

Clarksburg Fire Protection District
52902 Clarksburg Avenue, P.O. Box 513
Clarksburg, CA 95612

Regular Meeting of the Board of Commissioners
May 7, 2020, 4:30 p.m.
Meeting Minutes

Chairman Pruner called the video conference 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 Hamblin, Assistant Chief Richard Bagby, and Firefighter Joe Gomes.

Public Present:

There were no members of the general public present.

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 April 9, 2020:

Following a review of the draft minutes of the April 9, 2020 Regular Meeting, it was moved by Commissioner Gomes and seconded by Commissioner Kirchhoff to approve the minutes of the Regular Meeting of the April 9, 2020 meeting as presented. The motion passed unanimously by a roll call vote.

Approval of the Minutes of the Special Meeting of April 26, 2020:

Following a review of the draft minutes of the April 26, 2020 Special Meeting, it was moved by Commissioner Kirchhoff and seconded by Commissioner Pylman to approve the minutes of the Special Meeting of April 26, 2020. The motion passed unanimously by a roll call vote.

Approval of the expenditures for the month of February 2020 in the amount of \$ 2,298.54:

Following a brief discussion, it was moved by Commissioner Pylman and seconded by Commissioner Gomes to approve the expenditures for the month of February 2020 in the amount of \$ 2,298.54. The motion passed unanimously by a roll call vote.

Approval of the expenditures for the month of March 2020 in the amount of \$ 1,529.27:

Following a brief discussion, it was moved by Commissioner Pylman and seconded by Commissioner Kirchhoff to approve the expenditures for the month of March 2020 in the amount of \$ 1,529.27. The motion passed unanimously by a roll call vote.

Public Comment:

There were no members of the general public present.

California State Auditor-Controller Transaction and Compensation Reports:

The Secretary provided the Board a brief summary of the two required reports filed with the California State Auditor-Controller's Office.

Strategic Plan Review:

There was a short discussion of the District's Strategic Plan of April 26, 2020. Following, it was moved by Commissioner Gomes and seconded by Commissioner Pylman to approve the final version of the Strategic Plan of April 26, 2020. The motion passed unanimously by a roll call vote.

Yocha Dehe Wintun Nation Grant Status:

Chief Hamblin reported that, due to the Covid-19 issue, the Yocha Dehe Grants Committee will not meet until June 6, 2020.

Acceptance of Donations:

The Secretary reported to the Board that Warren's Machine and Welding, in addition to the annual donation of oxygen and tank rental, provided materials and labor for the repair of collision damage to the back tailboard of Grass 40. Following discussion, it was moved by Commissioner Kirchhoff and seconded by Commissioner Pylman to accept the donations of material and labor from Warren's Machine and Welding in the amount of \$ 1,600.00. The motion passed unanimously by a roll call vote.

Budget modifications to the 2019-2020 Fiscal Year Budget:

Secretary Bagby presented a list of recommended modifications to the 2019-2020 Budget. The Secretary reported he and Chief Hamblin met and, based on spending and income through the 3rd quarter, developed the recommendations. Following the Secretary's presentation and extensive Board discussion, it was moved by Commissioner Gomes and seconded by Commissioner Pylman to approve the revised 2019-2020 Fiscal Year Budget in the amount of \$ 194,567.00. The motion passed unanimously a by roll call vote.

Proposition 218 Benefit Assessment:

Chairman Pruner reviewed the provisions of the District's Proposition 218 Benefit Assessment that requires the Governing Board to, annually, set the amount of Assessment for the following fiscal year. Following discussion, it was moved by Commissioner Pylman and seconded by Commissioner Gomes to maintain the Proposition 218 Benefit Assessment at the current level for the 2020-2021 fiscal year. The motion passed unanimously by a roll call vote.

Proposed Budget for the 2020-2021 Fiscal Year:

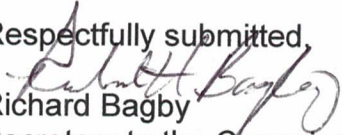
The Secretary presented a draft budget for the 2020-2021 Fiscal Year. The draft budget and possible revisions were discussed. Chairman Pruner recommended that a reasonable estimate of investment income be included in the next draft of this budget. Following, it was the consensus that this item be placed on the agenda for the Regular Meeting of June 4, 2020.

Chief's Report:

Chief Hamblin reported that, by his order, Tuesday night meetings and trainings continue to be suspended. The Chief reported that, in the absence of group gatherings and trainings, firefighters continue vehicle inspections, equipment updates, and special projects on an individual basis. The Chief further reported emergency call volume is somewhat normal in spite of the Covid-19 restrictions. Chairman Pruner asked the Chief about the District's emergency response or community outreach being different the light of Covid-19 situation. The Chief reported that, in spite of all, he recommends no changes in our standard operating procedures (SOP's). The Chief added that our firefighters observe universal precautions when in the presence of any suspected infectious disease.

Following the Chief's report, Commissioner Pylman inquired as to the level of insurance the District maintains to mitigate any liability in the area of human resources claims. The Commissioner cited allegations of sexual harassment, discrimination, and un-lawful terminations as specific situations that could put the District's financial resources at risk. Following an extensive discussion, the Secretary volunteered to contact the Yolo County Public Agency Risk Management Authority (YCPARMIA) for detailed information on the District's coverage and any additional coverage (endorsements) that may be available. It was the consensus of the Board that this item will be on the agenda of the next Regular Meeting.

With no further business before the Commission, it was moved by Commissioner Kirchhoff and seconded by Commissioner Pylman to adjourn the meeting. The motion was approved and the meeting was adjourned at 6:01 p.m.

Respectfully submitted,

Richard Bagby
Secretary to the Commission