**EAST DAVIS COUNTY FIRE PROTECTION DISTRICT**

**DAVIS FIRE DEPARTMENT STATION 33**

**425 MACE BOULEVARD**

**DAVIS, CA 95618**

**MINUTES OF THE MEETING HELD May 25, 2023**

**DAVIS FIRE STATION 33**

**PRESENT:** Commissioners John Lindsey, Bill Weisgerber, and David Robert

**ABSENT:** Commissioners Tad Henderson and Michael McMahon

**OTHERS PRESENT**: Davis Fire Department Battalion Chief Emily Lo, Theresa Kenui (DFD), Don Erman, Nancy Erman

Chair Weisgerber called the meeting to order at 6:31 p.m.

**MINUTES**

Weisgerber said that the minutes from the April 27th meeting had been sent out for review. Robert moved to approve the minutes as written, Lindsey seconded the motion, and all were in favor of approving the minutes.

**PUBLIC HEARING WEED ABATEMENT NOTICES**

Chair Weisgerber opened the public comment on weed abatement notices. Nancy Erman told the Board that she had not received a clearance letter for her property at 43200 East Oakside Place but that some of her neighbors had received notices to clear brush on their properties. Weisgerber said that some of the property owners contacted had ceded parts of their property back to the County so that the County would be responsible for clearance on those pieces of property. Erman expressed concerns that the ownership boundaries and transfers had not been clear and that there is some confusion among Willowbank residents. Erman also expressed concerns that the brush clearance letter was threatening and not drafted in an ecologically sound manner. She also said that the brush clearance plan developed by the City and the County had not been followed and that too much was removed. Don Erman added that the exotic plants had been removed but that many natives were also removed which should not have been. Weisgerber said that he would check in with John McNerney and Elisa Sabatini to see if the plan was followed and if not why it was not followed. Nancy Erman then said that she was concerned that the fence in the channel would be removed which would allow people to access the properties bordering the channel. Weisgerber said that he was not aware of any plan to remove the fence. Don Erman then said that there has been some debris dumped in the channel at the end of Willowbank Road and asked if the CCC crews had done that. Weisgerber said that he didn’t think that was the case and that it was most likely a resident who had left the debris there. Erman then asked if the survey could be made available to residents and Robert said that he would get it posted to the District’s website as soon as possible. The public comment session closed at 6:49.

**COUNTY SUPERVISOR**

Weisgerber said that the City and County are still working on the property transfer MOU.

**FIRE DEPARTMENT UPDATE**

Battalion Chief Lo reported that Chief Tenney and Battalion Chief Swanson are returning from St. Louis where they met with a design firm to talk about the remodel of Station 31.

Lo then said that 5 Captains and one Battalion Chief were recently promoted and that the Department has hired another 6 new firefighters. Currently 11 staff members are in their probationary period. Lo also said that a new engine should be arriving later in the year to replace old equipment that is currently nearing the end of it service life.

**ACCOUNTS PAYABLE**

Weisgerber said that County DFS will provide District training on the County’s new Infor system which will give the District access to financial reports and also simplify the claim (accounts payable) process.

Weisgerber then said he is working with the Fire Chief on administrative continuity, by establishing a permanent administrative assignment to assist with the annual Prop 218 Assessment process, including an annual budgeted line-item to compensate this administrative time working for the District. Weisgerber said that the County Counsel has signed off on the concept to change the annual billing formula and that he will work with Chief Tenney and Battalion Chief Swanson to finalize the process, which will render the budgeting process more accurate.

**BUDGET**

Weisgerber said that the current budget (FY2022-23) requires adjustment to cover a shortage resulting from the City of Davis invoice being larger than anticipated in the current FY budget. $11,043 will be appropriated from FY2022-23 revenues; there will remain a $55,862.27 FY 2022-23 revenue surplus to be added to the reserve fund balance after the adjustment; and $12,780 will be moved from the FY2022-23 budgeted contingencies to cover the City of Davis invoice shortage; website redesign/administration; and accounting fees for FY2022-23.

The following are the recommended FY-2022-23 Budget Adjustment Appropriations

Account Description Number Increase/(Decrease)

Property Taxes - Current Secured 400100 11,043

Spec Svc – Auditing & Accounting 501151 200

Spec Svc - Info Tech Svc 501152 550

Spec Svc - Other 501165 1,000

City of Davis 502121 22,073

Contingency Appropriations 503300 (12,780)

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 11,043

Robert then moved to adjust the FY2022-23 budget as displayed in the above appropriations, increased by $11,043 from current FY revenue. Lindsey seconded the motion and all were in favor.

Next year’s budget (FY2023-24) will see a 5% increase over FY 2022-23 and include a 2% increase to the invoice from the City of Davis; funds to cover Davis FD administrative assistance efforts; and funds to cover fees for District website maintenance and administration. The Board then discussed a 5-year chart of Fire District AV percentage, as a ratio of total property values served by Davis Fire Department. The chart reflected that the AV percentages have held more or less steady over the past five years.

**UPDATES**

Weisgerber said that he will continue working on the billing cycle formula change with Fire Chief Tenney and Battalion Chief Swanson.

**NEW BUSINESS**

Weisgerber said when the Board will approve the budget for the coming year at the next meeting.

Robert then shared some recent emails sent to the District with the Board. Lindsey said that he would work on one of them and Weisgerber would forward the other one to the City to answer a question on property tax from the County

Robert said that the new district URL is [www.eastdavisfiredistrict.com](http://www.eastdavisfiredistrict.com) and that he would be setting up email addresses for each Board member to use. The new site is up and running now.

**NEXT MEETING**

**June 8, 2023 at Fire Station 33**

**ADJOURNMENT**

There was then a motion by Robert that was seconded by Lindsey to adjourn the meeting; approved unanimously at 7:42 p.m.

Respectfully submitted:

John W. Lindsey

Board Member