

Clarksburg Fire Protection District  
52902 Clarksburg Avenue, P.O. Box 513  
Clarksburg, CA 95612  
Regular Meeting of the Board of Commissioners  
October 10, 2024, 4:30 p.m. (via In-Person and Zoom)  
Meeting Minutes

Chairman Pruner called the meeting to order at 4:30 p.m.

**Members present:**

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

**Members excused:**

Bob Webber

**Fire personnel present:**

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

**Public present:**

Jack Johnson, Deputy to Supervisor Oscar Villegas; Emily Pappalardo, P.E., DCC Engineering Company, Inc.

**A Moment of Silence in remembrance of Lieutenant Timothy Hall:**

Chairman Pruner asked all present to observe for a Moment of Silence in memory of Lieutenant Tim Hall.

**Agenda approval:**

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

**Approval of the Minutes of the Regular Meeting of September 5, 2024:**

It was moved by Commissioner Pylman and seconded by Commissioner Kirchhoff to approve the Minutes of the September 5, 2024 Regular Meeting as presented. The motion passed unanimously by a roll call vote.

**Approval of the Minutes of the Special Meeting of September 5, 2024:**

It was moved by Commissioner Gomes and seconded by Commissioner Pylman to approve the minutes of the Special Meeting of September 5, 2024 as presented. The motion passed unanimously by a roll call vote.

**Approval of the uses of expenditures for the month of August 2024 in the amount of \$4,327.47:**

Following review and discussion, it was moved by Commissioner Gomes and seconded by Commissioner Pylman to approve the uses of expenditures for the month of August 2024 in the amount of \$4,327.47. The motion passed unanimously by a roll call vote.

**Public Comment:**

There was no public comment.

**Reports from Commissioners:**

Commissioner Pylman called the Board's attention to the excessive speed of vehicles traveling on Netherlands Road in front of Delta High School while school is in session. The Commissioner pointed out that this is especially dangerous before and after school while students are crossing the street to access the parking area on the south side of Netherlands Road. The Board engaged in a brief discussion regarding this issue. The discussion included, but was not limited to, the un-improved parking area across from the school, the absence of a crosswalk, other areas in the township where vehicle speed is an apparent problem, the role other community groups could play in addressing the issue, and possible ways to mitigate the problem. Deputy Johnson volunteered to bring this issue to the attention of Supervisor Villegas.

Chairman Pruner, in absence of this topic being on the agenda, gave a brief report on the Great California Delta Trail-Clarksburg Branch Line Extension. The Chair related to the Board that, at the last Clarksburg General Plan Advisory Committee meeting, a paid consultant presented the project to the Committee. It was Chairman Pruner's assessment that, of those present, there was somewhat of a negative response to the trail that would utilize the historic Sacramento Northern Railway right-of-way between West Sacramento and Willow Point Road. The Chair stated that the concerns revolved around that fact that this trail would not do anything to alleviate the bicycle traffic on South River Road, the proposed trail would be vulnerable to un-housed people, and other itinerant issues. Chief Hamblin brought up the issue of access and emergency response to the various portions of the trail. Chairman Pruner related his concern that the trail is not being built with a master plan, only small components are being assembled on a community by community" basis. Following discussion, it was the consensus of the Board that this item be placed on the agenda of the next Regular Meeting.

**Closed Session:**

It was moved by Commissioner Kirchhoff and seconded by Commissioner Gomes to adjourn to Closed Session to include Mr. Johnson and Ms. Pappalardo. 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.

**Memorial Plaque for Lieutenant Tim Hall:**

There was a discussion regarding how to properly memorialize Lt. Hall who died in the line of duty while serving with the West Sacramento Fire Department. A discussion ensued regarding appropriate ways to honor the memory of Lt. Hall and providing a thank you to West Sacramento Fire Department for including our District in the Memorial Service honoring Lt. Hall. Following discussion, it was the consensus of the Board to place this item on the agenda of the next Regular Meeting.

**Equipment Replacement Plan:**

In the absence of any significant changes, this item was tabled until a future meeting.

**Grant/Allocation Application Status:**

Chief Hamblin reported that there has been no change in the status of our grant applications. Chief Hamblin added that we do expect delivery of the new Water 40 during this fiscal year.

**Next steps for a new proposition 218 Benefit Assessment for the Clarksburg Fire Protection District:**

Chairman Pruner introduced Ms. Emily Pappalardo, P.E. The Chairman related to the Board that he has brought Ms. Pappalardo "up to speed" on the relevant history of our previous work with Yolo County as a part of the Board of Supervisor's fire district sustainability effort. This included, but was not limited to, early meetings of the Fire Chief's advisory committee, the early inclusion of Clarksburg Chief Officers, the reshaping of that committee, the shift of fire districts relying less on volunteers and more on paid personnel, and the evolution of the various criteria established for fire districts to qualify for County funds. Chairman Pruner outlined our District's efforts to qualify for funding. This included the commissioning of a local advisory committee, conversations with local residents, our work with the County retained consulting firm, the lack of a Proposition 218 Engineer's report that would be acceptable to our community, and our District's need to have an updated Proposition 218 Benefit Assessment. There was further review of the Yolo County Fire Sustainability effort and our District's inability to access these funds. Following discussion, Ms. Pappalardo provided the Board with a brief summary of her education and experience. Ms. Pappalardo presented a proposal to the Board for an Initial Assessment and Feasibility Study, an Engineer's report and Special Benefit Analysis, Property Owner Notification and Ballot Distribution, conduct a Public Hearing and Ballot Tabulation, and Post-Election Reporting and Certification. It was the consensus of the Board that this item and Ms. Pappalardo's contract will be on the agenda of the next Regular Meeting.

**Independent Audit for FYE's 2023 and 2024:**

Secretary Bagby reported that, as of now, Fechter and Company has not begun the field work for the District's biennial audit. The Secretary stated that the field work associated with this audit will begin next Thursday afternoon, October 17, 2024.

**YCPARMIA Excess Liability Assessment:**

Secretary Bagby reminded the Board that, at the last Regular Meeting, they voted to pay this assessment in one lump sum of \$ 4,217.00. In the absence of Commissioner Webber, who volunteered to investigate this item further, this item was tabled until the next Regular Meeting.

**2024-2025 Fiscal Year Final Budget:**

Secretary Bagby presented the Draft Final Budget and explained that the changes from the Preliminary Budget were made to include un-anticipated income and expenses. Following discussion, it was moved by Commissioner Pylman and seconded by Commissioner Gomes to approve the 2024-2025 Final Budget in the amount of \$715,045.00. The motion passed unanimously by a roll call vote.

**Chief's Report:**

Chief Hamblin reported that training is going well with the 5 new recruits. The Chief related that the new recruits are responding to calls and rapidly completing the requirements of the training program.

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 5:56 p.m.

Respectfully submitted,

Richard Bagby  
Secretary to the Commission