

COMMISSIONER'S MEETING  
ESPARTO FIRE PROTECTION DISTRICT  
16960 Yolo Ave  
ESPARTO, CA 95627

JUNE 8, 2023  
M I N U T E S

1. CALL TO ORDER

- a. The meeting was called to order at 6:00 p.m. by Commissioner Dave Schwenger.

2. ROLL CALL

- a. MEMBERS PRESENT: Barry Burns, John Hulsman, David Schwenger
- b. ABSENT: Rudy Lucero, Mitch Roath
- c. OTHERS PRESENT: Chief Curtis Lawrence

3. APPROVE AGENDA

- a. A motion was made by Commissioner Burns and seconded by Commissioner Hulsman to approve the agenda.  
Ayes: 3 Noes: 0 Absent: 2

4. PUBLIC COMMENTS / REQUESTS

- a. None

5. APPROVE MINUTES

- a. A motion was made by Commissioner Burns and seconded by Commissioner Hulsman to approve the minutes of the May 5, 2023 Special Meeting.  
Ayes: 3 Noes: 0 Absent: 2
- b. The May 11, 2023 Regular Meeting were removed from the agenda as there was not a quorum of commissioners present that attended the May 11, 2023 meeting. These minutes will be brought back for approval at the July 13, 2023 regular meeting.

6. FIRE PROTECTION AND EMERGENCY RESPONSE ASSESSMENT

- a. Chief Lawrence provided a status update. Members of the audience asked questions related to the cost-of-living increase allowance of up to 5% annually, if the ballots are weighted, and what the funds would be used for. Chief Lawrence clarified these areas of the proposed assessment with the following:
  - The annual cost-of-living increase of up to 5% is not automatic and if an increase is needed, there is a process the Board of Commissioners would have to undertake including public hearings.
  - The ballots are weighted.
  - The funds would primarily be used for staffing the station with two firefighters 24/7 and capital asset replacement and maintenance.
- b. Motion was made by Commissioner Schwenger and seconded by Commission Hulsman authorizing the Secretary of the Board to cast a Yes vote for the property owned by the Esparto Fire Protection District.  
Ayes: 3 Noes: 0 Absent: 2

7. APPROVE PAYMENT OF CLAIMS
  - a. A motion was made by Commissioner Burns and seconded by Commissioner Hulsman to approve the payment of claims.  
Ayes: 3 Noes: 0 Absent: 2
  
8. REVIEW AND APPROVE FY 23-34 BUDGET
  - a. A motion was made by Commissioner Burns and seconded by Commissioner Hulsman to adopt Fiscal Year 2023-24 Budget with total financial sources of \$736,130.00.  
Ayes: 3 Noes: 0 Absent: 2
  
9. REVIEW AND APPROVE COUNTY OF YOLO'S DEPARTMENT OF FINANCE'S
  - a. A motion was made by Commissioner Hulsman and seconded by Commissioner Burns to approve the District Officials and Other Information for 2023-24.  
Ayes: 3 Noes: 0 Absent: 2
  - b. A motion was made by Commissioner Hulsman and seconded by Commissioner Burns to approve the Special District and Other Agencies Authorization Form for 2023-24.  
Ayes: 3 Noes: 0 Absent: 2
  
10. REVIEW AND APPROVE THE FOLLOWING POSITION DUTY STATEMENTS
  - a. A motion was made by Commissioner Schwenger and seconded by Commissioner Burns to approve the Firefighter, Engineer, Lieutenant, Fire Captain and Fire Chief Position Duty Statements.  
Ayes: 3 Noes: 0 Absent: 2
  
11. REVIEW AND APPROVE REVISED EMPLOYEE HANDBOOK
  - a. This item was removed from the agenda and will be brought back at a later regularly scheduled board meeting.
  
12. REVIEW AND APPROVE SALARY SCHEDULES EFFECTIVE JULY 1, 2023
  - a. A motion was made by Commissioner Schwenger and seconded by Commissioner Burns to approve the Salary Schedules effective July 1, 2023.  
Ayes: 3 Noes: 0 Absent: 2
  
13. FIRE DISTRICT SUSTAINABILITY AD HOC COMMITTEE
  - a. No update.
  
14. YOLO COUNTY FIRE SAFE COUNCIL
  - a. No update
  - b. Yolo Prescribed Burn Association
    - i. Chief Lawrence reported that there will be a burn on June 17, 2023 that the department will be supporting.

15. STAFF REPORTS

- a. Office / Financial Report
  - i. Chief Lawrence presented the GL worksheet to the Board for their review.
  - ii. Chief Lawrence reported that the District participated in the new accounting system's training provided by Yolo County. He stated that the increase in work involved, with taking over the accounting duties that Yolo County is currently doing, will substantially increase the hours of the new Admin position which has been included in the 2023-24 budget.
- b. Building & Maintenance Report
  - i. No report
- c. Chief's Report
  - i. Chief Lawrence introduced the two paid staff members present.
  - ii. Chief Lawrence reported to the board the staffing change to 24hr a day has started utilizing the County Funding.
  - iii. Chief Lawrence indicated to the board at the meeting, the board would be asked to authorize a Premium Only Plan

16. ADJOURNMENT

- a. A motion was made by Commissioner Burns and seconded by Commissioner Hulsman to adjourn the meeting at 7:55 p.m.  
Ayes: 3 Noes:0 Absent: 2

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Dave Schwenger, Chairman

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Curtis Lawrence, Secretary to the Board & Fire Chief