



**SPRINGLAKE FIRE PROTECTION DISTRICT**  
**1000 Lincoln Avenue**  
**Woodland, CA 95695**  
**(530) 661-5860**

**GOVERNING BOARD MEETING MINUTES**  
**Thursday, April 30, 2020**  
**Police and Fire Headquarters, 1000 Lincoln Avenue, Woodland**

*PLEASE NOTE: Due to the COVID-10 pandemic and subsequent Shelter in Place order issued for Yolo County, the April 30, 2020 Springlake Fire Protection District Governing Board Meeting will be conducted pursuant to the Governor's Executive Order N-29-20.*

*The meeting will be held via teleconference and Board members will participate via teleconference. Those locations are not listed on the agenda and are not accessible to the public.*

*The public is encouraged to listen to the Board meeting live via the link below.*

<https://cityofwoodland.webex.com/cityofwoodland/j.php?MTID=m9324e1be30b669969f4b77036e70ce90>

*If you wish to make a comment during general public comment or on a specific agenda item, there are two ways to do that. You may leave a voice mail message at (530) 661-5875. All voice mail messages received by 4:00 p.m. will be played during the Board meeting and read into the record at the appropriate time. You may also submit an email to the Board Clerk at [jeran.ulrich@cityofwoodland.org](mailto:jeran.ulrich@cityofwoodland.org) during the meeting. Please include the agenda item in the subject line.*

**PRESENT: Roll call was conducted pursuant to Executive Order N-29-20. All Board Members and staff identified themselves and were present via teleconference.**

**Commissioners Wes Arvin, Carolyn Bunfill, Brooke Herrgessell**  
**Board Clerk Jeran Ulrich- Woodland Fire Department**  
**Interim Chief Eric Zane- Woodland Fire Department**  
**Fire Marshal Emily Walling- Woodland Fire Department**  
**Chief Joe Tenney- Davis Fire Department**  
**Fire Marshal Patrick Sandholdt- Davis Fire Department**

**ABSENT:**

**I. Call to Order**

The April 30, 2020 Springlake Fire Protection District Governing Board meeting was called to order at 4:06 PM by Chair Arvin

**II. Approval of Minutes – January 30, 2020**

On a motion by Commission Bunfill, seconded by Commissioner Herrgessell, and carried unanimously on a 3-0 roll call vote, the Board approved the January 30, 2020 minutes as presented.

**III. Public Comments**

None

**IV. Public Hearings**

The 2020 Weed Abatement Public Hearing was opened at 4:15 PM and the Woodland and Davis Fire Departments were authorized to cause the abatement of weeds and keep an accounting of costs of said abatement on a motion by Commission Bunfill, seconded by Commissioner Herrgessell, and carried unanimously on a 3-0 roll call vote.

No comments were received via email or voicemail message regarding the Public Hearing.

The 2020 Weed Abatement Public Hearing was closed at 5:08 on a motion by Commissioner Bunfill, seconded by Commissioner Herrgessell, and carried unanimously on a 3-0 roll call vote.

**V. Approve Payments of Bills and Budget Requests**

- A. On motion by Commissioner Bunfill, seconded by Commissioner Herrgessell, and carried unanimously on a 3-0 roll call vote, the Board approved the payment to the City of Woodland for Administrative Services – FY19 3<sup>rd</sup> quarter (\$1000).
- B. On motion by Commissioner Bunfill, seconded by Commissioner Herrgessell, and carried unanimously on a 3-0 roll call vote, the Board approved the payment to the City of Woodland for Public Notices (\$207.54).
- C. On motion by Commissioner Bunfill, seconded by Commissioner Herrgessell, and carried unanimously on a 3-0 roll call vote, the Board approved the payment to the City of Woodland for Website Hosting Subscription and Domain Renewal (\$170.95).
- D. On motion by Commissioner Bunfill, seconded by Commissioner Herrgessell, and carried unanimously on a 3-0 roll call vote, the Board approved the payment to Fechter and Company for FYE 2018 and 2019 Audits (\$5,436).

**VI. Regular Calendar**

- A. Auditor's Draft Report- FYE 2018 and 2019 and Management Letter  
On motion by Commissioner Bunfill, seconded by Commissioner Herrgessell, and carried unanimously on a 3-0 roll call vote, the Board

accepted the Auditor's Draft Report FYE 2018 and 2019 and the Management Letter with the amended language to page 11 paragraph 3 as provided by the auditor.

**B. District Governance Subcommittee Update**

The Board received an update from the Subcommittee. Tentatively, the required Protest Hearing is set for May 28th and all changes will go into effect on July 1, 2020.

**C. Discretionary Spending Draft Resolution**

The Board reviewed and provided feedback on the draft resolution. The Board instructed the Board Clerk to add the Resolution to the June agenda for approval.

**D. Fire Prevention Inspection Cost Recovery- Continued Discussion**

The Board continued discussion on the cost recovery options for Fire Prevention services. The City of Davis has only one property in the District that is currently inspected.

The Board requested that both Fire Marshal Sandholdt and Fire Marshal Walling work with the County to get a better list of business within the District that may need to be inspected.

The Board formed a subcommittee consisting of Chair Arvin, Chief Tenney, Fire Marshal Sandhodt, Chief Zane, and Fire Marshal Walling. This subcommittee will meet, if feasible, before the next meeting and report back.

**VII. Correspondence and Information**

- A. 2019 Government Compensation in California Report  
Informational only.
- B. Monthly Trial Balance Reports: January-March 2020  
Informational only.

**VIII. Set Date for Next Meeting**

Tuesday June 30, 2020 at 2 PM

**IX. Adjournment**

The April 30, 2020 Springlake Fire Protection District Governing Board meeting was adjourned by Chair Arvin at 5:13 PM.



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Jeran Ulrich, Clerk  
Springlake Fire Protection District Governing Board