

Clarksburg Fire Protection District
52902 Clarksburg Avenue, P.O. Box 513
Clarksburg, CA 95612
Regular Meeting of the Board of Commissioners
November 2, 2023, 4:30 p.m. (via In-Person and Zoom)
Meeting Minutes

Chairman Pruner called the meeting to order at 4:43 p.m.

Members present:

Joe Gomes, Nancy Kirchhoff, Mark Pruner, Steve Pylman, and Bob Webber
Richard Bagby, Commission Secretary

Fire personnel present:

Chief Craig Hamblin, Assistant Chief Richard Bagby, Captain Peter Hunn, and Firefighter Joe Gomes.

Public present:

There were no members of the general public present.

Agenda approval:

It was moved by Commissioner Pylman and seconded by Commissioner Webber to approve the agenda as presented. The motion passed unanimously by a roll call vote.

Approval of the Minutes of the Regular Meeting of October 5, 2023:

Following discussion, it was moved by Commissioner Webber and seconded by Commissioner Kirchhoff to approve the Minutes of the October 5, 2023 meeting as corrected. The motion passed unanimously by a roll call vote.

Approval of the Minutes of the Special Meeting of October 12, 2023:

Following discussion, it was moved by Commissioner Gomes and seconded by Commissioner Pylman to approve the Minutes of the October 12, 2023 Special Meeting as presented. The motion passed unanimously by a roll call vote.

Approval of the uses of expenditures for the month of September 2023 in the amount of \$21,996.54:

Following discussion, it was moved by Commissioner Pylman and seconded by Commissioner Webber to approve the uses of expenditures for the month of September in the amount of \$21,996.54. The motion passed unanimously by a roll call vote.

Public Comment:

There was no public comment.

Reports from Commissioners:

Commissioner Webber expressed his concern regarding high reservoir levels and the forecasted potential for an *El Niño* weather pattern this winter. The Commissioner suggested that, in spite of the recent drought years, we should be prepared for local flooding. A brief discussion ensued regarding various flooding scenarios, coordination with the local reclamation districts, and the need for flood fight training for citizens and firefighters. Chief Hamblin volunteered to coordinate with Tom Slater of Reclamation District 999 to maximize the efficacy of all agencies during a flood emergency.

Commissioner Gomes reported that he has filed the annual Developmental Impact report with the Yolo County Board of Supervisors. The Commissioner reported that, during the 2022-2023 fiscal year, the District collected \$4,714.41 in developmental impact fees. The Commissioner further reported that the current balance of this account is \$27,058.04.

Closed Session:

A Closed Session was not held.

Grant/Allocation Application Status:

Secretary Bagby reported that we have heard nothing on the status of our FEMA equipment application. The Secretary went on to report that, as we have secured funding for the equipment, our grant writer is currently preparing a 2023-2024 application for up-dated Self-Contained Breathing Apparatus (SCBA).

Chairman Pruner reported that, notwithstanding his email to staff, he has heard nothing from Congressman Thompson's office regarding the allocation previously discussed.

Captain Hunn reported that he has been in contact with Yocha Dehe Giving. The Captain stated that he is encouraged by the presence of several new staff members and the candid information provided by his contact person. Captain Hunn shared that the Wintun Nation operates both Yocha Dehe Giving and a Community Fund, with the latter supporting infrastructure projects proximate to the Wintun Nation. Captain Hunn concluded his report by bringing up the possibility of applying for a grant through the Department of Housing and Urban Development (HUD) for District infrastructure.

Solar Power for Station 40:

Chairman Pruner reported being in contact with a client who operates a solar power company. That client asked for 12 months of P G and E bills and information relating to our service entrance equipment in order to assess the feasibility of installing solar at Station 40. The Secretary will provide that information to the Chairman.

Office of Liaison Proposal:

Captain Hunn, who first made this proposal at the Regular Meeting of September 14, 2023, asked that this item be tabled until a future meeting.

Yolo County Fire Sustainability Initiative:

An extended discussion ensued regarding this issue. Chief Hamblin reported that, it has come to his attention, at least two districts are applying for County funds in lieu of failed Proposition 218 elections. Chairman Pruner expressed his concern that, due to the fact that the economic problem being addressed is far larger than the resources proposed, that districts will soon begin identifying un-used County money to appropriate.

Review of District Administrative Code:

Chairman Pruner asked that this item be continued to the Agenda of the next Regular Meeting and asked the Commissioners to review the current Administrative Code prior to the next Regular Meeting.

Review of LAFCo Recommendations:

As this agenda item is coupled to the Administrative Code of the District, this item was continued to the next Regular Meeting.

Review of 2022-2023 Fiscal Year Budget:

Secretary Bagby reported that the reports from last year that were distributed to the Board regarding last years budget, due to the new accounting system, did not clearly provide all the information to adequately address this topic. A brief discussion ensued. This culminated with the Secretary volunteering to secure additional general ledger information and distribute that to the Board. Commissioner Pylman volunteered to print reports on ledger size paper. Within the limitations of the provided reports, the Board reviewed the financial information from the 2022-2023 fiscal year. It was the consensus of the Board that the budget surplus from the last fiscal year will be needed for future infrastructure and apparatus needs.

2023-2024 Revised Final Budget:

Secretary Bagby reported that the 2023-2024 Final Budget approved at the Regular Meeting of October 5, 2023 contained a formula error that failed to sum the district's appropriation for contingency into the appropriations total. The Secretary provided an updated 2023-2024 budget that corrected that error and adjusted several items to correct the short fall created by the formula error. Following several questions and discussion, it was moved by Commissioner Pylman and seconded by Commissioner Gomes to approve the Revised Final 2023-2024 Budget in the amount of \$216,167.00. The motion was approved unanimously by a roll call vote.

Consideration of new Proposition 218 Benefit Assessment for the Clarksburg Fire Protection District:

Chairman Pruner called the Board's attention to a list of long-term District needs provided by Chief Hamblin. The list included a number of specific infrastructure items, equipment, and personnel needs. An extended discussion took place that included, but was not limited to, capital infrastructure projects (septic, well, paving, etc.), prevailing wage requirements, the various dimensions of paid staff (salary, insurance, retirement, etc.), the benefits of a volunteer component withing a career firefighter district, community C.P.R./First Aid classes, District wide address signage, a fire station exhaust system, etc.

Following the extended discussion, through the collaborative process, an estimated budget was developed to support the aforementioned items. Chairman Pruner volunteered to forward the estimated budget to all Commissioners and the advisory task force. It was the consensus of the Commission that, following review, the budget will be forwarded to SCI Consulting in support of their engineering study.

In support of the previously approved 3-person Advisory Task Force it was moved by Commissioner Pylman and seconded by Commissioner Webber to appoint Ryan Bogle, Dominic Demare, and John Lambeth to serve on that Task Force. The motion passed unanimously by a roll call vote.

FYE2023 State Controller Financial Transaction Report:

The Secretary presented a proposal from the Yolo County Department of Financial Services (DFS) to prepare the District's California State Controller's Special District Transaction Report for the 2022-2023 fiscal year. Following discussion, it was moved by Commissioner Pylman and seconded by Commissioner Gomes to contract the DFS to complete the required report. The motion passed unanimously by a roll call vote.

Installation/Funding for Address Signs:

It was the consensus of the Board that this item was adequately discussed during the consideration of a new Proposition 218 Assessment for the District.

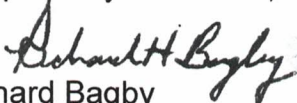
Chief's Report:

Chief Hamblin reported 24 calls for service during the month of October. The Chief reported that all went well in spite of a number of firefighters being out of town for various reasons. With regards to the recent interviews and agility testing, the Chief reported he is in the process of evaluating District personnel needs, contacting the recent applicants, assessing the District's ability to provide training, and bringing the new volunteers "on-board". The Chief expressed confidence that the training of the new recruits will begin in January of 2024. The Chief concluded his report by reminding all present that the "Parade of Lights" will be held on December 1st followed by the Christmas Dinner on December 2nd.

Adjournment:

With no further business before the Commission, it was moved by Commissioner Kirchhoff and seconded by Commissioner Webber to adjourn the meeting. The motion passed unanimously by a roll call vote. The meeting was adjourned at 7:33 p.m.

Respectfully submitted,



Richard Bagby
Secretary to the Commission