

## **West Plainfield Fire Protection District**

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

### **Minutes – February 18, 2020 West Plainfield Fire Protection District Board of Commissioners**

#### **1. CALL TO ORDER**

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

Commissioners: Ed Beoshanz, Jim Yeager, Richard Guarino and James McMullen  
Staff: Fire Chief Cherie Rita, Assistant Chief Bill Heins, Assistant Chief David Stiles and Volunteer Fire Fighter Association President, John Lee

#### **2. REVIEW DISCUSSION OF BILLS**

- a. Approve payment of bills.

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

**To approve the bills in the amount of \$ 13,887.54**

**Passed:** Unanimously

#### **3. PUBLIC COMMENT**

David Stiles spoke as a citizen of the district. He stated that the Lillard Hall parties are getting progressively louder as he is able to hear the parties through his windows at home. It was agreed that this issue would be mentioned to the Hall Manager with a suggestion that the issue of noise be reemphasized to any renters. President McMullen asked the Lillard Hall Committee to meet review the current contract for the Hall rentals and discuss possible solutions to solve the noise issue and suggest a resolution.

#### **4. LILLARD HALL**

- a. Lillard Hall Business  
President McMullen asked the Lillard Hall Committee to address the noise issue and bring back recommendations.
- b. Lillard Hall Report  
Informational
- c. Lillard hall Committee Report Ad Hoc
- i. Motion Sensor Lights  
AC Heins stated that he had contacted Spurlock Electric and they are preparing a bid to change out two light poles with LED dawn to dusk lighting and will bring back to the next meeting.
  - ii. Discussion/Action – Current Hall Manager Compensation  
Commissioner Guarino stated that the Committee had met and discussed the Hall Manager position and have scheduled interviews for the next week. AC Heins stated that the top candidate would be presented to the Board for a final interview.

5. **FINANCIALS**

- a. Deposits  
There were no deposits this month.
  
- b. Financial Reports:  
Financial reports were reviewed. There was no discussion.

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

**To approved the financial reports.**

One Commissioner abstained.

**Passed:** by majority vote

6. **NEW BUSINESS**

- a. Discussion/Action – Donation of Grass Rig  
AC Stiles stated that there was no further information on this item and no action is needed.
  
- b. Discussion/Action – Adopt Revised Employee Evaluation form.  
Chief Rita informed the Board that the personnel committee had looked at simplifying the annual evaluation form and take it from a multi-page to a single page evaluation form. She stated that this had been developed a few months back and would like to get the Board to adopt the new format. She noted that this would only be for career staff and the Board clerk. President McMullen asked that the word annual be removed enabling the form to be used when necessary. Chief Rita agreed.

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

**To strike the word annual for the form and adopt the new evaluation form.**

**Passed:** Unanimously

- c. Discussion/Action – Water 230 Refurbishment/Replacement  
AC Stiles informed the Board that after much research it was determined that the tank on Water 230 should not be moved to a new chassis. It was determined that it had been repaired in the past for seam leaks and it was old and would become unreliable. AC Stiles stated that Water 230 would need to be replaced.

AC Stiles asked that the Board approve having him move forward with getting specs and quotes for a new Water Tender.

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

**To outline the specs and get formal bids on a replacement for Water 230.**

**Discussion:** President McMullen asked Chief Rita to check what is needed for us to properly go out to bid and he asked AC Stiles to invite the companies to the meeting in order to discuss their bids once received. AC Stiles stated that he anticipated he would be able to have bids by the March meeting date.

**Passed:** Unanimously

**7. OLD BUSINESS**

- a. Discussion/Action – 24 Hour Staffing Preparation  
AC Heins stated preparation for the 24-hour staffing is underway with plumbing repairs, etc. AC Heins stated that a published add for the position is currently on the website, the board outside the station and they currently have four applications. AC Heins stated that once there is an adequate amount of applications, they will start initial interviews with an outside panel. One that is completed those candidates will go to the Personnel Committee for a final candidate. That candidate would be presented to the Board for final interview. AC Heins stated that they are hoping for a conditional offer by April and have them on board by May.
- b. Discussion/Action – Back-up power for water well  
AC Heins stated that he had spoken with the electrical contractor and they are looking at options on how to have back-up power to the well. Once he has some options, recommendations will be presented to the Board.
- c. District Newsletter Update  
Commissioner Yeager state that he and AC Heins are working on getting the newsletter put together for mailing out with the weed abatement letters next month.
- d. Rural Tax Increase  
AC Stiles stated that there is really nothing new to report yet. There has been an Ad Hoc Committee formed call the Fire Sustainability Committee to look at funding issues and they will be meeting Thursday next week. The County Administrator, Patrick Blacklock has offered to come to the Board meeting to discuss the proposal. President McMullen asked AC Stiles to contact him and arrange for him to give a presentation to the Board.

**8. CHIEF'S REPORT**

Chief Rita updated the Board on some items:

- At the Yolo County Chiefs meeting the old Mutual Aid Agreement was reviewed and signed for another year.
- Yocha Dehe will be working on a regional grant for radios again this year as there are changing again and the Fire Department will participate again for new radios.

**9. ASSISTANT CHIEF REPORT**

- a. Assistant Chief, Operations (Stiles)  
AC Stiles said there was nothing more to report as he covered everything earlier in the meeting.

- b. Assistant Chief, Administration (Heins)
  - AC Heins stated that he had completed the Cal Fire/State Office of Emergency Services census survey. The goal is to get the appropriate resources to emergency situations and assist other regions.
  - CERS Annual Haz Mat Plan update should be done next week. After this year it will be changing to every two years.
  - AC Heins stated they had received four applications for Fire Officer.
  - Interviews for Hall Manager will begin shortly.
  - Sacred Oaks SOA has been received and will go to the Committee. AC Heins requested that the Committee be given the authority by the Board to approve the SOA and sign in order to get the contract as soon as possible.
  - Next week airport hangar inspections are scheduled to begin.
  - Monday the Fire Station will be installing key pads for entry. Signage is being ordered.

**10. VOLUNTEER ACTIVITIES REPORT**

The Association President, Jon Lee informed the Board that the pancake breakfast will be on March 1<sup>st</sup> this year. Tickets are at the station.

**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)  
Commissioner Yeager stated that there are three grants in the works, two through Yocha Dehe and one through the County. The two through Yocha Hehe are for an air fill station and extrication equipment and the other is through the county for fire suppression equipment to support the airport.
  - v. IHS/Sacred Oaks Committee (Chair McMullen, Guarino) By consensus, the Board agreed to have the Committee review and approve the SOA in order to get the contract sooner.
- b. Ad Hoc Committee
  - i. Solar Committee (Chair Beoshanz, Guarino) – No meeting, no report.

**12. TRAINING LIASION REPORT**

Commissioner Yeager informed the Board that there was nothing new to report.

**13. FIRE PREVENTION LIASION REPORT**

Chief Rita stated that the weed abatement is moving forward with modifications to the program including a process to enforce, which is with County Council for comments. It was decided to go by the guidelines issued by the stated for enforcement.

**14. FACILITIES/EQUIPMENT LIASION REPORT**

- a. Training Building Repair  
Nothing to report.

**15. CONSENT CALENDAR**

- a. Fire Department Statistics  
There were no questions

- b. List of current volunteers  
These was discussion on how many drivers live in and out of the district. Also, there was note of two volunteers who have left the department. AC Stiles noted that they are doing training for drivers but there is not many that complete the training.

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

**To approve the consent calendar.**

**Passed:** Unanimously

**16. MINUTES**

- a. Approval of January 21, 2020 Board Meeting Minutes.

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

**To approve the minutes of January 21, 2020 as presented.**

**Passed:** Unanimously

**17. CLERKS' REPORT**

Nothing to report

**18. OPEN FORUM**

There was continues discussion on why volunteers have left the department and how many have come on board as new in the last two years.

**19. CALENDAR**

The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday March 17, 2020 at 7:00 pm.

Meeting adjourned 9:10 pm

  
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President

  
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Clerk