

COMMISSIONERS
Anita Tatum- Chairman
Neil Busch
Tim Hornbuckle
John Reyes



FIRE CHIEF
Michael Urlaub

SECRETARY
Sherrill Jenkins

**DUNNIGAN FIRE PROTECTION DISTRICT BOARD OF COMMISSIONERS
MEETING MINUTES**

**Fire Station Training Hall
November 8, 2021**

6:30 P.M- Call to Order

Guests: Supervisor Angel Barajas; LAFCO Representative Re: Municipal Services Review and Sphere of Influence Study; County Representative Re: Dept of Water Resources Grant.

Chairperson Anita Tatum called the meeting to order at 6:30. Present were fellow Commissioners Neil Busch, Tim Hornbuckle, and John Reyes.

1. Pledge of Allegiance
2. Approval of Agenda
 - a. Approve the November 8th agenda.

MO# 22-21: Approved the **November 8th** agenda

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

3. Discussion and resolution authorizing the grant application, acceptance, and execution with the Department of Water Resources.
 - Resolution no. [22-01] A resolution of the board of commissioners of the Dunnigan Fire Protection District authorizing the grant application, acceptance, and execution for acquiring adjacent property to install a new well and septic system to meet the future needs of the district.

County Representative Elisa Sabatini, Manager of Natural Resources, addressed the Board and provided an overview of the Dept of Water Resources grant and the process to submit and execute the grant. No local match needed, and the State is turning the acceptance approval around within 3 or 4 weeks. It is reimbursement based, and reimbursement is usually returned within a couple of months. The grant is for \$650k; \$100k for the well, \$50k for abandonment of well, \$100k for the septic system, and \$400k to acquire the land. Once the well is completed, we must abandon the old well. We'll have 3 1/2 yrs to complete the project. We can use our purchasing policy for services, or we can use the County's purchasing policies, but we will need to get 3 bids for the services.

Resolution #22-01: Approved a resolution of the board of commissioners of the Dunnigan Fire Protection District authorizing the grant application, acceptance, and execution for acquiring adjacent property to install a new well and septic system to meet the future needs of the District.

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

4. Public Comments
 - a. Christine Crawford, Executive Officer- LAFCO, provided an opportunity for a meet and greet as LAFCO begins its 5-year Municipal Services Review (MSR) and Sphere of Influence (SOI) Study. She explained what LAFCO is, and the purpose of the study and the processes that will be completed over the next few months. A preliminary timeline of March was provided, as to when the District Board would receive the first draft of the study.

- b. Supervisor Angel Barajas introduced himself and discussed how he wants to be available as a resource to help the districts. He discussed the committee he participates on, along with Supervisor Gary Sandy and other County Fire Chiefs, to help address the current funding needs of the fire districts and to also help to find funding streams for a sustainable future for the fire districts. He explained he needs to convince the other Board of Supervisors to vote in support of the committee's recommendations, but to do so the committee must justify the needs through data gathering, MSRs and communications from the chiefs and fire commissioners. His goal is to connect the County's reporting commitment and the needs of all fire districts, while also including the specific needs of individual districts. As an example, Supervisor Barajas noted he heard during the discussion noted with LAFCO above, that the District has a need for a paid fire chief due to our higher demand for fire and emergency resources, because of our growing commercial/agricultural/residential populations, along with other issues. To end his discussion, he reiterated how he would like to work with the District and the District's Board of Commissioners, and encouraged the Commissioners to reach out to him to discuss the specific needs of the District.

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

6. Consent Agenda-

- a. Approval of the October 26th regular meeting minutes.

MO# 22-22: Approved minutes from the **October 26th** meeting,

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

- b. Approval of the bills submitted for payment.

MO# 22-23: Approved bills submitted for payment.

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

7. Reports, Discussion and Action Items from the District Fire Chief (See Attached)

- a. Report on activities within the District and at the station. (No update)
- b. Discussion and update on Engine 212 (No update)
- c. Sale of 2004 Ford F550 Cab and Chassis (Old S12 Cab & Chassis) (No update)
- d. Discussion and Update on Prop 172 Funds (No update)

Chief Urlaub was not able to attend the meeting, so no updates were provided. He forwarded a statement that the Chief's report from the October 26th meeting could be relied upon, as there were no new updates in the last 2 weeks.

8. Action Items and Reports from Board of Commissioners

- a. Discussion on current financial status and any financial concerns or needs.

1. Discussion on Long Property located next to station.

- Commissioner Hornbuckle worked with Realtor Vickie Bourn to provide a letter of interest to the two Trustee's of the Long Property. The response was favorable from one trustee and very unfavorable from the other. It appears this condition may be unsurmountable. The property appears to be .7 acre in size. The Commissioners questioned public attendees if they had any ideas of a next step, and Supervisor Barajas suggested the Commissioners reach out to his office, and he would reach out to County Counsel to see what he could learn about any possible ways forward.

2. Discussion on the Jeff Orwig Project- No update other than the project is in the preplanning phase.

The understanding from Supervisor Barajas office is that it is just in the preliminary planning phase, and there is an infrastructure review being conducted right now.

3. Minute Order approving the annual impact fee report.

MO# 22-24: Approved the Annual Impact Fee Report for FY 20-21.

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

9. MEETING ADJOURNED

MO# 22-25: Adjourned the meeting at 7:30 pm.

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

Attachments

Chief Report October 2021(Reposted)

- **Station**
 - Engine 12/B12 first out for most calls
 - **Equipment**
 - New SCBAs in service
 - **Fire Department Staffing**
 - Recruitment
 - Applications are continuously being accepted for qualified applicants
 - Current Staffing:
 - 29 Firefighters on the roster from the chief down.
 - 18 active out of district volunteer firefighters
 - 9 in district volunteer firefighters.
 - 15 Firefighters at EMT level or above.
 - 15 Firefighters able to drive all fire apparatus including Class B vehicles.
 - 7 Firefighters able to drive Class C vehicles.
 - Schedule averages 2-0 staffing.
 - Some days it goes above 2-0 staffing.
 - **Training**
 - Monthly Training:
 - Planning a Medical Policy Review and Helicopter Operations Training
 - On Going Outside Training
 - Health Safety Officer & Incident Safety Officer Training
- 6) **Proposition 172:**
- The Board of Supervisors have allocated the following amounts to Fire District Sustainability:
 1. \$200K of cannabis tax revenue for immediate use by the fire districts
 - a. For fire districts to address any immediate needs.
 - b. Split between the 12 districts involved is roughly \$16K
 2. \$300k of cannabis tax revenue to fund Special Assessments (218's) feasibility study.
 3. \$550k of general funds as contingency for after the completion of the current MSR that LAFCO is working on.
- 7) **Major Incidents:**
- September 6, 2021 – B12 responded with Zamora Fire Protection District to a report of a truck fire in the area of Interstate 5 and County Road 12. 3 Minutes later a Medical Aid on County Road 1 was dispatched that C1200 responded to.
 - September 7, 2021 – B12 and C1200 responded to an overturned vehicle in the area of County Road 99W and County Road 88.

- September 18, 2021 – E12 responded to a water flow alarm at Yolo Hulling and Shelling.
- September 20, 2021 – Reach called in a vegetation fire. E12, C1200 and Sacramento River Fire District - Grand Island Station respond. We were UTL and it was later determined to be in Sutter County.
- October 10, 2021 – E12 participated in a Pre-Positioned Strike Team in Yolo County. E12 was station at Station 12.

Apparatus Update:

- E212: Out of Service Collision Damage Repair
- E12: In Service and operational.
- S12: Out of Service Indefinitely – Box swap from Ford to Dodge Cab & Chassis and upgrades in progress.
- B12: In service and operational
- G12: In service and operational.
 - Aux pump primer out-of-service.
- W12: In service and operational.
- C1200: In Service and fully operational.

Community Development Update

1. United Travel Center
 - a. Project Approved with some deferrals. Waiting on owners/contractors
 - b. Pre-Construction meeting held between myself, Interwest and General contractor on 08/09/19. Construction has resumed.
 - c. First inspection was scheduled for 08/14/19 but canceled by the contractor the morning of. A broken pump was the cause of the cancelation. I offered the use of an engine to pressurize the line for inspection and that offer was declined. Inspection rescheduled for the morning of 08/19/19
 - d. Getting close to approving the stored water tank.
 - i. Contractor is slow to address plan review comments that continually appear, plan review cycle after plan review cycle.
 - ii. Water tank and pump installed
 - e. Propane Tank approved and completing paperwork for contractor
2. 3340 County Road 89 – Americana Organics Phase II
 - a. They have submitted plans for Phase II
 - i. Under Review
 - ii. Applicant has been informed that we will complete the buildings not finalized by Fire from Phase I before Phase II will be released.
 - iii. Plan Review Complete and Fees collected
3. 29029 County Road 6 – Dunnigan Express
 - a. Yolo County Building Requested Comments from the Fire District on a plan to expand this fueling station. Comments were provided.
4. Dunnigan Creek/Orwig Project - 28700 County Road 6 - Large Commercial Development west of Interstate 5 roughly between County Road 6 and County Road 5

- a. Yolo County has requested comments for a large commercial development that will be completed in two phases.
 - i. **Phase I** will include a gas station with 16 pumps and a mini-mart with fast food restaurant (4,900-5,500 square feet), a drive-thru coffee shop (1,500 – 2,000 square feet), 4 to 5 diesel dispensers, Restaurant/Neighborhood Market (5,000 – 5,500 square feet), Fast Food restaurant with drive thru (4,500 – 5,000 square feet), Electric Vehicle Charging Stations, Well and Septic system, Freeway Sign, Small park that meanders through the site
 - ii. **Phase II** Sixty room Hotel (55,000 – 58,000 Square Feet), Two addition Fast Food restaurants with drive thru (4,500 – 5,000 square feet per building.)
- b. Fire District Operations Comments Submitted and Updated Site Plan provided.

Respectfully submitted,
Michael Urlaub
Fire Chief
Dunnigan Fire Protection District

