating Funds	-75.00
	06/20/2024		52580 Commision Reimbursements	75.00
TOTAL				75.00
	06/20/2024	Susan Mahoney	General Operating Funds	-75.00
	06/20/2024		52580 Commision Reimbursements	75.00
TOTAL				75.00
	06/20/2024	US Bank	General Operating Funds	-3,142.14
	06/20/2024		52330 Office Supplies	67.03
			52800 Utilities	48.00
			52800 Utilities	500.77
			52800 Utilities	104.87
			52800 Utilities	242.35
			52330 Office Supplies	48.25
			52260 Miscellaneous	697.02
			52180 Bldng Materials, Improve	125.00
			52180 Bldng Materials, Improve	493.11
			52330 Supplies-Equipment	815.74
TOTAL				3,142.14
	06/25/2024	SBI Painting	General Operating Funds	-385.00
	06/25/2024		52180 Bldng Materials, Improve	385.00
TOTAL				385.00
	07/08/2024	Dawson Oil Co.	General Operating Funds	-636.82
	07/08/2024		52170 Fuel	636.82

9:56 AM

07/12/24

Penryn Fire General
Check Detail
 June 20 through July 12, 2024

Num	Date	Name	Account	Original Amount
TOTAL				636.82
	07/08/2024	Kaiser Foundation ...	General Operating Funds	-6,267.06
	07/08/2024		51310 Employee Group Insurance	4,710.23
			51310 Employee Group Insurance	1,556.83
TOTAL				6,267.06
	07/08/2024	Life Assist Inc.	General Operating Funds	-412.18
	07/08/2024		52330 Supplies-Equipment	412.18
TOTAL				412.18
	07/08/2024	Loomis Ace Hardw...	General Operating Funds	-45.14
	07/08/2024		52330 Supplies-Equipment	45.14
TOTAL				45.14
	07/08/2024	Randy Neifer	General Operating Funds	-75.00
	07/08/2024		52580 Commision Reimbursements	75.00
TOTAL				75.00
	07/08/2024	Recology Auburn P...	General Operating Funds	-234.06
	07/12/2024		52180 Bldng Materials, Improve	234.06
TOTAL				234.06
	07/08/2024	US Bank	General Operating Funds	-4,484.31
	07/08/2024		52800 Utilities	104.87
			52800 Utilities	562.00
			52800 Utilities	121.30
			52330 Supplies-Equipment	2,794.71
			52330 Office Supplies	172.17
			52330 Office Supplies	364.63
			52330 Office Supplies	364.63
TOTAL				4,484.31

JOA REIMBURSEMENT

PLACER HILLS JULY - SEPT 2023

PAID STATUS

Last Name	Assignment	Start Date	End Date	Length	Payrate	OT	Subtotal	Taxes	WC	Total
Garrison	Misc	07/07/2023 07:30	07/07/2023 14:00	6.5	22.25	33.38	216.94	3.15	23.28	243.36
Garrison	Engine 84	07/13/2023 08:00	07/14/2023 08:00	24	22.56	33.84	812.16	11.78	87.14	911.08
Hodsdon	Engine 86	07/24/2023 08:00	07/25/2023 08:00	24	22.56	33.84	812.16	11.78	87.14	911.08
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

Total 3,887.68 Pd 02/24

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	24.90	37.35	896.40	13.00	96.18	1,005.58
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 4,905.14 Pd 02/24

PLACER HILLS JAN - MAR 2024

Last Name	Assignment	Start Date	End Date	Length	Payrate	OT	Subtotal	Taxes	WC	Total
Gordon	Engine 86	01/02/2024 16:00	01/03/2024 08:00	16	26.64	39.96	639.36	9.27	68.60	717.23
Gordon	Engine 86	01/03/2024 08:00	01/04/2024 08:00	24	26.64	39.96	959.04	13.91	102.90	1,075.85
Gordon	Engine 84	01/19/2024 20:30	01/20/2024 08:00	11.5	26.64	39.96	459.54	6.66	49.31	515.51
Gordon	Engine 86	01/24/2024 08:00	01/25/2024 08:00	24	26.64	39.96	959.04	13.91	102.90	1,075.85
Gordon	Engine 86	01/27/2024 08:00	01/28/2024 08:00	24	26.64	39.96	959.04	13.91	102.90	1,075.85
Gordon	Rescue 84	01/31/2024 17:30	02/01/2024 08:00	14.5	26.64	39.96	579.42	8.40	62.17	649.99
Gordon	Rescue 84	02/01/2024 08:00	02/01/2024 20:00	12	26.64	39.96	479.52	6.95	51.45	537.93
Gordon	Engine 84	02/23/2024 20:00	02/24/2024 08:00	12	26.64	39.96	479.52	6.95	51.45	537.93
Hodsdon	Engine 86	01/14/2024 08:00	01/15/2024 08:00	24	24.14	36.21	869.04	12.60	93.25	974.89
Keeler	Rescue 84	01/31/2024 20:00	02/01/2024 08:00	12	24.14	36.21	434.52	6.30	46.62	487.44

Total 7,648.48 Pd 06/24

PLACER HILLS APR - JUNE 2024

Gordon	Engine 86	05/08/2024 08:00	05/08/2024 13:00	5	26.64	39.96	199.80	2.90	21.44	224.14
Gordon	Engine 86	05/08/2024 17:00	05/09/2024 08:00	15	26.64	39.96	599.40	8.69	64.32	672.41

Gordon	Engine 86	05/23/2024 08:00	05/23/2024 13:30	5.5	26.64	39.96	219.78	3.19	23.58	246.55
Total										1,143.09

FORESTHILL JULY - SEPT 2023

Last Name	Assignment	Start Date	End Date	Length	Payrate	OT	Subtotal	Taxes	WC	Total
Miller	Engine 90	07/09/2023 08:00	07/10/2023 08:00	24	24.90	37.35	896.40	13.00	96.18	1,005.58
Total										1,005.58 Pd 02/24

FORESTHILL OCT - DEC 2023

Last Name	Assignment	Start Date	End Date	Length	Payrate	OT	Subtotal	Taxes	WC	Total
Gordon	Medic 88	10/16/2023	10/17/2023 8:00	24	24.14	36.21	869.04	12.60	93.25	974.89
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										1,949.78 Pd 02/24

FORESTHILL JAN - MAR 2024

Last Name	Assignment	Start Date	End Date	Length	Payrate	OT	Subtotal	Taxes	WC	Total
Gordon	Engine 90	01/01/2024 08:00	01/02/2024 08:00	24	26.64	39.96	959.04	13.91	102.90	1,075.85
Gordon	Engine 90	01/06/2024 13:00	01/07/2024 08:00	19	26.64	39.96	759.24	11.01	81.47	851.72
Gordon	Engine 90	01/07/2024 08:00	01/08/2024 08:00	24	26.64	39.96	959.04	13.91	102.90	1,075.85
Gordon	Medic 88	01/15/2024 13:00	01/16/2024 08:00	19	26.64	39.96	759.24	11.01	81.47	851.72
Gordon	Engine 90	01/20/2024 08:00	01/21/2024 08:00	24	26.64	39.96	959.04	13.91	102.90	1,075.85
Gordon	Engine 90	01/21/2024 08:00	01/22/2024 08:00	24	26.64	39.96	959.04	13.91	102.90	1,075.85
Gordon	Engine 90	02/24/2024 16:00	02/25/2024 08:00	16	26.64	39.96	639.36	9.27	68.60	717.23
Keeler	Medic 90	01/06/2024 08:00	01/07/2024 08:00	24	24.14	36.21	869.04	12.60	93.25	974.89
Keeler	Engine 90	01/11/2024 08:00	01/12/2024 08:00	24	24.14	36.21	869.04	12.60	93.25	974.89
Keeler	Medic 88	01/17/2024 08:00	01/18/2024 08:00	24	24.14	36.21	869.04	12.60	93.25	974.89
Keeler	Medic 88	02/09/2024 08:00	02/10/2024 08:00	24	24.14	36.21	869.04	12.60	93.25	974.89
Total										10,623.63 Pd 06/24

FORESTHILL APR - JUNE 2024

Gordon	Engine 90	04/02/2024 08:00	04/03/2024 08:00	24	26.64	39.96	959.04	13.91	102.90	1,075.85
Gordon	Engine 90	04/06/2024 08:00	04/07/2024 08:00	24	26.64	39.96	959.04	13.91	102.90	1,075.85
Gordon	Engine 90	04/07/2024 08:00	04/08/2024 08:00	24	26.64	39.96	959.04	13.91	102.90	1,075.85
Gordon	Engine 90	04/08/2024 08:00	04/08/2024 17:00	9	26.64	39.96	359.64	5.21	38.59	403.44
Gordon	Engine 90	04/08/2024 21:15	04/09/2024 08:00	10.75	26.64	39.96	429.57	6.23	46.09	481.89

Gordon	Engine 90	04/11/2024 08:00	04/11/2024 13:00	5	26.64	39.96	199.80	2.90	21.44	224.14
Gordon	Engine 90	04/11/2024 17:00	04/12/2024 08:00	15	26.64	39.96	599.40	8.69	64.32	672.41
Gordon	Engine 90	04/18/2024 08:00	04/19/2024 08:00	24	26.64	39.96	959.04	13.91	102.90	1,075.85
Gordon	Engine 90	04/19/2024 08:00	04/20/2024 08:00	24	26.64	39.96	959.04	13.91	102.90	1,075.85
Gordon	Engine 90	04/29/2024 08:00	04/30/2024 08:00	24	26.64	39.96	959.04	13.91	102.90	1,075.85
Gordon	Engine 90	05/07/2024 08:00	05/08/2024 08:00	24	26.64	39.96	959.04	13.91	102.90	1,075.85
Gordon	Engine 90	05/12/2024 08:00	05/13/2024 08:00	24	26.64	39.96	959.04	13.91	102.90	1,075.85
Gordon	Engine 90	05/25/2024 08:00	05/26/2024 08:00	24	26.64	39.96	959.04	13.91	102.90	1,075.85
Gordon	Engine 90	05/26/2024 08:00	05/27/2024 08:00	24	26.64	39.96	959.04	13.91	102.90	1,075.85
Gordon	Engine 90	06/28/2024 23:45	06/29/2024 08:00	8.25	26.64	39.96	329.67	4.78	35.37	369.82
Gordon	Engine 90	06/29/2024 08:00	06/30/2024 00:00	24	26.64	39.96	959.04	13.91	102.90	1,075.85
Gordon	Medic 88	04/13/2024 08:00	04/14/2024 08:00	24	26.64	39.96	959.04	13.91	102.90	1,075.85
Gordon	Medic 88	04/14/2024 08:00	04/14/2024 13:00	5	26.64	39.96	199.80	2.90	21.44	224.14
Gordon	Medic 88	04/14/2024 15:00	04/15/2024 08:00	17	26.64	39.96	679.32	9.85	72.89	762.06
Gordon	Medic 88	06/01/2024 08:00	06/02/2024 08:00	24	26.64	39.96	959.04	13.91	102.90	1,075.85
Gordon	Medic 88	06/06/2024 08:00	06/07/2024 08:00	24	26.64	39.96	959.04	13.91	102.90	1,075.85
Total										18,199.81

NEWCASTLE JAN - MAR 2024

Last Name	Assignment	Start Date	End Date	Length	Payrate	OT	Subtotal	Taxes	WC	Total
Gordon	Engine 41	02/23/2024 18:00	02/23/2024 20:00	2	26.64	39.96	79.92	1.16	8.58	89.65
Total										89.65

STRIKE TEAM / PREPOSITIONING

PENRYN STRIKE TEAM - PREPOSITIONING

Incident	Equipment	Depart date	Return date	Hours	Personnel	Equipment	Admin	Expenses	Total	Staffing	Paid Status
Bonney	PHF E4607	7/29/2023	8/1/2023	88	3,893.12	-	389.31		4,282.43	1 RYN	Pd 11/23
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	2RYN	Pd 12/23
Actual cost of staffing for South Fork									-29269.04		
Prepo	E38 & E41	2/4/2024	2/6/2024	48	6,370.56	5015.68	1138.62		12,524.86	3RYN	Pd 06/24
Actual cost of staffing Prepo									(5,076.37)		
Prepo	E38	2/29/2024	3/3/2024	72	6,308.64	7523.52	1383.22		15,215.38	2RYN	Pd 06/24
Actual cost of staffing Prepo									(6,253.18)		
Total FY 2023/2024					36,321.04	31,618.56	6,793.96		58,534.58		



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

RESOLUTION NO. 2024-07

**A RESOLUTION APPROVING A FUNDS TRANSFER OF \$108,534.58 FROM
GENERAL RESERVES TO MITIGATION RESERVES**

WHEREAS: The Board of Directors of the Penryn Fire Protection District is fiscally responsible for the budget for the Fire District and;

WHEREAS: The Board of Directors of the Penryn Fire District has reviewed the reserves in both the general and mitigation funds at the end of Fiscal Year 2023-2024 and approves a transfer of \$108,534.58 from general reserves to mitigation reserves, as unrestricted funding for future capital asset purchases and;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Penryn Fire Protection District authorize and direct the Placer County Auditor-Controller to make the necessary transfer.

PASSED AND ADOPTED by the Board of Directors of the Penryn Fire Protection District this fifteenth day of July 2024, by the following vote on roll call:

AYES

NOES:

ABSENT:

Cheryl Hotaling, Vice-Chair

ATTEST:

Susan Mahoney, District Secretary



PENRYN FIRE PROTECTION DISTRICT

STAFF REPORT

Date: July 15, 2024
To: Board of Directors
From: Administrative Committee
Subject: Transfer of Funds

Background

A \$50,000 Equipment Expense was included in the December 2023 Board adopted amendments to the FY 2023-2024 Operating Budget.

Also, throughout FY 2023-2024, Penryn staff were deployed on two Strike Teams and two Prepositioning Events resulting in reimbursement revenue from the State.

Discussion

The purpose of allocating \$50,000 in Equipment Expense is to provide for future Capital Equipment/Asset purchases. It is the intention of the Board to annually move this budget amount into the Mitigation Fund.

The reimbursement revenue from the State for Strike Team and Proposition Events is comprised of a labor component, equipment rental fees, and a 10% administration fee. The reimbursement for equipment rental and the administration fee will generally not have offsetting costs. The FY 2023-2024 events have resulted in \$58,534.58 in state reimbursement revenue not offset by labor costs.

Fiscal Impact

Adoption of Resolution 2024-07 will transfer the \$50,000 equipment expense amount and the \$58,534.58 state reimbursement revenue amount from the Operating Fund to the Mitigation Fund for future Capital Equipment/Asset purchases. There is sufficient net income and operating fund balance at fiscal year-end 2023-2024 to facilitate this transfer.

Recommendation

The Committee recommends that the Board adopt Resolution 2024-07 authorizing the transfer of \$108,534.58 from the operating fund to the mitigation fund for future capital asset purchases.

STRIKE TEAM / PREPOSITIONING

PENRYN STRIKE TEAM - PREPOSITIONING

Incident	Equipment	Depart date	Return date	Hours	Personnel	Equipment	Admin	Expenses	Total	Staffing	Paid Status
Bonney	PHF E4607	7/29/2023	8/1/2023	88	3,893.12	-	389.31		4,282.43	1 RYN	Pd 11/23
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	2RYN	Pd 12/23
Actual cost of staffing for South Fork									-29269.04		
Prepo	E38 & E41	2/4/2024	2/6/2024	48	6,370.56	5015.68	1138.62		12,524.86	3RYN	
Actual cost of staffing Prepo									(5,076.37)		
Prepo	E38	2/29/2024	3/3/2024	72	6,308.64	7523.52	1383.22		15,215.38	2RYN	
Actual cost of staffing Prepo									(6,253.18)		
Total FY 2023/2024					36,321.04	31,618.56	6,793.96		58,534.58		



OFFICE OF THE PLACER COUNTY COUNSEL

KARIN E. SCHWAB
COUNTY COUNSEL

175 Fulweiler Avenue
Auburn, California 95603
Telephone: 530-889-4044
Facsimile: 530-889-4069
www.placer.ca.gov

May 24, 2024

Gillian Lofrano
Penryn Fire Protection District
Post Office Box 219
Penryn, CA 95663-0219

Re: 2024 Biennial Agency Conflict of Interest Code Review

Dear Ms. Lofrano:

The Political Reform Act requires every local government agency to review its Conflict of Interest Code every two (2) years to determine if it complies with current law, accurately depicts the appropriate list of designated employees and the appropriate disclosure level, and clearly indicates the agency filing officer. If the code does not adequately address these requirements, then the code must be amended. Each local agency within the County must submit to the County Board of Supervisors a Biennial Notice indicating whether or not an amendment is necessary. Enclosed is the notice from the California Fair Political Practices Commission (FPPC) regarding this requirement, along with the 2024 Local Agency Biennial Notice. The FPPC offers an online workshop for agencies on this topic that is highly recommended.

Please note that, as required by law, we will be reviewing mainly for three elements in your Codes and Appendices:

- 1) Designation of Filing Officer;
- 2) Designation of Employees; and
- 3) Degree of disclosure required for each employee position.

If these three elements are not clearly designated in your Conflict of Interest Code or Appendix, we will be asking you to amend them accordingly.

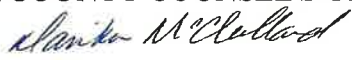
You are hereby notified that you are to review your Conflict of Interest Code and submit the enclosed Biennial Notice indicating that either amendments are required or no amendments are necessary, along with a copy of your code. Please provide both documents to this office no later than August 2, 2024. The Biennial Notice is available as a fillable form at www.fppc.ca.gov. You may fill out the Biennial Notice online and submit it, along with your Conflict of Interest Code, electronically to CountyCounsel@placer.ca.gov.

It would be most helpful if you returned the notice and your code as soon as possible to enable this office to do its work in the most efficient manner possible.

Please do not hesitate to call if you have any questions.

Very truly yours,

PLACER COUNTY COUNSEL'S OFFICE

By: 
Danika McClelland, Deputy County Counsel

DM/sd
Enclosure

2024 Conflict of Interest Code Biennial Notice Instructions for Local Agencies

The Political Reform Act requires every local government agency to review its conflict of interest code biennially. A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700).

By July 1, 2024: The code reviewing body must notify agencies and special districts within its jurisdiction to review their conflict of interest codes.

By October 1, 2024: The biennial notice must be filed with the agency's code reviewing body.

The FPPC has prepared a 2024 Local Agency Biennial Notice form for local agencies to complete or send to agencies within its jurisdiction to complete before submitting to the code reviewing body. The City Council is the code reviewing body for city agencies. The County Board of Supervisors is the code reviewing body for county agencies and any other local government agency whose jurisdiction is determined to be solely within the county (e.g., school districts, including certain charter schools). The FPPC is the code reviewing body for any agency with jurisdiction in **more than one county** and will contact them.

The Local Agency Biennial Notice is not forwarded to the FPPC.

If amendments to an agency's conflict of interest code are necessary, the amended code must be forwarded to the code reviewing body for approval within 90 days. An agency's amended code is not effective until it has been approved by the code reviewing body.

If you answer yes, to any of the questions below, your agency's code probably needs to be amended.

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

If you have any questions or are still not sure if you should amend your agency's conflict of interest code, please contact the FPPC. Additional information including an online webinar regarding how to amend a conflict of interest code is available on [FPPC's website](#).

2024 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

☐ **An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- ☐ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (*describe*) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2024**, or by the date specified by your agency, if earlier, to:

Danika McClelland
Office of the Placer County Counsel
175 Fulweiler Avenue
Auburn, CA 95603

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

www.fppc.ca.gov

FPPC Advice: advice@fppc.ca.gov (866.275.3772)

Page 1 of 1

Penryn Fire Protection District

Conflict of Interest Code

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearings, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of Penryn Fire Protection District.

Individuals holding designated positions shall file their statements of economic interests with Penryn Fire Protection District, which will make the statements available for public inspection and reproduction (Gov. Code Sec. 81008). Upon receipt of the statements, the District shall make and retain copies and forward the originals to the Placer County Elections Office.

Appendices:

Appendix A: Designated Positions

Appendix B: Disclosure Categories

APPENDIX A
Designated Positions

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Board Members/Director	1, 2
District Fire Chief	1, 2
Captains	2

APPENDIX B
DISCLOSURE CATEGORIES

Disclosure Category 1

Designated positions in this category must disclose interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the agency; and investments and business positions in business entities, and income, including loans, gifts, and travel payments, from all sources.

Disclosure Category 2

Designated positions in this category must disclose investments and business positions in business entities and sources of income, including gifts, loans, and travel payments, if the business entities or sources of income are of the type that contract with the District to provide goods, services (including financial institutions), material, supplies, or lease space to the District.