

**PENINSULA FIRE PROTECTION DISTRICT  
REGULAR MEETING OF THE BOARD OF DIRECTORS**

**June 25, 2025 Minutes**

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1) Fire Board President Nancy Foote called the meeting to order at *11:03 A.M.*

2) Fire Board Members present: President Nancy Foote, Directors Mark Burnham & Joseph Spooner.

Absent: Secretary Smith & Vice President Barry.

Staff present: Fire Chief Robert Gray & Office Manager Holly Coons-Price.

Public Present: 2

3) Pledge of Allegiance:

President Foote led the Pledge of Allegiance.

4) Approval of Regular Meeting Minutes of *May 28, 2025*:

President Foote asked the board if they had read the minutes and if they had any adjustments or comments; there being none, President Foote called for a motion to approve the minutes from the *May 28, 2025*, regular meeting. Upon motion by Director Burnham, seconded by Director Spooner, and with a unanimous vote, the meeting minutes were approved.

5) Approval of Agenda for *June 25, 2025*:

President Foote asked the board if they had reviewed the agenda and if they had any additions or corrections; there being none, President Foote called for a motion to approve the agenda for *June 25, 2025*. Upon motion by Director Burnham, seconded by Director Spooner, and with a unanimous vote, the agenda was approved.

6) Public Comment:

President Foote called for public comment.

The General Manager of the Chester Public Utility District (CPUD), Bonnie Mullaney, introduced herself, and Steve Graffweg, Director of CPUD, attended the meeting.

7) Old Business:

A. Chester Building Lease – *Update*

Chief Gray informed the fire board that Bonnie is the new general manager for CPUD, and she has been briefed on our interest and proposal to lease a portion of the CPUD building.

Chief confirmed that Peninsula is using the building currently under good faith to staff firefighters and paramedics and we have a good line of communication.

Chief stated he hopes to report back to the fire board with more information by next month.

B. Fire District's Web Page:

Chief Gray explained that we have hired Mary Salt for a part time position. She is working on upgrading the district's web page. Mary is also working on digitizing files along with archiving old files.

**8) New Business:**

**A. Fire District's Standard Operating Procedures / Revision:**

Chief Gray explained that the district has grown since 2014, when the SOPs were written.

He will update the policies and procedures to reflect the current needs of our employees, the district, and the applicable laws governing record retention.

**B. Resolution No. 06-25-2025-01**

**Peninsula Fire Protection District Identifying the Terms & Conditions for Fire Department Response Away from their Official Duty Station and Assigned to an Emergency Incident:**

Fire Chief Gray explained that this resolution states that we will pay our employees from the time they leave for an out-of-county incident until the time they return. Chief Gray noted that this policy has not been updated since 2015. He has updated it and needs a signature from the board of directors.

President Foote called for a motion to approve this resolution.

Upon a motion by director Spooner, seconded by director Burnham, and with a unanimous vote, the motion was carried.

AYES: 3      NOES: 0      Absent: 2

**9) Reports:**

**A. Fire Chief's Report:**

Fire Chief Gray informed the fire board that, over the past week and this week, eight of our employees are undergoing training in boating operations and water rescue. The chief explained that John Garza is a highly regarded trainer; he is excellent and takes his job seriously. This training presents a significant opportunity for us, as we are learning a great deal.

Chief explained that we will include West Shore Fire, Cal Fire, Plumas County Sheriff's Boat Patrol and SEMSA Air 1.

President Foote asked the Chief if there is a way to transport a patient by water to Chester. The Chief said that as of now, the patient will be airlifted by helicopter.

Fire Chief Gray reported that the new ambulance is coming along with the installation of the radios. The gurney will be installed next week. We will have a CHP inspect the vehicle and then it will be in service. Chief Gray explained that the gurney costs approximately \$100,000.00, including installation. Chief said he went to the fire sirens meeting and asked for their help to pay for the gurney and radio install. The Siren voted to pay \$7,000.00 for the radio install and \$20,000.00 toward the gurney purchase.

Fire Chief Gray informed the fire board that he will be taking \$52,000.00 every seven years from our mitigation fees to help pay for the new ambulance. He explained that the funds collect from mitigation fees can be used to purchase items just like an ambulance because it will benefit the residents in the area the funds were collected from. He said he has a fleet management plan with the use of these mitigation fees.

Chief Gray reported that he up staffing Chester, Peninsula and Hamilton Branch stations with EMT's, paramedics and firefighter personnel during the Fourth of July week.

Chief Gray explained that he is in the final stage of submitting the Safer grant for staffing Chester. Although it is no longer as lucrative as it once was, they will only cover 20% of the personnel costs.

Chief Gray explained that his letter to the Chester residents will go out in July, with the hope that we will receive enough funds, along with the Safer grant, to staff the Chester station for the first year.

Fire Chief Gray informed the fire board that he has submitted another grant through the Cal Fire Foundation for wildland packs, because the existing packs are starting to fall apart.

**B. Fire Board of Directors' Reports / Comments:**

President Foote called for fire board reports and comments.

President Foote stated that she trusts Chief Gray.

President Foote thanked Bonnie Mullaney for letting us use their facility in Chester.

**10) Correspondence:**

There was none.

**11) Future Agenda Items:**

**A. Chester Building Lease Agreement**

**B. Fire District's Web Page**

**12) Next Scheduled Regular Fire Board Meeting:**

***July 16, 2025 @ 11:00 AM, Station 2***

**13) Regular Meeting Adjourned:**

There being no further business, President Foote adjourned the Fire Board meeting at 11:56 A.M.

Respectfully submitted by *Holly C. Coons - Price*.

The *meeting minutes from June 25, 2025*, were approved on *July 16, 2025*.

X

*Nancy, Foote*

*President of the Board*