

**COMMISSIONER'S MEETING  
ESPARTO FIRE PROTECTION DISTRICT  
16960 YOLO AVE  
ESPARTO, CA 95627**

**April 11, 2024  
MINUTES**

**1. Call to Order**

The meeting was called to order at 6:00 p.m. by Chair Rudy Lucero.

**2. Roll Call**

Members present: Rudy Lucero, Mitch Roath, Barry Burns, John Hulsman and David Schwenger

Absent: None

Other present: Chief Curtis Lawrence and Monica Burns, Secretary to the Board

**3. Approval of Agenda**

A motion was made by Commissioner Burns and seconded by Commissioner Hulsman to approve the agenda.

Ayes: 5 Noes: 0 Absent: 0

**4. Public Comment**

None

**5. Approve Minutes of April 03, 2024 Special Meeting**

Motion was made by Commissioner Hulsman and seconded by Commissioner Burns to approve the minutes of the April 3, 2024 special meeting.

Ayes: 4 Noes: 0 Abstain: 1 Absent: 0

**6. Approve Payment of April 11, 2024 Claims**

Motion was made by Commissioner Schwenger and seconded by Commissioner Roath to approve the April 11, 2024 claims.

Ayes: 5 Noes: 0 Absent: 0

**7. Review Financial Report**

The Financial Report was reviewed by the Board.

**8. Review and Approve the Revised Employee Handbook**

Motion was made by Commissioner Schwenger and seconded by Commissioner Burns to approve the Revised Employee Handbook.

Ayes: 5 Noes: 0 Absent: 0

**9. Fire District's Sustainability Ad Hoc Committee**

A. Updates

Chief Lawrence reported that a meeting has been scheduled in two weeks and he will have more to report at the next Commissioner's meeting.

**10. Yolo County Fire Safe Council**

A. Updates

Commissioner Burns reported that the Council approved the \$15,000 grant for Knox Boxes and Gate Locks.

- B. Yolo Prescribed Burn Association  
Commissioner Burns and Chief Lawrence reported that the Association wants to do a burn in Esparto's district west of Capay on Highway 16 but a date for the burns has not yet been determined. Capay Valley Fire Protection District's Chief Capitanio will be heading up the burn for the Association.

## 11. Staff Reports

### A. Office

- a. Monica Burns reported that the years of service and contributions made under the District's CalPERS Miscellaneous Contract have been transferred to the District's CalPERS Safety Contract. She advised that the balance owed for the transfer is \$60,747.74, which was included in the April 11, 2024 claims packet. She reviewed the ongoing process for future annual Safety Contract's Valuations and Unfunded Liabilities.
- b. Chief Lawrence advised the Board that his accrued vacation is now under the current allowable cap.
- c. Chief Lawrence gave an update on the projects being performed under the Yolo County Sustainability Grant and the grant's current balance.

### B. Building & Maintenance Report

Chief Lawrence reported on the following items:

- a. Warranty issue on Brush 19 which is currently at Golden State Fire Apparatus, Inc. being worked on;
- b. Water 219 has been repaired and is back in service;
- c. South Side Drainage project update; and
- d. Concrete project update which is scheduled to start next week.

### C. Chief's Report

Chief Lawrence reported:

- a. On current staffing and that he will be hiring or advertising for the vacant position soon. He has hired two temporary employees, as approved previously by the Board, to cover vacant shifts. He advised that he is working on an Org Chart to include the recent promotions and officer changes.
- b. He decided not to apply for the Safer Grant at this time as he feels the District is not ready for the requirements of the grant.
- c. That there have been an average number of calls this month.
- d. That a Driver Operator 1B Class will be held for 5 firefighters. The class takes 40 hours and will take place this Friday, Saturday and Sunday and the following Friday, Saturday and Sunday.

## 12. Adjournment

A motion was made by Commissioner Burns and seconded by Commissioner Roath to adjourn the meeting at 6:28 p.m.

Ayes: 5 Noes: 0 Absent: 0

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Rudy Lucero, Chair

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Monica Burns, Secretary to the Board