



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 August 21, 2023 - AMENDED

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, Randy Neifer and Larry Shields.
Absent: Susan Mahoney
Staff in attendance: Fire Chief Gow, Fire Marshal D'Ambrogi and District Manager 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 Shields seconds the motion that passed 4 to 0.
4. **Approval of Minutes:** Director Neifer moved to approve the minutes for the meeting on July 17, 2023. Director Shields seconds the motion. Motion passed 3 to 0. Chair Hotaling abstained.
5. **Financial Report & Bill Approval:** Director Neifer moved to approve the financial report and expenses. Director Shields seconds the motion that passed 4 to 0.
6. **Correspondence:** Dave Butler is running for the Placer County Board of Supervisors.
7. **Public Comment:** None
8. **Informational/Non-Action Items:**
 - A. **Nevada County Professional Firefighters, Local 3800 (Local 3800):** No report
 - B. **Fire Chief Gow's Report:**
 1. Chair Hotaling welcomed Chief Gow back to his duties.
 2. Battalion Chief Williamson is covering duty for Battalion Chief Slusher who has a baseball commitment. Chief Williamson is also covering the duty for Auburn City.
 3. Brush 38 and Brush 86 are on a strike team at the South Fork Complex in Trinity/Humboldt counties.
 4. Chief Gow is meeting with Supervisor Holmes' chief staffer Beverly Roberts. He also has a meeting set up with Supervisor Jones.
 5. Newcastle approved a paramedic stipend for qualified staff when working at an ALS agency through the Joint Operations Agreement.
 6. Due to the shortage of paramedics, Rocklin is hiring EMT's and sending them through paramedic school. Chief Bartee from Roseville is working with Sierra College to put on paramedic program.
 7. Chief Gow was appreciative for everyone stepping up during his absence.
 8. The filing date for the District Manager's position is August 31, 2023.
 9. Chief Gow met with Sheriff Woo regarding the tablet command incident management software.
 10. Auburn City signed the Joint Operations Agreement for shared staffing. The Auburn

Chief has retired and John Rogers is the Acting Fire Chief. An Auburn Battalion Chief took a position with Rocklin.

11. Dennis Martin is the new Fire Chief for Foresthill. He is a proponent of consolidations. He is concerned about Battalion Chief Coverage.
12. The consultant for the Municipal Services Review will be contacting the agencies in October. LAFCO hopes to have a draft report by the end of the year.
13. South Placer has a committee meeting with County and State officials to discuss revenue sources. South Placer is dealing with LAFCO regarding some issues with their merger with Loomis.
14. Chief Gow is submitting a white paper to Placer Hills Board President regarding succession planning. Chief Gow wants to continue until the reorganization with Placer Hills and Newcastle is finalized and he will stay on if Penryn would like to merge as well. Chief Gow recommends promoting from in house for his replacement once he retires. There is a need for an Assistant Chief to help with administration but any decision on this should wait until after Placer Hills MOU is approved in December. The Battalion Chiefs can act up as the Assistant Chief. The Battalion Chiefs are working a lot on their days off.
15. Director Neifer added that back in the day, Penryn had a paramedic program but all of their paramedics were immediately hired by Sacramento City Fire Department.

C. Fire Marshal D'Ambrogi's Report:

1. Fire code inspections: 1 spray booth, 1 single family dwelling and 1 propane. Dealing with a couple of variances.
2. Chief D'Ambrogi signed off the civil plans for the Penryn town homes.
3. Chief Williamson has completed most of the commercial inspections.
4. Chief D'Ambrogi handed out the maps with the parcels in Penryn's district that may be rezoned to allow for higher residential densities.
5. Board requested to receive the incident data prepared by Chief Slusher every month and to include the monthly training hours in the report. They would like to see the training hours for the past 2 years.

D. Battalion Chief's Report: No report

E. Director Committee Reports

1. **Personnel Committee:** Chair Hotaling reported that the committee will meet with the negotiating team after they receive the CalPERS information. There may be a need for a Special meeting.
2. **Administrative Contract & Finance Oversight Committee:** Vice-Chair Hardesty reported that the committee met with District Manager Lofrano and requested some changes be made by the County on the final report for Fiscal Year 2022-2023.
3. **Ad hoc committee for the 100 year anniversary celebrations:** Director Neifer reported that he has 3 bands that want play at the celebration.

- F. **Discuss the potential sale of the Chevy Tahoe:** Penryn received this vehicle from the County. An action item to surplus the vehicle will be put on next month's agenda.

9. Action Items

- A. **Public Hearing to consider the updated Development Impact Fee Study prepared by Capitol PFG and to adopt Resolution 2023-07 approving the Impact Study and implementation of the Fee schedule.**

Chair Hotaling opened the public hearing. Chief D'Ambrogi reported that there is one fee set for all types of new construction as we use the same equipment and staffing to respond to every incident. He recommended adjusting the fee annually for inflation in February of each year so that implementation can concur with the new fiscal year. Chair Hotaling closed the public hearing. Director Neifer moved to adopt Resolution 2023-07 approving the Impact Study and implementation of the Fee Schedule. Director Shields seconds the motion that passed unanimously.

- B. **Approve the final draft of the Volunteer Program Standard Operating Guideline.**

A couple of minor changes were made. Director Neifer moved to approve the guideline with the changes. Director Shields seconds the motion that passed unanimously.

The meeting was adjourned at 7:25 pm.

Next Board Meeting: Monday, September 18, 2023 6:30 PM - 8:00 PM (PST)

Respectfully submitted,



District Manager