

Clarksburg Fire Protection District
52902 Clarksburg Avenue, P.O. Box 513
Clarksburg, CA 95612

Regular Meeting of the Board of Commissioners
November 5, 2020, 4:30 p.m.
Meeting Minutes

Chairman Pruner called the video conference 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 Gomes and seconded by Commissioner Pylman to approve the Agenda as re-ordered. The motion passed unanimously by a roll call vote.

Approval of the Minutes of the Regular Meeting of October 1, 2020:

Following a review of the draft minutes of the October 1, 2020 Regular Meeting, it was moved by Commissioner Pylman and seconded by Commissioner Webber to approve the minutes of the Regular Meeting of the October 1, 2020 meeting as presented. The motion passed unanimously by a roll call vote.

Approval of the expenditures for the month of September 2020 in the amount of \$2,484.89

Following a brief examination, it was moved by Commissioner Pylman and seconded by Commissioner Webber to approve the expenditures for the month of August 2020 in the amount of \$ 2,484.89. The motion was approved unanimously by a roll call vote.

Closed Session:

It was moved by Commissioner Gomes and seconded by Commissioner Pylman 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:

Chairman Pruner opened a discussion regarding purchasing a subscription to *Zoom* to optimize time spent in the course of planning and conducting Commission meetings during the course of the pandemic. It was the consensus of the Board that a paid subscription to *Zoom* be purchased and our budget be modified accordingly. Chairman Pruner estimated the cost to be approximately \$15 per month.

Chairman Pruner explained that, earlier this week, Chief Hamblin informed him of a meeting, to be held tonight at 6:30 p.m. at the Yolo Fire Station, for representatives interested in additional funding for rural fire protection districts. Specifically this meeting has been organized to discuss a plan that has been issued by the existing committee regarding of the distribution funds to the various agencies. The chairman emphasized the importance of tonight's meeting where, it is his understanding that, an alternative to the existing plan for funds distribution will be discussed. The chair closed his report by informing the Board that Chief Officers and two Board members will be traveling to the township of Yolo for this meeting.

Independent Audit for Fiscal Years ending in 2019 and 2020:

The Secretary presented a proposal from Fechter and Company to complete our 2019 and 2020 Independent Audits. There was an extended discussion regarding the biennial nature of the current bid, previous fees that have been paid, the efficiency of the biennial audit cycle, our current Auditors (Fechter and Company) preference to the biennial cycle, and the legal requirement for independent audits of special districts. Following this discussion, it was moved by Commissioner Pylman and seconded by Commissioner Gomes to approve a contract with Fechter and Company in the amount of eleven thousand dollars (\$11,000) to conduct our District's independent audit for the fiscal years ending in 2019 and 2020. The motion passed unanimously by a roll call vote.

2020 California State Controller Report:

The Secretary presented a proposal from Mark Krummenacker to complete the District's 2020 State Controller Financial Report. Chairman Pruner delineated Mr. Krummenacker's experience and expertise as Supervisor of Accounting with the Yolo County Office of Financial Services. Following a brief discussion, it was moved by Commissioner Webber and seconded by Commissioner Kirchhoff to approve the contract with Mark Krummenacker to complete the FY ending in 2020, State Controllers Financial Report for a fee of two hundred dollars (\$200). The motion was approved unanimously by a roll call vote.

Federal Emergency Management Authority (FEMA) 2019-2020 Assistance to Firefighters Grant (AFG):

Chief Hamblin reported that we have recently received a letter from FEMA thanking us for our application and informing us that we were not successful in our 2019 vehicle grant application. Chairman Pruner asked if we were re-applying for this year's grant cycle. Secretary Bagby reported that we have already up-dated and submitted our application for the current grant cycle. The Secretary further informed the Board that our Grant Writer, Gatchell Grant Management has waived application fee. Chief Hamblin reported that he is still in the process of finalizing specifications for the new grass engine.

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

Chairman Pruner reported that the Stakeholders Engagement Committee (SEC) associated with the DCA has added representation from Hood. The chairman further reported that, at the December meeting of the SEC, it is anticipated that the water contractors will present a Community Benefit Plan (CBP) to assist with local needs. Chairman Pruner concluded his report by reminding the Chief Officers of the need to complete the DCA questionnaire relating to our Districts ability to provide various services to the conveyance project.

Communication with Courtland and Walnut Grove Fire Protection Districts:

Chairman Pruner reported that, since our last Regular Meeting, nothing more has taken place.

Financial Review of the 2019-2020 Fiscal Year Budget:

Secretary Bagby called the Board's attention to the General Ledger Budget Analysis (GL293) provided in the meeting materials. The Secretary offered an explanation of the various items that made the FYE 2020 revenue approximately 119% of the amount that District budgeted. Those items included, but were not limited to, increases in unsecured property taxes, unanticipated investment earnings, the CalFire grant revenue from FYE 2019, and Strike Team revenue from FYE 2019. The Secretary reported that actual expenditures were approximately 67% of the overall budgeted amount. A brief discussion ensued.

Recruitment and Retention of Clarksburg Firefighters:

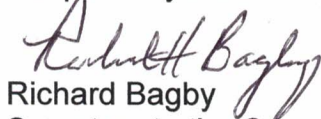
The need for recruitment of new firefighters was briefly discussed. It was the consensus of the Board that this item be placed on the agenda of the next Regular Meeting.

Chief's Report:

Chief Hamblin reported that, at their October 6, 2020 meeting, the Firefighters' Association took action to cancel the 2020 Parade of Lights and annual Christmas dinner. This action was due to the COVID 19 pandemic and current Yolo County Public Health Department directives.

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 5:07 p.m.

Respectfully submitted,



Richard Bagby
Secretary to the Commission