

Clarksburg Fire Protection District  
52902 Clarksburg Avenue, P.O. Box 513  
Clarksburg, CA 95612  
Regular Meeting of the Board of Commissioners  
May 5, 2022, 4:30 p.m. (via In-Person and Zoom)  
Meeting Minutes

Chairman Pruner called the meeting to order at 4:45 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, Captain Peter Hunn, and Firefighter Joe Gomes

**Public/Presenters Present:**

There were no members of the public present.

**Agenda approval:**

It was moved by Commissioner Kirchhoff 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 Gomes and second by Commissioner Kirchhoff, 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 April 7, 2022:**

It was moved by Commissioner Pylman and seconded by Commissioner Gomes to approve the minutes of the Regular Meeting of April 7, 2022 as corrected. The motion passed unanimously by a roll call vote.

**Approval of the uses of the expenditures for the month of March 2022 in the amount of \$ 3,898.68:**

Prior to the approval of expenditures, there was a discussion regarding the current financial reports (GL290 and GL293 Budget).

Following discussion, it was moved by Commissioner Kirchhoff and seconded by Commissioner Pylman to approve the uses of the expenditures for the month of March 2022 in the amount of \$3,898.68. 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:**

Commissioner Kirchhoff reported that she will be inviting all present to a brunch at the Kirchhoff Ranch on July 9, 2022 where she will be honored as the California State Senate's Woman of the Year award for Yolo County. The Commissioner shared that Mona Pasquil will receive this award in Sacramento County.

Commissioner Kirchhoff reported on the recent vineyard crop loss in our area.

Commissioner Webber reported that he has had discussion with the Boy Scout Troop 83 leadership regarding any role the Fire District could play in Merit Badge counseling (fire safety, first aid, CPR, etc.).

Chairman Pruner reported that he had talked with Omar Carillo regarding the District's status with Yocha Dehe Giving.

Chairman Pruner that he had talked with our State Assemblywoman regarding the Districts current pursuits of grant funding.

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

Chairman Pruner led the Commission in a line by line review of the LAFCo 2021 Municipal Services Review and Sphere of Influence Study. Through the group process, a number of corrections and revisions were suggested. These corrections were approved by the Commission by consensus and will be forwarded to the Yolo County LAFCo.

**Assembly Bill 1234, Ethics Training:**

Secretary Bagby reminded all present of the requirement for all special district board members to complete ethics training on a biennial basis. The Secretary called to the attention of the Board, Target Solutions, the on-line training service provided by the Yolo County Public Risk Management Authority (YCPARMIA).

**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:**

Chairman Pruner presented the Resolution to the Board which is attached to these minutes and considered a part thereof. Following discussion, it was moved by Commissioner Pylman and seconded by Commissioner Gomes to approve Resolution 22-01. The motion passed unanimously by a roll call vote.

**2021-2022 Budget adjustments:**

Secretary Bagby called the Board's attention to the 2022 Period 9, GL 293, Budget Analysis. The Secretary pointed out the need for minor adjustments prior to the close of the current fiscal year. The Secretary volunteered to meet with Chief Hamblin and compile a list of recommended adjustments to be presented at the next Regular Meeting.

**2022-2023 Preliminary Budget, information and deadlines:**

Secretary Bagby reported that Chief Officers will begin developing a preliminary budget for the 2022-2023 fiscal year. That budget will be submitted to the Board at the next Regular Meeting. The 2022-2023 budget is due to the Department of Financial Services by July 29, 2022.

**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.

**Chief's Report:**

Chief Hamblin reported that Captain Hunn will be addressing a number of maintenance issues relating to Grass 40 and Grass 240. Issues include the repair of the water tank on Grass 240, adjustment of the captain side door on Grass 40, and the evaluation of a suspected imbalance in the p.t.o. driveline on Grass 40. An extended discussion ensued regarding these maintenance issues.

Chief Hamblin reported that the recent Firefighters' Association Ladies' Night Dinner went well.

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 6:42 p.m.

Respectfully submitted,



Richard Bagby  
Secretary to the Commission