



PENRYN FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

MINUTES OF THE SPECIAL MEETING: September 13, 2021

1. **Call the meeting to order and Roll Call:** Chair Cheryl Hotaling called the meeting to order at 6:30 p.m. Roll call was taken: Directors Dennis Bergstrom, Danielle Hardesty, Cheryl Hotaling, Susan Mahoney, and Randy Neifer were present. Chief Ian Gow, Fire Marshal Mark D'Ambrogi, District Manager Gillian Lofrano and Battalion Chiefs Pat Nelson and Matt Slusher were also in attendance.
2. **Pledge of Allegiance:** Chair Hotaling led the Pledge of Allegiance.
3. **Approval of Agenda:** Director Hardesty requested to address action item F before item C. Director Neifer moved to approve the amended agenda. Motion was seconded by Director Bergstrom and passed unanimously.
4. **Approval of Minutes:** Chief Gow is working with Counsel regarding the payment to volunteers on Strike Teams. Almost certainly, the District will pay the volunteer the amount that is received from OES. Director Mahoney moved to approve the minutes for the regular Meeting on August 16, 2021. Director Bergstrom seconded the motion that was passed unanimously.
5. **Financial Report & Bill Approval:** Director Hardesty was concerned about the late financial reports from the County and asked staff to find out the normal turnaround time for these reports. Director Neifer moved to approve the monthly expense report which was seconded by Director Mahoney. Motion carried unanimously.
6. **Correspondence:** Director Bergstrom reported that there were some unwelcome comments on Facebook regarding the fire station. The Board is proud with the recent renovations. Chief D'Ambrogi noted that the winery project is still in the application process.
7. **Public Comment:** None.
8. **Informational/Non-Action Items:**
 - A. **Penryn Professional Firefighter's Association Report:** Captain Gordon looked forward to the association name change after the Board's action later on in the agenda.
 - B. **Fire Chief Ian Gow's Monthly Report:**
 - Penryn has responded to many fires during this busy fire season.
 - The CalPERS application has been submitted. The process will take about 4 months.
 - Staff will work on getting an energy survey for the station.
 - Looking at hydrant servicing in the future.
 - Chair Hotaling approved Engineer Miller to act as Captain while a staff member was off caring for a family member. Engineer Miller has 1 more required class to take to qualify for Captain. Chief Gow interviewed the only applicant on the Engineer's list but he is not ready for the position. Chief Gow will bring on the past employee, who wants to return, at the end of the month.

- Newcastle Fire will be promoting an Engineer to Captain. Engineer testing will take place next week. The USDA loan for the Newcastle Fire Station is done and we should hear officially in the next couple of weeks.
- Placer Hills Fire has 2 engines out on strike team deployments – hopefully they will return soon.
- Chief Gow reported that we are running multiple COVID calls. The Delta variant is more contagious. 2 employees have been off caring for family members. The fire stations are closed to the public. Staff are wearing the appropriate personal protective equipment; the stations are fumigated twice a month; in-house testing is available for staff, Board members and families; no public events for a while. Sacramento City’s mandate to vaccinate all employees has been put on hold. Chief Gow has no interest in mandating vaccines for staff. Let Chair Hotaling know if Board members would prefer to phone in for future meetings.

C. Fire Marshal Mark D’Ambrogio’s Monthly Report:

- Chief D’Ambrogio reported that new construction has slowed. He has finalized an accessory dwelling unit (ADU) and completed a propane inspection.
- He has been overwhelmed with defensible space inspections and hazard abatement concerns. Penryn has 2 hazard complaints ready to turn over to Code Enforcement.

D. Battalion Chief (s) Reports:

- Chief Slusher reported that there were 47 calls for service and staff completed 222 hours of training.
- Placer Hills Fire has had an engine deployed for 9 weeks on strike teams.
- The Brush engine will be out for a couple of weeks.
- There is an ongoing investigation into the origin of the Bridge Fire. The River Fire was human-caused.

E. Director Committee Reports

- 1) **Personnel Committee:** The CalPERS application has been submitted. The Personnel Committee will schedule a conference call with the broker to discuss benefit options for dependents.
- 2) **Administrative Contract Oversight Committee:** Nothing to report.

9. Action Items

A. Approve the Penryn Board Chair to sign the Joint Operations Agreement (JOA) for shared staffing as presented if Placer Hills approves the JOA with no further changes:


Penryn received an independent legal review on the agreement. The liability limits were revised. Chief Gow had some concerns that the level of competency and policies were different for each agency. Captain Gordon noted that the Union approved the agreement. Special dispensation from Office of Emergency Services (OES) allowed mixed staffing from Penryn and Placer Hills to respond on a recent Strike Team. Director Bergstrom moved to approve the JOA and allow Chair Hotaling to sign the agreement once it has been approved by Placer Hills Fire District. Director Neifer seconded the motion that was passed unanimously.

- B. Recognition of the Nevada County Professional Firefighters (NCPF) Local 3800 as the exclusive bargaining representative for all Penryn captains and engineers:** Clayton Thomas, President of NCPF L3800 thanked the Board for getting to this point. Chief Gow and Labor already have a very good relationship. Director Neifer moved to recognize NCPF L3800 as the exclusive bargaining representative for Penryn's employees. Director Bergstrom seconded the motion that passed unanimously.
- F. Adopt the Final Budget for Fiscal Year 2021/2022:** Director Mahoney reported that the the increase in property tax revenues was the County's estimate. The District will be reimbursed \$45,000 for recent strike team deployments. The Board made several changes to the final budget:
- Typo for Measure A in revenues
 - Budgeted \$500 for miscellaneous revenue
 - Reduced building improvements to \$30,000
 - Added \$45,000 expense for Building Improvements from Mitigation Fees
 - Amended strike team expenses
 - Amended overtime expenses and payroll taxes to reflect strike team pay.
- Motion made by Director Mahoney and seconded by Director Bergstrom to adopt the amended budget for Fiscal Year 2021/2022. The motion was passed unanimously.
- C. Award the contract for the Exhaust Extractor System for the Engine Bays:** The Board discussed the 3 options. Questions were raised regarding the manufacturer's warranty and the cost of the annual service. Staff will follow up for clarification. Motion made by Director Bergstrom to approve Chair Hotaling to move forward with the most appropriate proposal and up to a cost of \$25,000. Chair Hotaling seconded the motion that was passed unanimously.
- D. Approve the Request for Proposal (RFP) for the front wall and window repair:** Captain Gordon amended the posted RFP to include replacing 8 windows. Director Bergstrom moved to approve the amended RFP. Director Neifer seconded the motion that was approved unanimously.
- E. Approve staff's recommendation for the purchase of new computers:** Engineer Miller recommended the purchase of 2 HP computers each with a Microsoft Office license. Director Bergstrom moved to approve the purchase of the 2 computers. Director Neifer seconded the motion that passed unanimously.

10. There being no further business, the meeting was adjourned at 8:20 p.m.

Next Board Meeting: Monday, October 18, 2021

Respectfully submitted,

Approved: 
Gillian Lofrano, Recording Secretary