

**Clarksburg Fire Protection District**  
**52902 Clarksburg Avenue, P.O. Box 513**  
**Clarksburg, CA 95612**  
**Regular Meeting of the Board of Commissioners**  
**April 2, 2026, 4:30 p.m. (via In-Person and Zoom)**  
**Meeting Minutes**

Chairman Pruner called the meeting to order at 4:34 p.m.

**Members present:**

Joe Gomes, Nancy Kirchhoff, Mark Pruner, Steve Pylman, and Bob Webber  
Richard Bagby, Commission Secretary

**Fire personnel present:**

Chief Craig Hamlin and Firefighter Joe Gomes

**Public present:**

Jack Johnson, Deputy to Supervisor Oscar Villegas; Mike Rubach, Sales Engineer,  
Burton's Fire

**Agenda approval:**

It was moved by Commissioner Kirchhoff 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 March 5, 2026:**

Following discussion, it was moved by Commissioner Gomes and seconded by Commissioner Pylman to approve the Minutes of the March 5, 2026 Regular Meeting as amended. The motion passed unanimously by a roll call vote.

**Approval of the uses of expenditures for the month of February 2026 in the amount of \$18,357.59:**

Following a brief review and discussion, it was moved by Commissioner Pylman and seconded by Commissioner Kirchhoff to approve the uses of expenditures for the month of February 2026 in the amount of \$18,357.59. The motion passed unanimously by a roll call vote.

**Acceptance of Donation:**

It was moved by Commissioner Webber and seconded by Commissioner Gomes to accept an un-dedicated cash donation from Mr. Andy Wallace. The motion passed unanimously by a roll call vote.

**Public Comment:**

There was no public comment.

**Reports from Commissioners:**

Chairman Pruner reported on his attendance at an InfraGard orientation meeting. InfraGard, a partnership between the Federal Bureau of Investigation (FBI) and members of the private sector for protection of U.S. Critical Infrastructure.

Commissioner Kirchhoff reported that the new owners at the Old Sugar Mill are making a positive effort to support the local vendors. The Commissioner reported that Kirchoff Wines will be moving to the Galleria portion of the facility and doing a "soft opening" in the near future.

Commissioner Pylman reported on a meeting that he attended on April 1st relating to the recent grant to Yolo County, *Safe Streets for All*. The Commissioner distributed an agenda from the task force "Kick-off Meeting" and outlined the major focus points of this group. The Commissioner stated that he will keep the Commission updated with respect to this task force.

**Site Improvement Priorities:**

It was the consensus of those present that this item was adequately covered at the Regular Meeting of March 5, 2026

**Septic System:**

Commissioner Pruner distributed a packet from Hasmet Celik, P.E. of Celik Engineering Corporation in support of a new septic system for Station 40. The packet included an Installation Permit Application Form, a Septic Abandonment Permit Application Form, a Septic System Property Line Setback Reduction Request, a plot plan, technical details for the new septic system, and a preliminary invoice for technical services in the amount of \$3,500.00. There was a brief discussion regarding the various aspects of the septic system. In addition, it was the consensus of the Board that, at the next Regular Meeting, we approve this expenditure and adjust the budget accordingly. At this point in the meeting, Commissioner Pruner segued to the agenda topic, *County Fire District Sustainability Funding*.

**County Fire District Sustainability Funding:**

Chairman Pruner distributed a copy of his application to the Yolo County Office of County Administrator for two one-time fundings for a portion of the new Water 240 and assistance for design, permitting and installation of a new septic system for Station 40. It was the Chairman's intent to have this item presented, as an action item, to the Yolo County Board of Supervisors meeting of April 14, 2026.

**Grant/Allocation Application/Disbursement Status:**

Secretary Bagby reported that, with respect to the United States Department of Agriculture (USDA) Community Facilities Grant, we are anticipating delivery of the new Water 240 within the next month. Following, the District will be requesting reimbursement from the USDA. Chief Hamblin reported that the Federal Emergency Management Authority (FEMA) grant for updated Self-Contained Breathing Apparatus (SCBA) is in the final stages with "fit testing" of the firefighters scheduled for next week. The Chief noted that he is in the process of purchasing personal protective equipment under this year's CalFire Volunteer Capacity Grant. The Secretary noted that it is the hope of the District that all current grants are closed and reimbursed during the current budget year.

**Apparatus Replacement Plan:**

Commissioner Pylman gave the Board a brief report of the process of updating this plan. There was a discussion regarding the disposal of surplus equipment and the timeline for the next apparatus purchase.

**2025-2026 Budget Update/Review:**

Secretary Bagby asked that this item be continued to the next Regular Meeting. The Secretary stated that his request was based on anticipated changes in the budget to accommodate recently adopted Board actions, changes in revenue, and changes in actual expenditures.

**Memorial Plaque for Lieutenant Tim Hall:**

This agenda item was continued until the next Regular Meeting.

**Review and update of the District's Administrative Code:**

Commissioner Kirchhoff presented an updated Administrative Code of the Clarksburg Fire Protection District. The Commissioner reviewed the history of the code and did a "line by line" analysis of proposed changes. Chairman Pruner recommended that this item be placed on the agenda of the next Regular Meeting for final revision and approval.

**Clarksburg Branch Line of the Great California Delta Trail:**

This item was continued until the next Regular Meeting.

**CPR/First Aid Public Classes:**

This item was continued until the next Regular Meeting.

**Termination of DCC Engineering Contract for Annual Assessment Review:**

It was moved by Commissioner Kirchhoff and seconded by Commissioner Pylman to terminate the contract with DCC Engineering.

**Approval of new contract for Annual Assessment Services:**

This item was continued until the next Regular Meeting.


**Chief's Report:**

Chief Hamblin reported that, during the week of April 7, 2026, Battalion Chief Hunn and Lieutenant Montzingo will be traveling to Breda, Iowa to conduct the final inspection of the new Water 240.

**Adjournment:**

With no further business before the Commission, it was moved by Commissioner Kirchhoff and seconded by Commissioner Gomes to adjourn the meeting. The motion passed unanimously by a roll call vote. The meeting was adjourned at 5:31 p.m.

Respectfully submitted,

  
Richard Bagby  
Secretary to the Commission