

**EAST DAVIS COUNTY FIRE PROTECTION DISTRICT**  
**625 COURT ST STE 204**  
**WOODLAND, CA 95695-3490**  
**MINUTES OF THE MEETING HELD APRIL 19, 2018**  
**Davis Fire Station 33, 425 Mace Boulevard, Davis, CA**

**PRESENT:** Commissioners John Lindsey, Dave Robert, Michael McMahon

**ABSENT:** Cheryl Ewing, Bill Weisgerber

**OTHERS PRESENT:** Deputy Yolo County Supervisor Richard Reed, Davis Fire Division Chief Joe Tenney, Mark Krummenacker

Chair McMahon called the meeting to order at 6:30 p.m.

**MINUTES:** Motion by Robert, seconded by Lindsey, to accept the minutes of the meeting held on March 15, 2018; approved unanimously.

**COUNTY SUPERVISOR:**

No update.

**FIRE DEPARTMENT UPDATE:**

Tenney reported that the weed abatement inspections have been completed. Tenney also told the Board that the Department has been doing training with law enforcement for potential mass casualty events and also now has body armor and Kevlar helmets that will be used to protect firefighters during these sorts of rescue missions. Tenney reported that the Department has hired three new firefighters and is also working on promoting personnel within the Department to fill recent vacancies.

**2018-2019 BUDGET UPDATE:**

Krummenacker presented the Board with a packet of accounting reports generated from the County INFOR accounting system. Krummenacker met with Robert and Weisgerber earlier to explain the system and the reports to them. Krummenacker explained how the INFOR system works and then detailed certain accounts that the Board should pay attention to in future reports in order to generate budgets and have an understanding of both revenues and expenses. Krummenacker explained to the Board how revenues are booked as the parcel assessments come into the County and offered explanations of other line items in the revenue section of the report. Krummenacker suggested that the Board have a set location for all records and that the Board should also make sure that proper written policies and procedures are in place for not only budgeting but for other functions performed by the Board and its members. There was some discussion of securing a location for the records and a quick search uncovered that the Board already has files stored at Station 33 in a closet next to the kitchen. Reed offered space in Supervisor Provenza's office as well. Krummenacker then talked to the Board about possible ways to collect on the unpaid non-exempt debts and the Board agreed to discuss those further when Weisgerber is present as he has been working on this matter. Krummenacker recommended that the Board ensure that any unassigned revenue gets properly coded and transferred into the Board's reserve so that this money is accounted for and available.

Krummenacker then explained the 2017-2018 Budget and pointed out that expenses outpaced revenue so the Board would have to designate \$32,000 from the reserves to pay this year's bill from the Davis Fire Department. Krummenacker then suggested that the Board budget \$739,850 for next year's bill and make appropriate adjustments to make sure this amount is available. The Board members agreed that the Board will discuss approving this amount at the next meeting after further review. There was then discussion regarding retaining Krummenacker for future audits and budgeting as well as the possibility of the Board performing this function internally. The Board took an action item to see what other districts are doing so that the Board can put best practices in place.

#### **WEED ABATEMENT INSPECTION:**

Lindsey reported that he, Weisgerber, and Fire Marshal Patrick Sandholdt completed the weed abatement inspections and that the parcels in violation have been noted. The information on the parcels in violation has been sent to county staff. There was some discussion of how to handle one parcel south of Montgomery brought up by a neighbor during the Willowbank CSA Meeting. The Board agreed that the parcel should be handled as a complaint rather than as part of the normal inspection process. Robert moved that the abatement notices for the noted parcels should be approved, Lindsey seconded, and the motion to send the notices out was unanimously approved. Tenney volunteered to deliver the notices to the Fire Department so that they could be sent out.

#### **TAX ROLL RECONCILIATION:**

Weisgerber was absent so discussion of this item was moved to the next meeting.

#### **NON-EXEMPT DELINQUENCIES/ACCOUNTS RECEIVABLE PROCESS:**

Weisgerber was absent so discussion of this item was moved to the next meeting.

#### **WILLOWBANK/PUTAH CREEK VEGETATION:**

Weisgerber was absent so discussion of this item was moved to the next meeting. There will be a meeting on April 23, 2018 at Supervisor Provenza's office to discuss next steps for future clearance projects. County, City, Fire Department, and Board staff will attend.

#### **FUTURE AGENDA ITEMS:**

- Weed Abatement Public Hearing at May 19, 2018 meeting
- Approval of 2018-2019 Budget
- Putah Creek meeting update
- Follow up on non-exempt property delinquencies, A/R process, and Tax Roll audit

#### **ACTION ITEMS:**

- Robert said that he would take care of getting the required public notice placed in the Davis Enterprise for the weed abatement hearing.
- Board Members to research what other districts are doing for financial audits and budgeting.

**PUBLIC COMMENT:**

- None recorded.

**CLOSED SESSION:** There was no report of discussion about hiring a district secretary/clerk.

**NEXT MEETING:** May 19, 2018 at the Davis Fire Station 33, 425 Mace Boulevard, Davis, CA 95616.

**ADJOURNMENT:** Motion by Robert, seconded by McMahon, to adjourn the meeting; approved unanimously at 8:17 p.m.

Respectfully submitted:

John W. Lindsey  
Board Member