



# PENRYN FIRE PROTECTION DISTRICT

## NOTICE OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS

**Tuesday, April 25, 2023 Special Meeting**  
**Fire Station 38, 7206 Church Street, Penryn, CA 95663**

Members of the public seeking to attend and to address the Board who require reasonable accommodations to access the meeting, based on disability or other reasons, should contact [glofrano@placerrhillsfire.org](mailto:glofrano@placerrhillsfire.org) at least twenty-four (24) hours in advance of a Regular meeting to make arrangements for such reasonable accommodations. (For Special meetings, please request accommodations no less than 12 hours prior to the meeting.)

### **MEETING AGENDA @ 6:30 P.M.**

1. **CALL MEETING TO ORDER / ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MINUTES:** March 20, 2023 Meeting Minutes
5. **FINANCIAL REPORT & BILL APPROVAL**
6. **CORRESPONDENCE**
7. **PUBLIC COMMENT**

(The Penryn Fire Protection District Board of Directors has provided this period for members of the public to be given the opportunity to address the board on items of interest to the public, which are applicable to the district. No action may be taken on any matter, which is not already on the agenda for consideration. The reasonable time frame for public comment will be limited to three (3) minutes per person, unless specifically authorized otherwise by the Chair.)

8. **INFORMATIONAL / NON-ACTION ITEMS:**
  - A. Nevada County Professional Firefighters, Local 3800 Report
  - B. Fire Chief Monthly Report
  - C. Fire Marshal Monthly Report
  - D. Battalion Chief(s)
  - E. Director Committee Reports
    - 1) Personnel Committee
    - 2) Finance and Administrative Contract Oversight
    - 3) Ad hoc Committee for future cooperation with other fire departments
9. **ACTION ITEMS**
  - A. Consider and approve a proposal for a 3-year agreement to provide Levy Administration Services for Measures A and C.
  - B. Consider and choose candidates for the Fire Agencies Self Insurance System (FASIS) Board of Directors.

### **MEETING ADJOURNMENT**

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



# 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'Ambrogio 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'Ambrogio'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,



Gillian Lofrano, Recording Secretary

**Penryn Fire Protection District  
FY 2022-2023 through March 2023  
OPERATING FUND**

<b>ASSETS</b>		
Cash	948,557.91	
Total Assets	948,557.91	
 <b>LIABILITIES</b>		
Other payables	-	
Payroll payables	29,370.47	
Compensated Absences	-	
Total Liabilities	29,370.47	
 <b>FUND BALANCE</b>		
Beginning Balance	1,029,026.33	
Revenues	766,044.10	
Expenses	(875,882.99)	
Ending Balance	919,187.44	
Total Liabilities and Fund Balance	948,557.91	

**Penryn Fire Protection District  
FY 2022-2023 through March 2023  
MITIGATION FUND**

<b>ASSETS</b>		
Cash	765,956.53	
Total Assets	765,956.53	
 <b>LIABILITIES</b>		
Payables	-	
Total Liabilities	-	
 <b>FUND BALANCE</b>		
Beginning Balance - Unrestricted	459,023.93	
Beginning Balance - Capital	300,000.00	
Revenues	58,152.70	
Expenses	51,220.10	
Ending Balance - Unrestricted	465,956.53	
Ending Balance - Capital	300,000.00	
Total Liabilities and Fund Balance	765,956.53	

Trial Balance - Composite

Company: CO500 Penryn Fire  
 Ledger: Actuals  
 Time Period: Current Period  
 Period: FY2023 - Mar  
 Translation Currency: USD  
 Account Translation Rule Set: Placer Translation Rule Set  
 Worktags: Fund: FD32807 Penryn Fire  
 Perform Intercompany Eliminations: No  
 Perform Interworktag Eliminations: No

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
10010:Cash in Treasury - Unrestricted	1,041,455.52	233,906.53	326,804.14	948,557.91
10099:Cash - Conversion	0.00	179,184.09	179,184.09	0.00
10120:Claim on Cash	0.00	0.00	0.00	0.00
10330:Investment Interest Receivable	0.00	0.00	0.00	0.00
10441:Due from Other Governments - External System	12,646.07	0.00	0.00	12,646.07
20020:Vouchers Payable	(7,587.22)	49,537.37	41,950.15	0.00
20030:Vouchers DD Payable	0.00	0.00	0.00	0.00
20180:Salaries & Benefits Payable	(24,189.48)	49,726.28	48,396.73	(22,859.93)
20240:Payroll Liabilities	(6,187.44)	0.00	323.10	(6,510.54)
20410:Deferred Inflows Related to Unavailability	(12,646.07)	0.00	0.00	(12,646.07)
20640:Compensated Leave Balance - Long-Term	0.00	0.00	0.00	0.00
30120:Unassigned Fund Balance	(615,295.03)	0.00	0.00	(615,295.03)
30121:Fiduciary Net Position	(413,731.30)	0.00	0.00	(413,731.30)
40010:Taxes - Current Secured Property	(297,226.01)	0.00	0.00	(297,226.01)
40020:Taxes - Property Tax Impounds	(51.51)	0.00	0.00	(51.51)
40040:Taxes - Railroad Unitary Property	(339.18)	0.00	0.00	(339.18)
40050:Taxes - Unitary and Op Non-Unitary Property	(6,395.49)	0.00	126.21	(6,521.70)
40060:Taxes - Current Unsecured Property	(11,436.34)	34.83	0.00	(11,401.51)
40090:Taxes - Delinquent Unsecured Property	0.00	0.00	99.93	(99.93)
40100:Taxes - Current Supplemental Property	(9,226.33)	0.00	0.00	(9,226.33)
40110:Taxes - Delinquent Supplemental Property	(28.93)	0.00	11.04	(39.97)
40180:Other Taxes	(62,731.74)	0.00	540.00	(63,271.74)
42010:Investment Income	(9,162.44)	0.00	2,021.80	(11,184.24)
44350:State Homeowners Property Tax Relief	(1,592.09)	0.00	0.00	(1,592.09)
46030:Direct Charges	(249,608.16)	0.00	1,306.80	(250,914.96)
46070:Legal Services	(3,214.22)	0.00	0.00	(3,214.22)
46090:Planning and Engineering Services	(6,881.85)	0.00	0.00	(6,881.85)
46360:Other Fees and Charges	(63,186.67)	0.00	0.00	(63,186.67)
48030:Miscellaneous	(39,070.52)	0.00	1,821.67	(40,892.19)
51010:Salaries and Wages	268,627.65	24,125.36	0.00	292,753.01
51040:Overtime and Call Back	141,901.87	20,425.64	0.00	162,327.51
51110:Other Payroll	4,250.00	0.00	0.00	4,250.00
51210:Retirement	36,221.65	3,199.76	0.00	39,421.41
51220:Payroll Tax	8,056.47	645.97	0.00	8,702.44
51310:Employee Group Insurance	26,744.17	0.00	0.00	26,744.17
51360:Workers Comp Insurance	39,752.00	0.00	0.00	39,752.00
51370:Comp for Absence - Illness	24,591.72	0.00	0.00	24,591.72
52030:Clothing and Personal	5,162.07	0.00	0.00	5,162.07
52040:Communication Services Expense	2,918.34	5,779.61	0.00	8,697.95
52080:Insurance	8,366.00	0.00	0.00	8,366.00
52160:Maintenance	14,929.39	2,672.43	0.00	17,601.82
52170:Fuels & Lubricants	9,550.50	0.00	0.00	9,550.50
52180:Materials - Buildings & Improvements	634.95	0.00	0.00	634.95

Trial Balance - Composite

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
52260:Misc Expense	339.00	113.00	0.00	452.00
52330:Other Supplies	15,323.35	27,007.64	75.16	42,255.83
52360:Professional and Special Services - General	148,379.28	0.00	0.00	148,379.28
52390:Professional and Special Services - County	7,767.34	0.00	0.00	7,767.34
52490:Special Contributions	(75.00)	0.00	0.00	(75.00)
52510:Commissioner's Fees	1,650.00	525.00	0.00	2,175.00
52580:Special Department Expense	13,601.96	4,793.40	0.00	18,395.36
52800:Utilities	6,932.13	983.91	0.00	7,916.04
53190:Taxes and Assessments	61.59	0.00	0.00	61.59
59998:Labor Hours Debit	16,325.50	1,515.50	0.00	17,841.00
59999:Labor Hours Credit	(16,325.50)	(1,515.50)	0.00	(17,841.00)
<b>Total</b>	<b>0.00</b>	<b>602,660.82</b>	<b>602,660.82</b>	<b>0.00</b>

Placer Special Districts Budget to Actuals

Company: CO500 Penryn Fire  
 Budget Structure: Special District Budget - Detail Level  
 Period: FY2023 - Mar  
 Time Period: Current Period YTD  
 Cost Center(s): CC81000 Penryn Fire District  
 Ignore Commitments: No  
 Fund(s): FD32807 Penryn Fire  
 Program: PG810000 Penryn Fire

Account Set	Budget	Commitments	Obligations	Actuals	Balance	Percentage of Budget
Total Revenue	(1,246,310.00)	0	0	(515,129.14)	(\$731,180.86)	41.33%
40010:Taxes - Current Secured Property	(540,303.00)	0	0	(297,226.01)	(\$243,076.99)	55.01%
40020:Taxes - Property Tax Impounds	0	0	0	(51.51)	\$51.51	0.00%
40040:Taxes - Railroad Unitary Property	(617.00)	0	0	(339.18)	(\$277.82)	54.97%
40050:Taxes - Unitary and Op Non-Unitary Property	(11,402.00)	0	0	(6,521.70)	(\$4,880.30)	57.20%
40060:Taxes - Current Unsecured Property	(11,574.00)	0	0	(11,401.51)	(\$172.49)	98.51%
40090:Taxes - Delinquent Unsecured Property	0	0	0	(99.93)	\$99.93	0.00%
40100:Taxes - Current Supplemental Property	(14,150.00)	0	0	(9,226.33)	(\$4,923.67)	65.20%
40110:Taxes - Delinquent Supplemental Property	0	0	0	(39.97)	\$39.97	0.00%
40180:Other Taxes	(112,209.00)	0	0	(63,271.74)	(\$48,937.26)	56.39%
42010:Investment Income	(5,000.00)	0	0	(11,184.24)	\$6,184.24	223.68%
44040:State Match	(1,884.00)	0	0	0	(\$1,884.00)	0.00%
44350:State Homeowners Property Tax Relief	(3,121.00)	0	0	(1,592.09)	(\$1,528.91)	51.01%
46030:Direct Charges	(449,050.00)	0	0	0	(\$449,050.00)	0.00%
46070:Legal Services	0	0	0	(3,214.22)	\$3,214.22	0.00%
46090:Planning and Engineering Services	(5,000.00)	0	0	(6,881.85)	\$1,881.85	137.64%
46360:Other Fees and Charges	(80,000.00)	0	0	(63,186.67)	(\$16,813.33)	78.98%
48030:Miscellaneous	(12,000.00)	0	0	(40,892.19)	\$28,892.19	340.77%
Total Expenses	1,203,074.00	0	0	871,356.83	\$331,717.17	72.43%
Total Capital Assets	0	0	0	0	0.00	0.00%
Total Expenses ( Non Capital Assets )	1,203,074.00	0	0	871,356.83	\$331,717.17	72.43%
51010:Salaries and Wages	479,000.00	0	0	292,753.01	\$186,246.99	61.12%
51040:Overtime and Call Back	170,000.00	0	0	162,327.51	\$7,672.49	95.49%
51110:Other Payroll	0	0	0	4,250.00	(\$4,250.00)	0.00%



Placer Special Districts Budget to Actuals

Account Set	Budget	Commitments	Obligations	Actuals	Balance	Percentage of Budget
51210:Retirement	61,200.00	0	0	39,421.41	\$21,778.59	64.41%
51220:Payroll Tax	19,795.00	0	0	8,702.44	\$11,092.56	43.96%
51310:Employee Group Insurance	35,000.00	0	0	26,744.17	\$8,255.83	76.41%
51360:Workers Comp Insurance	77,600.00	0	0	39,752.00	\$37,848.00	51.23%
51370:Comp for Absence - Illness	0	0	0	24,591.72	(\$24,591.72)	0.00%
52030:Clothing and Personal	7,200.00	0	0	5,162.07	\$2,037.93	71.70%
52040:Communication Services Expense	4,500.00	0	0	8,697.95	(\$4,197.95)	193.29%
52080:Insurance	15,000.00	0	0	8,366.00	\$6,634.00	55.77%
52160:Maintenance	21,000.00	0	0	17,601.82	\$3,398.18	83.82%
52170:Fuels & Lubricants	20,000.00	0	0	9,550.50	\$10,449.50	47.75%
52180:Materials - Buildings & Improvements	5,000.00	0	0	634.95	\$4,365.05	12.70%
52240:Professional / Membership Dues	1,500.00	0	0	0	\$1,500.00	0.00%
52260:Misc Expense	2,500.00	0	0	452.00	\$2,048.00	18.08%
52320:Printing	500.00	0	0	0	\$500.00	0.00%
52330:Other Supplies	30,000.00	0	0	42,255.83	(\$12,255.83)	140.85%
52360:Professional and Special Services - General	192,519.00	0	0	143,897.02	\$48,621.98	74.74%
52370:Professional and Special Services - Legal	9,950.00	0	0	0	\$9,950.00	0.00%
52390:Professional and Special Services - County	19,250.00	0	0	7,767.34	\$11,482.66	40.35%
52490:Special Contributions	0	0	0	(75.00)	\$75.00	0.00%
52510:Commissioner's Fees	4,500.00	0	0	2,175.00	\$2,325.00	48.33%
52580:Special Department Expense	9,300.00	0	0	18,395.36	(\$9,095.36)	197.80%
52785:Training / Education	7,200.00	0	0	0	\$7,200.00	0.00%
52800:Utilities	10,500.00	0	0	7,916.04	\$2,583.96	75.39%
53190:Taxes and Assessments	60.00	0	0	17.69	\$42.31	29.48%
Facilities and Administration Cost Revenue and Expense	0	0	0	0	0.00	0.00%
42840:Facilities and Administration Cost Revenue	0	0	0	0	0.00	0.00%
52840:Facilities and Administrative Costs Expense	0	0	0	0	0.00	0.00%

Placer Income Statement

Company: CO500 Penryn Fire  
 Ledger: Actuals  
 Period: FY2023 - Mar  
 Translation Currency: USD  
 Account Translation Rule Set: Placer Translation Rule Set  
 Worktags: FD32807 Penryn Fire

	Current Period Actuals	YTD Actuals	Prior YTD Actuals	Variance	% Variance
		2023-03	2022-03		
<b>Income</b>					
Charges for Services	1,307	324,198	311,287	(309,980.45)	(99.6%)
Taxes	742	388,178	359,600	(358,858.05)	(99.8%)
Intergovernmental Revenue	0	1,592	1,626	(1,626.49)	(100.0%)
Licenses, Permits & Franchises	0	0	0	0.00	0.0%
Miscellaneous Revenues	1,822	40,892	417	1,404.76	336.9%
Revenue from Use of Money & Property	0	0	0	0.00	0.0%
Other Financing Sources	0	0	0	0.00	0.0%
Donations	0	0	0	0.00	0.0%
Fines, Forfeits & Penalties	0	0	0	0.00	0.0%
Non-Operating Revenue	2,022	11,184	1,254	768.21	61.3%
<b>Total Revenue</b>	<b>5,893</b>	<b>766,044</b>	<b>674,185</b>	<b>668,292.02</b>	<b>(99.1%)</b>
<b>Expenses</b>					
Salaries & Employee Benefits	48,397	598,542	499,155	(450,758.74)	(90.3%)
Services and Supplies	41,800	277,279	258,031	(216,230.83)	(83.8%)
Capital Asset Expenses	0	0	0	0.00	0.0%
Other Charges	0	62	60	(59.79)	(100.0%)
Capital Asset Transfer (Out)	0	0	0	0.00	0.0%
Other Financing Uses	0	0	0	0.00	0.0%
Imprest Cash Clearing Category	0	0	0	0.00	0.0%
Appropriation for Contingencies Category	0	0	0	0.00	0.0%
Cost Allocation Category	0	0	0	0.00	0.0%
<b>Total Operating Expenses</b>	<b>90,197</b>	<b>875,883</b>	<b>757,246</b>	<b>(667,049.36)</b>	<b>(88.1%)</b>
Intra Fund Transfers	0	0	0	0.00	0.0%
<b>Total Other Income/Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>84,304</b>	<b>109,839</b>	<b>83,061</b>	<b>1,242.66</b>	<b>1.5%</b>

Placer Special Districts Budget to Actuals

Company: CO500 Penryn Fire  
 Budget Structure: Special District Budget - Detail Level  
 Period: FY2023 - Mar  
 Time Period: Current Period YTD  
 Cost Center(s): CC81000 Penryn Fire District  
 Ignore Commitments: No  
 Fund(s): FD32807 Penryn Fire  
 Program: PG810002 Penryn Fire Measure A

Account Set	Budget	Commitments	Obligations	Actuals	Balance	Percentage of Budget
Total Revenue	0	0	0	(250,914.96)	\$250,914.96	0.00%
46030:Direct Charges	0	0	0	(250,914.96)	\$250,914.96	0.00%
Total Expenses	0	0	0	4,526.16	(\$4,526.16)	0.00%
Total Capital Assets	0	0	0	0	0.00	0.00%
Total Expenses ( Non Capital Assets )	0	0	0	4,526.16	(\$4,526.16)	0.00%
52360:Professional and Special Services - General	0	0	0	4,482.26	(\$4,482.26)	0.00%
53190:Taxes and Assessments	0	0	0	43.90	(\$43.90)	0.00%
Facilities and Administration Cost Revenue and Expense	0	0	0	0	0.00	0.00%
42840:Facilities and Administration Cost Revenue	0	0	0	0	0.00	0.00%
52840:Facilities and Administrative Costs Expense	0	0	0	0	0.00	0.00%



Trial Balance - Composite

Company: CO500 Penryn Fire  
 Ledger: Actuals  
 Time Period: Current Period  
 Period: FY2023 - Mar  
 Translation Currency: USD  
 Account Translation Rule Set: Placer Translation Rule Set  
 Worktags: Fund: FD32808 Penryn Fire Development Fees  
 Perform Intercompany Eliminations: No  
 Perform Interworktag Eliminations: No

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
10010:Cash in Treasury - Unrestricted	751,355.24	1,535.64	0.00	752,890.88
10030:Cash in Bank	13,065.65	0.00	0.00	13,065.65
10099:Cash - Conversion	0.00	0.00	0.00	0.00
10120:Claim on Cash	0.00	0.00	0.00	0.00
10330:Investment Interest Receivable	0.00	0.00	0.00	0.00
20020:Vouchers Payable	0.00	0.00	0.00	0.00
30120:Unassigned Fund Balance	(243,130.08)	0.00	0.00	(243,130.08)
30121:Fiduciary Net Position	(215,893.85)	0.00	0.00	(215,893.85)
30210:Assigned Fund Balance	(300,000.00)	0.00	0.00	(300,000.00)
42010:Investment Income	(7,165.41)	0.00	1,535.64	(8,701.05)
46440:Mitigation Fees	(45,774.69)	0.00	0.00	(45,774.69)
48030:Miscellaneous	(3,676.96)	0.00	0.00	(3,676.96)
53040:Lease Purchase Principal	31,231.43	0.00	0.00	31,231.43
53080:Lease Purchase Interest	19,988.67	0.00	0.00	19,988.67
<b>Total</b>	<b>0.00</b>	<b>1,535.64</b>	<b>1,535.64</b>	<b>0.00</b>

Placer Special Districts Budget to Actuals

Company: CO500 Penryn Fire  
 Budget Structure: Special District Budget - Detail Level  
 Period: FY2023 - Mar  
 Time Period: Current Period YTD  
 Cost Center(s): CC81001 Penryn Fire District Development Fees  
 Ignore Commitments: No  
 Fund(s): FD32808 Penryn Fire Development Fees  
 Program: PG810001 Penryn Fire Development Fees

Account Set	Budget	Commitments	Obligations	Actuals	Balance	Percentage of Budget
Total Revenue	(51,221.00)	0	0	(58,152.70)	\$6,931.70	113.53%
42010:Investment Income	(3,000.00)	0	0	(8,701.05)	\$5,701.05	290.04%
46440:Mitigation Fees	(38,221.00)	0	0	(45,774.69)	\$7,553.69	119.76%
48030:Miscellaneous	(10,000.00)	0	0	(3,676.96)	(\$6,323.04)	36.77%
Total Expenses	51,221.00	0	0	51,220.10	\$0.90	100.00%
Total Capital Assets	0	0	0	0	0.00	0.00%
Total Expenses ( Non Capital Assets )	51,221.00	0	0	51,220.10	\$0.90	100.00%
53040:Lease Purchase Principal	29,858.00	0	0	31,231.43	(\$1,373.43)	104.60%
53080:Lease Purchase Interest	21,363.00	0	0	19,988.67	\$1,374.33	93.57%
Facilities and Administration Cost Revenue and Expense	0	0	0	0	0.00	0.00%
42840:Facilities and Administration Cost Revenue	0	0	0	0	0.00	0.00%
52840:Facilities and Administrative Costs Expense	0	0	0	0	0.00	0.00%

Placer Income Statement

Company: CO500 Penryn Fire  
 Ledger: Actuals  
 Period: FY2023 - Mar  
 Translation Currency: USD  
 Account Translation Rule Set: Placer Translation Rule Set  
 Worktags: FD32808 Penryn Fire Development Fees

	Current Period Actuals	YTD Actuals	Prior YTD Actuals	Variance	% Variance
		2023-03	2022-03		
<b>Income</b>					
Charges for Services	0	45,775	351,697	(351,697.28)	(100.0%)
Taxes	0	0	0	0.00	0.0%
Intergovernmental Revenue	0	0	0	0.00	0.0%
Licenses, Permits & Franchises	0	0	0	0.00	0.0%
Miscellaneous Revenues	0	3,677	(160,798)	160,797.60	(100.0%)
Revenue from Use of Money & Property	0	0	0	0.00	0.0%
Other Financing Sources	0	0	0	0.00	0.0%
Donations	0	0	0	0.00	0.0%
Fines, Forfeits & Penalties	0	0	0	0.00	0.0%
Non-Operating Revenue	1,536	8,701	1,086	450.10	41.5%
<b>Total Revenue</b>	<b>1,536</b>	<b>58,153</b>	<b>191,985</b>	<b>190,449.58</b>	<b>(99.2%)</b>
<b>Expenses</b>					
Salaries & Employee Benefits	0	0	0	0.00	0.0%
Services and Supplies	0	0	0	0.00	0.0%
Capital Asset Expenses	0	0	73,220	(73,220.10)	(100.0%)
Other Charges	0	51,220	0	0.00	0.0%
Capital Asset Transfer (Out)	0	0	0	0.00	0.0%
Other Financing Uses	0	0	0	0.00	0.0%
Imprest Cash Clearing Category	0	0	0	0.00	0.0%
Appropriation for Contingencies Category	0	0	0	0.00	0.0%
Cost Allocation Category	0	0	0	0.00	0.0%
<b>Total Operating Expenses</b>	<b>0</b>	<b>51,220</b>	<b>73,220</b>	<b>(73,220.10)</b>	<b>(100.0%)</b>
Intra Fund Transfers	0	0	0	0.00	0.0%
<b>Total Other Income/Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>(1,536)</b>	<b>(6,933)</b>	<b>(118,765)</b>	<b>117,229.48</b>	<b>(98.7%)</b>

**Penryn Fire Protection District**  
**Check Detail**  
**March 18 through April 20, 2023**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
	03/21/2023	Danielle Hardesty	General Operating Funds	
3/20/2...	03/21/2023		52580 Commision Reimburse...	-75.00
TOTAL				-75.00
	03/21/2023	Larry Shields	General Operating Funds	
3/20/2...	03/21/2023		52580 Commision Reimburse...	-75.00
TOTAL				-75.00
	03/21/2023	Luna Tech, LLC	General Operating Funds	
7823	03/21/2023		52330 Office Supplies	-145.00
TOTAL				-145.00
	03/21/2023	Randy Neifer	General Operating Funds	
3/20/2...	03/21/2023		52580 Commision Reimburse...	-75.00
TOTAL				-75.00
	03/21/2023	Susan Mahoney	General Operating Funds	
3/20/23	03/21/2023		52580 Commision Reimburse...	-75.00
TOTAL				-75.00
	03/21/2023	US Postmaster	General Operating Funds	
95663	03/21/2023		52330 Office Supplies	-332.00
TOTAL				-332.00
	04/18/2023	AT&T Mobility	General Operating Funds	
4042023	04/18/2023		52040 Communication Services	-160.96
TOTAL				-160.96
	04/18/2023	Dawson Oil Co.	General Operating Funds	
633499	04/18/2023		52170 Fuel	-892.01
TOTAL				-892.01
	04/18/2023	Golden State Emerge...	General Operating Funds	
32445-2	04/18/2023		E-38	-822.10
TOTAL				-822.10
	04/18/2023	Kaiser Foundation He...	General Operating Funds	
51478...	04/18/2023		51310 Employee Group Insurance	-2,908.67
TOTAL				-2,908.67



**Penryn Fire Protection District**  
**Check Detail**  
**March 18 through April 20, 2023**

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
	04/18/2023	Loomis Ace Hardware	General Operating Funds	
3534/1	04/18/2023		52330 Supplies-Equipment	-18.26
TOTAL				-18.26
	04/18/2023	Smith & Newell Acco...	General Operating Funds	
3242023	04/18/2023		52360 Audit	-5,400.00
TOTAL				-5,400.00
	04/18/2023	Stryker Sales LLC	General Operating Funds	
40750...	04/18/2023		54450 Equipment	-1,091.17
TOTAL				-1,091.17

PENRYN JOA STAFFING FISCAL YEAR 2022-2023

**NEWCASTLE JULY - SEPT 2022**

Last Name	Assignment	Start Date	End Date	Length	Hrly rate	Payrate	Subtotal	Taxes	WC	Total
Garrison	Engine 41	09/13/2022 08:00	09/14/2022 08:00	24	22.56	33.84	812.16	11.78	86.90	910.84
Garrison	Engine 41	09/14/2022 08:00	09/15/2022 08:00	24	22.56	33.84	812.16	11.78	86.90	910.84
Hodsdon	Engine 41	08/29/2022 08:00	08/30/2022 08:00	24	22.56	33.84	812.16	11.78	86.90	910.84
Paid 12/14/2022										2,732.51

**NEWCASTLE OCT - DEC 2022**

Garrison	Engine 41	10/14/2022 08:00	10/15/2022 08:00	24	22.56	33.84	812.16	11.78	86.90	910.84
Hodsdon	Engine 41	12/04/2022 08:00	12/05/2022 08:00	24	22.56	33.84	812.16	11.78	86.90	910.84
Barsdale	Engine 41	12/16/2022 8:00	12/16/2022 17:00	9	24.90	37.35	336.15	4.87	35.97	376.99
Paid 2/10/2023										2,198.67

**PLACER HILLS JULY-SEPT 2022**

Hodsdon	Engine 84	09/12/2022 08:00	09/13/2022 08:00	24	22.56	33.84	812.16	11.78	86.90	910.84
Hodsdon	Engine 84	09/23/2022 08:00	09/24/2022 08:00	24	22.56	33.84	812.16	11.78	86.90	910.84
Hodsdon	Engine 84	09/24/2022 08:00	09/25/2022 08:00	24	22.56	33.84	812.16	11.78	86.90	910.84
Gordon	Engine 86	08/15/2022 06:30	08/15/2022 18:00	11.5	24.90	37.35	429.53	6.23	45.96	481.71
Paid 11/22/2022										3,214.22

**PLACER HILLS OCT-DEC 2022**

Keeler	Engine 84	10/29/2022 08:00	10/30/2022 08:00	24	22.56	33.84	812.16	11.78	86.90	910.84
Garrison	Engine 84	11/03/2022 08:00	11/04/2022 08:00	24	22.56	33.84	812.16	11.78	86.90	910.84
Paid 2/16/2023										1,821.67

**FORESTHILL JULY - DEC 2022**

Gordon	Engine 90	08/20/2022 08:00	08/21/2022 08:00	24	24.90	37.35	896.40	13.00	95.91	1,005.31
Keeler	Medic 88	08/13/2022 08:00	08/14/2022 08:00	24	22.56	33.84	812.16	11.78	86.90	910.84
Gordon	Medic 88	11/30/2022 08:00	12/01/2022 08:00	24	24.90	37.35	896.40	13.00	95.91	1,005.31
Paid 2/2/2023										2,921.46

**PLACER HILLS JAN-MARCH 2023**

Keeler	Engine 86	01/10/2023 08:00	01/11/2023 08:00	24	22.56	33.84	812.16	11.78	86.90	910.84
Miller	Engine 84	01/22/2023 08:00	01/23/2023 08:00	24	24.90	37.35	896.40	13.00	95.91	1,005.31
Gordon	Engine 84	02/28/2023 08:00	03/01/2023 08:00	24	24.90	37.35	896.40	13.00	95.91	1,005.31
Paid 4/15/2023										2,921.46

**FORESTHILL JAN-MARCH 2023**

Gordon	Engine 90	03/27/2023 08:00	03/28/2023 08:00	24	24.90	37.35	896.40	13.00	95.91	1,005.31
Paid 4/20/2023										1,005.31

**PLACER HILLS APRIL - JUNE 2023**

Garrison	Engine 84	04/12/2023 08:00	04/13/2023 08:00	24	22.56	33.84	812.16	11.78	86.90	910.84
										910.84

\* All Penryn shifts covered by Penryn staff.



# PENRYN FIRE PROTECTION DISTRICT

An Organization Committed to Serving the Community of the Penryn Fire Protection District

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## STAFF REPORT

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**TO:** BOARD OF DIRECTORS  
**FROM:** STAFF  
**SUBJECT:** SPECIAL TAX CONSULTANTS' REFERENCES  
**DATE:** APRIL 25, 2023

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### Special Tax Administration

Received 4 proposals to provide levy administration services for Measures A and C. Board requested staff to follow up on the references of the consultants.

Vendor	FY 23-24	FY 24-25	FY 25-26	Set up charge	Total
DTA	\$8,500	\$8,500	\$8,500	\$0	\$25,500
Goodwin Consulting Group	\$12,000	\$12,750	\$13,500	\$0	\$38,250
SCI Consulting Group	\$14,740	\$15,740	\$16,040	\$0	\$46,520
Willdan Financial Services	\$12,000	\$12,000	\$12,000	\$2,000	\$38,000

### DTA

1. Donna, San Bernardino County: Long standing relationship. Very responsive. No issues.
2. Jessica, City of Borrego Springs: Using for past 10 years. Professional, responsive, no issues.

### GOODWIN CONSULTING

1. North Tahoe Fire: Highly recommend, responsive and easy to work with.
2. Tina, Stanislaus County: Using for past 20 years. Excellent service, fantastic to work with.

### WILLDAN

1. Spencer, City of Yuba: Glowing recommendation. They are like staff members.
2. Michael, Sutter Butte Flood Control: Very pleased with them. They contracted with Willdan 4 years ago as there were issues with their prior company.

### Additional information

All 4 companies currently submit direct charges for the Placer County Tax Rolls. All have similar scopes of works and provide Board Resolutions and annual reports. All have long standing relationships with their agencies.



## FIRE AGENCIES SELF INSURANCE SYSTEM

1750 Creekside Oaks Drive, Suite 200  
Sacramento, CA 95833

April 3, 2023

### OFFICIAL ELECTION BALLOT FOR THE ELECTION OF THREE EXPIRING POSITIONS ON THE FASIS BOARD OF DIRECTORS

Dear FASIS Members:

An election is to be held to fill three (3) positions on the FASIS Board of Directors that will expire on June 30, 2023. Each Director's new term will be from July 1, 2023, through June 30, 2026.

Included with this transmittal is an official election ballot for the three (3) expiring positions.

Please take this opportunity to complete and sign the enclosed ballot and return **no later than April 28, 2023, to:**

FASIS  
c/o Sedgwick, Attn: Stacey Brock  
1750 Creekside Oaks Drive, Suite 200  
Sacramento, California 95833

You may also scan and email your completed ballots to [stacey.brock@sedgwick.com](mailto:stacey.brock@sedgwick.com), or send via fax to (916) 244-1199.

***\*\* Ballots received after the April 28, 2023, deadline will not be counted. \*\****

Please contact Stacey Brock at (916) 290-4621 or [stacey.brock@sedgwick.com](mailto:stacey.brock@sedgwick.com) if you have any questions.



## FIRE AGENCIES SELF INSURANCE SYSTEM

1750 Creekside Oaks Drive, Suite 200  
Sacramento, CA 95833

### FASIS Board of Directors Official Election Ballot

In response to a Call for Letters of Interest and Nomination Form, the FASIS Nominating Committee has received the following submissions for THREE (3) Board of Directors positions that will expire on June 30, 2023. The Nominating Committee recommends the following candidates for consideration by the full membership. A summary of each candidate's related experience is included with this ballot.

#### OFFICIAL BALLOT – FASIS 2023 BOARD OF DIRECTORS ELECTION

Please clearly mark **an X in THREE (3)** of the following boxes or mark the "none of the above" box.

Candidates for three (3) expiring positions on the FASIS Board of Directors Term of July 1, 2023, through June 30, 2026	VOTE (X)
*Sean Grinnell, Sonoma County Fire District	<input type="checkbox"/>
*Tom Perazzo, Southern Marin Fire Protection District	<input type="checkbox"/>
*Carol Pigoni, Cloverdale Fire Protection District	<input type="checkbox"/>

*\*Incumbent Board Member*

OR

*None of the candidates listed above.*

Signature: _____
Print Name: _____ Title: _____
Address: _____
Date completed: _____ E-mail: _____

By **April 28, 2023**, please complete, sign, and return this ballot via one of the following methods:

Email: [stacey.brock@sedgwick.com](mailto:stacey.brock@sedgwick.com)

Mail: FASIS, c/o Sedgwick, 1750 Creekside Oaks Drive, Suite #200, Sacramento, CA 95833

Fax: (916) 244-1199

**Your vote is very important. Please vote!**

**CANDIDATES FOR THE FASIS BOARD OF DIRECTORS  
TO FILL THREE (3) EXPIRING POSITIONS  
FOR A TERM OF JULY 1, 2023, THROUGH JUNE 30, 2026**

**CANDIDATE SUMMARY OF EXPERIENCE**

District	Candidate	Summary of Experience
<b>Sonoma County Fire District</b>	<b>Sean Grinnell, Division Chief</b>	Chief Sean Grinnell has served since 2000 as an active and engaged member of the FASIS Board of Directors. Serving from 2005 to 2014 as President, he helped guide member districts through significant programmatic and fiscal undertakings, including: the development and implementation of a pre-employment and fit-for-duty medical examination program; achievement of Accreditation by the California Association of Joint Powers Authorities (maintained continuously since 2007); and implementation of a financial stability plan establishing FASIS’ target confidence level funding and equity building, which resulted in the first of many successive years’ positive cash surplus positions. With more than 34 years in the fire service — the last 20 of which he served as Fire Chief of the Bodega Bay Fire District — Chief Grinnell transitioned to serve as Division Chief Sonoma County Fire District, with responsibility for recruitment, retention, and overall management of volunteers, apprentices, and explorers. Chief Grinnell’s long-demonstrated tenure and commitment to the advancement of California fire districts will continue to serve as a benefit to the FASIS program.
<b>Southern Marin Fire Protection District</b>	<b>Tom Perazzo, Director</b>	Before retiring in 2019, Director Tom Perazzo spent almost 50 years in the insurance industry working with insureds, rating bureaus, insurance company risk control and underwriters, as well as Cal/OSHA to provide a safe workplace and lower workers’ compensation coverage premiums and claim costs. Director Perazzo has served on Southern Marin Fire District’s Board since 2012. He has also served on various Board and District Committees where he championed workplace safety. Director Perazzo has expressed he would like to continue serving an elected member of the FASIS Board of Directors.
<b>Cloverdale Fire Protection District</b>	<b>Carol Pigoni, Director</b>	Director Carol (Giovanatto) Pigoni has served the Cloverdale Fire Protection District as a Board member (including several terms as President) for 23 years. She is a dedicated public servant who is very focused on the betterment of the Fire Service and Fire Districts in general. Director Pigoni has also served on the FASIS Board and FASIS Advisory Committees for several terms. Her knowledge and strengths are based on a career of 42 years in local government working for both Cities and Fire Districts. She has significant background in personnel management, finance, budgeting, District reorganization, and Board management. Director Pigoni previously served in a Board position on another municipal workers’ compensation JPA that dealt with issues comparable to FASIS. Director Pigoni has diligently attended all FASIS meetings and readily volunteers to sit on various subcommittees including the current Consolidation Advisory Committee. Director Pigoni represents the Fire Service at the highest level and has a long-standing history of working for the betterment of the FASIS organization.