



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 March 18, 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 Slusher, 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 asked about the Mitigation / Capital Improvement Plan and if it has gone before the Board of Supervisors. Chief D'Ambrogi reported that it has not been put on their agenda yet. Director Neifer moved to approve the minutes for the meeting on February 19, 2024. Director Shields seconded the motion that passed unanimously.
- 5. Financial Report & Bill Approval:**
Director Mahoney shared that the county does not reflect the Measure A accounting and the budget on the same report and that there are funds that are still showing up in cash in bank and they should be in cash in treasury.
Director Neifer moved to approve the financial report and expenses. Director Mahoney 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. The surplus engine and vehicle have finished being prepared to be sold
 2. A committee, including Captain Gordon and Battalion Chief Slusher, is starting to work on the specifications for a new Brush
 3. Engine 38 was repaired and returned but within the same day found that the engine was still leaking oil. The engine has been returned to the maintenance shop.
 4. Placer Hills Engine 84 is also in need of repairs, causing for engines to be moved around to provide proper coverage
 5. Placer Hills new Type 1 engine is being inspected and approved for delivery next week
 6. Received a request from AP Triton, consultant creating the Municipal Services Review, for a summary demonstrating a merger of Placer Hills, Penryn, Newcastle and Foresthill Fire Protection Districts. The consultant also indicated he would be asking for a similar document from South Placer Fire that includes Newcastle and Penryn and asking CalFire to provide one taking over all of the districts excluding South Placer Fire. Met with the board presidents and all agreed that we should provide a response. Chair Hotaling reported that the LAFCO executive director, Michelle McIntyre, let the Chief know that this request was within the consultant's purview.

Fire Marshal D'Ambrogi's Report:

1. Chief D'Ambrogi inspected 1 hydro single-family dwelling, 1 final ADU and 2 propane lines
2. A property on Taylor Rd. is being split into four parcels
3. Winery starting to install a water infrastructure
4. John Burns, from the Newcastle Fire Protection District, has been appointed to the greater auburn fire council

Director Neifer asked about the development in Auburn that didn't have to pay for measures due to their non-profit status and expressed his concern that we may not be able to collect fees on the non-profit developments in our area.

Battalion Chief Williamson's Report:

1. Partnering with the City of Auburn to train community volunteers to do defensible space inspections

Battalion Chief Slusher's Report:

1. 55 service calls in February, 118 service calls year to date
2. The lettering and any valuable equipment have been removed from the surplussed vehicles

C. Director Committee Reports

1. **Personnel Committee:** N/A
2. **Administrative Contract & Finance Oversight Committee:** Director Mahoney reported that they met with Placer Hills regarding the Administrative Contract and were provided opening costs. We are waiting for them to finalize their MOU prior to moving forward.
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 they received approval from a neighbor to allow for parking and they are starting the process of getting sponsorships from local businesses. Captain Gordon shared a sample of the 100-year challenge coin and uniform patch. He also requested for the board to consider paying for the patch design and purchase of the patch to protect the ownership of the artwork and patches. Chair Hotaling directed Captain Gordon to provide information to the District Manager so that it can be discussed and voted on at the next board meeting.
Director Shields shared they are also working to collect raffle and silent auction items

D. Board to review LAFCO letter regarding Joint Operations Agreement and Agreement for Administrative Services

Chief Gow reported that a letter was received from LAFCO's executive director, Michelle McIntyre, suggesting that the JOA agreement and Administrative Contracts fall under a government code 56134 that requires LAFCO's approval. After receiving the letter a meeting was scheduled with our attorney and our board presidents to review the letter and discuss a response. Our attorney feels that the government code doesn't apply to the two agreements and will be drafting a response letter to reflect her legal opinion. This issue has tentatively been put on the LAFCO agenda scheduled for April 10, 2024 but anticipate that after the letter is submitted it could be removed.

Director Hotaling shared that the government code doesn't apply as Penryn has not changed jurisdiction or staffing.

9. Action Items

A. Consider and vote for the Special District Representative for Placer County Local Agency Formation Commission

Director Hotaling asked if any Directors had any suggestions for the regular voting member. Director Mahoney shared that she was interested in Richard Hercules and Teresa Ryland. Director Hotaling shared that she is interested in someone that shares our interests like William Kahrl.

A vote was taken for the Regular Voting Member

Richard Hercules - Aye: 0

William Kahrl - Aye: Director Neifer, Director Shields, Director Hotaling

Teresa Ryland - Aye: Director Mahoney

Director Hardesty abstained

William Kahrl is selected as the regular voting member with 3 votes.

A vote was taken for the Alternate Members

Teresa Ryland as the first choice

Aye: Chair Hotaling, Director Mahoney, Director Neifer, Director Shields

Director Hardesty abstained

Teresa Ryland is selected as the first-choice alternate voting member with 4 votes.

William Kahrl as the second choice

Aye: Director Hotaling, Director Mahoney, Director Neifer, Director Shields

Director Hardesty abstained

William Kahrl is selected as the second-choice alternate voting member with 4 votes.

B. Consider and approve an updated audit services agreement with Smith & Newell

District Manager, Michelle Armstrong, reported that the cost increases each year by 3% and the financial transaction report is no longer included in the contract, this service will cost an additional amount of approximately five hundred dollars

Motion made by Director Mahoney to approve the agreement with Smith & Newell and seconded by Director Hardesty. The motion was passed unanimously.

The meeting was adjourned at 8:07 pm.

Next Board Meeting: Monday, May 20, 2024 6:30 PM - 8:00 PM (PST)

Respectfully submitted,



District Manager