

Clarksburg Fire Protection District
52902 Clarksburg Avenue, P.O. Box 513
Clarksburg, CA 95612
Regular Meeting of the Board of Commissioners
September 23, 2021, 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, Captain Peter Hunn 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 amended. The motion was approved unanimously by a roll call vote.

Approval of the minutes of the Regular Meeting of September 2, 2021:

It was moved by Commissioner Webber and seconded by Commissioner Pylman to approve the minutes of the Regular Meeting of September 2, 2021 as presented. The motion passed unanimously by a roll call vote.

Approval of the expenditures for the month of August 2021 in the amount of \$1,929.99:

Following examination and a brief discussion, it was moved by Commissioner Gomes and seconded by Commissioner Webber to approve the expenditures for the month of August 2021 in the amount of \$1,929.99. The motion passed unanimously by a roll call vote.

Public Comment:

There was no public comment.

Reports from Commissioners:

Commissioner Pylman brought up the topic of a security plan that addresses firefighter safety during responses to emergency calls involving the potential threat of intentional violence. Chief Hamblin explained the staging policy adhered to by the Sheriff's office and the Yolo Emergency Communications Agency (YECA). An extended discussion ensued regarding the various issues involved in maintaining scene safety and managing assaultive behavior.

Equipment Acquisition and Finance:

Captain Hunn reported that an updated narrative has been filed with Yocha Dehe Giving in pursuit of a grant to purchase a new water tender. The Captain explained to the Board that, due to warranty and liability issues, his committee was unable to find a vendor willing to retrofit the firefighting component of Water 40 with a new cab and chassis. Thus, on behalf of the District, the funding request was augmented to be for the purchase of a new water tender to replace the existing Water 40.

Relating to the Captain Hunn's report, Chairman Pruner brought up the possibility of involving the Wintun Nation in the old schoolhouse project. It was the Chairman's suggestion that the Old Schoolhouse could be a source of information about the history of Native Americans in Yolo County and the Clarksburg area.

Following Captain Hunn's presentation, there was a general discussion regarding additional sources of revenue that could be utilized to augment the District's budget. Captain Hunn volunteered to contact Dominic Dimare and make him aware of the ongoing need.

Commissioner Pylman reviewed the District's Equipment Replacement Plan as it relates to the recent State allocation received for the purchase of the new Grass 40.

There was an extended discussion regarding the potential to augment the District's revenue with grant funding and other revenue sources.

Grass 40, Engine Purchase Contract Review:

Chairman Pruner called the Board's attention to the purchase contract for the new Grass 40 and his concern that the language of the contract be aligned with the language associated with the State allocation associated with the purchase. Following discussion, it was the consensus of the Board that the language of the contract, the State grant, and the delivery invoice are aligned.

Independent Audits for FYE 2019 and 2020:

The Secretary presented the drafts of the FYE 2019 and 2020 Independent audits. The Secretary noted that, during the last audit, the Board devoted a great deal of time to clarifying the narrative portion of the report and that the narrative remains the same.

DigitalPath, Inc. Tower Project:

As there was no further information of the progress of this grant application, this item was tabled until the next Regular Meeting.

2020-2021 Budget Closing Review:

Secretary Bagby reported that, on September 20, 2021, he was informed that the Yolo County Office of Financial Services (DFS) closed out the 2020-2021 fiscal year. As a result, the Secretary presented the Board with a year-end report for the fiscal year ending June 30, 2021. The report consisted of the GL290 General Ledger Report, the GL291 Trial Balance, and the GL293 Budget Comparison Report. The Secretary noted that there were no material discrepancies between the general ledger reports and the monthly transactions by the District.

There was an extended discussion that included, but was not limited to, County charges for service, investment income, accruals, budget compliance, income posting dates, the nature of debits and credits, the potential for in-service training on reading general ledgers/generally accepted accounting principles (GAAP), and other relevant issues.

2021-2022 Final Budget Approval:

Secretary Bagby presented the draft copy of the Final Budget. The Secretary noted that the sudden increase beyond our normal operating budget is due to the purchase of the new Grass 40. Following discussion and a number of questions, it was moved by Commissioner Pylman and seconded by Commissioner Kirchhoff to approve the Final Budget for the 2021-2022 fiscal year in the amount of \$557,913. The motion passed unanimously by a roll call vote.

Property Tax Revenue:

This item was tabled until the next Regular Meeting.

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

The Secretary presented the "Fire Protection District Municipal Services Review-Request for Information" that was received from the Yolo County LAFCo and asked to be completed and returned by September 27, 2021. The individual questions were reviewed and, with input from the Board and by consensus thereof, a number of the responses were modified from the original draft. In addition to specific changes to the request for information, there was in-depth discussion of a number of the questions in the document and the up-coming Sphere of Influence Study and Municipal Services Review.

District Flood Evacuation Plan:

Chairman Pruner reported that Oscar Hernandez remains committed to completing his Eagle Scout with the Fire District. The Chair stated that, with the end of the wildland fire season upcoming, it has been deemed more prudent to modify the project to be based on the District's Flood Evacuation plan and general emergency preparedness.

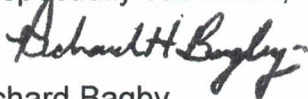
Chief's Report:

Chief Hamblin reported on the recent structure fire, recent training, and SCBA "FIT" testing. The Chief reminded all present of the upcoming Commissioners/Firefighters' dinner on October 17th.

It was decided by consensus that, due to schedule conflicts, the next Regular Meeting of this Board will be on November 11, 2021.

With no further business before the Board, it was moved by Commissioner Kirchhoff second by Commissioner Webber to adjourn the meeting. The motion passed unanimously by a roll call vote and the meeting was adjourned at 7:30 p.m.

Respectfully submitted,



Richard Bagby
Secretary to the Commission