

Clarksburg Fire Protection District
52902 Clarksburg Avenue, P.O. Box 513
Clarksburg, CA 95612
Regular Meeting of the Board of Commissioners
August 1, 2024, 4:30 p.m. (via In-Person and Zoom)
Meeting Minutes

Chairman Pruner called the meeting to order at 4:33 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 Pylman 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 June 6, 2024:

Following discussion, it was moved by Commissioner Kirchhoff and seconded by Commissioner Gomes to approve the Minutes of the June 6, 2024 Regular Meeting as corrected. The motion passed 4-1 by a roll call vote.

Approval of the uses of expenditures for the month of May 2024 in the amount of \$3,941.32:

Following review and discussion, it was moved by Commissioner Kirchhoff and seconded by Commissioner Gomes to approve the uses of expenditures for the month of May 2024 in the amount of \$3,941.32. The motion passed unanimously by a roll call vote.

Approval of the uses of expenditures for the month of June 2024 in the amount of \$8,587.30

Following review and discussion, it was moved by Commissioner Webber and seconded by Commissioner Kirchhoff to approve the uses of expenditures for the month of June 2024 in the amount of \$8,587.30. The motion passed unanimously by a roll call vote.

Public Comment:

There was no public comment.

Reports from Commissioners:

Commissioner Pylman commented on the recent renovation of roads in and around the Clarksburg township. It was the Commissioners concern that County Road 146B did not receive any repairs or resurfacing. The Commissioner elaborated that the road receives heavy two-way traffic during commute hours and is sluffing off on both shoulders.

Commissioner Webber reported grape harvesting has begun on Merrett Island.

Commissioner Gomes reported that school starts next Wednesday.

Commissioner Kirchhoff reported that the Steamboat Slough Bridge is currently closed during daylight hours.

Chairman Pruner asked for clarification on the status of the Celek Engineering Septic System feasibility study. Secretary Bagby reported that, as of this date, we have received nothing in the way of a report. The Secretary further reported that he has only paid an invoice from Celek Engineering for reimbursement of his cost on a County permit.

Chairman Pruner reported on a series of communications that he recently conducted with Mark Christison, P.E., Senior Civil Engineer, Public Works Division, Yolo County Department of Community Services. The Chairman stated the communications focused on the lack of communications with the community during the recent road resurfacing activities. The Chairman outlined his activities communicating information on the project with the charter school, the high school, and the community. Following, there was an extended discussion about the work done and the work to be done on the roads within and around the township.

Closed Session:

A Closed Session was not held.

Grant/Allocation Application Status:

Secretary Bagby reported that he is working with a representative at the Auburn office to complete the required filings associated with the recent allocation from the United States Department of Agriculture (USDA). Related to this topic, Commissioner Pylman distributed an updated copy of the District's Apparatus Replacement Plan.

Following discussion, it was the consensus of the Board to place this item on the agenda of the next Regular Meeting.

The Secretary further reported that all of our existing grant applications are still pending and that there is no change in their status.

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

There was an extended discussion regarding the status of the Fire Service Sustainability efforts in Yolo County and this Board's efforts to create a new Proposition 218 Benefit Assessment. Of particular concern to the Board was the District's drawing the 1-time funding for a "good faith" effort in pursuing a new benefit assessment. Chairman Pruner presented a draft letter to be sent to the office of the Yolo County Administrator. The letter addressed this Governing Board's concerns with the County contracted consulting firm. Specifically, the "one size fits all" nature of the provided engineering report, the general unwillingness of the consulting firm to consider the unique nature of our District, and the unwillingness of the consulting firm to accept input from this Governing Board.

Following the extended discussion, it was the consensus of the Board to continue to develop a letter that 1) supports the countless hours of our District's "good faith efforts" in developing and passing a new Proposition 218 Benefit Assessment; 2) cites the waste of County and District time and money involved in knowingly conducting a failed Proposition 218 election; and 3) requests the one-time 2023-2024 funds, approved by the Yolo County Board of Supervisors, be distributed to the Clarksburg Fire Protection District for their "good faith" efforts.

Independent Audit for FYE's 2023 and 2024:

Secretary Bagby reported that, as of now, Fechter and Company plans to begin the field work associated with the District's biennial audit on August 8th.

2024-2025 Department of Financial Services (DFS) Authorization Form:


Secretary Bagby presented the 2024-2025 Authorization Form that allows Commissioners and staff to access the DFS. Following a brief discussion, it was moved by Commissioner Kirchhoff and seconded by Commissioner Webber to approve the authorization form as presented. The motion passed unanimously by a roll call vote.

Chief's Report:

Chief Hamblin reported that all the details of the West Sacramento Fire Department donation of a Brush Truck is going well. The Chief went on to report that repairs to the fire pump have been completed and the apparatus has been lettered to reflect the Clarksburg District (Brush 40). The Chief underscored that this apparatus will greatly enhance our response to small grass fires, especially where access would be difficult for our larger apparatus. Chief Hamblin reported that the training of the new firefighters is going well with new firefighters being able to respond to all categories of calls soon.

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 6:15 p.m.

Respectfully submitted,


Richard Bagby
Secretary to the Commission