

Clarksburg Fire Protection District
52902 Clarksburg Avenue, P.O. Box 513
Clarksburg, CA 95612
Regular Meeting of the Board of Commissioners
November 7, 2024, 4:30 p.m. (via In-Person and Zoom)
Meeting Minutes

Chairman Pruner called the meeting to order at 4:30 p.m.

Members present:

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

Members excused:

Joe Gomes

Fire personnel present:

Chief Craig Hamblin, Assistant Chief Richard Bagby, and Captain Peter Hunn

Public present:

Jack Johnson, Deputy to Supervisor Oscar Villegas; Emily Pappalardo, P.E., DCC Engineering Company, Inc.

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 October 10, 2024:

It was moved by Commissioner Kirchhoff and seconded by Commissioner Pylman to approve the Minutes of the October 10, 2024 Regular Meeting as presented. The motion passed unanimously by a roll call vote.

Approval of the Minutes of the Special Meeting of October 29, 2024:

It was moved by Commissioner Pylman and seconded by Commissioner Kirchhoff to approve the minutes of the Special Meeting of October 29, 2024 as presented. The motion passed unanimously by a roll call vote.

Approval of the uses of expenditures for the month of September 2024 in the amount of \$,4,691.52:

Following review and discussion, it was moved by Commissioner Webber and seconded by Commissioner Pylman to approve the uses of expenditures for the month of September 2024 in the amount of \$4,691.52. The motion passed unanimously by a roll call vote.

Public Comment:

Deputy Johnson reported that the traffic issues discussed at last month's meeting is on the agenda of the Clarksburg General Plan Advisory Committee for their meeting tonight. The Deputy Supervisor expressed that, following tonight's meeting of the Advisory Committee, this item will move forward.

Captain Hunn reported that the "*deer crossing signs*" discussed previously for Jefferson Boulevard in the Arcade area have not been placed. Chairman Pruner reviewed the problem of deer crossing Jefferson Boulevard presenting a traffic hazard. The Chairman suggested that part of the delay might be due to the road's status as State Highway.

Reports from Commissioners:

Commissioner Kirchhoff reminded all present of the Clarksburg Country Run that will take place this Sunday.

Closed Session:

A Closed Session was not held.

Equipment Replacement Plan:

Commissioner Pylman distributed copies of an updated Apparatus Replacement Plan. The Commissioner explained that he has prepared two spreadsheets, one with the assumption of retaining our current Proposition 218 Benefit Assessment (2004) and one assuming that the District is able to adopt an updated Proposition 218 Benefit Assessment with the accompanying County Funding. In addition, the Commissioner stated that he had incorporated a more realistic inflationary factor to accommodate the increasing cost of fire apparatus. Commissioner Pylman answered a number of questions relating to the plan. A discussion ensued that included, but was not limited to, the increased inflationary factor, the reliability of County matching funds, regular contributions to the District's apparatus replacement fund, various difficulties in needs projections extending ten plus years into the future, etc. Following discussion, it was moved by Commissioner Webber and seconded by Commissioner Kirchhoff to approve the Apparatus Replacement Plan the assumes the District will be receiving no additional funds. The motion passed unanimously by a roll call vote.

Grant/Allocation Application Status:

Captain Hunn reported that he has received communication from Yocha Dehe Giving requesting that we update our application for funds. Captain Hunn augmented his report by informing the Board of the changes that will need to be made to the updated application. The Captain related that he plans to write a grant for 50/50 matching funds, explore the potential timeline, and edit the application to be for an Urban Interface Engine. Captain Hunn answered a number of questions from the Board, expressed his optimism about being funded through this application, and suggested additional sources of grant funding. Secretary Bagby reported that he has heard nothing about any of the other pending grant applications.

2024-2025 Fiscal Year Final Budget:

Secretary Bagby presented the Draft Final Budget and explained the various changes from previous editions. The Secretary reported that the major changes were made to make apparatus replacement contributions congruent with the amounts listed in the Apparatus Replacement Plan, make funding available for the new Proposition 218 project, and to provide additional funding for training. The Secretary noted that the comparatively “large number” is due to the purchase of the new Water 40 on this year’s budget and that the operational component of the budget is \$ 206,652. Following discussion, it was moved by Commissioner Pylman and seconded by Commissioner Webber to approve the 2024-2025 Final Budget in the amount of \$770,402.00. The motion passed unanimously by a roll call vote.

DCC Engineering Co., Inc. Proposal for an Engineering Report and Assistance with a new Proposition 218 Benefit Assessment:

Chairman Pruner led the Board in a review of the DCC Engineering Co., Inc. proposal to provide consulting services for passing a new Proposition 218 Benefit Assessment. Following review, it was moved by Commissioner Pylman and Seconded by Commissioner Kirchhoff to approve the contract with DCC Engineering Co. dated November 7, 2024 in the amount of \$ 29,200.00. The motion passed unanimously by a roll call vote.

Independent Audit for FYE’s 2023 and 2024:

Secretary Bagby reported that our auditor, Michael Fink of Fechter and Company completed the field work associated with the District’s biennial audit on October 17th.

Memorial Plaque for Lt. Tim Hall:

The discussion that began at the last Regular Meeting regarding how to memorialize Lt. Hall continued. Following discussion, it was the consensus of the Board that this effort requires more consideration, consent of Tim’s family, coordination with the Clarksburg Firefighters’ Association, and coordination with the West Sacramento Fire Department. It was the further consensus of the Board to place this item on the agenda of the next Regular Meeting.

Clarksburg Branch Line of the Great California Delta Trail:

There was a short discussion regarding the issue of emergency access to the proposed trail as it extends across Lisbon Island. Following discussion, it was the consensus of the Board to continue this item to the Regular Meeting of February 2025.

Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA) Excess Liability Assessment:

Secretary Bagby that, pursuant to the Board action at the last Regular meeting, he has paid this assessment in one lump sum of \$ 4,217.00. Commissioner Webber reported that he contacted YCPARMIA regarding this assessment. The Commissioner reported that he had investigated this further and found that this was a valid assessment levied by YCPARMIA. The Commissioner stated that our assessment was pro-rata based on our premiums paid during the identified period.

California Special District's Association (CSDA) Membership, 2025:

Secretary Bagby reported to the Board that the CSDA has extended their "pay what you can" fee for membership to the 2025 calendar year. The Secretary delineated some of the benefits of membership as a discount on our website maintenance costs, State and National representation, online forums covering relevant current topics, sample policy handbooks, and additional publications. Following a brief discussion, it was moved by Commissioner Pylman and seconded by Commissioner Kirchhoff to renew our membership in the CSDA for the amount of \$350.00. The motion passed unanimously by a roll call vote.

Chief's Report:

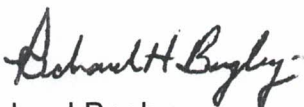
Chief Hamblin reported that the District responded to 26 calls last month with the new Brush 40 responding to six calls since being placed in service. The Chief thanked Captain Hunn for a great deal of work he completed preparing the apparatus for service. The Chief reported that training is going well with 5 of the recruits completing all driving requirements. The Chief concluded his report by expressing his hope that we will be able start a new training group during the Spring of 2025. There was a brief discussion regarding the production status of the new Water 40. Chief Hamblin reminded all present of the upcoming Parade of Lights and the Christmas Dinner.

Next Meeting:

It was the consensus of the Board that the next Regular Meeting will be January 9, 2025.

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 6:00 p.m.

Respectfully submitted,



Richard Bagby
Secretary to the Commission