

West Plainfield Fire Protection District

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

BOARD OF COMMISSIONERS – REGULAR MEETING - MINUTES

April 20, 2021

Held via Video and Teleconference

1) CALL TO ORDER

The Meeting was called to order at 7:07pm by James McMullen and a quorum was established.

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

Staff: Fire Chief Rita, Assistant Chief Stiles, Battalion Chief
Wilson, Captain Bravo, Clerk Gonzalez, Jon Lee

2) PUBLIC COMMENT

No public comment.

3) CLOSED SESSION

- a) Discussion / Action – Closed Session – Interview for Company Officer / EMT Position (President McMullen)

The commissioners met in closed session to conduct interviews for 2 candidates for the open Company Officer/EMT position.

- b) Discussion / Action – Report from closed session

The board exited closed session to rejoin the main session after interviewing the candidates. President McMullen stated the board has instructed Fire Chief Rita to negotiate employment with one of the candidates.

Commissioner Guarino asked, if the candidate and the Fire chief could not come to an agreement, will the position be extended to the other candidate? President McMullen stated, If the Fire Chief and the candidate could not come to an agreement, then the offer would be extended to the next candidate.

4) OLD BUSINESS

- a) Update – Weed Abatement (Chief Rita)

Chief Rita stated that the department has gotten started on this year's weed abatement project. Chief Rita also stated that Battalion Chief Wilson has been began taking over the project with the help of Captain Bravo.

Battalion Chief Wilson began to give the update on weed abatement. Battalion Chief Wilson stated that weed abatement postcards have been ordered and sent out to district residents.

Battalion Chief Wilson stated that he is working closely with Captain Bravo in order to develop and restructure the program. Battalion Chief Wilson also suggested a laminated guideline chart be carried in each apparatus, so that volunteer firefighters have quick access to the guidelines. Battalion Chief Wilson also stated that he and Captain Bravo have been touring the district to identify high risk areas, in order to address those areas first.

President McMullen offered to join Battalion Chief Wilson for a driving drill to show him some of the areas of concern.

5) LILLARD HALL

a) Manager Report (Hall Manager Gonzalez)

Hall Manger Gonzalez stated that she has been in contact with the county regarding opening the hall back up again. Unfortunately, due to the county still being in the Orange Tier, Lillard Hall will remain closed for the month of May. Current County Guidelines (Effective April 15, 2021):

Orange – Moderate – Tier 3: Private events can occur in indoor and outdoor venues and must follow the modifications in this guidance, including:

o Outdoor:

- o Attendance must be limited to a maximum of 100.
- o If attendees show proof of negative test or full vaccination, then a maximum of 300 people.
- o Attendance limits include all staff and volunteers working at the event.

o Indoors

- o Attendance must be limited to a maximum of 150 people. All attendees must show proof of negative test or full vaccination.

b) Discussion / Action – Lillard Hall door replacement quote award (Hall Manager Gonzalez)

Hall Manger Gonzalez presented to the board 3 different quotes from 3 different door companies. The board went over the quotes provided by Hall Manger Gonzalez. The board pointed out that the quote from Discover Door (See Packet) was only for one set of doors. The Board also pointed out that the quote from Industrial Door Company (See Packet) had expired based on the 30-day time frame given by the door company. The Board Instructed that Hall Manager reach out to the door companies again and correct/update the quotes provided and bring back the quotes to the next board meeting.

c) Discussion / Action – Lillard Hall Tree pruning quote award (Hall Manager Gonzalez)

Hall Manger Gonzalez reported that she sought 2 different quotes from 2 different tree trimming businesses. (see packet)

Motion: Commissioner Yeager

2nd: Commissioner Guarino

Approve the quote provided by Alliance Tree Service for \$3250

President McMullen asked for a roll call

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guarino: Aye

Commissioner McMullen: Aye

Motion Passed 4-0

6) NEW BUSINESS

a) Discussion / Action - Sales tax initiative to fund fire districts (AC Stiles)

AC Stiles reported that the sales tax initiative relates to the ongoing Fire Sustainability Ad hoc Committee.

AC Stiles stated that one of the options for sustainable funding for the districts is the use of a ½ cent sales tax exclusively for rural areas. Yolo County is requesting this to be brought to the board on whether or not the board will support the sales tax initiative.

President McMullen would be interested in receiving a more detailed proposal regarding the sales tax initiative.

By consensus, the board will support a sales tax initiative.

- b) Discussion / Action - Direct funds to fund a consultant to assist with the sustainability project (AC Stiles)

AC Stiles reported that this matter also relates to the ongoing Fire Sustainability Ad hoc Committee.

Funds to support a lawyer to assist the County Chief's Association with the process of obtaining the Prop 172 Funds. AC Stiles stated that this matter be brought to the board to see if the district would support hiring a consultant to assist in obtaining the 172 funds.

Chief Rita mentioned that 3 years ago when the process first began; Chief Rita brought this to the board and at the time the board agreed to fund the hiring of an attorney, should the need arise.

- c) Discussion / Action – Benefit assessment as part of sustainability project (AC Stiles)

AC Stiles reported that this matter also relates to the ongoing Fire Sustainability Ad hoc Committee. The ad hoc committee would like the districts to explore additional means of funding. The benefit assessment is a voter approved initiative and put in place to reevaluate district programs to make sure they are funded at the appropriate level. AC Stiles stated the committee would like to bring to the board the option of putting a benefit assessment program in place in the district to help receive additional funding.

President McMullen the position of the board is neutral, in regard to the Benefit Assessment Program.

- d) Discussion / Action – Sale of surplus vehicles (AC Stiles)

AC Stiles reported that the district is holding on to 4 surplus pieces of equipment. Including, grass rig, water tender, and 2 brush rig chassis. AC Stiles stated the district has had some interest from private parties in purchasing the equipment. AC Stiles wanted to know from the board if it was allowed to negotiate a price on the equipment on the private market.

Chief Rita supports the plan brought on by AC Stiles if the funds from the sale go towards a replacement chassis.

President McMullen requested a legal opinion from County Council.

By consensus, the board agrees to the plan if approved by County Council

- e) Discussion / Action – Out of District Volunteer Applications (Chief Rita)

Chief Rita reported to the board of one out of district volunteer application. This applicant has a commercial driver's license. However, Chief Rita does not recommend bringing him into the district due to not having any type of Fire service background.

BC Wilson suggested not to move forward until a face-to-face interview be conducted before making a decision to accept the applicant.

By consensus, the board approves BC Wilson to conduct further investigation and bring back to the next meeting.

- f) Discussion/Action - Changes to Fire Battalion Chief Job Description (Chief Rita, President McMullen)

Chief Rita stated that she and President McMullen worked on making changes to the Fire Battalion Chief Job Description (See Packet).

Motion: Commissioner Guarino

2nd: Commissioner Yeager

Approve the changes made by Chief Rita and President McMullen
President McMullen asked for a Roll Call

Commissioner Yeager: Aye
Commissioner Hjerpe: Aye
Commissioner Guarino: Aye
Commissioner McMullen: Aye
Motion Passed 4-0

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

Standing Committees

i) Benefits and Budget Committee – **Guarino**, Hjerpe
No Meeting, No Report

ii) Personnel Committee – **Yeager**, Guarino
No Meeting, No Report

iii) District Funding and Development Committee - **Yeager**, Hjerpe
No Meeting, No Report

iv) IHS Committee - **McMullen**, Guarino
BC Wilson reported that him and Captain Bravo have an appointment within the coming week to conduct a fire inspection of the facility and will have more to report at the upcoming meeting.

v) Lillard Hall Committee – **Yeager**, Guarino
No Meeting, No Report

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

i) Fire Prevention/Investigation – **McMullen**
President McMullen reported that he will be working closely with BC Wilson on weed abatement and help identify fire hazards.

ii) Training – **Yeager**
No Meeting, No Report

iii) Large Equipment/Facilities – **McMullen**
No Meeting, No Report

7) FIRE CHIEF'S REPORT

Chief Rita reported that LAFCO report will be in July. Chief Rita reported that she is also prepping for the ISO as well.

8) BATTALION CHIEF'S REPORT

BC Wilson reported that for the last month the district has had 23 calls for service. BC Wilson also mentioned he has been noting different parcels in the area working on their weed abatement. BC Wilson reported of the department giving mutual aid to other departments 3 times as well as receive mutual aid 3 times. BC Wilson also reported the average response time for the department is 4 minutes and 06 seconds. BC Wilson has also been in contact with the Yolo County Airport regarding a training drill.

9) CLERKS REPORT

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

Clerk Gonzalez went over the bill summary with the board (See Packet)

Motion: Commissioner Guarino

2nd: Commissioner Yeager

Approve bills as presented

President McMullen asked for a Roll Call

Commissioner Yeager: Aye

Commissioner Hjerpe: Abstain

Commissioner Guarino: Aye

Commissioner McMullen: Aye

Motion Passed 3-0

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

- i) Regular Meeting of March 16, 2021

Motion: Commissioner Guarino

2nd: Commissioner Yeager

Approve 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 March 20, 2021

Motion: Commissioner Guarino

2nd: Commissioner Yeager

Approve 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) CALENDAR

Next regular Board meeting on May 18, 2021, unless another date is agreed upon.

Motion: Commissioner Guarino

2nd: Commissioner Yeager

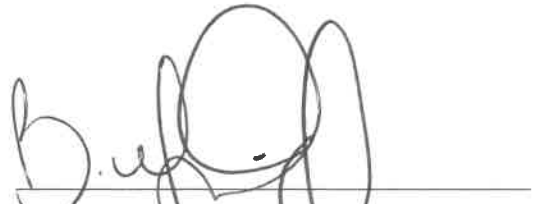
To adjourn meeting.

President McMullen asked for a Roll Call

Commissioner Yeager: Aye
Commissioner Hjerpe: Aye
Commissioner Guarino: Aye
Commissioner McMullen: Aye
Motion Passed 4-0



President



Clerk