

West Plainfield Fire Protection District

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

**Minutes – March 16, 2021
West Plainfield Board of Commissioners
Regular Meeting
Held via Video and Teleconference**

Remote Meeting Locations: 25258 County Road 95, Davis, CA 95616
34791 Creeksedge Road, Davis, CA 95616
37007 Russell Boulevard, Davis, CA 95616
26213 County Rd 96, Davis, CA 95616

1) CALL TO ORDER

The Meeting was called to order at 7:01pm by James McMullen and a quorum was established.

Commissioners: James McMullen, Jim Yeager, Richard Guarino,
and Charles Hjerpe

Staff: Fire Chief Rita, Assistant Chief Heins, Assistant Chief
Stiles, Captain Bravo, Captain Booth, Lieutenant
Fish, Clerk Gonzalez, Nate Kane, Bay Warland,
Katelyn Sinclair, Garret Beoshanz, Jon Lee

2) PUBLIC COMMENT

No public comment

3) OLD BUSINESS

a) Update – Weed Abatement (AC Heins)

AC Heins stated there is nothing new to report. AC Heins also stated that Captain Scott Bravo will be taking the lead on weed abatement until the Fire Battalion Chief position is filled.

4) LILLARD HALL

a) Manager Report (Hall Manager Gonzalez)

Hall Manager Gonzalez stated that since taking over the position she has been in contact with a few security door companies in the area to provide quotes for the replacement of the hall doors. Hall Manager Gonzalez will be meeting with them the coming week for the estimates.

Hall Manager Gonzalez also stated she is also in contact with a few tree companies as well to provide quotes to prune the trees in front of Lillard Hall.

Hall Manager will provide to the board those quotes at the next meeting.

Hall Manager Gonzalez added that she reached out to the county regarding opening the hall. However, the county still discourages indoor gatherings. If a gathering were to happen, the county advises no more than 16 people present.

Hall Manager Gonzalez stated Lillard Hall will continue to remain closed.

5) NEW BUSINESS

a) Discussion / Action – Out of District Volunteer Applications (AC Heins)

AC Heins received one application. The applicant has the minimum qualifications to fall into the category that the fire chief and staff can approve. AC Heins will work with Chief Rita on getting the application

approved.

b) Discussion/Action - Changes to Fire Battalion Chief Job Description (Chief Rita, AC Heins)

AC Heins recommends a rewrite in the chain of command for the upcoming Battalion Chief. He suggests the upcoming Battalion Chief work directly with the fire chief while also taking direction from the board of commissioners.

AC Heins and Chief Rita suggest a change in the Battalion Chief Job Description that reflects that chain of command.

Commissioner proposed that Chief Rita work with President McMullen to get the job description rewritten.

1st: Commissioner Yeager

2nd: Commissioner Guarino

Have the job description worked on and brought back to the next meeting.

President McMullen asked for a roll call.

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guarino: Aye

Commissioner McMullen: Aye

Motion Passed 4-0

c) Discussion/Action – Standing Committees – Reports (President McMullen)

Standing Committees

- Benefits and Budget Committee – **Guarino, Hjerpe**

No meeting, no report.

- Personnel Committee – **Yeager**

No Meeting, no report.

President McMullen asked Commissioner Guarino to serve as the second member of this standing committee until the new commissioner is appointed.

Commissioner Guarino accepted.

- District Funding and Development Committee - **Yeager, Hjerpe**

No Meeting, no report.

- IHS Committee - **McMullen, Guarino**

No Meeting, no report.

- Lillard Hall Committee – **Yeager**

No Meeting, no report.

President McMullen asked Commissioner Guarino to serve as the second member of this standing committee until the new commissioner is appointed.

Commissioner Guarino accepted.

d) Discussion/Action – Liaison Reports (President McMullen)

- Fire Prevention/Investigation – **McMullen**

No meeting, no report.

- Training – **Yeager**

No Meeting, no report.

- Large Equipment/Facilities – **Vacant**

President McMullen appointed himself in interim until the new commissioner is appointed.

6) Discussion/Action - County Fire sustainability committee (Chief Rita)

- a) Input - 2–5-year draft plan for use of monies

AC Stiles stated that all the departments were required to develop a 2–5-year plan for the use of monies (Prop 172 Funds). AC Stiles went over the draft report (packet pg.6-11). The report mentioned using the monies for facilities improvements, enhancing fire fighter safety, and equipment and apparatus funding.

1st: Commissioner Guarino

2nd: Commissioner Yeager

Accept the proposed use of 172 Funds as set up on packet pages (6-10)

President McMullen asked for a roll call.

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guarino: Aye

Commissioner McMullen: Aye

Motion Passed 4-0

7) FIRE CHIEF'S REPORT

Chief Rita reported that UC Davis has donated a Holmatro Extrication Tool set to the department and AC Stiles will be working on getting the tools put into service. The department will need to purchase a power pack for it.

Chief Rita has also been in communication with PG&E regarding the microgrid getting put in the fire district before September. Chief Rita does not have information on location however, its supposed to be able to cover the department, the airport, the hospital, and other areas. Chief Rita is still awaiting additional information on the project.

Jon Lee made a comment regarding the volunteer association approving the funds for the power pack as well as fund additional equipment that may subsidize the additional power pack.

8) ASSISTANT FIRE CHIEF'S REPORT

AC Heins stated he is in the process of wrapping up his final days at the department.

AC Heins stated he is creating generic passwords for accounts he has for vendors to pass along to the rest of staff.

AC Heins also created a district Zoom account for the districts use and will be proving training to staff.

9) CLERKS REPORT

a) Discussion/Action – West Plainfield Fire Protection District Bill Review

Clerk Gonzalez presented the bill summary to the board for bill approval. (Packet pg. 12)

1st: Commissioner Guarino

2nd: Commissioner Hjerpe

Approve the bills presented to the board

President McMullen asked for a roll call.

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guarino: Aye

Commissioner McMullen: Aye

Motion Passed 4-0

b) Approval of Prior Board Meeting Minutes (Clerk Gonzalez)

i) Regular Meeting of January 19, 2021

1st: Commissioner Guarino

2nd: Commissioner Yeager

Approve January 19, 2020 minutes as presented.

President McMullen asked for a roll call.

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guarino: Aye

Commissioner McMullen: Aye

Motion Passed 4-0

ii) Special Meeting of January 26, 2021

1st: Commissioner Guarino

2nd: Commissioner Yeager

Approve January 26, 2020 minutes as presented.

President McMullen asked for a roll call.

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guarino: Aye

Commissioner McMullen: Aye

Motion Passed 4-0

iii) Special Meeting of February 5, 2021

1st: Commissioner Guarino

2nd: Commissioner Yeager

Approve February 5, 2020 minutes as presented.

President McMullen asked for a roll call.

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guarino: Aye

Commissioner McMullen: Aye

Motion Passed 4-0

iv) Special Meeting of February 11, 2021

1st: Commissioner Guarino

2nd: Commissioner Yeager

Approve February 11, 2020 minutes as presented.

President McMullen asked for a roll call.

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guarino: Aye

Commissioner McMullen: Aye

Motion Passed 4-0

v) Regular Meeting of February 16, 2021

1st: Commissioner Guarino

2nd: Commissioner Hjerpe

Approve February 16, 2020 minutes as presented.

President McMullen asked for a roll call.

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guarino: Aye

Commissioner McMullen: Aye

Motion Passed 4-0

10) CALANDER

Next regular Board meeting on April 20, 2021, unless another date is agreed upon.

1st: Commissioner Guarino

2nd: Commissioner Yeager

To adjourn.

President McMullen asked for a roll call.

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guarino: Aye

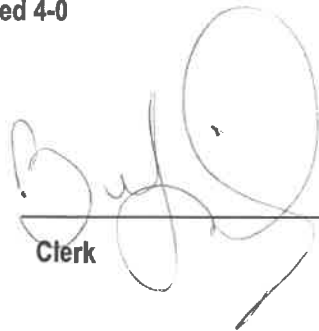
Commissioner McMullen: Aye

Motion Passed 4-0

Meeting Adjourned at 7:50pm



President



Clerk