



PENRYN FIRE PROTECTION DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday, October 19, 2026

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 21, 2026 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 and within its jurisdiction. 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. Items from the public will be considered without discussion by the Board and may be referred to staff.)

8. INFORMATIONAL / NON-ACTION ITEMS:

- A. Sierra Nevada Firefighters, Local 3800 Report
- B. Administrative Staff Monthly Reports:
 - 1) Fire Chief
 - 2) Operations
 - 3) Prevention
- C. Director Committee Reports
 - 1) Personnel Committee
 - 2) Finance and Administrative Contract Oversight
 - 3) Ad hoc Committee for future cooperation with other fire departments
 - 4) Ad hoc Strategic Plan
 - 5) Ad hoc Engine Replacement
- D. Status on Placer County Local Hazard Mitigation Plan update for 2026 & CWPP Community Wildfire Prevention Plan

9. ACTION ITEMS

- A. Public Hearing: Consider and adopt Resolution 2026-09, Adoption of the annual fee report, capital improvement plan and mitigation fee increase
- B. Consider and approve the draft strategic plan for public comment
- C. Consider and approve submitting a nomination for the special district alternate representative on the Placer County Local Agency Formation Commission

MEETING ADJOURNMENT

Next meeting: Monday, November 16, 2026 6:30 PM - 8:00 PM (PST)



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 September 21, 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, Diego Heimlich, Cheryl Hotaling, Larry Shields, and Robert Verdugo
Directors absent: N/A
Staff in attendance: Chief Gow, Fire Marshal D'Ambrogi, Assistant Chief Slusher, Division Chief Williamson, and District Manager Armstrong
 2. **Pledge of Allegiance:** Chair Hotaling led the Pledge of Allegiance.
 3. **Approval of Agenda:** Director Heimlich moved to approve the agenda. Director Shields seconded the motion which passed unanimously.
 4. **Approval of Minutes:** Director Verdugo moved to approve the minutes from the August 17, 2026 meeting, September 2, 2026 special meeting, and the September 9, 2026 special meeting. Vice-Chair Hardesty seconded the motion. Director Verdugo seconded the motion which passed unanimously with Director Heimlich and Director Shields abstaining from the September 2, 2026 and the September 9, 2026 special meetings.
 5. **Financial Report & Bill Approval:** Director Verdugo moved to approve the financial report and expenses. Director Heimlich seconded the motion which passed unanimously.
 6. **Correspondence:** N/A
 7. **Public Comment:** N/A
 8. **Informational/Non-Action Items:**
 - a. **Sierra Nevada Firefighters, Local 3800 (Local 3800):** Captain Gordon reported that the new MOU has been approved.
 - b. **Fire Chiefs Report: Chief Gow**
 1. District physicals still in progress
 2. A new board member is being appointed to the Foresthill Fire Protection District.
 3. AB1383, Assembly Bill for adjusting the CalPERS retirement formulas, was vetoed by the governor
 4. RFP for roof and air conditioner replacement has been sent out
 5. Recently received guidance from our attorney that all standing committee meetings need to be posted meetings
- Operations Report: Assistant Chief Slusher**
1. Response statistics provided, trend is within normal limits
 2. Request for Proposals have gone out, with assistance from Captain Gordon. City of Auburn public works was able to provide guidance on the process, to ensure statutory requirements were included and followed. Anticipate receiving results by October 9th and a recommendation will be brought back to the board at a future meeting.
 3. Captain Gordon introduced the new interns and shared that the district received a thank you and donation from a local resident.

Fire Prevention report: Division Chief Williamson

1. Fire prevention report on inspections and activities was reviewed, including a few event permits

c. Director Committee Reports

1. **Personnel Committee:** Chair Hotaling reported that the MOU has been signed, expect the Personnel committee won't meet again for at least a year.
2. **Administrative Contract & Finance Oversight Committee:** Vice-Chair Hardesty shared a staff report, regarding a recent negotiations meeting. Chair Hotaling asked about getting another meeting scheduled.
3. **Ad hoc committee for future cooperation with other fire departments:** N/A
4. **Ad hoc Strategic Plan:** Chair Hotaling reported that the committee held two public meetings. The first meeting there were no attendees and the second meeting five public members attended. Public input included questions about the Measure A increases and a suggestion to consider remodeling or replacing the station. At the next board meeting operational priorities and strategic initiatives will be shared for board input. Director Verdugo reported that one public member shared thoughts on the district reserves.
5. **Ad hoc Engine Replacement:** Chief Slusher reported that he is waiting on responses regarding setting up tours of other agency engines.

d. Status on Placer County Local Hazard Mitigation Plan update for 2026 & CWPP Community Wildfire Prevention Plan

Fire Marshal D'Ambrogi reported that there are no updates on the Local Hazard Mitigation Plan. For CWPP, the September meeting was rescheduled to allow more time for the consultant to review the submitted projects.

e. Review and discuss the CalPERS Actuarial Report as of June 30, 2025

Chair Hotaling reported that our rate went up slightly and there is no unfunded liability due. Chief Slusher shared that we recently received a newsletter that shows positive returns on CalPERS investments, which we anticipate will have a positive impact on future unfunded liabilities.

9. Action Items:

a. Consider and approve an Agreement Extension for Administrative Services with Placer Hills Fire Protection District

Chair Hotaling shared this would allow for another three months to finish up the negotiations. Motion made by Director Verdugo to approve the agreement extension for administrative services with Placer Hills Fire Protection District. Director Heimlich seconded the motion, which passed unanimously.

b. Consider and approve the Appropriations (GANN) Limit for Fiscal Year 2026/2027, prepared by the Placer County Auditor Controller

Chair Hotaling shared this is an annual process that sets the spending limit. Motion made by Vice-Chair Hardesty to approve the GANN limit for Fiscal Year 2026/2027. Director Heimlich seconded the motion, which passed unanimously.

c. Consider and adopt Resolution 2026-08 approving the final budget for Fiscal Year 2026/2027

Chair Hotaling suggested that the board consider including the amount we used for the admin agreement last year, to demonstrate something closer to the anticipated actual. Motion made by Vice-Chair Hardesty to adopt Resolution 2026-08 approving the final

budget for Fiscal Year 2026/2027 as currently presented. Director Shields seconded the motion, which passed 4-1 with a roll call vote.

The meeting was adjourned at 7:14pm

Next Board Meeting: Monday, October 19, 2026 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 2026-2027 through September 2026
OPERATING FUND

ASSETS

Cash	2,067,418.21
Total Assets	<u>2,067,418.21</u>

LIABILITIES

Other payables	3,711.58
Payroll payables	32,662.80
Compensated Absences	<u> </u>
Total Liabilities	36,374.38

FUND BALANCE

Beginning Balance	1,510,599.59
Beginning Balance - Committed	778,373.19
Revenues	51,934.40
Expenses	<u>(309,863.35)</u>
Ending Balance	1,252,670.64
Ending Balance - Committed	778,373.19
Total Liabilities and Fund Balance	2,067,418.21

Penryn Fire Protection District
FY 2026-2027 through September 2026
MITIGATION FUND

ASSETS

Cash	694,973.22
Total Assets	<u>694,973.22</u>

LIABILITIES

Payables	-
Total Liabilities	-

FUND BALANCE

Beginning Balance - Unrestricted	646,481.87
Beginning Balance - Capital	-
Revenues	48,491.35
Expenses	-
Ending Balance - Unrestricted	694,973.22
Ending Balance - Capital	-
Total Liabilities and Fund Balance	694,973.22

Trial Balance - Composite

07:16 AM
10/14/2026
Page 1 of 2

Company: CO500 Penryn Fire
 Ledger: Actuals
 Time Period: Current Period
 Period: FY2027 - 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	2,113,701.53	115,660.80	161,944.12	2,067,418.21
10099:Cash - Conversion	0.00	15,858.28	15,858.28	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	(854.72)	13,140.60	15,997.46	(3,711.58)
20030:Vouchers DD Payable	0.00	0.00	0.00	0.00
20060:Sales Tax Payable	0.00	0.00	0.00	0.00
20180:Salaries & Benefits Payable	(25,190.76)	63,660.98	68,995.14	(30,524.92)
20240:Payroll Liabilities	(1,583.96)	0.00	553.92	(2,137.88)
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	(1,510,599.59)	0.00	0.00	(1,510,599.59)
30310:Committed Fund Balance	(778,373.19)	0.00	0.00	(778,373.19)
40060:Taxes - Current Unsecured Property	(14.21)	0.00	15,090.93	(15,105.14)
40090:Taxes - Delinquent Unsecured Property	(5.81)	0.00	0.00	(5.81)
40100:Taxes - Current Supplemental Property	(498.80)	0.00	0.00	(498.80)
40110:Taxes - Delinquent Supplemental Property	(0.01)	0.00	0.00	(0.01)
40180:Other Taxes	0.00	0.00	1,618.60	(1,618.60)
42010:Investment Income	(14,395.73)	2.15	6,751.75	(21,145.33)
46030:Direct Charges	0.00	0.00	4,711.56	(4,711.56)
46090:Planning and Engineering Services	(875.00)	0.00	0.00	(875.00)
46350:Fire Services	(1,867.01)	0.00	0.00	(1,867.01)
46360:Other Fees and Charges	(5,465.80)	0.00	0.00	(5,465.80)
47010:Donations	0.00	0.00	500.00	(500.00)
48030:Miscellaneous	0.00	0.00	141.34	(141.34)
51010:Salaries and Wages	74,931.59	45,075.88	0.00	120,007.47
51040:Overtime and Call Back	20,906.74	16,104.03	0.00	37,010.77
51210:Retirement	10,725.82	6,452.61	0.00	17,178.43
51220:Payroll Tax	1,351.11	866.84	0.00	2,217.95
51270:PERS Pension Expense	424.08	350.00	39.96	734.12
51310:Employee Group Insurance	12,686.74	7,767.48	1,399.32	19,054.90
51360:Workers Comp Insurance	19,720.75	0.00	0.00	19,720.75
52030:Clothing, Uniforms, and Personal Hygiene	9,294.28	2,545.27	0.00	11,839.55
52040:Communication Services Expense	469.93	319.55	0.00	789.48
52080:Insurance	5,499.00	0.00	0.00	5,499.00
52160:Maintenance	12,301.78	0.00	0.00	12,301.78
52170:Fuels & Lubricants	18.28	240.93	0.00	259.21
52180:Materials - Buildings & Improvements	89.01	0.00	0.00	89.01
52260:Misc Expense	1,400.28	160.00	0.00	1,560.28

Trial Balance - Composite

07:16 AM
10/14/2026
Page 2 of 2

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
52330:Other Supplies	1,224.28	214.91	0.00	1,439.19
52360:Professional and Special Services - General	47,568.73	1,917.00	0.00	49,485.73
52370:Professional and Special Services - Legal	0.00	861.90	0.00	861.90
52390:Professional and Special Services - County	2,250.00	0.00	0.00	2,250.00
52510:Commissioner's Fees	150.00	0.00	0.00	150.00
52785:Training / Education	1,370.00	450.00	0.00	1,820.00
52800:Utilities	3,640.66	1,884.12	0.00	5,524.78
53190:Taxes and Assessments	0.00	69.05	0.00	69.05
59998:Labor Hours Debit	3,261.83	1,710.75	0.00	4,972.58
59999:Labor Hours Credit	(3,261.83)	(1,710.75)	0.00	(4,972.58)
Total	0.00	293,602.38	293,602.38	0.00

Placer Special Districts Budget to Actuals

07:46 PM

10/13/2026

Page 1 of 2

Company: CO500 Penryn Fire

Budget Structure: Special District Budget - Detail Level

Period: FY2027 - 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	0	0	0	(47,222.84)	\$47,222.84	0.00%
40060:Taxes - Current Unsecured Property	0	0	0	(15,105.14)	\$15,105.14	0.00%
40090:Taxes - Delinquent Unsecured Property	0	0	0	(5.81)	\$5.81	0.00%
40100:Taxes - Current Supplemental Property	0	0	0	(498.80)	\$498.80	0.00%
40110:Taxes - Delinquent Supplemental Property	0	0	0	(0.01)	\$0.01	0.00%
40180:Other Taxes	0	0	0	(1,618.60)	\$1,618.60	0.00%
42010:Investment Income	0	0	0	(21,145.33)	\$21,145.33	0.00%
46090:Planning and Engineering Services	0	0	0	(875.00)	\$875.00	0.00%
46350:Fire Services	0	0	0	(1,867.01)	\$1,867.01	0.00%
46360:Other Fees and Charges	0	0	0	(5,465.80)	\$5,465.80	0.00%
47010:Donations	0	0	0	(500.00)	\$500.00	0.00%
48030:Miscellaneous	0	0	0	(141.34)	\$141.34	0.00%
Total Expenses	0	0	0	309,811.99	(\$309,811.99)	0.00%
Total Capital Assets	0	0	0	0	0.00	0.00%
Total Expenses (Non Capital Assets)	0	0	0	309,811.99	(\$309,811.99)	0.00%
51010:Salaries and Wages	0	0	0	120,007.47	(\$120,007.47)	0.00%
51040:Overtime and Call Back	0	0	0	37,010.77	(\$37,010.77)	0.00%
51210:Retirement	0	0	0	17,178.43	(\$17,178.43)	0.00%
51220:Payroll Tax	0	0	0	2,217.95	(\$2,217.95)	0.00%
51270:PERS Pension Expense	0	0	0	734.12	(\$734.12)	0.00%
51310:Employee Group Insurance	0	0	0	19,054.90	(\$19,054.90)	0.00%
51360:Workers Comp Insurance	0	0	0	19,720.75	(\$19,720.75)	0.00%
52030:Clothing, Uniforms, and Personal Hygiene	0	0	0	11,839.55	(\$11,839.55)	0.00%
52040:Communication Services Expense	0	0	0	789.48	(\$789.48)	0.00%
52080:Insurance	0	0	0	5,499.00	(\$5,499.00)	0.00%
52160:Maintenance	0	0	0	12,301.78	(\$12,301.78)	0.00%
52170:Fuels & Lubricants	0	0	0	259.21	(\$259.21)	0.00%

Placer Special Districts Budget to Actuals

07:46 PM

10/13/2026

Page 2 of 2

Account Set	Budget	Commitments	Obligations	Actuals	Balance	Percentage of Budget
52180:Materials - Buildings & Improvements	0	0	0	89.01	(\$89.01)	0.00%
52260:Misc Expense	0	0	0	1,560.28	(\$1,560.28)	0.00%
52330:Other Supplies	0	0	0	1,439.19	(\$1,439.19)	0.00%
52360:Professional and Special Services - General	0	0	0	49,485.73	(\$49,485.73)	0.00%
52370:Professional and Special Services - Legal	0	0	0	861.90	(\$861.90)	0.00%
52390:Professional and Special Services - County	0	0	0	2,250.00	(\$2,250.00)	0.00%
52510:Commissioner's Fees	0	0	0	150.00	(\$150.00)	0.00%
52785:Training / Education	0	0	0	1,820.00	(\$1,820.00)	0.00%
52800:Utilities	0	0	0	5,524.78	(\$5,524.78)	0.00%
53190:Taxes and Assessments	0	0	0	17.69	(\$17.69)	0.00%
ROU and SBITA Lease Non-Budgetary Revenue and Expense	0	0	0	0	0.00	0.00%
ROU and SBITA Lease Revenue	0	0	0	0	0.00	0.00%
ROU and SBITA Lease Expenses	0	0	0	0	0.00	0.00%
Other Non-Budgetary Revenue and Expenses	0	0	0	0	0.00	0.00%
49110:Proceeds from Lease Purchase	0	0	0	0	0.00	0.00%
54455:Equipment - Finance Purchase	0	0	0	0	0.00	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 Special Districts Budget to Actuals

07:46 PM

10/13/2026

Page 1 of 1

Company: CO500 Penryn Fire

Budget Structure: Special District Budget - Detail Level

Period: FY2027 - 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	(4,711.56)	\$4,711.56	0.00%
46030:Direct Charges	0	0	0	(4,711.56)	\$4,711.56	0.00%
Total Expenses	0	0	0	51.36	(\$51.36)	0.00%
Total Capital Assets	0	0	0	0	0.00	0.00%
Total Expenses (Non Capital Assets)	0	0	0	51.36	(\$51.36)	0.00%
53190:Taxes and Assessments	0	0	0	51.36	(\$51.36)	0.00%
ROU and SBITA Lease Non-Budgetary Revenue and Expense	0	0	0	0	0.00	0.00%
ROU and SBITA Lease Revenue	0	0	0	0	0.00	0.00%
ROU and SBITA Lease Expenses	0	0	0	0	0.00	0.00%
Other Non-Budgetary Revenue and Expenses	0	0	0	0	0.00	0.00%
49110:Proceeds from Lease Purchase	0	0	0	0	0.00	0.00%
54455:Equipment - Finance Purchase	0	0	0	0	0.00	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

06:18 PM
10/13/2026
Page 1 of 1

Company: CO500 Penryn Fire

Ledger: Actuals

Period: FY2027 - 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
		2026-09	2025-09		
Income					
Charges for Services	4,712	12,919	12,359	(7,647.42)	(61.9%)
Taxes	16,710	17,228	13,580	3,129.84	23.0%
Intergovernmental Revenue	0	0	0	0.00	0.0%
Licenses, Permits & Franchises	0	0	0	0.00	0.0%
Miscellaneous Revenues	141	141	15	126.34	842.3%
Revenue from Use of Money & Property	0	0	0	0.00	0.0%
Other Financing Sources	0	0	0	0.00	0.0%
Donations	500	500	0	500.00	0.0%
Fines, Forfeits & Penalties	0	0	0	0.00	0.0%
Non-Operating Revenue	6,750	21,145	18,502	(11,752.83)	(63.5%)
Total Revenue	28,812	51,934	44,456	15,644.07	(35.2%)
Expenses					
Salaries & Employee Benefits	75,178	215,924	285,634	(210,456.05)	(73.7%)
Services and Supplies	8,594	93,870	71,558	(62,964.74)	(88.0%)
Capital Asset Expenses	0	0	0	0.00	0.0%
Other Charges	69	69	67	1.97	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	83,840	309,863	357,259	(273,418.82)	(76.5%)
Intra Fund Transfers	0	0	0	0.00	0.0%
Total Other Income/Expenses	0	0	0	0.00	0.0%
Net Income	55,028	257,929	312,803	(257,774.75)	(82.4%)

Trial Balance - Composite

07:17 AM

10/14/2026

Page 1 of 1

Company: CO500 Penryn Fire

Ledger: Actuals

Time Period: Current Period

Period: FY2027 - 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	678,710.50	16,262.72	0.00	694,973.22
10030:Cash in Bank	0.00	0.00	0.00	0.00
10099:Cash - Conversion	0.00	0.00	0.00	0.00
10120:Claim on Cash	0.00	0.00	0.00	0.00
10330:Investment Interest Receivable	0.00	0.00	0.00	0.00
20060:Sales Tax Payable	0.00	0.00	0.00	0.00
30120:Unassigned Fund Balance	0.00	0.00	0.00	0.00
30121:Fiduciary Net Position	(646,481.87)	0.00	0.00	(646,481.87)
42010:Investment Income	(4,343.06)	0.00	2,218.17	(6,561.23)
46440:Mitigation Fees	(27,885.57)	0.00	14,044.55	(41,930.12)
Total	0.00	16,262.72	16,262.72	0.00

Placer Special Districts Budget to Actuals

07:46 PM
10/13/2026
Page 1 of 1

Company: CO500 Penryn Fire

Budget Structure: Special District Budget - Detail Level

Period: FY2027 - 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	0	0	0	(48,491.35)		\$48,491.35	0.00%
42010:Investment Income	0	0	0	(6,561.23)		\$6,561.23	0.00%
46440:Mitigation Fees	0	0	0	(41,930.12)		\$41,930.12	0.00%
Total Expenses	0	0	0	0		0.00	0.00%
Total Capital Assets	0	0	0	0		0.00	0.00%
Total Expenses (Non Capital Assets)	0	0	0	0		0.00	0.00%
ROU and SBITA Lease Non-Budgetary Revenue and Expense	0	0	0	0		0.00	0.00%
ROU and SBITA Lease Revenue	0	0	0	0		0.00	0.00%
ROU and SBITA Lease Expenses	0	0	0	0		0.00	0.00%
Other Non-Budgetary Revenue and Expenses	0	0	0	0		0.00	0.00%
49110:Proceeds from Lease Purchase	0	0	0	0		0.00	0.00%
54455:Equipment - Finance Purchase	0	0	0	0		0.00	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

06:08 PM

10/13/2026

Page 1 of 1

Company: CO500 Penryn Fire

Ledger: Actuals

Period: FY2027 - 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
		2026-09	2025-09		
Income					
Charges for Services	14,045	41,930	46,879	(32,834.68)	(70.0%)
Taxes	0	0	0	0.00	0.0%
Intergovernmental Revenue	0	0	0	0.00	0.0%
Licenses, Permits & Franchises	0	0	0	0.00	0.0%
Miscellaneous Revenues	0	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	2,218	6,561	4,605	(2,386.37)	(51.8%)
Total Revenue	16,263	48,491	51,484	35,221.05	(68.4%)
Expenses					
Salaries & Employee Benefits	0	0	0	0.00	0.0%
Services and Supplies	0	0	0	0.00	0.0%
Capital Asset Expenses	0	0	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	0	0	0.00	0.0%
Intra Fund Transfers	0	0	0	0.00	0.0%
Total Other Income/Expenses	0	0	0	0.00	0.0%
Net Income	(16,263)	(48,491)	(51,484)	35,221.05	(68.4%)

06:20 PM
10/13/2026
Page 1 of 1

Extended Amount: 0

[illegible]

Penryn Fire General
Check Detail
September 18 through October 15, 2026

Num	Date	Name	Memo	Account	Paid Amount
	09/22/2026	AT&T Inc.		General Operating Funds	
	09/22/2026			52040 Communication Services	-117.59
TOTAL					-117.59
	09/22/2026	Kaiser Foundation He...		General Operating Funds	
	09/22/2026		Staff physicals	52360 Professional Services	-1,917.00
	09/22/2026		Employer	51310 Employee Group Insurance	-4,926.87
			Employee	51310 Employee Group Insurance	-1,647.07
TOTAL					-8,490.94
	09/22/2026	Pacific Gas & Electric		General Operating Funds	
	09/22/2026			52800 Utilities	-1,449.57
TOTAL					-1,449.57
	09/30/2026	Allstar Fire Equipment		General Operating Funds	
	09/30/2026		FY25-26 Hose Order	52330 Supplies-Equipment	-2,487.35
TOTAL					-2,487.35
	09/30/2026	CalPERS Financial re...		General Operating Funds	
	09/30/2026		GASB 68 Fee	51210 CalPERS	-350.00
TOTAL					-350.00
	09/30/2026	Placer Hills Fire Distri...		General Operating Funds	
	09/30/2026		Reimburse for Livescan...	52260 Miscellaneous	-160.00
TOTAL					-160.00
	09/30/2026	US Bank		General Operating Funds	
	09/30/2026			52800 Utilities	-298.95
				52785 Training	-450.00
				52330 Supplies-Equipment	-125.28
TOTAL					-874.23
	09/30/2026	Wesly Hodsdon		General Operating Funds	
	09/30/2026		Reimburse for uniform ...	52030 Clothing and Personal	-57.92
TOTAL					-57.92
	10/08/2026	Danielle Hardesty		General Operating Funds	
	10/08/2026			52580 Commision Reimburse...	-75.00
TOTAL					-75.00
	10/08/2026	Dawson Oil Co.		General Operating Funds	

Penryn Fire General
Check Detail
September 18 through October 15, 2026

Num	Date	Name	Memo	Account	Paid Amount
	10/08/2026			52170 Fuel	-512.46
TOTAL					-512.46
	10/08/2026	FRMS		General Operating Funds	
	10/08/2026			51360 Workers Comp Ins.	-19,720.75
TOTAL					-19,720.75
	10/08/2026	Gold Mountain Califo...		General Operating Funds	
	10/08/2026		Legal notice - mit fees	52370 Legal expenses	-88.34
TOTAL					-88.34
	10/08/2026	Larry Shields		General Operating Funds	
	10/08/2026			52580 Commision Reimbursen...	-75.00
TOTAL					-75.00
	10/08/2026	Placer Hills Fire Distri...		General Operating Funds	
	10/08/2026			52360 Administration Contract	-46,067.50
TOTAL					-46,067.50
	10/08/2026	Robert Verdugo		General Operating Funds	
	10/08/2026			52510 Commissioner Fees	-75.00
TOTAL					-75.00
	10/08/2026	Sierra Office Supply		General Operating Funds	
	10/08/2026			52330 Supplies-Equipment	-209.14
TOTAL					-209.14
	10/15/2026	AT&T Mobility		General Operating Funds	
	10/15/2026			52040 Communication Services	-166.96
TOTAL					-166.96
	10/15/2026	CoPower		General Operating Funds	
	10/15/2026		Dental & Vision	51310 Employee Group Insurance	-697.76
TOTAL					-697.76
	10/15/2026	Harris Industrial Gases	3148	General Operating Funds	
	10/15/2026		owygen	52330 Supplies-Equipment	-54.00
TOTAL					-54.00
	10/15/2026	Kingsley Bogard LLP		General Operating Funds	

Penryn Fire General
Check Detail
September 18 through October 15, 2026

Num	Date	Name	Memo	Account	Paid Amount
	10/15/2026			52370 Legal expenses	-471.90
TOTAL					-471.90
	10/15/2026	Luna Tech, LLC		General Operating Funds	
	10/15/2026			52040 Communication Services	-35.00
TOTAL					-35.00
	10/15/2026	Placer Hills Fire Distri...		General Operating Funds	
	10/15/2026		Fuel vault reimbursement	52170 Fuel	-1,538.30
TOTAL					-1,538.30
	10/15/2026	Recology Auburn Pla...		General Operating Funds	
	10/15/2026			52800 Utilities	-253.44
TOTAL					-253.44

JOA REIMBURSEMENT

(Receivable)

PLACER HILLS JULY - SEPT 2026

PAID STATUS

Last Name	Assignment	Start Date	End Date	Length	Payrate	OT	Subtotal	Taxes	WC	Total
Keeler	Engine 86	07/25/2026 08:00	07/26/2026 08:00	24	\$ 27.02	\$ 40.53	\$ 972.72	\$ 14.10	\$ 114.49	1,101.31
Gordon	Engine 41	08/20/2026 08:00	08/21/2026 08:00	24	\$ 30.42	\$ 45.63	\$ 1,095.12	\$ 15.88	\$ 128.90	1,239.89
Miller	Engine 84	08/28/2026 22:00	08/29/2026 08:00	10	\$ 29.83	\$ 44.75	\$ 447.45	\$ 6.49	\$ 52.66	506.60
Garrison	Engine 41	09/11/2026 08:00	09/12/2026 08:00	24	\$ 26.75	\$ 40.13	\$ 963.00	\$ 13.96	\$ 113.35	1,090.31
Total:										\$ 3,938.12

FORESTHILL JULY - SEPT 2026

Last Name	Assignment	Start Date	End Date	Length	Payrate	OT	Subtotal	Taxes	WC	Total
Gordon	Engine 90	08/26/2026 08:00	08/27/2026 08:00	24	30.42	45.63	\$ 1,095.12	\$ 15.88	\$ 128.90	1,239.89
Barsdale	Hold Over	08/27/2026 08:00	08/27/2026 08:45	0.75	30.42	45.63	\$ 34.22	\$ 0.50	\$ 4.03	38.75
Gordon	Engine 90	08/31/2026 09:00	09/01/2026 08:00	23	30.42	45.63	\$ 1,049.49	\$ 15.22	\$ 123.52	1,188.23
Gordon	Engine 90	09/01/2026 08:00	09/02/2026 08:00	24	30.42	45.63	\$ 1,095.12	\$ 15.88	\$ 128.90	1,239.89
Gordon	Engine 90	09/24/2026 08:00	09/25/2026 08:00	24	30.42	45.63	\$ 1,095.12	\$ 15.88	\$ 128.90	1,239.89
Gordon	Engine 90	09/25/2026 08:00	09/26/2026 08:00	24	30.42	45.63	\$ 1,095.12	\$ 15.88	\$ 128.90	1,239.89
Total:							\$ 6,186.56			



PLACER HILLS-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 19, 2026
Subject:	Public Hearing: Review and approval of the Capital Improvement Plan, Mitigation Fee Report, and Mitigation Fee Increase

The Issue

Shall the Board conduct a Public Hearing to review and adopt the annual fee report, capital improvement plan, and fee increase to update the Fire Facilities Impact and Mitigation Fee schedule for Fiscal Year 26/27?

Conclusion and Recommendation

Staff recommends the Board conduct a Public Hearing to review and approve the annual fee reports, capital improvement plan, and fee increase to update the Fire Facilities Impact and Mitigation Fee schedule for Fiscal Year 26/27.

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 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 annual report on mitigation fees 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 California Construction Cost Index (CCCI) published by the *Engineering News-Record* as posted by the Department of General Services (DGS).

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 identify the amount of mitigation fees collected, the amount of fees spent on capital purchases, and the types of purchases made with mitigation fees.

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.

An adjustment to the fee is recommended and reflects an adjustment of 3.9% based on the average of the California Construction Cost Index (CCCI) of the San Francisco area as produced by Engineering News Record (ENR) as posted by the Department of General Services (DGS) from January 1 through December 31, 2025.

It is recommended the 3.9% be used as the basis to increase the Fire Facilities Impact and Mitigation Fee.

Current and Proposed Fee Schedule:

Residential:	\$2.05 per sq. foot to \$2.13 per sq. foot
Retail:	\$2.05 per sq. foot to \$2.13 per sq. foot
Office:	\$2.05 per sq. foot to \$2.13 per sq. foot
Industrial:	\$2.05 per sq. foot to \$2.13 per sq. foot
Agricultural:	\$2.05 per sq. foot to \$2.13 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 Reports;
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.



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

RESOLUTION NO. 2026-09

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE PENRYN FIRE PROTECTION DISTRICT
ADOPTING AN ANNUAL FEE REPORT, CAPITAL IMPROVEMENT PLAN, AND FEE INCREASE 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 2023 Nexus Fee Study on August 21, 2023, pursuant to Placer County Code section 15.36.010 and the Mitigation Fee Act; *and*

WHEREAS, the 2023 Nexus Fee Study authorized annual adjustments to the Impact Fee based on the California Construction Cost Index (CCCI) as produced by Engineering News Record (ENR), as posted by the Department of General Services (DGS); *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 2025/2026 (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 Fee 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 Fee Report and CIP, which support a new 2026/2027 fee of \$2.13 per square foot for new construction, including residential, retail, office, industrial, and agriculture building space as well as 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 3.9% over the prior year based on the average of the California Construction Cost Index (CCCI) of the San Francisco area as produced by Engineering News Record (ENR) as posted by the Department of General Services (DGS) from January 1 through December 31, 2025.

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 19, 2026, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

Cheryl Hotaling, Board Chair

ATTEST: _____
Larry Shields, Secretary

PENRYN FIRE PROTECTION DISTRICT



CAPITAL IMPROVEMENT PLAN (CIP)

AND MITIGATION FEE REVIEW, INCREASE, AND REPORTS 2026

Table of Contents

Overview	3
The Fire District	3
Capital Improvement Components	4
Capital Acquisitions Apparatus	4
Capital Acquisitions Major Equipment	5
Capital Acquisitions Facilities	6
Penryn Fire Protection District Facilities	6
Future Long Term Capital Improvements: Facilities & Major Equipment	6
Funding Sources for Capital Improvement	7
Review, Reporting, and Increase of Fire Facility Impact And Mitigation Fees	8
Increase of Fire Facility Impact and Mitigation Fees	11
Penryn Fire Protection District Annual Mitigation Fee Reporting For FY 25/26	12

Attachment

District Capital Replacement Schedule

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 with estimated replacement values and future long term capital improvements.

Penryn Fire Protection District Facilities

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



General Description (MSR 2025)

The station was built in 1951 to support a volunteer system. It has been modified through the years to accommodate 24-hour staffing. Non-compliant to codes. The architectural study concluded retrofit to meet codes is cost prohibitive and the station should be demolished rather than updated.

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 & Major Equipment

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
Type 3 Fire Engine	New purchase, to replace older current type 3 engine	In process of obtaining specifications for new apparatus. Ongoing budgeting for purchase. Estimated 2-3 years project from purchase to delivery.	\$650,000.00

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, Reporting, and Increase 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 August 21, 2023. The Mitigation Fee Act requires this fee review and study at least every eight (8) 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.

Increase of Fire Facility Impact and Mitigation Fees

The Fire Facilities Impact and Mitigation Fee can be adjusted annually using the California Construction Cost Index (CCCI) as produced by Engineering News Record (ENR) and posted by the Department of General Services (DGS).

For the 2025 calendar year, January 1 through December 31, the CCCI indicated a 3.9% average increase in construction costs. It is recommended this construction cost increase of 3.9% 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	\$2.05 per sq. foot	\$2.13 per sq. foot
Retail	\$2.05 per sq. foot	\$2.13 per sq. foot
Office	\$2.05 per sq. foot	\$2.13 per sq. foot
Industrial	\$2.05 per sq. foot	\$2.13 per sq. foot
Agriculture	\$2.05 per sq. foot	\$2.13 per sq. foot

Penryn Fire Protection District Annual Mitigation Fee Reporting for FY 25/26

	FY 25/26	Budgeted 26/27
Revenue		
Mitigation Fees	225,323	33,720
Investment Income	19,728	17,500
Total Revenue	245,051	51,220
Expense		
Type 1 Lease Purchase Principal	34,171	37,387
Type 1 Lease Purchase Interest	17,049	13,833
Fixed Assets Equipment		
Total Expense	51,220	51,220
Net Revenue	193,831	0
 Beginning Balance	 450,605	 644,436
Ending Balance	644,436	644,436

For FY 25/26 the Penryn Fire Protection District began with a mitigation fee balance of \$450,605, mitigation fee revenues of \$193,831 with expenditures of \$51,220, with a mitigation fee balance of \$644,436.

There were no refunds of mitigation fees during the 25/26 FY.

Capital Asset projects and costs can be found in the District Capital Replacement Schedule.

PENRYN FIRE DISTRICT CAPITAL REPLACEMENT SCHEDULE

[illegible]



PENRYN FIRE PROTECTION DISTRICT

STAFF REPORT

Date: October 7, 2026
To: Board of Directors
From: Cheryl Hotaling, Chair
Subject: Strategic Plan 2026–2031 Update

The Penryn Fire Protection District Board of Directors (Board) held two special meetings in September, on September 2 and September 9. The primary purpose of the meetings was to present the development of the Strategic Plan (Plan) to the public and gather input before drafting the Plan.

Both meetings were noticed in accordance with the Brown Act. Meeting notices were also posted on two local Facebook pages: Penryn Chit-Chat and Loomis Community Post.

No members of the public attended the September 2 meeting, and it was adjourned. At the September 9 meeting, the Board presented the Strategic Plan presentation and answered questions throughout the presentation. Five members of the public attended. Their input has been considered in drafting the Plan.

The draft Plan is being submitted to the Board for review. As outlined in the Plan development approach, the draft will be made available for Board and public review and comment before it is finalized and presented to the Board for adoption.

The Board is asked to determine whether public review should take place concurrently with its review or sequentially, after the Board has reviewed the draft, provided comments, and any necessary revisions have been made. The Ad Hoc Strategic Planning Committee will proceed as directed by the Board.



Penryn Fire Protection District Strategic Plan 2026–2031

Adopted: December xx, 2026

Penryn Fire Protection District
7206 Church Street
Penryn, CA 95663
www.penrynfire.ca.gov

1 Introduction

The Penryn Fire Protection District (PFPD) is committed to providing dependable, professional, and cost-effective fire and emergency services to the residents and businesses within the District. As the community and the demands placed upon the District continue to evolve, thoughtful long-term planning is essential to ensure the organization remains prepared to meet current and future needs. This Strategic Plan provides a framework for establishing priorities, allocating resources, strengthening organizational capabilities, and maintaining a sustainable level of service while remaining responsive to the community.

The District's mission serves as the foundation for this planning effort: *"The Penryn Fire Protection District was formed with the goal of providing protection of lives and property to the residents and businesses of the District. This is accomplished through professional firefighting/emergency medical staff able to respond to all types of emergencies. In addition to emergency response, the District conducts enforcement of fire safety laws and public education to enhance fire prevention. The District strives to provide to its residents and businesses the highest possible level of protection for lives and property in a cost effective and professional manner."*

This Strategic Plan builds upon that mission by identifying the District's strengths, recognizing current and emerging challenges, and establishing strategic priorities to guide decision-making over the coming years. Through responsible financial management, continued investment in personnel and equipment, strong regional partnerships, and ongoing engagement with the community, the District will work to preserve the high level of service its residents and businesses depend upon while positioning the organization for long-term sustainability and operational readiness.

2 Purpose

The purpose of this Strategic Plan is to establish a clear framework for organizational priorities and serve as a blueprint for informed, consistent, and effective decision-making. The plan provides direction for allocating resources, addressing emerging needs, and aligning operational and administrative efforts with the District's mission and long-term goals.

The Strategic Plan also promotes transparency and accountability by clearly communicating the District's priorities, direction, and objectives to both internal and external stakeholders. By establishing a shared understanding of the District's priorities, the plan supports collaboration among the Board, staff, community partners, and the residents and businesses the District serves.

3 Background

3.1 Regional Fire Service Delivery

The PFPD operates within a regional fire service system and maintains close working relationships with neighboring agencies to enhance emergency response capabilities and provide effective service to the community. The District is bordered by the South Placer Fire Protection District, Placer County Fire, and Placer Hills Fire Protection District, creating a service environment in which coordination, communication, and resource sharing are essential components of effective emergency response.

Through established automatic aid agreements and regional cooperation, the District both provides and receives assistance from neighboring agencies when additional resources are needed. The District provides Basic Life Support (BLS) emergency medical services, while neighboring South Placer and Placer Hills fire agencies provide Advanced Life Support (ALS) capabilities. This complementary service model allows the regional system to provide a broader range of emergency medical capabilities while leveraging the resources and expertise of participating agencies.

The District's participation in regional automatic aid demonstrates the importance of these partnerships to its overall service delivery model. Between 2023 and 2025, PFPD provided mutual aid to neighboring agencies on 537 occasions and received assistance from neighboring agencies 139 times during the same period. The substantial difference between aid provided and aid received demonstrates the District's significant contribution to the regional emergency response system and the value of PFPD resources to neighboring agencies.

The PFPD Station 38 also represents an important regional resource. According to the Placer LAFCO Fire Service Review dated April 2025, Station 38 has one of the lowest Unit Hour Utilization rates among surrounding fire stations. Lower unit utilization indicates that the District's available resources have greater capacity to respond to incidents outside the District when appropriate. This capacity, combined with the District's participation in automatic aid, enables the PFPD to contribute personnel and apparatus to neighboring jurisdictions without compromising its ability to serve its own community.

The District's regional role highlights the importance of maintaining strong interagency relationships and cooperative service agreements. The PFPD's ability to provide resources to neighboring agencies, while receiving specialized ALS capabilities and additional resources when needed, contributes to a coordinated regional system designed to improve emergency response and maximize available resources. As service demands and community needs evolve, continued evaluation of regional partnerships,

automatic aid arrangements, and resource utilization will remain an important component of the District's long-term strategic planning.

3.2 District History

The PFPD has a long-standing history of serving the local community, having been established in 1924 as a volunteer fire department. With more than 100 years of service, the District has evolved from its volunteer origins into a professional emergency services organization while maintaining its longstanding commitment to protecting the lives and property of the residents and businesses it serves.

Today, the District provides Basic Life Support (BLS) emergency medical and fire suppression services with a staffing model consisting of six personnel, including three Captains and three Engineers. The District's organizational structure has also evolved in response to changing operational and administrative needs. Following the departure of the PFPD Fire Chief in August 2020, the District entered into a contract with the Placer Hills Fire District for the provision of administrative and leadership services. Since July 2021, the Fire Chief, Fire Marshal, Battalion Chief, and administrative services have been provided through this partnership.

The District further strengthened its regional cooperation through a Joint Operating Agreement with the Placer Hills Fire District, effective September 2021. The agreement provides a framework for sharing resources and supporting operational efficiency, while enhancing the District's ability to provide emergency services utilizing available resources.

The District operates with a relatively modest financial base while maintaining a diversified revenue structure. The adopted 2026 budget is approximately \$1.36 million, excluding Strike Team revenue. The District's primary revenue sources include approximately 49.5 percent from ad valorem property taxes, 37.7 percent from Measure A, and 8.4 percent from Measure C. The remaining approximately 4.4 percent is derived from other sources, including interest and donations. This revenue structure provides the foundation for the District's ongoing operations while requiring careful financial planning to address increasing personnel, equipment, facility, and operational costs.

The District currently operates a Type I engine and a Type III brush engine. The Type I engine was placed in service in 2018 and remains subject to loan payments through 2033. The Type III brush engine was placed in service in 2008 and continues to provide an important resource for wildfire and vegetation-fire response.

Station 38 serves as the District's primary facility and has undergone several improvements in recent years. However, the facility was rated in "poor" condition in the Placer County Local Agency Formation Commission's 2025 Municipal Services Review, highlighting the need for continued attention to aging infrastructure and future capital improvements. Over

the past five years, the District has completed improvements to the station, including enhancements to engine-bay exhaust handling, exterior windows, exterior walls, and site grading.

The District's history reflects more than a century of community service, adaptation, and commitment to emergency preparedness. As the District looks toward the future, its historical foundation, regional partnerships, existing resources, and community relationships provide important context for understanding both its current capabilities and the strategic challenges and opportunities that will shape the organization in the years ahead.

4 District Strengths and Challenges

4.1 District Strengths

The District benefits from a dedicated and committed workforce with a strong organizational culture and a deep sense of pride in serving the Penryn community. This commitment is reflected in the District's ability to retain its personnel, with no staff turnover since 2021. The continuity and experience of the current team provide a strong foundation for maintaining operational effectiveness, institutional knowledge, and consistent service to the community.

The District also benefits from a positive and collaborative relationship between staff and the Board of Directors. Open communication, mutual respect, and a shared commitment to the District's mission support effective governance and decision-making. This strong working relationship enables the District to address operational priorities while remaining focused on the needs of the community.

A well-established Intern Program represents another significant organizational strength. The program provides an opportunity to develop future firefighters, strengthen the District's workforce pipeline, and introduce individuals to the culture, expectations, and operational standards of the organization.

The District maintains strong working relationships with neighboring fire districts, the United Auburn Indian Community, local government agencies, and local elected officials. These partnerships enhance coordination, communication, and resource sharing and provide a strong foundation for regional cooperation during both routine operations and significant incidents.

Financial stability is another key strength. The District maintains budget reserves that can support significant capital expenditures, including the anticipated purchase of a new Type III (Brush) engine. In addition, the District maintains economic reserves that provide

financial flexibility and help position the organization to address unforeseen needs, changing operational demands, and future strategic priorities.

Finally, the District benefits from strong community support. The community's confidence in and commitment to the District provides an important foundation for continued service delivery and long-term organizational success. Together, the District's dedicated personnel, collaborative governance, workforce development efforts, regional partnerships, financial stability, and community support provide a strong platform from which to pursue the District's strategic goals and prepare for future needs.

4.2 District Challenges

The District faces several challenges that will require ongoing evaluation, strategic planning, and careful allocation of resources to sustain reliable and effective emergency services. One significant challenge is the age and condition of Station 38. As the District's primary operational facility, maintaining the station and addressing aging will require continued investment to ensure the facility remains safe, functional, and capable of supporting current and future operational needs.

Recruitment and workforce development also remain important challenges. Increasing entry-level requirements, including firefighter academy and Emergency Medical Technician (EMT) certification requirements, have created additional barriers for individuals seeking to enter the fire service. The closure of the Regional Occupational Program (ROP) has further reduced opportunities for individuals to obtain early exposure to fire service careers and develop foundational skills prior to pursuing employment.

The District also operates within a competitive regional labor market. Surrounding fire districts and municipal agencies may offer compensation packages and career opportunities that make recruitment and retention more challenging, particularly as the District seeks to maintain qualified personnel while operating within available financial resources. Addressing salary competitiveness must be balanced with the District's broader budgetary constraints and long-term financial sustainability.

Financial pressures are expected to remain an ongoing challenge. Annual revenue growth may not keep pace with increases in personnel, equipment, facility, insurance, and other operating costs. At the same time, the District has limited opportunities for significant new development or expansion of its revenue base. These factors require careful prioritization of expenditures and long-term financial planning to ensure available resources remain aligned with essential service needs.

Future population growth may provide some additional service demand while offering limited opportunities for corresponding revenue growth. According to projections cited in the Placer LAFCO Fire Service Review dated April 2025, applying the California Department of Finance projected annual growth rate of 0.55 percent through 2060 could result in the

territory within the District reaching approximately 4,000 residents by 2060. This potential increase in population will require the District to evaluate its future staffing, facilities, apparatus, equipment, and service-delivery requirements.

Vehicle and apparatus replacement represents another significant long-term financial challenge. Fire apparatus are substantial capital investments, and the District must plan for replacement costs well in advance to avoid placing excessive pressure on annual operating budgets or reserves. Maintaining an appropriate replacement schedule will be important to ensure the reliability, safety, and operational readiness of the District's fleet.

The potential transition to Advanced Life Support (ALS) services presents additional considerations. Expanding to ALS capability would involve significant financial and personnel implications, including additional staffing, training, certification, equipment, medical supplies, and ongoing operational costs. Any consideration of ALS implementation will therefore require a comprehensive evaluation of service demand, costs, staffing requirements, and sustainable funding sources.

Finally, the District must consider the organizational and financial implications associated with ensuring adequate administrative and operational leadership while maintaining fiscal responsibility. The District is currently contracting for these services from the Placer Hills Fire Protection District. The ability to contract for these services long-term from a neighboring fire protection district cannot be guaranteed, and the organizational and financial implications of maintaining an appropriate command and administrative staff structure for a single-station organization significant. Developing an organizational structure that appropriately balances leadership capacity, operational effectiveness, and financial sustainability will remain an important strategic consideration.

5 Operational Priorities

The District's operational priorities establish the key areas of focus necessary to maintain reliable emergency services, support organizational readiness, and ensure the responsible use of public resources. These priorities are intended to guide the District's near- and long-term efforts while remaining aligned with its mission to protect the lives and property of the residents and businesses it serves.

Collectively, these priorities provide a framework for allocating resources and making informed operational decisions while maintaining the highest practical level of service in a cost-effective and professional manner.

1. Fiscal Solvency

The District will maintain fiscal solvency through responsible financial management, careful monitoring of expenditures, and alignment of available resources with operational priorities.

2. Emergency Response Performance

The District will continue to monitor emergency response performance and implement appropriate measures to ensure response times remain within established district objectives.

The District will annually evaluate and report emergency response performance using measurable response time objectives. Performance will be evaluated using District incident data and compared with applicable National Fire Protection Association (NFPA) standards and nationally recognized benchmarks. Where District performance or locally established objectives differ from NFPA benchmarks, the District will identify relevant geographic, staffing, deployment, service-demand, or resource factors affecting performance

Table 1. Response Time Objectives

EMS Turnout Time	60 seconds or less for 90% of emergency medical incidents.
Fire and Special Operations Turnout Time	80 seconds or less for 90% of applicable emergency incidents.
Total Response Time	First-arriving District unit within 6 minutes of dispatch when reasonably achievable, with an overall objective of first-unit arrival within 8 minutes for 90% of emergency incidents.

3. Operational Readiness

Operational readiness will remain a priority, with continued emphasis on retaining qualified personnel through competitive salaries and benefits, maintaining Strike Team readiness, and ensuring that personnel, equipment, and resources are prepared for deployment when needed. The District will also continue to support and strengthen its Intern Program as an important component of workforce development, recruitment, and long-term succession planning.

To support emergency response capabilities, the District will initiate the process for ordering a new Type III brush engine to enhance wildfire response and off-road operational capacity.

In addition, to enhance facility safety, reliability, and energy efficiency, the District is undertaking the replacement of the Station 38 air-conditioning system and roof.

6 Strategic Initiatives

The Strategic Initiatives identified in this plan represent focused, long-term efforts intended to strengthen the District's organizational capacity, operational effectiveness, and ability to meet the evolving needs of the community. These initiatives build upon the District's existing strengths while addressing identified challenges and opportunities. They are intended to provide clear direction for future planning, resource allocation, and organizational improvement, while remaining consistent with the District's mission, available resources, and commitment to providing professional, reliable, and cost-effective emergency services.

- 1. Evaluate the feasibility, potential benefits, and available options for future consolidation or enhanced regional service delivery with one or more neighboring fire service agencies.**

The District will conduct a comprehensive evaluation of opportunities for future consolidation, regional collaboration, or other organizational partnerships with one or more neighboring fire service agencies. This evaluation will consider the operational, financial, governance, and service-delivery implications of potential consolidation options and identify strategies that may enhance the District's long-term sustainability, efficiency, and ability to meet community needs.

- 2. Evaluate the feasibility, options, and resource requirements associated with transitioning the District's emergency medical services from Basic Life Support (BLS) to Advanced Life Support (ALS) capabilities.**

The District will assess the feasibility and long-term implications of expanding emergency medical services from the current BLS delivery model to an ALS service model. The assessment will consider community needs, response times, staffing and training requirements, equipment and infrastructure needs, financial impacts, and potential partnerships to determine viable approaches for enhancing the level of emergency medical care provided by the District.

- 3. Evaluate the feasibility, options, and long-term costs associated with renovating or replacing Station 38 to meet the District's current and future operational needs.**

The District will undertake a comprehensive assessment of the future needs of Fire Station 38, including the feasibility of renovation (modernization and/or expansion), or replacement. The assessment will consider the facility's current condition, operational functionality, regulatory requirements, projected service demands, personnel needs, and long-term capital costs. The resulting analysis will establish a strategic direction for

ensuring Station 38 remains a safe, functional, and sustainable facility capable of supporting the District's future operational requirements.



Placer County Local Agency Formation Commission
110 Maple Street Auburn, CA 95603 | (530) 889-4097

Electronic Transmittal

September 29, 2026

Joshua Alpine
(Special District)

Anthony DeMattei
(County)

Whitney Eklund
Chair
(City)

Judy Friedman
(Special District)

Cindy Gustafson
Chair
(County)

Susan Rohan
Vice Chair
(Public)

Stephanie
Youngblood
(City)

**ALTERNATE
COMMISSIONERS**

David Bass
(City)

Shanti Landon
(County)

Cherri Spriggs
(Public)

Scott Wilson
(Special District)

COUNSEL

Michael Walker
General Counsel

STAFF

Jason Fried
Executive Officer

Amanda Ross
Acting Assistant
Executive Officer

Amy Engle
Analyst

**TO: Independent Special Districts of Placer County, Presiding Officer
c/o District Clerk**

FROM: Jason Fried, Executive Officer

**SUBJECT: Call for Nominations: Special District Appointment to
Placer LAFCo**

Dear Presiding Officer,

The term of office for one of the alternate Special District Representatives on the Placer County Local Agency Formation Commission (LAFCo), currently held by Commissioner Scott Wilson, is becoming open due to his resignation effective October 1, 2026. Pursuant to Government Code §56332, the Independent Special District Selection Committee serves as the appointing authority to select a representative for the remaining portion of the four-year term, which will run through May 2028.

You are hereby invited to submit a nomination for this seat. The presiding officer (Board Chair/President) of each independent special district may nominate any director currently serving on an independent special district board within Placer County. Formal board action to nominate a candidate is not required under the statute, but districts may choose to confirm nominations through board minutes if desired.

About Placer LAFCo

Regular Commission meetings are typically held on the second Wednesday of each month at 4:00 PM in the Placer County Board of Supervisors' Chambers, located at 175 Fulweiler Avenue, Auburn, CA. Additional information about Placer LAFCo is available at:

<https://www.placerlafcocca.gov>. While the Commission currently meets monthly at our November meeting they will be discussing moving to an ever other month schedule for calendar year 2027.

Election of Special District Representative to Placer LAFCo Call for Nominations: Special District Member

Nomination Guidelines and Requirements:

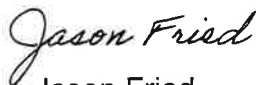
1. **Authorized Signature:** The nomination form must be signed by the district's presiding officer, or the presiding officer's alternate as designated by the governing body. While a formal board action to nominate a candidate is not required under the statute, the signature of the presiding officer or alternate is mandatory.
2. **Designation of Alternate:** If an alternate has been designated by the governing body, please include a copy of the official meeting minutes or minute order documenting this designation.
3. **Statement of Qualifications:** Each nomination may submit a one-page "Statement of Qualifications" for the nominee. This statement will be distributed to all districts during the voting period.
4. **Submission Deadline:** The nomination period begins on **Tuesday, September 29, 2026**, and will close on **Tuesday, November 2, 2026, at 4:00 PM**.

Next Steps: Once the nomination period concludes, LAFCo staff will review all nominations for completeness and eligibility. If only one valid nomination is received, that nominee will be deemed appointed. If more than one nomination is received, a mail-ballot election will be conducted. A ballot package—including the statements of qualifications and voting instructions—will be emailed to all 36 independent special districts.

Please submit the completed nomination form and the one-page statement of qualifications via email to lafco@placer.ca.gov no later than **4:00 PM on Tuesday, November 2, 2026**.

Thank you for your commitment to ensuring that independent special districts remain effectively represented on the Commission. Should you have any questions, please contact our office at (530) 889-4097.

Sincerely,



Jason Fried
Executive Officer
Placer LAFCo

Attachments

1. Nominee Form
2. Election Timeline



Placer County Independent Special District Selection Committee Nomination Form

POSITION: Alternate Member Term May 2024-May 2028 (filling remaining portion)

Please use this form to nominate a director from a Placer County Independent Special District board to run for the alternate member seat on the LAFCo Commission.

NOMINEE INFORMATION

Name of Nominee: _____

Position of Nominee: _____

Nominee's District: _____

NOMINATING DISTRICT AUTHORIZATION

Name of Nominating District: _____

Printed Name of Presiding Officer: _____

Signature of Presiding Officer: _____

(Signature Required)¹

ATTACHMENTS

- ☐ Meeting Minutes (Optional)
- ☐ One Page Statement of Qualifications (Optional)

SUBMISSION: Please email the completed form and any attachments to
lafoo@placer.ca.gov no later than Tuesday November 2, 2026 at 4:00 PM.

¹ The nominating district's presiding officer must sign this form unless the district's board has designated an alternate to nominate a director on behalf of the district. If this form is signed by a designated alternate, please include the district's meeting minutes or minute order evidencing the delegation of authority.

Updated 2026 Election Timeline

- **September 29, 2026 (Tuesday): Send Call for Nominations**
 - LAFCo sends the official call for nominations and forms to the presiding officers of all independent special districts.
- **November 2, 2026 (Tuesday) by 4:00 PM: Nomination Deadline**
 - This provides districts with **35 days** to identify candidates and for presiding officers to sign and return the forms.
- **November 6, 2026 (Friday): Ballots and Qualifications Sent to Districts**
 - LAFCo staff prepares the nominee list and emails ballots, statements of qualifications, and voting instructions to each district.
- **December 18, 2026 (Friday) by 3:00 PM: Ballot Return Deadline**
 - This provides districts with **42 days** to review candidate qualifications at a board meeting and return their signed ballots.
- **December 18, 2026 (Friday) at 3:15 PM: Counting and Verification**
 - Election held at LAFCo office, 110 Maple Street, Auburn, CA
 - LAFCo staff tallies the votes and verifies that a quorum of districts participated.
 - A results letter is sent to all districts with the election information.
- **Onboarding**
 - The new Commissioner is contacted and an appointment set to receive the LAFCo binder, required forms, and onboarding.
- **First LAFCo Meeting**
 - The winning candidate is officially seated to begin their term with first meeting being the first meeting in 2027.