

Clarksburg Fire Protection District
52902 Clarksburg Avenue, P.O. Box 513
Clarksburg, CA 95612
Regular Meeting of the Board of Commissioners
September 5, 2024, 4:30 p.m. (via In-Person and Zoom)
Meeting Minutes

Chairman Pruner called the meeting to order at 4:35 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 Gomes and seconded by Commissioner Webber to approve the agenda as presented. The motion passed unanimously by a roll call vote.

Approval of the Minutes of the Regular Meeting of August 1, 2024:

Following discussion, it was moved by Commissioner Pylman and seconded by Commissioner Kirchhoff to approve the Minutes of the August 1, 2024 Regular Meeting as presented. The motion passed unanimously by a roll call vote.

Approval of the uses of expenditures for the month of July 2024 in the amount of \$147,038.29:

Following a "line by line" review and short discussion, it was moved by Commissioner Gomes and seconded by Commissioner Webber to approve the uses of expenditures for the month of July 2024 in the amount of \$147,038.29. The motion passed unanimously by a roll call vote.

Public Comment:

There was no public comment.

Reports from Commissioners:

Commissioner Webber reported that the goats were doing weed abatement on Merritt Island.

Chairman Pruner distributed a “hand out” describing the proposed Clarksburg Branch Line Trail (CBLT) of the Great California Delta Trail. The Chair went on to describe the utilization of the historic Sacramento Northern Railway right-of-way between West Sacramento and Willow Point Road in Clarksburg. Chairman Pruner reported that the CBLT will be presented tonight at the Clarksburg General Plan Advisory Committee meeting. With respect to the Fire District, the proposed project would follow the Sacramento Northern right-of-way between Babel Slough Road and Willow Point Road. There was a short discussion on the impact the CBLT will have on the Fire District response and farming operations on Lisbon Island (Reclamation District 307). Following discussion, it was the consensus of the Board that this item be placed on the agenda of the next Regular Meeting.

Closed Session:

A Closed Session was not held.

Equipment Replacement Plan:

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

2024 Local Agency Biennial Conflict of Interest Code Review:

Secretary Bagby presented a letter from the County of Yolo, Office of the County Counsel, requesting that we update the status of the District’s Conflict of Interest Code. Following review, it was determined that no changes were necessary. It was moved by Commissioner Webber and seconded by Commissioner Pylman to authorize the Chairman to complete the form.

Grant/Allocation Application Status:

Chief Hamblin reported that our recent application for the Department of Forestry (Cal Fire) Volunteer Fire Capacity (VFC) Grant has been denied. The Chief noted that this is the first time that our District has received a complete denial and that the Clarksburg District has regularly received funding through this grant. The Chief also noted that other districts have reported that their applications have been denied. Chief Hamblin reported that all is nearly complete for us to receive the donation of Brush 40 from the City of West Sacramento. There was a discussion regarding the donation agreement with the City of West Sacramento and the actual ownership transfer process. The Chief concluded his report on this topic by informing the Board that we have heard nothing regarding our other grant applications.

Status of new Proposition 218 Benefit Assessment for the Clarksburg Fire Protection District:

Chairman Pruner reported that he had revised the previously approved letter to the County Administrator's Office that underscored the District's "good faith" effort in pursuing the new Proposition 218 Assessment.

At this point in the Regular Meeting, Chairman Pruner suspended the Regular Meeting to facilitate the Special Meeting to address the topics of the Septic Engineer's report and the approval of the minutes of the Special meeting of August 8, 2024.

This Regular meeting was re-convened at 5:31 p.m.

Status of new Proposition 218 Benefit Assessment for the Clarksburg Fire Protection District (continued):

Chairman presented the Board with his revised letter intended to be sent to the Yolo County Administrator's office. The letter is intended to justify and request funding based on the District's "good faith" efforts in pursuing a new Proposition 218 Benefit Assessment.

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 he anticipates the field work to begin within the next 30 days.

YCPARMIA Excess Liability Assessment:

Secretary Bagby provided documentation and a brief summary of the Excess Liability Assessment levied by YCPARMIA. The Secretary related to the Board that the YCPARMIA excess liability carrier, Public Risk Innovation, Solutions, and Management (CJPRMA), has leveled an assessment for excess liability claims encountered during the period 2012-2013 and 2016-2017. As a result, YCPARMIA has passed that assessment on to their members proportionally to their premiums paid during that period. The Secretary presented supporting documents including a table of the assessments for the various members and noted that districts have the option of paying their assessment in three installments or in their entirety. The Secretary noted that, effective July 1, 2024, YCPARMIA is receiving excess liability coverage through Public Risk, Innovation, Solutions, and Management (PRISM) of Folsom California. The Chairman expressed concern over the disparity of other District's assessments as they compared to the Clarksburg assessment. Following, Commissioner Webber volunteered to contact YCPARMIA for further explanation. Notwithstanding, following the discussion, it was moved by Commissioner Kirchhoff and seconded by Commissioner Gomes to pay the Excess Liability Assessment in its entirety. The motion passed unanimously by a roll call vote.


Chief's Report:

Chief Hamblin reported that, to date this year, the District has responded to 160 calls for service. The Chief reported on the various tree down calls and the occasional need to refer the call back to Yolo County Public Works due to the size, complexity, or for safety concerns. A brief discussion ensued regarding the various issues associated with the trees in the area.

Chief Hamblin reported that the training of the new firefighters is going well with new firefighters being able to respond to selected call types. The Chief noted that two of the new recruits have completed all driving requirements.

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