



PENRYN FIRE PROTECTION DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday, October 21, 2024

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 marmstrong@placerhillsfire.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:** September 16, 2024 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. Administrative Staff Monthly Reports:
 - 1) Fire Chief Gow
 - 2) Fire Marshal D'Ambrogi
 - 3) Battalion Chiefs Nelson, Slusher and Williamson
 - C. Director Committee Reports
 - 1) Personnel Committee
 - 2) Finance and Administrative Contract Oversight
 - 3) Ad hoc Committee for future cooperation with other fire departments: On hold
 - 4) Ad hoc Committee for the 100 year anniversary celebrations
 - D. Board to discuss potential awards luncheon and Christmas party
 - E. Board to review and discuss the Placer County Municipal Service Review (MSR)

ACTION ITEMS

- 9.** Public hearing to review and approve Resolution No 2024-09 Adopting an annual fee report and capital improvement plan to update the fire facilities impact and mitigation fee schedule
- 10.** Consider and approve the Appropriations (GANN) Limit for Fiscal Year 2024/2025 prepared by the Placer County Auditor Controller.
- 11.** Consider and approve the second reading of the Wellness Program policy
- 12.** Consider and approve the second reading of the Drug and Alcohol Free Workplace policy
- 13.** Consider and approve the first reading of the Physical Fitness Policy

MEETING ADJOURNMENT

Next meeting: Monday, November 18, 2024 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 REGULAR MEETING September 16, 2024

1. **Call the meeting to order and Roll Call:** Chair Hotaling called the meeting to order at 6:30 pm.

Directors in attendance: Cheryl Hotaling, Danielle Hardesty, Susan Mahoney, Randy Neifer and Larry Shields.

Staff in attendance: Fire Chief Gow, Fire Marshal D'Ambrogi, District Manager Armstrong, Battalion Chief Slusher, Battalion Chief Nelson and Battalion Chief Williamson.

2. **Pledge of Allegiance:** Chair Hotaling led the Pledge of Allegiance.
3. **Approval of Agenda:** Director Neifer moved to approve the agenda. Director Shields seconded the motion that passed unanimously.
4. **Approval of Minutes:** Director Neifer moved to approve the minutes for the meeting on August 19, 2024. Director Shields seconded the motion that passed unanimously.

5. **Financial Report & Bill Approval:**

Director Neifer moved to approve the financial report and expenses. Director Mahoney seconded the motion that passed unanimously.

6. **Correspondence:** N/A

7. **Public Comment:** Donna, admin of the Penryn Chit-Chat Facebook Group, shared she would be sharing information about the upcoming Oktoberfest.

District 3 supervisor candidate, Anthony DeMattei, introduced himself and shared information about his history in the area.

8. **Informational/Non-Action Items:**

A. Nevada County Professional Firefighters, Local 3800 (Local 3800): N/A

B. Fire Chief Gow's Report:

1. We were all hands on a fire under the bridge this past weekend.
2. Anticipating strike team requests for southern California fires.
3. Staff reports provided on the responsibilities of Penryn captains and associated budget changes with those responsibilities. Some of their responsibilities are JOA wide roles.
4. MSR still not released and LAFCO canceled their September meeting.
5. Nevada county MSR has been published, suggested combining districts.
6. Received no updates from LAFCO regarding our updated administrative agreements and cover letter.
7. Rewrite of the JOA agreement still being completed and will be presented to all agencies once available.
8. Volunteers up to speed and getting them working scheduled shifts.

Fire Marshal D'Ambrogi's Report:

1. Completed 1 single family dwelling, 1 propane line inspection
2. Met with the Winery 8 owner, he presented a second set of plans and asked for our input prior to presenting to the county
3. Received an inquiry on opening a restaurant at the former Cattle Barron location, starting the county process
4. No update on the Hope Way project application. Our legal has provided an opinion that we will not be able to collect impact/mitigation fees. For Measure A & C they believe, as it stands,

we will be able to collect. However, if the developer files for a welfare exemption it may preclude them from paying the assessments.

Battalion Chief Williamson's report:

1. Educational inspections completed, starting business and multi-family property inspections

Battalion Chief Nelson's report: No report

Battalion Chief Slusher's report:

1. Ran 51 calls; 1 fire
2. Anticipate an increase in fires in September's report; last week had a vehicle fire that turned into a vegetation fire.

C. Director Committee Reports

1. **Personnel Committee:** N/A
2. **Administrative Contract & Finance Oversight Committee:** Director Mahoney reported that the group met last week and a few staff reports were included in the board packet
3. **Ad hoc committee for future cooperation with other fire departments.** No report
4. **Ad hoc committee for the 100-year anniversary celebrations:**
Director Neifer reported that staff have been given their assignments, 4 bands scheduled. Director Shields reported that he was happy to see how fire personnel took charge of the meeting and their willingness to take on assignments, donations continue to come in, banners should be up in the community soon.

9. Action Items

A. Consider and approve a lump sum payment for the CalPers unfunded liability for \$2,445

Motion made by Neifer to approve the lump sum payment for the CalPers unfunded liability. Director Shields seconded the motion, the motion passed unanimously.

B. Consider and approve the purchase of 8 Self-Contained Breathing Apparatus for \$95,000

Director Neifer recommended not purchasing the SCBA's and just purchasing a RIC pack.

Director Hardesty reported that she is not supportive of purchasing new SCBA's, doesn't feel they need to be replaced and there isn't enough benefit in replacing our current SCBA's that still have life left.

Director Shields reported that he has similar concerns.

Battalion Chief Slusher reported one of the goals was to have the district to be in line with the other agencies that are on the regional grant to reduce the cost in the long run.

Chair Hotaling reported that she understands that it is a lot of money but is also concerned with the safety factor, for personnel. Looking at the projections we can still meet the districts 40% reserve contingency.

Chief Gow reported that this was brought to the board to protect our personnel.

Motion made by Chair Hotaling to approve the purchase of the SCBA's. Director Mahoney seconded the motion, the motion passed with a 3-2 vote. Aye; Shields, Mahoney, Hotaling, Nay; Neifer, Hardesty

C. Consider and adopt Resolution No 2024-08 approving the final budget for Fiscal Year 2024/2025

Director Hardesty asked about Tablet command and the remaining associated expenses.

Battalion Chief Slusher reported that they still need to install cradle point on the engine, which was delayed due to installation issues. Staff have been going through training to prepare for it to be up and running.

Motion made by Chair Hotaling to adopt Resolution 2024-08 with the addition of \$95,000 for the purchase of the SCBA's and \$2,445 for the CalPers unfunded liability. Director Neifer

seconded the motion, the motion passed unanimously.

D. Consider and approve the first reading of the Wellness Program policy

Motion made by Director Mahoney to approve the first reading of the Wellness Program policy.

Director Neifer seconded the motion, the motion passed unanimously.

E. Consider and approve the first reading of the Drug and Alcohol Free Workplace policy

Motion made by Director Neifer to approve the first reading of the Drug and Alcohol Free

Workplace policy. Director Shield seconded the motion, the motion passed unanimously.

The meeting was adjourned at 7:27 pm.

Next Board Meeting: Monday, October 21, 2024 6:30 PM - 8:00 PM (PST)

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Michelle Armstrong".

District Manager

Penryn Fire Protection District
FY 2024-2025 through September 2024
OPERATING FUND

ASSETS		
	Cash	1,077,293.32
	Total Assets	1,077,293.32
LIABILITIES		
	Other payables	2,974.11
	Payroll payables	30,836.32
	Compensated Absences	
	Total Liabilities	<u>33,810.43</u>
FUND BALANCE		
	Beginning Balance	1,319,125.89
	Revenues	30,497.67
	Expenses	<u>(306,140.67)</u>
	Ending Balance	1,043,482.89
	Total Liabilities and Fund Balance	1,077,293.32

Penryn Fire Protection District
FY 2024-2025 through September 2024
MITIGATION FUND

ASSETS		
	Cash	1,014,026.23
	Total Assets	1,014,026.23
LIABILITIES		
	Payables	75.76
	Total Liabilities	75.76
FUND BALANCE		
	Beginning Balance - Unrestricted	639,415.63
	Beginning Balance - Capital	339,877.49
	Revenues	34,765.11
	Expenses	107.76
	Ending Balance - Unrestricted	674,072.98
	Ending Balance - Capital	339,877.49
	Total Liabilities and Fund Balance	1,014,026.23

Trial Balance - Composite

07:07 PM

10/10/2024

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Company: CO500 Penryn Fire

Ledger: Actuals

Time Period: Current Period

Period: FY2025 - Sep

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	1,137,934.79	106,652.08	167,293.55	1,077,293.32
10099:Cash - Conversion	0.00	21,038.41	21,038.41	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	0.00	0.00	0.00	0.00
20020:Vouchers Payable	(16,644.81)	26,915.58	13,244.88	(2,974.11)
20030:Vouchers DD Payable	0.00	0.00	0.00	0.00
20180:Salaries & Benefits Payable	(25,898.43)	57,363.01	61,909.44	(30,444.86)
20240:Payroll Liabilities	(423.74)	420.00	387.72	(391.46)
20410:Deferred Inflows Related to Unavailability	0.00	0.00	0.00	0.00
20640:Compensated Leave Balance - Long-Term	0.00	0.00	0.00	0.00
30120:Unassigned Fund Balance	0.00	0.00	0.00	0.00
30121:Fiduciary Net Position	(1,319,125.89)	0.00	0.00	(1,319,125.89)
40060:Taxes - Current Unsecured Property	(34.66)	0.00	11,239.65	(11,274.31)
40090:Taxes - Delinquent Unsecured Property	(2.82)	0.00	0.00	(2.82)
40100:Taxes - Current Supplemental Property	(376.55)	0.00	0.00	(376.55)
40110:Taxes - Delinquent Supplemental Property	(0.01)	0.00	0.00	(0.01)
40180:Other Taxes	0.00	0.00	1,768.60	(1,768.60)
42010:Investment Income	(7,996.09)	1.93	3,419.27	(11,413.43)
46030:Direct Charges	0.00	0.00	4,748.72	(4,748.72)
46090:Planning and Engineering Services	(750.00)	0.00	0.00	(750.00)
46360:Other Fees and Charges	0.00	0.00	0.00	0.00
48030:Miscellaneous	0.00	0.00	163.23	(163.23)
51010:Salaries and Wages	77,598.14	39,663.88	0.00	117,262.02
51040:Overtime and Call Back	48,918.11	15,863.97	0.00	64,782.08
51210:Retirement	11,357.97	5,597.26	0.00	16,955.23
51220:Payroll Tax	1,792.81	784.33	0.00	2,577.14
51270:PERS Pension Expense	399.33	0.00	39.96	359.37
51310:Employee Group Insurance	9,659.96	0.00	1,437.08	8,222.88
51360:Workers Comp Insurance	12,258.75	0.00	0.00	12,258.75
52030:Clothing and Personal	3,448.50	2,738.27	0.00	6,186.77
52040:Communication Services Expense	557.94	280.00	0.00	837.94
52080:Insurance	4,818.00	0.00	0.00	4,818.00
52160:Maintenance	697.02	1,796.15	0.00	2,493.17
52170:Fuels & Lubricants	756.83	1,609.21	0.00	2,366.04
52180:Materials - Buildings & Improvements	234.06	0.00	0.00	234.06
52260:Misc Expense	1,042.09	1,801.46	0.00	2,843.55
52330:Other Supplies	1,352.61	392.02	0.00	1,744.63
52360:Professional and Special Services - General	48,365.41	0.00	0.00	48,365.41
52370:Professional and Special Services - Legal	1,332.50	650.00	0.00	1,982.50

Trial Balance - Composite

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Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
52390:Professional and Special Services - County	2,969.62	500.00	0.00	3,469.62
52510:Commissioner's Fees	600.00	300.00	0.00	900.00
52785:Training / Education	2,135.00	470.00	0.00	2,605.00
52800:Utilities	3,023.56	1,787.77	0.00	4,811.33
53190:Taxes and Assessments	0.00	65.18	0.00	65.18
54460:Capital Assets - Other Agencies - Equipment	0.00	0.00	0.00	0.00
59998:Labor Hours Debit	3,986.50	1,727.50	0.00	5,714.00
59999:Labor Hours Credit	(3,986.50)	(1,727.50)	0.00	(5,714.00)
Total	0.00	286,690.51	286,690.51	0.00

Placer Special Districts Budget to Actuals

07:02 PM

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Company: CO500 Penryn Fire

Budget Structure: Special District Budget - Detail Level

Period: FY2025 - Sep

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	(1,296,219.00)	0	0	(25,748.95)	(\$1,270,470.05)	1.99%
40010:Taxes - Current Secured Property	(599,068.00)	0	0	0	(\$599,068.00)	0.00%
40040:Taxes - Railroad Unitary Property	(634.00)	0	0	0	(\$634.00)	0.00%
40050:Taxes - Unitary and Op Non-Unitary Property	(12,784.00)	0	0	0	(\$12,784.00)	0.00%
40060:Taxes - Current Unsecured Property	(13,084.00)	0	0	(11,274.31)	(\$1,809.69)	86.17%
40090:Taxes - Delinquent Unsecured Property	0	0	0	(2.82)	\$2.82	0.00%
40100:Taxes - Current Supplemental Property	(13,848.00)	0	0	(376.55)	(\$13,471.45)	2.72%
40110:Taxes - Delinquent Supplemental Property	0	0	0	(0.01)	\$0.01	0.00%
40180:Other Taxes	(114,018.00)	0	0	(1,768.60)	(\$112,249.40)	1.55%
42010:Investment Income	(40,000.00)	0	0	(11,413.43)	(\$28,586.57)	28.53%
44350:State Homeowners Property Tax Relief	(3,026.00)	0	0	0	(\$3,026.00)	0.00%
46030:Direct Charges	(491,257.00)	0	0	0	(\$491,257.00)	0.00%
46090:Planning and Engineering Services	(6,500.00)	0	0	(750.00)	(\$5,750.00)	11.54%
46360:Other Fees and Charges	0	0	0	0.00	\$0.00	0.00%
48030:Miscellaneous	(2,000.00)	0	0	(163.23)	(\$1,836.77)	8.16%
Total Expenses	1,408,784.00	0	0	306,093.18	\$1,102,690.82	21.73%
Total Capital Assets	0	0	0	0.00	\$0.00	0.00%
54460:Capital Assets - Other Agencies - Equipment	0	0	0	0.00	\$0.00	0.00%
Total Expenses (Non Capital Assets)	1,408,784.00	0	0	306,093.18	\$1,102,690.82	21.73%
51010:Salaries and Wages	537,859.00	0	0	117,262.02	\$420,596.98	21.80%
51040:Overtime and Call Back	94,500.00	0	0	64,782.08	\$29,717.92	68.55%
51110:Other Payroll	26,782.00	0	0	0	\$26,782.00	0.00%
51210:Retirement	76,454.00	0	0	16,955.23	\$59,498.77	22.18%

Placer Special Districts Budget to Actuals

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Account Set	Budget	Commitments	Obligations	Actuals		Balance	Percentage of Budget
51220:Payroll Tax	16,405.00	0	0	2,577.14		\$13,827.86	15.71%
51270:PERS Pension Expense	0	0	0	359.37		(\$359.37)	0.00%
51310:Employee Group Insurance	75,665.00	0	0	8,222.88		\$67,442.12	10.87%
51360:Workers Comp Insurance	67,357.00	0	0	12,258.75		\$55,098.25	18.20%
52030:Clothing and Personal	32,500.00	0	0	6,186.77		\$26,313.23	19.04%
52040:Communication Services Expense	6,500.00	0	0	837.94		\$5,662.06	12.89%
52080:Insurance	21,301.00	0	0	4,818.00		\$16,483.00	22.62%
52160:Maintenance	22,000.00	0	0	2,493.17		\$19,506.83	11.33%
52170:Fuels & Lubricants	20,000.00	0	0	2,366.04		\$17,633.96	11.83%
52180:Materials - Buildings & Improvements	10,000.00	0	0	234.06		\$9,765.94	2.34%
52240:Professional / Membership Dues	1,000.00	0	0	0		\$1,000.00	0.00%
52260:Misc Expense	2,000.00	0	0	2,843.55		(\$843.55)	142.18%
52320:Printing	500.00	0	0	0		\$500.00	0.00%
52330:Other Supplies	28,000.00	0	0	1,744.63		\$26,255.37	6.23%
52360:Professional and Special Services - General	217,121.00	0	0	48,365.41		\$168,755.59	22.28%
52370:Professional and Special Services - Legal	10,000.00	0	0	1,982.50		\$8,017.50	19.83%
52390:Professional and Special Services - County	15,770.00	0	0	3,469.62		\$12,300.38	22.00%
52510:Commissioner's Fees	4,500.00	0	0	900.00		\$3,600.00	20.00%
52560:Small Equipment	95,000.00	0	0	0		\$95,000.00	0.00%
52580:Special Department Expense	500.00	0	0	0		\$500.00	0.00%
52785:Training / Education	10,000.00	0	0	2,605.00		\$7,395.00	26.05%
52800:Utilities	17,000.00	0	0	4,811.33		\$12,188.67	28.30%
53190:Taxes and Assessments	70.00	0	0	17.69		\$52.31	25.27%
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

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10/10/2024

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Company: CO500 Penryn Fire

Ledger: Actuals

Period: FY2025 - Sep

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
		2024-09	2023-09		
Income					
Charges for Services	4,749	5,499	(7,477)	12,225.22	(163.5%)
Taxes	13,008	13,422	12,793	215.23	1.7%
Intergovernmental Revenue	0	0	8,431	(8,431.43)	(100.0%)
Licenses, Permits & Franchises	0	0	0	0.00	0.0%
Miscellaneous Revenues	163	163	(21,679)	21,842.26	(100.8%)
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	3,417	11,413	8,197	(4,779.43)	(58.3%)
Total Revenue	21,338	30,498	266	(21,071.85)	7,931.0%
Expenses					
Salaries & Employee Benefits	60,432	222,417	192,691	(132,259.00)	(68.6%)
Services and Supplies	12,325	83,658	69,056	(56,731.15)	(82.2%)
Capital Asset Expenses	0	0	0	0.00	0.0%
Other Charges	65	65	67	(1.96)	(2.9%)
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%
Total Operating Expenses	72,822	306,141	261,815	(188,992.11)	(72.2%)
Intra Fund Transfers	0	0	0	0.00	0.0%
Total Other Income/Expenses	0	0	0	0.00	0.0%
Net Income	51,485	275,643	261,549	(210,063.96)	(80.3%)

Placer Special Districts Budget to Actuals

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Company: CO500 Penryn Fire
Budget Structure: Special District Budget - Detail Level
Period: FY2025 - Sep
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	(4,748.72)	\$4,748.72	0.00%
46030:Direct Charges	0	0	0	(4,748.72)	\$4,748.72	0.00%
Total Expenses	0	0	0	47.49	(\$47.49)	0.00%
Total Capital Assets	0	0	0	0	0.00	0.00%
Total Expenses (Non Capital Assets)	0	0	0	47.49	(\$47.49)	0.00%
53190:Taxes and Assessments	0	0	0	47.49	(\$47.49)	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%

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Extended Amount: 0

[illegible]

Trial Balance - Composite

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Company: CO500 Penryn Fire
Ledger: Actuals
Time Period: Current Period
Period: FY2025 - Sep
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	990,669.52	23,420.71	64.00	1,014,026.23
10030:Cash in Bank	0.00	0.00	0.00	0.00
10099:Cash - Conversion	0.00	32.00	32.00	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	(32.00)	32.00	0.00	0.00
20060:Sales Tax Payable	(75.76)	0.00	0.00	(75.76)
30120:Unassigned Fund Balance	0.00	0.00	0.00	0.00
30121:Fiduciary Net Position	(639,415.63)	0.00	0.00	(639,415.63)
30210:Assigned Fund Balance	(339,877.49)	0.00	0.00	(339,877.49)
42010:Investment Income	(6,309.52)	0.00	3,086.15	(9,395.67)
46360:Other Fees and Charges	0.00	0.00	0.00	0.00
46440:Mitigation Fees	(5,066.88)	0.00	20,302.56	(25,369.44)
48030:Miscellaneous	0.00	0.00	0.00	0.00
52260:Misc Expense	107.76	0.00	0.00	107.76
Total	0.00	23,484.71	23,484.71	0.00

Placer Special Districts Budget to Actuals

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Company: CO500 Penryn Fire

Budget Structure: Special District Budget - Detail Level

Period: FY2025 - Sep

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	(66,220.00)	0	0	(34,765.11)	(\$31,454.89)	52.50%
42010:Investment Income	(28,000.00)	0	0	(9,395.67)	(\$18,604.33)	33.56%
46360:Other Fees and Charges	0	0	0	0.00	\$0.00	0.00%
46440:Mitigation Fees	(38,220.00)	0	0	(25,369.44)	(\$12,850.56)	66.38%
48030:Miscellaneous	0	0	0	0.00	\$0.00	0.00%
Total Expenses	116,220.00	0	0	107.76	\$116,112.24	0.09%
Total Capital Assets	50,000.00	0	0	0	\$50,000.00	0.00%
54460:Capital Assets - Other Agencies - Equipment	50,000.00	0	0	0	\$50,000.00	0.00%
Total Expenses (Non Capital Assets)	66,220.00	0	0	107.76	\$66,112.24	0.16%
52260:Misc Expense	15,000.00	0	0	107.76	\$14,892.24	0.72%
53040:Lease Purchase Principal	34,171.00	0	0	0	\$34,171.00	0.00%
53080:Lease Purchase Interest	17,049.00	0	0	0	\$17,049.00	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%

Placer Income Statement

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Company: CO500 Penryn Fire

Ledger: Actuals

Period: FY2025 - Sep

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
		2024-09	2023-09		
Income					
Charges for Services	20,303	25,369	13,590	6,712.32	49.4%
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	0	0	0.00	0.0%
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	3,086	9,396	5,807	(2,720.52)	(46.9%)
Total Revenue	23,389	34,765	19,397	(3,991.80)	20.6%
Expenses					
Salaries & Employee Benefits	0	0	0	0.00	0.0%
Services and Supplies	0	108	5,000	(5,000.00)	(100.0%)
Capital Asset Expenses	0	0	0	0.00	0.0%
Other Charges	0	0	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%
Total Operating Expenses	0	108	5,000	(5,000.00)	(100.0%)
Intra Fund Transfers	0	0	0	0.00	0.0%
Total Other Income/Expenses	0	0	0	0.00	0.0%
Net Income	(23,389)	(34,657)	(14,397)	(8,991.80)	62.5%

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10/15/24

Penryn Fire General
Check Detail
September 13 through October 15, 2024

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
	09/16/2024	Advantage Gear	General Operating Funds	-393.30
	09/16/2024		52030 Clothing and Personal	393.30
TOTAL				393.30
	09/16/2024	AT&T Inc.	General Operating Funds	-119.04
	09/16/2024		52040 Communication Services	119.04
TOTAL				119.04
	09/16/2024	Danielle Hardesty	General Operating Funds	-75.00
	09/16/2024		52580 Commision Reimbursements	75.00
TOTAL				75.00
	09/16/2024	Kingsley Bogard LLP	General Operating Funds	-325.00
	09/16/2024		52370 Legal expenses	325.00
TOTAL				325.00
	09/16/2024	L N Curtis	General Operating Funds	-161.68
	09/16/2024		52160 Maintenance - vehicles	161.68
TOTAL				161.68
	09/16/2024	Larry Shields	General Operating Funds	-75.00
	09/16/2024		52580 Commision Reimbursements	75.00
TOTAL				75.00
	09/16/2024	Randy Neifer	General Operating Funds	-75.00
	09/16/2024		52580 Commision Reimbursements	75.00
TOTAL				75.00
	09/16/2024	Susan Mahoney	General Operating Funds	-75.00
	09/16/2024		52580 Commision Reimbursements	75.00
TOTAL				75.00
	09/27/2024	Advantage Gear	General Operating Funds	-271.29
	09/27/2024		52030 Clothing and Personal	271.29
TOTAL				271.29
	09/27/2024	Placer Hills Fire Di...	General Operating Funds	-325.00
	09/18/2024		52370 Legal expenses	325.00
TOTAL				325.00

Penryn Fire General
Check Detail
September 13 through October 15, 2024

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
	09/27/2024	US Bank	General Operating Funds	-4,014.52
	09/27/2024		52785 Training	470.00
			52160 Maintenance - vehicles	738.21
			52260 Miscellaneous	648.00
			52800 Utilities	1,389.29
			52800 Utilities	165.11
			52800 Utilities	108.83
			52800 Utilities	124.54
			52330 Office Supplies	143.76
			52330 Supplies-Equipment	226.78
TOTAL				4,014.52
	10/03/2024	Dawson Oil Co.	General Operating Funds	-878.95
	10/03/2024		52170 Fuel	878.95
TOTAL				878.95
	10/03/2024	Kaiser Foundation ...	General Operating Funds	-6,267.06
	10/03/2024		51310 Employee Group Insurance	4,710.23
			51310 Employee Group Insurance	1,556.83
TOTAL				6,267.06
	10/03/2024	Loomis Ace Hardw...	General Operating Funds	-21.48
	10/03/2024		52330 Supplies-Equipment	21.48
TOTAL				21.48
	10/03/2024	Studio PR Graphic ...	General Operating Funds	-2,073.68
	10/03/2024		52030 Clothing and Personal	2,073.68
TOTAL				2,073.68
	10/10/2024	FRMS	General Operating Funds	-12,258.75
	10/10/2024		51360 Workers Comp Ins.	12,258.75
TOTAL				12,258.75
	10/10/2024	Placer Hills Fire Di...	General Operating Funds	-46,067.50
	10/10/2024		52360 Administration Contract	46,067.50
TOTAL				46,067.50

Penryn Mitigation
Check Detail
September 13 through October 15, 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check		09/20/2024	Placer Hills Fire District		30120 Unassigned F...		-4,096.04
Bill		08/31/2024			52260 Miscellaneous...	-4,096.04	4,096.04
TOTAL						-4,096.04	4,096.04
Bill Pmt -Check		09/27/2024	US Bank		30120 Unassigned F...		-1,153.46
Bill		09/27/2024			52260 Miscellaneous...	-1,035.46	1,035.46
					52260 Miscellaneous...	-118.00	118.00
TOTAL						-1,153.46	1,153.46

JOA REIMBURSEMENT

PLACER HILLS JULY - SEPT 2024

PAID STATUS

Last Name	Assignment	Start Date	End Date	Length	Payrate	OT	Subtotal	Taxes	WC	Total
Miller	Engine 84	07/20/2024 08:00	07/21/2024 08:00	24	\$ 27.97	\$ 41.96	\$ 1,006.92	\$ 14.60	\$ 113.98	\$ 1,135.50
Miller	Engine 84	07/21/2024 08:00	07/22/2024 08:00	24	\$ 27.97	\$ 41.96	\$ 1,006.92	\$ 14.60	\$ 113.98	\$ 1,135.50
Hodsdon	Engine 84	08/14/2024 09:30	08/15/2024 08:00	22.5	\$ 25.34	\$ 38.01	\$ 855.23	\$ 12.40	\$ 96.81	\$ 964.44
Garrison	Engine 84	08/21/2024 08:00	08/22/2024 08:00	24	\$ 25.34	\$ 38.01	\$ 912.24	\$ 13.23	\$ 103.27	\$ 1,028.73
Gordon	Engine 86	07/01/2024 08:00	07/02/2024 08:00	24	\$ 27.97	\$ 41.96	\$ 1,006.92	\$ 14.60	\$ 113.98	\$ 1,135.50
Keeler	Engine 86	07/04/2024 08:00	07/05/2024 08:00	24	\$ 25.34	\$ 38.01	\$ 912.24	\$ 13.23	\$ 103.27	\$ 1,028.73
Gordon	Engine 86	07/16/2024 08:00	07/17/2024 08:00	24	\$ 27.97	\$ 41.96	\$ 1,006.92	\$ 14.60	\$ 113.98	\$ 1,135.50
Keeler	Engine 86	07/17/2024 08:00	07/18/2024 08:00	24	\$ 25.34	\$ 38.01	\$ 912.24	\$ 13.23	\$ 103.27	\$ 1,028.73
Total:										\$ 8,592.65

FORESTHILL JULY - SEPT 2024[illegible]

STRIKE TEAM / PREPOSITIONING

PENRYN STRIKE TEAM - PREPOSITIONING

Incident	Equipment	Depart date	Return date	Hours	Personnel	Equipment	Admin	Expenses	Total	Staffing	Paid Status
ABH	B38	7/25/2024	8/31/2024	144	18,809.28	22,570.56	4,137.98		45,517.82	3 RYN	
Actual cost of staffing for ABH									(16,940.04)		
Total FY 2024/2025									28,577.78		



**BEFORE THE BOARD OF DIRECTORS
PENRYN FIRE PROTECTION DISTRICT
COUNTY OF PLACER, STATE OF CALIFORNIA**

RESOLUTION NO. 2024-09

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE PENRYN FIRE PROTECTION DISTRICT
ADOPTING AN ANNUAL FEE REPORT AND CAPITAL IMPROVEMENT PLAN TO UPDATE THE
FIRE FACILITIES IMPACT AND MITIGATION FEE SCHEDULE**

WHEREAS, the Placer County Board of Supervisors approved the Penryn Fire Protection District Fire Facilities Impact Fee (Impact Fee) based on the 2024 Nexus Fee Study on June 16, 2024, pursuant to Placer County Code section 15.36.101 and the Mitigation Fee Act; *and*

WHEREAS, the 2024 Nexus Fee Study authorized annual adjustments to the Impact Fee based on the applicable Construction Cost Index (CCI) in the Engineering News Record; *and*

WHEREAS, consistent with the Mitigation Fee Act (Gov. Code, sections 66000, et seq.) and Placer County Code, the Penryn Fire Protection District has prepared an Annual Mitigation Fee Review and Report for 2024/2025 (Annual Report) and Capital Improvement Plan (CIP); *and*

WHEREAS, the Board of Directors of the Penryn Fire Protection District has reviewed and considered the Annual Report and CIP at a duly noticed public hearing; *and*

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the Penryn Fire Protection District does hereby adopt the Annual Report and CIP, which support a new 2024/2025 fee of \$2.01 per square foot for new construction, including residential, commercial, office, and industrial building space as well as to additions to existing buildings which requires the issuance of a permit or approval from the County of Placer.

BE IT FURTHER RESOLVED, this adjustment reflects an adjustment of 9.4% over the prior year based on the average of the Construction Cost Index (CCI) of the San Francisco area as reported in the Engineering News Record (ENR) as reported by CA Department of General Services (DGS) from January 1 through December 31, 2023.

BE IT FURTHER RESOLVED, the above fee shall be imposed sixty (60) days after the approval by the Placer County Board of Supervisors.

APPROVED, PASSED AND ADOPTED at a regular meeting of the Governing Board of the Penryn Fire Protection District at Penryn, California on October 21, 2024, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

Cheryl Hotaling, Board Chair

ATTEST: _____
Susan Mahoney, Secretary



PLACER HILLS-NEWCASTLE-PENRYN FIRE PROTECTION DISTRICTS

STAFF REPORT

To:	Board of Directors, Penryn Fire Protection District
From:	Ian Gow, Fire Chief
By:	Mark D'Ambrogi, Fire Marshal
Date:	October 21, 2024
Subject:	Public Hearing: Review of the Capital Improvement Plan and Mitigation Fee Review and Report for 2024

The Issue

Shall the Board conduct a Public Hearing to review and approve the Capital Improvement Plan (CIP) and Mitigation Fee Review and Report and by resolution adopt the 2024 Fire Facilities Impact Fee schedule?

Conclusion and Recommendation

Staff recommends the Board conduct a Public Hearing to review and approve the Capital Improvement Plan (CIP) and Mitigation Fee Review and Report and by resolution adopt the 2024 Fire Facilities Impact Fee schedule.

Background

Government Code 66000 et seq allows local agencies to collect fees from new development to offset the impacts of that development on local services. Placer County Code Chapter 15.36.010.A identifies the requirements for fire protection districts to follow to collect such fees. The Placer County Board of Supervisors has the final approval to the adoption and adjustment to any fees imposed by fire districts.

As part of the requirements an annual Capital Improvement Plan (CIP) and report on mitigation fees collected and expended over the prior Fiscal Year need to be reviewed and adopted by the Board of Directors at a public hearing. The annual mitigation fee report may include an adjustment to the fee schedule based on the Construction Cost Index (CCI) published by the *Engineering News-Record*.

The CIP provides information on facilities, apparatus, and capital equipment, depreciation programs; estimated costs, schedule of replacement/purchase, and

long-term capital projects. The CIP provides an effective planning tool for the District and assists in the annual budget process.

The Mitigation Review and Report identifies the amount of mitigation fees collected, the amount of fees spent on capital purchases, and the types of purchases made with mitigation fees. The Review and Report may propose any changes to the current fee schedule based on the CCI for a given period.

Every 5-8 years a Fire Facilities Impact Study is performed by the Fire District to make any adjustments to the Fire Facilities Impact Fee Schedule.

The last Fire Facilities Impact Study was adopted by the Board of Supervisors on June 16, 2024.

Using the Construction Cost Index (CCI) of the San Francisco area (applies to the Sacramento area) as reported in the Engineering News-Record (ENR), for the 2023 calendar year the CCI indicated a 9.4% average increase in construction costs. It is recommended this construction cost increase of 9.4% be used as the basis to increase the Fire Facilities Impact and Mitigation Fee.

Current and Proposed Fee Schedule:

Residential dwellings:	\$1.84 per sq. foot to \$2.01 per sq. foot
Retail Commercial:	\$1.84 per sq. foot to \$2.01 per sq. foot
Office Commercial:	\$1.84 per sq. foot to \$2.01 per sq. foot
Industrial Commercial:	\$1.84 per sq. foot to \$2.01 per sq. foot
Agricultural/Commercial:	\$1.84 per sq. foot to \$2.01 per sq. foot

The fee schedule will be implemented and imposed on all new construction sixty (60) days after the Approval by the Placer County Board of Supervisors.

Alternatives Available to the Board

1. Conduct a Public Hearing and adopt by resolution, the Capital Improvement Plan (CIP) and Mitigation Fee Review and Report;
2. Take no action, the District will be unable to make adjustments to the current Mitigation Fee schedule.

Fiscal Impact

No fiscal impact or costs incurred to the budget is associated by this action. Future mitigation fees may be increased bringing added funding to the fire fee mitigation account.

PENRYN FIRE PROTECTION DISTRICT



CAPITAL IMPROVEMENT PLAN (CIP)

AND MITIGATION FEE REVIEW AND REPORT 2024

Overview

The Capital Improvement Plan (CIP) is considered a planning process for the Penryn Fire Protection District. This plan attempts to identify the capital needs of the organization not only the immediate needs but also seeks to identify longer-term capital needs. In general, the CIP is a planning document that is updated annually through the budget process and subject to change as the needs of the organization and community become more defined and projects move along in their respective planning and budgeting processes. The use of a CIP provides for considerable advance project identification, planning, evaluation, scope, definition, design, public discussion, cost estimating, and financial planning.

Objectives used to develop the CIP include:

- To preserve and improve the infrastructure of the organization through capital asset procurement in a sustainable manner.
- To maximize the useful life of capital investments by scheduling major renovations, modifications, and procurement at the appropriate time.
- To identify and examine current and future infrastructure and equipment needs and establish priorities among projects so that available resources are used to the best advantage; and
- To improve financial planning and stability by comparing needs with resources, estimating future funding issues, and identifying potential fiscal implications.

This plan will serve several specific purposes such as a guide for the District Board and its administration towards current and future capital improvement needs, informs the district's personnel, the community, business, and other interested parties about the capital needs of the district and the projected costs of those needs, and identifies financial decisions, allocations, and needs over a prescribed period of time whether funding is available or not.

The Fire District

The Fire Protection District provides all hazard services to the communities of Penryn and portions of the Town of Loomis in Placer County. The district's jurisdiction includes over 11 square miles of rural and suburban area and provides emergency medical services (EMS), fire response and suppression, fire prevention inspections, code enforcement, fire investigation, rescue operations, vehicle extrication, hazardous materials response, fire district administration, staff training, public education, and participates in the California Master Mutual Aid System through the Office of Emergency Services (OES) Fire & Rescue Branch.

Recommended standards for fire protection and emergency medical services are issued by the National Fire Protection Association (NFPA) and often considered industry standards. In addition are the Public Protection Classification Surveys performed by the Insurance Services Office (ISO) for the insurance industry. These surveys have a direct bearing on the premiums charged by companies for fire insurance. A major area of importance of these surveys include apparatus, equipment, and facilities.

Capital Improvement Components

Capital improvement components contain, but not limited to the following:

Apparatus: Purchase and replacement of Type I Engines, Type III Engines; rescue vehicles, water tenders, command vehicles, utility vehicles, and support vehicles.

Major Equipment: Purchase and or replacement of personal protective equipment (PPEs), self-contained breathing apparatus (SCBAs), rescue tools, life support equipment, fire hose, communications equipment, information technology related devices and hardware, and small/portable equipment.

Facilities: New construction, renovation, and or replacement of fire stations, vehicle maintenance facilities, training facilities (both didactic classrooms and manipulative drill ground buildings and props), and administrative and support offices.

Property acquisition may also be considered a capital purchase to serve future needs of the fire district.

Capital Acquisitions Apparatus

The Fire District has established some standard apparatus and equipment depreciation and replacement schedules. Primary funding is now provided through general funds, loans, mitigation fees, and or through grants.

Type I Engine Replacement Recommendations: Continue to follow and implement an apparatus replacement schedule of 15 years of frontline service for all Type I firefighting apparatus, with a minimum of 5 years reserve service before consideration of decommissioning the apparatus. Apparatus refurbishment may also be a consideration.

Type III Engine Replacement Recommendations: Continue to follow and implement an apparatus replacement schedule of 20 years of frontline service for all Type III firefighting apparatus. Apparatus refurbishment may also be a consideration.

Water Tender Replacement Recommendations: Continue to follow and implement an apparatus replacement schedule of 25 years of frontline service for all Water Tender apparatus. Apparatus refurbishment may also be a consideration.

Light Duty Vehicle Replacement Recommendations: It is recommended that light vehicles should be considered for a replacement of 10 years for Command Vehicles and utility vehicles (due to intense, high mileage use).

Specialized Apparatus and Vehicles Recommendations: Specialized vehicles such as air units, rescues, and ATV units are recommended to be replaced as needs of the Fire District determine and based on the type of use and condition of such unit(s). Typical replacement may occur between 15 and 25 years. Refurbishment may also be a consideration.

See Attachment for District Capital Replacement Schedule

Capital Acquisitions Major Equipment

This section discusses the replacement of major equipment in the on-going business of fire, rescue, and EMS service delivery by the Fire District. It includes personal protective equipment (PPE) turnout gear, self-contained breathing apparatus (SCBA), rescue extrication tools, life support cardiac monitoring/intervention equipment, fire hose, small equipment, radios, and information technology related devices. While some items may not be considered a capital asset by policy, they are included as a way of presenting ongoing equipment needs.

Personal Protective Equipment (PPE): PPE's are recommended to be replaced every 5 years, or when such turnout gear has met its life expectancy, or whenever the equipment is damaged beyond repair or fails an inspection. Wildland gear are recommend to be replaced between 3-5 years or has met its life expectancy, or whenever the equipment is damaged beyond repair or fails an inspection.

Fire Hose and Nozzles: The National Fire Protection Association's (NFPA) Standard-1962 calls for annual hose testing and allows for keeping hose as long as it passes the annual service test. However, a generally accepted practice is to remove hose from service after 20 years, as recommended by the NFPA in Standard-1962 (2008 Edition), Annex A.7.1., which states "While all users should establish their own retirement schedule, fire departments should give careful consideration to a 10-year maximum service life under normal operating conditions."

Rescue Tools: Hydraulic rescue tools are mission critical equipment for delivering service. These units should be replaced every 10 years depending on advances in technology and the cost of maintenance and repairs to each unit. "Jaws" that have been purchased and used in the last 5-10 years can have a life expectancy of up to 20 years.

EMS Equipment: The defibrillators and CPR Lucas devices are an integral part of the EMS delivery the Fire District provides. These units are recommended to be replaced every 15 years depending on advances in technology and the cost of maintenance and repairs to each unit.

Self-Contained Breathing Apparatus (SCBA): All SCBA cylinders require periodic hydrostatic testing as required by 49 CFR 180.205. Wrapped carbon fiber cylinders should be tested every five years and have a 15- year service life. Therefore the life expectancy of a SCBA is 15 years and the recommended replacement schedule.

Communication Equipment: Communication equipment such as radios, tablets, and pagers are ever changing due to new technology and need to be replaced when such technology no longer supports the Fire District mission. As new technology advances communication equipment need to adapt to the environment to ensure the safest and most efficient means for personnel to perform in the field.

See Attachment for District Capital Replacement Schedule

Capital Acquisitions Facilities

Capital improvements and investments in facilities can represent some of the largest expenditures of a Capital Improvement Plan, especially if new fire facilities are contemplated. The following is the list of facilities within the Fire District and estimated replacement values and future long term capital improvements.

Penryn Fire Protection District Facilities

Fire Station #38, 7206 Church St., Penryn CA.

Fire District Facilities	Facility Type	Replacement Cost
Fire Station #38	Fire Station	\$6,000,000.00
Total		\$6,000,000.00

Future Long Term Capital Improvements: Facilities

Facility	Description	Status	Estimated Costs
Station #38	Renovation, add adequate dorm facilities	Renovate/addition to include adequate dorm (sleeping) quarters for personnel and enclose 1 apparatus bay. Conduct needs assessment and cost analysis, identify funding sources. Schedule-TBD Unfunded Project	\$1,200,000.00

Funding Sources for Capital Improvement

Sources for capital improvements derive from a number of sources. Funds are generated through local property tax allotment, assessments, fees, charges for services, and outside funding such as grants and loans. The availability of funds fluctuates on a number of factors including assessed property values, employee costs, consultants and service contracts, insurance costs, and general economic cost increases. Other funding sources for capital purchases may include:

General Fund. General funds are monies collected from property tax apportionment, fees for services, assessments, and other revenue generation in relation to services provided. Unless designated, general funds are spent on the operations of the organization, including capital expenditures.

Loan Financing. Loan financing is generated through the borrowing of funds (principal) at a cost (interest) through a financial institute and or governmental agency and can include the sale of municipal bonds. Loans are typically used for specific one-time capital purchases.

Grant Funding. Grant funding is made available for capital purchases primarily through the Federal Emergency Management Agency (FEMA) through the Assistance to Firefighter's Grants (AFG). This program is offered on a national level and is extremely competitive throughout the United States Fire Service.

Mitigation and Facility Impact Fees. These fees derive from development within the fire district and are intended to off-set impacts development may have on the fire district in providing services. These fees may be restrictive in what they can be used for regarding capital projects.

Review and Reporting of Fire Facility Impact and Mitigation Fees.

The Fire District, under Government Code § 66000 *et. seq.*, is allowed to collect fees from new development to offset the impacts on local services. This is known as the Fire Facilities Impact and Mitigation Fee. The fee is collected on all new construction including additions and is applied towards capital expenditures such as fire facilities, apparatus, and firefighting equipment to meet future service demands of the Fire District.

The most important part of AB 1600 is the requirement for findings that connect any impact stemming from a development project to the type and amount of the fee imposed or what is commonly referred to as the “Nexus” requirement. Government Code Section 66001 states that in any action “establishing, increasing, or imposing a fee as a condition of approval of a development project,” the local agency shall do all of the following:

- 1) Identify the purpose of the fee.
- 2) Identify how the fee is to be used. If the use is for financing public facilities, the facilities shall be identified.
- 3) Determine how a reasonable relationship exists between the fee's use and the type of development project on which the fee is imposed.
- 4) Determine how a reasonable relationship exists between the need for the public facility and the type of development project on which the fee is imposed.
- 5) Determine how there is a reasonable relationship between the amount of the fee and the cost of the public facility or portion of the public facility attributable to the development on which the fee is imposed.

Purpose of the Fee

The purpose of this development impact fee is to ensure that new development within the District pays its proportionate share of the capital investments to be made by the District along with its share of future capital costs, which are necessary to provide fire protection, fire suppression and other fire safety services adequate to accommodate a growing service population. The District is prudent in requiring that new development will not burden existing property owners with the cost of public facilities required to accommodate growth. The District can further this objective through the imposition of development impact fees. The purpose of the development impact fee is to implement this policy by providing a funding source from new development for capital improvements to serve that development. The fee helps to ensure that the level of service is maintained as new development offsets the increased costs of providing service as growth occurs.

Use of the Fee

The development impact fee will fund new construction of fire stations, apparatus, vehicles, and capital equipment needed to serve new development. All facilities and capital equipment will be located within the boundaries of the District. As identified in the Capital Improvement Plan, these facilities include:

- ◆ land for new fire stations
- ◆ fire station construction or expansion
- ◆ fire apparatus acquisition
- ◆ vehicle acquisition
- ◆ capital equipment acquisition
- ◆ financing costs associated with the above listed capital expenditures

Benefit Relationship

The Fire District will restrict fee revenues to the acquisition of land, construction/reconstruction/ expansion of buildings, and purchase of apparatus, vehicles and capital equipment, and related financing costs to serve new development. Fire facilities and capital equipment funded by the fee will further the District-wide network of services accessible to the additional residences and businesses associated with new development. Thus, there is a reasonable relationship between the use of fee revenues and the residential and non-residential types of new development that will pay the fee.

Burden Relationship

The purpose of assessing an impact fee is to provide the capital resources necessary to sustain a constant level of service for fire protection, emergency medical response, rescue and extrication, containment and mitigation of hazardous materials exposure, and other life safety services that is required of a growing service population. Based on the District's historical experience in responding to calls for service among the varying types of development in its boundaries, it is appropriate to assess the fee on a uniform basis in order to share the costs on a pro rata basis among existing and new development. Thus, there is a reasonable relationship between the use of the fee and the type of development served by the capital resources funded by the fee.

Proportionality

The reasonable proportionality relationship can be established by identifying the facility costs attributable to future development, then establishing fee rates that allocate those costs in proportion to the demands created by each type of development project. The fee apportions costs between the existing population and new development in a manner proportional to their contribution of the need for that facility. Further, fees are imposed based on building size as measured by habitable and enclosed square feet of each building.

The Fire District utilizes the services of a consultant to perform a "nexus" study. This study is intended to update the development impact fee imposed by the District. This report summarizes an analysis of the need for fire facilities and equipment to accommodate new development within the District's boundaries and documents a reasonable relationship between new development, the fee, and the facilities and capital equipment to be funded.

The study updates the development impact fee based on the current values of all fire equipment and facilities necessary to protect current residents at current service levels. This fee is translated into a per square foot cost that is imposed on any new construction which may occur. Impact fees

paid will allow for the District to provide the necessary facilities, vehicles, and equipment necessary to maintain current service levels.

The nexus study for this district was approved by the Placer County Board of Supervisors on June 16, 2024. The Mitigation Fee Act requires this fee review and study every 5-7 years.

Placer County has and will continue to experience growth. Consequently, local fire districts are faced with the challenge of providing service to an expanding customer base with limited resources for upgrading the infrastructure necessary to accommodate such expansion. The Fire District too faces the challenge of providing fire facilities and services to service new development within its boundaries. The impact fees collected as a result of new construction provides a funding source for the construction of fire facilities and purchase of vehicles and equipment necessary for this purpose.

This fee can be adjusted annually using the Construction Cost Index (CCI) of the San Francisco area (applies to the Sacramento area) as reported in the Engineering News-Record (ENR) and is approved for use as an annual cost escalator to be applied to the fee.

For the 2023 calendar year, January 1 through December 31, the CCI indicated a 9.4% average increase in construction costs. It is recommended this construction cost increase of 9.4% be used as the basis to increase the Fire Facilities Impact and Mitigation Fee.

Current and Proposed Fee Schedule:

Construction Type	Current Fee	Proposed Fee
Residential dwellings	\$1.84 per sq. foot	\$2.01 per sq. foot
Additions, garages, storage	\$1.84 per sq. foot	\$2.01 per sq. foot
Commercial/Industrial	\$1.84 per sq. foot	\$2.01 per sq. foot

Penryn Fire Protection District Annual Mitigation Fee Reporting for FY 23/24

	FY 22/23	FY 23/24	Budgeted 24/25
Revenue			
Mitigation Fees	68,573	54,070	38,220
Investment Interest	13,851	26,938	28,000
Sale of Capital Asset		26,300	
Operating Transfer In		108,535	
Motion Pro Donation	3,677		
Total Revenue	86,100	215,843	66,220
Expense			
Type 1 Engine	51,220	51,220	51,220
Buildings and Improvements			
Fixed Assets-Equipment		19,111	15,000
Total Expense	51,220	70,331	66,220
Net Revenue	34,880	145,512	0
Beginning Balance	759,024	793,904	939,416
Ending Balance	793,904	939,416	939,416

The Penryn Fire Protection District shows a current mitigation fee balance of \$939,416 and FY 23/24 mitigation fee revenues of \$215,843 with expenditures of \$70,331. FY 24/25 projected expenditures are \$66,220 with estimated revenues of \$66,220 with a mitigation fee balance of \$939,416.

Current Capital Funding Obligations

Type 1 Engine Loan- \$51,220.10/Year. Last Payment FY 32/33

The Penryn Fire Protection District has been transferring operating funds into the mitigation fund in anticipation of the purchase of a new Type 3 engine. The intent of the Board is to fully fund this purchase without loan obligation.



MEMORANDUM
OFFICE OF THE
AUDITOR-CONTROLLER
COUNTY OF PLACER

DATE: **October 11, 2024**

TO: **Special Districts of Placer County**

FROM: **Andrew C. Sisk, Auditor-Controller** *ACS*

SUBJECT: **Fiscal Year 2024/2025 Appropriation Limit**

The calculation of your District's appropriation limit for fiscal year 2024/25 is attached. The change in population within Placer County, as provided by the State Department of Finance, and the change in the local assessment roll from the preceding year for the jurisdiction due to the addition of local nonresidential new construction, are the factors used to calculate your appropriation limit.

If you have any questions, please contact Joe Alire at (530) 889-4198 or Darlene Justice at (530) 889-4201.

ACS:ja
Attachment

**GANN LIMIT
PENRYN FIRE DISTRICT (Fund 32807)**

1986/87 BASE YEAR LIMITATION (Prop 111 7/1/90)

\$ 96,234.00

	PCI/LNRC	POP RATIO	% FACTOR	LIMITATION
1987/88	1.0350	1.0357	1.0719	103,153.22
1988/89	1.0474	1.0445	1.0940	112,849.62
1989/90	1.0520	1.0501	1.1047	124,664.98
1990/91	1.0421	1.0561	1.1006	137,206.28
1991/92	1.0414	1.0539	1.0975	150,583.89
1992/93	0.9936	1.0391	1.0324	155,462.81
1993/94	1.0272	1.0379	1.0661	165,738.90
1994/95	1.0071	1.0320	1.0393	172,252.44
1995/96	1.0472	1.0415	1.0907	187,875.74
1996/97	1.0467	1.0321	1.0803	202,962.16
1997/98	1.0467	1.0164	1.0639	215,931.44
1998/99	1.0415	1.0261	1.0687	230,765.93
1999/00	1.0453	1.0297	1.0763	248,373.37
2000/01	1.0491	1.0300	1.0806	268,392.26
2001/02	1.0782	1.0355	1.1165	299,659.96
2002/03	0.9873	1.0395	1.0263	307,541.02
2003/04	1.0484	1.0610	1.1124	342,108.63
2004/05	1.0393	1.0531	1.0945	374,437.90
2005/06	1.0329	1.0444	1.0788	403,943.61
2006/07	1.0396	1.0381	1.0792	435,935.94
2007/08	1.0866	1.0284	1.1175	487,158.41
2008/09	1.2195	1.0277	1.2533	610,555.64
2009/10	1.0062	1.0203	1.0266	626,796.42
2010/11	0.9746	1.0209	0.9950	623,662.44
2011/12	1.0251	1.0181	1.0437	650,916.49
2012/13	1.0377	1.0117	1.0498	683,332.13
2013/14	1.0512	1.0072	1.0588	723,512.06
2014/15	1.0147	1.0168	1.0317	746,447.39
2015/16	1.0382	1.0076	1.0461	780,858.61
2016/17	1.0537	1.0096	1.0638	830,677.39
2017/18	1.0369	1.0176	1.0551	876,447.71
2017/18 Parcel Tax Measure A				355,404.80
2017/18 Adjusted Limitation				1,231,852.51
2018/19	1.0367	1.0166	1.0539	1,298,249.36
2019/20	1.0404	1.0185	1.0596	1,375,625.02
2020/21	1.0459	1.0195	1.0663	1,466,822.15
2021/22	1.0573	1.0150	1.0732	1,574,134.12
2022/23	1.0755	1.0037	1.0795	1,699,245.28
2023/24	1.0444	1.0021	1.0466	1,778,418.62
2024/25	1.0368	1.0067	1.0437	1,856,218.32

Note: The Appropriation Limit is calculated pursuant to Article XIIIB, Section 8(e) (2) of the State Constitution.

Wellness and Fitness Program

1021.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for the Wellness and Fitness Program that will assist members in developing greater stamina and strength, decreasing the risk of injury, disability or death from disease or injury, improving performance, increasing energy and recovering more quickly from strenuous and exhaustive work.

1021.1.1 POLICY

It is the policy of the Penryn Fire District that the wellness and fitness of its members is an organizational priority.

1021.2 PROGRAM COMPONENTS

1021.2.1 MEDICAL EXAMINATIONS

All firefighting members should have an annual medical examination. Medical examinations specifics should be established by a qualified health care professional but may include:

- Medical history
- Blood draw/analysis
- Vital signs
- Cardiovascular
- Pulmonary
- Gastrointestinal
- Genitourinary, hernia exam
- Lymph nodes exam
- Neurological exam
- Musculoskeletal
- Urinalysis
- Vision test
- Hearing

Penryn Fire District Policy Manual

Wellness and Fitness Program

- Chest X-ray (initial baseline with repeat every five years or as required)
- Cancer screening

1021.2.2 FITNESS EVALUATIONS

All firefighting members should have an annual fitness evaluation consisting of an assessment questionnaire (developed by a qualified health care professional) and testing to evaluate immunization and disease screening, and physical fitness and conditioning.

1021.2.3 IMMUNIZATION AND DISEASE SCREENING

All firefighting members should have an annual immunization and disease screening to ensure all recommended vaccinations against work-related exposures are current and that members are free from work-related disease. Specific vaccinations and diseases should be identified by a qualified medical professional but may include:

- Tuberculosis
- Hepatitis C
- Hepatitis B
- Tetanus/diphtheria vaccine (booster every 10 years)
- Measles, mumps, rubella (MMR)
- Polio
- Influenza
- H1N1
- HIV (optional)

1021.2.4 PHYSICAL FITNESS AND CONDITIONING

A physical fitness and conditioning program should correspond to the physical movement patterns and aerobic capacity required in the performance of firefighter duties. The program should also provide, for example, fitness equipment in fire stations with the available space or a fitness club membership to a facility that is within the fire station's response area. The fitness and conditioning program should be developed in coordination with a trained and certified fitness and conditioning trainer and should comply with the Physical Fitness Policy.

1021.2.5 PEER FITNESS TRAINERS

Volunteers should be solicited to serve as peer fitness trainers (PFTs). Selected PFTs shall receive specialized fitness and conditioning training and education sufficient to pass certification requirements. PFTs will assist in the promotion of the Wellness and Fitness Program and be capable of assisting firefighters on a one-to-one basis to increase levels of fitness.

Drug and Alcohol Free Workplace

1027.1 PURPOSE AND SCOPE

The District prohibits the use of drugs and alcohol in the workplace in order to provide a safer work environment for members and to protect the public's safety and welfare. This policy applies to all members when they are on District property or when performing District- related business elsewhere. This policy incorporates recent changes adopted under Senate Bill (SB) 2188 (Ca Government Code section 12954) protecting use of cannabis off the job and away from the workplace.

1027.1 DEFINITIONS

Definitions related to this policy include:

Controlled substance or drug - Those substances listed in the Controlled Substances Act(21 USC section 812),except that lawful possession or use of medications prescribed by the member's licensed physician shall be excluded.

Reasonable suspicion - Belief based on objective factors, such as behavior, speech, body odor, appearance or other evidence of impairment which would lead a reasonable person to believe that the member may be under the influence of drugs or alcohol.

Members – Administrative or safety personnel

1027.2 POLICY

It is the policy of the District to provide a drug-free workplace for all members. SB 2188 does not prohibit the District from enforcing a drug-free workplace to include being under the influence of cannabis while on duty or in the workplace.

1027.3 GENERAL GUIDELINES

The District recognizes the need to maintain an attitude of assistance and treatment toward members' problems. However, because of the dangers to members' health and safety and that of the public, alcohol and drug use in the workplace or while conducting District business will not be tolerated. Any employee violating this policy shall be subject to disciplinary action, up to and including termination. Any volunteer violating this policy may be temporarily or permanently prohibited from performing District duties.

1027.4 USE OF PRESCRIBED MEDICATIONS

Penryn Fire District Policy Manual

Drug and Alcohol Free Workplace

District members who are medically required to take prescription medications during work hours shall not allow such medications to impair their ability to perform their work.

Any member who is required to take any medication with side effects that might impair his/her ability to fully and safely perform all requirements of the position shall report the need for such medication to his/her immediate supervisor. No member shall be permitted to work or drive a vehicle owned or leased by the District while taking such potentially impairing medication without a written release from his/her physician.

1027.5 DRUG AND ALCOHOL TESTING

Except as provided otherwise in an employee collective bargaining agreement or as modified for volunteers who are required to test under the DOT Drug and Alcohol Testing Policy, the District has the discretion to test a current employee for alcohol or drugs as follows.

1027.5.1 RESONABLE SUSPICION

The District may require a blood test, urinalysis or other drug and/or alcohol screening of those persons reasonably suspected of using or being under the influence of a drug or alcohol at work. With the exception of members described in the DOT Alcohol and Drug Test Policy, testing must be approved by the Fire Chief/Personnel / Human Resources. Pursuant to SB 2188, post-employment drug testing will not include presence of nonpsychoactive cannabis metabolites.

In order to receive authority to test, the supervisor must record the factors that support reasonable suspicion and discuss the matter with the Personnel / Human Resources. If there is a reasonable suspicion of drug or alcohol use, the member will be relieved from duty and placed on sick leave if he/she is a paid employee, or restricted from working if he/she is a volunteer until test results are received.

1027.6 MEMBER RESPONSIBILITIES

Members shall come to work in an appropriate mental and physical condition and are absolutely prohibited from manufacturing, distributing, dispensing, possessing or using controlled substances or alcohol on district premises or on district time.

Members must notify their supervisor before beginning work when they are taking any medications or drugs, prescription or non-prescription, which may interfere with the safe and effective performance of duties or operation of District equipment.

Members must notify a supervisor immediately when they observe behavior or other evidence they believe demonstrates that a fellow employee poses a risk to the health and safety of the employee or others due to drug or alcohol use.

Members are required to notify their immediate supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Penryn Fire District Policy Manual

Drug and Alcohol Free Workplace

1027.7 COMPLIANCE WITH THE DRUG FREE WORKPLACE ACT

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member engaged in the performance of a federal grant, the District will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC S 8104).

1027.8 EMPLOYEE ASSISTANCE PROGRAM

Employees who experience drug or alcohol problems are encouraged to seek referral for rehabilitation through an Employee Assistance Program (EAP) or their insurance provider. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems. Employees may contact the [Fire Chief/Personnel /Human Resources](#), their insurance provider or an EAP representative for additional information.

The District recognizes the need for confidentiality and privacy and forbids disclosure of any information relating to chemical abuse treatment, except on a need to know basis or as allowed by law. Information shall only be released with the express written consent of the employee involved or pursuant to an agreement or other lawful process. All documents generated by the EAP are considered confidential medical records.

1027.9 SEARCHES

In order to promote a safe, productive, and efficient workplace, the District has the right to search and inspect all District property, including, but not limited to, lockers, storage areas, furniture, vehicles, and other places under the common control of the District or the joint control of the District and members. No member has any expectation of privacy in any District building, on any District property, or when using any District communications system.

If the member is covered by the Firefighters Procedural Bill of Rights Act, no search of such spaces shall be made except in the member's presence or with his/her consent or after notice has been given to the member (Government Code § 3250 et. seq.). Nothing herein shall affect a search conducted pursuant to a search warrant.

Physical Fitness

1022.1 PURPOSE AND SCOPE

The purpose of this policy is to provide firefighters with on-duty physical fitness guidelines. The District provides on-duty time for firefighter physical fitness to assist personnel in achieving and maintaining optimal health and physical fitness.

1022.2 POLICY

It is the policy of the Penryn Fire District to establish guidelines for physical fitness activities that are designed to prevent injuries while maintaining fitness. The ultimate goals of this policy are to:

- Meet the physical demands required on emergency responses.
- Reduce the risk of member injury or illness.
- Enhance the overall health, fitness and safety of members.

Physical fitness activities should not interfere with primary job duties, (e.g., emergency responses, public education, training activities or other legal responsibilities), nor should physical fitness activities delay an emergency response in any way.

The District retains the right to prohibit any physical fitness activity which, in its sole discretion, presents greater risks than benefits.

1022.3 PROCEDURE

The time, location and duration of company physical fitness activities are at the discretion of the on-duty Battalion Chief and the company officer. In all cases, the location for physical fitness must be within the company's first-in response area, be consistent with this policy and not result in a response delay.

All members should be allowed to participate in physical fitness activities during the course of their shift. Members who choose not to participate in physical fitness activities shall conduct duties as assigned by the company officer during the designated physical fitness period. Members who have provided the District with written physical restrictions from a qualified health care provider shall not participate in any physical activity that

Penryn Fire District Policy Manual

Physical Fitness

conflicts with the restriction.

Members participating in on-duty physical fitness activities shall comply with the Uniform Regulations Policy.

At the discretion of the District, one or more of the following may apply:

(a) Station physical fitness equipment

1. Physical fitness equipment is available for the use of members at fire stations with adequate space. Members assigned to these stations should utilize the fitness equipment for their on-duty physical fitness activities.

(b) Fitness club membership

1. Members assigned to fire stations that are not equipped with physical fitness equipment may be provided, at the district's discretion, with fitness club memberships for on-duty physical fitness activities

1022.4 PHYSICAL FITNESS GUIDELINES

Physical fitness activities designed to maintain or improve flexibility, muscular strength, endurance and anaerobic and aerobic capacity may include, but are not limited to, the following:

- Stretching
- Running, jogging, walking or rowing
- Weight training (with spotter present)
- Stationary aerobic training (e.g., stair-climber, treadmill, stationary bicycle)
- Core strengthening
- Firefighter specific activities (e.g., hose drag, simulated ventilation, dummy drag)
- Physical fitness activities as recommended by the district Wellness and Fitness Program and/or peer fitness trainers (PFTs)

Member participation in competitive or contact sports is not recommended while on-duty.

1022.5 INJURY PREVENTION

When participating in approved on-duty physical fitness activities, reasonable precautions should be taken to avoid injury. Common reasons for injuries sustained during physical activity include, but are not limited to, the following:

- Insufficient warm-up
 - Poor core stabilization
 - Exceeding physical capabilities
-

Penryn Fire District Policy Manual

Physical Fitness

- Improper equipment use
- Defective equipment
- Lack of proper instruction

Members who are participating in physical fitness activities are expected to:

- Allow sufficient time to warm up muscles prior to engaging in exercise for optimum performance and to reduce the risk of injury.
 - Develop sufficient trunk muscle strength to keep the spine and body stable in order to remain strong and balanced.
 - Maintain realistic goals and limits for physical fitness routines.
 - Develop an understanding of how to use fitness equipment properly and safely.
 - Check equipment prior to use to ensure safe operation, report defective or broken equipment to the safety officer as soon as practicable and disable equipment to prevent others from using it if necessary.
 - Develop and maintain sufficient fitness training knowledge, accounting for fitness level, age and previous injuries or limitations, to avoid fitness-related injuries
-