

**EAST DAVIS COUNTY FIRE PROTECTION DISTRICT  
625 COURT ST STE 204  
WOODLAND, CA 95695-3490  
MINUTES OF THE MEETING HELD May 21, 2020  
VIA ZOOM MEETING**

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

**ABSENT:** Michael McMahon

**OTHERS PRESENT:** Davis Fire Chief Joe Tenney, Davis Fire Marshal Patrick Sandholdt, Supervisor Jim Provenza, Assistant Supervisor Richard Reed, Elisa Sabatini, Mark Krummenacker

Chair Weisgerber called the meeting to order at 6:32 p.m.

**MINUTES**

Motion by Weisgerber, seconded by Robert, to accept the minutes of the meeting held on April 16, 2020; approved unanimously.

**FIRE DEPARTMENT UPDATE**

Fire Marshal Sandholdt said that he had no update but that Chief Tenney might join the meeting later.

**WEED ABATEMENT HEARING**

Weisgerber opened the floor for any public comments regarding the weed abatement notices. There were no members of the public in attendance so the comment session was closed. Fire Marshal Sandholdt reported that he had cited both the City and County for the Putah Creek parcels they own. Reed then asked if Sandholdt could send him the notice for the county directly as he wasn't sure if it had been received yet. Sandholdt said he would send it to Reed as soon as possible.

**COUNTY SUPERVISOR**

Supervisor Provenza said that he has been working seven days a week along with his staff to manage the County's coronavirus plans and actions. The state is pushing for a reopening of some businesses but the County is taking a slower approach and will discuss possible opening plans at the Board meeting scheduled for May 26<sup>th</sup>. Provenza reported that the housing of homeless vulnerable people including families and the elderly is going well and the County expects that the State will reimburse the County for those expenses. Provenza complimented the work being done by First 5 Yolo and that his office has worked to contact senior populations to make sure they are getting the services that they need. Provenza added that the County is making good progress on setting up testing sites and procedures and that there is adequate contact tracing staff in place.

**FIRE DEPARTMENT UPDATE**

Chief Tenney then joined the meeting and reported that all the Department staff are healthy and that the four firefighters who did contract the coronavirus have recovered and are returning to work.

Tenney said that the Department is working closely with the County to get city services reopened including City Hall. Weisgerber asked about call volume and Tenney said that the volume is still slightly below normal due to the students being gone. Tenney then discussed the upcoming challenges with the fire season this year and that the budget and salary cuts will result in loss of management staff at Cal Fire as many of Cal Fire's top leadership will be retiring in the coming weeks in order to preserve their pensions. The Chief also explained all of the tactical and physical changes that will be required to allow social distancing among fire crews and then said that an additional challenge will be recruiting and new staffing as all the fire academies are currently closed. Tenney also said that mutual aid will be difficult this summer as many of the surrounding cities have seen budget cuts and are currently barely able to handle their own call volumes.

## **PUTAH CREEK CHANNEL**

Elisa Sabatini then updated the Board on the current state of the Putah Creek Channel and the possible ownership transfer of the County parcels to the City. The County recently authorized a \$10,000.00 emergency budget item to fund clearance of some brush and fuel prior to the fire season in response to concerns voiced by residents near the Channel. Unfortunately, a group of bird enthusiasts have also complained that this work is being done during nesting season which could have an effect on the birds living in the Channel. Both Reed and Sabatini are working with both groups to try and a solution that works for both groups. Sabatini then reported on the progress of the property transfer and said that the County has elevated this issue so that it will be discussed at the next 2x2 meeting with the City. The survey is complete so the only issue remaining is whether the City will accept ownership that would more closely align with the drainage and water easements they already have on the properties. There was then discussion of how to manage the Weed Abatement notices given the conflict with the bird nesting season and Weisgerber said that the Board would work with the County to ensure fire safety while respecting the environmental concerns.

## **2020-2021 BUDGET**

Mark Krummenacker presented three documents to the Board that are attached to these minutes. Krummenacker said he found a miscoded item at the County level that will result in \$15,000.00 in recovered revenue over the next two years. Krummenacker then asked if the City could possibly invoice the District as soon as possible for the amounts set aside for the technical rescue gear and trailer that the District had agreed to fund last year. Chief Tenney said he would get them sent over as soon as possible. Krummenacker then also asked if the survey contribution could also be invoiced soon in order to clear that item from the books. Krummenacker presented some recommended adjustments for \$45,653.00 worth of unassigned funds. Weisgerber asked Tenney to look into the weed abatement notice costs so that those items could be paid if the City is not going to absorb that cost. Krummenacker then recommended that the \$11,085.00 budget surplus be assigned to the 502120 account so that the Board could use that for any unexpected expenses without having to recertify the yearly budget.

Lindsey than made a motion to approve the recommended 2020-2021 budget, Robert seconded, and all were in favor.

Lindsey then made a motion to move the \$11,085.00 surplus to the 502120 Non-County Expenses account, Robert seconded, and all were in favor.

## **PROPOSITION 218 DISCUSSIONS**

Weisgerber then discussed how to retain the service of the Department's Financial Analyst to help with the yearly Proposition 218 billing. After some discussion the Board agreed that the work could be billed by the City to the District and the 502120 account funds could be used to pay that estimated \$200.00-\$400.00 expense.

Weisgerber then said he would be using a mailed form to bill the unpaid State agency property bills and said if they did not respond he would investigate how to directly bill those agencies.

Weisgerber said that the Proposition 218 billing resolution will be on the agenda for the next meeting and that he will work with the Department's Financial Analyst to have the rolls ready for submission to the County.

Robert then made a motion to pay the bill for the Financial Analyst services from the 502120 account, Lindsey seconded, and all were in favor.

## **VACANT BOARD POSITION**

Robert reported that he had a possible candidate for the Board and that he would approach that person to see if they were still interested. If they are interested, Reed and Provenza will help Robert's candidate with the application and appointment process.

Chief Tenney then discussed some possible issues with budget cutbacks with the Board and said that he would report back when he knew how deep the cuts would be.

## **FUTURE AGENDA ITEMS:**

- Proposition 218 tax billing resolution
- Board position vacancy

## **NEXT MEETING**

**June 18, 2020** at Davis Fire Station 33, 425 Mace Boulevard, Davis, CA 95616.

**ADJOURNMENT**

Motion by Weisgerber, seconded by Lindsey, to adjourn the meeting; approved unanimously at 7:33 p.m.

Respectfully submitted:  
John W. Lindsey  
Board Member

**APPROVED:**

\_\_\_\_\_

**Name:** \_\_\_\_\_

\_\_\_\_\_

**Name:** \_\_\_\_\_

\_\_\_\_\_

**Name:** \_\_\_\_\_

**EAST DAVIS FPD  
FYE 2019-20 BUDGET PROJECTION**

Fd	Dept	B/U	C/C	Acct	Account Name	Current Budget	YTD Activity as of 5/7/20	Estimated Additional Amounts	Projected Balance	Variance Favorable / (Unfavorable)
----	------	-----	-----	------	--------------	----------------	---------------------------	------------------------------	-------------------	------------------------------------

**REVENUE SUMMARY**

6215	53	2751	8060	400100	PROP TAXES-CURRENT SECURED	\$ 554,000.00	\$ 560,323.98	\$ -	\$ 560,323.98	\$ 6,323.98
6215	53	2751	8060	400101	PROP TAXES-CURRENT UNSECURED	7,500.00	9,898.56	-	9,898.56	2,398.56
6215	53	2751	8060	400111	PROP TAXES-PRIOR UNSECURED	0.00	54.85	-	54.85	54.85
6215	53	2751	8060	400121	SUPPLEMENTAL PROP TAXES	5,000.00	3,695.86	-	3,695.86	(1,304.14)
6215	53	2751	8060	400700	INVESTMENT EARNINGS-POOL	0.00	8,936.41	2,000.00	10,936.41	10,936.41
6215	53	2751	8060	400705	GASB 31 FMV - DFS ONLY	0.00	(12,453.34)	12,453.34	0.00	0.00
6215	53	2751	8060	401060	ST-OTHER IN-LIEU TAXES	0.00	15,484.56	-	15,484.56	15,484.56
6215	53	2751	8060	401061	ST-HIGHWAY PROPERTY RENTALS	0.00	6.75	-	6.75	6.75
6215	53	2751	8060	401240	ST-HOMEOWNERS PROP TAX RELIEF	3,000.00	2,601.80	459.14	3,060.94	60.94
6215	53	2751	8060	403030	SPECIAL ASSESSMENT	210,000.00	211,213.54	-	211,213.54	1,213.54
						<u>\$ 779,500.00</u>	<u>\$ 799,762.97</u>	<u>\$ 14,912.48</u>	<u>\$ 814,675.45</u>	<u>\$ 35,175.45</u>

**APPROPRIATIONS SUMMARY**

**SERVICES AND SUPPLIES**

6215	53	2751	8060	501051	INSURANCE-PUBLIC LIABILITY	\$ 600.00	\$ 500.00	\$ -	\$ 500.00	\$ 100.00
6215	53	2751	8060	501110	OFFICE EXPENSE	0.00	0.00	-	0.00	0.00
6215	53	2751	8060	501151	PROF & SPEC SVC-AUDITG & ACCTG	900.00	1,050.00	-	1,050.00	(150.00)
6215	53	2751	8060	501152	PROF & SPEC SVC-INFO TECH SVC	0.00	0.00	-	0.00	0.00
6215	53	2751	8060	501165	PROF & SPEC SVC-OTHER	0.00	200.00	-	200.00	(200.00)
6215	53	2751	8060	501180	PUBLICATIONS AND LEGAL NOTICES	150.00	0.00	-	0.00	150.00
6215	53	2751	8060	501250	TRANSPORTATION & TRAVEL	0.00	0.00	-	0.00	0.00
						<u>1,650.00</u>	<u>1,750.00</u>	<u>0.00</u>	<u>1,750.00</u>	<u>(100.00)</u>

**OTHER CHARGES**

6215	53	2751	8060	502121	CITY OF DAVIS	729,000.00	0.00	758,633.00	758,633.00	(29,633.00)
6215	53	2751	8060	502120	CONTRIB TO NON-CO AGENCIES (see below)	48,850.00	0.00	64,770.00	64,770.00	(15,920.00)
6215	53	2751	8060	503300	APPROPRIATION FOR CONTINGENCY	0.00	0.00	-	0.00	0.00
						<u>777,850.00</u>	<u>0.00</u>	<u>823,403.00</u>	<u>823,403.00</u>	<u>(45,553.00)</u>

\$ 779,500.00   \$ 1,750.00   \$ 823,403.00   \$ 825,153.00   \$ (45,653.00)

Net Unassigned FB Inc (dec)   \$ -   \$ 798,012.97   \$ (808,490.52)   \$ (10,477.55)   \$ (10,477.55)

Unassigned Fund Balance, July 1

184,804.87

**Projected unassigned Fund Balance, June 30**

\$ 174,327.32

**6215 53 2751 8060 502120 CONTRIB TO NON-CO AGENCIES**

	2019	2020
Funding for Prop 172 legal fees	1,000.00	1,000.00
Putah Creek Property Survey	20,000.00	20,000.00
City of Davis Technical Gear	26,351.00	24,899.54
DFD boat	16,820.00	18,870.15
	<u>64,171.00</u>	<u>64,769.69</u>

**RECOMMENDED BUDGET ADJUSTMENT**

	Increase <u>Approp</u>	Increase <u>Est Revenue</u>
6215 53 2751 8060 501165 PROF & SPEC SVC-OTHER	100.00	
6215 53 2751 8060 502121 CITY OF DAVIS	29,633.00	
6215 53 2751 8060 502120 CONTRIB TO NON-CO AGENCIES	15,920.00	
6215 53 2751 8060 400100 PROP TAXES-CURRENT SECURED		7,473.00
6215 53 2751 8060 400700 INVESTMENT EARNINGS-POOL		10,936.00
6215 53 2751 8060 401060 ST-OTHER IN-LIEU TAXES		15,485.00
6215 53 2751 8060 401061 ST-HIGHWAY PROPERTY RENTALS		7.00
6215 53 2751 8060 401240 ST-HOMEOWNERS PROP TAX RELIEF		61.00
6215 53 2751 8060 403030 SPECIAL ASSESSMENT		1,214.00
6215 99 0001 0001 300999 UNASSIGNED		10,477.00
	<u>45,653.00</u>	<u>45,653.00</u>

**YOLO COUNTY AUDITOR-CONTROLLER**

**FIRE DISTRICT BUDGET WORKSHEET**

**FISCAL YEAR: 2020-21**

**DISTRICT NAME: EAST DAVIS FIRE PROTECTION DISTRICT FUND NO: 6215**

Acct	Account Name	18-19 Actual	19-20 Projection	19-20 Budget	20-21 Budget
<b>FINANCING SOURCES</b>					
400100	PROP TAXES-CURRENT SECURED	\$ 531,859	\$ 560,324	\$ 554,000	\$ 571,500
400101	PROP TAXES-CURRENT UNSECURED	7,585	9,899	7,500	9,900
400111	PROP TAXES-PRIOR UNSECURED	63	55	-	50
400120	SUPPLEMENTAL PROP TAXES CURR	17,320	3,696	5,000	5,000
400700	INTEREST	25,341	10,936	-	2,000
400700	INTEREST-RESTRICTED (DO NOT BUDGET)				
401060	ST-IN LIEU TAXES	-	15,485	-	7,742
401061	ST-HIGHWAY PROPERTY RENTALS	6	7	-	8
401240	ST-HOMEOWNERS PROP TAX RELIEF	3,077	3,061	3,000	3,000
402000	OTHR-IN-LIEU TAXES	-	-	-	-
403030	SPECIAL ASSESSMENT	210,921	211,214	210,000	210,000
	<b>TOTAL ESTIMATED REVENUE</b>	<b>796,172</b>	<b>814,677</b>	<b>779,500</b>	<b>809,200</b>
	ESTIMATED FUND BALANCE AVAILABLE	-	-	-	-
	DECREASE IN CONTINGENCY RESERVE	-	-	-	-
	DECREASE IN RESERVE	-	-	-	-
	<b>TOTAL FINANCING SOURCES</b>	<b>\$ 796,172</b>	<b>\$ 814,677</b>	<b>\$ 779,500</b>	<b>\$ 809,200</b>
<b>FINANCING USES</b>					
501051	INSURANCE-PUBLIC LIABILITY	\$ 500	\$ 500	\$ 600	\$ 500
501090	MEMBERSHIPS	-	-	-	-
501100	MISCELLANEOUS EXPENSE	-	-	-	-
501110	OFFICE EXPENSE	-	-	-	-
501111	OFFICE EXP-POSTAGE	-	-	-	-
501112	OFFICE EXP-PRINTING	-	-	-	-
501151	PROF & SPEC SVC-AUDITG & ACCTG	750	1,050	900	900
501152	PROF & SPEC SVC-INFO TECH SVC	-	-	-	-
501156	PROF & SPEC SVC-LEGAL SVC	-	-	-	-
501165	PROF & SPEC SVC-OTHER	-	200	-	-
501180	PUBLICATIONS AND LEGAL NOTICES	-	-	150	150
501205	TRAINING	-	-	-	-
501232	SPEC DPT EXP-ELECTION SUPPL/SVC	-	-	-	-
501250	TRANSPORTATION AND TRAVEL	-	-	-	-
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>1,250</b>	<b>1,750</b>	<b>1,650</b>	<b>1,550</b>
502060	JUDGMENTS AND DAMAGES				
502120	CONTRIB TO NON-CO AGENCIES	-	-	48,850	-
502121	CITY OF DAVIS	708,744	758,633	729,000	796,565
	<b>TOTAL OTHER CHARGES</b>	<b>708,744</b>	<b>758,633</b>	<b>777,850</b>	<b>796,565</b>
503300	APPROPRIATION FOR CONTINGENCY				
	<b>TOTAL APPROPRIATIONS</b>	<b>709,994</b>	<b>760,383</b>	<b>779,500</b>	<b>798,115</b>
	ADDITIONS TO GENERAL RESERVE	-	-	-	-
	ADDITIONS TO EQUIP REPLACEMENT RESERVE	-	-	-	-
	ADDITIONS TO RESERVE	-	-	-	-
	<b>TOTAL FINANCING USES *</b>	<b>\$ 709,994</b>	<b>\$ 760,383</b>	<b>\$ 779,500</b>	<b>\$ 798,115</b>

+ 2% rounded  
 FLAT  
 FLAT  
 Low est  
 Low est  
 To reserve  
 Fish & Wildlife (2 yrs) SALY  
 TSTB  
 FLAT  
 Other agencies  
 Per District  
 YCPARMIA, Per Dist.  
 SCO Rept \$150, Sp Asmt \$750  
 Website, per district  
 Per District  
 Est PY +5%

86,178      54,294      -      11,085      Unbalanced amount, excess revenue over expenditures

EAST DAVIS FIRE PROTECTION DISTRICT  
MULTI-YEAR REVENUE AND EXPENDITURE SUMMARY

GENLED ACCT	INFOR ACCT	ACCOUNT NAME	14-15 ACTUAL	15-16 ACTUAL	16-17 ACTUAL	17-18 ACTUAL	18-19 ACTUAL	19-20 ESTIMATED	20-21 BUDGET
<b>REVENUE</b>									
821110	400100	PROPERTY TAXES-CURRENT SECURED	\$ 401,587	\$ 458,797	\$ 488,705	\$ 509,881	\$ 531,859	\$ 560,324	\$ 571,500
821120	400101	PROPERTY TAXES-CURRENT UNSEC	7,690	8,365	7,183	7,931	7,585	9,899	9,900
821220	400111	PROPERTY TAXES-PRIOR UNSECURED	68	164	186	89	63	55	50
821310	400120/1	SUPPLEMENTAL ROLL	19,217	23,609	17,919	6,776	17,320	3,696	5,000
824100	400700	INVESTMENT EARNINGS	1,157	2,956	1,946	4,676	25,341	10,936	2,000
824199	400700	INVESTMENT EARNINGS-RESTRICTED	3,121	9,879	6,857	14,382	23,824	22,000	-
825190	401060	ST-OTHER IN-LIEU TAXES	-	7,742	7,742	7,742	-	15,485	7,742
825190	401061	ST-HIGHWAY PROPERTY RENTALS	6	7	5	5	6	7	8
825485	401240	HOMEOWNERS PROPERTY TAX RELIEF	3,033	3,041	2,966	2,977	3,077	3,061	3,000
825502	401270	STATE MANDATED COSTS	943	-	-	-	-	-	-
826115	403030	SPECIAL ASSESSMENTS	215,986	211,416	204,649	210,514	210,921	211,214	210,000
			652,808	725,976	738,158	764,973	819,996	836,677	809,200
<b>EXPENDITURES</b>									
862202	501051	INSURANCE-PUBLIC LIABILITY	500	500	500	500	500	500	500
862390	501110	OFFICE EXPENSE	21	29	29	-	-	-	-
862391		OFFICE EXP-POSTAGE	-	-	-	-	-	-	-
862421		AUDITING & FISCAL SERVICES-AUD	-	-	-	-	-	-	-
862421	501151	AUDITING & FISCAL SERVICES-SA Fee	746	746	730	745	750	750	750
862421	501151	AUDITING & FISCAL SERVICES-SCO RPT	264	264	-	150	-	300	150
862422	501165	INFORMATION TECHNOLOGY	600	600	600	200	-	-	-
862429	501165	PROF & SPEC-OTHER	1,441	1,934	1,982	-	-	200	1,000
862460	501180	PUBLICATIONS & LEGAL NOTICES	95	112	118	-	-	-	-
862610	501250	TRANSPORTATION AND TRAVEL	23	35	32	-	-	-	-
863112	502121	PROF & SPEC-CONTRACT	591,258	684,472	671,182	716,829	707,494	758,633	796,565
863200	502120	CONTRIBUTIONS TO NON-C0 AGENCY	10,000	-	-	-	-	64,770	-
			604,948	688,692	675,173	718,424	708,744	825,153	798,965
EXCESS REVENUES (EXPENDITURES) OVER EXPENDITURES (REVENUE)			47,860	37,284	62,985	46,549	111,252	11,524	10,235
FUND BALANCE AVAILABLE, JUNE 30			42,428	87,167	114,572	65,208	97,375	184,803	174,327
TRANSFERS (TO) FROM RESERVES			(3,121)	(9,879)	(112,349)	(14,382)	(23,824)	(22,000)	-
FUND BALANCE AVAILABLE, JUNE 30			\$ 87,167	\$ 114,572	\$ 65,208	\$ 97,375	\$ 184,803	\$ 174,327	\$ 184,562
<b>GENERAL RESERVE</b>									
GENERAL RESERVE BALANCE, JULY 1			\$ 79,868	\$ 79,868	\$ 79,868	\$ 185,360	\$ 185,360	\$ 185,360	\$ 185,360
NET INCREASE (DECREASE)			-	-	105,492	-	-	-	-
<b>GENERAL RESERVE BALANCE, JUNE 30</b>			\$ 79,868	\$ 79,868	\$ 185,360	\$ 185,360	\$ 185,360	\$ 185,360	\$ 185,360
<b>DESIGNATED RESERVE</b>									
DESIGNATED RESERVE BALANCE, JULY 1			\$ 1,018,962	\$ 1,022,083	\$ 1,031,962	\$ 1,038,819	\$ 1,053,201	\$ 1,077,025	\$ 1,099,025
NET INCREASE (DECREASE)			3,121	9,879	6,857	14,382	23,824	22,000	-
<b>DESIGNATED RESERVE BALANCE, JUNE 30</b>			\$ 1,022,083	\$ 1,031,962	\$ 1,038,819	\$ 1,053,201	\$ 1,077,025	\$ 1,099,025	\$ 1,099,025
<b>TOTAL FUNDS</b>			\$ 1,189,118	\$ 1,226,402	\$ 1,289,387	\$ 1,335,936	\$ 1,447,188	\$ 1,458,712	\$ 1,468,947
PERCENTAGE INCREASE/ DECREASE			4.19%	3.14%	5.14%	3.61%	8.33%	0.80%	0.70%
Check figures			47,860	37,284	62,985	46,549	111,252	11,524	10,235
			0	0	0	0	0	0	0