



# PENRYN FIRE PROTECTION DISTRICT

## BOARD OF DIRECTORS

## MEETING MINUTES

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

---

### MINUTES OF THE REGULAR MEETING March 16, 2026

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: Chief Gow, Division Chief Williamson, and District Manager Armstrong
2. **Pledge of Allegiance:** Chair Hotaling led the Pledge of Allegiance.
3. **Approval of Agenda:** Vice-Chair Hardesty moved to approve the agenda. Director Heimlich seconded the motion which passed unanimously.
4. **Approval of Minutes:** Vice-Chair Hardesty moved to approve the minutes from the February 16, 2026 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. Director Shields seconded the motion that passed unanimously.
6. **Correspondence:** N/A
7. **Public Comment:**  
Public Member – Welcome back Chief
8. **Informational/Non-Action Items:**
  - A. **Sierra Nevada Firefighters, Local 3800 (Local 3800):** N/A
  - B. **Fire Chiefs Report: Chief Gow**
    1. Holding frequent command staff meetings, meeting on the cooperation with City of Auburn. While most everything is going smooth, working on some challenges with the two dispatch centers.
    2. Fire Chiefs working on a few issues; Communications – discussing improvements to the system, Ambulance – reviewing potential solutions
    3. Placer Hills holding an Engineer/Paramedic hiring process
    4. Happy to report a 7-0 vote at the LAFCO meeting, for the Newcastle/Placer Hills reorganization. In the protest hearing period, ends next week.
  - Operations report:**
    1. No report
  - Fire Prevention report: Division Chief Williamson**
    1. Completed 1 plan review, 2 rough/hydro, 1 final, 1 propane line.
    2. Winery 8 project will be starting roads, Penryn townhomes starting to pull permits and building. In Newcastle; lot split in Twin Oaks Orchard, expansion of Gold Hill Cemetery, Ridgeview Facility for substance abuse.
  - C. **Director Committee Reports**
    1. **Personnel Committee:** Chair Hotaling reported updated draft budget numbers have been provided to the labor negotiation team.
    2. **Administrative Contract & Finance Oversight Committee:** N/A
    3. **Ad hoc committee for future cooperation with other fire departments:** N/A
    4. **Ad hoc strategic plan:** Chair Hotaling reported the committee is having the first meeting on Thursday, expect to come back to the board with a timeline draft.

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

Division Chief Williamson shared that March 23<sup>rd</sup> is going to start the community review, open until April 21<sup>st</sup>. The information will be shared on our websites. CWPP starting the community survey, which will also be found on our websites.

**9. Action Items:**

**A. Consider and approve the second reading of an amended Wellness and Fitness Program Policy**

Motion made by Director Verdugo to approve the second reading of an amended Wellness and Fitness Program Policy. Director Shields seconded the motion, the motion passed unanimously.

**B. Consider and accept a proposal for the renewal of the District's insurance policy with CalMutuals JPRIMA for April 1, 2026 to April 1, 2027**

Motion made by Vice-Chair Hardesty to approve the insurance renewal with CalMutuals JPRIMA for April 1, 2026 to April 1, 2027. Director Shields seconded the motion, the motion passed unanimously.

**C. Consider and approve the audit for Fiscal Year 2024-2025, prepared by Smith & Newell CPA's**

Motion made by Vice-Chair Hardesty to approve the audit for Fiscal Year 2024-2025. Director Shields seconded the motion, the motion passed unanimously.

**The meeting was adjourned at 6:54pm**

**Next Board Meeting: Monday, April 20, 2026 6:30 PM - 8:00 PM (PST)**

Respectfully submitted,



District Manager