



# 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 July 15, 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 Nelson.

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 Neifer moved to approve the minutes for the meeting on June 25, 2024. Director Hardesty seconded the motion that passed unanimously.

5. **Financial Report & Bill Approval:**

Director Neifer moved to approve the financial report and expenses. Director Mahoney seconded the motion that passed unanimously.

6. **Correspondence:** Chief Gow reported that we received a document from the Placer County Grand Jury, regarding the annual 700 filing and ethics training requirements. The report states that Penryn Fire Protection District is in compliance, no response is required.

7. **Public Comment:** Tim Monroe and Kathy Baxter introduced themselves as members of the Greater Auburn Fire Safe Council. Tim Monroe reported that they are looking to put up banners in the community to promote FIREWISE communities. He also reported that they have a goal of getting two communities in the area set up as a FIREWISE community within the next 12 months.

8. **Informational/Non-Action Items:**

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

B. **Fire Chief Gow's Report:**

1. Breathing apparatus efforts are still on going, waiting for bids for new apparatus.
2. Have a total of 6 volunteer applicants, 3 have completed the hiring process and waiting for the remaining applicants to finish the process.
3. Newcastle is reviewing the updated admin agreement and Placer Hills is looking to put in place a lease agreement for a fire engine.
4. Finishing up a review of the Placer Hills Lexipol policy manual, adding the standard operating guidelines and job descriptions.
5. Attended the LAFCO meeting, the MSR is still scheduled to be on their August agenda. The master plan for South Placer Fire was presented at this meeting.
6. AMR's contract with SSV is up for renewal in Placer County later this year. The local fire chiefs will be continuing to meet to discuss a recommendation to SSV to only renew the AMR contract for a shorter period of time to allow for a study to be completed to determine the best service option.
7. Chair Hotaling reported that she has been discussing with Chief Gow putting together 3 plans for the captains that will be included in the final budget that include equipment, training and facilities. It would be a more detailed budget for those categories to allow for more transparency. This would potentially allow for a more blanket approval process for

expenditures. Chair Hotaling said she would like to have the information presented at the August or September board meeting.

8. Director Neifer asked about the hydrant project and confirmed that progress was still being made on this maintenance project.

**Fire Marshal D'Ambrogi's Report:**

1. Completed 1 commercial final and 2 final single-family dwellings.
2. Penryn townhomes project had been put on hold and is now starting back up.
3. A new warehouse on Taylor Rd., for solar panels, is submitting their preliminary civil plans.

**Battalion Chief Nelson's Report:**

1. This past week Penryn aided on a structure fire in Newcastle. The fire became a 3 alarm fire, it was a difficult fire that led to transporting 1 firefighter off the property.
2. Last month there were 9 fires, 15 medical aids, 14 good intent calls, 2 false alarms
3. A 6-month training report was handed out, Chief Nelson reported that we have a goal of completing 240 hours a year which is an average of 2 hours a day.
4. Our SCBA sales rep has informed us that it is not viable to rebuild the SCBA's so we are getting bids on the cost of purchasing 7 new SCBA's, ric packs, new bottles and masks.
5. Director Neifer asked about selling the old SCBA's and received confirmation that they can be sold, they have approximately 7 years of life left.
6. Engine 38 has an oil leak and is in the shop again, anticipate it being returned next week.

**C. Director Committee Reports**

1. **Personnel Committee:** N/A
2. **Administrative Contract & Finance Oversight Committee:** No report, Director Hardesty reported that the county financial reports were just received today
3. **Ad hoc committee for future cooperation with other fire departments.** No report
4. **Ad hoc committee for the 100-year anniversary celebrations:**  
Captain Gordon reported that the 100 year anniversary patch has arrived and been distributed to staff, received a commitment from a food vendor, posters have been made and equipment rental for lights and porta potty has been completed.

**9. Action Items**

**A. Consider and adopt Resolution No 2024-07 Approving a fund transfer of \$108,534.58 from general reserves into mitigation reserves.**

Chair Hotaling reported that the transfer is for the budgeted equipment funds and for the reimbursement from the 23/24 strike teams.

Motion made by Director Neifer to consider and adopt Resolution 2024-07 and seconded by Director Shields. The motion was passed unanimously.

**B. Review the Conflict of Interest Code as requested by Placer County Counsel**

Chief Gow reported that this is a biennial requirement and the code is included in the packet, staff recommends you approve the current code. Motion made by Director Neifer to approve the review of the conflict of interest code and seconded by Director Hardesty. The motion was passed unanimously.

**The meeting was adjourned at 7:29 pm.**

**Next Board Meeting: Monday, August 19, 2024 6:30 PM - 8:00 PM (PST)**

Respectfully submitted,



District Manager