



# PENRYN FIRE PROTECTION DISTRICT

## NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

**Monday, July 17, 2023 Regular Meeting**

**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 [glofrano@placerhillsfire.org](mailto:glofrano@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 19, 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. Fire Chief /Fire Marshal Monthly Report
  - C. Battalion Chief(s)
  - D. 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
  - F. Review of the Impact Fee Study prepared by Capitol Public Finance Group
  - G. Review of the Volunteer Program Standard Operating Guideline.
9. **ACTION ITEMS**
  - A. Consider and approve Placer County Auditor/Controller's agreement for services for Fiscal Year 23-24 at a cost of \$5,513.33.
10. **MEETING ADJOURNMENT**

**Next meeting:** Monday, August 21, 2023 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

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### MINUTES OF THE REGULAR MEETING June 16, 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.

Staff in attendance: Fire Marshal Mark 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 Mahoney moved to approve the minutes for the meeting on May 15, 2023. 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:** Received a nice email thanking the engine company for participating in the United Auburn Indian Community 20<sup>th</sup> anniversary.
7. **Public Comment:** None
8. **Informational/Non-Action Items:**

- A. **Nevada County Professional Firefighters, Local 3800 (Local 3800):**

1. Waiting to hear back from CalPERS.

- B. **Fire Chief's Report by Fire Marshal Mark D'Ambrogi:**

1. Battalion Chief Slusher gave an update on Chief Gow. His procedure went well. He is in pretty good spirits and he can't wait to be back.
2. Penryn Volunteer Program Standard Operating Guideline is in draft form. Ready for review next month.
3. The white paper on succession planning is still in process.
4. Foresthill Fire has an interim Fire Chief and is holding interviews for a full-time Chief next week.
5. Fire Marshal D'Ambrogi met with Jeff Small from the Capitol Finance Group and reviewed the draft of the Fire Impact Study. The Board will have to approve the study and then it will go before the Board of Supervisors for their approval. Working on an annual increase in the mitigation fees for both Placer Hills and Newcastle. The annual cost of inflation is between 10 and 12%.

- C. **Fire Marshal Mark D'Ambrogi's Monthly Report:**

1. Fire code inspections: 1 single family dwelling, couple of hydros, 4 unit commercial plan review on Rippey Road, 2 civil plans for town homes.
2. The Winery 8 Project is on the Board of Supervisors agenda for tomorrow, June 20<sup>th</sup>.

3. Fire Marshal D'Ambrogi met with the project managers for the Penryn Apartments Project. There have been several different renditions for this development.

**D. Battalion Chief's report:**

1. Battalion Chief Slusher reported that there were 48 calls for the month and a total of 206 for the 3 districts. Penryn gave mutual aid 8 times and received it 8 times.
2. The burn ban goes into effect on June 26, 2023.

**E. Director Committee Reports**

1. **Personnel Committee:** Chair Hotaling reported that we are waiting for the CalPERS information and the approval of the amended MOU.
2. **Administrative Contract & Finance Oversight Committee:** Both current budget amendments and the preliminary budget for FY 23-24 were action items on the agenda.
3. **Ad hoc committee for Future Cooperation with other Fire Departments:** No report.

- F. Strike team review:** The report did not include the pre-positioning at the beginning of 2023.

**9. Action Items**

- A. Completion of probation and oath of office for Engineer Bradley Garrison, Firefighter Evan Diggs and Firefighter Sean Kaufman:** Captain Gordon introduced Engineer Bradley Garrison who was an intern and seasonal firefighter with Placer Hills before joining Penryn. Captain Barsdale introduced Volunteer Firefighter Evan Diggs who works with Alpha 1 ambulance and Engineer Keeler introduced Volunteer Firefighter Sean Kaufman. Several of their family members were in attendance. All 3 members successfully passed their 12 month probationary period. Fire Marshal D'Ambrogi administered the oath of office and they were congratulated by all.
- B. Appoint an Ad-Hoc committee to oversee Penryn Fire District's 100 year anniversary celebrations:** Directors Neifer and Shields volunteered to be on the committee. Chair Hotaling moved to approve the ad hoc committee of Directors Neifer and Shields. Vice-Chair Hardesty seconded the motion that was unanimously approved.
- C. Approve the rates for Fiscal Year 2023-2024 for Kingsley Bogard LLP:** Motion made by Director Neifer and seconded by Secretary Mahoney to approve the rates. Motion passed unanimously.
- D. Approve the purchase of 3 new recliners in the current Fiscal Year at a cost not to exceed \$7,000:** Captain Gordon presented several bids for recliners. Secretary Mahoney reported that there is funding for the 3 recliners in the current budget. Chair Hotaling moved to purchase the recliners at a cost not to exceed \$7,000. Director Neifer seconded the motion that passed unanimously.
- E. Adopt Resolution No. 2023-05 amending the budget for Fiscal Year 2022-2023.** Chair Hotaling thanked the Finance committee for the amended budget. Chair Hotaling moved to adopt Resolution No. 2023-05 amending the budget for FY 2022-2023. Director Neifer seconded the motion that was passed unanimously by roll call.
- F. Adopt Resolution No. 2023-06 approving the Preliminary Budget for Fiscal Year 2023-2024:** The Board would like to have Chief Gow present to discuss the capital replacement schedule. Director Neifer moved to adopt Resolution No. 2023-06 approving the

preliminary budget for FY 2023-2024. Director Shields seconded the motion that passed unanimously by roll call.

- G. Approve the new Joint Operations Agreement for shared staffing to include Auburn City Fire Department to the original agreement between Newcastle, Penryn, Placer Hills and Foresthill Fire Protection Districts:** Director Neifer move to approve the Joint Operations Agreement between the 5 agencies. Secretary Mahoney seconded the motion that passed unanimously.
- H. Approve to continue the Current Memorandum of Understanding with Local 3800 to the end of September at the request of Local 3800:** Chair Hotaling moved to approve the amended MOU and to sign the agreement after the Union has completed their process. Director Neifer seconded the motion that passed unanimously.

Chair Hotaling will miss next month's meeting.

**The meeting was adjourned at 7:19 pm.**

**Next Board Meeting: Monday, July 17, 2023 6:30 PM - 8:00 PM (PST)**

Respectfully submitted,



District Manager

**Penryn Fire Protection District**  
**Check Detail**  
June 17 - 30, 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
	<b>06/20/2023</b>	<b>Allstar Fire Equipment</b>		<b>General Operating Funds</b>	
23150...	06/20/2023		3 sets of turnouts ...	52030 Clothing and Personal	-13,169.23
TOTAL					-13,169.23
	<b>06/20/2023</b>	<b>Danielle Hardesty</b>		<b>General Operating Funds</b>	
61923-1	06/20/2023		May and June	52580 Commision Reimburse...	-150.00
TOTAL					-150.00
	<b>06/20/2023</b>	<b>Larry Shields</b>		<b>General Operating Funds</b>	
61623...	06/20/2023		May and June	52580 Commision Reimburse...	-150.00
TOTAL					-150.00
	<b>06/20/2023</b>	<b>Randy Neifer</b>		<b>General Operating Funds</b>	
61923...	06/20/2023			52580 Commision Reimburse...	-150.00
TOTAL					-150.00
	<b>06/20/2023</b>	<b>Riverview International</b>		<b>General Operating Funds</b>	
12529...	06/20/2023		Guage, switch, pa...	B38	-534.30
TOTAL					-534.30
	<b>06/20/2023</b>	<b>Susan Mahoney</b>		<b>General Operating Funds</b>	
61923...	06/20/2023			52580 Commision Reimburse...	-150.00
TOTAL					-150.00
	<b>06/20/2023</b>	<b>West Coast Frame &amp; ...</b>		<b>General Operating Funds</b>	
64631	06/20/2023		Pump test	B38	-400.00
			Pump test	E-38	-400.00
TOTAL					-800.00
	<b>06/30/2023</b>	<b>Anytime Fitness</b>		<b>General Operating Funds</b>	
51523	06/30/2023			52260 Miscellaneous	-648.00
TOTAL					-648.00
	<b>06/30/2023</b>	<b>AT&amp;T Inc.</b>		<b>General Operating Funds</b>	
20059...	06/30/2023			52040 Communication Services	-94.98
TOTAL					-94.98
	<b>06/30/2023</b>	<b>Inland Business Syst...</b>		<b>General Operating Funds</b>	
3481798	06/30/2023			52330 Office Supplies	-35.38
TOTAL					-35.38

**Penryn Fire Protection District**  
**Check Detail**  
 June 17 - 30, 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
	06/30/2023	Kaiser Foundation He...		General Operating Funds	
51478...	06/30/2023			51310 Employee Group Insurance	-2,908.67
TOTAL					-2,908.67
	06/30/2023	Riverview International		General Operating Funds	
310256	06/30/2023		Pump test and rep...	E-38	-2,860.51
TOTAL					-2,860.51
	06/30/2023	US Bank		General Operating Funds	
6923	06/30/2023			52330 Supplies-Equipment	-754.61
				52800 Utilities	-713.08
				52785 Training	-72.00
TOTAL					-1,539.69



## COUNTY OF PLACER

## OFFICE OF THE AUDITOR-CONTROLLER

ANDREW C. SISK, CPA  
Auditor-Controller  
E-mail: [asisk@placer.ca.gov](mailto:asisk@placer.ca.gov)

NICOLE C. HOWARD, CPA  
Assistant Auditor-Controller  
E-mail: [nhoward@placer.ca.gov](mailto:nhoward@placer.ca.gov)

July 1, 2023

To the Board of Directors and Management  
Penryn Fire District

The Auditor-Controller is pleased to confirm our understanding of the terms and costs of our services under this agreement for the 2023-2024 fiscal year.

A. Scope of Services

The Auditor-Controller will provide the following services to Penryn Fire District ("District"):

1. **General Accounting** – includes use of the County's centralized accounting system and recording of financial system entries submitted by the District. Transactions will be reviewed for authorization by appropriate District personnel prior to processing. This also includes compiling the District's financial information to report within the County's Cost Plan, if applicable.
2. **Accounts Payable** – includes processing payment claims by warrant, wire, or ACH. Claims will be reviewed to validate authorized District signers have approved the payment prior to processing, recording, and mailing payments. Any invoices submitted with payment claims will be scanned and archived for retention. Review of invoices for mathematical accuracy and appropriateness of expenditure is not part of the service agreement. Maintaining vendors and payments for purposes of 1099 reporting along with issuing 1099 forms for the calendar year, if applicable.
3. **Accounting Support** – includes responding to routine inquiries, working with external auditors, and replying to bank confirmations.
4. **Payroll** – includes bi-weekly payroll processing and validating employees' timecards including wage garnishments, recording, and mailing payments, submitting retirement and deferred compensation data, remitting tax payments, filing quarterly tax reports, issuing W-2 forms, and maintaining complete records. All payroll will be reviewed by the District prior to submitting for payment.
5. **Workday External Connection** – includes access to the Workday accounting system.
6. **Adopted Budget** – includes recording your District's adopted budget, ensuring expenditures do not exceed authorized budget and processing budget revisions.
7. **Gann Limit** - calculation of appropriation limit for the current fiscal year and measurement (testing) of appropriation limit for the previous fiscal year to assist the District in meeting the requirements of Article XIII B, Section 1.5 of the California Constitution.

B. Term

The term of this Agreement will commence on July 1, 2023, and end on June 30, 2024. Subject to written agreement of the parties, this agreement may be renewed annually.

C. Responsibilities of Auditor-Controller

The Auditor-Controller's responsibility under this Agreement is to perform the services enumerated above. The Auditor-Controller will not audit accounting entries, payment claims or budget transactions, nor will we validate the appropriateness of accounting transactions or claims for payment.

The Auditor-Controller's services are not designed to detect instances of fraud, noncompliance with laws or regulations or significant errors; however, the Auditor-Controller will communicate to District any known and suspected fraud, noncompliance with laws or regulations or significant errors that come to their attention. Neither the County nor the Auditor-Controller will be held liable should any instances of fraud, noncompliance with laws or regulations or significant errors be subsequently discovered by either District or through a claim or lawsuit to District.

D. Responsibilities of District Management

District is responsible for (1) ensuring all transactions are submitted and/or approved by authorized staff, (2) reviewing all transactions prior to submittal to ensure appropriateness of the expenditure, compliance with laws or regulations and to check for significant errors and fraud, (3) retaining all source documents, and (4) providing all District Board authorized budgets and budget amendments. The District is encouraged to routinely provide accounting reports and payment registers to its Board for review.

District agrees to inform County of significant noncompliance, fraud and/or errors immediately upon discovery.

For all services provided the District management agrees to assume all management responsibilities; oversee the services by designating an individual who possesses suitable skill, knowledge, and/or experience to understand the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. District agrees to hold the County and the Auditor-Controller harmless for any subsequent claims or lawsuits that may arise from the results of the services.

Annual Cost and Billing

The annual cost of services identified above is \$5,513.33. Your District will be billed by journal entry during the third quarter of the fiscal year for the entire annual costs. A copy of the journal entry will be provided to your District.

Agreement

The Auditor-Controller appreciates the opportunity to be of service to you and believes this letter accurately summarizes the significant terms of your agreement. This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements. Please execute this document and return the original version to my office at your earliest convenience.

Sincerely,

  
Andrew C. Sisk, CPA  
Auditor-Controller



We, the undersigned, have read and agree to the terms of this Agreement. We represent we have the authority to execute this Agreement on behalf of the Penryn Fire District.

Authorized Signature Director: \_\_\_\_\_ Dated: \_\_\_\_\_

Authorized Signature Board Chair: \_\_\_\_\_ Dated: \_\_\_\_\_

District Name: \_\_\_\_\_