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 MEETING MINUTES

Fire Station Training Hall
June 8, 2023

6:30 P.M- Call to Order

1. Pledge of Allegiance

   Ad Hoc Chairperson Neil Busch called the meeting to order at 6:33. Present were fellow Commissioners; Tim Hornbuckle, John Keeble. Absent: Anita Tatum, John Reyes

2. Approval of Agenda
   a. Approve the June 8th agenda.

   MO# 23-47 Approved the June 8th agenda
   Motion: Tim Hornbuckle **Second:** John Keeble **Ayes:** Busch, Hornbuckle, Keeble **Absent:** Anita Tatum, John Reyes

3. Public Comments-

   Guests communicated feelings that the Board of Supervisors have let down the district property owners by placing the burden of the underfunding of the fire department on the residents who already pay taxes. There was also had a question about the posting the notices about the assessment around the area.

4. Public Correspondence/ Discussion about correspondence received-

   The Chief reported that he received a thank you card from the family of a recent emergency call. Secretary Jenkins reported she attended the county training for the financial system upgrade and the new roles of the District to enter all claims, deposits and journal entries in their system.

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

   MO# 23-48: Approved minutes from the **May 11th** meeting.
   Motion: Tim Hornbuckle **Second:** Neil Busch **Ayes:** Hornbuckle, Busch **Abstain:** Keeble **Absent:** Anita Tatum, John Reyes

   b. Approval of the bills submitted for payment.

   MO# 23-49: Approved bills submitted for payment.
   Motion: John Keeble **Second:** Tim Hornbuckle **Ayes:** Busch, Hornbuckle, Keeble **Absent:** Anita Tatum, John Reyes

6. Reports, Discussion and Action Items from the District Fire Chief
   a. Chief's Report- (See attached)
   b. Approval of Standard Operating Procedures

MO# 23-50: Approved the adoption of the Dunnigan Fire Protection District Standard Operating Guidelines as presented by Chief Garrison, to supersede the former Employee Handbook.

Motion: John Keeble **Second:** Tim Hornbuckle **Ayes:** Busch, Hornbuckle, Keeble **Absent:** Anita Tatum, John Reyes

c. Update and discussion on DWR Grant well project.

The Chief stated that Parks Water will need to update their bid. Chief Garrison will contact Parks Water to make sure they are aware of the need to update their bid.

7. Action Items and Reports from Board of Commissioners
   a. Discussion and approval to engage SCI Consulting firm to advocate on behalf of the Dunnigan Fire Protection District to the County Officials for a Community Facilities District for all commercial new development within the district boundaries.

MO# 23-51: Approved the engagement of the SCI Consultant firm to advocate on behalf of the Dunnigan Fire Protection District to Yolo County towards the successful formation of a Community Facility District. Engagement costs are limited to $3000.

Motion: John Keeble **Second:** Neil Busch **Ayes:** Busch, Hornbuckle, Keeble **Absent:** Anita Tatum, John Reyes

   b. Presentation and discussion on the draft FY 23-24 Annual budget.

The Chief presented his proposed budgets; one with no assessment funding included, and one with assessment funding. A brief discussion followed with some concern over the amount of funding for payroll and payroll taxes in the successful assessment budget.

   c. Discussion on current financial status and any financial concerns or needs.
      - Approval for transfer of Impact Fees for Impact Fee Study expenses: $7,888.66.

MO# 23-52: Approved the use of the Development Impact Fee (DIF) Fund to pay for the cost of the required Impact Fee Study by Capital in the amount of $7,888.66.
Motion: John Keeble **Second:** Neil Busch **Ayes:** Busch, Hornbuckle, Keeble **Absent:** Anita Tatum, John Reyes

8. Closed Session
   a. Conference with Real Property Negotiators
      Property: APN: 051-231-001, Dunnigan, CA 95937
      Agency negotiators: David Garrison (Chief) & Eric May (District Counsel)
      Negotiating parties: Carolie C. Long Revocable Trust; Dale David Long Trust
      Under negotiation: Price and terms of payment

9. Reconvene Open Meeting - (Brown Act 54957.1 - Announce any action taken during closed session)

Nothing to report out.

10. MEETING ADJOURNED -The next regular meeting will be held on July 11th at the Fire Station Training Hall.

MO# 23-53: Adjourned the meeting at 8:10 pm.
Motion: Tim Hornbuckle **Second:** John Reyes **Ayes:** Busch, Hornbuckle, Keeble **Absent:** Anita Tatum, John Reyes

ATTACHMENT

Dunnigan Fire Commission Meeting Chiefs Report 6/8/23

- Fire season has started – First vegetation fires have arrived, good experience for some newer people
- G12 at Ritchie Bros. New payment system all electronic. – David and Sherrill are setting up.
- E212 back from the shop – E12 sent into the shop
- B12 out of service for 1 day – repaired in house, should not be any more of the same problem.
- 1 Engineer attending S230/S231 class this week and next.
- 2 Firefighters attended Driver Operator 1B class and completed
- 5 reserves and A/C Eckels have started their season with Calfire/other seasonal agencies.
- Staffing is tight, recruiting is ongoing with 1 interview being scheduled as of this week.
- Volunteers have been picking up more of the load
- Upcoming radio training to coordinate response