

**West Plainfield Fire Protection District**

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

**Minutes – September 17, 2019  
West Plainfield Fire Protection District Board of Commissioners**

**1. CALL TO ORDER**

The meeting was called to order at 7:00 pm by President James McMullen and a quorum was established. Present were:

Commissioners: James McMullen, Ed Beoshanz, Jim Yeager, Richard Guarino  
Staff: Fire Chief Cherie Rita, Assistant Chief Bill Heins, Lt. Bravo and Volunteer  
FF Association President Jon Lee  
Absent: Charles Hjerpe Commissioner and Assistant Chief Dave Stiles

**2. REVIEW DISCUSSION OF BILLS**

a. Approve payment of bills.

**Motion by:** Commissioner Guarino  
**2<sup>nd</sup>:** Commissioner Yeager

**To approve the bills in the amount of \$ 8,428.31.**

**Passed:** Unanimously

**3. PUBLIC COMMENT**

Lieutenant Bravo stated that on October 1, 2019, the Volunteer FF Association will be selling Pink T-Shirts to benefit a local cancer organization to be determined in Yolo County. Cost will be \$20.

**4. LILLARD HALL**

a. Lillard Hall Business  
None

b. Lillard Hall Report  
No comments

c. Lillard hall Committee Report Ad Hoc  
Commissioner Guarino informed the Board that Jo Yeager, the current hall manager will be retiring at the end of the year. President McMullen asked for something in writing from her stating the date that she will be retiring. It was also decided that the Committee would discuss qualifications for the next Hall Manager and solicit resumes/applications. Possible advertising suggestions were made such as the web site and fire department marque.

i. Financial Analysis Report  
Nothing to report

**5. FINANCIALS**

a. Deposits  
Clerk Grafton stated that there were no deposits this month.

- b. Financial Reports:  
Not available.

**6. NEW BUSINESS**

- a. Discussion/Action – Reimbursement Vehicle Damage – Pat Mikkelsen  
Assistant Chief Heins informed the Board that after a call, Pat Mikkelsen vehicle was rear ended in the parking lot by another volunteer. Due to the age of the vehicle, there was concern that insurance would total the car, therefore, an insurance claim was not filed with the District's insurance. Pat Mikkelsen had the vehicle repaired but is asking if the Board if they would consider some reimbursement be granted to her to help with cost.

The Board agreed that this is something that would need to go to our insurance carrier, YCPARMIA.

**Motion by:** Commissioner Yeager  
**2<sup>nd</sup>:** Commissioner Beoshanz

**To file a claim with our insurance carrier YCPARMIA.**

**Passed:** Unanimously

- c. Discussion/Action on recommended actions – Personnel Evaluation – Fire Lieutenant – CLOSED SESSION – 7:30 – 8:10pm.

Report out of closed session: President McMullen announced the unanimous decision to promote Lieutenant Bravo to Captain effective immediately at a rate of \$25.00/hour effective October 12<sup>th</sup>.

**7. OLD BUSINESS**

- a. Fire District Website Update  
Assistant Chief Heins stated that the website is running well but still has to train Chief Rita and Clerk Grafton on uploading information. Captain Bravo stated that the web page is also has banners for red flag days, current burn status and notifications. It also includes information on events such as the pancake breakfast.

Commissioner Yeager suggested that a newsletter be sent to the residents of the district informing them of the website and making them more aware of what is happening in their community. By consensus, the Board approved the expenditure for postage for the mailing.

**8. CHIEF'S REPORT**

Chief Rita informed the Board that the next meeting of the Yolo County Chiefs and the County Administrative Office will be this Thursday, September 19<sup>th</sup>. She stated that she met with Assistant Chief Heins and Assistant Chief Stiles, along with Commissioner Yeager to determine who would represent the district at these meetings. It was agreed that Assistant Chief Stiles would attend the meetings and then report back to the group. Commissioner Yeager would then report back to the Board.

9. **ASSISTANT CHIEF REPORT**

- a. Assistant Chief, Operations (Stiles)  
AC Stiles was not present. Chief Rita, at his request, reported that there was maintenance on E230 (engine received from Willow Oak) which included the brakes being done as well as tires replaced. The next item that will need work are the seats as they are very worn. Chief Rita stated that Assistant Chief Stiles is looking as cost of reupholstering vs. seats from salvage yard. E230 should be in service next week. Also, the old G30 will be going to the auctioneer.
- b. Assistant Chief, Administration (Heins)  
Assistant Heins reported the following:
- Completed report to Yoho Dehe regarding the grand for \$147,000 to build out the 2 brush rigs. They accepted the report. Commissioner Yeager commended Assistant Chief Heins for the detail of the report, which he felt gave a good impression.
  - Would like to add an agenda item for next meeting that will remain as a reoccurring item each month. "Discussion/Action Volunteer Applications."
  - Received final engineering report from Sacred Oaks which will be discussed later under the Committee Report.

10. **VOLUNTEER ACTIVITIES REPORT**

The new Association President, Jon Lee had nothing new to report. Commissioner Yeager asked out the volunteer that had been at the station every day this summer and whether she should be recognized. President McMullen stated that he did not feel it appropriate for the Board to make any recommendations. It was decided that recognition of not only this volunteer but others that went above and beyond be added to next month's agenda for further discussion.

11. **COMMITTEE REPORTS**

- a. Standing Committees
- i. Benefits Committee Report (Chair Hjerpe, Guarino)– No meeting, no report.
  - ii. Budget Committee Report (Yeager, Chair Hjerpe) – No meeting, no report.
  - iii. Personnel Committee Report (Chair Hjerpe, Guarino) – No meeting, no report
  - iv. District Funding and Development Committee (Beoshanz, Chair Yeager)  
No meeting, no report
  - v. IHS/Sacred Oaks Committee (Chair McMullen, Guarino) Assistant Chief Heins stated that HIS had contracted with an engineering firm to prepare a report that evaluated the department and the impact that the Sacred Oaks facility would have on the department. The Ad Hoc Committee is reviewing this report.
- b. Ad Hoc Committees
- i. IHS Engineering Report Committee (Hjerpe, Chair Yeager) – Received the final report from the Engineer. Based on the report, Assistant Chief Heins noted that they determined that the department would be guaranteed funding for standby time at \$38,000. They would also be required to do 6 trainings for approximately \$6,500 and quarterly inspections at \$10,000 for a total amount just over \$54,000. Assistant Chief Heins stated that the estimated cost for a full time Lieutenant is approximately the same amount.

The Committee will review the final report to make sure any changes requested were made in order to determine if the report be accepted. It was agreed that the final engineering report be reviewed by the IHS Engineering Report Committee and then go back to the IHS Committee for the MOU approval and recommendation to the Board.

**12. TRAINING LIASION REPORT**

Commissioner Yeager informed the Board that Michael Booth is doing a good job as Training Officer. He is enthusiastic and has started to prepare the training plan for the next season.

**13. FIRE PREVENTION LIASION REPORT**

President McMullen asked about the status of Weed Abatement. Assistant Chief Heins reported that he 2<sup>nd</sup> notices have gone out and he has noticed that residents have begun to clear brush. There are a few that did not respond and have done no clean up. Those will be visited again.

**14. FACILITIES/EQUIPMENT LIASION REPORT**

Commissioner Beoshanz asked when the container from the training building will be replaced/repared. Assistant Chief Heins stated that it should be back up in a couple weeks, they are just waiting on a large forklift.

The issue of the lawn and BBQ came up again and it was agreed to add this item to next months agenda for further discussion.

**15. MINUTES**

a. Approval of August 20, 2019 Board Meeting Minutes.

There were two small typos noted.

**Motion by:** Commissioner Yeager  
**2<sup>nd</sup>:** Commissioner Guarino

**To approve the minutes of August 20, 2019 as corrected.**

**Passed:** Unanimously

**16. CLERKS' REPORT**

Clerk Grafton informed the Board that she will not be able to attend next months meeting due to a personal matter. Commissioner Yeager asked that any items brought up in the minutes be added to the agenda for the next month for discussion. This includes the items that are mentioned under the Assistant Chiefs reports or the Chiefs Report.

**17. OPEN FORUM**

Commissioner Beoshanz asked if the department did "welfare" checks on residents that are disabled. Chief Rita stated that the department does not but mentioned that it would be a good idea to find out which residents within the district had disabilities in order to be better prepared in an evacuation situation.

Assistant Chief Heins stated that they could check with the Yolo Emergency which may have a voluntary registry for our district to identify those residents. He also stated that they may have a program already in place that we could use.

18. **CALENDAR**

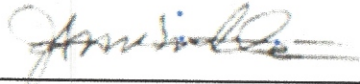
The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday October 15, 2019 at 7:00 pm.

**Motion by:** Commissioner Guarino  
**2<sup>nd</sup>:** Commissioner Yeager

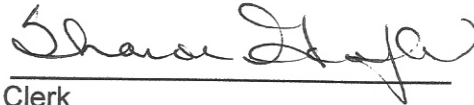
**To adjourn.**

**Passed:** Unanimously

Meeting adjourned 8:00 pm



\_\_\_\_\_  
President



\_\_\_\_\_  
Clerk