COMMISSIONERS
Anita Tatum- Chairman
Neil Busch
Tim Hornbuckle
John Reyes
John Keeble

FIRE CHIEF
David Garrison

SECRETARY
Sherrill Jenkins

DUNNIGAN FIRE PROTECTION DISTRICT BOARD OF COMMISSIONERS MINUTES

Fire Station Training Hall
June 9, 2022

6:30 P.M- Call to Order

Chairperson Anita Tatum called the meeting to order at 6:32. Present were fellow Commissioners, Tim Hornbuckle, John Reyes and John Keeble.

1. Pledge of Allegiance

2. Approval of Agenda
   a. Approve the June 9th agenda.

   MO# 22-48: Approved the **June 9th** agenda
   Motion: John Keeble **Second:** John Reyes **Ayes:** Tatum, Hornbuckle, Reyes, Keeble

3. Closed Session
   Conference with Legal Counsel – Anticipated Litigation
   Pursuant to Government Code Section 54956.9(d)(4)
   Initiation of litigation: 1 case

4. Reconvene Open Meeting
   (Brown Act 54957.1 - Announce any action taken during closed session
   Nothing to report out.

5. Yolo County Fire Safe Council – Tanya Meyer, Program Manager

   The Yolo County Fire Safe Council (YCFSC) is coordinated by the Resource Conservation District, and is the umbrella for local Fire Safe Councils. Program Manager Tanya Meyer provided several handout brochures and discussed the various resources available for District residents, including opportunity for community-based funding for specific district fire protection projects, reflective address signs, defensible space education, and a neighborhood chipper program. She said the YCFSC is working with the Office of Emergency Services to create a Community Wildfire Protection Plan (CWPP) for Yolo County. She then discussed how the District could create a local fire safe county, which is a grassroots citizen's group to provide education and outreach to the residents of the district regarding fire prevention, response, and post fire recovery, and which would allow the opportunity to have vote on YCFSC projects. She stated even if we don't establish our own local Fire Safe Council, we could still provide fire related data into the CWPP.

6. Public Comments- Commissioner Tatum thanked the district firefighters for their effort and support at the recent Community Appreciation/Cleanup Day.

7. Public Correspondence/ Discussion about correspondence received- No discussion undertaken

8. Consent Agenda-
   a. Approval of the May 11th regular meeting minutes.

MO# 22-49: Approved minutes from the **May 11th** meeting,
Motion: John Reyes **Second:** Tim Hornbuckle **Ayes:** Tatum, Hornbuckle, Reyes**,** Keeble

b. Approval of the bills submitted for payment.

MO# 22-50: Approved bills submitted for payment.
Motion: John Reyes **Second:** John Keeble **Ayes:** Tatum, Hornbuckle, Reyes**,** Keeble

9. Reports, Discussion and Action Items from the District Fire Chief
   a. 4th of July Celebration Activities at the Fire Station- Chief Garrison would like to restart a tradition of a Community Appreciation Day. Chief Garrison provided some ideas, but consensus was the best time of year for the community is during the month of September.
   b. Chief's Report (See attached)

10. Action Items and Reports from Board of Commissioners
    a. Blair Aas, SCI Consulting Re: Discussion on the Deer Creek Project and CFD proposal

    Blair thought we were too late to establish a Community Facilities District (CFD) for the Jeff Orwig Project based on the communications from the County he had seen. Blair then discussed the three options for public financing: General Obligation Bonds, a Special Tax, and a Fire Assessment. The Fire Assessment is what Yolo County is working on right now for countywide special fire districts, but added we could consider a Special Tax which may be easier to approve in our District. He explained the District can set different tax rates for different types of property – homes, vacant land, farmland, commercial properties, etc. Commercial properties would be subject to the special tax, but the owner would only be able to vote if they were a registered voter in the District.

    b. Impact Fee Discussion- Capitol Consulting Services

    Discussion on the pending Impact Fee Study which will be undertaken by Capitol PFG, will cost $7,500. The service contract will be signed by Chief Garrison.

    c. Discussion on current financial status and any financial concerns or needs.
       - 1/3/5 Year Plan - Chief Garrison presented a 1/3/5 Year Plan, which he explained is basically unattainable given our lack of stable funding, which is currently about $211,000. Since that is about what our operating budget is, there is no additional funding for capital asset replacement. He said the opportunities that currently exist, such as strike teams, are unreliable. He think options like CFDs, or special taxes are the only way to grow a stable funding capable of the district's future needs. However, the 5 yr plan presented does document our future needs and lays out our priorities.

       - Presentation of the draft operating budget for FY 22-23 - Chief Garrison presented a draft budget for the Board's consideration. The Commissioners discussed the draft, but didn't have any suggestions for changes. The final draft will be updated for additional year end expenses and presented at the next meeting for approval.

11. MEETING ADJOURNED

MO# 22-51: Adjourned the meeting at 8:54 pm.
Motion: John Reyes **Second:** John Keeble **Ayes:** Tatum, Hornbuckle, Reyes, Keeble

ATTACHMENT

Chief's Report

Dunnigan Fire Dept.
Commission Meeting Chief Report
6/9/22

1. Call log – 81 total calls in the last 30 days. Fire season has officially started, we've responded to a number of wildland fires. We continue to utilize our calls as training opportunities and regularly discuss them in a debriefing style setting.
2. Staffing – Currently we have a few people available for extra shifts and we attempt to make sure we have adequate crews on red flag days. We have had 2 new firefighters start and they are progressing well at this point. So far most recruitment seems to be from word of mouth.
3. Squad Chassis – As this is being written the contract is written and we are attempting to get it to the commission for a read over and signatures. We have not heard back from any member of the public interested in purchase.
4. Cannabis Funding – $15K of cannabis funded PPE has been purchased, the total bill is between $16k-17$ after taxes and we will cover the overage.
5. Possible Grant – A grant was found that we may be able to get in to, the specifics are $15K for equipment and tooling. I have a contact that assisted me to apply for new Bendix King handheld radios that we will be required to have by 2024. The Bendix King radios are approximately $3500/radio.
6. SAM.gov – Our application to renew our account has been accepted. At this time I will need to log in and submit my personal information over their secure system, basically updating all information relating to Dunnigan Fire District and me as the point of contact. This should be done before the next meeting, this will also provide advancement on the pre-positioned strike team pay as well as the Calfire sponsored 50/50 grant we have pending for PPE.
7. Extra SCBA Units – Our new SCBA's were purchased on a grant along with numerous other departments. Currently we have too many and some are still in box's in our storage unit, while other departments were not able to get enough to cover their minimum requirements. Checking with the grant managers to determine the details surrounding our trading those units for other equipment we need. This was a poor decision that could relate to bad PR.
8. ESO – Currently Assistant Chief Eckels is working directly with ESO to coordinate a full switch over from Emergency Reporting to ESO. At this time it sounds like they are laying a ground work for the switch but absolute details have not been fully discussed or explained. As of now, Chief Eckels is working with ESO to get our PCR's reported on the new system but it has some problems. Eckels is working with ESO directly on the issue.
9. Training – We are attempting to have 1 large training a month for all of our people to come together, however this is proving difficult. Most reserves have events and jobs starting or changing about this time of year and are unable to fully commit so far in advance. To make sure our training continues I have started to provide subjects to our crews on a targeted basis. Example: If we have reserves that need to be learning to take charge, I ask their shift officer to put them in that position when needed and to take extra time on that subject. I have also made it a point to be present at the station on abnormal days and discuss details of incidents from other shifts to critique and provide education from the details.
10. Contact With Citizens – I've notified all staff that any citizens contacting our crews in any way, negative or positive that I need to be notified and to request their contact information so I may speak with them directly. This stems from an event earlier this month, the shift officer handled it very appropriately and professionally, however I still want to speak directly with the individual. The contact may be critical in nature but we may still need to adjust our conduct.

11. Jeff Orwig Project – I've been in discussion with the county building department to determine the status of the project. We found it has been approved for initial development plans, does not include a truck stop and I've asked Chris Rice to work closely with me on the progression of the project and assured him I will make every attempt to cooperate on the project. He expressed that the relationship in the past has been strained but he feels we can fix that relationship and would like the opportunity to work with the department on this project.