

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

**December 12, 2024
MINUTES**

1. Call to Order

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

2. Roll Call

Members present: Dave Schwenger, Mitch Roath, Barry Burns and John Hulsman.

Absent: Rudy Lucero

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: 4 Noes: 0 Absent: 1

4. Public Comment

None

5. Approve Minutes of November 14, 2024 Regular Meeting

A motion was made by Commissioner Hulsman and seconded by Commissioner Burns to approve the November 14, 2024 regular meeting minutes.

Ayes: 3 Noes: 0 Abstain: 1 (D. Schwenger) Absent: 1 (R. Lucero)

6. Approve Payment of December 12, 2024 Claims

A motion was made by Commissioner Burns and seconded by Commissioner Roath to approve the December 12, 2024 claims.

Ayes: 4 Noes: 0 Absent: 1

7. Review Financial Report

The Financial Report was reviewed by the Board.

8. Review and Approve Salary Schedule Effective 12/29/2024

A motion was made by Commissioner Schwenger to approve increasing all salaries by the 3.125% equivalent of January 1, 2025 State of California's minimum wage increase effective December 29, 2024 and was seconded by Commissioner Roath.

Ayes: 3 Noes: 0 Abstain: 1 (B. Burns) Absent: 1 (R. Lucero)

9. Review and Approve Following Board Policies:

- a. 1005 – Basis of Authority
- b. 1010 – Board Secretary
- c. 1015 – Adoption/Amendment of Policies
- d. 1020 – Code of Ethics

- e. 1025 – Correspondence to the Board
- f. 1030 – Board/Staff Communication
- g. 1035 – Overview of the Fire Chief’s Role
- h. 1040 – Legal Council
- i. 1045 – Conflict of Interest
- j. 1050 – Association Memberships

A motion was made by Commissioner Hulsman and seconded by Commissioner Burns to approve Board Policies 1005 through 1050 with the correction to Board Policy 1020 to reflect nine core values.

Ayes: 4 Noes: 0 Absent: 1

10. Authorize Fire Chief to Begin Implementation of All Necessary Steps to Initiate a 2025 Ballot Measure for a Fire Protection and Emergency Response Services Assessment Including Contracting for Required Services

A motion was made by Commissioner Burns and seconded by Commissioner Roath to authorize the Fire Chief to begin the implementation of all necessary steps to initiate a 2025 ballot measure for a Fire Protection and Emergency Response Services Assessment Including negotiating and entering into a contract for any required services.

Ayes: 4 Noes: 0 Absent: 1

11. Fire District’s Sustainability Ad Hoc Committee

- A. Updates

Chief Lawrence advised the Board that there have been no meetings held since the November 14, 2024 Board Meeting.

12. Yolo County Fire Safe Council

- A. Updates

There was no update.

- B. Yolo Prescribed Burn Association

There was no update.

13. Staff Reports

- A. Office – Monica Burns reported that:

- a. The Yolo County Department of Financial Services held an INFOR training session that she attended.

- B. Building & Maintenance Report – Chief Lawrence reported that:

- a. There are still repairs needed on Engine 219.
- b. Repairs are being done on Engine 19
- c. Brush 19 needs a battery charger installed
- d. Squad 19 had electrical issues that were worked on and the Squad in working better.

- C. Chief’s Report – Chief Lawrence reported that:

- a. The Holiday Volunteer Appreciation Party will be held on Saturday, December 14, 2024 and will be a bowling party held at Bowlero in Vacaville.
- b. Staff is continuing to work on the conversion to the new ESO system.
- c. He and staff are working on Operational Policies and Procedures and will be utilizing the Lexipol system used by many fire districts and which is funded by YCPARMIA.

14. Adjournment

A motion was made by Commissioner Burns and seconded by Commissioner Roath to adjourn the meeting at 6:54 p.m.

Ayes: 4 Noes: 0 Absent: 1

Printed Name

Title

Monica Burns, Secretary to the Board