

## COMMISSIONERS

Anita Tatum- Chairman  
Neil Busch  
Tim Hornbuckle  
John Reyes  
Vacant



**FIRE CHIEF**  
David Garrison

**SECRETARY**  
Sherrill Jenkins

## DUNNIGAN FIRE PROTECTION DISTRICT BOARD OF COMMISSIONERS MEETING MINUTES

**Fire Station Training Hall  
March 13, 2025**

### 6:30 P.M- Call to Order

Chairperson Anita Tatum called the meeting to order at 6:41 pm. Present were fellow Commissioners; Neil Busch, and John Reyes. Tim Hornbuckle arrived late at 7:03

1. Pledge of Allegiance
2. Approval of Agenda

- Approve the March 13<sup>th</sup> meeting agenda.

**MO# 25-31:** Approved the March 13<sup>th</sup> meeting agenda.

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

3. Public Comments

- Assistant Chief Eric Sagara discussed a recent event where Dunnigan Fire assisted a firefighting unit from Oregon, Canby Fire District, that had an engine breakdown in Dunnigan on 1/9/25. Dunnigan Fire towed the engine to the Dunnigan station so our mechanic could fix their engine, and they could get on their way to SoCal.

4. Public Correspondence/ Discussion about correspondence received-

- State Controllers Office annual report
  - Secretary Jenkins discussed the information provided in the District's annual report to the state.
- Resignation and appointment notifications from the County
  - A brief discussion on the vacant commissioner position.

5. Approval of the January 9<sup>th</sup> meeting minutes. (No meeting held in February)

**MO# 25-32:** Approved the January 9<sup>th</sup> meeting minutes.

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

6. Approval of the bills submitted for payment.

**MO# 25-33:** Approved bills submitted for payment.

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

7. Reports, Discussion and Action Items from the District Fire Chief
  - a. Chief's Report – See Attached Chief's Report

- The Chief discussed the concept of a revenue sharing agreement with the County based on total sales from the new Mel Smith Development, where the District could receive a portion of the new sales taxes generated at the new truck stop. The Chief brought this idea to Supervisor Barajas who was in support of it. Supervisor Barajas was going to ask County Counsel, the CAO's office and other department experts to review this and other options, and bring back their recommendations to the Board of Supervisors with a goal of identifying workable revenue generating options for special districts throughout the county. The report will be presented to the Board of Supervisors at the March 25, 2025 meeting.

8. Action Items and Reports from Board of Commissioners

- a. Approval of Shift Personnel compensation policy governing hours of work, time off, and pay structure.

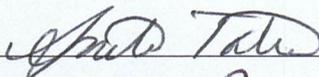
**MO# 25-34:** Approved the Dunnigan Fire Protection District Compensation Policy - Shift Personnel.  
**Motion:** John Reyes **Second:** Tim Hornbuckle **Ayes:** Tatum, Busch, Hornbuckle, Reyes **Absent:**

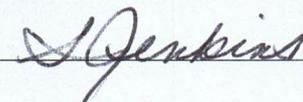
- b. Update on proposed CFD, CSA, CSD, or other "New Development" agreements.
  - Discussed within the Chief's Report
- c. Update on the new septic system- Hornbuckle
  - Commissioner Hornbuckle stated the Engineer and Steve Chris was at the Station a couple of weeks ago to inspect and measure the area for the new system. They have begun working on the project, with digging to begin sometime after April.
- d. Budget Status update and any concerns
  - No concerns noted
  - Timeline for annual budget process:
    - May- 2025-2026 draft budget presentation
    - June- Approval of 2025-26 budget
    - July- Approval of the June minutes approving the budget
    - Late July- Submittal of budget and approved minutes to County

9. MOTION TO ADJOURN - The next regular meeting will be held on April 10<sup>th</sup> at the Fire Station Training Hall.

**MO# 25-35:** Adjourned the March 13<sup>th</sup> Meeting at 8:27.

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

Chairperson: \_\_\_\_\_ 

Sherrill Jenkins, Secretary: \_\_\_\_\_ 

## ATTACHMENT

### Dunnigan Fire Department Chiefs Report 3/13/25

- Engine 212 update – Assistant Chief Sagara
- Firehouse Subs Grant received – Assistant Chief Sagara
- B12 back from shop. – Received full engine and aux engine service. Main pump worn completely out and required replacement
- 2/28/25 training – reserves and volunteers learned basic rope systems and trench rescue safety. (this is being incorporated into our training regiment due to the Sites Reservoir Project that will have a phase within Dunnigans district
- Agreement made with Capay Valley Fire Department for station coverage – CVFD will provide an engine crew to cover Dunnigan while we are on extended deployment incidents. (this is not run through county dispatch and is directly requested by our officers.)
- Yolo Hulling fire – crews performed well. 25 million dollar facility was saved numerous times. (Update on firefighter injury can be discussed in private.)
- Inside of training hall has been painted. – Local community member provided the service, fire crews took care of prep work.
- Corned beef and Cabbage Feed scheduled for 3/20 @ 6:30 PM
- Pancake breakfast scheduled for 4/5
- OSHA document request – OSHA followed up with the recent firefighter injury. They were supplied all documents requested.
- Trash policy established – California law requires government agencies to follow strict recycling laws.
- Firefighter FIT testing has been completed – All fireline personnel are compliant.
- Currently we are advertising for reserve firefighters. – We have a number of individuals from our last hiring phase that are moving on to the next step of their career.
- 2025/2026 Calfire 50/50 grant (Volunteer firefighter capacity grant) is currently being advertised. – Would like to officially request \$10k to be matched by grant funding for a total purchase of \$20k for the purchase of wildland fire PPE.
- Chief Garrison and Chief Sagara will be traveling to Nebraska on 4/2/25 and returning on 4/4/25 for final inspection of new type 1 engine.