

**COMMISSIONER'S MEETING
ESPARTO FIRE PROTECTION DISTRICT
PO BOX 366, 16960 YOLO AVE, ESPARTO, CA**

MEETING LOCATION: ESPARTO COMMUNITY HALL, 17020 YOLO AVE, ESPARTO, CA 95627

**DECEMBER 11, 2025
MEETING 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, Dave Schwenger, John Hulsman, Mitch Roath and Barry Burns
Other present: Chief Curtis Lawrence and Monica Burns, Secretary to the Board

3. Approval of Agenda

Chief Lawrence requested that Item 13 - Review and Approve Fire Chief Position Memorandum be discussed after Item 18 - Reconvene to Open Session and that Item 17.A. - Potential Litigation be removed from the agenda. A motion was made by Commissioner Hulsman and seconded by Commissioner Burns to approve the agenda with the changes requested.

Ayes: 5 Noes: 0 Absent: 0

4. Board Member Communication

None

5. Public Comment

None

6. Approve Minutes of November 13, 2025 Regular Meeting

A motion was made by Commissioner Hulsman and seconded by Commissioner Schwenger to approve the November 13, 2025 minutes.

Ayes: 4 Noes: 0 Absent: 1 Abstain: 1 (Commissioner Mitch Roath)

7. Approve Payment of December 11, 2025 Claims

A motion was made by Commissioner Burns and seconded by Commissioner Hulsman to approve the December 11, 2025 claims.

Ayes: 5 Noes: 0 Absent: 0

8. Review Financial Reports:

- A. FY 2024-25 Final Financial Report
- B. FY 2025-26 Financial Report
- C. Claims Paid on November 17, 2025

The financial reports and the claims paid on November 17, 2025 were reviewed by the Board.

9. Review and Approve Resolution 25-007 Authorizing the Esparto Fire Protection District to Access State and Federal Level Summary Criminal History Information

A motion was made by Commissioner Schwenger and seconded by Commissioner Burns to approve Resolution No. 25-007 Authorizing the Esparto Fire Protection District to Access State and Federal Level Summary Criminal History Information.

Ayes: 5 Noes: 0 Absent: 0

10. Review and Approve Salary Schedules Effective 12/28/2025

Chief Lawrence reviewed the proposed salary schedule and requested the Board change the effective date for the new salary schedule to 12/14/2026 to coincide with the changes in how reportable compensation will be submitted to CALPERS after each payroll. A motion was made by Commissioner Roath and seconded by Commissioner Schwenger to approve the proposed salary schedule effective 12/14/2025.

Ayes: 4 Noes: 0 Absent: 0 Abstain: 1 (Commissioner Barry Burns)

11. Review and Approved Esparto Fire Protection District Compensatory Time Plan

A motion was made by Commissioner Roath and seconded by Commissioner Schwenger to approve the Esparto Fire Protection District Compensatory Time Plan.

Ayes: 5 Noes: 0 Absent: 0

12. Review and Approve Board Policy 2065 – Fire Chief Shift Differential

A motion was made by Commissioner Schwenger and seconded by Commissioner Burns to approve Board Policy 2065.

Ayes: 5 Noes: 0 Absent: 0

13. Review and Approved Fire Chief Position Memorandum

A motion was made by Commissioner Roath and seconded by Commissioner Burns to approve the Fire Chief Position Memorandum.

Ayes: 5 Noes: 0 Absent: 0

14. Fire District's Sustainability Ad Hoc Committee

There were no updates.

15. Yolo County Fire Safe Council

- a. Updates - There were no updates.
- b. Yolo Prescribed Burn Association – There were no updates.

16. Staff Reports

- A. Office Report – Chief Lawrence reported that
 - a. Conversations are being held with CalPERS to clarify reporting requirements.
 - b. Conversations have been held with YCPARMIA to discuss a call the District received from an attorney regarding filing a claim against the District. YCPARMIA has provided a Claim for Damages template and will be emailing additional documents and information next week.

- c. Confirmed with the Board that all future Board agendas and supporting documents will be emailed.
- B. Building & Maintenance Report – Chief Lawrence reported that:
 - a. The AC/Heating unit went out in the sleeping quarters and will be replaced next week.
- C. Chief’s Report – Chief Lawrence reported:
 - a. Reminded the Board that the Holiday Appreciation Dinner will be held Saturday, December 13, 2025, starting at 5:30 p.m.
 - b. That calls for the 2025 is estimated to be around 518.
 - c. The District was awarded a second Volunteer Fire Capacity (VFC) Program grant. He will be bringing a resolution required for this grant to the next Board meeting.

17. Convene to Closed Session

- A. Potential Litigation (§ 54956.9) – This item was removed from the agenda.
- B. Personnel (§54957)

Chair Lucero convened the meeting to Closed Session at 6:29 p.m.

18. Reconvene to Open Session

Chair Lucero reconvened the meeting to Open Session at 6:42 p.m. Chair Lucero reported that action was taken in Closed Session to approve the Fire Chief’s satisfactory evaluation.

19. Adjournment

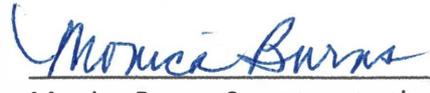
A motion was made by Commissioner Burns and seconded by Commissioner Schwenger to adjourn the meeting at 6:45 p.m.

Ayes: 5 Noes: 0 Absent: 0



 Printed Name


 Title


 Monica Burns, Secretary to the Board