



PENRYN FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS

MEETING MINUTES

Chair Hotaling, Vice-Chair Hardesty, Secretary Mahoney, Directors Neifer and Shields

MINUTES OF THE SPECIAL MEETING April 25, 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 (via con call), Cheryl Hotaling, Susan Mahoney, Randy Neifer and Larry Shields.
Staff in attendance: Fire Chief Ian Gow, Fire Marshal Mark D'Ambrogi, Battalion Chief Williamson, Battalion Chief Nelson and Administrative Assistant Nicole Paskey.
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 Mahoney moved to approve the minutes for the regular meeting on March 20, 2023. Director Shields 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:** Director Neifer reported the local school district Student Award Ceremony is coming up. Requested Penryn Fire staff attend if schedule allows. Director Neifer will send the date and time.
7. **Public Comment:** Director Mahoney received the Placer County Staff report on the winery project and will review.
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. Thank you letter for board member signature presented for Captain Lippold, who is also the fleet mechanic, to thank him for all his work and efforts to keep our vehicles and apparatus running. It is due to his efforts and record keeping that Penryn Fire was able to show record of service and have the new engine covered under warranty.
 2. Foresthill Fire Chief Matcham has resigned effective June to take another position with another department. He has been a great asset and will be missed. Foresthill will be looking to hire a new Fire Chief.
 3. Fire Chief Duerr at South Placer Fire is taking the lead on tablet command project, which gives the ability, on an iPad, to track location and availability of apparatus throughout the area. This will greatly increase the knowledge and ability to implement the closest resource concept. This is a shared cost project, more details to follow on cost. Anticipating implementation by the end of the year.
 4. Currently Penryn does not meet the NFPA standards of annual physicals for personnel. Chief, with administrative staff, are looking in to options to best provide proper care, to include preventative, for Penryn Fire personnel.
 5. Command Staff is working on a White Paper regarding staffing and succession planning.
 6. We have submitted an application for a SAFER grant for three additional positions for the next three years. Fully funded. More information to follow.
 7. New Placer Hills Captain starts this week.

8. Newcastle's old Fire Station is listed for sale and has been shown to multiple interested parties. Will keep the board updated on the sale. This may also impact our current LAFCO application as it pertains to capital expenditure money. Upon the sale of the property, the status will change and may need to be revised in our current application.
9. Penryn volunteer program Standard Operating Guidelines have been presented to command staff and personnel and are being reviewed. Will have an update at the next board meeting.

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

1. Fire code inspections: 1 single family dwelling and 2 propane lines. Received 23 plans for the Penryn Townhomes. Fire systems have been reviewed and approved.
2. Loomis Basin Equine Center will be holding an event in May. An assembly permit will be required for Penryn Fire personnel awareness to best serve.
3. Commercial project on Rippey Road has been reviewed and approved (Town of Loomis)
4. Fire Marshal D'Ambrogi has sent his conditions for Winery 8. The conditions will be set forth once the project is approved by the planning commission. Chief D'Ambrogi will be attending the next Planning Commission meeting being held Thursday at 10am.

D. Battalion Chief's report:

1. BC Nelson – Engine 38 remains out of service for an extended period of time. Currently in Sacramento waiting on the new engine to arrive. Brush 38 is out of service, has been diagnosed, will be repaired and back in service in a few days.
2. BC Williamson - 49 calls for service last month, 240 calls for service year to date. Gave mutual aid 17 times and did not receive mutual aid. JOA (Penryn, Placer Hills, Newcastle) – 250 calls for service last month, 1106 calls for service year to date, gave mutual aid 43 times, received mutual aid 9 times.
3. Staff presented and demonstrated the Lucas device to the Board.

E. Director Committee Reports

1. **Personnel Committee:** No report. Meeting will be scheduled prior to the next Board Meeting.
2. **Administrative Contract & Finance Oversight Committee** No report, has not met.
3. **Ad hoc committee for Future Cooperation with other Fire Departments:** No report, has not met.

9. Action Items

- A. **Consider and approve a proposal for a 3-year agreement to provide Levy Administration Services for Measures A and C.** Director Mahoney moved to approve DTA for the tax administration services. Director Neifer seconded the motion that passed unanimously.
- A. **Consider and choose candidates for the Fire Agencies Self Insurance System (FASIS) Board of Directors.** Director Mahoney moved to vote for the three listed candidates. Director Neifer seconded the motion that passed unanimously.

The meeting was adjourned at 7:19 PM

Next Board Meeting: Monday, May 15, 2023 6:30 PM - 8:00 PM (PST)

Respectfully submitted,

Nicole Paskey

Administrative Assistant