DUNNIGAN FIRE PROTECTION DISTRICT BOARD OF COMMISSIONERS MEETING MINUTES

Fire Station Training Hall
August 13, 2026

6:30 P.M- Call to Order

Chairperson Anita Tatum called the meeting to order at 6:38 pm. Present were fellow Commissioners; Neil Busch, John Reyes and Matt Cotter. **Absent:** Tim Hornbuckle

1. Pledge of Allegiance

2. Approval of Agenda
   - Approve the **August 13th** meeting agenda.

   MO# 27-07: Approved the August 13th meeting agenda.
   Motion: Neil Busch **Second:** Matt Cotter **Ayes:** Tatum, Busch, Reyes, Cotter **Absent:** Hornbuckle

3. Public Comments
   - Kelly Strong said she heard there were no historical records relating to the Association and the Department, that they were all missing. Discussion revealed that there are items, including several boxes of documents upstairs in the attic, and are in degrading conditions. Kelly was invited to come and take a look at what is stored there.

4. Public Correspondence/ Discussion about correspondence received-
   - Secretary Jenkins stated that SCI Consulting communicated that the county had confirmed that 851 parcels totaling $207,260.58 had been submitted and accepted by the County with no rejections for the District's assessment.

5. Approval of the July 9th meeting minutes.

   MO# 27-08: Approved the July 9th meeting minutes.
   Motion: John Reyes **Second:** Neil Busch **Ayes:** Tatum, Busch, Reyes, Cotter **Absent:** Hornbuckle

6. Approval of the bills submitted for payment.

   MO# 27-09: Approved bills processed for payment since last meeting.
   Motion: John Reyes **Second:** Neil Busch **Ayes:** Tatum, Busch, Reyes, Cotter **Absent:** Hornbuckle

7. Reports, Discussion and Action Items from the District Fire Chief
   a. Chief's Report (See Attached)
      - The Chief asked for a committee of two commissioners to help him work on restructuring the department, where Anita Tatum and Neil Busch offered to participate on the committee.

b. Discussion on Office of Traffic Safety Grant- Still in process
c. Fire Recovery discussion and action item. (Tabled until next meeting)

8. Action Items and Reports from Board of Commissioners

a. Discussion with community participation about a weed and hazardous conditions abatement program.

Copies of the old abatement program was provided to the Board, and the public asked questions starting with the High Fire Hazzard response statewide that was mentioned in a previous Chief's report. Chief Garrison stated as part of a recent Cal Fire initiative, if the home within a designated "High Fire Hazzard area", they must have a safety inspection before the sale of the home can be completed.

The discussion then focused on the District's old weed and hazardous conditions abatement program and expressed a need to have that program reinstated given the conditions of the district's local area. Chief Garrison said he discussed the process with Knights Landing Fire Protection District (KLFPD), who informed the Chief that there is a County contact who performs much of the legal process on behalf of KLFPD. The Chief will try to get the KLFPD contact to come as a guest to the next regular meeting to discuss their abatement program and process.

Caltrans responsibility for the rest area cleanup including tree trimming and weed removal was discussed, identifying a practice where Caltrans will trim trees and clean the rest area property but not the back side of the rest area fence which is also their property. The condition behind the fence including piles the debris facing the community road for may accumulate for several months, creating additional fuel for fire risk in the community. Chief Garrison asked for pictures and said he had contacts with Caltrans that he could reach out to advocate for the community.

A second discussion relating to County cleanup for the Oleander and tree trimming issues for town streets was then discussed. The community participant stated the county will trim the oleanders and trees and then pile the debris across the street from the Post Office on the side of the road and also did the same thing on Road 4 overpass.

Discussions related to the overwhelming number of cars stored on properties causing hazardous risk to the community and what can be done to address that issue. The need to have County Supervisors help with providing large garbage bins for an annual clean-up day as was done in the past for the community was discussed and supported.

Public discussion wrapped up with accolades to the Fire Department for the handling of the recent fire in the Hardwood Subdivision.

The weed and hazardous rubbish abatement process will be discussed further at the next meeting, Sept 10th, with consensus leaning toward fine tuning the old program to streamline the process while aligning with current industry practices.

b. Discussion and update on new septic system proposal – Harold Leverenz.

Mr. Levernez walked through his proposal page by page and answered questions about the document. Levernez stated he has preliminary approval from the County on his proposal design, and once the proposal is approved by the District, the proposal will be provided to the County for final approval. At that time, we will need to pay for the permit application $2,450 and a variance fee of $924. He is estimating the tank will cost about $60,000, with estimate for total costs at about $150,000 - $175,000 which could be reduced with donated materials. The total cost depends on factors such as final tank configuration, excavation conditions, electrical work, force main/casing installation, and dispersal field construction costs. The decision on the proposal will be tabled until the September 10th meeting to allow the Commissioners time to review the document.

c. Rescind **MO# 26-58** in the minutes of May 14, 2026, in Item 8.c.1 approving use of Impact Fee Revenue:

MO# 26-58: Approved the list of FY 25-26 purchases in the amount of $110,655.12 that will be assigned to the use of Impact Fee Revenue.

- ❖ The Department of Finance recommends not using Impact Fee Revenue to fund turnout gear. The recent purchase of the type 3 engine will instead be assigned to impact fee use. Approval is needed to rescind **MO#26-58**.

MO# 27-10: Rescinded MO# 26-58 in the minutes of May 14, 2026, in Item 8.c.1 approving use of Impact Fee Revenue for a list of FY 25-26 purchases in the amount of $110,655.12.
Motion: Anita Tatum **Second:** Neil Busch **Ayes:** Tatum, Busch, Reyes, Cotter **Absent:** Hornbuckle

d. Rescind **MO# 26-65** in the minutes of June 11, 2026, in Item 13.a.2 approving use of Impact Fee Revenue:

MO# 26-65: Approved 2 recent quotes from Allstar Fire in the amount of $33,240.90 to be assigned to the use of Impact Fees, once invoices are received and paid.

- ❖ The Department of Finance recommends not using Impact Fee Revenue to fund turnout gear. The recent purchase of the type 3 engine will instead be assigned to impact fee use. Approval is needed to rescind **MO# 26-65**.

MO# 27-11: Rescinded MO# 26-65 in the minutes of June 11, 2026, in Item 13.a.2 approving use of Impact Fee Revenue for 2 recent quotes from Allstar Fire in the amount of $33,240.90.
Motion: Neil Busch **Second:** Anita Tatum **Ayes:** Tatum, Busch, Reyes, Cotter **Absent:** Hornbuckle

e. Rescind **MO# 27-04** in the minutes of July 9, 2026, in Item 7.a approving use of Equipment Reserve:

MO# 27-04: Approved the use of Equipment Reserves to purchase a used Type 3 fire engine for approximately $100,000, which equipment and refurbishing not to exceed $150,000 in total.

- ❖ The Department of Finance recommends that the impact fees originally approved in (7.a) and (7.b.) above, which were assigned to purchases of turnout gear, instead be used for the purchase of the recent Type 3 Engine. Approval is needed to resend **MO#27-04.** (See following agenda item (**8.f**) to replace the funding mechanism for the Type 3 Engine.)

MO# 27-12: Rescinded MO# 27-04 in the minutes of July 9, 2026, in Item 7.a approving use of Equipment Reserves to purchase a used Type 3 fire engine for approximately $100,000, which equipment and refurbishing not to exceed $150,000 in total..
Motion: John Reyes **Second:** Neil Busch **Ayes:** Tatum, Busch, Reyes, Cotter **Absent:** Hornbuckle

f. Discussion and approval needed to assign the use of Impact Fees to the purchase of a used Type 3 fire engine for approximately $100,000, with equipment and refurbishing not to exceed $150,000 in total. Current invoices identified in support of the Type 3 purchases are as follows:

Account	Amount	Vendor	Vendor Name	Item	Invoice #
530071	102,022.58	31008	NATIONAL EQUIPMENT	2009 International Workstar 7400 Type 3 - 1HTWEAZR29J688760	INV-001352
530071	2,760.00	17937	M J McCOY EQUIP	New G12 Engine (6 tires)	10021
	104,782.58				

MO# 27-13: Approved the use of Impact Fees for the purchase of a used Type 3 fire engine for approximately $100,000, with equipment and refurbishing not to exceed $150,000 in total. Current invoices identified in support of the Type 3 purchases are as follows

Account	Amount	Vendor	Vendor Name	Item	Invoice #
530071	102,022.58	31008	NATIONAL EQUIPMENT	2009 International Workstar 7400 Type 3 - 1HTWEAZR29J688760	INV-001352
530071	2,760.00	17937	M J McCOY EQUIP	New G12 Engine (6 tires)	10021
	104,782.58				

Motion: Anita Tatum **Second:** Matt Cotter **Ayes:** Tatum, Busch, Reyes, Cotter **Absent:** Hornbuckle

g. Rescind **MO# 26-61** in the minutes of June 11, 2026, in Item 8.b approving FY 26-27 annual budget, to add additional revenue**:**

MO# 26-61: Approved the FY 26-27 annual budget in the amount of $682,458.29, which includes the Fire Protection and Emergency Response Services Assessment at the July 11th meeting.

- ❖ Approval is needed to rescind **MO# 26-61.** At the July 9th meeting, a revised budget was discussed and approved (**MO# 27-05)** that included additional Fire Sustainability matching funds, and an Office of Traffic Safety grant.

MO# 27-12: Rescinded MO# 26-61 in the minutes of June 11, 2026, in Item 8.b which FY 26-27 annual budget in the amount of $682,458.29.
Motion: Neil Busch **Second:** Anita Tatum **Ayes:** Tatum, Busch, Reyes, Cotter **Absent:** Hornbuckle

h. CLOSED SESSION § 54956.8)
- o Topic to be discussed in closed session

>Personnel Issues –District Fire Chief and District Secretary.

i. RECONVENE OPEN MEETING
   - Announce any actions taken during closed session. (§ 54957.1)

   Under advisement of County Counsel, action was taken to adjust the salary for the Fire Chief and the District Secretary to comply with State Labor Laws.

   MO# 27-13 Approved an increase in salary for the part time Chief and Secretary positions, to comply with California Labor Laws.
   Motion: Matt Cotter **Second:** John Reyes **Ayes:** Tatum, Busch, Reyes, Cotter **Absent:** Hornbuckle

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

   MO# 27-14: Adjourned the **September 10th** meeting at 9:10 pm.
   Motion: Matt Cotter **Second:** John Reyes **Ayes:** Tatum, Busch, Reyes, Cotter **Absent:** Hornbuckle

Chairperson: ______________________

Secretary: ______________________

ATTACHMENT

Dunnigan Fire Protection District Commission Meeting Chiefs Report 8/13/26

- New type 3 engine
  - In process of lights and radio
  - Painting
  - Decals done
- Solar provision for impact fee agreement: discussion with multiple chiefs who use PFC (Jeff Smalls) to coordinate
- Personnel available for strike teams with neighboring districts
- Restructuring discussion (attached documents)
  - Requesting 2 commissioner committee