

Clarksburg Fire Protection District  
52902 Clarksburg Avenue, P.O. Box 513  
Clarksburg, CA 95612  
Regular Meeting of the Board of Commissioners  
December 7, 2023, 2023, 4:30 p.m. (via In-Person and Zoom)  
Meeting Minutes

Chairman Pruner called the meeting to order at 4:34 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, and Firefighter Joe Gomes.

**Public present:**

John Bliss, PE, President SCI Consulting

**Agenda approval:**

It was moved by Commissioner Pylman and seconded by Commissioner Kirchhoff to approve the agenda as amended, placing the Consideration of a new Proposition 218 Assessment (item 14) as the 4<sup>th</sup> item on the agenda. The motion passed unanimously by a roll call vote.

Chairman Pruner introduced Mr. John Bliss, President of SCI Consulting, the firm contracted by Yolo County to assist County fire districts in developing the necessary documents to conduct a Proposition 218, benefit election. Mr. Bliss stated that he will be working on the draft Engineers Report (ER) next week (December 11-15) and plans to send the draft copy to our Governing Board by Friday, December 15<sup>th</sup>. Mr. Bliss reviewed the process involved in the drafting the ER including, but not limited to, legal defensibility, description of services, description of budget, apportionment, and the quantification of general benefit. Mr. Bliss elaborated on the quantification of general benefit explaining, "this means that properties within the special assessment pay no more than their fair share". At this time in the presentation, Mr. Bliss responded to several questions from the Commission regarding specific formulas for assessment, the maximum level of assessment, and District needs in the areas of apparatus replacement, station maintenance, and capital projects at Station 40.

Mr. Bliss led the Board in a discussion of what a realistic assessment would look like. A discussion ensued regarding the role of the District Advisory Committee, presentation to the community, and fire insurance considerations. Mr. Bliss complemented the District on the concept of having an Advisory Committee to work with the Commission and the community. Following the SCI presentation, the Commission discussed several other topics relating to a new assessment including insurance considerations, fire code, risk issues, and various rates. Also discussed was the option of making the new Proposition 218 Assessment our primary assessment and reducing or eliminating our existing assessment in order to "capture" the maximum amount of funding (approximately \$146,000.00) from the County of Yolo.

**Approval of the Minutes of the Regular Meeting of November 2, 2023:**

Following discussion, it was moved by Commissioner Kirchhoff and seconded by Commissioner Pylman to approve the Minutes of the November 2, 2023 meeting as presented. The motion passed unanimously by a roll call vote.

**Approval of the uses of expenditures for the month of October 2023 in the amount of \$1,813.45:**

Following discussion, it was moved by Commissioner Webber and seconded by Commissioner Gomes to approve the uses of expenditures for the month of October in the amount of \$1,813.45. The motion passed unanimously by a roll call vote.

**Public Comment:**

There was no public comment.

**Reports from Commissioners:**

Commissioner Kirchhoff reported that she had participated in the Delta Quality of Life survey during the first quarter of 2023. The Commissioner stated that she had already received the results of the survey and volunteered to forward the results to the Commission. The Commissioner stated that she participated in the survey with hope that the results would influence the various governmental agencies proposing changes in the Delta. A short discussion ensued recalling this survey as it was presented to the Commission by Dr. Jessica Rudnick at the Regular Meeting of January 12, 2023.

Commissioner Webber reported that Merritt Island was without power for approximately four hours.

Chairman Pruner reported that he has taken time to advocate with the P G and E for a realignment of their power restoration priorities in the area taking into consideration the functional needs of our area. This would include power for reclamation district pumps and service agencies such as the Fire District.

**Closed Session:**

A Closed Session was not held.

**Grant/Allocation Application Status:**

Chairman Pruner reported that, notwithstanding his email to staff, he has heard nothing from Congressman Thompson's office regarding the allocation previously discussed. Chief Hamblin reported that we have heard nothing from Yocha Dee Giving or the Wintun Nation Community Fund. Secretary Bagby reported that we have submitted all the documentation to receive our CalFire Volunteer Fire Sustainability (VFS) grant. The Secretary shared with the Commission a letter from the Federal Emergency Management Agency (FEMA) stating that our 2022 apparatus grant application was not selected for funding. The Secretary went on to report that, as we have already secured funding for the two older water tenders, our grant writer is currently preparing a 2023-2024 application for up-dated Self-Contained Breathing Apparatus (SCBA).

**Solar Power for Station 40:**

Chairman Pruner reported that his client who is involved in solar installation has received all the necessary materials to assess our situation. Based on the information received by Commissioner Kirchhoff from another vendor, a lengthy discussion ensued regarding, the specifics of an installation at Station 40, cost of installation, annual benefit, battery options, power capacity, and prevailing wage considerations. Following discussion, it was the consensus of the Board that, all factors considered, at this time, an expenditure for solar power would not be in the economic interest of the District.

**Yolo County Fire Sustainability Initiative:**

It was the consensus of the Board that this item was adequately covered during and following Mr. Bliss' presentation.

**Review of District Administrative Code:**

Chairman Pruner asked that this item and the following item be continued to the Agenda of the next Regular Meeting and asked if one of the Commissioners would volunteer to "take the lead" on this task.

**Review of LAFCo Recommendations:**

By consensus of the Board, this item will be continued to the next Regular Meeting.

**California Special Districts Association (CSDA) Membership 2024:**

Secretary Bagby presented a membership renewal statement from the CSDA. The Secretary delineated a number of the purported benefits of membership and reported that the CSDA has extended their "pay what you can" offer for annual membership during the 2024 calendar year. Following a short discussion, it was moved by Commissioner Pylman and seconded by Commissioner Webber to renew our membership in CSDA for the sum of \$350. The motion passed unanimously by a roll call vote.

**Installation/Funding for Address Signs:**

It was the consensus of the Board that this item be removed from the agenda until circumstances regarding labor and financing become favorable.

**Chief's Report:**

Chief Hamblin apologized to the Commission for the lack of introductions at the Christmas Dinner. It was the consensus of Commissioners that personal introductions on an informal basis were entirely adequate and the dinner lacked nothing with respect to social interaction. The Chief reported that the new probationary firefighters will have their "on-boarding" meeting on January 9<sup>th</sup>. On the week following, training will begin. Chief cautioned that, due to forecasted price increases, he recommends the Board make a decision on ordering the new Water 40 prior to the end of the calendar year. Chief Hamblin reported that he anticipates having two firm bids by the end of this week.

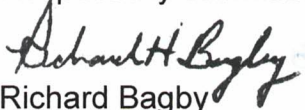
**Election of Officers:**

It was moved by Commissioner Pylman and seconded by Commissioner Gomes that we retain the current officers (Mark Purner as Chairman and Bob Webber as Vice-Chairman) for the calendar year of 2024. The motion passed unanimously by a roll call vote.

**Adjournment:**

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 6:19 p.m.

Respectfully submitted,



Richard Bagby  
Secretary to the Commission