**COMMISSIONERS**
Anita Tatum- Chairman
Neil Busch
Tim Hornbuckle
John Reyes
Matt Cotter

**FIRE CHIEF**
David Garrison

**SECRETARY**
Sherrill Jenkins

# DUNNIGAN FIRE PROTECTION DISTRICT BOARD OF COMMISSIONERS MEETING MINUTES

**Fire Station Training Hall**
**June 12, 2025**

**7:05 P.M- Call to Order**

1. Pledge of Allegiance

Chairperson Anita Tatum called the meeting to order at 7:05 pm. Present were fellow Commissioners; Neil Busch, and Matt Cotter. **Absent:** Tim Hornbuckle and John Reyes

2. Approval of Agenda
   - Approve the June 12th meeting agenda.

**MO# 25-44:** Approved the June 12th meeting agenda.
**Motion:** Neil Busch **Second:** Matt Cotter **Ayes:** Tatum, Busch, Cotter **Absent:** Hornbuckle, Reyes

3. Public Comments –

   - Community member and developer Mel Smith addressed the Board saying that the future of his development project is not looking good, and will definitely not start in 2025.

     Mr. Smith said the Community Facility District (CFD) was not an issue with him and it was a good financing mechanism to bring tax dollars to the fire district. However, the County has continued to add additional hurdles on the planning side that are affecting his progression to start development. He said the county is accelerating the ag mitigation for the entire 100 acres, not just the part he will be pulling from ag for the project, before they will record the parcel map. He added this is a first in his 27 years of working with the County. He added he received this latest conditions of approval report, 49 pages, two months after it passed the planning commission. He then added it would mean about $1.7 million in additional costs before they would record the parcel map, referring to it as a deadly blow.

     The Board asked how they could help move this along saying how important a CFD would be for the district, not to mention the revenue benefit to the County. The discussion found that it might be beneficial for Mr. Smith to call for a meeting with County Counsel, the Planning Department and the CAO, and possibly include Chief Garrison to provide input on the district's perspective also. Chief Garrison said there may be a conflict of interest for him to attend these types of meetings, but he would make a phone call to the planning department to ask some questions.

- Chairman Tatum then welcome Matt Cotter to the Dunnigan Fire Protection District's Board of Commissioners.

4. Public Correspondence/ Discussion about correspondence received-

5. Approval of the May 9th meeting minutes.

**MO# 25-45:** Approved the May 9h meeting minutes.
**Motion:** Neil Busch **Second:** Anita Tatum **Ayes:** Tatum, Busch, Cotter **Absent:** Hornbuckle, Reyes

6. Approval of the bills submitted for payment.

**MO# 25-46:** Approved bills submitted for payment.
**Motion:** Neil Busch **Second:** Matt Cotter **Ayes:** Tatum, Busch, Cotter **Absent:** Hornbuckle, Reyes

7. Reports, Discussion and Action Items from the District Fire Chief
   a. Chief's Report (See Attachment)

- Commissioner Tatum would like to see if there can be a schedule created of who will be working at the station at any given time, which could be shared with the Board. She would also like to know what training will be taking place and when it will occur. Chief Garrison said he could put something together to share with the Board.

8. Action Items and Reports from Board of Commissioners

   a. Yolo Food Bank Distribution Proposal- Discussion and possible action

   After hearing from Assistant Chief Sagara, and Commissioner Tatum on how well the food distribution went, the Board completed the following action:

   **MO# 25-47:** Approved a Memorandum of Understanding with Yolo Food Bank to distribute food to their clients once a week at the corner of Railroad Ave and Main St. and authorized Chief Garrison to sign the agreement on behalf of the District.
   **Motion:** Anita Tatum **Second:** Matt Cotter **Ayes:** Tatum, Busch, Cotter **Absent**: Hornbuckle, Reyes

   b. Update on proposed CFD, CSA, CSD, or other "New Development" agreements.
      - Discussion/questions about financial forecast document -
        - Chief Garrison needed to leave for a fire or emergency call just prior to this agenda item. This discussion was not undertaken and will be tabled to the July meeting.

   c. Budget Status update and any concerns

      - Discussion on the Fiscal Year 2025-26 annual budget- Approval July meeting.
        - Property insurance rates- Secretary Jenkins briefly explained the reason behind the increase in the YCPARMIA property rate.
      - Discussion on budget adjustments for FY 2024-25 – Approval July meeting
        - A reminder that this will need to be presented at the July meeting.

   d. Asset listing update- No discussion undertaken. Secretary Jenkins stated she worked with Commissioner Busch prior to the meeting to review the list.

e. Update on the new septic system- Chief Garrison/Hornbuckle

Neither Chief Garrison nor Commissioner Hornbuckle was present for this discussion. Secretary Jenkins said she called and spoke with Steve Chriss who said he would reach out to the Engineer and get this project back on track.

9. MOTION TO ADJOURN - The next regular meeting will be held on July 10th at the Fire Station Training Hall.

**MO# 25-48:** Adjourned the June 12th Meeting at 9:10 pm.
**Motion:** Neil Busch **Second:** Matt Cotter **Ayes:** Tatum, Busch, Cotter **Absent:** Hornbuckle, Reyes

Chairperson: _____

Sherrill Jenkins, Secretary: _____

## ATTACHMENT

## Dunnigan Fire Department Commissioners Meeting Chiefs Report. 6/12/25

- New type 1 engine is in the process of being paid for and will be delivered very soon.
- E212 repairs are close to complete.
- New Lt hired to work Tuesday/Wednesday shifts. Kenny Needham.
- Yolo County food give away has been going well.
- Still working with OSHA related to the firefighter injury early this year. We have been working closely with YCPARMIA during this process.
- Team Rubicon.
- 2 firefighters graduating from fire academy and returning to us.
- May training: CPR recertification and wildland fire safety was conducted. JOA members were invited.
- June training: PG&E will be coming to Dunnigan for a presentation. JOA members are invited.
- Monthly JOA meetings are being held. We're working more closely together than before and the relationship is very positive.
- Madison Fire Department is planning to join our JOA, all chiefs agree this would be a beneficial addition from an operational stance.
- Pancake breakfast will be planned to introduce the community to our new Type 1 engine. When delivery date is confirmed, we will communicate with commission members.
- Funding solutions.