



# 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 March 20, 2023

- 1. Call the meeting to order and Roll Call:** Chair Hotaling called the meeting to order at 6:30pm. Directors in attendance: Danielle Hardesty, Cheryl Hotaling, Susan Mahoney, Randy Neifer and Larry Shields.  
Staff in attendance: Fire Chief Ian Gow, Fire Marshal Mark D'Ambrogi and District Manager Gillian Lofrano.
- 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 Mahoney seconded the motion that passed unanimously.
- 4. Approval of Minutes:** Director Neifer moved to approve the minutes for the regular meeting on February 20, 2023. Director Hardesty 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:** Director Hardesty congratulated Engineers Hodsdon and Keeler on the birth of their babies and thanked staff for filling in during their absence.
- 8. Informational/Non-Action Items:**
  - A. Nevada County Professional Firefighters, Local 3800 (Local 3800):** No report.
  - B. Fire Chief's Ian Gow Monthly Report:**
    1. Placer Hills added additional staff to respond in the utility task vehicle during the winter storms. They made several rescues both in Placer Hills and Foresthill.
    2. The LAFCO reorganization process is on hold until the Municipal Services Review (MSR) is completed. Hopefully there will be a draft report available in June or July.
    3. Placer Hills' applicant for the vacant Captain's position has passed his background checks.
    4. Placer Hills purchased storage containers through a grant for the construction of a training tower at the Weimar Station. Union Pacific approved adding 2 acres to this site for the project.
    5. The exhaust system has been installed at the Newcastle Fire Station. The old station was appraised at \$550,000 and has been put up for sale.
    6. Penryn received the Lucas chest compression system and have already used it on an incident.
    7. The repairs for Engine 38 are under warranty.
    8. Chief Gow is working on a Standard Operating Guideline for the volunteer program.
  - C. Fire Marshal Mark D'Ambrogi's Monthly Report:**
    1. Fire code inspections: 1 single family dwelling and 2 propane lines. Received plans for an ADU and a home office for firearms.

2. Fire Marshal D'Ambrogi has sent his conditions for Winery 8. The winery project is on the MAC meeting agenda on March 28, 2023.

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

1. 47 calls for service last month, 141 calls for the year. Gave mutual aid 8 times and did not receive mutual aid. Staff will display the Lucas device at next month's meeting.

**E. Director Committee Reports**

1. **Personnel Committee:** Met with the union representatives to get initial requests.
2. **Administrative Contract & Finance Oversight Committee:** Met with staff and discussed the budget. Amendments for this current fiscal year will be addressed at the June meeting.
3. **Ad hoc committee for Future Cooperation with other Fire Departments:** On hold.

- F. Capital equipment replacement plan:** The replacement plan will be part of the budget packet.

**9. Action Items**

- A. Approve Resolution No. 2023-01 authorizing participation in the Fire Risk Management Services Joint Powers Authority:** Director Neifer moved to approve participation in the Fire Risk Management Services Joint Powers Authority. Director Mahoney seconded the motion that passed unanimously.

- B. Approve Resolution No. 2023-02 establishing the Fire Recovery rates to be charged for the district's services:** Penryn residents are not billed for these services. Director Mahoney moved to approve the updated rates. Director Neifer seconded the motion that passed unanimously.

- C. Consider and approve a proposal for a 3-year agreement for providing Levy Administration Services for Measures A and C:** Proposals were received from DTA, Goodwin Consulting Group, SCI Consulting Group and Willdan Financial Services. Staff will follow up on the references supplied by the consultants. This will be addressed next month.

- D. Approve a proposal for a Development Impact Fee study:** Proposals were received from Capitol Public Finance Group, DTA, SCI Consulting Group and Willdan Financial Services. Jeff Small from Capitol Public Finance Group attended the meeting and presented his scope of services. Director Neifer moved to approve the proposal from Capitol Public Finance Group. Director Shields seconded the motion that passed unanimously.

- E. Approve paying recurring monthly charges with the district's credit card:** This will ensure that the bills are paid on time. Director Neifer moved to approve the use of the district credit card for monthly charges. Director Shields seconded the motion that passed unanimously.

- F. Call for Nominations for 3 expiring positions on the Board of Directors of the Fire Agencies Self Insurance System (FASIS):** There was no interest from the Board members. Director Hardesty moved to not nominate anyone for these positions. Director Neifer seconded the motion that passed unanimously.

The open meeting was adjourned at 7:14 pm and the Board went into Closed Session.

**G. 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 8:02 pm. Chair Hotaling reported that the negotiating team provided an update to the Board. No action was taken in Closed Session.

**There being no further business, the meeting was adjourned.**

**Next Board Meeting: Tuesday, April 25, 2023 6:30 PM - 8:00 PM (PST)**

Respectfully submitted,

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

Gillian Lofrano, Recording Secretary