

SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Regular Board Meeting Minutes
October 21, 2025

REGULAR BUSINESS

The South Placer Fire District Board of Directors regular meeting was called to order on Tuesday, October 21, 2025, at 6:00 p.m. by President, Tracy Randall.

Board Present:

Tracy Randall, President
Ken Musso, Vice President
Chris Gibson, Clerk
Jenine Windeshausen, Director
Gary Flanagan, Director
Pete Gallegos, Director
Dan Bajtos, Director

Absent:

None

Staff Present:

Fire Chief, Mark Duerr	Division Chief, James Magnuson
Deputy Chief, Darin Snedeker	Fire Marshal, Jeff Ingolia
Kathy Medeiros, Board Secretary	Battalion Chief, Brian Midtlyng
Captain Paramedic, Donavon Gray	Captain Paramedic, Shawn Cline
Captain, John O’Leary	Engineer Paramedic, Pat Patterson

6:00 p.m. Adjourn to Closed Session: The Board of Directors adjourned to a closed session meeting for the following purposes:

- (A) Conference with Legal Counsel-Anticipated Litigation: Significant exposure to litigation pursuant to section 54956.9(d)(2): One Case.
- (B) Labor Negotiations (Gov. Code § 54957.6: Meet with Fire Chief to discuss and provide direction for negotiations for SAFF L522 South Placer Unit, SAFF L522 South Placer Unit-BC Unit, and unrepresented employees.

6:50 p.m. Return from Closed Session

Closed Session Report: President Randall reported that the Board had taken no action and nothing to report.

Public Comment: None

Consent Agenda: Director Gibson made a motion to approve the consent agenda. The motion was seconded by Director Musso.

Ayes: Randall, Gibson, Musso, Windeshausen, Flanagan, Bajtos, Gallegos Noes: None Abstain: None Absent: None
Carried

SPECIAL PRESENTATION

Community Recognition: Presentation of an award for outstanding service to the community for Tillman Daly. Captain Shawn Cline presented a plaque and challenge coin to 14-year-old Tillman Daly, for his quick actions at fully suppressing a garbage fire recently in his neighborhood.

Firewise Community Update: An update on Firewise communities in the South Placer Fire District response area was presented by Tim Munroe. He noted that Fire Wise Community looks forward to collaborating with the District to educate the community on how to defend their homes from wildfire. The committee would like to help to develop and maintain a fuel reduction plan on state and federal lands adjacent to SPFD. The current council consists of five volunteer board members. The interest in the Firewise community is growing rapidly and the group hopes to make plans to meet every 1st Wednesday evening of the month in the District’s training room. The Board and Chief Duerr agreed to make the facility available.

OLD BUSINESS

South Placer Fire District Policy Updates: Staff recommends a second reading and adoption for the proposed policy updates to #1201. Chief Duerr explained that this is the 2nd reading and adoption of the revision to Board approval of policies. Director Gibson made a motion to approve policy #1201. Director Bajtos made a second to the motion.

Ayes: Randall, Gibson, Musso, Windeshausen, Flanagan, Bajtos, Gallegos Noes: None Abstain: None Absent: None
Carried

District Strategic Planning: Staff recommends an update on the Strategic Plan. Deputy Chief Snedeker provided an update and status for the Service Delivery goals. He noted that three-person engine companies are underway at all stations, evaluation of the truck company is dependent of funding and is still in progress, fleet maintenance has started being evaluated, identifying models to ensure an effective response force (ERF) based on the recent SAFER grant revenues, and lastly assessing the station alerting systems has not started yet. He continued that 7 goals were complete, with 5 in progress, and 3 not started. Director Musso requested an analysis from staff on the justification and feasibility of retaining the truck company.

Division Chief Ingolia reported on the status of the nine goals for the Community Risk Reduction (CRR) initiative noting that there were 21 tasks associated with the goals. Currently in process: risk assessment and development of the Local Hazardous Mitigation Plan, updating the fees schedule, a performance metric for the public education programs, identify and developing stakeholder relationships, enhancements to business and non-construction inspections, and development of the Community Wildfire Protection Plan (CWPP) and Continuity of Operations Plan (COOP) is in the works with partnership with the county. Completed tasks include identifying the current staffing CRR needs are sufficient, delivery of public education curriculum, implementation of electronic plan review and development of customer feedback survey.

2025 Fire Code Adoption 2nd reading and Approval: Staff recommends a 2nd reading and approval of the South Placer Fire District 2025 Fire Code Adoption and local amendments. The 2025 California Fire Code is set to go into effect on January 1, 2026. Chief Ingolia noted that no new local amendments were made but there was carry over for existing amendments. Director Flanagan made a motion to approve the 2025 Fire Code Adoption under Ordinance 01-2025/26 and Resolution No. 3-2025/26. Director Gibson made a second to the motion.

Roll Call:

Ayes: Randall, Gibson, Musso, Windeshausen, Flanagan, Bajtos, Gallegos Noes: None Abstain: None Absent: None
Carried

NEW BUSINESS

District-Wide Ambulance Service: Staff recommends notice be given that the District will be providing emergency ambulance service to the entirety of the District, effective December 1, 2025. The current ambulance services contract in the Town of Loomis with AMR expires on November 30, 2025. Staff recommends that the Board authorize a letter to the SSV EMS Agency, notifying them that effective December 1, 2025, South Placer Fire District will commence ambulance response services in the Town of Loomis, as codified by the LAFCO Certificate of Completion. Chief Duerr added that the service will be offered by Station 19 initially. Director Gibson made a motion to approve the authorization of the letter to SSV EMS Agency as requested. Director Gallegos made a second to the motion.

Ayes: Randall, Gibson, Musso, Windeshausen, Flanagan, Bajtos, Gallegos Noes: None Abstain: None Absent: None
Carried

Adoption of the Consolidated South Placer Fire District Report for the Fire Impact Fee Program: Staff recommends approval of the resolution adopting the Fire Impact Fee Program annual report for the fiscal year 2024/25. Chief Duerr explained that the District is required to prepare an annual report regarding its Fire Impact Fee program. Interested parties can request notification of the report 15 days prior to the board meeting but no requests were received. The report is available on the District’s website. Director Bajtos made a motion to approve the Fiscal Year 2024/25 Fire Impact Fee Program annual report and approve Resolution No. 4-2025/26. Director Gibson made a second to the motion.

Roll Call:
Ayes: Randall, Gibson, Musso, Windeshausen, Flanagan, Bajtos, Gallegos Noes: None Abstain: None Absent: None
Carried

PG&E Easement Authorization: Staff recommends discussion on authorizing a PG&E easement on District property at Station 18. PG&E is requesting an easement at the vacant lot behind Station 18 to run a new gas line to support the operations of a backup generator for the cell tower operator. It will be a 10-foot easement on the side of the parcel. The vendor is responsible for all work and repair costs. The District is under no obligation to agree to the easement. Director Windeshausen noted that she would like PG&E to move the easement further north toward City Hall. President Randall agreed and requested Chief Duerr discuss the moving of the easement with PG&E to not encroach the District’s ability to build across the parcel. Chief Duerr responded that he will approach PG&E with the District’s request and bring updates back to the Board.

2025/26 Long-Term Facilities Maintenance, Apparatus Replacement, and Major Equipment Replacement Plan Updates: The Chief recommends reviewing and approving the 2025/26 revised plans. Chief Duerr gave a presentation on the highlights of the revised plans. All the plans are also included in the Fire Fee Annual Reports. Plans include the long-term facilities maintenance plan, apparatus replacement plan, and major equipment replacement plan. Director Bajtos made a motion to approve the 2025/26 long-term facilities maintenance, apparatus replacement, and major equipment replacement plan. Director Gibson made a second to the motion.

Ayes: Randall, Gibson, Musso, Windeshausen, Flanagan, Bajtos, Gallegos Noes: None Abstain: None Absent: None
Carried

Staffing for Adequate Fire and Emergency Response (SAFER) Grant Award: Staff recommends discussion and action to approve the acceptance of the SAFER Grant. The District’s 2024 application was approved by FEMA, securing funding to support three additional firefighter positions-one added firefighter per day, over the next three years. Total funding may exceed \$600,000 for the grant term with a cost-sharing agreement for the District: Year 1 District 25%, Year 2 District 25%, Year 3 District 65%.

Total cost to the District projected to be \$375,000. Staffing for Engine 16 would increase to three personnel per day and would allow M16 to be relocated to Station 15 - reopening the station with limited capabilities similar to Station 19. Chief Duerr noted that this grant would enhance firefighter safety and improve response times but ultimately would be unfunded in three years. Director Flanagan made a motion to approve and accept the Safer Grant Award. Director Gibson made a second to the motion.

Ayes: Randall, Gibson, Musso, Windeshausen, Flanagan, Bajtos, Gallegos Noes: None Abstain: None Absent: None
Carried

Proposal for Funding Measure Feasibility and Public Opinion Research: Staff recommends that the Board discuss and approve initiating an evaluation of funding measure opportunities for South Placer Fire District and authorize FM3 Research to conduct comprehensive public opinion research assessing the community's support and the feasibility of proposed funding options. Chief Duerr explained that the ad hoc committee of Board members has been working to evaluate options for securing additional long-term revenue through voter-approved funding mechanisms. Key factors for additional revenue options are staffing, station operations, wages and benefits, apparatus and equipment, facilities and infrastructure. Cost for the public opinion survey are up to \$32,000 depending on the survey options. He continued that the data received from the survey would be 1-2% points from an actual vote. Director Windeshausen noted that the proposal with FM3 specifically discussed a special tax measure while the ad hoc committee has not yet determined the best funding method. The Ad Hoc Committee members of the Board agreed that there was additional research needed, and they would bring the issue back to the Board at the next meeting.

INFORMATION AND DISCUSSION

- September call Volume: 334 calls, about the same as last year over year
- E17, M19, M16, E16, E18 most calls by apparatus
- Station 17, 18, 15, 16, 19 calls by primary station
- 6 fires in August: 3 vegetation, 3 mutual aids
- Overall turn out up, travel time down, total response down
- M19 Unit Hour Utilization at 15.28%, M16 11.65%
- Fire Prevention department (Chief Ingolia): 10 new starts, 1 Commercial new start, 33 total permits 15,846 square feet in remodels this month, 31 sets of plans received, 33 new inspections, 1 reinspection.
- Facilities (Chief Ingolia): St. 18 landscape in progress
- Fire Investigations (Chief Ingolia): none
- Overtime: 56% Open, 4% disability, 18% vacation, 20% sick leave, 2% Misc.
- Voluntary overtime 75%, 25% mandatory- mandatory trending down
- Total overtime hours down, total dollars down
- Leave usage up year over year

COMMITTEE REPORTS

Committee Updates: Director Randall reported the Ad Hoc Committee of Special Districts met to discuss EMS and were given a presentation regarding consolidations.

Correspondence Review: PARS financial statements received for the month of August, HDL Property Tax Newsletter.

Chief's Report:

- Multiple Fire Prevention School Assemblies

- Multiple field saves this month. Chief Magnuson reported 3 this month alone.
- Taylor Bromley awarded at Loomis American Legion for his efforts in the community

Functions: Loomis Public Safety Fair Oct. 25, CSDA Meeting in Auburn 11/13, Santa by the Lake/In the Hood dates TBA, Santa Breakfast Station 17 tentatively scheduled for 12/6

Board/Staff Comments: None

Future Agenda Items: Staff Report on the Truck Company, Ad Hoc Discussion on future funding

There being no further business to come before the Board, the meeting adjourned at 9:14 p.m. The next regular meeting will be held on Tuesday, November 18, 2025.

Respectfully submitted,

A handwritten signature in black ink that reads "Kathy Medeiros". The signature is written in a cursive, flowing style.

Recording Secretary, Kathy Medeiros