

Clarksburg Fire Protection District

52902 Clarksburg Avenue, P.O. Box 513
Clarksburg, CA 95612

Regular Meeting of the Board of Commissioners
December 10, 2020, 4:30 p.m.
Meeting Minutes

Chairman Pruner called the video conference 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 Pylman to approve the Agenda as presented. The motion passed unanimously by a roll call vote.

Approval of the Minutes of the Regular Meeting of November 5, 2020:

Following a review of the draft minutes of the November 5, 2020 Regular Meeting, it was moved by Commissioner Kirchhoff and seconded by Commissioner Webber to approve the minutes of the Regular Meeting of the November 5, 2020 meeting as presented. The motion passed unanimously by a roll call vote.

Approval of the expenditures for the month of October 2020 in the amount of \$6,794.25:

Following a brief examination, it was moved by Commissioner Pylman and seconded by Commissioner Gomes to approve the expenditures for the month of October 2020 in the amount of \$6,794.25. The motion was approved unanimously by a roll call vote.

Acceptance of Donations:

The Secretary presented two donations for approval by the Board. The first donation was of road base (State Route 84 highway grindings) donated by Mr. James Reamer. The road base was used to improve the driveway/easement that runs alongside of Station 40 to the annex. Following a short discussion, it was moved by Commissioner Gomes and seconded by Commissioner Kirchhoff to approve the donation of road base by Mr. James Reamer. The motion passed unanimously by a roll call vote.

The Secretary presented the second donation, which was the donation of the transportation of the road base to our property by Mr. Steve Gribaudo of the Manna Ranch in Lodi, CA. It was moved by Commissioner Gomes and seconded by Commissioner Kirchhoff to approve the donation of the transportation of the road base to our property. The motion passed unanimously by a roll call vote.

Public Comment:

There were no members of the general public present.

2021 Local Agency Formation Commission (LAFCo) Municipal Services Review/Sphere of Influence (MSR/SOI) Study:

Chairman Pruner provided the following narration of the past and pending LAFCo MSR/SOI Study and his recent contact with Christine Crawford, Executive Officer, Yolo LAFCo.

LAFCo is a little known agency with the potential for high impact on our District's operation and future. The last MSR/SOI was 5 years ago. Although the last MSR/SOI Study was, for the most part, complementary to our District, we were identified as being marginally sustainable with respect to apparatus replacement. Notwithstanding the District's attempt to change this designation, the "marginally sustainable with respect to apparatus replacement" designation ultimately prevailed and was noted in our most recent grant applications. I have been told by the Executive Officer of Yolo LAFCo that this year's MSR/SOI will be conducted by her agency directly. The Study will be done with the aid of Mr. Mark Krummenacker, who is serving in capacity of Financial Analyst for Yolo LAFCo. I received a check list from Ms. Crawford that was previously distributed to this Commission. In addition, Mr. Krummenacker developed a presentation for this Commission that was distributed with the materials for this meeting. As I understand it, Mr. Krummenacker's presentation is intended to address the various considerations that will be studied in the pending MSR/SOI Study. Mr. Krummenacker shared with me that many small Districts such as ours, have the greatest issues with written rules, policies and procedures. This MSR/SOI will, most likely, take place during the 2021-2022 Fiscal year.

Following the aforementioned review, Chairman Pruner opened the topic for discussion. A brief discussion ensued. Following discussion, it was the consensus of the Board that Mr. Krummenacker be invited to a future meeting to formally present the aforementioned document and answer questions about the LAFCo 2021 MSR/SOI Study.

Closed Session:

It was moved by Commissioner Webber and seconded by Commissioner Gomes to adjourn to Closed Session for the purpose of discussing pending litigation. The motion passed unanimously by a roll call vote.

Following the Closed Session, Chairman Pruner reported that the Board took no action during the closed session.

Reports from Commissioners:

There were no reports from Commissioners.

Report on contact from the Delta Conveyance Construction Authority (DCA):

Chairman Pruner gave a brief report on the Delta Conveyance Stakeholders Engagement Committee and the Community Benefit Agreement that is currently being drafted by the DCA.

Report on contact from the Delta Conveyance Construction Authority (DCA):

Through discussion, it was clarified that this relates to a request received in September from Mr. Troy Torbett. Mr. Torbett, as a consultant for the DCA, was requesting detailed information regarding the District's emergency response capabilities for the Department of Water Resources (DWR) single tunnel project. Consistent with the discussion at the September Regular meeting, action was delayed pending collaboration with the Courtland Fire District and the Walnut Grove Fire District. The Secretary reminded all present that this item was again discussed at the Regular Meeting of October 1, 2020. Notwithstanding, it was the consensus of the Board that the Chief Officers complete the survey as discussed and forward it to the DCA consultant.

Communication with Courtland and Walnut Grove Fire Protection Districts:

Chairman Pruner stated that, during the past month, nothing more has happened with respect to this topic. This item will be placed on the agenda of the next Regular Meeting.

Financial Review of the 2019-2020 Fiscal Year Budget:

Secretary Bagby reported to the Board that this item was placed on the agenda due to the time limitations of the last Regular Meeting. The Secretary called the Board's attention to the General Ledger Report (GL290), the Trial Balance (GL291), and the General Ledger Budget Analysis (GL293) provided in the meeting materials. There was a discussion relating to the aforementioned ledgers and their contents. It was the consensus of the Board that Commissioners want to increase their knowledge regarding these reports and the governmental accounting standards maintained therein. The Secretary volunteered to contact the Yolo County Department of Financial Services to investigate any materials or services that could assist in achieving that end.

Fiscal Year ending in 2020 California State Controller Report:

The 2020 California State Controllers Report has not yet been received by the District. This item was tabled and will be on the agenda of the next Regular Meeting.

Engagement Letter Approval for Independent Audit of the Fiscal Years in 2019-2020:

Following a brief discussion, it was moved by Commissioner Kirchhoff and seconded by Commissioner Webber to approve the Letter of Engagement with Fechter and Company to complete the Independent Audits for the Fiscal Years ending in 2019 and 2020. The motion passed unanimously by a roll call vote.

Additional Funding for Yolo County Fire Districts:

Chief Hamblin reported that, at the last meeting of the Yolo County Fire Chief's Association, this item was not discussed. The Chief reported that there have been personnel changes on the sub-committee assigned to this project. Chairman Pruner reported briefly on the adhoc committee that met in Yolo last month.

Recruitment and Retention of Clarksburg Firefighters:

The need for recruitment of new firefighters was briefly discussed. Chief Hamblin reported that he has received, and has on file, a number of applications, 3 from local and several from out of the area applicants. The Chief stated that the current "COVID-19 lockdown" has delayed interviews and physicals for the next class of probationary firefighters. The Chief expressed hope of scheduling the next interviews in April of 2021. Chairman Pruner reported that he had talked to several residents regarding volunteering. It was the consensus of the Board that this item be placed on the agenda of the next Regular Meeting.

Election of Officers:

It was moved by Commissioner Kirchhoff and seconded by Commissioner Gomes to elect the current officers, Mark Pruner as Chairman and Bob Webber as Vice-Chairman, to serve for the calendar year 2021. The motion passed unanimously by a roll call vote.

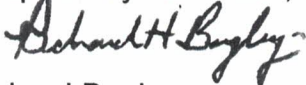
Chief's Report:

Chief Hamblin reported that, to date, our firefighters have responded to 243 calls in calendar year 2020. The Chief further reported that Water 240 and Grass 40 completed preventive maintenance this month and that the development of specifications for the new Grass 40 is nearly complete. The Chief encouraged the Commissioners to begin thinking about purchase/finance options for the new apparatus. Chief Hamblin informed the Board that he will be meeting with stakeholders to determine appropriate action regarding meetings and trainings during the COVID 19 lockdown that begins tomorrow.

Chairman Pruner reminded all present of the, no charge, COVID 19 testing provided by the Yolo County Health Department next Tuesday at the Community Hall.

With no further business before the Commission, it was moved by Commissioner Gomes and seconded by Commissioner Webber to adjourn the meeting. The motion was approved unanimously by a roll call vote. The meeting was adjourned at 6:04 p.m.

Respectfully submitted,



Richard Bagby
Secretary to the Commission