

**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  
August 11, 2022**

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

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

1. Pledge of Allegiance
2. Approval of Agenda
  - a. Approve the August 11th agenda.

**MO# 23-01** Approved the **August 11<sup>th</sup>** agenda

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

3. Public Comments- None made.
4. Public Correspondence/ Discussion about correspondence received- No discussion
5. Consent Agenda-
  - a. Approval of the July 14<sup>th</sup> regular meeting minutes.

**MO# 23-02:** Approved minutes from the **June 9<sup>th</sup>** meeting,

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

- b. Approval of the bills submitted for payment.

**MO# 23-04:** Approved bills submitted for payment.

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

6. Bryan Bosse and Jeff Allen to provide update and presentation of the Firefighter's Association

Brian Bosse addressed the Board and stated they have begun the process to reform the Association. He has accepted the position of President of the Association and committed to the position for at least one year. They are currently examining the bank accounts to determine the current financial status. Their next meeting is next Tuesday, August 16<sup>th</sup> at 6:30. Ideas for fun raising include re-establishing the December Diner Dance and promoting the hall rentals. They will be creating a Venmo account for all donations to the Association.

Kicking off the move to rebuild the Association will be the Community Appreciation Day on September 10<sup>th</sup>.

7. Reports, Discussion and Action Items from the District Fire Chief
  - a. Chief's Report- See Attachment #1

- b. Discussion and approval of 5 Year Plan- See Attachment #2

**MO# 23-05:** Approved the 5 yr Plan presented by Chief Garrison.

**Motion:** Anita Tatum **Second:** Neil Busch **Ayes:** Tatum, Busch, Reyes

- c. Discussion on volunteer/reserve firefighter positions

Chief Garrison just wanted to discuss and confirm his perspective on the roles that are to be promoted between the Association and the District. He said there are Association Members, Volunteers, and Reserves.

- The Association are members that are approved by the Association. They may serve in a volunteer role when responding to a fire or emergency call, but their involvement when in these duties are limited. The association serves in a support role to the Fire District Operations (Operations).
- Volunteers maybe Association volunteers, or Operations volunteers. When acting in an Association volunteer capacity, they report to the Association chain of command. When acting in an Operations volunteer role, they report to the Operations chain of Command.
- The reserves are personnel responsible for manning the District Operations on a frequent and possibly routine basis. They may be in District or Out of District personnel. They maybe firefighters, or medical personnel. They always report to the Operations chain of command.

8. Action Items and Reports from Board of Commissioners

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

b. If not discussed within the Chief's Report section:

i. Discussion on Dept of Water Resources Grant (Re: Ground well)

- Secretary Jenkins stated she learned the grant is for a residential drinking well, but the County thought the District's well would still fit the criteria of the grant terms. Chief Garrison stated he should receive the quotes for the well in the next week or so. Once that is received, the application for the grant will be completed and submitted.

ii. Jeff Orwig / Dunnigan Creek Project and CFD proposal – Nothing new, the project appears to be stalled. This will be dropped from agenda until something happens.

iii. Discussion on a Special Tax proposal- Nothing new to report on. To be dropped from the agenda until something happens.

9. MEETING ADJOURNED

**MO# 23-06:** Adjourned the meeting at 8:42 pm.

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

## ATTACHMENTS

### Attachment #1

#### 8/11/22 Commission Meeting Chief's Report

- 1) YEMSA oversight of AMR – Chief's association has noted that the oversight of the AMR contract has tapered off and we feel that service to Yolo County has declined. The Chiefs association has decided to take some action to push this issue, we may see some adjustments to ambulance coverage in the county.

- 2) Robbins Fire Department is completely off our CAD System. – Official documents have been signed and the issue should be completed.
- 3) LAFCO recommendations approved – The LAFCO committee has approved the recommendations listed in the report and we expect to officially hear from the county supervisors around December (the report will need to go to the state level before county level actions can be taken).
- 4) AVL units for engines – LAFCO recommendations to the county Chiefs Association was centered around providing more timely response, this is one option being investigated and will require input from all districts.
- 5) SAM.gov account – SAM.gov is officially active and I've notified OES as well as Calfire. We hope to hear of movement on our unpaid invoices to OES as well as our grants from Calfire soon.
- 6) Sept 10'th Community Day – Jeff Allen and Bryan Bosse assisting, coming together well.
- 7) FAS Fire (new Type 1) – Meeting scheduled with FAS for August 26'th to discuss spec sheet and build options in detail.
- 8) Driver's endorsements – 2 more firefighters have completed the required training and are now fully licensed to drive fire apparatus.
- 9) Insurance documents for partial payout complete – We've notarized and submitted documents to get a portion of our insurance money up front for the replacement of our wrecked type 1 engine.
- 10) Strike team update – Lt. Watson deployed to the Oak Fire with Capay Valley Fire. Good reports and his assistance was appreciated. F/F Schwyzer deployed with Madison fire to the McKinney Fire and is currently still deployed with them. Per the Madison fire chief Schwyzer is a great addition and he's getting a lot of hands-on training.
- 11) Salary Survey – Found that we do not have a current salary survey submitted to OES, I will be making this a priority to make sure we get paid out correctly.
- 12) B12 mechanical problems – Brush 12 was towed to a repair shop; it has a mechanical failure and would not start. Updates as they become available.
- 13) Fund recovery – Details with the fund recovery company have been worked out and the project has been delegated to a F/F to work directly with the company to get the program up and running.
- 14) JOA update – Met with Chef Tafoya and Chief Jones, we are currently building a foundation to work towards an alarm system and joint training
- 15) Dunnigan Hills Bike Race – Currently working with Yolo County and race coordinators to develop a working plan. The race is scheduled for 8/28.

## **Attachment #2**

### **Dunnigan Fire Protection District Five Year Plan for the period of 2020-2025**

This is the five-year plan for the Dunnigan Fire Protection District as adopted by the Commission in 2022. It was created with several areas of interest in mind to provide a guide for the direction of the district from 2022 to 2027. It is noted that this plan is subject to revision and modification at any time by vote of the Commission.

This plan presents an outline of goals for the District. The Commissioners have endorsed these goals in order to best protect district resources and community safety into the future.

## Section 1: Facilities

- 1) Establish a new water source (well) for the Dunnigan fire station (Complete by FY 2023)
- 2) Establish an updated sewer system for the Dunnigan fire station (Complete by FY 2023)
- 3) Research options for raising bay roll up doors to allow vehicles taller than 10' to be purchased. (Identify options by FY 2023 for possible budgeting)
- 4) Establish a secure indoor storage area for sensitive and high value equipment (Complete by FY 2025)

## Section 2: Equipment

In compliance with NFPA standards, fire units are to be replaced every 20 years. All units must be no older than 25-years.

- 1) Put in service, a replacement type 1 engine to replace the totaled E212 utilizing insurance coverage (Complete by FY 2023)
- 2) Retire B12 (Retired by FY 2023)
- 3) Retire E12 (Retired by FY 2024)
- 4) Order new type 3 engine utilizing the box body and pump from G12 (Order by FY 2024)
- 5) Retire G12 (Retired by FY 2024)
- 6) Replace Dodge 1500 command vehicle (Replaced by FY 2026)
- 7) Upgrade all radio's, portable and mobile, to required P25 compliance (Partial upgrade by FY2023, Partial upgrade by FY 2024, Full upgrade by FY 2025)

## Section 3: Personnel

Currently Dunnigan Fire Protection District is staffed by reserve personnel that live outside the district. They are expected to provide 4 shifts per month, company officers get paid a stipend based on their rank within the department. Firefighters work for free aside from providing extra shifts outside of their normal scheduled shifts due to coverage needs, in turn they are provided training and documentation to put towards obtaining their Firefighter 1 certification. This system has worked well but due to changing standards and new dynamics within the fire industry this system is proving to be moving towards an unsustainable status. A new system for staffing the department is needed and must include local volunteers intermixed with paid personnel.

- 1) Re-establish a local volunteer pool (**this is a difficult task that includes better integration with the community. The current reserves are not from the community therefore the social acceptance process is slow and can be set back very easily.**)
- 2) Investigate options to employ 2 firefighters on a "4 on 3 off" schedule. (**Current stipend costs are increasing and almost to the point that this option would cost the same and also provide increased stability within the operational field.**)
- 3) Utilize outside organizations such as "fire safe council" and community projects organized by numerous groups to integrate reserve personnel into the community on a regular basis. (**This will be difficult as it involves bringing in extra personnel to participate while keeping an on-shift crew available.**)

## Section 3: Finances

The current financial situation for Dunnigan Fire Protection District is **critical**. The needs to keep the station staffed and the requirements on equipment cannot be properly funded by the current tax revenue.

Radical and aggressive actions are needed to continue fire protection by Dunnigan Fire Protection District.

- 1) Mend bridges with Yolo County building department and work with county supervisors to ensure proper compensation is provided on all new developments.
- 2) Establish a standard for “Community Facilities District” process to provide a guaranteed revenue on new developments.
- 3) Utilize “Strike Team” involvement to bring in extra revenue whenever possible. **(This form of revenue is considered unreliable and cannot be depended on, it is only available when the opportunity arises.)**
- 4) Investigate other types of contract services for fire protection that can provide revenue. **(These opportunities arise but are difficult to find. Example: Providing station coverage in counties that have reduced resources due to large wild fires. These options are also considered unreliable and only available when the opportunity arises.)**

#### **Section 4: Conclusion**

As stated in the introduction, this plan is a guide that can be revised as needed. This plan has been created with a concept of establishing and providing the needs of Dunnigan Fire Protection District. It is aggressive and includes many goals that currently are financially unobtainable, this was done for the purpose of contrast to the current budget and political environment. The goal of this plan is to provide an aiming point based on an unbiased evaluation of the needs of Dunnigan Fire Protection District. Currently due to the areas of concern listed within this plan and the current immediate operations of the department the goals within this plan will require extensive research into options and teamwork between the commission, the chief and Yolo County.