

Clarksburg Fire Protection District  
52902 Clarksburg Avenue, P.O. Box 513  
Clarksburg, CA 95612  
Regular Meeting of the Board of Commissioners  
February 3, 2022, 4:30 p.m. (via In-Person and Zoom)  
Meeting Minutes

Chairman Pruner called the meeting to order at 4:36 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 Gomes to approve the Agenda as amended. The motion passed unanimously by a roll call vote.

**Approval of Virtual Meeting:**

Chairman Pruner reviewed the provisions of the recently passed Assembly Bill 361 as they relate to virtual meetings during the COVID-19 pandemic. Following, the Board reconsidered the circumstances of the state of emergency in California. On motion by Commissioner Pylman and second by Commissioner Gomes, the Board finds that, as state or local officials continue to impose or recommend measures to promote social distancing, this meeting is approved to proceed by teleconference and in person without compliance with Government Code §54953(b)(3). The motion passed unanimously by a roll call vote.

**Approval of the minutes of the Regular Meeting of January 6, 2022:**

It was moved by Commissioner Webber and seconded by Commissioner Gomes to approve the minutes of the Regular Meeting of January 6, 2022 as presented. The motion passed unanimously by a roll call vote.

**Approval of the expenditures for the month of December 2021 in the amount of \$ 285,420.63**

Following discussion, it was moved by Commissioner Kirchhoff and seconded by Commissioner Pylman to approve the expenditures for the month of December 2021 in the amount of \$285,420.63. The motion passed unanimously by a roll call vote.

**Acceptance of Donation:**

It was moved by Commissioner Gomes and Seconded by Commissioner Pylman to accept a donation from Mrs. Erma Wilson in the amount of five thousand dollars. The motion passed unanimously by a roll call vote.

**Public Comment:**

There was no public comment.

**Closed Session:**

It was moved by Commissioner Webber and seconded by Commissioner Webber to adjourn to Closed Session. The motion passed unanimously by a roll call vote.

Following the Closed Session, Chairman Pruner reported that no action was taken during the Closed Session.

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

Chairman Pruner reported he has been in communication with Christine Crawford, Executive Director of Yolo County LAFCo. The Chair shared that MS Crawford expressed an interest in traveling to Clarksburg to visit Station 40 and interview staff. Secretary Bagby reported that, following his original submission, additional documents had been requested by LAFCo. The Secretary suggested that this was, most likely, due to his omission in the original files supplied. Notwithstanding, the Secretary stated, the originally omitted documents were mentioned in meeting minutes that were provided. There was a brief discussion regarding the MSR/SOI Study process.

**Reports from Commissioners:**

Chairman Pruner reported that he has tentatively scheduled Senator Bill Dodd to visit the Clarksburg Fire Station on May 3<sup>rd</sup>. The Chairman related that this will be an opportunity for the Board and Firefighters to formally thank the Senator for his recent support.

**Independent Audits for FYE 2019 and 2020:**

The Secretary presented the final version of the FYE 2019 and 2020 Independent Audit and Management reports. Following examination and discussion, it was moved by Commissioner Pylman and seconded by Commissioner Gomes to accept the Independent Audit and Management Report as presented. The motion passed unanimously by a roll call vote. A discussion ensued regarding the topic of the District's practice of conducting Independent Audits on a biennial (every other year) basis. Consistent with California Government Code §26909, it was moved by Commissioner Kirchhoff and seconded by Commissioner Pylman that the Board petition the Yolo County Board of Supervisors to approve the District to conduct their Independent Audits on a biennial basis. The motion passed unanimously by a roll call vote.



**DigitalPath, Inc. Tower Project:**

Chairman Pruner stated that he has contacted Virginia Gardner and inquired about the status of the project. Ms. Gardner reported there is no further information of the progress of this grant application.

**Property Tax Revenue:**

Chairman Pruner reported that he has emailed Chad Rinde, acting County Administrative Officer, in an effort to better understand the formulas involved in determining property tax revenue for our District. It is the Chair's concern that there is gross inequity between the various Districts within the County.

**District Flood Evacuation Plan:**

Chairman Pruner reported he has still not been successful in communicating with Oscar Hernandez regarding completing his Eagle Scout Project with the Fire District. It was the consensus of the Board that we continue to be receptive to Eagle Scout projects with the local Troop. Chief Hamblin suggested an alternate project of placing rural address signs. The Chief related that this was done in the Courtland Fire District with minimum expenditures for materials and labor.

**Federal Emergency Management Agency (FEMA) Aid to Firefighters (AFG) Grant:**

Chairman Pruner reported that he has contacted Senator Feinstein's office regarding a letter of support in our efforts to secure this grant.

**Yolo County Cannabis Tax Grant:**

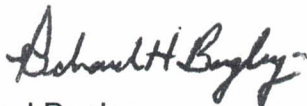
Assistant Chief Bagby reported that the signed agreement has been submitted to the County Administrators office and the equipment covered by the grant has been ordered.

**Chief's Report:**

Chief Hamblin reported that, in January, he traveled to Breda, Iowa to inspect the new Grass Engine. The Chief reported that the inspection was a final inspection of all specifications and functions. Following a few minor adjustments the Engine was transported to Hi-Tech Emergency Vehicle Service in Oakdale to undergo final preparation for delivery. As a follow up, on Monday of this week, the Chief, Asst. Chief and Captain Hunn traveled to Oakdale to finalize the work to be performed by Hi-Tech Emergency Vehicle Service.

With no further business before the Board, it was moved by Commissioner Kirchhoff and seconded by Commissioner Pylman to adjourn the meeting. The motion passed unanimously by a roll call vote and the meeting was adjourned at 6:16 p.m.

Respectfully submitted,



Richard Bagby  
Secretary to the Commission