COMMISSIONERS
Anita Tatum- Chairman
Neil Busch
Tim Hornbuckle
John Reyes
Matt Cotter

FIRE CHIEF
David Garrison

SECRETARY
Sherrill Jenkins

DUNNIGAN FIRE PROTECTION DISTRICT BOARD OF COMMISSIONERS MEETING MINUTES

Fire Station Training Hall

October 8, 2026

6:30 P.M- Call to Order

Chairperson Anita Tatum called the meeting to order at 6:30 pm. Present were fellow Commissioners; Neil Busch, and Matt Cotter. Absent: John Reyes and Tim Hornbuckle

1. Pledge of Allegiance

2. Approval of Agenda
   a. Approve the **October 8th** meeting agenda.

   MO# 27-20: Approved the October 8th meeting agenda.
   Motion: Matt Cotter **Second:** Neil Busch **Ayes:** Tatum, Busch, Cotter **Absent:** John Reyes and Tim Hornbuckle

3. Public Comments – No public comments made.

4. Public Correspondence/ Discussion about correspondence received-
   - Public Records Request: The Data Branch –a public records request for purchasing data. Specifically, we request a spreadsheet or equivalent file containing all purchase orders issued between January 1, 2023. Our purchases are then uploaded to their public data base.

5. Approval of the **September 10th** meeting minutes.

   MO# 27-21: Approved the September 10th meeting minutes.
   Motion: Matt Cotter **Second:** Anita Tatum **Ayes:** Tatum, Cotter **Abstained: Busch Absent:** John Reyes and Tim Hornbuckle

6. Approval of the bills submitted for payment.

   MO# 27-22: Approved bills processed for payment since last meeting.
   Motion: Neil Busch **Second:** Matt Cotter **Ayes: Ayes:** Tatum, Busch, Cotter **Absent:** John Reyes and Tim Hornbuckle

7. Reports, Discussion and Action Items from the District Fire Chief
   a. Chief's Report (See attached)
   b. Fire Recovery discussion and action item.
      - Assistant Chief Sagara presented a revised version of the Fire Recovery application with updated response charges for review and discussion. He will send a final packet to the Commissioners who will then forward on to Counsel for review in prep for the November meeting.

c. AT&T and T-Mobile implementation status.
   - The Board provided direction to move services to T-Mobile.

8. Action Items and Reports from Board of Commissioners
   a. Discussion with community participation about a weed and hazardous conditions abatement program.

   b. Discussion and update on new septic system proposal – Harold Leverenz. Next steps include:
      - Review and provide comments on draft OWTS permit package / variance request
      - Authorize submittal to Yolo County Environmental Health
      - Authorize payment of applicable permit fees
      - Following County review, prepare bid documents

      Secretary Jenkins shared an opinion from County Counsel on what was required to complete the septic system bid process in accordance with state law. Important points included:
      - The project does not require you to use the County's bidding system. However, you may find that conducting the procurement process yourself to be more difficult.
      - Non-volunteer workers would still need to be hired in compliance with the procurement rules and paid prevailing wage.

      Jenkins then shared information from Environmental health with the following important points highlighted:

      Required applications:
      - Septic Permit Application
        - Only qualified septic designers (Civil Engineer, Professional Geologist, REHS) can submit a septic design.
        - Only licensed septic contractors are allowed to install alternative septic systems. The chosen installer may be willing to allow volunteers to help with the install, reducing cost.
      - Property line setback reduction request—to work around 50ft setback to a property line.
      - A variance request may be required depending on the proposed system.

      Discussion included the proposal presented by Harold Levine and the request by Commissioner Tatum to carve out a piece of the vacant lot for event parking. Harold stated he could revise the report to include an event parking area, but the reduction of the dispersal field area could cause restrictions in the overall daily use of the facilities. He thought the use could be reduced from unlimited restriction of use, to allow only a one day "big event" any given week, or a couple smaller events a week. He asked the Board to provide some direction on how large the parking area would be, and where they would prefer the location to be. The board then approved the following:

      MO# 27-23: Approved Harold Levernez's septic system proposal, with a possible change to allow for event parking, if possible, and tentative approval of the design by the County. **Motion:** Anita Tatum **Second:** Neil Busch **Ayes: Ayes:** Tatum, Busch, Cotter **Absent:** John Reyes and Tim Hornbuckle

c. Impact Fee Transfer approvals- Approve $159.887.97 in invoices to be funded through impact fees. Invoices include 2 vehicles purchased in January 2026, the 2019 Silverado, and 2019 Expedition, and the 2009 Workstar (the new type 3 engine) purchased in July 2026. Also includes refurbishment costs of the 2019 Silverado, and the 2009 Workstar.

MO# 27-24: Approved the transfer of $159,887.97 from the Development and Impact Fee revenue account to reimburse general funds for purchases that support the expansion of district activities.
Motion: Neil Busch **Second:** Matt Cotter **Ayes:** **Ayes:** Tatum, Busch, Cotter **Absent:** John Reyes and Tim Hornbuckle

d. Approve FY 25-26 Development Impact Fee Annual Report Revision to include the LaFCo recommended 5 year review, and the use of impact fees for the purchase of two vehicles in Jan 2026.

MO# 27-25: Approved FY 25-26 Development Impact Fee Annual Report Revision to include the LaFCo recommended 5 year review, and the use of impact fees for the purchase of two vehicles in Jan 2026.
Motion: Neil Busch **Second:** Matt Cotter **Ayes**: Tatum, Busch, Cotter. **Absent:** John Reyes and Tim Hornbuckle

e. LaFCO 2022 Review recommendations- status updates.
   (i) Commissioner Policy Review- Draft policies to be discussed include Board of Commissioner and District oversight policies:
   - GENERAL- Lays out the general oversight roles, ethics framework, communications and other high-level roles and oversight responsibilities
   - BOARD OF COMMISSIONERS- Lays out the framework for Board of Commissioner specific roles and duties, meetings and agenda requirements, and other administrative roles, duties, or requirements.
   - EMPLOYMENT PRACTICES- Includes policy guiding Equal Opportunity, Nepotism, and Unlawful Harassment situations. Provides detail employment and disciplinary policy for direct hires reporting to the District Fire Chief.

   Secretary Jenkins handed out copies of the 3 oversight policies. No discussion was undertaken but will be tabled to the next meeting.

   (ii) Capital Improvement Plan - Brief discussion, but more work needed.
   (iii) Annual Reporting of Department Data to the Board- The Chief and Board will identify data points that should be included in this review. A follow-up discussion will be undertaken at the November meeting.
   (iv) Ethics Training- The link to the Ethics Course was provided through an email link. A follow-up discussion will be undertaken at the November meeting.

f. Budget status updates, concerns and discussions.
   (i) CivicPlus renewal rates
   - All technical services-
   - A table was provided to the board that highlighted annual subscriptions, with comparison to last year's charges. Chief Garrison explained some of the services in this table.

TECH SERVICE	24-25	25-26	26-27
ESO - BLS ePCR Software, CAD integration, Fire Incidents reporting	3,383	3,512	3,841
DITTO - Google Workspace	1,901	2,930	3,106
Active 911- Active Alert 24, Active Team 30	1,463	1,541	1,556
Yolo Co OES Command Tablet		3,906	3,906
Streamline	1,080	1,800	
Streamline, Now CivicPlus			
Compliance Essentials			3,000
DocAccess Essentials, 1000 pgs		600	3,000
Adobe Standard 1 license	167	155	180
Microsoft office	129	129	

The Board gave direction to go ahead with the renewal of CivicPlus.

(ii) CA Minimum Wage Increase-

- Because the wage increase needed to start January 1st, the board agreed to approve the minimum wage increase at the next meeting, if a larger wage package was not ready to review and adopt.

(iii)Approve the Department of Financial Services to complete the Local Agencies Financial Transaction Report on behalf of Dunnigan Fire Protection District.

MO# 27-26: Approved the Department of Financial Services to complete the Local Agencies Financial Transaction Report on behalf of Dunnigan Fire Protection District.
Motion: Matt Cotter **Second:** Anita Tatum **Ayes**: Tatum, Busch, Cotter. **Absent:** John Reyes and Tim Hornbuckle

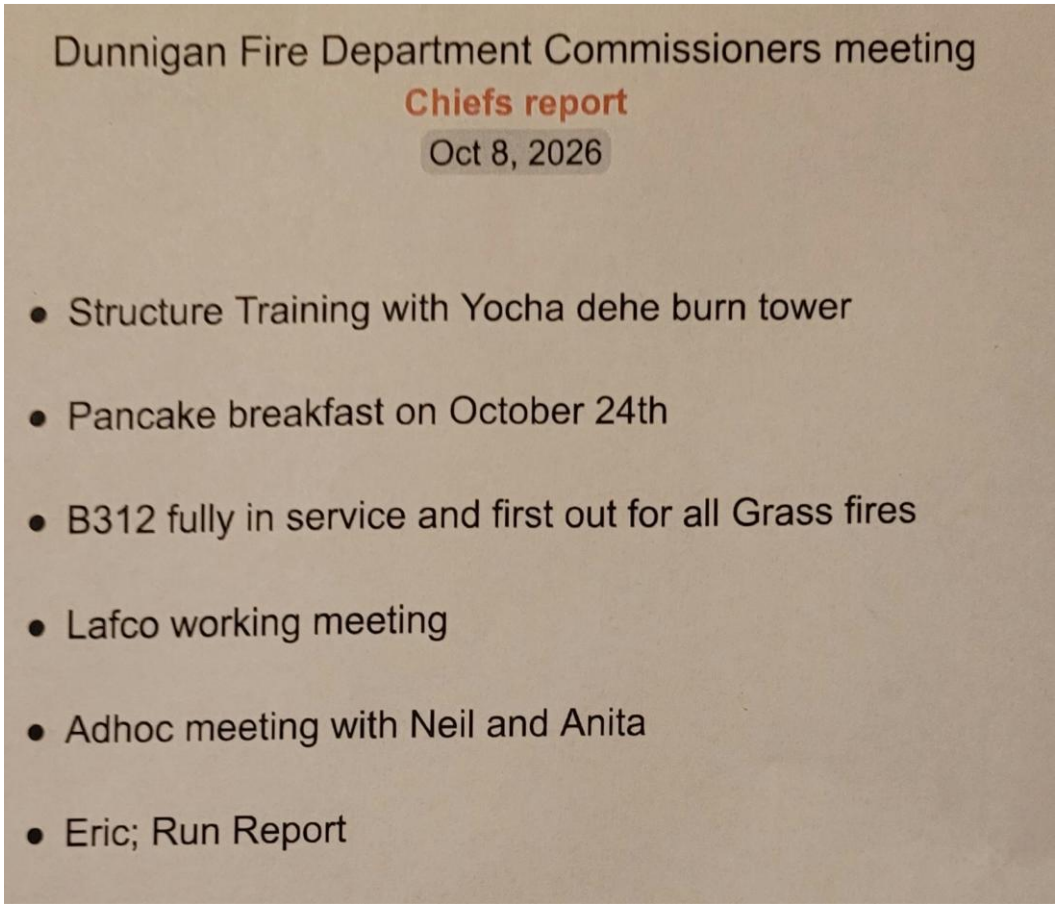
9. **MOTION TO ADJOURN** – The next regular meeting will be held on November 12th at the Fire Station Training Hall.

MO# 27-27: Adjourned the **October 8th** meeting at 8:44 pm.
Motion: Matt Cotter **Second**: Neil Busch **Ayes:** Tatum, Busch, Cotter. **Absent:** John Reyes and Tim Hornbuckle

Chairperson: _____

Secretary: _____

ATTACHMENT


Dunnigan Fire Department Commissioners meeting
Chiefs report
Oct 8, 2026
• Structure Training with Yocha dehe burn tower
• Pancake breakfast on October 24th
• B312 fully in service and first out for all Grass fires
• Lafco working meeting
• Adhoc meeting with Neil and Anita
• Eric; Run Report