

**WOODBIDGE RURAL COUNTY FIRE PROTECTION DISTRICT**  
**400 East Augusta Street - Woodbridge**  
**REGULAR MEETING – BOARD OF DIRECTORS**  
**December 17, 2025**

**CALL TO ORDER:** President Gerlack called the regular meeting of the Woodbridge Rural County Fire Protection District Board of Directors to order at 10:14 a.m.

**ROLL CALL:**

Directors Present: David Duke, Richard Gerlack, Michael Manna and Thomas Alexander  
Absent: Loren Moore, Jr. and Operations Chief Brian Bernier  
Staff Present: Fire Chief Darin Downey and District Secretary Diana Tidwell

**MINUTES:** On motion of Alexander, seconded by Duke, the minutes of the regular meeting on October 22, 2025, approved as written. All ayes. Motion carried unanimously.

**INVOICE COMMITTEE REPORT:** President Gerlack gave the Invoice Committee Report for the period ending October 31, 2025 and November 30, 2025, which included reviewing the district's bills and employee costs, and found them to be in order. Seconded by Vice President Alexander. All ayes. Motion carried unanimously.

**INVOICE COMMITTEE:** Director Duke and Director Manna will serve on the Invoice Committee scheduled to review on January 21, 2026, at 9:30 a.m. with the regular meeting following at 10:00 a.m.

**BUSINESS NOT ON AGENDA FROM PUBLIC:**

- A. Battalion Chief Eric Edwards gave the board of directors an update on medical status of Director Moore.
- B. Chief Downey thanked the board for attending the 2025 Association of Woodbridge Firefighters Christmas Dinner.

**FIRE CHIEF'S REPORT:**

- A. Alarm & Fire Prevention Report:  
Chief Downey reviewed the Alarm and Fire Prevention Reports, and each board member received a copy. Alarm reports show 150 calls for the month of November 2025, bringing the yearly total to 2018, an increase of 59 calls from last year. The district completed 10 fire inspections during the month of November.
- B. New Rescue:  
New Rescue is at station. Crews are loading equipment. The district finally received reimbursement for the prepaid grant Monday and were approved for OTS grant for cutters, stabilizers, spreaders, etc. Once equipment is loaded the rescue will be sent back to Golden state to begin mounting additional equipment and radios, etc.
- C. Update on Training Facility:  
Gate motors will be installed next week with a remote key pad. Chief will begin pulling DR number for classroom updates and that will deplete the remaining ARPA funds.

**OPERATION CHIEF'S REPORT:**

- A. None

**CORRESPONDENCE:**

- A. None

**ACTION ITEMS:**

- A. Approve Measure U Committee Application:  
On motion of Alexander, seconded by Gerlack, Measure U Committee application for Steve Reeves approved for an additional 4-year term. All ayes. Motion carried unanimously.
- B. Approve Engagement of Croce, Sanguinetti and Vander Veen for FY 24/25 Annual Audit:

On motion of Duke, seconded by Alexander, engagement of Croce, Sanguinetti, and Vander Veen for FY 2024/2025 Annual Audit approved. All ayes. Motion carried unanimously.

C. Approve Engagement of Croce, Sanguinetti, and Vander Veen for Financial Transaction Report:

On motion of Gerlack, seconded by Alexander, engagement of Croce, Sanguinetti, and Vander Veen for Financial Transaction Report approved. All ayes. Motion carried unanimously.

**CLOSED SESSION:**

A. Workers Compensation claim pursuant to California Government Code Section §54956.95

B. Retiree Medical Benefits pursuant to California Government Code Section §54957(b)

The meeting convened into closed session at 11:10 a.m.

The meeting reconvened into open session at 11:18 a.m. with the following action from the Board of Directors:

1. No action taken on line-item A, information only.

**BOARD COMMENTS:**

A. Director Manna inquired on call increase throughout the years and if the district anticipates an increase each year. Chief Downey explained that the majority of the increase is due to incline in homelessness & recent aid agreements with neighboring districts. Director Manna also inquired on status of I5 project. Chief Downey advised project is currently in environmental impact review.

**ADJOURNMENT:** On motion of Gerlack, seconded by Alexander, the Board of Directors meeting was adjourned at 11:30 am. All ayes. Motion carried unanimously.

**ATTEST:**

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DIANA TIDWELL, District Board Secretary