

**Clarksburg Fire Protection District**  
**52902 Clarksburg Avenue, P.O. Box 513**  
**Clarksburg, CA 95612**  
**Regular Meeting of the Board of Commissioners**  
**March 5, 2026, 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:**

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

**Fire personnel present:**

Firefighter Joe Gomes, Firefighter Dustin Houser

**Public present:**

Jack Johnson, Deputy to Supervisor Oscar Villegas

**Agenda approval:**

It was moved by Commissioner Kirchhoff and seconded by Commissioner Pylman to approve the agenda as presented. The motion passed unanimously by a roll call vote.

**Approval of the Minutes of the Regular Meeting of February 5, 2026:**

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

**Approval of the uses of expenditures for the month of January 2026 in the amount of \$7,938.89:**

Following a brief review and discussion, it was moved by Commissioner Kirchhoff and seconded by Commissioner Pylman to approve the uses of expenditures for the month of January 2026 in the amount of \$7,938.89. The motion passed unanimously by a roll call vote.

**Public Comment:**

Jack Johnson reported that Yolo County Public Works has received a grant titled "Safe Streets for All" and is accepting applications for an advisory committee to provide representation from the public in providing recommendations for funding road safety improvements in the County. Mr. Johnson noted that Steve Pylman has already agreed to serve on this committee.

**Reports from Commissioners:**

There were no reports from Commissioners

**Site Improvement Priorities:**

Chairman Pruner began by focusing on water well and septic issues, the District's immediate need with respect to function and County funding. The Chairman reported that M.E. Seebeck and Sons has been on site and have inspected our well, blown sand

**Site Improvement Priorities (continued from page 1):**

from the well, removed sand from our water storage tank, and modified our water storage tank to “trap” sand prior to distribution to the building. The Chair led the Board in a discussion that focused on the cost of installation for an up-dated septic system. Commissioner Pylman presented a spreadsheet that facilitated this discussion. The discussion included, but was not limited to, cost of necessary land acquisition, closing costs, engineering fees, survey/mapping expenses, Yolo County fees, legal fees, actual construction costs, and Yolo County sustainability funding. As a result of discussion, Commissioner Pylman’s spreadsheet, by consensus, was adjusted to a total amount of \$233,800.00. Notwithstanding the aforementioned discussion, Chairman Pruner emphasized the District’s purchase of the new Water 240 as an area of focus for Yolo County sustainability funding (\$144,097 District responsibility). It was the consensus of the Board that the Chairman be authorized to communicate the apparatus project, as an immediate priority, to Yolo County officials as a qualifying project for sustainability funding from the County of Yolo.

**Septic System:**

It was the consensus of all present, that this agenda item was addressed in the previous discussion.

**DCC Engineering Proposal for Assessment Management Services:**

Following discussion, it was moved by Commissioner Gomes and seconded by Commissioner Pylman to approve the proposal from DCC Engineering in the amount of two thousand, nine hundred, and fifty dollars (\$2,950) to maintain, update, and submit the District’s Proposition 218 Benefit Assessment. The motion passed unanimously by a roll call vote.

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

Secretary Bagby reported that he anticipates reimbursement for the Extrication Equipment purchased under a grant from the California Office of Traffic Safety (OTS) within the next week. The Secretary reported that the Self-Contained Breathing Apparatus (SCBA) selection committee, commissioned by Chief Hamblin, has recommended purchasing new SCBA’s from MSA Safety, Inc. The Secretary noted that this purchase will result in only a small commitment of District funds. With respect to the United States Department of Agriculture (USDA) Community Facilities Grant of 2023, the Secretary reported that he is prepared to submit this purchase for reimbursement immediately following payment for the new Water 240. Commissioner Gomes noted that the District anticipates taking delivery on the new Water 240 in late March. To address this year’s CalFire grant, the Secretary reported that, consistent with the Grant Agreement and a direct contact with CalFire, Chief Hamblin will be able to maximize this grant by purchasing only necessary personal protective equipment (PPE) notwithstanding the “complete set” verbiage of our original application.

**Apparatus Replacement Plan:**

It was the consensus of the Board that, at this time, no further discussion or action was required.

**2025-2026 Budget Revision:**

Secretary Bagby presented the Board with a draft copy of budget revisions he developed in concert with Chief Hamblin. The Secretary answered a number of questions and a brief discussion ensued. Following discussion, it was moved by Commissioner Pylman and seconded by Commissioner Kirchhoff to approve the revised budget in the amount of \$1,657,866. The motion passed unanimously by a roll call vote. Following approval of this budget, Chairman Pruner asked the Secretary to prepare a "budget to actual" report for the next Regular Meeting.

**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 reported that she has made progress on this project and will share more at the next Regular Meeting. The Commissioner noted the need to update the Governing Board meeting days and correct a number of minor typographic errors.

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

Mr. Johnson shared correspondence that he received from one of the project managers, Mr. Steven Rosen, Associate Transportation Planner, City of West Sacramento. The correspondence was in response to Mr. Johnson's inquiry as to when the Clarksburg Fire District would be included in the planning of the trail. Mr. Rosen's correspondence asked the Fire Marshall responsible for the area to contact him. In addition, the correspondence delineated a number of barriers that he (Mr. Rosen) has encountered as he moved through the planning process.

**CPR/First Aid Public Classes:**

This item was continued until the next Regular Meeting.

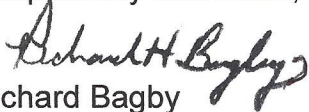
**Chief's Report:**

On behalf of Chief Hamblin, the Secretary Bagby provided reported that new identification cards have been issued to Firefighters and Commissioners. The Secretary said, thanks are in order to Matt Taylor for producing the cards promptly and at minimal cost to the District.

**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 5:45 p.m.

Respectfully submitted,



Richard Bagby  
Secretary to the Commission