

West Plainfield Fire Protection District

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

**Minutes – September 19, 2017
West Plainfield Fire Protection District Board of Commissioners**

1. CALL TO ORDER

The meeting was called to order at 7:02 pm by Vice President Jim Yeager. Present were:

Commissioners: Beoshanz, Yeager, Hjerpe and Guarino
Staff: Chief Cherie Rita, Assistant Chief Bill Heins
Guests: Volunteer Association President Patrick Fish
Absent: President James McMullen, Clerk Sharon Grafton

2. PRESENTATION FROM PLAINFIELD FIRE DISTRICT

Commissioner Beoshanz informed the board that Sam Kennedy, from the Woodland Fire Department, contacted our department and wished to present us with some memorabilia, a Plainfield Fire Protection District badge. Commissioner Beoshanz presented the Plainfield Fire Protection badge and will ensure that it is catalogued and displayed so that the history of the area is preserved. He also asked that a thank you letter be drafted and sent to Sam Kennedy and the Woodland Fire Department acknowledging their gift.

3. REVIEW AND APPROVE PAYMENT OF BILLS

Approve payment of bills

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To approve the bills in the amount of \$5,992.30.

Passed: Unanimously

4. PUBLIC COMMENT

None

5. LILLARD HALL

- a. Lillard Hall Business
NONE
- b. Lillard Hall Reports
Commissioner Yeager reported that the bill for the paving project was paid. He stated that because of the additional work that was performed the bill was \$10,000.00 higher than originally anticipated. The total for the project was \$30,768.00.
- c. Lillard hall Committee Report Ad Hoc
No Meeting, No Report

6. FINANCIALS

Assistant Chief Heins explained that many of the reports that are available through the County's accounting system provide data that may appear confusing. He told the Board that he is trying to arrange additional training for Chief Rita and himself so that the reports are more accurate and pertinent to the district.

- b. Deposits
No deposits.

5. **New Business**

- a. Presentation of Annual Personnel Evaluation, Lieutenant Jesse Delgadillo.

Assistant Chief Heins presented the Annual Personnel Performance Evaluation for Lieutenant Delgadillo. AC Heins informed the board that Lieutenant Delgadillo received an overall evaluation of Fully Successful. Commissioner Hjerpe stated that there have been times he has come to the station and found the doors locked. He feels that staff should be reminded that when they are in the station the front door should remain unlocked. AC Heins stated he would reinforce the Commissioner's wishes.

Lieutenant Delgadillo's Personnel Evaluation was approved by consensus

6. **Old Business**

None

7. **Chief's Report**

- Chief Rita stated that she and AC Heins are continuing to work on the assigned projects. She will continue to keep the Board updated as to the progress.
- She also informed the Board that the County is in the process of hiring a new Building Official and that the fire districts have been participating in the process. In addition to this the fire districts have been asked to form a committee to address consistent processes in the plan review, plan check, site inspections and final approvals. The County would like to make the building process more consistent and efficient. She informed the Board that she has asked AC Heins to represent West Plainfield on that committee.

8. **Assistant Chief's Report**

- AC Heins stated that he has completed an audit request report for the County as part of their annual review of special districts. He stated that there are no corrective actions that have been required of the District.
- West Plainfield has received a parking ticket from San Francisco for a vehicle we do not own. AC Heins said he has written a protest letter.
- AC Heins stated he has been working on several committee projects. He is currently working on lesson plans for the practical portion of the Animal Rescue training.
- AC Heins stated he has spent a large portion of his time performing the Clerk's duties during her absence.
- AC Heins informed the Board that the member who was off duty has returned to full duty.
- AC Heins informed the Board that the Yolo County Fire Chief's Fire Prevention/Planning Committee will meet this Thursday 9/21.
- The department will be preparing for flu season again. All members are encouraged to get vaccinated and those declining will be required to sign a waiver and wear protective equipment.
- The department will begin our qualitative respirator fit testing along with our annual respirator medical evaluation.

9. **Volunteer Activities Report**

President Patrick Fish informed the Board of two items:

- a. President Fish gave an update on the new brush truck. He said the work is progressing and they expect the truck to be placed into service soon. The Board asked about the participation of the association and President Fish stated that they have had almost all of the volunteers involved in the build process. The Board asked President Fish to pass along the Board's thanks for all of their work.
- b. The Volunteer Association Treasurer has resigned and the President, Patrick Fish, has assumed the Treasurer's responsibilities until they can fill the position.

10. 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 reported that the committee met to discuss options going forward. He expressed the opinion that the Student Resident program still made the most sense, but also reported that there were opposing views. Because the Board had returned the question to the Committee Commissioner Yeager reported that while they agree the District needs to pursue consistent 24 - hour staffing the Committee still could not agree on a course of action. He stated that the committee felt the Commission should consider hiring a consultant to help the Board identify all options and financing that may be available to achieve the objective. He also feels that there needs to be a clear consensus for the plan that is ultimately decided upon. After discussion it was decided, by consensus, to table this to the next meeting.

b. Ad Hoc Committees

- i. **Policy Review Committee** (Beoshanz, Guarino)– No meeting, no report.
- ii. **Animal Rescue Training Committee** (McMullen, Hjerpe)- The Committee met and AC Heins gave an update due to Commissioner McMullen's absence. AC Heins reported that the committee was finalizing the practical portion of the training and once that was complete the committee would come back to the board for final approval.
- iii. **Mutual Aid Committee** (Yeager Guarino) – By consensus, this item was Tabled to the next meeting.
- iv. **Landscaping/Transitions Committee** – (Guarino, Hjerpe) – No meeting, no report

11. Bureau of Indian Health Services

President McMullen was absent – No report. Commissioner Beoshanz shared photos of the proposed location. These photos showed the area with significant standing water after some rains. AC Heins informed the Board that the BIH has agreed to comply with Yolo County building, permitting and mandates for mitigating issues associated with flood plain predictions. The Board agreed to share concerns with Commissioner McMullen, our BIH liaison, and have him pass along those concerns.

12. Training Liaison Report

Nothing to report.

13. Fire Prevention Liaison Report

Nothing to report.

14. Major Equipment Repair Liaison Report

Nothing new to report. Covered under Volunteer Activities Report.

15. **Consent Calendar**

To approve the Consent Calendar.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

Passed: Unanimously

16. **Minutes**

Move to approve minutes as corrected.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

Passed: Unanimously

16. **Clerk's Report**

No report.

18. **Open Forum**

- Commissioner Yeager reminded the Board about the invitation by Supervisor Saylor regarding his upcoming gathering.
- Commissioner Beoshanz stated that there was some trash and debris on the east side of the station that should be cleaned up. AC Heins said that he would ensure that staff cleans up the area.

19. **Calendar**

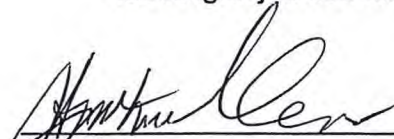
The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday October 19th, 2017.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

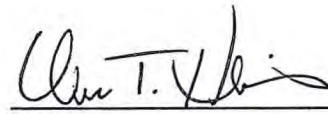
To adjourn,

Passed: Unanimously

Meeting adjourned 8:35pm



President



Clerk