

West Plainfield Fire Protection District

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

**Minutes – June 19, 2018
West Plainfield Fire Protection District Board of Commissioners**

1. CALL TO ORDER

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

- Commissioners: Ed Beoshanz, Jim Yeager, Charles Hjerpe, Richard Guarino and James McMullen
- Staff: Chief Cherie Rita, Assistant Chief Bill Heins, Assistant Chief Dave Stiles
Volunteer Association President Patrick Fish and Clerk Sharon Grafton

2. REVIEW DISCUSSION OF BILLS

- a. Approve payment of bills.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve the bills in the amount of \$8,547.62

Passed: Unanimously

3. PUBLIC COMMENT

None

3. LILLARD HALL

- a. Lillard Hall Business
Nothing to report
- b. Lillard Hall Report

Motion by: Commissioner Yeager
2nd: Commissioner Guarino

To approve the Lillard Hall Report as presented

Passed: Unanimously

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

5. FINANCIALS

- a. Deposits
Clerk Grafton confirmed that there were 2 deposits this month, each in the amount of \$952.00 for a total of \$1,904.00

- b. Financial Reports
Commissioner Yeager stated that he would like to see percentages on the reports which gives a better perspective of where we stand. Chief Rita stated that staff has tried to run reports with percentages but has not been successful. Assistant Chief Heins stated that he could send an email asked for that feature to be added when they do any upgrades.

6. **NEW BUSINESS**

No new business.

7. **OLD BUSINESS**

- a. Fire District Website Update
Move to next meeting
- b. Discussion / Action – Long Term Modified Position
Assistant Chief Heins updated the Board on the employee that had been on leave and stated that he would not be able to return to full duty as he cannot be around smoke. Assistant Chief Heins stated that the Personnel Committee met and felt that even if they created a new position so he worked part time there would still be a need to hire someone who can go on calls. Therefore, it was there recommendation to not create a new position at this time and to keep the employee on until they find a replacement.

Motion by: Commissioner Yeager
2nd: Commissioner Guarino

To not create a new position and keep the current employee on for 2 additional weeks after a new hire is found to assist in training.

Passed: Unanimously

- c. Yocha Dehe Grant
Assistant Chief Heins stated that he contacted Yocha Dehe at the request of the Board to see if the Grant Money could be used to build instead of purchase a Brush Rig. He drove our recently built engine to show them and explained that we could build a Brush Rig and Grass Rig for the same cost as one brush rig already built. Yocha Dehe took it to their board and it was approved for us to build. Assistant Chief Heins received the correct first page of the Grant which was signed by President McMullen in order to finalize the Grant.
- d. Traffic Issues on 96
A letter was sent out to the Public Works Superintendent, Ed Medina by President McMullen. President McMullen receive a response back from Nicholas Burton, P.E., Senior Civil Engineer with the County which he read to the Board. He explained that they had done a study and found no justifications for additional safety measures.

Motion by: Commissioner Hjerpe
2nd: Commissioner Guarino

To accept the response from the County and move on

Passed: Unanimously

8. **CHIEF'S REPORT**

Chief Rita informed the Board of a few items.

- Staff has started to look at summer coverage and sent an email to all the members to see if there was any interest in a temporary position of approximately 35 hours a week. Tom Stiles has taken this position as a relief Firefighter. This position will continue until the new position is hired.
- Cannabis tax passed and the Chief stated she is hoping to be able to receive some of that tax money.
- Yolo Chiefs have brought back the Fire Fighter Training Officers and they will have their next training on July 21 regarding Communications.

9. **ASSISTANT CHIEF REPORT**

Assistant Chief Heins informed the Board on a few items.

- He informed the Board that he had responded to a fire on County Road 31 and met a man who had used his fire extinguisher on the fire who worked as a contractor at the Indian Health Facility. He stated that they would be having a ground-breaking ceremony this week and would let him know when that would be. He is expecting it to take place tomorrow or Thursday.
- The Security Camera components are in and waiting for the electrical to get them up and running. There will also be a security cabinet for parts. There will be 5 cameras inside, 5 cameras outside and there is the ability to expand to 25 cameras.
- Electrical for the Monument will be taken care of at the same time as the security cameras.
- Working to taking a picture of the current members for the display case.

10. **VOLUNTEER ACTIVITIES REPORT**

Volunteer Association President Patrick Fish stated that the County Fair is about 57 days away. We will be hosting a beer booth from August 15-19.

11. **COMMITTEE REPORTS**

a. Standing Committees

i. Benefits Committee Report (Hjerpe, Guarino)
No meeting, no report

ii. Budget Committee Report (Yeager, Hjerpe)

1. Discussion / Action – Adopt 2018-2019 Budget

The Committee had a meeting and finalized the Budget for Fiscal year 2018-2019 for approval. Chief Rita stated they had put in the budget a couple of items that were of concern.

- \$1500 in special account for the monument plaque.
- Keeping reserves up
- Added the Brush 230 build in equipment along with hose
- Left money in for the modular

Motion by: Commissioner Yeager
2nd: Commissioner Guarino

To adopt the 2018-2019 budget.

All board members signed.

- iii. Personnel Committee Report (Hjerpe, Guarino)
 - 1. Discussion/Action – Adopt Hiring Process

Assistant Chief Heins stated that they have put together a hiring process to fill the Firefighter vacancy. They would like to start looking for a Firefighter and depending on qualification they can be moved to an Engineer or Lieutenant. He listed the qualifications/process:

 - Process:
 1. They would like to have an outside panel conduct the oral and EMS and from that panel pick 3 candidates to move forward.
 2. Have one Commissioner meet with these 3 candidates and move one forward to meet with the full Board.
 3. Go through a medical background check
 - Qualifications:
 1. FF1 required
 2. FF2 Preferred
 3. FF with DMV endorsement
 4. Firsts Responder/EMT required

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To adopt the hiring process.

Passed: Unanimously

The committee also discussed whether there should be a no smoking policy.

Motion by: Commissioner Beoshanz
2nd: Commissioner Yeager

To have a no smoking of tobacco products and similar products.

Passed: Unanimously

Motion Amended by: Commissioner Hjerpe
2nd: Commissioner Beoshanz

To have a no use of tobacco products at all.

Passed: Unanimously

- iv. Extended Coverage/Resident Firefighter Program Committee (Beoshanz, Yeager)
 No meeting, no report.

b. Ad Hoc Committees

- i. Policy Review Committee (Beoshanz, Guarino)– No meeting, no report.
- ii. Monument Committee (Beoshanz, Yeager)
 Commissioner Beoshanz stated that the only thing left would be to get the electrician out. Chief Rita handed out suggestions for wording on the

Monument plaque which was reviewed by the Volunteers.

Motion by: Commissioner Guarino
2nd:

To adopt the alternate wording listed.

Died for lack of a second.

Motion by: Commissioner Hjerpe
2nd: Commissioner Guarino

To approved the amended alternate working with the addition of the Founding Fathers.

“This plaque honors and thanks the volunteer firefighters, staff and commissioners who have dedicated their service to the West Plainfield Fire Protection District since 1928.”

Founding Commissioners
George W. Pierce
Frank Stoddard
Albert Henley
Walter G Jarrett Sr
Thomas Lillard

Passed: Unanimously

- iii. Airport Service District Committee
On behalf of the Committee, Assistant Chief Heins gave a report of the last meeting. They were looking at what it would take to organize a Service District for the Airport. They also discussed contacting the County to see what we would be able to get financially if we organized the Service District.

There was a lot of discussion on how to fund the department which was determined to be out of the scope of work for this Committee. Therefore, President McMullen created a new Alternative Funding Committee. Commissioners will be Yeager and Hjerpe.

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

This was covered earlier in the Assistant Chief Report. In light of that information, President McMullen will contact the Bureau of Indian Health and Supervisor Saylor to discuss any new developments and the possible ground breaking. He also stated that he would work on setting up a meeting in person.

13. TRAINING LIASION REPORT

Nothing to report

14. FIRE PREVENTION LIASION REPORT

Nothing to report

15. **MAJOR EQUIPMENT LIASION REPORT**

Nothing to report.

16. **MINUTES**

- a. Approval of May 15, 2018 Board Meeting Minutes.
There were minor corrections on pages 1 and 2.

Move to approve minutes as corrected.

Motion by: Commissioner Yeager
2nd: Commissioner Beoshanz

Passed: by Majority, Commissioner Guarino abstained.

18. **CLERKS' REPORT**

Clerk Grafton notified the Board that she had received the County paperwork renewing Charles Hjerpe for another term as Commissioner.

19. **OPEN FORUM**

Commissioner Hjerpe asked that an item be added to the July agenda to address Board Packets. Also, Commissioner Beoshanz asked that the Incident Reports be added back to the agenda for discussion.

20. **CALENDAR**

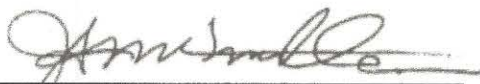
The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday July 17th, 2018. Clerk Grafton notified the Board that she will not be able to attend.

Motion by: Commissioner Yeager
2nd: Commissioner Hjerpe

To adjourn,

Passed: Unanimously

Meeting adjourned 8:45pm



President



Clerk