

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
June 13, 2024**

6:30 P.M- Call to Order

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
 - Approve the June 13th meeting agenda.

MO# 24-57: Approved the June 13th meeting agenda.

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

3. Public Comments
 - Commissioner Busch stated Richie Bros is having a tire amnesty day on Aug 3rd, where persons can drop off unwanted tires and rims free of charge.
 - District is partnering with Yolo County Library to provide a July kids workshop in the training hall.
 - The District is working CalFire to complete some prescribed burns in the SRA area.
4. Public Correspondence/ Discussion about correspondence received-
 - Year end close and budget guidelines received from the County

5. Approval of the May 9th meeting minutes.

MO# 24-58: Approved the minutes from the **May 9th** meeting, with one correction to remove remarks by Commissioner Hornbuckle, who was absent that meeting..

Motion: John Reyes **Second:** Neil Busch **Ayes:** Tatum, Busch, Hornbuckle, Reyes, Keeble **Absent:** None

6. Approval of the bills submitted for payment.

MO# 24-59: Approved bills submitted for payment.

Motion: Tim Hornbuckle **Second:** John Reyes **Ayes:** Tatum, Busch, Hornbuckle, Reyes, Keeble **Absent:** None

7. Reports, Discussion and Action Items from the District Fire Chief
 - Chief's Report (See Attached)
 - Update on new septic system- Commissioner Hornbuckle has submitted the occupancy count to Steve Chris.
 - Update on CFD-

Dunnigan Fire June 13th Minutes (cont.)

- Chief Garrison and Secretary Jenkins participated in a Zoom meeting with the Planning Department and County Counsel, and District Representative Jeffery Small, CPF. Counsel, Planning and CPF will perform work to ensure legal aspects are determined, before moving forward with the first CFD footprint.
8. Action Items and Reports from Board of Commissioners
 - a. Budget Status update and any concerns
 - Discussion on draft FY 2024-2025 Annual Budget.
 - Chief Garrison presented his draft budget for discussion. Several concerns were discussed, but none affected the budget document's numbers. Secretary Jenkins stated she would be updating the budget document for end of year numbers prior to the next meeting, and then it will be presented in final form for approval at the July meeting.
 - b. Discussion on compensation policy and payroll practices
 - Secretary Jenkins provided a draft compensation policy and ask the Board to read through and said we should work to finalize at a future meeting. She stated the FSLA laws require the 212 hr work period to be documented and fully communicated to staff it affects. The California new labor law starting January 2024 also requires at least 40 hrs of sick leave be provided annually to all staff who work at least 30 days for the employer.
 9. MOTION TO ADJOURN - The next regular meeting will be held on July 11th at the Fire Station Training Hall.

MO# 24-60: Adjourned the June 13th Meeting at 7:58.

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

Absent: None

ATTACHMENT

Dunnigan Fire Department Commissioners Meeting 6/12/24 Chiefs Report

- Tablet Command System is up and running in Yolo County and we will be transitioning our operations in the next few weeks. This will be used to provide real time data to incident commanders and Yolo County dispatch as well as reduce radio traffic. Radios can still be utilized as a backup.
- Call data for 2022 and 2023 has been accumulated and supplied.

January – December 2022 Call Data

2022					
Total Calls	443	Out Of District		Trackable Area	Calls
Medical (General)	270	Zamora	22	88's	98
Fire (General)	72	Arbuckle	19	15/1505	100
Other	101	Esparto	4	Out of District	53
Specific Locations (Commercial Area)		Capay Valley	3	Commercial Area	53
Pilot	20	Williams	0	RV Parks	105
Starbucks	1	Yolo	1	Total:	409
Taco Bell	2	Knights Landing	4		
Burger King	0	Total:	53	Rual Area Non-Tracke	34
AM/PM	6	RV Parks			
Americas Best Value	6	Campers Inn	41		
California Motel	17	Happy Time	16		
Richie Bros.	1	Country Fair Estates	48		
Total:	53	Total:	105		
Grass Fires (140-173)	48				
Structure Fires (110-123)	10				
Vehicle Fires (130-138)	8				
Hazmat (400-431)	4				
Special Rescue (340-381)	4				
Vehicle Accident (322-324)	45				
Illegal Burn (440-482)	2				
Cancelled/No Emg (600-632)	35				
Public Service (500-571)	34				
Alarm Activation (700-751)	20				
Investigation (641-672)	4				
Medical Aid (300-321)	220				
Total:	434				
Other Non-Specified:	9				

January – December 2023 Call Data

2023					
Total Calls	471	Out Of District		Trackable Area	Calls
Medical	266	Zamora	14	88's	106
Fire	67	Arbuckle	12	15/1505	69
Other	138	Esparto	3	Out of District	35
Specific Locations (Commercial Area)		Capay Valley	1	Commercial Area	69
Pilot	26	Williams	1	RV Parks	87
Starbucks	3	Yolo	2	Total:	366
Taco Bell	3	Knights Landing	2		
Burger King	3	Total:	35	Rual Area Non-Tracked	105
AM/PM	15	RV Parks			
Americas Best Value	10	Campers Inn	26		
California Motel	7	Happy Time	15		
Richie Bros.	2	Country Fair Estates	46		
Total:	69	Total:	87		
Grass Fires (140-173)	40				
Structure Fires (110-123)	12				
Vehicle Fires (130-138)	10				
Hazmat (400-431)	7				
Special Rescue (340-381)	0				
Vehicle Accident (322-324)	41				
Illegal Burn (440-482)	3				
Cancelled/No Emg (600-632)	50				
Public Service (500-571)	53				
Alarm Activation (700-751)	19				
Investigation (641-672)	4				
Medical Aid (300-321)	225				
Total:	464				
Other Non-Specified:	7				

- 5 individuals completed their driver operator 1a class and have now begun working on their driver training within the department. Until fully signed off, firefighters do not operate units without an officer unless authorized by the fire chief.
- Contacted FAS fire concerning delivery date of our new type 1 engine, they advised that they are finally getting caught up from the supply delays and labor problems caused by COVID-19. Our unit's chassis completion is scheduled for 11/11/24 and we should be taking possession of the unit around Christmas time.
- West Plainfield fire attempted to raise the CPI on their prop 218 tax as other departments were attempting to go to ballot. This caused many problems politically and numerous county fire chiefs requested they readdress their decision. They ultimately decided not to raise the CPI.
- Still working to secure a meeting with community members to address financial direction for the department.

Dunnigan Fire June 13th Minutes (cont.)

- Sewar system for the hall is moving forward. Yolo Plumbing was given the information on Hall capacity.
- New shift officer has been hired. David Caraveo applied for the position and was interviewed on 6/8/24. He will be brought on as a Lt. and carries with him an immense background in the areas of training, operations, and administration. Neighboring fire chiefs were consulted prior to his hiring and we feel that he will be a resource to the whole county as well as Dunnigan Fire.
- Request for funding to assembly woman Aguiar-Curry has been itemized and priced. At this time it needs to be put together as an official request for submission.

List for Assembly Worman Aguiar-Curry

Item	Part/Item #	Vendor	Price/	Qty	Cost
Battery Ext Tools		Holmatro	\$ 50,000.00	1	\$ 50,000.00
Ventalation Fan	EL6525-2PK	The Fire Store	\$ 6,472.80	1	\$ 6,472.80
Chain Saw`	540I XP	One Source Fire and Rescue	\$ 1,650.00	1	\$ 1,650.00
Cut Off Saw	BPC PKG	Fire-End.com	\$ 2,000.00	1	\$ 2,000.00
Thermal Imager	MI-320-S-3	Cascade Fire	\$ 7,521.00	1	\$ 7,521.00
3" Hose	11587R	Cascade Fire	\$ 550.00	20	\$ 11,000.00
1.75" DBL Hose	11585R	Cascade Fire	\$ 289.00	12	\$ 3,468.00
1.5" SGL Hose	11541-100NH	Cascade Fire	\$ 299.00	20	\$ 5,980.00
1.5" TF Tip	10720B	Cascade Fire	\$ 1,136.00	2	\$ 2,272.00
2.5" TF Tip	10730B	Cascade Fire	\$ 1,519.00	2	\$ 3,038.00
AED	ED2310	Life-Assist	\$ 2,495.00	1	\$ 2,495.00
Suction Unit	OK2310BV	Life-Assist	\$ 1,645.00	1	\$ 1,645.00
Comand Vehicle	F350		\$ 100,000.00		\$ 100,000.00
Grand Total:					\$ 197,541.80