BOARD OF DIRECTORS

PLACER HILLS FIRE PROTECTION DISTRICT
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MINUTES OF THE REGULAR MEETING: August 27, 2025

Amended

17020 Placer Hills Rd. Suite 2A, Meadow Vista

1. Call to order; Flag salute; Roll call:
   Director Harvey convened the regular meeting at 6:00 p.m.
   Directors in attendance: Harvey, Lofrano, McCray, Paskey, and Wright
   Directors absent: N/A
   Staff in attendance: Fire Chief Ian Gow, Fire Marshal D'Ambrogi, District Manager Armstrong, Battalion Chief Williamson, and Battalion Chief Slusher.
2. Agenda approval:
   Chief Gow reported that we would like to remove 7h. Director Paskey moved to approve the amended agenda. Director McCray seconded the motion which passed 5 to 0.
3. Approval of the minutes:
   Director McCray moved to approve the minutes. Director Paskey seconded the motion which passed 3 to 0. Director Harvey and Wright abstained.
4. Public Comment: N/A
5. Correspondence (not covered in Agenda items below): N/A
6. Information Items:
   a. *Fire Chief Gow's Report*
      i. Working on fliers to create a list for Acting Assistant Chief and Acting Battalion Chief
      ii. Lexipol project almost done, previous paper policy manual has been moved into Lexipol. Will have an agenda item in the future to approve everything.
      iii. Next directors group meeting scheduled for September 4th
      iv. Penryn Fire Board asked for me to thank the Placer Hills board for their support at the recent LAFCo meeting.

   b. Fire Marshal D'Ambrogi's Report
      i. Completed plan review for 2 single family dwellings, 3 hydro/rough single family dwellings, 1 final single family dwelling, and 2 propane lines
      ii. Planning projects; Map modification on Combie Rd. for a potential lot split, Applegate gas station being rebuilt.

   c. Battalion Chief Williamson
      i. N/A

   d. Battalion Chief Slusher
      i. All primary equipment in service.
      ii. Working to sell Penryn's surplussed SCBA's
      iii. Received a grant from California Fire Foundation for $23,000 to purchase communications equipment, will be represented in the final budget.
      iv. Operations report is included in the packet
      v. Brush 86 is assigned to the Pickett Fire and Brush 38 assigned to the Garnett Fire. Had a preposition put in place prior to deploying on the strike teams.

vi. Director Paskey reported that she does work for the California Fire Foundation but she did recuse herself from the decision making of the grants from any applicants in our district and from the JOA.

vii. *Placer Hills Firefighters Association report:* N/A

e. *Local 3800:* N/A

f. *Board Committee reports:*

i. *Finance Committee:* No report

ii. *Ad hoc Committee for reorganizations:* Director Harvey reported that a presentation was given by John Michelini, Vice-Chair of Foresthill Fire District, about JOA's and how different districts can join one JOA.

7. Discussion and Action Items:

a. *Board to review and discuss upcoming LAFCO Meetings*
Chief Gow reported that we received the LAFCo agenda on the Thursday before the meeting the following week. The agenda included the Sphere of Influence (SOI) which had South Placers SOI changed to include part of Penryn Fires current fire district, this was for the portion that falls within the Town of Loomis. The other item was that LAFCo would fund a study to evaluate a merger with South Placer, Penryn and Newcastle. None of our districts were made aware of these items. At the LAFCo meeting there wasn't an empty seat and during the meeting LAFCo approved an SOI for Placer Hills that includes the current district boundaries, Newcastle was given no sphere, and South Placer and Penryn Fire were not given an SOI. The study was declined by the commission. Learned that the Executive Director, Michelle McIntrye, has resigned from her position. Have been told that LAFCo's upcoming planning meeting will be her last day of work with the commission. Unsure who will run LAFCo moving forward. Chief Gow also reported that he received a communication from Mrs. McIntrye, after the LAFCo meeting, regarding the potential financial loss to Penryn Fire and that she didn't agree with the $160,000 that was being shared. She only considered the TRA's in her analysis and not the voter approved special taxes. Director Paskey asked for confirmation that we are still waiting on a resolution from the county regarding the Placer Hills/Newcastle reorganization. Chief reported that this is correct however there has been some movement and discussions on the resolution, since the LAFCo meeting.

b. *Board to review and discuss the Draft Employee Physical Exam Position Paper*
Chief Gow reported that he has nothing new on this item except that we looking into one additional vendor that we will report on at a future meeting.

c. *Status on Placer County Local Hazard Mitigation Plan update for 2026*
Fire Marshal D'Ambrogi reminded everyone about the survey which closes on September 30th. This survey allows for public input to be taken into consideration, information can be found on our website. The planning committee will be meeting again on September 9th.

d. *Review and discuss the Newcastle Fuel Vault Standard Operating Guideline*
Chief Gow reported that this is an SOG for the board's information regarding the fuel vault that was installed at the Newcastle station. The SOG shares with the staff on how to use the fuel vault so we can properly bill the districts for the reimbursement cost.

e. *Consider and adopt Resolution 2025-01 A Concurrent Resolution of Placer Hills and Newcastle Fire Protection Districts for consolidation of the Newcastle Fire Protection District into the Placer Hill Fire Protection District (action)*
Director Harvey reported that this resolution was approved by Newcastle Fire last week and

is an updated resolution to represent the changes that have been agreed to by both districts for the reorganization. Fire Marshal D'Ambrogi pointed out the changes that were made since the previous resolution; updated dates for the board of director's terms and a change to the how the special taxes will be laid over. The original plan was to remove the Newcastle special taxes and do a layover of the Placer Hills special taxes. The plan has been changed to maintain Newcastle's Measure F & B and do a layover of only Measure A from Placer Hills. This is in part due to the need to maintain Measure B, as was required for the USDA loan for the fire station.

Public Comment – Jim Heisterkamp reported the other goal of this plan was to ensure a positive cash flow every year and that he finds this adjustment to be manageable for the Newcastle citizens. He also shared that we wouldn't have to do this if we had a higher ad valorem and the importance of making this change if we want to have a district that is going to survive for the long term.

Director Lofrano asked if they could see the numbers, since he hasn't had a chance to view the information. District Manager Armstrong reported that the financial study has not been updated yet but this plan provides a $300,000 improvement from the previous study.

Director Harvey shared that while we do not have the report yet we need to move forward with this item in order to be able to make progress with the reset of the LAFCo process.

Director McCray motions to approve Resolution 2025-01 Concurrent Resolution of Placer Hills and Newcastle Fire Protection Districts. Director Wright seconded the motion, which passed 4-0. Director Lofrano abstained.

f. *Consider and approve an application to borrow county funds to cover any budget shortfalls until property tax revenues are received (action)*

Director Harvey reported this is something we vote on every year. District Manager Armstrong reported that this is just an application that will allow for us to use dry period financing if we fall below our reserves before property taxes come in, the last many years we haven't had to use dry period financing.

Director Wright motions to approve an application to borrow county funds to cover any budget shortfalls until property tax revenue is received. Director McCray seconded the motion, which passed 5-0.

g. *Consider and vote for the Special District Representative for Placer County Local Agency Formation Commission (action)*

Chief Gow reported that Penryn and Newcastle Fire voted for Jenny Knisley, the Penryn community recommended her.

Director Wright motions to vote for Jenny Knisley. Director Lofrano seconded the motion, which passed 5-0.

h. *Consider and approve the Audit for Fiscal Year 2023/2024 prepared by Smith & Newell CPA's (action)*

Item removed from agenda.

i. *Approve the budget update and monthly expenses (action)*

Director McCray motions to approve the budget update and monthly expenses. Director Paskey seconded the motion, which passed 5-0.

8. *Directors' comments:*

a. *Report on activities of interest to the District which the Director is engaged in or is considering. No action will be taken on these items at this meeting.*

   b. *Reminder of next Board meeting(s):* Regular Meeting on September 24, 2025.

9. Adjournment:
   There being no further business, the meeting was adjourned at 7:00pm.

Respectfully submitted by:

Michelle Armstrong

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Michelle Armstrong, District Manager