



# PENRYN FIRE PROTECTION DISTRICT

## BOARD OF DIRECTORS

## MEETING MINUTES

Chair Hotaling, Vice-Chair Hardesty, Secretary Shields, Directors Heimlich and Verdugo

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### MINUTES OF THE REGULAR MEETING December 15, 2025

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, Larry Shields, Diego Heimlich, and Robert Verdugo  
Directors absent: N/A  
Staff in attendance: Fire Chief Gow, Fire Marshall D'Ambrogi, District Manager Armstrong, Battalion Chief Slusher and Battalion Chief Williamson.
2. **Pledge of Allegiance:** Chair Hotaling led the Pledge of Allegiance.
3. **Approval of Agenda:** Director Heimlich moved to approve the agenda. Director Verdugo seconded the motion that passed unanimously.
4. **Approval of Minutes:** Vice-Chair Hardesty reported that on item I it needs to be changed from I to Chair Hotaling. Vice-Chair moved to approve the amended minutes from the November 17, 2025 meeting. Director Verdugo seconded the motion which passed unanimously.
5. **Financial Report & Bill Approval:** Vice-Chair Hardesty moved to approve the financial report and expenses. Chair Hotaling seconded the motion that passed unanimously.
6. **Correspondence:** N/A
7. **Public Comment:**  
Public Member – Susan Jones sent an email tonight about the Penryn Fire letter and how its authored by the district president and not the fire chief or fire marshal. Requesting the board to clarify somehow.  
Public Member – A certification was presented to AJ Hardesty for forming the first Penryn Firewise community and to Fire Marshal D'Ambrogi for all that he has done for the area.
8. **Informational/Non-Action Items:**
  - A. **Sierra Nevada Firefighters, Local 3800 (Local 3800):** N/A
  - B. **Fire Chief Gow's Report:**
    1. Staff is still working on the Injury and Illness Prevention Program
    2. Good progress on the driveway and collecting bids on the roof
    3. Heard updates about other fire districts; Foresthill has been approved for PERS, South Placer has a hired a new chief. South Placer is working on going back to the public for funding and interested in expanding their ambulance services.**Battalion Chief Williamson report:**
    1. Completed 1 propane inspection, 1 final review and 1 film permit**Fire Marshal D'Ambrogi report:**
    1. Reviewed the overall fire prevention program; includes pre-development, new construction, vegetation management/risk reduction, and inspections/investigation**Battalion Chief Slusher report:**
    1. Response statistics; up about 10% on the call volume
    2. Planning for pump testing
  - C. **Director Committee Reports**
    1. **Personnel Committee:** N/A
    2. **Administrative Contract & Finance Oversight Committee:** N/A
    3. **Ad hoc committee for future cooperation with other fire departments.** N/A

- D. Update on Hope Way Project:** Fire Marshal D’Ambrogi reported that the appeal hearing is scheduled for the Board of Supervisors meeting tomorrow. Chair Hotaling reported that a member of the community reached out, asked if two exits on the same road met the requirements of two separate points. In reviewing past practice and doing research it was found that it does meet the requirement. The community member also asked about the turning radius within the complex.

Public Comment:

Public Member – The community member went to Rocklin to get the turning radius for their ladder truck. The complex radius is less than what is needed. The issue that is important to you is the response time of a ladder truck, it doesn’t meet the standards. The round-a-bout has another adverse safety impact and will cause a challenge with evacuations. Their own study indicates that the round-a-bout will fail if you try to evacuate Penryn and Hope Way at the same time.

- E. Update from LAFCO Meetings:**

Chief Gow reported that we have our final dates for our reorganization, the application hearing will take place at the February LAFCO meeting. Plan to have some public meetings to prepare the public and answer questions. The next step would be a 30-day protest hearing.

- F. Status on Placer County Local Hazard Mitigation Plan update for 2026**

Fire Marshal D’Ambrogi shared there is nothing to report on currently, anticipate a draft document in January. CWPP – Meeting monthly, discussing location for fuel reduction projects.

- G. Discuss performance reporting, against strategic plan goals**

Chair Hotaling reported that a letter should be out this week and will be posted on the website.

- H. Review and discuss the Sub-Joint Operations Agreement by and between Placer Hills Fire Protection District and Auburn City Fire Department**

Chief Gow reported that this plan will improve our response times and free up the Battalion Chiefs to manage stations, run calls and train crews. At the administrative level anticipate a need for EMS, radio/dispatch and ongoing prevention needs. This plan also addresses succession planning, improved opportunities. All of our agencies working together makes us stronger. Attorney reviewed the Sub-Joint JOA agreement and indicated it has no issues, including LAFCo concerns, and additionally reviewed the administrative services agreements for any conflicts.

Chair Hotaling shared she has some concern about not having a relationship in writing with the City of Auburn, feels like there should be some type of document.

Vice-Chair Hardesty shared she has concern that it’s different than our admin agreement.

Director Verdugo shared his concerns with supervision.

Chief Gow reported that Local 3800 has been involved from the beginning.

Public Comment:

Alex Harvey – Shared that this is something our attorney could take a look at, reported about his excitement and how it will benefit all of the districts.

- 9. Action Items:**

- A. Consider and approve the first reading of an addendum to the Wellness and Fitness Program Policy**

Chief Gow reported that the board committee, the local, and the chief met to develop a health screening program for all our personnel. Researched vendors, Penryn selected Kaiser to provide the service. In the packet is an addendum that addresses specific items that came up

during the meetings. Attorney provided a waiver, to address those that do not want to complete any type of physical.

Vice Chair Hardesty shared a few suggested changes;

- Addendum, 2; add if the employee elects to use the districts provider
- Waiver, first paragraph; remove Hills
- Waiver, first paragraph; change it requires employees to complete annual exams to encourages
- Waiver, 2c.; asked what medical evaluations are required by law  
Battalion Chief Slusher shared that spirometry is a required test
- Waiver, 3; add or provide a doctor's note
- Waiver, 5; release of liability, suggest reworking

After board discussion, it was decided this item should stay in the document

- Waiver, 6; change consequences to ramification

Chief Gow reported that the requested changes will be made and shared at next months board meeting.

**B. Consider and approve meeting dates for 2026**

Motion made by Chair Hotaling to approve the meeting dates for 2026. Director Verdugo seconded the motion, the motion passed unanimously.

**C. Elect board officers and review committee assignment for calendar year 2026**

Chair: Vice-Chair Hardesty nominated Cheryl Hotaling. Director Heimlich seconded the motion, which passed unanimously.

Vice-Chair: Chair Hotaling nominated Danielle Hardesty. Director Verdugo seconded the motion, which passed unanimously.

Secretary: Chair Hotaling nominated Larry Shields. Director Verdugo seconded the motion, which passed unanimously.

Committee Assignments;

Personnel: Motion made by Director Heimlich that the committee remain the same; Chair Hotaling and Vice Chair Hardesty. Director Shields seconded the motion, which passed unanimously.

Finance and Contract Oversight: Motion made by Chair Hotaling that the committee remain the same; Vice Chair Hardesty and Director Shields. Director Verdugo seconded the motion, which passed unanimously.

Ad Hoc for Future Cooperation: Motion made by Chair Hotaling that the committee remain the same; Vice Chair Hardesty and Director Shields. Director Heimlich seconded the motion, which passed unanimously.

**Next Board Meeting: Monday, February 16, 2026 6:30 PM - 8:00 PM (PST)**

Respectfully submitted,



District Manager