

Clarksburg Fire Protection District
52902 Clarksburg Avenue, P.O. Box 513
Clarksburg, CA 95612
Regular Meeting of the Board of Commissioners
June 6 2024, 4:30 p.m. (via In-Person and Zoom)
Meeting Minutes

Vice-Chairman Webber called the meeting to order at 4:35 p.m.

Members present:

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

Members excused:

Mark Pruner

Fire personnel present:

Chief Craig Hamblin, Assistant Chief Richard Bagby, and Firefighter Joe Gomes

Public present:

Iulia Bodeanu, Deputy to Supervisor Oscar Villegas

Agenda approval:

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

Approval of the Minutes of the Regular Meeting of May 2, 2024:

Following discussion, it was moved by Commissioner Pylman and seconded by Commissioner Gomes to approve the Minutes of the May, 2024 Regular Meeting as presented. The motion passed unanimously by a roll call vote.

Approval of the uses of expenditures for the month of April 2024 in the amount of \$4,715.00:

Following review and discussion, it was moved by Commissioner Pylman and seconded by Commissioner Kirchhoff to approve the uses of expenditures for the month of April 2024, in the amount of \$4,715.00. The motion passed unanimously by a roll call vote.

Approval of Donations:

The Secretary presented memorial donations received in memory of Toshiko "Sue" Sakata, Gale Hamatani, and Bernice Slater in the total amount of \$1,250.00. Following discussion, it was moved by Commissioner Gomes and seconded by Commissioner Pylman to approve the receipt of the aforementioned donations. The motion passed unanimously by a roll call vote.

Public Comment:

There was no public comment.

Reports from Commissioners:

There were no reports from Commissioners.

Closed Session:

A Closed Session was not held.

Grant/Allocation Application Status:

Secretary Bagby reported that all of our existing grant applications are still pending and that there is no change in their status. The Secretary further reported that he is working with a representative at the Auburn office to complete the required filings associated with the recent allocation from the United States Department of Agriculture (USDA). Chief Hamblin reported that he anticipates the delivery of a “pallet” of water granted to us by Anheuser-Bush as a result of a grant application we completed last year. This water will be utilized by the District to provide for firefighter hydration and rehabilitation on fire incidents.

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

There was a brief discussion of this topic as it was addressed at the last Regular Meeting. The Board discussed the potential to renew our efforts to commission an Engineering Report and conduct a new Proposition 218 election at some time in the future.

2023-2024 Fiscal Year Budget Adjustments:

Secretary Bagby presented a revised budget for the current fiscal year. The Secretary noted that the budget was revised to include unforeseen revenue and to move the recent State allocation (401240, State Other, an income account) to the Apparatus replacement fund (101102), a restricted District account. Following discussion, it was moved by Commissioner Pylman and seconded by Commissioner Kirchhoff to approve the revised 2023-2024 fiscal year budget in the amount of \$628,401.00. The motion passed unanimously by a roll call vote.

2024-2025 Fiscal Year Budget:

Secretary Bagby presented the proposed budget for the 2024-2025 fiscal year. The Secretary reported that our Preliminary Budget is due at the Department of Financial Services by August 1, 2024. Following discussion, it was moved by Commissioner Pylman and seconded by Commissioner Gomes to approve the 2024-2025 Preliminary Budget in the amount of \$712,393.00. The motion passed unanimously by a roll call vote.

Independent Audit for FYE's 2023 and 2024:

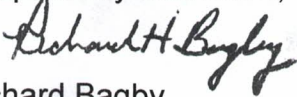
Secretary Bagby presented a Letter of Engagement from Fechter and Company, Certified Public Accountants. The Letter of Engagement delineated the scope of and terms for completing the District's Independent Biennial Audit for the fiscal years ending in 2023 and 2024. Following a brief discussion, it was moved by Commissioner Kirchhoff and seconded by Commissioner Pylman to accept the Letter of Engagement. The motion passed unanimously by a roll call vote.

Chief's Report:

Chief Hamblin reported that the District will soon receive the donation of a Brush Truck from the West Sacramento Fire Department. The Chief went on to report that the apparatus is a 2000, Ford F350 that is currently undergoing repairs prior to donation to our District. The Chief expressed confidence that this apparatus will greatly enhance our response to small grass fires, especially where access would be difficult for our larger apparatus. Chief Hamblin reported that the training of the new firefighters is going well with new firefighters being able to respond to calls. Chief Hamblin reported that he and Asst. Chief Bagby attended a training on *Tablet Command*. The Chief gave the Board a short report on *Tablet Command*, a mobile incident command and response system that seeks to increase situational awareness, hasten incident response, streamline incident management and improve firefighter accountability. The Chief noted that *Tablet Command* utilizes iPads connected to incident dispatch information and may supplant the Mobile Data Terminals (MDT's) used by some Districts and Departments. The Chief concluded his report by reminding all of the upcoming 4th of July Parade where Nell Wallace will serve as the Grand Marshall.

With no further business before the Commission, it was moved by Commissioner Kirchhoff and seconded by Commissioner Pylman to adjourn the meeting. The motion passed unanimously by a roll call vote. The meeting was adjourned at 5:23 p.m.

Respectfully submitted,



Richard Bagby
Secretary to the Commission