

West Plainfield Fire Protection District

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

**Minutes – June 21, 2016
West Plainfield Fire Protection District Board of Commissioners**

1. CALL TO ORDER

The meeting was called to order at 7:05 pm by Chair Beoshanz. Present were:

Commissioners: Commissioners Beoshanz, McMullen, Yeager, Hjerpe and Guarino
Staff: Chief Cherie Rita, Battalion Chief Bill Heins

2. PUBLIC COMMENT

None

3. FINANCIALS

a. Approve Payment of Bills

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve payment of all bills, as modified, totaling \$17,024.46.

Passed: Unanimously

b. Financial Reports
BC Heins stated there were still issues with the county reporting software. The Commission directed him to email the reports when they can be processed.

4. NEW BUSINESS

a. Adopt 2016-2017 Budget

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve adoption of the 2016-2017 budget as presented.

Passed: Unanimously

b. Discussion/Approval - Personnel review Lt. Delgadillo
Battalion Chief Heins described the criterion used to write this evaluation for Lt. Delgadillo. He covered the evaluation generally and stated Lt. Delgadillo has continued to improve. Chief Rita also stated she has seen continued improvement. BC Heins Explained that due to scheduling conflicts he had given Lt Delgadillo the evaluation and Chief Rita had approved but signatures were no

gathered and would be as soon as possible.

Motion by: Commissioner Yeager
2nd: Commissioner Guarino

To approve Lt Delgadillo's evaluation as presented. Amended by Commissioner McMullen and agreed to by Commissioner Yeager to read:
To approve Lt Delgadillo's evaluation as presented, contingent upon the signatures of all parties.

Main motion Passed: Unanimously
Amendment Passed: Unanimously

- c. Animal Rescue Training
Commissioner McMullen stated that the committee had not met yet, but he had spoken to BC Heins and has been in contact with DVM Mike Payne, UCD who is interested in helping develop a program tailored to our needs and equipment.
- d. Discussion: Emergency Responses Requiring Materials/Equipment Not in Current West Plainfield Inventories and Possible Ordinances.

Motion by: Commissioner McMullen
2nd: Commissioner Guarino

To appoint a committee to investigate these issues and come back to the Commission with recommendations.

Passed: Unanimously

Committee members appointed by Chairman Beoshanz are Commissioner McMullen and Commissioner Yeager. Staff assistance will be provided by Chief Rita and BC Heins. The first meeting is scheduled for Friday, June 24th at 1:00 pm.

5. OLD BUSINESS

- a. Update on YCPARMIA Coverage
 - i. Draft/Adopt Resolution # 16-01 for Intent to Self-Insure – Effective July 1, 2016

Motion by: Commissioner Guarino
2nd: Commissioner McMullen

To approve Resolution # 16-01 for Intent to Self-Insure – Effective July 1, 2016

Votes by a rollcall of the membership:
Commissioner McMullen: Yes
Commissioner Guarino: Yes

Commissioner Beoshanz: Yes
Commissioner Yeager: Yes
Commissioner Hjerpe: Yes

Passed: Unanimously

- ii. Draft/Adopt Resolution to Join Yolo County Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA).

Motion by: Commissioner Guarino
2nd: Commissioner McMullen

To approve Resolution # 16-02 to Join Yolo County Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA).

Votes by a rollcall of the membership:

Commissioner McMullen: Yes
Commissioner Guarino: Yes
Commissioner Beoshanz: Yes
Commissioner Yeager: Yes
Commissioner Hjerpe: Yes

Passed: Unanimously

- b. Discussion/Action Door Bids for Lillard Hall

Motion by: Commissioner Yeager
2nd: Commissioner Guarino

To direct staff to contact RW Garage door to request a new bid so that they could compare bids that were similar and to direct staff to award the bid to the company who submits the lowest bid.

Passed: Unanimously

6. CHIEF'S REPORT

- Chief Rita reported that Firefighter Michelle Defty has stepped back from her suppression duties, but will continue to perform her other duties. Chief Rita expressed her gratitude for Michele's service and the Commissioner's echoed those sentiments.
- Chief Rita gave an update on the Yolo County Pulse Point program. She passed out informational post cards and informed the board that anyone can sign up for the program by visiting the website. She said that the call types will continue to be limited as agreed to by the Fire Chiefs. She also said that the Chiefs will continue to evaluate the program and make adjustments as needed.
- Chief Rita informed the board that next month's workers comp roster would reflect the corrections recommended at the last board meeting.
- Chief Rita gave an update on the LAFCO report. She stated she will be attending

the County Board of Supervisors Meeting along with several other Fire Chiefs to represent our district and to question the allocation of Proposition 172 funding for emergency services. Currently only law enforcement agencies are receiving these funds.

- Chief Rita presented her memo on the FDAC conference.

7. **BATTALION CHIEF'S REPORT**

- BC Heins reported that Engine 30's check engine light issue had been repaired and is now functioning properly.
- BC Heins reported that the north apparatus bay door opener had been installed, the electrical work had been completed and that we are only missing the remote controls to have automatic operations. He stated that he should have them by early next week.
- BC Heins reported that they are starting to drive the district to see how weed abatement is going. He said that many properties are making good progress, but that because of the late rains there may be some owners who will require additional notifications.
- BC Heins reported that the department will be providing fire extinguisher training for two aircraft companies in the near future.
- BC Heins reported that the Airport inspection forms are almost complete and will be presented to Commissioner McMullen for additional input to allow for site inspections by the beginning of July.
- BC Heins gave an update on the recruitment and retention plan for the department. He stated that he is continuing to work on the training and handout materials and should be presenting the training to our personnel soon.

8. **COMMITTEE REPORTS**

a. Standing Committees

- i. Benefits Committee – no meeting, no report.
- ii. Budget Committee – the committee met and presented the budget to the commission tonight.
- iii. Personnel Committee - Commissioner McMullen handed out a sample of the post card developed to be used as a recruiting tool. He also stated that the committee was working on the banner to be used at the beer booth.

b. Ad Hoc

- i. Lillard Hall Committee – no meeting, no report.
- ii. Policy Committee – Commissioner Guarino reported that he had spoken, at length, with County Council, about the hall and reported the following:
 - County Council could not find any written record on the Conditions of Occupancy for the hall.
 - Recommended to continue to operate as we have until notified otherwise.
 - There are exemptions from ADA compliance for old buildings and advised us to consult with the county's ADA Compliance Official to ensure we are conforming to the standards.
 - Hall funds cannot be used, given, loaned or donated to the fire department. He did say that there could be a sharing of funds for goods and services as agreed upon by the board. He also said the Hall could reimburse the fire department for on duty work performed on the Hall.

- Fire department members could be paid, by the Hall, for work performed off duty.
- Fee schedules should be structured to treat people equally.
- The Hall is a county entity so people, who are not employees of the Hall or District, who perform work or services to the Hall should have a county business license. The county will ensure that they are insured and bonded.

Commissioner Guarino wished to commend Lt Medina for his contributions to the committee.

Motion by: Commissioner McMullen
2nd: Commissioner Guarino

To have the County come in to evaluate the Hall for ADA compliance.

Passed: Unanimously

- iii. Extended Coverage/Sleeper Program Committee – Commissioner McMullen and submitted a memo outlining possible plans to provide addition hours of coverage to the district. He stated that these plans were general and that the details had not been researched. He also said that if the board wished to have the committee develop detailed plans that other ideas may be revealed. He asked for direction from the board as to which programs they would like the committee to develop. The board wished the committee to develop detailed plans for all except the Explorer program.
- iv. Water 30 Committee – no meeting, no report

9. TRAINING LIASION REPORT
 No meeting, no report

10. FIRE PREVENTION LIAISON REPORT
 No meeting, BC Heins covered the progress of the Airport Inspection form.

11. MAJOR EQUIPMENT REPAIR LIASION REPORT
 Already covered by Battalion Chief Heins

12. CONSENT CALENDAR

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve the Consent Calendar with the as presented.

Passed: Unanimously

13. MINUTES

- a. Approval of May 17, 2016 Board Meeting Minutes

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve the minutes of December 19, 2015 as amended.

Passed: Unanimously

14. SECRETARYS REPORT

Commissioner Beoshanz will instruct the Board Secretary to move all original documents to the fire station for storage.

15. OPEN FORM

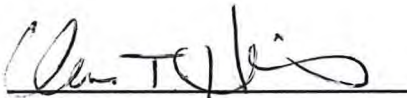
- Commissioner Beoshanz gave the original application packet for retired BC Reddish to staff for filing
- Commissioner Beoshanz gave the original Cal Fire Rig offer to purchase file to staff for filing
- Add - Squirrels – How To Mitigate – on the next agenda

16. CALENDAR

The next Board of Commissioners meeting was confirmed for July 19, 2016 at 7:00pm.

Meeting adjourned at 9:44pm.


Chairman


Secretary