

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

**July 16, 2025 Minutes**

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1) Fire Board President Nancy Foote called the meeting to order at *11:05 A.M.*

2) Fire Board Members present: President Nancy Foote, Vice President Bill Barry, Secretary Tracey Smith, and Directors Mark Burnham & Joseph Spooner.

Absent: Vice President Barry.

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

Public Present: None

3) Pledge of Allegiance:

President Foote led the Pledge of Allegiance.

4) Approval of Regular Meeting Minutes of *June 25, 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 *June 25, 2025*, regular meeting. Upon motion by Director Spooner, seconded by Director Burnham, and with a unanimous vote, the meeting minutes were approved unanimously.

5) Approval of Agenda for *July 16, 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 *July 16, 2025*. Upon motion by Vice President Barry, seconded by Director Spooner, and with a unanimous vote, the agenda was approved unanimously.

6) Public Comment:

President Foote called for public comment.

There was none.

7) Old Business:

**A. Chester Building Lease – *Update***

Chief Gray informed the fire board that General Manager of the Chester Public Utility District (CPUD), Bonnie Mullaney 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 and making sure the district stays compliant. Mary is also working on digitizing files along with archiving old files.

## 8) New Business:

### A. SingletonAuman PC – *June 30, 2023* Audit Report.

Chief Gray explained that each fire board member received a copy of the audit report.

Chief explained, the report indicates that it is common to have five people overseeing the office with a budget our size and we only have three people. And because the County of Plumas oversees the district's funds, budget and expenditures, the district is compliant with the government auditing standards for a small office.

There was no further discussion.

President Foote called for a vote to approve the fire district's audit, and with a unanimous vote, the audit was approved.

AYES: 5      NOES: 0      Absent: 0

## 9) Reports:

### A. Fire Chief's Report:

Fire Chief Gray informed the fire board that we have been very busy. The Office of Emergency Services (OES) called our district out to the Lake Shasta Fire. They specifically requested our rescue boat (7191) to transport equipment and fire personnel to a steep terrain area. He said other rescue boats were also ordered. The Chief said our employees recently completed boating operations and water rescue training.

Chief Gray reported that OES has placed us on Pre-Position for the Orland Complex and Green Fires for the next two weeks. Chief explained that the district will benefit financially from this OES request.

Chief Gray talked about the Safer Grant that he applied for. If we receive the funds, he will staff Chester with full-time paramedics for three years, until the special tax assessment begins funding us.

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

President Foote called for fire board reports and comments.

Secretary Smith asked about the KBK Grant for the Chester Fire Ambulance. Chief confirmed that the ambulance will come to Peninsula Fire and will respond to Chester.

Vice President Barry commented on the cost of the new electric gurney.

## 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:

***October 15 2025, @ 11:00 AM, Station 2***

**13) Regular Meeting Adjourned:**

There being no further business, President Foote adjourned the Fire Board meeting at 11:38 A.M.

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

The meeting minutes from July 16, 2025, were approved on September 17, 2025. The August Meeting was cancelled.

X

*Nancy, Foote*

*President of the Board*