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
January 12, 2023

6:32 P.M- Call to Order

Chairperson Anita Tatum called the meeting to order at 6:32. Present were fellow Commissioners, Neil Busch, Tim Horbuckle, John Reyes. Absent: John Keeble

1. Pledge of Allegiance

2. Approval of Agenda
   a. Approve the January 12th agenda.

   MO# 23-22 Approved the January 12th agenda
   Motion: Neil Busch **Second:** John Reyes **Ayes:** Tatum, Busch, Hornbuckle, Reyes **Absent:** John Keeble

3. Public Comments- No public comments made

4. Public Correspondence/ Discussion about correspondence received- None received

5. Consent Agenda-
   a. Approval of the November 10th regular meeting minutes. (No meeting held in December)

      MO# 23-23: Approved minutes from the **November 10th** meeting,
      Motion: Neil Busch **Second:** John Reyes **Ayes:** Tatum, Busch, Hornbuckle, Reyes **Absent:** John Keeble

   b. Approval of the bills submitted for payment.

      MO# 23-24: Approved bills submitted for payment.
      Motion: Tim Hornbuckle **Second:** John Reyes **Ayes:** Tatum, Busch, Hornbuckle, Reyes **Absent:** John Keeble

6. Reports, Discussion and Action Items from the District Fire Chief
   a. Chief's Report (See attachment section)
   b. Update and discussion on well project. Possible need to start a formal bid process.
      - To meet DWR Grant requirements with selecting an appropriate well driller, the District may need to restart the proposal steps to either perform a formal bid process, or use the County's system of identified vendors for this type of construction. The Chief explained, however, we may be in a situation where we could continue to move forward with Parks Water Resources due to an emergency condition. The County will be meeting with DWR early next week and will discuss with us what our next steps will be after that meeting.

MO# 23-25: Allows the Chief to move forward with a formal bid process if needed for the DWR grant.
Motion: Anita Tatum **Second:** Neil Busch **Ayes:** Tatum, Busch, Hornbuckle, Reyes
Absent: John Keeble

- (Item 3 in Chief's Report) Commissioner Reyes asked why we originally purchased Squad 12 with the configuration it was built with, if it was not a useful truck. Discussion identified it is mainly used for local and medical calls, with the addition that years ago there were fewer firefighters able to drive the larger engines. The Chief added with small modifications it could be a used for a wider slate of purposes, including current uses, including OES during wildfires. To reclassify there would be a call to OES stating we have a Type 6. The Chief was unsure of the cost, but thought it would be under $10,000. The Board responded that they are interested in moving forward with this proposal, and directed the Chief to continue to look into this.
- (Item 4 in Chief's Report) Commissioner Busch asked what will we do without 4 wheel drive when responding to fires in the foothills that may require four wheel drive (4WD)? After discussion, the Chief suggested we could make modifications to the 5 yr plan where we keep Brush 12 until it can be replaced with something that would have 4WD capability.
- (Item 6 in Chief's Report) Secretary Jenkins will forward the new SOG to County Counsel for review.
- (Item 8 in Chief's Report) Commissioner Hornbuckle asked if volunteers take their turnouts home? The Chief responded they take them home and would respond from home directly to the incident. The Chief said they are instructed to go straight to the scene, as the department may already be on scene. If the department has not already arrived, there are actions the volunteers could undertake until the station personnel arrive.

7. Action Items and Reports from Board of Commissioners
   a. Discussion and approval of a resolution by the Fire District Board of Commissioners recommending to the Yolo County Board Of Supervisors the adoption of the development impact fee study and increasing the development impact fees for all development within the boundaries of the Dunnigan Fire Protection District.

      Jeffrey Small, Capitol Public Finance Group, presented the draft Impact Fee Study and answered questions from the Board.

      Resolution #23-02: Approved the resolution by the Fire District Board of Commissioners recommending to the Yolo County Board Of Supervisors the adoption of the development impact fee study and increasing the development impact fees for all development within the boundaries of the Dunnigan Fire Protection District.

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

   b. Discussion on future search for a permanent Fire Chief.
      - Discussion led to the following action:

        MO# 23-26: Approved the title change for David Garrison from Acting Chief Garrison, to Chief Garrison.
        Motion: Anita Tatum **Second:** John Reyes **Ayes:** Tatum, Busch, Hornbuckle, Reyes **Absent:** John Keeble

   c. Discussion on current financial status and any financial concerns or needs. – Chief Garrison questioned where we a recording PPE. Secretary Jenkins said she would check with the County. He also questioned the transportation and travel category. Commissioner Hornbuckle asked if all Strike Team funds have been received. The answer was yes, with the exception of a $12,000 check that is scheduled to arrive soon.

8. MEETING ADJOURNED

MO# 23-27: Adjourned the meeting at 8:34 pm.
Motion: Tim Hornbuckle **Second:** John Reyes **Ayes:** Tatum, Busch, Hornbuckle, Reyes **Absent:** John Keeble

ATTACHMENT

1/12/23 Commissioners Meeting Chiefs Report

1) Well project – Communication breakdown in the process and we are now working with Elisa Sabatini to backtrack and get the project moving forward again.
2) Equipment – All equipment is running well and in good condition, however E212 has run most of our calls most of the summer and proven its reliability but will need to go in for wear and tear issues. This unit will need to continue to serve the department for many years so we need to keep up on it. E12 has appreciated a break since E212 came into service but also is showing signs of age and will need to last the department a number of years. It will need to be sent in for wear and tear issues also.
3) Equipment – Would like to reclassify S12 as a type 6 wildland unit, have some minor cargo modifications made to it and move it into a "Strike Team" roll. This is the only unit the department doesn't really "*need*" to have but due to being brand new and desirable by USFS we could easily send it out to generate some income. Not having S12 does not hinder the department or put us in danger of liability in any way.
4) Equipment – Would like to move forward with retiring G12 and B12. Both these units are liabilities in their respective ways and do not provide much assistance to the department. In keeping with the 5-year plan for the department these units would be sold and not replaced.
5) Equipment – Second meeting with the new type 1 vendor, due to supply chain issues and other delays related to economy the deliver time frame of this unit is pushed into spring of 2024. Basically, an additional 6-12 months. However, the build process is still looking productive, and we have confidence that we're receiving a quality product.
6) Personnel – Completed new SOG's to replace existing Employee handbook. Basically, the directives and policies are being kept, however with some adjustments to apply to the evolution of our department over the last 10+ years. The directives and policies are now separated from the SOG's/employee handbook, to better provide basic guidance to our staff. I'm currently working on a separate packet that will just be department directives and policies related to operations, policies and directives between the commissioners and the chief are not being touched.
7) Personnel – Revamping of the hiring process to be more transparent and have better tracking. Background checks through the county have proven to be a problem but private vendors are available. (See attached documents).
8) Volunteer program – FANTASTIC!!! We now have 4 volunteers active with another expected to become active after the association meeting next week. A sixth individual was initially going through the volunteer program but has decided he would like to go the reserve rout; however he does live locally. We had a call over the Christmas weekend that included 2 DNN units responding with a total of 7 department members. I received phone calls from other agencies. FANTASTIC!!!

9) Training – 12 of our active members including 3 of our 4 volunteers received FIT test certification in a joint testing with Yolo FD, Zamora FD, Knights Landing FD and Arbuckle FD. A plan to get the rest of the crews certified is in place for February after Ben become move available.
10) Training – A joint training with the JOA members was held on "Narcan Administration" that also included members of other neighboring agencies.
11) Training – Our volunteers are now meeting once per month (first Tuesday) for training, they work with the on-duty crews during the trainings and has progressed fantastically. I'm finding that because we're bringing so many people in on the ground level without older more experienced people there to guide them in the tribal knowledge, we're forced to start our first 6 – 12 months of training out at the ground level also. Eventually many of the basic teachings will be taught by peers and the trainings can be advanced and I hope to start incorporating a 2nd training per month when we start to see that progression.
12) Training – CPR training as well as auto extrication training is in the process of scheduling right now, we're currently working on the logistical issues and coordination with instructors.
13) 218 Funding – I recently found out that all departments except for DNN have moved on to the second portion of the study, I have a call in to determine why we seem to be forgotten. Most departments have received their results and the numbers are very high.
14) Sustainability funding – Recently the chiefs association has met with the county supervisors ad hoc committee and things do sound promising. Some major points are that the supervisors will want commitment that departments will try for 218 funding, and they want to see the money distributed in a manner that is based on merit. Basically, they want to avoid just splitting it equally.
15) Current events – Flooding and downed trees have had departments county wide going non-stop. We've identified flaws in our systems at dispatch and the OES system, but the positive side is that they're now identified. Dunnigan has not had the number of problems other departments have experienced but we're making sure we make numerous patrols throughout the day to track our accessibility to areas and increasing our communication with our volunteers that live locally.
16) Public Works & OES – As we've always had issues with public works and their proactivity, we used OES to apply pressure to them during these storms and we've noticed a shift in some of their actions. Hopefully this opens some eyes, and we see an increase in service from public works.