

West Plainfield Fire Protection District

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

**Minutes – December 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 McMullen and a quorum was established. Present were:

Commissioners: Ed Beoshanz, Jim Yeager, Richard Guarino, James McMullen and Charles Hjerpe
Staff: Fire Chief Cherie Rita, Assistant Chief Bill Heins and Lt. Scott Bravo

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 \$ 5,992.47

Passed: Unanimously

3. PUBLIC COMMENT

None

4. LILLARD HALL

- a. Lillard Hall Business
There was discussion on the need for a motion sensor light at the south end of Lillard Hall. President McMullen asked that the Lillard Hall Committee research the issue and bring back to the next meeting.
- b. Lillard Hall Report
No comments
- c. Lillard hall Committee Report Ad Hoc
i. Retirement Hall Manager
The committee reported that they had met and a job description for the Hall Manager was presented for approval.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve the job description as presented.

Passed: Unanimously

Motion amended by: Commissioner Yeager
2nd: Commissioner Guarino

To add under Minimum Knowledge, Abilities and Skills, Bilingual/Spanish speaking desirable.

Passed: by majority vote, 1 abstained

There was concern over rental of the hall to people outside the district and the possibility of liability.

Motion by: Commissioner Beoshanz
2nd: Commissioner Hjerpe

To recommend for further Committee discussion on risk of liability, determination of use of alcohol and renting the Hall to only district residents.

Failed: by a vote of 4 to 1

The Committee recommended that the hourly rate be set at \$15/hour based on a 30/hour month. There was discussion on whether the position should be salary instead of hourly.

Motion by: Commissioner Hjerpe
2nd: Commissioner Yeager

To approve a salary of \$450/mo. and to raise the rent for the Hall to \$800 per event.

Motion withdrawn.

Motion by: Commissioner Hjerpe
2nd: Commissioner Yeager

To approve the hourly wage at \$17/hr. for the Hall Manager as an employee.

Passed: Unanimously

The Board gave direction to advertise in the local newspapers such as the Davis Enterprise and Woodland Democrat, the website and social media.

It was decided that the applications would be assembled by the paid staff and given to the Lillard Hall Committee for review.

5. FINANCIALS

a. Deposits

Clerk Grafton noted that there was an addition to the deposit listed in the Board packet of \$1,030.96 for reimbursement of the Hall Manager salary. Total deposit is \$1,180.96.

- b. Financial Reports:
Financial reports were reviewed. There was no discussion.

6. NEW BUSINESS

- a. Discussion/Action – Board Clerk Job Description

President McMullen asked if there were any comments on the proposed job description. There was none.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approved the Clerk job description as presented.

Passed: Unanimously

- b. Discussion/Action – 24 Hour Staffing Preparation

AC Heins presented a task list that shows items needed in preparation for the 24-hour staffing. The amounts are estimated costs association with the 24-hour staffing. AC Heins requested that this item remain on the agenda so the Board can be updated of the progress as it moves forward. He also requested that the Board direct the Chief and paid staff to continue the process rather than develop a committee. It was agreed that the Chief and paid staff continue the process.

- c. Discussion/Action – Volunteer Applications

AC Heins stated that there were no new applications at this time.

- d. Discussion/Action on recommended actions – Back up Power for water well.

AC Heins informed the Board that he is continuing to research the most cost-effective method to accomplish the back up power. It is not clear yet whether a new generator be purchased for just the well or upgrade the existing generator.

- e. Discussion/Action on recommended actions – Modify budget to reallocate funds from 503020 Buildings & Improvements to 501070 Maintenance and Equipment.

AC Heins asked that the funds described on the 24-hour staffing worksheet be transferred from 503020 to 501070.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To move \$61,000 from 503020 Buildings & Improvements to 501070 Maintenance and Equipment.

Passed: Unanimously

7. OLD BUSINESS

- a. District Newsletter
Nothing new to report.

- b. Rural Tax Increase
Chief Rita explained the AC Stiles had asked that this be added to agenda to keep the Board up to date on the potential of a tax increase for the county which will be put to a vote in 2020.

8. CHIEF'S REPORT

Chief Rita updated the Board on a couple items:

- There was no Yolo Chiefs meeting for the month of December.
- On December 18th, there will be a presentation made for the family who lost their home recently in a fire.
- Weed abatement is still moving forward. She stated she had some questions that were sent to County Counsel for answers in regard to time frames. She hopes to have a draft of the letter for the next meeting.

9. ASSISTANT CHIEF REPORT

a. Assistant Chief, Operations (Stiles)

- AC Stiles was not present. No report.

b. Assistant Chief, Administration (Heins)

- AC Heins stated that he had been contacted by IHS who had questions regard our response to the MOA and decided that they would abandon the MOA and move straight to the contract. IHS is working on the contract for our review.
- AC Heins stated he is continuing to work on the 24-hour staffing requirements.
- AC Heins noted that on County Road 31 and 95, some trees had been removed in the orchard preparing for the bridge replacement. The project is schedule to start soon and will last approximately 6 months. The county has stated that they will make arrangement so that the Fire Department trucks can always get through during construction.
- There was one new volunteer that has come on since last meeting. He is from Cal Fire and has the rank equivalent to a Captain. He is out of West Davis.

10. VOLUNTEER ACTIVITIES REPORT

The Association President, Jon Lee was not present. There was no report.

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) – Already covered.
- iv. District Funding and Development Committee (Beoshanz, Chair Yeager)
No meeting, no report
- v. IHS/Sacred Oaks Committee (Chair McMullen, Guarino) Already covered.

12. TRAINING LIASION REPORT

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

13. FIRE PREVENTION LIASION REPORT

There was no update but working on scheduling a meeting.

14. **FACILITIES/EQUIPMENT LIASION REPORT**

Nothing to report.

15. **CONSENT CALENDAR**

- a. Fire Department Statistics
Informational. President McMullen asked that the list of volunteers be added to the list of reports so the Board is aware of the number of current volunteers.

16. **MINUTES**

- a. Approval of October 15, 2019 Board Meeting Minutes.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve the minutes of October 15, 2019 as presented.

Passed: by majority vote. 1 abstained

- b. Approval of November 19, 2019 Board Meeting Minutes.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve the minutes of November 19, 2019 as presented.

Passed: Unanimously

17. **CLERKS' REPORT**

Nothing to report.

18. **OPEN FORUM**

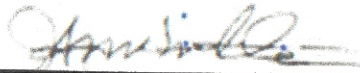
Commissioner Beoshanz suggested that the Board look at the possibility of solar to solve electricity needs for the station. President McMullen asked that this item be added to next month's agenda.

19. **CALENDAR**

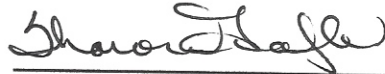
The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday January 21, 2020 at 7:00 pm.

AC Heins stated that in order to prepare for the 24-hour staff at the station the meetings will be held in Lillard Hall starting with the January 21, 2020 meeting. President McMullen asked that this be added to the next meeting agenda to discuss and approve for future meetings.

Meeting adjourned 8:54 pm



President



Clerk