



PENRYN FIRE PROTECTION DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday, December 18, 2023

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:** November 20, 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. 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
- B. Consider and adopt Resolution No. 2023-10 Amending the Operating Budget for Fiscal Year 2023-2024 to Reflect Changes in Expenses
- C. Consider and adopt Resolution No. 2023-11 Approving a fund transfer of \$39,877.49 from general reserves into mitigation reserves
- D. Consider and approve the audit for Fiscal Year 2022-2023, prepared by Smith & Newell CPAs
- E. Consider and approve meeting dates for 2024
- F. Elect board officers and review committee assignments for calendar year 2024

MEETING ADJOURNMENT

Next meeting: Monday, January 15, 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 November 20, 2023

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, Susan Mahoney, Randy Neifer and Larry Shields. Absent: None.
Staff in attendance: Fire Chief Gow, Fire Marshal D'Ambrogi, District Manager Lofrano and Battalion Chief Slusher.
2. **Pledge of Allegiance:** Chair Hotaling led the Pledge of Allegiance.
3. **Approval of Agenda:** Director Neifer moved to approve the agenda as posted. Director Hardesty seconded the motion that passed unanimously.
4. **Approval of Minutes:** Director Neifer moved to approve the minutes for the meeting on October 16, 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):** No report.
 - B. **Fire Chief Gow's Report:**
 1. Chief Gow complemented staff on the painting of the engine bay floors.
 2. Michelle Armstrong will be replacing Gillian Lofrano as the District Manager. She has ties to the fire service and is currently in backgrounds.
 3. A Placer Hills limited term employee promoted to the vacant Engineer/Paramedic position – Placer Hills is now fully staffed.
 4. The Newcastle Board approved the purchase of new Self-Contained Breathing Apparatus (SCBAs) which are the same manufacturer as both Placer Hills and Penryn to standardize equipment throughout the 3 districts. They held off purchasing a fuel vault at this time.
 5. The Insurance Commissioner gave a large presentation to the Board of Supervisors. There were no significant changes in the insurance industry.
 6. Supervisor Gustafson met with the California State Insurance Commissioner regarding the homeowners' insurance problems.
 7. Candidates for the Supervisor for District 3 participated in a forum focusing on rural issues.
 8. Chief Gow with Placer Hills Board members Hills and Harvey met with Representative Kiley. They will be meeting with Assemblyman Patterson next month.
 9. Newcastle appointed John Burns onto the Board of Directors.

C. Fire Marshal D'Ambrogi's Report:

1. Chief D'Ambrogi reviewed plans for a single-family residence and 2 commercial buildings. The water system is in for the Penryn pet hospital. He also reviewed a set-back variance.
2. The County rejected the paperwork for the implementation of the Fire Facility Fee increase. Chief D'Ambrogi drafted a Capital Improvement Plan and has sent it to the County for their approval. The 5-year Nexus Study was approved.
3. The County has received our concerns regarding the low-income housing.

D. Battalion Chief Slusher's Report:

1. 517 calls for service so far this year. 49 this month. Gave aid 5 times and received it once. Crews responded to a Structure Fire in Auburn and then had a medical rescue from a cellar.
2. There have been some dispatch issues for both Penryn and South Placer. Chiefs Gow and Slusher will be meeting with dispatch to resolve the problems. The alerting app on the phone works.
3. The extractor (commercial washing machine) for the turnouts will be moved to Station 41 making it more efficient for all 3 districts.
4. Staff is still working on some insurance issues and the integration of the staffing software for the shared staffing agreement with Auburn City.
5. Chief Slusher handed out the annual training plan to the Board members.

E. Director Committee Reports

1. **Personnel Committee:** The Memorandum of Understanding will be discussed in Closed Session.
2. **Administrative Contract & Finance Oversight Committee:** Director Hardesty proposed to move \$39,877.49 from the General Fund into Mitigation. A resolution will be added to the agenda next month for this transfer.
3. **Ad hoc committee for the 100-year anniversary celebrations:** Director Neifer reported that they are still working on sponsors, food and manpower - Carol's market has a food truck, Valencia Club caters and there is also Fire Goddess Pizza. Staff from the 3 districts could do fundraisers to finance the celebrations.

9. Action Items

A. Approve staff's recommendation to surplus the 1998 Type 3 International Brush engine:

Chief Slusher reported that it is not worth spending any money on the engine to make it roadworthy. Motion made by Chair Hotaling and seconded by Director Mahoney to approve to surplus the engine. Director Neifer amended the motion to include staff to start working on the specifications for a new engine. The amended motion was passed unanimously.

The public meeting was adjourned and the Board went into Closed Session at 7:35 pm.

C. Closed Session: Pursuant to California Govt. Code § 54957.6(a) LABOR NEGOTIATIONS; Discussion of the Memorandum of Understanding with Local 3800, District

negotiators: Hotaling and Hardesty.

The open meeting was reconvened at 8:14 pm. Chair Hotaling reported that no action was taken in closed session.

Chair Hotaling wished everyone a safe and wonderful Thanksgiving.

The meeting was adjourned at 8:16 pm.

Next Board Meeting: Monday, December 18, 2023 6:30 PM - 8:00 PM (PST)

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Joe Ref", with a long horizontal flourish extending to the right.

District Manager

**Penryn Fire General
Check Detail
November 18 through December 13, 2023**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
	11/27/2023	AT&T Inc.	General Operating Funds	-113.23
2071575	11/17/2023		52040 Communication Services	113.23
TOTAL				113.23
	11/27/2023	Dawson Oil Co.	General Operating Funds	-778.63
679188	11/17/2023		52170 Fuel	778.63
TOTAL				778.63
	11/27/2023	FRMS	General Operating Funds	-339.75
2023-...	11/17/2023		51360 Workers Comp Ins.	339.75
TOTAL				339.75
	11/27/2023	G & T Truck Repair...	General Operating Funds	-1,135.41
33935	11/17/2023		E-38	1,135.41
TOTAL				1,135.41
	11/27/2023	Inland Business Sy...	General Operating Funds	-35.41
3774625	11/17/2023		52330 Office Supplies	35.41
TOTAL				35.41
	11/27/2023	Loomis Ace Hardw...	General Operating Funds	-119.11
10/31/...	11/17/2023		52330 Supplies-Equipment	119.11
TOTAL				119.11
	11/27/2023	Placer Hills Fire Di...	General Operating Funds	-1,675.00
11162...	11/17/2023		E-38	1,675.00
TOTAL				1,675.00
	11/27/2023	Sunbelt Rentals, Inc	General Operating Funds	-169.63
14639...	11/17/2023		52330 Supplies-Equipment	169.63
TOTAL				169.63
	11/27/2023	Danielle Hardesty	General Operating Funds	-75.00
11-20-...	11/27/2023		52580 Commision Reimbursements	75.00
TOTAL				75.00
	11/27/2023	Larry Shields	General Operating Funds	-75.00
11-20-...	11/27/2023		52580 Commision Reimbursements	75.00
TOTAL				75.00

**Penryn Fire General
Check Detail
November 18 through December 13, 2023**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
	11/27/2023	Randy Neifer	General Operating Funds	-75.00
11-20-...	11/27/2023		52580 Commision Reimbursements	75.00
TOTAL				75.00
	11/27/2023	Susan Mahoney	General Operating Funds	-75.00
11-20-...	11/27/2023		52580 Commision Reimbursements	75.00
TOTAL				75.00
	12/01/2023	Antelope Hill Pest ...	General Operating Funds	-123.00
117311	12/01/2023		52330 Supplies-Equipment	123.00
TOTAL				123.00
	12/01/2023	AT&T Mobility	General Operating Funds	-160.96
11/4/23	12/01/2023		52040 Communication Services	160.96
TOTAL				160.96
	12/01/2023	ISU Insurance Serv...	General Operating Funds	-4,534.00
15371	12/01/2023		52080 Insurance Liability	4,534.00
TOTAL				4,534.00
	12/01/2023	Kaiser Foundation ...	General Operating Funds	-3,153.39
37497	12/01/2023		51310 Employee Group Insurance	3,153.39
TOTAL				3,153.39
	12/01/2023	Municipal Emergen...	General Operating Funds	-817.41
1959491	12/01/2023		52330 Supplies-Equipment	817.41
TOTAL				817.41
	12/07/2023	Dawson Oil Co.	General Operating Funds	-723.30
685717	12/07/2023		52170 Fuel	723.30
TOTAL				723.30
	12/07/2023	Mike Barsdale	General Operating Funds	-188.00
041923	12/07/2023		52260 Miscellaneous	188.00
TOTAL				188.00
	12/07/2023	Placer Hills Fire Di...	General Operating Funds	-310.00
12/4/23	12/07/2023		E-38	310.00
TOTAL				310.00
	12/07/2023	US Bank	General Operating Funds	-5,582.76

11:11 AM

12/15/23


Penryn Fire General
Check Detail
November 18 through December 13, 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
11/9/2...	12/07/2023		52800 Utilities	819.35
			52260 Miscellaneous	383.52
			52180 Bldg Materials, Improve	4,091.66
			52330 Supplies-Equipment	180.00
			52170 Fuel	108.23
TOTAL				5,582.76



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'Ambrogio, Fire Marshal 
Date:	December 18, 2023
Subject:	Review of the Capital Improvement Plan and Mitigation Fee Review and Report for 2023

The Issue

Shall the Board conduct a Public Hearing to review and approve the Capital Improvement Plan (CIP) and Mitigation Fee Review and Report and by resolution adopt the 2023 Fire Facilities Impact Fee Study and fee schedule?

Conclusion and Recommendation

Staff recommends the Board conduct a Public Hearing to review and approve the Capital Improvement Plan (CIP) and Mitigation Fee Review and Report and by resolution adopt the 2023 Fire Facilities Impact Fee Study and fee schedule.

Background

Government Code 66000 *et seq* allows local agencies to collect fees from new development to offset the impacts of that development on local services. Placer County Code Chapter 15.36.010.A identifies the requirements for fire protection districts to follow to collect such fees. The Placer County Board of Supervisors has the final approval to the adoption and adjustment to any fees imposed by fire districts.

As part of the requirements an annual Capital Improvement Plan (CIP) and report on mitigation fees collected and expended over the prior Fiscal Year need to be reviewed and adopted by the Board of Directors at a public hearing. The annual mitigation fee report may include an adjustment to the fee schedule based on the Construction Cost Index (CCI) published by the *Engineering News-Record*.

The CIP provides information on facilities, apparatus, and capital equipment, depreciation programs; estimated costs, schedule of replacement/purchase, and

long-term capital projects. The CIP provides an effective planning tool for the District and assists in the annual budget process.

The Mitigation Review and Report identifies the amount of mitigation fees collected, the amount of fees spent on capital purchases, and the types of purchases made with mitigation fees. The Review and Report may propose any changes to the current fee schedule based on the CCI for a given period of time.

Every 5-8 years a Fire Facilities Impact Study is performed by the Fire District to make any adjustments to the Fire Facilities Impact Fee Schedule.

The last Fire Facilities Impact study was prepared and adopted in 2014. In 2023 the Fire District engaged the services of Capital Public Finance Group to conduct and update the Development Impact study and fee schedule. In June of 2023 a final draft study was prepared and distributed to Board members for review.

The 2023 study indicates an increase to a single fee of \$1.80 per square foot with an allowable administrative cost of \$.04, for a total fee of \$1.84 per square foot of new development. This fee represents the increase of costs associated with development of which the Fire District also incurs when purchasing fire apparatus, fire equipment, and new and or additions to fire facilities.

Current and Proposed Fee Schedule:

Residential dwellings:	\$0.96 per sq. foot to \$1.84 per sq. foot
Retail Commercial:	\$1.33 per sq. foot to \$1.84 per sq. foot
Office Commercial:	\$1.27 per sq. foot to \$1.84 per sq. foot
Industrial Commercial:	\$0.69 per sq. foot to \$1.84 per sq. foot
Agricultural/Commercial:	\$0.59 per sq. foot to \$1.84 per sq. foot

The fee schedule will be implemented and imposed on all new construction sixty (60) days after the Approval by the Placer County Board of Supervisors.

Alternatives Available to the Board

1. Conduct a Public Hearing and adopt by resolution, the Capital Improvement Plan (CIP) and Mitigation Fee Review and Report;
2. Take no action, the District will be unable to make adjustments to the current Mitigation Fee schedule.

Fiscal Impact

No fiscal impact or costs incurred to the budget is associated by this action. Future mitigation fees may be increased bringing added funding to the fire fee mitigation account.

**PENRYN FIRE PROTECTION
DISTRICT**



**CAPITAL IMPROVEMENT PLAN
(CIP)**

**AND
MITIGATION FEE REVIEW AND
REPORT
2023**

Overview

The Capital Improvement Plan (CIP) is considered a planning process for the Penryn Fire Protection District. This plan attempts to identify the capital needs of the organization not only the immediate needs but also seeks to identify longer-term capital needs. In general, the CIP is a planning document that is updated annually through the budget process and subject to change as the needs of the organization and community become more defined and projects move along in their respective planning and budgeting processes. The use of a CIP provides for considerable advance project identification, planning, evaluation, scope, definition, design, public discussion, cost estimating, and financial planning.

Objectives used to develop the CIP include:

- To preserve and improve the infrastructure of the organization through capital asset procurement in a sustainable manner.
- To maximize the useful life of capital investments by scheduling major renovations, modifications, and procurement at the appropriate time.
- To identify and examine current and future infrastructure and equipment needs and establish priorities among projects so that available resources are used to the best advantage; and
- To improve financial planning and stability by comparing needs with resources, estimating future funding issues, and identifying potential fiscal implications.

This plan will serve several specific purposes such as a guide for the District Board and its administration towards current and future capital improvement needs, informs the district's personnel, the community, business, and other interested parties about the capital needs of the district and the projected costs of those needs, and identifies financial decisions, allocations, and needs over a prescribed period of time whether funding is available or not.

The Fire District

The Fire Protection District provides all hazard services to the communities of Penryn and portions of the Town of Loomis in Placer County. The district's jurisdiction includes over 11 square miles of rural and suburban area and provides emergency medical services (EMS), fire response and suppression, fire prevention inspections, code enforcement, fire investigation, rescue operations, vehicle extrication, hazardous materials response, fire district administration, staff training, public education, and participates in the California Master Mutual Aid System through the Office of Emergency Services (OES) Fire & Rescue Branch.

Recommended standards for fire protection and emergency medical services are issued by the National Fire Protection Association (NFPA) and often considered industry standards. In addition are the Public Protection Classification Surveys performed by the Insurance Services Office (ISO) for the insurance industry. These surveys have a direct bearing on the premiums charged by companies for fire insurance. A major area of importance of these surveys include apparatus, equipment, and facilities.

Capital Improvement Components

Capital improvement components contain, but not limited to the following:

Apparatus: Purchase and replacement of Type-I, Engines Type-III Engines; rescue vehicles; water tenders; command vehicles; utility vehicles; and support vehicles.

Major Equipment: Purchase and or replacement of personal protective equipment (PPEs), self-contained breathing apparatus (SCBAs), rescue tools, life support equipment, fire hose, communications equipment, information technology related devices and hardware, and small/portable equipment.

Facilities: New construction, renovation, and or replacement of fire stations, vehicle maintenance facilities, training facilities (both didactic classrooms and manipulative drill ground buildings and props), and administrative and support offices.

Property acquisition may also be considered a capital purchase to serve future needs of the fire district.

Capital Acquisitions Apparatus

The Fire District has established some standard apparatus and equipment depreciation and replacement schedules. Primary funding is now provided through general funds, loans, mitigation fees, and or through grants.

Type I Engine Replacement Recommendations: Continue to follow and implement an apparatus replacement schedule of 15 years of frontline service for all Type I firefighting apparatus, with a minimum of 5 years reserve service before consideration of decommissioning the apparatus. Apparatus refurbishment may also be a consideration.

Type III Engine Replacement Recommendations: Continue to follow and implement an apparatus replacement schedule of 20 years of frontline service for all Type III firefighting apparatus. Apparatus refurbishment may also be a consideration.

Water Tender Replacement Recommendations: Continue to follow and implement an apparatus replacement schedule of 25 years of frontline service for all Water Tender apparatus. Apparatus refurbishment may also be a consideration.

Light Duty Vehicle Replacement Recommendations: It is recommended that light vehicles should be considered for a replacement of 10 years for Command Vehicles and utility vehicles (due to intense, high mileage use).

Specialized Apparatus and Vehicles Recommendations: Specialized vehicles such as air units, rescues, and ATV units are recommended to be replaced as needs of the Fire District determine and based on the type of use and condition of such unit(s). Typical replacement may occur between 15 and 25 years. Refurbishment may also be a consideration.

See Attachment for District Capital Replacement Schedule

Capital Acquisitions Major Equipment

This section discusses the replacement of major equipment in the on-going business of fire, rescue, and EMS service delivery by the Fire District. It includes personal protective equipment (PPE) turnout gear, self-contained breathing apparatus (SCBA), rescue extrication tools, life support cardiac monitoring/intervention equipment, fire hose, small equipment, radios, and information technology related devices. While some items may not be considered a capital asset by policy, they are included as a way of presenting ongoing equipment needs.

Personal Protective Equipment (PPE): PPE's are recommended to be replaced every 5 years, or when such turnout gear has met its life expectancy, or whenever the equipment is damaged beyond repair or fails an inspection. Wildland gear are recommend to be replaced between 3-5 years or has met its life expectancy, or whenever the equipment is damaged beyond repair or fails an inspection.

Fire Hose and Nozzles: The National Fire Protection Association's (NFPA) Standard-1962 calls for annual hose testing and allows for keeping hose as long as it passes the annual service test. However, a generally accepted practice is to remove hose from service after 20 years, as recommended by the NFPA in Standard-1962 (2008 Edition), Annex A.7.1., which states "While all users should establish their own retirement schedule, fire departments should give careful consideration to a 10-year maximum service life under normal operating conditions."

Rescue Tools: Hydraulic rescue tools are mission critical equipment for delivering service. These units should be replaced every 10 years depending on advances in technology and the cost of maintenance and repairs to each unit. "Jaws" that have been purchased and used in the last 5-10 years can have a life expectancy of up to 20 years.

EMS Equipment: The defibrillators and CPR Lucas devices are an integral part of the EMS delivery the Fire District provides. These units are recommended to be replaced every 15 years depending on advances in technology and the cost of maintenance and repairs to each unit.

Self-Contained Breathing Apparatus (SCBA): All SCBA cylinders require periodic hydrostatic testing as required by 49 CFR 180.205. Wrapped carbon fiber cylinders should be tested every five years and have a 15- year service life. Therefore the life expectancy of a SCBA is 15 years and the recommended replacement schedule.

Communication Equipment: Communication equipment such as radios, tablets, and pagers are ever changing due to new technology and need to be replaced when such technology no longer supports the Fire District mission. As new technology advances communication equipment need to adapt to the environment to ensure the safest and most efficient means for personnel to perform in the field.

See Attachment for District Capital Replacement Schedule

Capital Acquisitions Facilities

Capital improvements and investments in facilities can represent some of the largest expenditures of a Capital Improvement Plan, especially if new fire facilities are contemplated. The following is the list of facilities within the Fire District and estimated replacement values and future long term capital improvements.

Penryn Fire Protection District Facilities

Fire Station #38, 7206 Church St., Penryn CA.

Fire District Facilities	Facility Type	Replacement Cost
Fire Station #38	Fire Station	\$6,000,000.00
Total		\$6,000,000.00

Future Long Term Capital Improvements: Facilities

Facility	Description	Status	Estimated Costs
Station #38	Station backup power system	Completed in FY 22/23	\$20,000.00 (Actual)
Station #38	Renovation, add adequate dorm facilities	Renovate/addition to include adequate dorm (sleeping) quarters for personnel and enclose 1 apparatus bay. Conduct needs assessment and cost analysis, identify funding sources. Schedule-TBD Unfunded Project	\$1,200,000.00

Funding Sources for Capital Improvement

Sources for capital improvements derive from a number of sources. Funds are generated through local property tax allotment, assessments, fees, charges for services, and outside funding such as grants and loans. The availability of funds fluctuates on a number of factors including assessed property values, employee costs, consultants and service contracts, insurance costs, and general economic cost increases. Other funding sources for capital purchases may include:

General Fund. General funds are monies collected from property tax apportionment, fees for services, assessments, and other revenue generation in relation to services provided. Unless designated, general funds are spent on the operations of the organization, including capital expenditures.

Loan Financing. Loan financing is generated through the borrowing of funds (principal) at a cost (interest) through a financial institute and or governmental agency and can include the sale of municipal bonds. Loans are typically used for specific one-time capital purchases.

Grant Funding. Grant funding is made available for capital purchases primarily through the Federal Emergency Management Agency (FEMA) through the Assistance to Firefighter's Grants (AFG). This program is offered on a national level and is extremely competitive throughout the United States Fire Service.

Mitigation and Facility Impact Fees. These fees derive from development within the fire district and are intended to off-set impacts development may have on the fire district in providing services. These fees may be restrictive in what they can be used for regarding capital projects.

Review and Reporting of Fire Facility Impact and Mitigation Fees.

The Fire District, under Government Code § 66000 *et. seq.*, is allowed to collect fees from new development to offset the impacts on local services. This is known as the Fire Facilities Impact and Mitigation Fee. The fee is collected on all new construction including additions and is applied towards capital expenditures such as fire facilities, apparatus, and firefighting equipment to meet future service demands of the Fire District.

The most important part of AB 1600 is the requirement for findings that connect any impact stemming from a development project to the type and amount of the fee imposed or what is commonly referred to as the “Nexus” requirement. Government Code Section 66001 states that in any action “establishing, increasing, or imposing a fee as a condition of approval of a development project,” the local agency shall do all of the following:

- 1) Identify the purpose of the fee.
- 2) Identify how the fee is to be used. If the use is for financing public facilities, the facilities shall be identified.
- 3) Determine how a reasonable relationship exists between the fee's use and the type of development project on which the fee is imposed.
- 4) Determine how a reasonable relationship exists between the need for the public facility and the type of development project on which the fee is imposed.
- 5) Determine how there is a reasonable relationship between the amount of the fee and the cost of the public facility or portion of the public facility attributable to the development on which the fee is imposed.

Purpose of the Fee

The purpose of this development impact fee is to ensure that new development within the District pays its proportionate share of the capital investments to be made by the District along with its share of future capital costs, which are necessary to provide fire protection, fire suppression and other fire safety services adequate to accommodate a growing service population. The District is prudent in requiring that new development will not burden existing property owners with the cost of public facilities required to accommodate growth. The District can further this objective through the imposition of development impact fees. The purpose of the development impact fee is to implement this policy by providing a funding source from new development for capital improvements to serve that development. The fee helps to ensure that the level of service is maintained as new development offsets the increased costs of providing service as growth occurs.

Use of the Fee

The development impact fee will fund new construction of fire stations, apparatus, vehicles, and capital equipment needed to serve new development. All facilities and capital equipment will be located within the boundaries of the District. As identified in the Capital Improvement Plan, these facilities include:

- ◆ land for new fire stations

- ◆ fire station construction or expansion
- ◆ fire apparatus acquisition
- ◆ vehicle acquisition
- ◆ capital equipment acquisition
- ◆ financing costs associated with the above listed capital expenditures

Benefit Relationship

The Fire District will restrict fee revenues to the acquisition of land, construction/reconstruction/expansion of buildings, and purchase of apparatus, vehicles and capital equipment, and related financing costs to serve new development. Fire facilities and capital equipment funded by the fee will further the District-wide network of services accessible to the additional residences and businesses associated with new development. Thus, there is a reasonable relationship between the use of fee revenues and the residential and non-residential types of new development that will pay the fee.

Burden Relationship

The purpose of assessing an impact fee is to provide the capital resources necessary to sustain a constant level of service for fire protection, emergency medical response, rescue and extrication, containment and mitigation of hazardous materials exposure, and other life safety services that is required of a growing service population. Based on the District's historical experience in responding to calls for service among the varying types of development in its boundaries, it is appropriate to assess the fee on a uniform basis in order to share the costs on a pro rata basis among existing and new development. Thus, there is a reasonable relationship between the use of the fee and the type of development served by the capital resources funded by the fee.

Proportionality

The reasonable proportionality relationship can be established by identifying the facility costs attributable to future development, then establishing fee rates that allocate those costs in proportion to the demands created by each type of development project. The fee apportions costs between the existing population and new development in a manner proportional to their contribution of the need for that facility. Further, fees are imposed based on building size as measured by habitable and enclosed square feet of each building.

The Fire District utilizes the services of a consultant to perform a "nexus" study. This study is intended to update the development impact fee imposed by the District. This report summarizes an analysis of the need for fire facilities and equipment to accommodate new development within the District's boundaries and documents a reasonable relationship between new development, the fee, and the facilities and capital equipment to be funded.

The study updates the development impact fee based on the current values of all fire equipment and facilities necessary to protect current residents at current service levels. This fee is translated into a per square foot cost that is imposed on any new construction which may occur. Impact fees

paid will allow for the District to provide the necessary facilities, vehicles, and equipment necessary to maintain current service levels.

The nexus study for this district was approved by the Placer County Board of Supervisors on November 18, 2014. The Mitigation Fee Act requires this fee review and reporting annually and additional five-year findings.

Placer County has and will continue to experience growth. Consequently, local fire districts are faced with the challenge of providing service to an expanding customer base with limited resources for upgrading the infrastructure necessary to accommodate such expansion. The Fire District too faces the challenge of providing fire facilities and services to service new development within its boundaries. The impact fees collected as a result of new construction provides a funding source for the construction of fire facilities and purchase of vehicles and equipment necessary for this purpose.

This fee can be adjusted annually using the Construction Cost Index (CCI) of the San Francisco area (applies to the Sacramento area) as reported in the Engineering News-Record (ENR) and is approved for use as an annual cost escalator to be applied to the fee.

In 2023 the Fire District contracted the services of Capital Public Finance Group to conduct and update the Development Impact study and fee schedule. In June of 2023 a final draft study was prepared and distributed to Board members for review.

The 2023 study indicates an increase to a single fee of \$1.80 per square foot with an allowable administrative cost of \$.04, for a total fee of \$1.84 per square foot for all new development. This fee represents the increase of costs associated with development of which the Fire District also incurs when purchasing fire apparatus, fire equipment, and new and or additions to fire facilities.

Current and Proposed Fee Schedule:

Construction Type	Current Fee	Proposed Fee
Residential dwellings	\$0.96 per sq. foot	\$1.84 per sq. foot
Retail Commercial	\$1.33 per sq. foot	\$1.84 per sq. foot
Office Commercial	\$1.27 per sq. foot	\$1.84 per sq. foot
Industrial Commercial	\$0.69 per sq. foot	\$1.84 per sq. foot
Agricultural/Commercial	\$0.59 per sq. foot	\$1.84 per sq. foot

Penryn Fire Protection District Annual Mitigation Fee Reporting for FY 22/23

	FY 21/22	FY 22/23	Budgeted 23/24	Projected 24/25	Projected 25/26
Revenue					
Mitigation Fees	53,190.72	68,572.77	64,220.00	64,220.00	64,220.00
Investment Interest	1,968.80	13,850.64	12,000.00	12,000.00	12,000.00
Bickford Ranch	150,000.00				
Motion Pro Donation	10,495.74	3,676.96			
Total Revenue	215,655.26	86,100.37	76,220.00	76,220.00	76,220.00
Expense					
Type 1 Engine	51,220.10	51,220.10	51,220.10	51,220.10	51,220.10
Station improvement backup power	22,000.00				
New Equipment - Tablet Command			20,000.00		
Development Impact Fee Study			5,000.00		
Total Expense	73,220.10	51,220.10	76,220.10	51,220.10	51,220.10
Net Revenue	142,435.16	34,880.27	-0.10	24,999.90	24,999.90
Beginning Balance	316,588.77	459,023.93	493,904.20	493,904.10	518,904.00
Ending Balance	459,023.93	493,904.20	493,904.10	518,904.00	543,903.90
Assigned Fund Balance	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00

Note* Board approved \$300,000 transfer from the General Fund for future fire engine purchase in FY21

Type 1 Engine loan ends 1/30/2033

The Penryn Fire Protection District shows a current mitigation fee balance of \$493,904.20 and FY 22/23 mitigation fee revenues of \$86,100.37 with expenditures of \$51,220.10. FY 23/24 expenditures are \$76,220.10 with estimated revenues of \$76,220.00 with a mitigation fee balance of \$493,904.10.

Current Capital Funding Obligations

Type 1 Engine Loan- \$51,220.10/Year. Last Payment FY 32/33



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

RESOLUTION NO. 2023-09

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE PENRYN FIRE PROTECTION DISTRICT
ADOPTING AN ANNUAL FEE REPORT AND CAPITAL IMPROVEMENT PLAN TO UPDATE THE
FIRE FACILITIES IMPACT AND MITIGATION FEE SCHEDULE**

WHEREAS, the Placer County Board of Supervisors approved the Penryn Fire Protection District Fire Facilities Impact Fee (Impact Fee) based on the 2014 Nexus Fee Study on November 18, 2014, pursuant to Placer County Code section 15.36.101 and the Mitigation Fee Act; *and*

WHEREAS, consistent with the Mitigation Fee Act (Gov. Code, sections 66000, et seq.) and Placer County Code, the Penryn Fire Protection District has prepared an Annual Mitigation Fee Review and Report for 2022/2023 (Annual Report) and Capital Improvement Plan (CIP); *and*

WHEREAS, the Board of Directors of the Penryn Fire Protection District contracted the services of Capital Public Finance Group to conduct and update the Development Impact study and fee schedule to establish a new baseline fee structure and has reviewed this Nexus Fee Study; *and*

WHEREAS, the Board of Directors of the Penryn Fire Protection District has reviewed and considered the Annual Report, CIP, and Nexus Study at a duly noticed public hearing; *and*

WHEREAS, the Board authorizes annual adjustments to the Impact Fee based on the applicable Construction Cost Index (CCI) in the Engineering News Record; *and*

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the Penryn Fire Protection District does hereby adopt the Annual Report, CIP, and Nexus Fee Study which support a new 2023/2024 fee of \$1.84 per square foot for new construction, including residential, commercial, office, and industrial building space as well as to additions to existing buildings which requires the issuance of a permit or approval from the County of Placer.

BE IT FURTHER RESOLVED, the above fee shall be imposed sixty (60) days after the approval by the Placer County Board of Supervisors.

APPROVED, PASSED AND ADOPTED at a regular meeting of the Governing Board of the Penryn Fire Protection District at Penryn, California on December 18, 2023, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

Cheryl Hotaling, Chair

ATTEST: _____
Susan Mahoney, Secretary



PENRYN FIRE PROTECTION DISTRICT

STAFF REPORT

Date: December 18, 2023
To: Board of Directors
From: Administrative Committee
Subject: FY 2023-2024 Amendments to Operating Budget

Background

The District's Final Operating and Mitigation Budgets for Fiscal Year (FY) 2023-2024 were adopted on September 18, 2023. At a Special Meeting held on November 27, 2023, the Board approved the Memorandum of Understanding (MOU) between the Nevada County Professional Firefighters Local 3800 and the Penryn Fire Protection District. The MOU became effective immediately and expires on June 30, 2025. Increased Operating Budget costs as a result of the approved MOU and other adjustments are discussed below.

Discussion

The approved MOU includes a 7% salary increase effective December 2, 2023. This increase affects costs for salaries, overtime, retirement, and payroll taxes. The total estimated cost for the salary increase for FY 2023-2024 is \$27,180.

The MOU also provides for payment of 50% of the health insurance cost for an employee's family. If an employee does not elect health insurance, an amount equal to the cost of their health premium (employee only) will be deposited monthly to their 457 account. The estimated increased cost for employee group health insurance for FY 2023-2024 is \$18,180.

It has been the Board's desire to contribute to employees' deferred compensation accounts for work performed in FY 2021-2022 (the fiscal year prior to entering into a contract with CalPERS for employee retirement). In lieu of payments for FY 2021-2022, the MOU provides for deferred compensation payments in the amount of \$1,500 for each year of service to be paid one-half in FY 2023-2024 and one-half in FY 2024-2025. The FY 2023-2024 payments total \$26,782.

In addition to the costs associated with the approval of the MOU, the Amended Operating Budget includes an equipment expense of \$50,000. This is the estimated annual contribution amount needed to provide for the future replacement of capital equipment. This amount will be transferred to the Mitigation Fund at fiscal year-end and designated as Restricted Fund Balance. A small adjustment of \$10 is reflected in the Taxes & Assessments expense item.

Fiscal Impact

Adoption of Resolution 2023-10 decreases the net income of the FY 2023-2024 **Operating Budget** by \$122,152 (from a net income of \$117,373 to a net loss of \$4,779). There are no changes to the FY 2023-2024 **Mitigation Budget** as adopted on September 18, 2023.

Recommendation

The Committee recommends adoption of Resolution 2023-10 which approves the **Amended Operating Budget** for FY 2023-2024.

Penryn Fire Protection District
Amended Operating Budget FY 23-24
as of December 2023

	Amended FY 22-23	Adopted Sep FY 23-24	Proposed Adjustments	Amended FY 23-24
Revenue				
Taxes				
40010 Current Secured	540,303	568,208	-	568,208
40020 Property tax impounds	52	-	-	-
40040 Railroad Unitary Property	617	637	-	637
40050 Unitary and Non-Unitary	11,402	12,199	-	12,199
40060 Current Unsecured	11,574	12,310	-	12,310
40070 Delinquent Secured Prop	-	-	-	-
40090 Delinquent Unsecured	100	-	-	-
40100 Current Supplemental	18,320	13,915	-	13,915
40110 Delinquent Supplemental	40	-	-	-
40180 Special Tax Measure C	112,209	113,695	-	113,695
42010 Investment Income	15,000	15,000	-	15,000
44350 State Homeowners Relief	3,121	3,042	-	3,042
46030 Direct Charges Measure A	449,050	472,614	-	472,614
<i>Total Taxes</i>	1,161,787	1,211,620	-	1,211,620
Other Revenue				
44041 State Match/Grants	38,940	-	-	-
46071 JOA reimbursements	20,600	-	-	-
46091 Fire Code Inspections	13,000	12,500	-	12,500
46361 Fire Services Strike Team	68,000	50,000	-	50,000
48031 Miscellaneous	29,500	2,000	-	2,000
<i>Total Other Revenue</i>	170,040	64,500	-	64,500
Total Revenue	1,331,827	1,276,120	-	1,276,120

Expenses

Operations

52030 Clothing and Personal	20,000	20,000	-	20,000
52040 Communication Services	9,500	6,500	-	6,500
52080 Insurance Liability	19,350	20,555	-	20,555
52160 Maintenance - vehicles	35,000	22,000	-	22,000
52170 Fuel	13,000	20,000	-	20,000
52180 Bldng Materials, Improve	1,000	7,000	-	7,000
52240 Membership Dues	1,500	1,500	-	1,500
52260 Miscellaneous	2,500	2,000	-	2,000
52320 Printing	500	500	-	500
52330 Office Supplies	3,000	3,000	-	3,000
52330 Supplies-Equipment	27,000	25,000	-	25,000

Penryn Fire Protection District
Amended Operating Budget FY 23-24
as of December 2023

	Amended FY 22-23	Adopted Sep FY 23-24	Proposed Adjustments	Amended FY 23-24
52360 Administration Contract	156,655	165,341	-	165,341
52360 Audit	5,400	5,550	-	5,550
52360 County Collection Charges	5,601	5,800	-	5,800
52360 LAFCO dues	886	950	-	950
52360 Legal services	98	2,000	-	2,000
52360 Parcel Tax Consultant	14,660	8,500	-	8,500
52360 SB 2557 Collection costs	9,644	9,971	-	9,971
52370 Legal Services			-	
52390 Services payroll/dispatch	11,427	10,000	-	10,000
52390 Professional Svcs. 457	4,250	5,000	-	5,000
52490 Special Contributions	-75		-	
52580 Commision Reimbursements	3,075	4,500	-	4,500
52580 Precinct Elections	500	-	-	-
52580 Strike Team Expense	17,895	25,000	-	25,000
52785 Training	500	7,200	-	7,200
52800 Utilities	10,500	12,000	-	12,000
53190 Taxes & Assessments	62	60	10	70
54450 Equipment	28,624	-	50,000	50,000
<i>Total Operations</i>	402,052	389,927	50,010	439,937
Payroll				
51011 Salaries and Wages	400,000	479,000	19,300	498,300
51041 Overtime and Call Back	185,000	115,000	5,000	120,000
51110 Def Compensation	-	-	26,782	26,782
51211 CalPERS	61,200	64,820	2,680	67,500
51221 Payroll Taxes	11,000	15,000	200	15,200
51311 Employee Group Insurance	39,000	40,000	18,180	58,180
51361 Workers Comp Ins.	79,500	55,000	-	55,000
51371 Comp for Absence	24,592	-	-	-
<i>Total Payroll</i>	800,292	768,820	72,142	840,962
Total Expenses	1,202,343	1,158,747	122,152	1,280,899
Net Income	129,484	117,373	-122,152	-4,779

Beginning Fund Balance per FY 22-23 Audit	1,226,742
Ending Fund Balance Projected for FY 23-24	1,221,963



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

RESOLUTION NO. 2023-10

**A RESOLUTION AMENDING THE OPERATING BUDGET FOR FISCAL YEAR 2023-2024 TO
REFLECT CHANGES IN EXPENSES AND TO DIRECT THE
PLACER COUNTY AUDITOR-CONTROLLER TO UPDATE THE BUDGET**

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 current operating and mitigation budgets and recognizes that the operating budget needs to be updated to reflect changes in expenditures approved by the Board during the fiscal year 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 amendments to the operating budget for Fiscal Year 2023-2024.

PASSED AND ADOPTED by the Board of Directors of the Penryn Fire Protection District this eighteenth day of December 2023, by the following vote on roll call:

AYES

NOES:

ABSENT:

Cheryl Hotaling, Chairperson

ATTEST:

Susan Mahoney, District Secretary



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

RESOLUTION NO. 2023-11

**A RESOLUTION APPROVING A FUNDS TRANSFER OF \$39,877.49 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 2022-2023 and approves a transfer of \$39,877.49 from general reserves to mitigation reserves 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 eighteenth day of December 2023, by the following vote on roll call:

AYES

NOES:

ABSENT:

Cheryl Hotaling, Chairperson

ATTEST:

Susan Mahoney, District Secretary



PENRYN FIRE PROTECTION DISTRICT

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

BOARD OF DIRECTORS

Susan Mahoney
Larry Shields
Cheryl Hotaling
Danielle Hardesty
Randy Neifer

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

REGULAR MEETINGS OF THE BOARD OF DIRECTORS FOR 2024

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

January 15, 2024 (Martin Luther King Jr. Day)

February 19, 2024 (Presidents Day)

March 18, 2024

April 15, 2024

May 20, 2024

June 17, 2024

July 15, 2024

August 19, 2024

September 16, 2024

October 21, 2024

November 18, 2024

December 16, 2024



PENRYN FIRE PROTECTION DISTRICT

PO Box 219, 7206 CHURCH ST., PENRYN, CA 95663

916-663-3389 FAX 916-663-1262

BOARD OF DIRECTORS

Danielle Hardesty

Cheryl Hotaling

Susan Mahoney

Randy Neifer

Larry Shields

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

PENRYN BOARD OFFICERS 2023 (elected 12/19/2022)

Chair Cheryl Hotaling

(Nominated by Director Neifer, 2nd Director Hardesty)

Vice-Chair Danielle Hardesty

(Nominated by Director Neifer, 2nd Director Mahoney)

Secretary Susan Mahoney

(Nominated by Director Neifer, 2nd Chair Hotaling)

COMMITTEE ASSIGNMENTS 2023

Personnel Committee: Hotaling, Hardesty

Finance & Contract Oversight Committee: Mahoney, Hardesty

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