

**Clarksburg Fire Protection District
52902 Clarksburg Avenue, P.O. Box 513
Clarksburg, CA 95612
Regular Meeting of the Board of Commissioners
May 7, 2026, 4:30 p.m. (via In-Person and Zoom)
Meeting Minutes**

Chairman Pruner called the meeting to order at 4:35 p.m.

Members present:

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

Members excused:

Nancy Kirchhoff

Fire personnel present:

Chief Craig Hamlin, Battalion Chief Perter Hunn, and Firefighter Joe Gomes

Public present:

Jack Johnson, Deputy to Supervisor Oscar Villegas

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 April 2, 2026:

Following discussion, it was moved by Commissioner Gomes and seconded by Commissioner Pylman to approve the Minutes of the April 2, 2026 Regular Meeting as corrected. The motion passed unanimously by a roll call vote.

Approval of the uses of expenditures for the month of March 2026 in the amount of \$412,894.93:

Following a brief review and discussion, it was moved by Commissioner Webber and seconded by Commissioner Gomes to approve the uses of expenditures for the month of March 2026 in the amount of \$412,894.93. The motion passed unanimously by a roll call vote.

Public Comment:

Battalion Chief Peter Hunn presented a proposal to refurbish Engine 40, our 23-year-old Type 1 Engine, at a cost of approximately \$250,000.00. The Chief explained that the basic chassis, motor, transmission and fire pump could be tested for a minimal cost, approximately \$1000.00, to assess their condition and performance. Chief Hunn noted that our firefighters prefer Engine 40 due to its powertrain, overall size and maneuverability. The Chief noted that the refurbishment process would take about a year. An extended discussion ensued that included the specifics of the rebuilding process including upgraded pump controls, lighting, communications systems, electronic controls, and California emission exemptions, all followed-up with comprehensive testing. It was noted that this proposal, if executed, would save the District an estimated \$700,000.00 over the term of the current apparatus replacement plan. Following the proposal and discussion, it was the consensus of the Board that Chief Hunn pursue this project by conducting the necessary testing of the engine, transmission, and fire pump. In addition, it was the consensus of the Board that the District secure quotes for the entire refurbishing process and place this item on the agenda of the next Regular Meeting.

Reports from Commissioners:

Commissioner Pylman distributed an updated Apparatus Replacement Plan that was linked to other capital improvement needs (i.e. septic system). A brief discussion ensued that highlighted the complexity of financial forecasting. The Commissioner concluded his report by noting the presence of a memorial bench at the Yolo County Fairgrounds dedicated to Tim Hall.

Commissioner Webber reported that a contractor is currently mowing the levees on Meritt Island.

2025-2026 Fiscal Year Budget Revision:

Secretary Bagby presented a draft budget modification for the 2025-2026 fiscal year budget. The Secretary highlighted a number of the additional categories and expenditures that have come about in the past several years (website, taxes, assessments, membership dues, etc.). Chief Hamblin offered a brief history of Yolo County Fire Chief's Association funding that has preceded the current annual dues assessment of \$500. Following a brief discussion, it was moved by Commissioner Webber and seconded by Commissioner Pylman to approve the revised 2025-2026 Fiscal Year Budget in the amount of \$1,672,841. The motion passed unanimously by a roll call vote.

Revised District Administrative Code approval:

Secretary Bagby related that he has received a number of policy templates from our Grant Writer/Grant Manager relating to Federal procurement, spending, and accountability. Specifically, the provided templates included a *Procurement Policy*, *Purchases and Accounts Payable per Payment Guidelines: 2 CFR 200/302(b)*, *Equipment Management Policy*, *Federal Grant Record Retention Policy per CFR 200.333 Policy*, and a *Purchases Utilizing Federal Funds Policy*. It was the consensus of the Board that these policies be considered for approval at a Special Meeting on Monday, May 11, 2026.

Tule Engineering Proposal for Assessment Management Services:

Chairman Pruner presented a Proposal for Assessment Management Services from Emily Pappalardo, Engineer and Principal, Tule Engineering. It was noted that the aforementioned document was an estimate of time and materials to complete the task of up-dating and submitting the District's 2026-2027 Benefit Assessment. Following a brief discussion, it was moved by Commissioner Gomes and seconded by Commissioner Pylman to approve the scope of services and cost estimate with Tule Engineering for the 2026-2027 Benefit Assessment services. The motion passed unanimously by a roll call vote.

County Fire District Sustainability Funding:

Chairman Pruner distributed a copy of agreement between the Clarksburg Fire Protection District and the County of Yolo for one-time funding in the amount of \$135,732.00. The Chairman delineated the major provisions contained in the agreement. Following, it was moved by Commissioner Pylman and seconded by Commissioner Webber to approve the agreement between the Clarksburg Fire Protection District and the County of Yolo in the amount of \$135,732.00. The motion passed unanimously by a roll call vote. In a related manner, Deputy Supervisor Johnson reported that the County Fire District Sustainability will, in all likelihood, be subject to a 12.5% cut in the next fiscal's year budget.

Grant/Allocation Application/Disbursement Status:

Secretary Bagby reported that he is communicating regularly with Didi Everhardt of Gatchell Grant Management to secure payment, prior to the end of the fiscal year, for the District's Federal Emergency Management Agency (FEMA) Aid to Firefighters Grant (AFG) for updated Self-Contained Breathing Apparatus (SCBA's). The Secretary reported that A.J. Griffay is completing all the necessary reports for our Office of Traffic Safety (OTS) Grant for battery operated extrication equipment. Chief Hamblin reported that he has ordered all the necessary items to complete our CalFire Volunteer Fire Capacity (VFC) Grant.

Memorial Plaque for Lieutenant Tim Hall:

This agenda item was continued until the next Regular Meeting.

Clarksburg Branch Line of the Great California Delta Trail:

Chairman Pruner reported that he has heard nothing further about this project.

CPR/First Aid Public Classes:

This item was continued until the next Regular Meeting.

Chief's Report:

Chief Hamblin reported that the Firefighters' Association sponsored a successful Ladies Night dinner with 54 guests in attendance. The Chief reported that the District is experiencing lower than average call volume. The Chief thanked Firefighters Alex Lucero and Lieutenant Tim Montzingo for transporting the new Water 240 from Breda Iowa to Clarksburg. The Chief reported that he expects the apparatus to be "in service" in about two weeks when the final "make ready" is complete. Chief Hamblin further reported that the West Sacramento Fire Department has declared surplus, and allocated to our District, fifteen (15), 800 MHz, portable radios. When placed in service, these portable radios will provide communications interoperability with three of our neighboring jurisdictions that utilize the Sacramento Regional Radio Communications System (SRRCS). The Chief reported that the Firefighter's are planning, and looking forward to, this year's 4th of July Parade.

Adjournment:

With no further business before the Commission, it was moved by Commissioner Pylman and seconded by Commissioner Gomes to adjourn the meeting. The motion passed unanimously by a roll call vote. The meeting was adjourned at 6:12 p.m.

Respectfully submitted,



Richard Bagby
Secretary to the Commission