



# **PENRYN FIRE PROTECTION DISTRICT**

## **NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS**

**Monday, November 18, 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](mailto: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:** October 21, 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

### **ACTION ITEMS**

- 9. Consider and adopt Resolution No 2024-10 approving a transfer of \$598,412.07 from mitigation reserves to general operating committed reserves**
- 10. Consider and approve contributing \$500 for a joint fire district awards luncheon.**
- 11. Consider and approve the second reading of the Physical Fitness Policy**

### **MEETING ADJOURNMENT**

**Next meeting:** Monday, December 16, 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

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### MINUTES OF THE REGULAR MEETING October 21, 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, and Larry Shields.

Directors absent: Randy Neifer

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

2. **Pledge of Allegiance:** Chair Hotaling led the Pledge of Allegiance.
3. **Approval of Agenda:** Director Shields moved to approve the agenda. Director Hardesty seconded the motion that passed unanimously.
4. **Approval of Minutes:** Director Hardesty moved to approve the minutes for the meeting on September 16, 2024. Director Shields seconded the motion that passed unanimously.
5. **Financial Report & Bill Approval:**  
Director Mahoney moved to approve the financial report and expenses. Director Shields seconded the motion that passed unanimously.
6. **Correspondence:** N/A
7. **Public Comment:** N/A
8. **Informational/Non-Action Items:**

- A. **Nevada County Professional Firefighters, Local 3800 (Local 3800):** Captain Gordon thanked everyone that helped with Oktoberfest and reported the association estimates they raised \$9-10,000.

- B. **Fire Chief Gow's Report:**

1. Last month the board approved the payment of the CalPERS unfunded liability, the total payment was slightly higher than originally anticipated due to the adjustment for interest.
2. Personnel ID cards are being processed with updated pictures.
3. Considering changing providers for staff physical exams. Researching another company that offers a mobile option, they come recommended by other local agencies.
4. Board previously approved the purchase of new SCBA's, recently learned that another local agency may be surplussing some of their SCBA's and would be willing to sell their used equipment. Anticipate it would be a large cost savings, waiting for further details from the other agency.

**Fire Marshal D'Ambrogi's Report:**

1. 1 single family dwelling plan in and completed 1 propane inspection.
2. Received around \$16,000 in mitigation fees last month.
3. A resident on Peach Tree Lane is going through the permit process to host 6-7 events on their property.
4. Attended a county meeting for the Hope Way Project and learned that these types of projects are not required to complete an Environmental Impact Report, instead they complete a conformity check list. The process will take around 5-6 months and no public hearing is required.
5. Battalion Chief Williamon is starting the process of coordinating the state mandated inspections and will provide a report at a future meeting.

**Battalion Chief Slusher's report:**

1. Provided a report on staff training hours, on track for meeting the required standard.

2. 50 calls for service in September, including 11 fires. Year to Date 426 calls, including 47 fires.
3. Numbers show that we are giving more aid than we are receiving.

**C. Director Committee Reports**

1. **Personnel Committee:** N/A
2. **Administrative Contract & Finance Oversight Committee:** Director Hardesty reported that the committee met last week to review financials.
3. **Ad hoc committee for future cooperation with other fire departments.** No report
4. **Ad hoc committee for the 100-year anniversary celebrations:**  
Director Shields thanked everyone for all of their hard work and reported that a suggestion box was put out at the event. Suggestions received include; they want the event to keep going, they like the location, they would like the shade cloth to come back, and would like to have some country music.

**D. Board to discuss potential awards luncheon and Christmas party**

Chief Gow reported these types of events, historically, have been great for staff morale and is proposing to hold the event with all 3 fire districts (Placer Hills, Newcastle and Penryn). The awards luncheon is scheduled for Nov. 22, at the Elks in Auburn. Invitations will be sent to personnel and board members. We anticipate the total cost will be \$2,500 and are asking for Newcastle and Penryn to contribute \$500 each.

The Placer Hills Fire Association has scheduled a Christmas Party on December 15, it will be a potluck event.

**E. Board to review and discuss the Placer County Municipal Service Review (MSR)**

Chief Gow reported that the MSR draft has been shared with the Fire Chiefs. It took over 2 years for the report to be completed, extra components were added along the way. LAFCO will have a public hearing on November 6<sup>th</sup> and encourages the elected officials to attend. In summary the report talks about how local control is important to the fire districts, suggests reorganization and to encourages increased funding.

**9. Action Items**

**A. 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**

Fire Marshal D'Ambrogi presented the Capital Improvement Plan and Mitigation Fee Review and Report and shared that the last page of the document includes the capital expenses and planned purchases. Annually we are able to increase the fee based off the Cost of Construction Index, recommend a 9.4% increase.

**Public Hearing Opened at 7:27pm by Chair Hotaling.**

No public comment

**Public Hearing Closed at 7:28pm by Chair Hotaling**

Chair Hotaling discussed the possibility of including the total amount transferred into Mitigation from General Operating.

Motion made by Director Mahoney to approve Resolution No 2024-09 Adopting an annual fee report and capital improvement plan to update the fire facilities impact and mitigation fee schedule. Director Shields seconded the motion, the motion passed unanimously.

**B. Consider and approve the Appropriations (GANN) Limit for Fiscal Year 2024-2025 prepared by the Placer County Auditor Controller**

Motion made by Director Mahoney to approve the GANN Limit for Fiscal Year 2024-2025.

Director Shields seconded the motion, the motion passed unanimously.

**C. Consider and approve the second reading of the Wellness Program policy**

Motion made by Chair Hotaling to approve the second reading of the Wellness Program Policy. Director Shields seconded the motion, the motion passed unanimously.

**D. Consider and approve the second reading of the Drug and Alcohol-Free Workplace policy**

Motion made by Director Mahoney to approve the second reading of the Drug and Alcohol-Free Workplace policy. Director Shields seconded the motion, the motion passed unanimously.

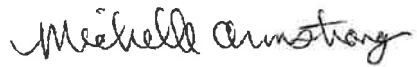
**E. Consider and approve the first reading of the Physical Fitness Policy**

Motion made by Director Hardesty to approve the first reading of the Physical Fitness policy. Director Shields seconded the motion, the motion passed unanimously.

**The meeting was adjourned at 7:38 pm.**

**Next Board Meeting: Monday, November 18, 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 October 2024**  
**OPERATING FUND**

<b>ASSETS</b>		
	Cash	985,212.87
	Total Assets	985,212.87
<b>LIABILITIES</b>		
	Other payables	21,314.85
	Payroll payables	30,625.51
	Compensated Absences	
	Total Liabilities	<u>51,940.36</u>
<b>FUND BALANCE</b>		
	Beginning Balance	1,319,125.89
	Revenues	58,694.89
	Expenses	<u>(444,548.27)</u>
	Ending Balance	933,272.51
	Total Liabilities and Fund Balance	985,212.87

**Penryn Fire Protection District**  
**FY 2024-2025 through October 2024**  
**MITIGATION FUND**

<b>ASSETS</b>		
	Cash	1,011,843.93
	Total Assets	1,011,843.93
<b>LIABILITIES</b>		
	Payables	-
	Total Liabilities	-
<b>FUND BALANCE</b>		
	Beginning Balance - Unrestricted	639,415.63
	Beginning Balance - Capital	339,877.49
	Revenues	37,908.07
	Expenses	5,357.26
	Ending Balance - Unrestricted	671,966.44
	Ending Balance - Capital	339,877.49
	Total Liabilities and Fund Balance	1,011,843.93

# Trial Balance - Composite

07:06 PM

11/13/2024

Page 1 of 2

Company: CO500 Penryn Fire

Ledger: Actuals

Time Period: Current Period

Period: FY2025 - Oct

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	1,077,293.32	168,982.48	261,062.93	985,212.87
10099:Cash - Conversion	0.00	63,749.42	63,749.42	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	(2,974.11)	85,481.23	103,821.97	(21,314.85)
20030:Vouchers DD Payable	0.00	0.00	0.00	0.00
20180:Salaries & Benefits Payable	(30,444.86)	61,935.44	61,756.91	(30,266.33)
20240:Payroll Liabilities	(391.46)	420.00	387.72	(359.18)
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	(11,274.31)	0.00	0.00	(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	(1,768.60)	0.00	0.00	(1,768.60)
42010:Investment Income	(11,413.43)	1.96	3,154.91	(14,566.38)
46030:Direct Charges	(4,748.72)	0.00	0.00	(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	24,986.27	(24,986.27)
48030:Miscellaneous	(163.23)	0.00	58.00	(221.23)
51010:Salaries and Wages	117,262.02	38,217.96	0.00	155,479.98
51040:Overtime and Call Back	64,782.08	17,345.35	0.00	82,127.43
51210:Retirement	16,955.23	7,906.77	0.00	24,862.00
51220:Payroll Tax	2,577.14	784.83	0.00	3,361.97
51270:PERS Pension Expense	359.37	0.00	39.96	319.41
51310:Employee Group Insurance	8,222.88	6,267.06	1,437.08	13,052.86
51360:Workers Comp Insurance	12,258.75	24,517.50	12,258.75	24,517.50
52030:Clothing and Personal	6,186.77	127.80	0.00	6,314.57
52040:Communication Services Expense	837.94	279.63	0.00	1,117.57
52080:Insurance	4,818.00	0.00	0.00	4,818.00
52160:Maintenance	2,493.17	1,942.58	0.00	4,435.75
52170:Fuels & Lubricants	2,366.04	603.59	0.00	2,969.63
52180:Materials - Buildings & Improvements	234.06	314.38	0.00	548.44
52260:Misc Expense	2,843.55	13.29	1,153.46	1,703.38
52330:Other Supplies	1,744.63	1,033.68	0.00	2,778.31
52360:Professional and Special Services - General	48,365.41	46,067.50	0.00	94,432.91
52370:Professional and Special Services - Legal	1,982.50	3,873.08	0.00	5,855.58

# Trial Balance - Composite

07:06 PM

11/13/2024

Page 2 of 2

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
52390:Professional and Special Services - County	3,469.62	396.72	0.00	3,866.34
52510:Commissioner's Fees	900.00	225.00	0.00	1,125.00
52785:Training / Education	2,605.00	1,820.00	0.00	4,425.00
52800:Utilities	4,811.33	1,560.13	0.00	6,371.46
53190:Taxes and Assessments	65.18	0.00	0.00	65.18
54460:Capital Assets - Other Agencies - Equipment	0.00	0.00	0.00	0.00
59998:Labor Hours Debit	5,714.00	1,779.50	0.00	7,493.50
59999:Labor Hours Credit	(5,714.00)	(1,779.50)	0.00	(7,493.50)
<b>Total</b>	<b>0.00</b>	<b>533,867.38</b>	<b>533,867.38</b>	<b>0.00</b>

# Placer Special Districts Budget to Actuals

07:02 PM

11/13/2024

Page 1 of 2

Company: CO500 Penryn Fire

Budget Structure: Special District Budget - Detail Level

Period: FY2025 - Oct

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	(53,946.17)	(\$1,242,272.83)	4.16%
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	(14,566.38)	(\$25,433.62)	36.42%
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	(24,986.27)	\$24,986.27	0.00%
48030:Miscellaneous	(2,000.00)	0	0	(221.23)	(\$1,778.77)	11.06%
Total Expenses	1,408,784.00	0	0	444,500.78	\$964,283.22	31.55%
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	444,500.78	\$964,283.22	31.55%
51010:Salaries and Wages	537,859.00	0	0	155,479.98	\$382,379.02	28.91%
51040:Overtime and Call Back	94,500.00	0	0	82,127.43	\$12,372.57	86.91%
51110:Other Payroll	26,782.00	0	0	0	\$26,782.00	0.00%
51210:Retirement	76,454.00	0	0	24,862.00	\$51,592.00	32.52%



# Placer Special Districts Budget to Actuals

07:02 PM

11/13/2024

Page 2 of 2

Account Set	Budget	Commitments	Obligations	Actuals	Balance	Percentage of Budget
51220:Payroll Tax	16,405.00	0	0	3,361.97	\$13,043.03	20.49%
51270:PERS Pension Expense	0	0	0	319.41	(\$319.41)	0.00%
51310:Employee Group Insurance	75,665.00	0	0	13,052.86	\$62,612.14	17.25%
51360:Workers Comp Insurance	67,357.00	0	0	24,517.50	\$42,839.50	36.40%
52030:Clothing and Personal	32,500.00	0	0	6,314.57	\$26,185.43	19.43%
52040:Communication Services Expense	6,500.00	0	0	1,117.57	\$5,382.43	17.19%
52080:Insurance	21,301.00	0	0	4,818.00	\$16,483.00	22.62%
52160:Maintenance	22,000.00	0	0	4,435.75	\$17,564.25	20.16%
52170:Fuels & Lubricants	20,000.00	0	0	2,969.63	\$17,030.37	14.85%
52180:Materials - Buildings & Improvements	10,000.00	0	0	548.44	\$9,451.56	5.48%
52240:Professional / Membership Dues	1,000.00	0	0	0	\$1,000.00	0.00%
52260:Misc Expense	2,000.00	0	0	1,703.38	\$296.62	85.17%
52320:Printing	500.00	0	0	0	\$500.00	0.00%
52330:Other Supplies	28,000.00	0	0	2,778.31	\$25,221.69	9.92%
52360:Professional and Special Services - General	217,121.00	0	0	94,432.91	\$122,688.09	43.49%
52370:Professional and Special Services - Legal	10,000.00	0	0	5,855.58	\$4,144.42	58.56%
52390:Professional and Special Services - County	15,770.00	0	0	3,866.34	\$11,903.66	24.52%
52510:Commissioner's Fees	4,500.00	0	0	1,125.00	\$3,375.00	25.00%
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	4,425.00	\$5,575.00	44.25%
52800:Utilities	17,000.00	0	0	6,371.46	\$10,628.54	37.48%
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

07:19 PM

11/13/2024

Page 1 of 1

Company: CO500 Penryn Fire

Ledger: Actuals

Period: FY2025 - Oct

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
		2024-10	2023-10		
<b>Income</b>					
Charges for Services	24,986	30,485	10,387	14,599.74	140.6%
Taxes	0	13,422	12,793	(12,793.02)	(100.0%)
Intergovernmental Revenue	0	0	8,431	(8,431.43)	(100.0%)
Licenses, Permits & Franchises	0	0	0	0.00	0.0%
Miscellaneous Revenues	58	221	(21,679)	21,737.03	(100.3%)
Revenue from Use of Money & Property	0	0	0	0.00	0.0%
Other Financing Sources	0	0	0	0.00	0.0%
Donations	0	0	0	0.00	0.0%
Fines, Forfeits & Penalties	0	0	0	0.00	0.0%
Non-Operating Revenue	3,153	14,566	10,767	(7,614.52)	(70.7%)
<b>Total Revenue</b>	<b>28,197</b>	<b>58,695</b>	<b>20,699</b>	<b>(7,497.80)</b>	<b>36.2%</b>
<b>Expenses</b>					
Salaries & Employee Benefits	81,304	303,721	243,266	(161,962.66)	(66.6%)
Services and Supplies	57,104	140,762	121,680	(64,576.26)	(53.1%)
Capital Asset Expenses	0	0	0	0.00	0.0%
Other Charges	0	65	67	(67.14)	(100.0%)
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%
<b>Total Operating Expenses</b>	<b>138,408</b>	<b>444,548</b>	<b>365,014</b>	<b>(226,606.06)</b>	<b>(62.1%)</b>
Intra Fund Transfers	0	0	0	0.00	0.0%
<b>Total Other Income/Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>110,210</b>	<b>385,853</b>	<b>344,314</b>	<b>(234,103.86)</b>	<b>(68.0%)</b>

# Placer Special Districts Budget to Actuals

07:02 PM  
11/13/2024  
Page 1 of 1

Company: CO500 Penryn Fire  
Budget Structure: Special District Budget - Detail Level  
Period: FY2025 - Oct  
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%

06:37 PM  
11/13/2024  
Page 1 of 1

[illegible]

# Trial Balance - Composite

07:06 PM

11/13/2024

Page 1 of 1

Company: CO500 Penryn Fire

Ledger: Actuals

Time Period: Current Period

Period: FY2025 - Oct

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	1,014,026.23	7,239.00	9,421.30	1,011,843.93
10030:Cash in Bank	0.00	0.00	0.00	0.00
10099:Cash - Conversion	0.00	4,096.04	4,096.04	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	0.00	4,096.04	4,096.04	0.00
20060:Sales Tax Payable	(75.76)	75.76	0.00	0.00
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	(9,395.67)	0.00	3,142.96	(12,538.63)
46360:Other Fees and Charges	0.00	0.00	0.00	0.00
46440:Mitigation Fees	(25,369.44)	0.00	0.00	(25,369.44)
48030:Miscellaneous	0.00	0.00	0.00	0.00
52260:Misc Expense	107.76	5,249.50	0.00	5,357.26
<b>Total</b>	<b>0.00</b>	<b>20,756.34</b>	<b>20,756.34</b>	<b>0.00</b>

# Placer Special Districts Budget to Actuals

07:02 PM  
11/13/2024  
Page 1 of 1

Company: CO500 Penryn Fire  
Budget Structure: Special District Budget - Detail Level  
Period: FY2025 - Oct  
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	(37,908.07)	(\$28,311.93)	57.25%
42010:Investment Income	(28,000.00)	0	0	(12,538.63)	(\$15,461.37)	44.78%
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	5,357.26	\$110,862.74	4.61%
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	5,357.26	\$60,862.74	8.09%
52260:Misc Expense	15,000.00	0	0	5,357.26	\$9,642.74	35.72%
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

07:19 PM

11/13/2024

Page 1 of 1

Company: CO500 Penryn Fire

Ledger: Actuals

Period: FY2025 - Oct

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
		2024-10	2023-10		
<b>Income</b>					
Charges for Services	0	25,369	13,590	(13,590.24)	(100.0%)
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	3,143	12,539	7,909	(4,765.59)	(60.3%)
<b>Total Revenue</b>	<b>3,143</b>	<b>37,908</b>	<b>21,499</b>	<b>18,355.83</b>	<b>(85.4%)</b>
<b>Expenses</b>					
Salaries & Employee Benefits	0	0	0	0.00	0.0%
Services and Supplies	5,250	5,357	5,000	249.50	5.0%
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%
<b>Total Operating Expenses</b>	<b>5,250</b>	<b>5,357</b>	<b>5,000</b>	<b>249.50</b>	<b>5.0%</b>
Intra Fund Transfers	0	0	0	0.00	0.0%
<b>Total Other Income/Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>2,107</b>	<b>(32,551)</b>	<b>(16,499)</b>	<b>18,605.33</b>	<b>(112.8%)</b>

3:16 PM

11/13/24

**Penryn Fire General**  
**Check Detail**  
 October 16 through November 13, 2024

<b>Num</b>	<b>Date</b>	<b>Name</b>	<b>Account</b>	<b>Original Amount</b>
	10/18/2024	AT&T Mobility	General Operating Funds	-160.96
	10/18/2024		52040 Communication Services	160.96
TOTAL				160.96
	10/18/2024	Loomis Ace Hardware	General Operating Funds	-38.88
	10/18/2024		52330 Supplies-Equipment	38.88
TOTAL				38.88
	10/18/2024	North State Tire Co.	General Operating Funds	-1,855.69
	10/18/2024		52160 Maintenance - vehicles	1,855.69
TOTAL				1,855.69
	10/18/2024	Placer Hills Fire District	General Operating Funds	-135.58
	10/18/2024		52370 Legal expenses	135.58
TOTAL				135.58
	10/18/2024	Recology Auburn Placer	General Operating Funds	-234.06
	10/18/2024		52180 Bldg Materials, Improve	234.06
TOTAL				234.06
	10/18/2024	Riverview International	General Operating Funds	-86.89
	10/18/2024		52160 Maintenance - vehicles	86.89
TOTAL				86.89
	10/22/2024	CalPERS Financial reporting/Accounting	General Operating Funds	-2,498.00
	10/22/2024		51210 CalPERS	2,498.00
TOTAL				2,498.00
	10/22/2024	Danielle Hardesty	General Operating Funds	-75.00
	10/22/2024		52580 Commision Reimbursements	75.00
TOTAL				75.00
	10/22/2024	Larry Shields	General Operating Funds	-75.00
	10/22/2024		52580 Commision Reimbursements	75.00
TOTAL				75.00
	10/22/2024	Susan Mahoney	General Operating Funds	-75.00
	10/22/2024		52580 Commision Reimbursements	75.00
TOTAL				75.00



3:16 PM

11/13/24

**Penryn Fire General**  
**Check Detail**  
 October 16 through November 13, 2024

Num	Date	Name	Account	Original Amount
	11/01/2024	AT&T Inc.	General Operating Funds	-118.67
	11/01/2024		52040 Communication Services	118.67
TOTAL				118.67
	11/01/2024	Placer Hills Fire District	General Operating Funds	-3,737.50
	11/01/2024		52370 Legal expenses	3,737.50
TOTAL				3,737.50
	11/01/2024	Stryker Sales LLC	General Operating Funds	-872.20
	11/01/2024		54450 Equipment	872.20
TOTAL				872.20
	11/01/2024	US Bank	General Operating Funds	-3,643.82
	11/01/2024		52800 Utilities	1,301.54
			52800 Utilities	149.76
			52800 Utilities	108.83
			52030 Clothing and Personal	127.80
			52785 Training	1,820.00
			48030 Miscellaneous	13.29
			52330 Office Supplies	122.60
TOTAL				3,643.82
	11/13/2024	Dawson Oil Co.	General Operating Funds	-603.59
	11/13/2024		52170 Fuel	603.59
TOTAL				603.59
	11/13/2024	Homewood Building Supply	General Operating Funds	-80.32
	11/13/2024		52180 Bldng Materials, Improve	80.32
TOTAL				80.32
	11/13/2024	Kaiser Foundation Health Plan	General Operating Funds	-6,931.42
	11/13/2024		51310 Employee Group Insurance	5,211.96
			51310 Employee Group Insurance	1,719.46
TOTAL				6,931.42

# 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 PD 10/2024

## FORESTHILL JULY - SEPT 2024

Last Name	Assignment	Start Date	End Date	Length	Payrate	OT	Subtotal	Taxes	WC	Total
Gordon	Engine 90	07/01/2024 00:00	07/01/2024 08:00	24	\$ 27.97	\$ 41.96	\$ 1,006.92	\$ 14.60	\$ 113.98	\$ 1,135.50
Gordon	Engine 90	07/13/2024 08:00	07/14/2024 08:00	24	\$ 27.97	\$ 41.96	\$ 1,006.92	\$ 14.60	\$ 113.98	\$ 1,135.50
Gordon	Engine 90	07/19/2024 08:00	07/20/2024 08:00	24	\$ 27.97	\$ 41.96	\$ 1,006.92	\$ 14.60	\$ 113.98	\$ 1,135.50
Gordon	Engine 90	08/29/2024 08:00	08/30/2024 08:00	24	\$ 27.97	\$ 41.96	\$ 1,006.92	\$ 14.60	\$ 113.98	\$ 1,135.50
Keeler	Engine 90	09/06/2024 16:00	09/07/2024 08:00	16	\$ 25.34	\$ 38.01	\$ 608.16	\$ 8.82	\$ 68.84	\$ 685.82
Gordon	Engine 90	09/22/2024 20:00	09/23/2024 08:00	12	\$ 27.97	\$ 41.96	\$ 503.46	\$ 7.30	\$ 56.99	\$ 567.75
Gordon	Engine 90	09/23/2024 08:00	09/24/2024 08:00	24	\$ 27.97	\$ 41.96	\$ 1,006.92	\$ 14.60	\$ 113.98	\$ 1,135.50
Gordon	Medic 88	07/22/2024 15:30	07/23/2024 08:00	16.5	\$ 27.97	\$ 41.96	\$ 692.26	\$ 10.04	\$ 78.36	\$ 780.66
Gordon	Medic 88	07/23/2024 08:00	07/24/2024 08:00	24	\$ 27.97	\$ 41.96	\$ 1,006.92	\$ 14.60	\$ 113.98	\$ 1,135.50
Gordon	Medic 88	08/15/2024 08:00	08/16/2024 08:00	24	\$ 27.97	\$ 41.96	\$ 1,006.92	\$ 14.60	\$ 113.98	\$ 1,135.50
Gordon	Medic 88	08/28/2024 08:00	08/29/2024 08:00	24	\$ 27.97	\$ 41.96	\$ 1,006.92	\$ 14.60	\$ 113.98	\$ 1,135.50
Gordon	Medic 88	08/30/2024 08:00	08/31/2024 08:00	24	\$ 27.97	\$ 41.96	\$ 1,006.92	\$ 14.60	\$ 113.98	\$ 1,135.50
Gordon	Medic 88	09/04/2024 08:00	09/05/2024 08:00	24	\$ 27.97	\$ 41.96	\$ 1,006.92	\$ 14.60	\$ 113.98	\$ 1,135.50
Gordon	Medic 88	09/05/2024 11:00	09/06/2024 08:00	21	\$ 27.97	\$ 41.96	\$ 881.06	\$ 12.78	\$ 99.74	\$ 993.57
Gordon	Medic 88	09/26/2024 08:00	09/27/2024 08:00	18.5	\$ 27.97	\$ 41.96	\$ 776.17	\$ 11.25	\$ 87.86	\$ 875.28
Gordon	Medic 88	09/28/2024 08:00	09/29/2024 08:00	24	\$ 27.97	\$ 41.96	\$ 1,006.92	\$ 14.60	\$ 113.98	\$ 1,135.50

Total: \$ 16,393.62 PD 10/2024

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	PD 11/2024
Actual cost of staffing for ABH									(16,940.04)		
Total FY 2024/2025									28,577.78		



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

**RESOLUTION NO. 2024-10**

**A RESOLUTION APPROVING A FUNDS TRANSFER OF \$598,412.07 FROM  
MITIGATION TO GENERAL RESERVES**

**WHEREAS:** The Board of Directors of the Penryn Fire Protection District is fiscally responsible for the budget for the Fire District; and

**WHEREAS:** The Board of Directors of the Penryn Fire Protection District has in previous Fiscal Years transferred an amount of \$598,412.07 from the general reserves into mitigation reserves; and

**WHEREAS:** The Board of Directors of the Penryn Fire Protection District approves a transfer of \$598,412.07 from mitigation reserves to general reserves; and

**WHEREAS:** The Board of Directors of the Penryn Fire Protection District designate these funds in general committed reserves for funding for future capital asset purchases; and

**NOW THEREFORE BE IT RESOLVED,** that the Board of Directors of the Penryn Fire Protection District authorize the transfer of \$598,412.07 from the mitigation reserves into the general committed reserves.

**BE IT FURTHER RESOLVED,** that the Board of Directors of the Penryn Fire Protection District direct the Placer County Auditor-Controller to make the necessary transfer.

**APPROVED, PASSED AND ADOPTED** at a regular meeting by the Board of Directors of the Penryn Fire Protection District this eighteenth day of November 2024, by the following vote on roll call:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Cheryl Hotaling, Chair

ATTEST: \_\_\_\_\_  
Susan Mahoney, District Secretary

# PENRYN FIRE PROTECTION DISTRICT

June 21, 2021  
Regular Meeting

## MINUTES

**Call the meeting to order/Roll Call/Pledge of Allegiance:** Chair Cheryl Hotaling called the meeting to order at 6:30 p.m. Roll call was taken: Directors Dennis Bergstrom, Danielle Hardesty, Chair Hotaling, Directors Susan Mahoney, and Randy Neifer were all present. Chief Ian Gow, District Manager Gillian Lofrano, Battalion Chiefs Pat Nelson, Matt Slusher, and John Williamson and Fire Marshal Mark D'Ambrogi were also in attendance. Chair Hotaling led the Pledge of Allegiance.

**Approval of Agenda:** *Director Bergstrom moved to approve the agenda as posted; seconded by Director Neifer. Motion carried unanimously with all Directors present.*

**Approval of Minutes:** May 17, 2021 Regular Meeting Minutes. After a comment, *Director Mahoney moved to approve the minutes as submitted; seconded by Director Neifer. Motion carried unanimously with all Directors present.*

**Financial Report & Bill Approval:** Director Hardesty presented the Monthly Expense Report for June. After general discussion, *Director Bergstrom moved to approve the Monthly Expense Report; seconded by Director Neifer. Motion carried unanimously with all Directors present.*

**Correspondence:** Director Bergstrom talked about correspondence with Motion Pro for their ongoing donations to the District. Director Bergstrom wanted Chair Hotaling to start the contact with them. Chair Hotaling talked about the Grand Jury Report received by the District and stated it will be further addressed as an Informational Item.

**Public Comment:** None

### **Informational/Non-Action Items:**

**A. Penryn Professional Firefighter's Association Report:** Captain Gordon welcomed Placer Hills as administrators. Captain Gordon also welcomed Bradyn Keeler as the District's newest engineer.

**B. Fire Chief's Monthly Report:** Chief Gow introduced himself and his staff from Placer Hills. He also introduced Director Fred Lofrano from the Placer Hills Fire District Board. Chief Gow reported that several staff meetings will be held in the upcoming week. Chief Gow reported that the District's application with CalPERS is progressing after passing the first step of the application process and the District is waiting for further meetings before moving forward. Chief Gow reported in the Penryn Professional Firefighter's Association is joining with Nevada County Local 3800, which will result in further Board action in the future. Chief Gow reported that front wall repairs and a generator are future building improvements that will be brought to the Board for approval. Chief Gow reported on items of interest from other Districts in the County.

**C. Fire Marshal Monthly Report:** Chief D'Ambrogi reported that he has started with some plan reviews and inspections within the District.

**D. Battalion Chief (s) Reports:** Chief Nelson, who is in charge of Support Services, reported that Engine 38 is down at Cummins West getting the exhaust system repaired and the backup Engine from Placer

# PENRYN FIRE PROTECTION DISTRICT

Hills is providing Type 1 coverage at the Station. Directors offered comments. Chief Slusher, who is in charge of Operations, reported on the call volume for May 2021 at 70 calls, including 24 Medical Aids, 9 Vegetation Fire, 8 Vehicle Accidents, 7 Cancelled, 7 Fire Investigations, 7 Public Assists, 4 Fire Alarms, 2 Vehicle Fires, 1 Structure Fire, and 1 Hazmat. Chief Slusher also reported that there were 95 training hours for May, which is down due to the Dorm Remodel. Chief Slusher reported that he is working on an operations analysis and team building. A Captain's test will be done on June 28, 2021; there were four applicants. Training with outside Agencies will recommence with the recent changes to COVID-19 rules. Directors offered questions. Chief Williamson, who is in charge of Safety, Prevention, and Investigations, is working on COVID-19 updates due to recent changes. Directors offered questions.

## **E. Director Committee Reports**

**1) Personnel Committee:** Chair Hotaling reported the Committee has no updates since we are waiting on the CalPERS process.

**2.) Administrative Contract Oversight Committee:** Directors Hardesty and Mahoney reported they have not met yet but will meet to develop an oversight process.

**F. District Audit FY21, with option for 3-year RFP:** District Manager Lofrano reported that an RFP was sent out to four firms, and two replied. District Manager Lofrano contacted another firm that replied with questions but did not submit a bid. That firm reported they did not come back with a bid because the contract was only for one year and they could not match the current cost of the audit for FY20 provided by Placer County. The firm did then provide a verbal bid to District Manager Lofrano. Chair Hotaling recommended going out for bids again for a three year contract and costs with and without CalPERS.

**G. FY20 Strike Team Financial Summary:** Director Hardesty provided a financial breakdown for each Strike Team that the District was dispatched to last summer. The District was reimbursed \$388,907.66 by the State and Federal Government, resulting in \$149,484.82 in profit. Directors offered comments and questions.

**H. Grand Jury Report on Special Districts' websites:** Chair Hotaling reported that on the Grand Jury Report. The District will start posting the agenda's on the home page in addition to Public Document Page. Directors offered comments and questions.

## **Action Items**

**A. Revised Draft Audit FY 20:** Chair Hotaling reported that we are still missing documents in the Audit and suggested moving this to next month's agenda if no objections.

**B. Consider and Adopt the Preliminary Budget for Fiscal Year 2021/2022:** Director Hardesty explained the preliminary Operating and Mitigation Budget. Directors offered comments and questions.

***Director Neifer moved to adopt the preliminary budget for 2021/2022; seconded by Director Mahoney.***

***Motion carried unanimously with all Directors present.***

**C. Consider and Approve Fund Transfer from Operation to Mitigation funds for new Brush.** Chair Hotaling explained that the District will need to purchase equipment in the future and we should transfer money from the Operating Reserve Funds to the Mitigation Reserve Fund. General discussion followed. ***Chair Hotaling moved to transfer \$300,000 from Operating Reserves to Mitigation Reserves for Capital Equipment/Improvement Fund; seconded by Director Mahoney.***

# PENRYN FIRE PROTECTION DISTRICT

*Motion carried unanimously with all Directors present.*

**D. Review and Approve the Amended Contract with Placer Hills Fire District for Administrative Services for term of July 1, 2021 to June 30, 2022:** Chair Hotaling explained this amendment to the contract is based on the District's legal review to add further language clarifying this is a contract and not employment. Placer Hill's Board has already approved the amended contract. ***Director Bergstrom moved to approve the amended contract with Placer Hills Fire District for Administrative Services for the term of July 1, 2021 to June 30, 2022: seconded by Director Neifer.***

*Motion carried unanimously with all Directors present.*

**E. Consider and Approve a Contract for the Exhaust Extraction System at Station 38:** Chief Nelson distributed a staff report, which included bids from two different vendors, and recommended the Weidner system. Directors offered comments and questions. ***Director Bergstrom moved to accept staff report recommendation to purchase Weidner Exhaust Extractions systems; seconded by Director Hardesty.***

*Motion carried unanimously with all Directors present.*

**F. Fire Engine Capital Campaign Recognition Event:** Chair Hotaling explained that this event has been delayed due to COVID-19 restrictions. Directors Hardesty and Neifer volunteered to be on the committee to plan the event.

**Meeting Adjourned: 8:06 p.m.**

**Next Regular Meeting: Monday, July 19, 2021**

Respectfully submitted,

Danielle Hardesty, Secretary



**Date:** Thursday, October 28, 2021 10:57 AM

**From:** Michele Kingsbury <MKingsbu@placer.ca.gov>

**To:** Cheryl Hotaling, Chair <chotaling@eitechconsulting.com>, Chief Ian Gow <iangow@usamedia.tv>

**Cc:** Michele Kingsbury <MKingsbu@placer.ca.gov>

**Subject:** Bickford Ranch Specific Plan Payment to Penryn Fire Protection District

Dear Chief Gow and Chair Hotaling-

The County is in the process of forming a Community Facilities District (CFD) for the Bickford Ranch Specific Plan to provide revenues that support costs associated with maintaining parks and providing fire and emergency services. Bickford Ranch's Development Agreement (DA) with the County requires that they pay Penryn Fire Protection District \$150,000 prior to the CFD formation to offset the possible loss of revenue to the district that was associated with prior Local Agency Formation Agency proceedings related to the Bickford Ranch Specific Plan boundary removal from Penryn Fire Protection District that occurred several years ago. (See DA Section Below). CFD formation is scheduled for consideration by our Board of Supervisors on November 30, 2021.

I am reaching out to you to let you know the timing for this payment is quickly approaching. The Bickford Ranch team is aware this payment is to be made and may have already reached out to you. But, if they have not, I wanted to let you know of the estimated timing for payment. Ultimately, upon receipt of payment, I will need an email or receipt indicating you received the payment so I can track that this condition was satisfied.

Don't hesitate to reach out to me if you should have any questions. The DA section is noted below that references the payment.

[/do/mail/message/view/attachment;jsessionid=aaadDMzznbWS7c8XbiiZx?msgId=INBOXDELIM76315&part=3]

Michele Kingsbury, Principal Management Analyst  
Placer County  
Community Development Resource Agency  
3091 County Center Drive  
Auburn, CA 95603  
(530) 745-3044  
[mkingsbu@placer.ca.gov](mailto:mkingsbu@placer.ca.gov)<[mkingsbu@placer.ca.gov](mailto:mkingsbu@placer.ca.gov)>

[/do/mail/message/view/attachment;jsessionid=aaadDMzznbWS7c8XbiiZx?msgId=INBOXDELIM76315&part=2]

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PLACER COUNTY  
(RECORD) CASH SALE FORM

CASH SALE #	
-------------	--

DEPOSIT REF #	
---------------	--

COMPANY*	CUSTOMER*	CASH SALE DATE*	MEMO	PAYMENT TYPE*	CONTROL TOTAL AMOUNT
CO500 Penryn Fire	81 Penryn Fire	11/4/2021	Deposit	Check	150,000.00

TO BE DEPOSITED INTO THE PLACER COUNTY TREASURY AS FOLLOWS:  
NOTE: FIELDS WITH (\*) ARE REQUIRED

COMPANY*	REVENUE CATEGORY*	LINE ITEM DESCRIPTION	AMOUNT*	PROGRAM*	COST CENTER*	FUND*	FUNCTION*	ADDITIONAL WORKTAGS
CO500	RC3080 FFF Misc	To correct deposit to wrong code	-\$323,287.04	PG810001	CC81001	FD32808	FN204	
CO500	RC2940 FFF Home	Deposit to right code	\$323,287.04	PG810001	CC81001	FD32808	FN204	
CO500	RC3080 FFF Misc	Bickford Improvement Co. 68135	\$150,000.00	PG810001	CC81001	FD32808	FN204	
CO500								
CO500								
CO500								

MEMO: \* \_\_\_\_\_  
\_\_\_\_\_

DOCUMENT PREPARED BY:

Gillian Lofrano 530-878-0405  
Preparer's Signature Phone #  
\_\_\_\_\_  
Dept. Signature

CERTIFIED INTO THE COUNTY TREASURY UNDER SEC. 27008 OF THE GOVT CODE:

AUDITOR-CONTROLLER'S OFFICE VALIDATION:

Dept. Signature Date

TREASURER'S OFFICE VALIDATION:

Dept. Signature Date

## View Operational Journal

04:07 PM  
11/13/2024  
Page 1 of 2

Operational Journal		Operational Journal: CO500 Penryn Fire - 11/04/2021	
Current Status		Posted	
Operational Journal Information			
Operational Transaction		Customer Transaction: ***** - 11/04/2021	
Originated by		Alessandra Crawford   Alex Crawford	
Company		CO500 Penryn Fire	
Ledger		Actuals	
Period		Nov - FY2022	
Accounting Date		11/04/2021	
Journal Source		Customer Cash Sale	
Operational Journal Details			
Balanced		Yes	
Total Debits		473,287.04	
Total Credits		473,287.04	
Currency		USD	

## Journal Lines

Ledger Account	Debit Amount	Credit Amount	Memo	Project	Grant	Activity Based Costing	Program	Cost Center	*Fund	Spend Category	Revenue Category	Additional Worktags	Budget Date	Line Number
48030:Miscellaneous	323,287.04		To correct deposit to wrong code				PG810001 Penryn Fire Development Fees	CC81001 Penryn Fire District Development Fees	FD32808 Penryn Fire Development Fees		RC3080 Miscellaneous Other Revenue (GL48030)	Customer: ***** Function: FN204 Fire Protection Mandate Status: Non-Mandated	11/04/2021	1
10010:Cash in Treasury - Unrestricted	150,000.00		Penryn Fire						FD32808 Penryn Fire Development Fees			Bank Account: Placer County General Account		2
48030:Miscellaneous		150,000.00	Bickford Improvement Co. 68135				PG810001 Penryn Fire Development Fees	CC81001 Penryn Fire District Development Fees	FD32808 Penryn Fire Development Fees		RC3080 Miscellaneous Other Revenue (GL48030)	Customer: ***** Function: FN204 Fire Protection Mandate Status: Non-Mandated	11/04/2021	4
46440:Mitigation Fees		323,287.04	Deposit to right code				PG810001 Penryn Fire Development Fees	CC81001 Penryn Fire District Development Fees	FD32808 Penryn Fire Development Fees		RC2940 Mitigation Fees (GL46440)	Customer: ***** Function: FN204 Fire Protection Mandate Status: Non-Mandated	11/04/2021	3

## Retained Earnings

## View Operational Journal

04:07 PM  
11/13/2024  
Page 2 of 2

Retained Earnings													
Ledger Account	Debit Amount	Credit Amount	Memo	Project	Grant	Activity Based Costing	Program	Cost Center	*Fund	Spend Category	Revenue Category	Additional Worktags	Budget Date
30131:Net Change in Fiduciary Net Position		150,000.00					PG810001 Penryn Fire Development Fees	CC81001 Penryn Fire District Development Fees	FD32808 Penryn Fire Development Fees				

## Accounting History

Journal Entry	Ledger Period	Amount	Reversed Journal	Status History		
				Status	Entered On	Workday Account
Operational Journal: CO500 Penryn Fire - 11/04/2021	Nov-FY2022 Actuals (CO500 Penryn Fire)	473,287.04		Posted	11/04/2021 03:21:08.151 PM	Jlovel / Jaclyn Lovel



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

**RESOLUTION NO. 2023-11**

**A RESOLUTION APPROVING A FUNDS TRANSFER OF \$39,877.49 FROM  
GENERAL RESERVES TO MITIGATION RESERVES**

**WHEREAS:** The Board of Directors of the Penryn Fire Protection District is fiscally responsible for the budget for the Fire District and;

**WHEREAS:** The Board of Directors of the Penryn Fire District has reviewed the reserves in both the general and mitigation funds at the end of Fiscal Year 2022-2023 and approves a transfer of \$39,877.49 from general reserves to mitigation reserves for future capital asset purchases and;

**NOW THEREFORE BE IT RESOLVED,** that the Board of Directors of the Penryn Fire Protection District authorize and direct the Placer County Auditor-Controller to make the necessary transfer.

**PASSED AND ADOPTED** by the Board of Directors of the Penryn Fire Protection District this eighteenth day of December 2023, by the following vote on roll call:

AYES HARDESTY, MAHONEY, NEIFER, SHIELDS

NOES: Ø

ABSENT: HOTALING.

A handwritten signature in blue ink, appearing to read "Danielle Hardesty", written over a horizontal line.

Danielle Hardesty, Vice-Chair

ATTEST:

A handwritten signature in blue ink, appearing to read "Susan Mahoney", written over a horizontal line.

Susan Mahoney, District Secretary



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

**RESOLUTION NO. 2024-07**

**A RESOLUTION APPROVING A FUNDS TRANSFER OF \$108,534.58 FROM  
GENERAL RESERVES TO MITIGATION RESERVES**

**WHEREAS:** The Board of Directors of the Penryn Fire Protection District is fiscally responsible for the budget for the Fire District and;

**WHEREAS:** The Board of Directors of the Penryn Fire District has reviewed the reserves in both the general and mitigation funds at the end of Fiscal Year 2023-2024 and approves a transfer of \$108,534.58 from general reserves to mitigation reserves, as unrestricted funding for future capital asset purchases and;


**NOW THEREFORE BE IT RESOLVED,** that the Board of Directors of the Penryn Fire Protection District authorize and direct the Placer County Auditor-Controller to make the necessary transfer.

**PASSED AND ADOPTED** by the Board of Directors of the Penryn Fire Protection District this fifteenth day of July 2024, by the following vote on roll call:

AYES: Hardesty, Hotaling, Mahoney, Nefer, Shields

NOES: ☒

ABSENT: ☒

  
Cheryl Hotaling, Vice-Chair

ATTEST:

  
Susan Mahoney, District Secretary

## 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*

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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
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# Penryn Fire District Policy Manual

## *Physical Fitness*

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- 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
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