

Clarksburg Fire Protection District
52902 Clarksburg Avenue, P.O. Box 513
Clarksburg, CA 95612
Regular Meeting of the Board of Commissioners
July 2, 2026, 4:30 p.m. (via In-Person and Zoom)
Meeting Minutes

Chairman Pruner called the meeting to order at 4:36 p.m.

Members present:

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

Fire personnel present:

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

Public present:

Jack Johnson, Deputy to Supervisor Oscar Villegas; Anahi Enriquez, Intern, West
Sacramento Home Run Internship Program

Agenda approval:

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

Approval of the Minutes of the Regular Meeting of June 4, 2026:

Following discussion, it was moved by Commissioner Pylman and seconded by
Commissioner Webber to approve the Minutes of the June 4, 2026 Regular Meeting as
presented. The motion passed unanimously by a roll call vote.

Approval of the Minutes of the Special Meeting of June 18, 2026:

It was moved by Commissioner Webber and seconded by Commissioner Kirchhoff to
approve the minutes of the Special Meeting of June 18, 2026 as presented. The motion
passed unanimously by a roll call vote.

**Approval of the uses of expenditures for the month of May 2026 in the amount of
\$26,432.28:**

Following a brief review, it was moved by Commissioner Pylman and seconded by
Commissioner Gomes to approve the uses of expenditures for the month of May 2026
in the amount of \$26,432.28. The motion passed unanimously by a roll call vote.

Public Comment:

Battalion Chief Hunn reported that the prepositioning of Water 340 on Z Line Road has worked well and sped response to fires in the southernmost areas of the District and mutual aid to Ryer Island.

Jack Johnson introduced Ms. Anahi Enriquez, a recent high school graduate who is participating in the Summer Internship Program of the West Sacramento Home Run Program.

Closed Session:

It was moved by Commissioner Gomes and seconded by Commissioner Pylman to adjourn to Closed Session. The motion passed unanimously by a roll call vote.

Following the Closed Session, Chairman Pruner reported that no action was taken during the Closed Session

Reports from Commissioners:

There were no reports from Commissioners.

Engine 40 Refurbishing Project:

Battalion Chief Hunn provided a detailed report on the next steps in the refurbishing of Engine 40. Chief Hunn re-stated the roll of Riverview International Trucks as the supervising agency for other vendors as they install communications equipment, the internal intercom, LED lighting, the emergency lighting/warning system, compartment door installation, painting, detailing, and minor repairs to the water tank. The Chief noted that a number of minor repairs have already been completed. The Chief expressed confidence that this project will, in all likelihood, finish under budget. An extended discussion ensued regarding details of the refurbishment. The discussion included, but was not limited to, the updated lighting, water tank repairs, a delay in finding a painter, specific National Fire Prevention Association (NFPA) recommendations, the applicability of various NFPA recommendations, etc. In addition to the aforementioned discussion, it was the consensus of the Board that Chairman Pruner contact the Yolo County Local Agency Formation Commission and inquire as to their view of this project. Commissioner Pylman volunteered to integrate estimated cost of this project into the current Apparatus Replacement Plan. Chief Hunn volunteered to update the Board in the event cost estimates are revised.

Revised District Administrative Code approval:

Commissioner Kirchhoff presented fire appendices that have been previously discussed that related to the solicitation, procurement, use, and accountability of Federal Funds either directly or *by pass through* from other governmental agencies. The Commissioner agreed to re-label these documents as appendices. It was moved by Commissioner Kirchhoff and seconded by Commissioner Gomes approve the addition of the aforementioned appendices to the current Administrative Code Revisions. The motion passed unanimously by a roll call vote.

County Fire District Sustainability Funding:

Chairman Pruner reported that the 2025-2026 Sustainability Funds have been received and deposited.

Grant/Allocation Application/Disbursement Status:

Secretary Bagby reported that, prior to June 30, 2026, the District has submitted reimbursement billing to the United States Department of Agriculture (USDA) for the USDA Community Facilities Grant, the CalFire Volunteer Fire Capacity (VFC) Grant. The Secretary reported that he contacted the Yolo County Department of Financial Services who informed him that the income from these grants will be accrued to the 2025-2026 Fiscal Year Budget.

Septic System:

Chief Hamblin reported a discussion with Mr. Jason Singh, one of the owners of the Old Sugar Mill. This discussion occurred when Mr. Singh donated 15 cases of drinking water to the District. The Chief reported that Mr. Singh has expressed willingness to discuss, with his partners, making Old Sugar Mill property available to the Fire District to address the District's current septic issues. Chairman Pruner volunteered to contact Mr. Hasmet Celik, P.E. to advise him of the possible change and draft a map accordingly.

Memorial Plaque for Lieutenant Tim Hall:

Commissioner Kirchhoff reported that she has made considerable progress on this and plans to present a plan within the next several months.

Clarksburg Branch Line of the Great California Delta Trail:

Chairman Pruner recommended removing this item from the agenda until there is pertinent activity or planning on the project.

District Insurance Coverage:

Secretary Bagby reported receiving billing (FY2026-2027) for three of four of our insurance coverages. The Secretary volunteered to research and provide a short summary of the Districts insurance coverage through the Yolo County Public Agency Insurance Authority (YCPARMIA) at the next Regular Meeting.

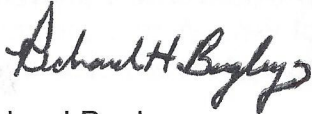
Chief's Report:

Chief Hamblin reported responding to over 30 calls for service during the past month. Contributing to the increased number was an incident involving a trailer axle that was starting numerous fires along Jefferson Blvd. The Chief provided the Board with details of the Jefferson Blvd. fires and mutual aid involvement. The Chief reported that representatives from the Federal Emergency Management Agency (FEMA) will be coming to Station 40 for a site visit on July 14th. The Chief noted that this visit has been identified by FEMA as a "meet and greet", a practice that was formerly done but has been dropped in recent years. A short discussion ensued regarding what questions the FEMA representatives may be asking. In addition, the Chief reported that the Office of Traffic Safety (OTS) will be doing a virtual review of our OTS Extrication Equipment Grant received in January of this year. The Chief provided the Board with an explanation of the various fire reports he completes. The Chief completed his report by informing the Board that the Elkhorn Fire District has been dissolved with the former Elk Horn District now being protected by the fire departments of West Sacramento and Woodland.

Adjournment:

With no further business before the Commission, it was moved by Commissioner Kirchhoff and seconded by Commissioner Gomes to adjourn the meeting. The motion passed unanimously by a roll call vote. The meeting was adjourned at 5:51 p.m.

Respectfully submitted,



Richard Bagby
Secretary to the Commission