

Clarksburg Fire Protection District  
52902 Clarksburg Avenue, P.O. Box 513  
Clarksburg, CA 95612  
Regular Meeting of the Board of Commissioners  
December 1, 2022, 4:30 p.m. (via In-Person and Zoom)  
Meeting Minutes

Chairman Pruner called the meeting to order at 4:32 p.m.

**Members present:**

Nancy Kirchhoff, Steve Pylman, Mark Pruner 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:**

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 Virtual Meeting:**

The Board reconsidered the circumstances of the state of emergency in California. It was moved by Commissioner Pylman and seconded by Commissioner Webber that the Board found that the state or local officials continue to impose or recommend measures to promote social distancing and that this meeting be 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.

**Yolo Resource Conservation District:**

Chairman Pruner introduced Ms. Tanya Meyer, Senior Program Manager, Yolo Resource Conservation District (YCRCD). Ms. Meyer opened her presentation by explaining that the current YCRCD is a consolidation of three former soil conservation districts in Yolo County. In 1977 the former soil conservation districts consolidated and expanded their emphasis to include related resources such as fish wildlife habitat enhancement, restoration and the control of exotic plant species, and the wider range of threats to the natural resources within the County (i.e., flooding, fire, etc.). This broadening of this scope was reflected in the name change from *Soil Conservation* to *Resource Conservation District*. Ms. Meyer went on to explain that, most recently, the YCRCD has recognized the danger fire presents to the natural resources within the County. One of the main ways this has been addressed is through the

formation of the Yolo County Fire Safe Council (YCFSC). The presenter explained that the YCFSC is one her main responsibilities. Ms. Meyer went on to delineate the history, current functions, meetings, geographic scope, and membership of the YCFSC. Ms. Meyer distributed a number of documents relating to the YCFSC to the Board. A discussion ensued. Items discussed included, but were not limited to, Cal Fire funding that targeted State Responsibility Areas (SRA's), the applicability of the YCFSC residential signage program to our area, the interface of the Yolo County Office of Emergency Services with both our organizations, and our District's participation in the YCFSC. Following this presentation, it was the consensus of all present that our Board be placed on the mailing list for future YCFSC meetings and continue to consider that applicability of this program to our residents. The Board thanked Ms. Meyer for her presentation.

**Approval of the minutes of the Regular Meeting of November 3, 2022:**

It was moved by Commissioner Pylman and seconded by Commissioner Kirchhoff to approve the minutes of the Regular Meeting of November 3, 2022 as corrected. The motion passed unanimously by a roll call vote.

**Approval of the uses of the expenditures for the month of October 2022 in the amount of \$3,145.76:**

Following discussion, it was moved by Commissioner Webber and seconded by Commissioner Kirchhoff to approve the uses of the expenditures for the month of October 2022 in the amount of \$3,145.76. 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 Pylman to adjourn to Closed Session and for that the Closed Session include Captain Hunn. 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.

**Reports from Commissioners:**

There were no reports from Commissioners.

**Grant Application Status:**

Chairman Pruner queried those present with regards to the status of the District's current grant applications and pending applications. Captain Hunn reported on his contact with the office of Assemblymember Cicilia Aguliar-Curry. A discussion ensued that related to the content, specificity, and length of such legislative requests. It was the consensus of the Board that Captain Hunn continue his communications with the Assemblymember's office in pursuit of funding for the vehicle replacement project. It was further the consensus of the Board that the Board be willing to participate financially in any such project.

**Independent Audit for fiscal years ending (FYE) in 2020 and 2021:**

Secretary Bagby presented the Commission with a Letter of Engagement from Fechter and Company of Sacramento California to complete the District's Independent Audit for the 2021 and 2022 fiscal years. Following discussion, it was moved by Commissioner Pylman and seconded by Commissioner Webber to approve the aforementioned letter of engagement in the amount of twelve thousand dollars (\$12,000.00) for the biennial audit. The motion passed unanimously by a roll call vote.

**Infrastructure Project:**

There was a brief discussion regarding capital infrastructure projects. These included fencing, driveway pavement, driveway concrete, etc. By consensus of the Board, it was decided to table the station improvement projects in favor of pursuit of replacements for Water 40 and Water 240.

**Review and response to the Department of Water Resources (DWR) draft Environmental Impact Report (EIR):**

Following a brief discussion, it was the consensus of the Board to schedule a Special Meeting on Tuesday, December 13, 2022 to review and finalize our responses ahead of the December 16, 2022 deadline.

**2023 California Special District's Association (CSDA) Membership:**

The Secretary reminded that the Clarksburg Fire District joined the CSDA under a "pay what you can" offer that will be expiring at the end of this calendar year. There was a discussion regarding the expense vs. benefit of CSDA membership. The Secretary volunteered to contact CSDA and ascertain the membership fee for the 2023 calendar year. It was the consensus of the Board that the Secretary will report on his findings at the next Regular Meeting.

**Election of Governing Board Officers, 2023:**

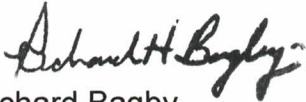
Following a brief discussion, it was moved by Commissioner Kirchhoff and seconded by Commissioner Pylman to elect Mark Pruner to serve a Chairman and Bob Webber to serve as Vice-chairman for the 2023 calendar year. The motion passed unanimously by a roll call vote.

**Chief's Report:**

Chief Hamblin reminded all present of the Parade of Lights tomorrow night and the Christmas dinner on Saturday. The Chief reported that, as of this date, the District has responded to 245 calls for service during this calendar year. The Chief concluded his report by discussing the process that he and Captain Hunn are going through to develop specifications and layout specifics for the new Water Tender.

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 and the meeting was adjourned at 6:41 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Richard H. Bagby". The signature is written in a cursive style with a prominent initial "R".

Richard Bagby  
Secretary to the Commission