

Clarksburg Fire Protection District  
52902 Clarksburg Avenue, P.O. Box 513  
Clarksburg, CA 95612  
Regular Meeting of the Board of Commissioners  
June 2, 2022, 4:30 p.m. (via In-Person and *Zoom*)  
Meeting Minutes

Chairman Pruner called the meeting to order at 4:46 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/Presenters Present:**

There were no members of the public present.

**Agenda approval:**

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

**Approval of Virtual Meeting:**

The Board reconsidered the circumstances of the state of emergency in California. On motion by Commissioner Pylman and second by Commissioner Gomes, the Board found that the state or local officials continue to impose or recommend measures to promote social distancing and that this meeting be approved to proceed by teleconference and in person without compliance with Government Code §54953(b)(3). The motion passed unanimously by a roll call vote.

**Approval of the minutes of the Regular Meeting of May 5, 2022:**

It was moved by Commissioner Pylman and seconded by Commissioner Gomes to approve the minutes of the Regular Meeting of May 5, 2022 as presented. The motion passed unanimously by a roll call vote.

**Approval of the uses of the expenditures for the month of April 2022 in the amount of \$ 8,644.37:**

Following discussion, it was moved by Commissioner Kirchhoff and seconded by Commissioner Pylman to approve the uses of the expenditures for the month of April 2022 in the amount of \$8,644.37 The motion passed unanimously by a roll call vote.

**Public Comment:**

There was no public comment.

**Closed Session:**

A Closed Session was not held.

**Reports from Commissioners:**

Chairman Pruner reported that Supervisor Villegas is anxious to formally present the Resolution from the Board of Supervisors to the District. Chief Hamblin suggested that the 75<sup>th</sup> anniversary celebration would be a possible opportunity to do this.

Chairman Pruner brought the Board's attention to his up coming vacation.

**Local Agency Formation Commission (LAFCo) 2021 Municipal Services Review and Sphere of Influence Study:**

Chairman Pruner reported that the draft of the LAFCo Municipal Services Review/Sphere of influence (MSR/SOI) Study Public hearing will be Thursday, June 30<sup>th</sup> at 9:00 a.m. in the Board of Supervisors chambers in Woodland. The Chair expressed the hope that as many Commissioners as possible can attend.

**Assembly Bill 1234, Ethics Training:**

Secretary Bagby reported that all Commissioners have completed the required training.

**Resolution 22-01, A Resolution requesting the Yolo County Board of Supervisors grant permission to the Clarksburg Fire Protection District to conduct Independent Audits on a biennial basis:**

Secretary Bagby reported that Resolution 22-01 is currently in the hands of the Yolo County Department of Financial Services. The Secretary stated that he did not originally realize that DFS approval was required prior to being presented to the Board of Supervisors.

**2021-2022 Budget adjustments:**

Secretary Bagby presented the Commission a revised 2021-2022 Budget. The Secretary explained that the revised budget included adjustments to income and expenses that incorporate the various changes in revenue and expenses that have occurred since the final budget was approved. Following discussion, it was moved by Commissioner Gomes and seconded by Commissioner Webber to approve the revised 2021-2022 Fiscal Year Budget in the amount of \$566,914. The motion passed unanimously by a roll call vote.

**2022-2023 Proposition 218 Benefit Assessment:**

A discussion ensued regarding the District's benefit assessment. The discussion included, but was not limited to, the immediate financial needs of the District, the long term needs of the District, future financial trends, and the apparatus replacement needs of the District. Following discussion, it was moved by Commissioner Kirchhoff and seconded by Commissioner Pylman to maintain the 2022-2023 Benefit Assessment at the current level. The motion passed unanimously by a roll call vote.

**2022-2023 Special Assessment, information and deadlines:**

This item will be on the agenda of the next Regular Meeting. The Secretary reported that all paperwork associated with the Assessment is due at the Department of Financial Services by August 10, 2022.

**2022-2023 Preliminary Budget:**

Secretary Bagby called the Board's attention to the draft copy of the 2022-2023 Fiscal Year Preliminary Budget. Following discussion, it was moved by Commissioner Gomes and seconded by Commissioner Webber to approve the Preliminary 2022-2023 Fiscal Year Budget in the amount of \$180,044. The motion was approved unanimously by a roll call vote


**Chief's Report:**

Chief Hamblin reported that the Yolo County Search and Rescue Team will be meeting at the Clarksburg Fire station tonight. The Chief stated the team is meeting at different locations within the County in an effort to become acquainted with the various regions.

The Chief reported he is continuing to pursue the issues of the noisy power take off driveline and improperly adjusted door on the new Grass 40.

With no further business before the Board, 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 6:32 p.m.

Respectfully submitted,

  
Richard Bagby  
Secretary to the Commission