



PENRYN FIRE PROTECTION DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday, May 15, 2023 Regular 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@placerhillfire.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:** April 25, 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:
 - a. District's future needs for the Fire Impact Fee Study
 - 3) Ad hoc Committee for future cooperation with other fire departments: On hold

9. **ACTION ITEMS**

- A. Consider and Adopt Resolution No. 2023-03 setting the rate for Measure A special tax and requesting collection of charges on the County of Placer property tax rolls.
- B. Consider and Adopt Resolution No. 2023-04 requesting collection of Measure C charges on the County of Placer property tax rolls.
- C. 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.
Reconvene and report any action taken in closed session.
- D. Consider and Respond to request from Local 3800 to pause negotiations to allow for CalPERS to provide Cost Estimates on buy back costs.

MEETING ADJOURNMENT

Next meeting: Monday, June 19, 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

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

Penryn Fire Protection District
Budget vs. Actual
July 1, 2022 through May 10, 2023

	Jul 1, '22 - May ...	Budget	\$ Over Budget	% of Budget
Income				
Revenue				
Taxes	651,869.17	1,147,426.00	-495,556.83	56.8%
44040 State Match/Grant	0.00	1,884.00	-1,884.00	0.0%
46070 JOA reimbursements	19,761.35	0.00	19,761.35	100.0%
46090 Fire Code Inspections	12,756.85	5,000.00	7,756.85	255.1%
46360 Fire Services Strike Team	63,186.67	80,000.00	-16,813.33	79.0%
48030 Miscellaneous	29,277.14	12,000.00	17,277.14	244.0%
Total Revenue	776,851.18	1,246,310.00	-469,458.82	62.3%
Total Income	776,851.18	1,246,310.00	-469,458.82	62.3%
Expense				
Expense				
Operations				
52030 Clothing and Personal	7,294.57	7,200.00	94.57	101.3%
52040 Communication Services	9,307.88	4,500.00	4,807.88	206.8%
52080 Insurance Liability	14,815.00	15,000.00	-185.00	98.8%
52160 Maintenance - vehicles	19,013.79	21,000.00	-1,986.21	90.5%
52170 Fuel	11,438.07	20,000.00	-8,561.93	57.2%
52180 Bldng Materials, Improve	634.95	5,000.00	-4,365.05	12.7%
52240 Membership Dues	0.00	1,500.00	-1,500.00	0.0%
52260 Miscellaneous	656.96	2,500.00	-1,843.04	26.3%
52320 Printing	0.00	500.00	-500.00	0.0%
52330 Other Supplies	19,007.49	30,000.00	-10,992.51	63.4%
52360 Professional Services	153,779.28	192,519.00	-38,739.72	79.9%
52370 Legal expenses	0.00	9,950.00	-9,950.00	0.0%
52390 County Services	12,017.34	19,250.00	-7,232.66	62.4%
52490 Special Contributions	-75.00	0.00	-75.00	100.0%
52510 Commissioner Fees	0.00	4,500.00	-4,500.00	0.0%
52580 Special District Expense				
52580 Commision Reimbursements	2,475.00	0.00	2,475.00	100.0%
52580 Precinct Elections	500.00	500.00	0.00	100.0%
52580 Strike Team Expense	17,895.36	8,800.00	9,095.36	203.4%
Total 52580 Special District Expense	20,870.36	9,300.00	11,570.36	224.4%
52785 Training	52.15	7,200.00	-7,147.85	0.7%
52800 Utilities	8,122.92	10,500.00	-2,377.08	77.4%
53190 Taxes & Assessments	61.59	60.00	1.59	102.7%
54450 Equipment	26,452.69	0.00	26,452.69	100.0%
Total Operations	303,450.04	360,479.00	-57,028.96	84.2%
Total Expense	303,450.04	360,479.00	-57,028.96	84.2%
Payroll Expenses				
51010 Salaries and Wages	292,753.01	479,000.00	-186,246.99	61.1%
51040 Overtime and Call Back	162,327.51	170,000.00	-7,672.49	95.5%
51210 CalPERS	39,421.41	61,200.00	-21,778.59	64.4%
51220 Payroll Taxes	8,702.44	19,795.00	-11,092.56	44.0%
51310 Employee Group Insurance	32,561.51	35,000.00	-2,438.49	93.0%
51360 Workers Comp Ins.	59,629.00	77,600.00	-17,971.00	76.8%
51370 Comp for Absence	24,591.72	0.00	24,591.72	100.0%
Total Payroll Expenses	619,986.60	842,595.00	-222,608.40	73.6%
Total Expense	923,436.64	1,203,074.00	-279,637.36	76.8%
Net Income	-146,585.46	43,236.00	-189,821.46	-339.0%

Penryn Fire Protection District
Check Detail
April 20 through May 11, 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
	05/04/2023	Danielle Hardesty		General Operating Funds	
42520...	05/04/2023			52580 Commision Reimburse...	-75.00
TOTAL					-75.00
	05/04/2023	FDAC/FASIS		General Operating Funds	
2023-...	05/04/2023			51360 Workers Comp Ins.	-19,877.00
TOTAL					-19,877.00
	05/04/2023	ISU Insurance Services		General Operating Funds	
PENR...	05/04/2023			52080 Insurance Liability	-6,449.00
TOTAL					-6,449.00
	05/04/2023	Larry Shields		General Operating Funds	
42520...	05/04/2023			52580 Commision Reimburse...	-75.00
TOTAL					-75.00
	05/04/2023	Life Assist Inc.		General Operating Funds	
1307110	05/04/2023		Airway, pack etc	52330 Supplies-Equipment	-670.96
TOTAL					-670.96
	05/04/2023	Randy Neifer		General Operating Funds	
42520...	05/04/2023			52580 Commision Reimburse...	-75.00
TOTAL					-75.00
	05/04/2023	Scotts PPE		General Operating Funds	
38689...	05/04/2023		38689 Garrison na...	52030 Clothing and Personal	-81.50
			38594 annual insp...	52030 Clothing and Personal	-2,051.00
TOTAL					-2,132.50
	05/04/2023	Susan Mahoney		General Operating Funds	
42520...	05/04/2023			52580 Commision Reimburse...	-75.00
TOTAL					-75.00
	05/10/2023	AT&T Inc.		General Operating Funds	
19619...	05/10/2023			52040 Communication Services	-191.34
TOTAL					-191.34
	05/10/2023	AT&T Mobility		General Operating Funds	
5042023	05/10/2023			52040 Communication Services	-160.96
TOTAL					-160.96

Penryn Fire Protection District
Check Detail
April 20 through May 11, 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
	05/10/2023	Dawson Oil Co.		General Operating Funds	
639674	05/10/2023			52170 Fuel	-870.56
TOTAL					-870.56
	05/10/2023	Inland Business Syst...		General Operating Funds	
33578...	05/10/2023			52330 Office Supplies	-70.76
TOTAL					-70.76
	05/10/2023	Kaiser Foundation He...		General Operating Funds	
51478...	05/10/2023			51310 Employee Group Insurance	-2,908.67
TOTAL					-2,908.67
	05/10/2023	Loomis Ace Hardware		General Operating Funds	
3638, ...	05/10/2023			52330 Supplies-Equipment	-96.04
TOTAL					-96.04
	05/10/2023	Recology Auburn Pla...		General Operating Funds	
70447...	05/10/2023		4/1 to 6/30/23	52800 Utilities	-206.88
TOTAL					-206.88
	05/10/2023	Sac Ice		General Operating Funds	
13930...	05/10/2023		Ice machine repair	52330 Supplies-Equipment	-470.51
TOTAL					-470.51
	05/10/2023	UL LLC		General Operating Funds	
72020...	05/10/2023		Annual ladder ser...	52330 Supplies-Equipment	-241.40
TOTAL					-241.40
	05/10/2023	Wavedivision		General Operating Funds	
10089	05/10/2023			52040 Communication Services	-96.67
TOTAL					-96.67
	05/10/2023	US Bank		General Operating Funds	
3923	05/10/2023		Nelson gas charge	52260 Miscellaneous	-110.90
41023	05/10/2023		Home depot, Sup...	52330 Office Supplies	-172.77
			Nelson gas charg...	52260 Miscellaneous	-94.06
			Tow to mechanics	E-38	-589.87
			Costco, WPSG, N...	52330 Supplies-Equipment	-357.63
			Gotomeeting annu...	52330 Office Supplies	-192.00
TOTAL					-1,517.23

Penryn Fire Future Needs For Fire Facility Study 2023

Description	Year	Cost
Station		
Station 38 Replacement/remodel		4,500,000
Installation of fuel tanks		35,000
Vehicles		
Type 3	2028	527,300
Utility	2028	110,200
Tactical Water Tender	2027	425,000
Total		5,597,500
Equipment		
Communication Equipment	2024	50,000
Structure gear	2024	42,000
IT/Computers/ipads/AV	2024	30,000
Extractor	2025	20,000
Station Furnishings	2025	20,000
Hose	2026	28,000
ALS equipment	2026	100,000
Fitness Equipment	2027	20,000
Rescue Equipment	2027	60,000
SCBA compressor?	2028	75,000
SCBAs	2030	142,100
Defibrillators	2033	10,000
Total		597,100
Grand Total		6,194,600

PENRYN FIRE PROTECTION DISTRICT

RESOLUTION NO. 2023-03

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE PENRYN FIRE PROTECTION DISTRICT,
SETTING THE RATE FOR FISCAL YEAR 2023-24 FOR THE MEASURE A
SPECIAL TAX FOR FIRE SUPPRESSION, PROTECTION AND EMERGENCY
MEDICAL RESPONSE SERVICES, AND REQUESTING COLLECTION OF
CHARGES ON THE COUNTY OF PLACER PROPERTY TAX ROLL

TAX CODE NUMBER 70310

DIRECT CHARGE NAME Penryn FPD Measure A

WHEREAS, the Board of Directors (the "Board") of the Penryn Fire Protection District (the "District") on July 17, 2017 adopted Resolution 2017_5 certifying the results of the Measure A special tax election, for a special tax to prevent significant service cutbacks and provide the appropriate level of fire protection and emergency medical response services for our community, and to approve an increase in the District appropriations limit, in accordance with the existing election regulations and the California Constitution; and

WHEREAS, Measure A contained a provision that, "the tax rate may increase in future years by a maximum annual adjustment of 4% upon Board approval;" and

WHEREAS, the District has requested that the County of Placer collect the above named charges on the County tax roll; and

WHEREAS, the charges that are placed on the County's property tax roll must not violate Proposition 218 or otherwise violate applicable laws and regulations;

Now, Therefore, Be It Hereby Resolved by the Board of District that:

1. The Board approves an adjustment of 4% be made to the tax rate for fiscal year 2023-24, resulting in the following rates for fiscal year 2023-24: \$303.67 per dwelling unit for residential parcels, \$94.89 per parcel for unimproved parcels, and \$0.1258 per square foot of building area for commercial parcels, with a minimum of \$94.89 per parcel for commercial parcels.
2. The Auditor-Controller of Placer County is requested to attach for collection on the County tax rolls those taxes attached hereto.
3. The District warrants and represents to the County, and hereby indemnifies the County, as follows:

4. The District hereby represents and warrants, to the best of its knowledge, that the charges do not violate Proposition 218, nor are the charges otherwise illegal in any respect.
5. In consideration for the County's collection of the charge through the County's property tax roll for the 2023-24 fiscal year and every fiscal year thereafter, the District hereby agrees to indemnify and save harmless the County, its officers, agents and employees and servants from all claims, suits or actions of every name, kind or description, brought for, or on account of the County's collection of the District's charge, including but not limited to the payment of any and all attorney's fees. The District shall have the right to select counsel or use its own counsel, at its discretion, in the County's defense. The duty of the District to indemnify and save harmless, as set herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.
6. The District agrees to pay the County for the reasonable and ordinary charges to recoup its costs of placement and collection on the tax rolls at the agreed upon rate of 1% of the taxes, as provided by Government Code sections 29304 and 51800.

PASSED AND ADOPTED by the Penryn Fire Protection District this 15th day of May, 2023, by the following vote on roll call:

AYES Board members:

NOES Board members:

ABSENT Board members:

Cheryl Hotaling, Chair

ATTEST:

Susan Mahoney, District Secretary

PENRYN FIRE PROTECTION DISTRICT

RESOLUTION NO. 2023-04

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE PENRYN FIRE PROTECTION DISTRICT,
REQUESTING COLLECTION OF THE MEASURE C CHARGES ON THE COUNTY
OF PLACER PROPERTY TAX ROLL

TAX CODE NUMBER 70300

DIRECT CHARGE NAME Penryn Fire Protection District (Measure C)

WHEREAS, the Board of Directors (the "Board") of the Penryn Fire Protection District (the "District") has requested that the County of Placer collect the above named charges on the County tax roll; and

WHEREAS, the charges that are placed on the County's property tax roll must not violate Proposition 218 or otherwise violate applicable laws and regulations;

Now, Therefore, Be It Hereby Resolved by the Board of District that:

1. The Auditor-Controller of Placer County is requested to attach for collection on the County tax rolls those taxes attached hereto.
2. The District warrants and represents to the County, and hereby indemnifies the County, as follows:
3. The District hereby represents and warrants, to the best of its knowledge, that the charges do not violate Proposition 218, nor are the charges otherwise illegal in any respect.
4. In consideration for the County's collection of the charge through the County's property tax roll for the 2023-24 fiscal year and every fiscal year thereafter, the District hereby agrees to indemnify and save harmless the County, its officers, agents and employees and servants from all claims, suits or actions of every name, kind or description, brought for, or on account of the County's collection of the District's charge, including but not limited to the payment of any and all attorney's fees. The District shall have the right to select counsel or use its own counsel, at its discretion, in the County's defense. The duty of the District to indemnify and save harmless, as set herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.
5. The District agrees to pay the County for the reasonable and ordinary charges to recoup its costs of placement and collection on the tax rolls at the agreed upon rate of 1% of the taxes, as provided by Government Code sections 29304 and 51800.

PASSED AND ADOPTED by the Penryn Fire Protection District this 15th day of May, 2023, by the following vote on roll call:

AYES Board members:

NOES Board members:

ABSENT Board members:

Cheryl Hotaling, Chair

ATTEST:

Susan Mahoney, District Secretary