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
November 9, 2023

6:30 P.M- Call to Order

Commissioner Chairperson Anita Tatum called the meeting to order at 6:30 pm. Present were fellow Commissioners; Neil Busch, Tim Hornbuckle, John Reyes and John Keeble. Absent: None

1. Pledge of Allegiance

2. Approval of Agenda
   a. Approve the November 9th meeting agenda.

MO# 24-25: Approved the November 9th meeting agenda.
Motion: John Reyes **Second:** John Keeble **Ayes:** Tatum, Busch, Hornbuckle, Reyes, Keeble **Absent:**

3. Public Comments
   - Commissioner Busch stated there will be a meeting next Thursday at the County on the Climate Action Plan.

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

5. Consent Agenda-
   a. Approval of the October 12th meeting minutes.

      MO# 24-26: Approved minutes from the **October 12th** meeting minutes.
      Motion: John Reyes **Second:** Keeble **Ayes:** Tatum, Busch, Hornbuckle, Reyes, Keeble
      Abstained: Anita Tatum, Neil Busch **Absent:**

   b. Approval of the bills submitted for payment.

      MO# 24-27: Approved bills submitted for payment.
      Motion: Tim Hornbuckle **Second:** Neil Busch **Ayes:** Tatum, Busch, Hornbuckle, Reyes, Keeble
      Absent:

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

   b. Update on DWR Grant well project - The Chief stated he has not received an invoice for the completed well, but when he does he will submit it for payment, then for reimbursement to the DWR Grant for reimbursement, and any left over costs he will submit to the County Board of Supervisors for reimbursement through the Fire Sustainability Grant.

c. Update on new septic system - Chief Garrison learned he can request a waiver of permit fees from the County, which he plans to do.

d. Discussion and funding of increased payroll costs.

Chief Garrison explained that due to a lack of appropriate pay for station officers, he is facing a crisis in filling positions that are, or will become, vacant due to other agencies in the area with increased funding hiring firefighters. He would like to increase the stipend pay to equate to a minimum wage, 2 shifts (48 hrs a week) at minimum wage equals about $40,000 a year per staff person, and $120,000 for 3 shift officers annually, without employer taxes. However, he realizes the current budget cannot sustain the increased cost of wages for long.

The Chief's plan is to request the reimbursement of the district's cost of the new well, and new septic system through the Fire Sustainability Funds designated to our District for our participation of the Prop 218 Special Tax initiative, approximately $100,000. Our designation is approximately $204,000 for each of the next two years.

Then he would request the remaining allotment for payroll support of about $100,000, which would allow coverage through the end of this fiscal year. The Chief added at the recent meeting with Supervisor Barajas, there was a discussion about growing interest in a countywide sales tax initiative directed at supporting the Fire Districts. That could be a longer-term fix, with the 2 year Prop 218 allotments helping in the short term.

MO# 24-28: Approved Chief Garrison to request $100,000 for payroll costs from the Board of Supervisors from the Fire Sustainability Funds to raise the stipend pay to approximate minimum wage for three shift officers. The actual increasing of the stipends is to be contingent on approval of this reimbursement by the Board of Supervisors.

In addition, the Chief will request reimbursement through the County's Fire Sustainability Fund designated for our District for reimbursements of septic system and the overage on the well costs beyond the DWR grant, which are estimated to be about $100,000 in district Costs.

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

e. Update on Impact Fees Appeal- EV Charging Station – Chief's Report

f. ISO's Public Protection Classification Program Report – Chief Garrison discussed the completed ISO report for the Dunnigan Fire Protection District. Dunnigan Fire Protection District received a score of 05/5Y, "Class 5", which is the national average and in the same class with most US communities.

ISO collects and evaluates information from communities in the United States on their structure fire suppression capabilities. The data is analyzed using the Fire Suppression Rating Schedule (FSRS) and then a Public Protection Classification (PPC) grade is assigned to the community. Insurance companies use PPC information for marketing, underwriting, and to help establish fair premiums for homeowners and commercial fire insurance. In general, the price of fire insurance in a community with a good PPC grade is substantially lower than in a community with a poor PPC grade, assuming all other factors are equal.[1]

g. Update on new Type 1 Engine - Chief Garrison reported it might be about 6 months before the truck is completed.

[1] Insurance Services Office, Inc., *Public Protection Classification (Ppc®) Summary Report Dunnigan Fd California (N)*, (Report Created October 2023-Effective February 1, 2024), (1)

7. Action Items and Reports from Board of Commissioners
   a. Budget Status update discussions including financial concerns or needs. (No discussion)

   b. Discussion on proposal to prepare and submit Special District Financial Transactions Reports for Fiscal Year Ended June 30, 2023.

      MO# 24-29: Approved the County to complete the annual Special District Financial Transactions Reports for Fiscal Year Ended June 30, 2023, for an invoice amount of $306.
      Motion: John Keeble **Second:** John Reyes **Ayes:** Tatum, Busch, Hornbuckle, Reyes, Keeble
      Absent:

   c. Process to exempt the District from paying property tax on the vacant lot recently purchased -

      Secretary Jenkins reported that she spoke with the Assessor's Office and was told once they receive the transfer of ownership documents, they will automatically provide the exempt status.

   d. Budget Adjustment Capital Assets: Adjust the approved FY 23-24 annual budget to correct the accounts assigned for the recording of expenditures for the vacant lot purchase, and the pending new well and septic system.

Current Budget

Account	Account Name	Amount	
530000	LAND	$120,000	Well, Septic
530010	EASEMENTS-NON DEPRECIABLE	$70,000	Long Prop
530070	EQUIPMENT	$825,000	New Engine
	TOTAL CAPITAL ASSETS	**$1,015,000**	

Adjusted Budget

Account	Account Name	Amount	
530000	LAND	$70,000	Long Prop
530030	INFRASTRUCTURE	$120,000	Well and Septic System
530070	EQUIPMENT	$825,000	New Engine
	TOTAL CAPITAL ASSETS	**$1,015,000**	

MO# 24-30: Approved a budget adjustment to the County to FY 23-24 annual budget to correct the accounts assigned for the recording of expenditures for the vacant lot purchase, and the pending new well and septic system. Accounts to be corrected as follows:

Current Budget				
	Account	Account Name	Amount	
	530000	LAND	$120,000	Well, Septic
	530010	EASEMENTS-NON DEPRECIABLE	$70,000	Long Prop
	530070	EQUIPMENT	$825,000	New Engine
		TOTAL CAPITAL ASSETS	$1,015,000	
Adjusted Budget				
	Account	Account Name	Amount	
	530000	LAND	$70,000	Long Prop
	530030	INFRASTRUCTURE	$120,000	Well and Septic System
	530070	EQUIPMENT	$825,000	New Engine
		TOTAL CAPITAL ASSETS	$1,015,000	

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

8. MOTION TO ADJOURN - The next regular meeting will be held on January 11th at the Fire Station Training Hall.

MO# 24-31: Adjourned the November 9thth Meeting at 7:58.
Motion: Tim Hornbuckle **Second:** John Keeble **Ayes:** Tatum, Busch, Hornbuckle, Reyes, Keeble
Absent:

ATTACHMENT

Dunnigan Fire Department Commissioners Meeting
Chiefs Report 11/9/23

- Well project is complete – waiting for new wires and initial start-up.
- Impact fee appeal meeting set for 11/14/23 (Tesla charging station)
- Busy month, numerous fires and cooperation with other departments
- 1 new volunteer – 2 new reserves
- New shift officer George Lorenzana started 11/6 and will be taking over Sunday/Monday's – Worked for Dunnigan in the past, he will be going back to Calfire in the spring.
- Interview for shift officer taking place 11/10 – Anita, Chief Eckels, Batallion Chief Tafoya (Yolo Fire) and myself are the interview panel.
- Pancake Breakfast, Saturday 11/11, 5am – 11am.
- Sewer Project – Need to draft a letter to supervisors to waive fees.