

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

**March 14, 2024
MINUTES**

1. Call to Order

The meeting was called to order at 6:03 p.m. by Commissioner Mitch Roath.

2. Roll Call

Members present: Mitch Roath, Barry Burns and John Hulsman

Absent: Rudy Lucero and David Schwenger

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

3. Approval of Agenda

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

Ayes: 3 Noes: 0 Absent: 2

4. Public Comment

None

5. Approve Minutes of February 08, 2024 Meeting

Motion was made by Commissioner Hulsman and seconded by Commissioner Burns to approve the minutes of the February 8, 2024 meeting.

Ayes: 3 Noes: 0 Absent: 2

6. Approve Payment of March 14, 2024 Claims

Motion as made by Commissioner Roath and seconded by Commissioner Burns to approve the March 14, 2024 claims.

Ayes: 3 Noes: 0 Absent: 2

7. Review Financial Report

The Financial Report was reviewed by the Board.

8. Approve Surplussing and Donating the 1995 International Fire Truck to the Sutter Basin Fire Protection District Effective 2/20/2024

Motion was made by Commissioner Roath and seconded by Commissioner Burns to approve Surplussing and Donating the 1995 International Fire Truck to the Sutter Basin Fire Protection District Effective 2/20/2024.

Ayes: 3 Noes: 0 Absent: 2

9. Review and Approve the Revised Employee Handbook

Chief Lawrence advised the Board that this item will be brought back to a subsequent meeting after he has reviewed the recommended changes made by Capay Valley Fire Protection District's attorney.

10. Fire District's Sustainability Ad Hoc Committee

A. Updates

Chief Lawrence reported that there have not been any recent meetings but that he is advocating for the meetings to resume.

11. Yolo County Fire Safe Council

A. Updates

Chief Lawrence attended the last Fire Safe Council meeting and gave an update on the work being done to apply for the Knox Box and gate locks grant.

B. Yolo Prescribed Burn Association

Chief Lawrence had no update.

12. Staff Reports

A. Office

- a. Monica Burns passed out the Conflict-of-Interest Forms for individual Commissioners to sign.
- b. Monica Burns reported that CalPERS has made the decision to treat the years of service and payments made under the Miscellaneous Contract as Discrepant Reporting and will transfer all Active and Inactive employees' years of services and payments to the Safety Contract. CalPERS advised that the cost will be no more than the cost provided in their latest Valuation Report the District received.
- c. Monica Burns reported that the District's application to SDI was approved and will be effective 4/1/2024.
- d. Chief Lawrence discussed his current vacation cap and that he will be using at least 2 – 3 weeks of vacation in April 2024.
- e. Chief Lawrence gave an update on the projects being performed under the Yolo County Sustainability Grant.

B. Building & Maintenance Report

Chief Lawrence reported on the following items:

- a. Warranty issue on Brush 19
- b. Water 219 out-of-service due to broken pipeline
- c. South Side Drainage project update
- d. Concrete project update
- e. Kitchen update
- f. Gym update
- g. Sleeping quarters update
- h. Yolo Air Quality Small Tools Exchange

C. Chief's Report

Chief Lawrence reported:

- a. That two commissioners and four firefighters will be attending training in Williams this weekend.
- b. That he will be submitting a House Appropriations Committee - Community Project Funding Request for solar panels, a community picnic area and electric vehicle charging stations.
- c. That he is working on submitting a Safer Grant to fund three additional firefighter positions for three years
- d. That the following promotions were effective March 4, 2024:
 - i. Becky Schwenger to Assistant Chief
 - ii. Richy Lopez, Ryan Silva and Betsy Middleman to Engineers.
- e. That the proceeds from the Almond Festival were only approximately \$1,500 this year while in past years the proceeds were closer to \$5,000. Different ideas were discussed on how to increase proceeds for next year's Almond Festival.
- f. He introduced Sam Miller, the District's newly hired firefighter.
- g. He advised the Board that firefighter Brent Hughes had submitted his letter of resignation effective March 29, 2024 and that he will be posting the vacant position as soon as possible.
- h. That there have been 114 calls as of 3/13/2024.

13. Adjournment

A motion was made by Commissioner Burns and seconded by Commissioner Hulsman to adjourn the meeting at 6:58 p.m.

Ayes: 3 Noes: 0 Absent: 2

Mitch Roath, Commissioner

Monica Burns, Secretary to the Board