

West Plainfield Fire Protection District

24901 County Road 95, Davis, California 95616 (530)756-0212

BOARD OF COMMISSIONERS MEETING

September 18, 2018 at 7:00 PM

To be held at West Plainfield Fire Department
24901 County Road 95, Davis, CA 95616

1. Call the meeting to order
2. Review and Discussion of Bills
 - a. Approve Payment of Bills (Page 1)
3. Public comment
4. Lillard Hall
 - a. Lillard Hall Public Business
 - b. Lillard Hall Manager Report
 - c. Lillard Hall Committee Report (Hjerpe, Guarino)
 - i. Financial Analysis Report
 - ii. Landscaping / Fencing
5. Financials
 - a. Deposits (Page 2)
 - b. Financial Reports
6. New Business
 - a. Discussion/Action – Yolo County Fire Chief’s Letter pursuing Proposition 172 funds (Page 3 & 4)
 - b. Discussion/Action – New Hire Firefighter introduction, questions - appointment
7. Old Business
 - a. Fire District Website Update
 - b. County Road 31 and County Road 96 Safety Concerns
8. Chiefs Report
9. Assistant Chiefs Report
10. Volunteer Activities Report
11. Committee Reports
 - a. Standing Committees
 - i. Benefits Committee Report (Hjerpe, Guarino)
 - ii. Budget Committee Report (Yeager, Hjerpe)
 - iii. Personnel Committee Report (Hjerpe, Guarino)
 - iv. Extended Coverage / Resident Firefighter Program Committee (Beoshanz, Yeager)
 - b. Ad Hoc Committees
 - i. Monument Committee (Beoshanz, Yeager)
 - ii. Airport Service District Committee (Yeager, Hjerpe)
 - iii. Incident Analysis and Reporting Committee (Beoshanz, Hjerpe)
 - iv. Funding Committee (Hjerpe, Yeager)
12. Bureau of Indian Health Service (BIHS) Liaison Report
13. Training Liaison Report
14. Fire Prevention Liaison Report
15. Major Equipment Repair Liaison Report
16. Minutes
 - a. Approval of August 21, 2018 Board Meeting Minutes (Page 5-9)
17. Clerk’s Report
18. Open Forum
19. Calendar
 - a. The next regular scheduled Board meeting will be October 16, 2018 at 7:00 pm unless another date is agreed upon.

West Plainfield Fire Protection District

24901 Road 95, Davis, California 95616 • (530) 756-0212

September 18, 2018

Auditor-Controller
625 Court Street
Woodland, CA 95695

This letter is to inform you that the West Plainfield Fire Protection District's Board of Commissioners has approved for payment the bills listed below:

ATT	\$ 41.72
Curtis	8,318.31
Pisani's Auto	72.20
Ron DuPratt Ford	51,386.17
TIAA Bank	139.45
Waste Management	165.57
YCPARMIA	<u>1,000.00</u>
 Total	 \$61,123.42

* Not included in total

DEPOSITS – July 17, 2017

Total of 4 deposits totaling \$1,622.75

YCPARMIA – Reimbursement Temporary Disability – Delgadillo	\$ 1,162.39
Lillard Hall – Reimbursement for PG&E	\$ 299.04
Jana Hay – Reimbursement for Materials	\$ 75.00
US Bank – Contact payment	\$ 86.32



Cherie Rita <crita@westplainfieldfire.com>

Yolo County Fire Chiefs Proposals Ref Prop 172 Monies

DAN TAFOYA <dntafoya@yahoo.com>

Wed, Sep 12, 2018 at 10:44 AM

Reply-To: DAN TAFOYA <dntafoya@yahoo.com>

To: Cherie Rita <crita@westplainfieldfire.com>

Good morning Cheri here are the fire chiefs proposals any questions please let me know thanks again Pops.

- 1) We will be requesting a total of 10% of the total Prop 172 money that the County of Yolo gets on an annual basis. This amount from what we read is approximately 18 to 20 million. Depending on what we agree upon we estimate between and annual income for each district of \$100,000.00 to \$ 150,000.00 annually.
- 2) All money that we get from this proposal will be divided between all 15 fire districts equally.
- 3) We will be telling the county's Supervisors that the primary use of the money will be for the purpose of Staffing,PPE and Training. Please note that as we make our Staffing better and all our PPE and Training needs are met. Then we can think about putting unused monies for things like Capital Replacements. It is not the intent of these monies at first to be for Capitol Replacements. We as districts need to make the other items listed be sound before we can use it for other items.
- 4) A appointed committee by the chiefs association will perform a audit of all district on a biannual basis.
- 5) A fire district does have the option to opt out of this completely. In the event a district chooses to do so there share of said money will be split among the other fire districts.
- 6) In the event legal representation is needed the committee is requesting that each district have \$1000.00 on hand in case we need to have legal representation for this effort.



P.O. Box 2302, Woodland, CA 95776-2302

To: _____, Board of Commissioners

From: Yolo County Fire Chief's Association

Date: _____

We, the undersigned commissioners of above named fire district, hereby agree to the recommendations put forth by the Yolo County Fire Chief's Association in pursuit of Proposition 172 monies. In the pursuit of these monies, we understand there may be costs associated with legal representation. We agree to reimburse the Yolo County Fire Chief's Association up to \$1,000 for necessary legal representation in pursuit of the Proposition 172 monies.

Signed and Dated:

Fire District Board of Commissioners

Signature

Date

Signature

Date

Signature

Date

Signature

Date

Signature

Date

Minutes – August 21, 2018
West Plainfield Fire Protection District Board of Commissioners

1. CALL TO ORDER

The meeting was called to order at 7:00 pm by President McMullen Present were:

Commissioners: James McMullen, Ed Beoshanz, Jim Yeager, Charles Hjerpe and Richard Guarino (7:10pm)
Staff: Chief Cherie Rita, Assistant Chief Bill Heins, Clerk Sharon Grafton

President McMullen suggested the bills be moved to after item 4 in order to give all commissioners time to review the bills.

3. PUBLIC COMMENT

None

4. LILLARD HALL

a. Lillard Hall Business
None

b. Lillard Hall Report
It was noted that the canine academy had rented the hall many times in the recent weeks which has brought in revenue to the hall.

c. Lillard hall Committee Report Ad Hoc
i. Financial Analysis Report
Nothing to report
ii. Landscaping/Fencing
Nothing to report.

2. REVIEW DISCUSSION OF BILLS (taken out of order)

a. Approve payment of bills.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To approve the bills in the amount of \$17,309.63.

Passed: Unanimously

5. FINANCIALS

a. Deposits
Total of 2 deposit: \$2,447.99 and \$3,093.98.

b. Financial Reports
Financial reports were not available.

6. **NEW BUSINESS**

- a. County Road 31 and County Road 96 Safety Concerns
There was a discussion as to the continued concerns over the intersection of County Road 31 and 96. President McMullen suggested we invite the Superintendent of Public Works, Ed Medina, to attend our Board of Commissioners meeting so that concerns can be addressed. It was suggested by Commissioner Guarino, that we take a more conversational approach by calling Mr. Medina and asking to meet to discussing our concerns first. President McMullen suggested that there be an Ad Hoc Committee formed to address these concerns with Public Works. The Committee labeled the County Road Issues Committee, consists of Ed Beoshanz and Charlie Hjerpe. They will bring back an update at the next meeting.

7. **OLD BUSINESS**

- a. Fire District Website
AC Heins reported to the Board that he has not had time to contact Special Districts to see what the cost of joining would be and what the benefits other than website hosting would be available as a member. He asked that this be moved to next meeting.

8. **CHIEF'S REPORT**

Chief Rita informed the Board that she had no new items at this time. Most items would be covered under the Assistant Chief's Report.

President McMullen asked if the station was still standing down on mutual aid calls. Chief Rita stated that which staffing as it is, the decision remains to still stand down until new staff is hired. She stated that we should be ready to participate in mutual aid calls once staff is hired in about 3 weeks.

9. **ASSISTANT CHIEF REPORT**

Assistant Chief Heins informed the board of a few items.

- Staffing
Mike Medina has finished his 850 time but is staying on one day a week for 10 weeks until someone is hired to replace him. He is no longer an officer but a firefighter on restricted duty. At the end of this time, Mike Medina will be fully retired. The other full-time employee was injured and requires surgery. He is on restricted duty at 5 days a week for 4 hours a day. Tom Stiles was filling in until August 6th when he was hired by Willow Oak. Assistant Chief Heins informed the Commissioners that currently he is filling in the shifts working 5 days a week at 8 hours (8am – 4pm)

Chief Rita will send an email to the Fire Chiefs to get word out again to see if there is more interest in the position. Assistant Chief Heins stated that he is finalizing the oral questions and will be setting up a meeting with the Personnel Committee to finalize.

President McMullen suggested that rather than just fill the one full time at will position that the department consider hiring a temporary position until the other full-time position is back to full time. Basically, the department is down 2 full time positions at this time.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To hire one regular, full time at will employee and one temporary employee with the same qualifications.

Passed: Unanimously

President McMullen suggested that Assistant Chief Heins put an ad in the CSFA magazine.

- **Security Cameras**
Assistant Chief Heins informed the Board that there are currently 4 of the 5 security cameras up and running inside the station. He stated he had sent out an email to everyone notifying them they were installed. They run on an uninterrupted power in a cage in the weight room and store 3 weeks of tape. They are set up for both motion and constant with Chief Rita, Assistant Chief Heins and Volunteer President Fish as the only ones that can review the tapes. They are for the safe guard the equipment in the station as well as keeping staff safe.

Recording are kept 2 ½ to 3 weeks and then are recorded over. Chief Rita stated they are not reviewed unless necessary.
- Assistant Chief Heins stated that he had completed the draft of the Business Inspection Form for review and approval and would set up a meeting with the Fire Prevention Liaison shortly.

10. VOLUNTEER ACTIVITIES REPORT

Chief Rita informed the Board that the annual fundraiser at the Yolo County Fair was a success this year selling 58 kegs which is up from 47 last year. They anticipate \$20,000 in profit. She also informed the Board that the new Combi tool arrived and it is in Brush 30. That makes a total of 2 in use.

11. COMMITTEE REPORTS

- a. **Standing Committees**
 - i. Benefits Committee Report (Hjerpe, Guarino)– No meeting, no report.
 - ii. Budget Committee Report (Yeager, Hjerpe) – No meeting, no report.
 - iii. Personnel Committee Report (Hjerpe, Guarino) - No meeting, no report.
 - iv. Extended Coverage/Resident Firefighter Program Committee (Beoshanz, Yeager) – Commissioner Yeager stated that this is still moving forward. The Committee is waiting to hear back from 2 grants that were put out to the county but haven't heard anything yet. Yocha Dehe Winton Nation mailed a check, which was received, for the purchase of a Brush Truck/Fire Apparatus in the amount of \$147,000 to be deposited. Commissioner Yeager stated that Duane Chamberlain was key in getting us this money.

Commissioner Yeager stated that he would like to plan a ceremony and press release thanking the tribe for their contributions to the station. Possibly a dinner that he Volunteers could be a part of and invite Chamberlain, Yocha Dehe and the press.

It was agreed that this would be discussed with the Volunteers and to bring back to the board for a suggestion on when to have the event.

- b. Ad Hoc Committees
 - i. Policy Review Committee (Beoshanz, Guarino)– No meeting, no report. It was noted that this committee had completed their function and was dismissed. President McMullen thanks Commissioners Beoshanz and Guarino for their hard work.
 - ii. Monument Committee (Beoshanz, Yeager) – Commissioner Beoshanz stated that the Monument has been completed and the plaque mounted and now he would like to have a dedication ceremony with press. After discussion, it was decided that there would be a picture taken on Monday September 10th during drill with a couple commissioners and volunteers and it would be sent to the papers with a write up regarding the dedication. By consensus, it was agreed that the Committee would coordinate when to have the picture, and report back to the Board. Commissioner Yeager suggested that some historical research be done prior to that.
 - iii. Airport Service District Funding Committee – No meeting, no report.
 - iv. Incident Analysis and Reporting Committee (Beoshanz, Hjerpe)- No meeting, no report. Commissioner Beoshanz was reminded that the committee was to determine what types of reports they would like to see included in the Board Packets. Assistant Chief Heins stated that he would work on setting up a meeting.

It was also noted that there was an Ad Hoc Committee that had been left off of the agenda. The Committee missing is the Funding Committee (Hjerpe, Yeager) which will be added to the next agenda.

12. **BUREAU OF INDIAN HEALTH SERVICE (BIHS) LIASION REPORT**

Commissioner McMullen informed the Board that he is working on setting up a meeting with them, Chief Rita, Assistant Chief Heins and himself. They have agreed to meet and discuss the coverage of the facility. He asked if anyone would like to attend a meeting. Commissioner McMullen felt this would be a great opportunity to discuss with them the 24/7 staffing.

13. **TRAINING LIASION REPORT**

Nothing new to report.

14. **FIRE PREVENTION LIASION REPORT**

Commissioner McMullen stated that this was covered under the Assistant Chief report. He will be working with Assistant Chief Heins on the Business Inspection Form before the next meeting.

15. **MAJOR EQUIPMENT LIASION REPORT**

Nothing new to report.

16. **MINUTES**

- a. Approval of June 21, 2018 Board Meeting Minutes.

Move to approve minutes as corrected.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

Passed: Unanimously

17. CLERKS' REPORT
Nothing to report.

19. OPEN FORUM
Commissioner McMullen asked why the landscaping was looking dead. Assistant Chief Heins stated that during the drought they had been directed to not water and they are continuing with that direction. Assistant Chief Heins reminded the Board that this was a Board decision. Assistant Chief Heins also informed the Board that the mower had had some issues and so they were behind on mowing the lawn but will get that done this week.

20. CALENDAR
The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday September 18, 2018. President McMullen stated that he would not be able to attend and confirmed there would be a quorum.

Meeting adjourned 8:30pm

President

Clerk