

**West Plainfield Fire Protection District**

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

**Minutes – December 18, 2018  
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. Present were:

Commissioners: James McMullen, Ed Beoshanz, Jim Yeager, Charles Hjerpe and Richard Guarino

Staff: Chief Cherie Rita, Assistant Chief Bill Heins, Clerk Sharon Grafton

**2. REVIEW DISCUSSION OF BILLS**

- a. Approve payment of bills.

**Motion by:** Commissioner Beoshanz

**2<sup>nd</sup>:** Commissioner Hjerpe

**To approve the bills in the amount of \$12,081.52.**

**Passed:** Unanimously

**3. PUBLIC COMMENT**

None

**4. LILLARD HALL**

- a. Lillard Hall Business

None

- b. Lillard Hall Report  
No comments

- c. Lillard hall Committee Report Ad Hoc

- i. Financial Analysis Report

It was noted that the total amount had a typo. The report will be corrected and replace the one in the packet for filing.

- ii. Landscaping/Fencing  
Nothing to report.

**5. FINANCIALS**

- a. Deposits  
Total deposits of \$3,345.34.

- b. Financial Reports  
Reports were not accurate so they were not run.

**6. NEW BUSINESS**

- a. Discussion/Action – Yolo County Agreement for 0.25 FTE Reimbursement  
Commissioner Yeager and Assistant Chief Heins meet with Yolo County in regard to the .25 FTE Reimbursement. The Agreement has some areas that

needed clarification. Currently it shows the agreement is for 5 years and renews each 5 years continuously. Assistant Chief Heins had concerns over some of the language and recommends that this agreement be sent to Committee to draw up the appropriate language.

President McMullen sent this issue to the District Funding Committee.

- b. Discussion/Action – Assistant Chief Heins Annual Evaluation  
Assistant Chief Heins chose to have an open evaluation discussion. Commissioner Hjerpe informed the Board that the Personnel Committee had met to discuss the evaluation. Commissioner Hjerpe discussed Assistant Chief Heins four major accomplishments throughout the year and stated that the Committee accepted his evaluation. His performance was determined to be outstanding for over a year and the Committee recommended a \$2,000 bonus be awarded to Assistant Chief Heins.

The Board discussed the possibility of a one-time salary augmentation of \$2,000. President McMullen suggested the Board consider an increase in his hourly rate to \$45/hour.

After some discussion it was determined that this should be sent back to the Personnel Committee to reevaluate his hourly rate and to also send this issue to the Budget Committee for agreement in a salary increase.

By Consensus, the Board agreed to have both the Committees meet and make a recommendation to the Board.

- c. Discussion/Action – One-time salary augmentation for Assistant Chief Heins. Already covered under 6.b.

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

**To award a one-time salary augmentation of \$2,000 to Assistant Chief Heins.**

**Passed:** Unanimously

## 7. OLD BUSINESS

- a. Fire District Website Update  
Assistant Chief Heins updated the Board on the progress. He reminded the Board that new software had to be purchased in order to meet the requirement of having searchable pdf's uploaded. The software should be ready to go live shortly. He also informed the board that Lillard Hall had a section on the website as well. The new website will have the ability to allow Lillard Hall to have its own calendar if the Hall Manager chose to use this option. The website can also assist with information on what is required to rent the Hall and allow people to see if their date is already booked before filling out the paperwork.

Assistant Chief Heins stated that he would work on training staff and the clerk on how to upload agendas, minutes and board packets to the site.

**8. CHIEF'S REPORT**

Chief Rita informed the Board of a few items

- Portable radios were issued last week with a unit identifier to three volunteers.
- New Brush Truck should be ready in the next couple of weeks
- The new chassis for the 3<sup>rd</sup> Brush Truck is on route
- Update on training
  - January will be a Driver/Operator 1a instead of regular Monday night drill
  - February there will be a Command 2B class
  - April or May will be a First Responder Operational HazMat class.
- Within the next two weeks the opening for the Engineer position will be available for applications along with other Volunteer positions.

**9. ASSISTANT CHIEF REPORT**

Assistant Chief Heins informed the Board of a few items.

- The new Reilef Firefighter's training is going well. It is felt that the familiarization of the District is the only issue.
- AC Heins reported that he added a time keeping mechanism to the daily log to see where time is being spent for airport business.
- Volunteers would like to visit the Sacred Oaks site. AC Heins stated that he is working on arranging a visit for training purposes.
- Working on Budget Worksheet.

**10. VOLUNTEER ACTIVITIES REPORT**

Nothing specific to report in January but the Pancake Breakfast is schedule for the 1<sup>st</sup> Sunday in March (March 3<sup>rd</sup>).

**11. COMMITTEE REPORTS**

a. Standing Committees

- i. Benefits Committee Report (Hjerpe, Guarino)– No meeting, no report.
- ii. Budget Committee Report (Yeager, Hjerpe) – No meeting, no report.
- iii. Personnel Committee Report (Hjerpe, Guarino) – Gave report earlier.
- iv. District Funding and Development Committee (Beoshanz, Yeager) – No meeting, no report.

b. Ad Hoc Committees

- i. Incident Analysis and Reporting Committee (Beoshanz, Hjerpe)- No meeting, no report.
- ii. BIHS/Sacred Oaks Committee (McMullen, Guarino) – As mentioned in AC Heins report he is working on setting up a meeting with them.
- iii. County road 31 and County Road 96 Safety Committee – Waiting on a response from the County.

**12. TRAINING LIASION REPORT**

Nothing new to report.

**13. FIRE PREVENTION LIASION REPORT**

No updates.

**14. MAJOR EQUIPMENT LIASION REPORT**

There was a telephone meeting in regard to the Fire Station front door to the office.

There is a crack that has gotten larger and there is now an issue with closing/locking the

front door. A contractor was contacted to repair or replace the door frame and the contractor stated that the foundation is crumbling and falling away from the wall. The contractor suggested that a structural engineer be brought in to determine how to repair.

Assistant Chief Heins recommend to the Board that a structural engineer be located to survey the door frame. By Consensus, it was agreed that Assistant Chief Heins bring in a structural engineer and report back at the next meeting to determine a course of action.

15. **MINUTES**

- a. Approval of November 11, 2018 Board Meeting Minutes.  
Minor corrections were needed on page three.

**Move to approve minutes with corrections.**

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

**Passed: Unanimously**

16. **CLERKS' REPORT**

Clerk Grafton stated that she had read in the minutes from November that there was a concern over whether the letter to the Yolo County Board of Supervisors had gone out in regard to the County Road 31 safety concerns. Clerk Grafton brought a copy of the letter and informed the Board that the letter had gone out on October 21<sup>st</sup>.

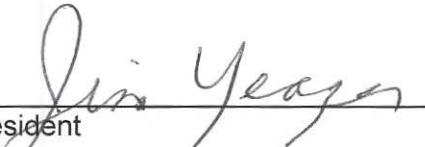
17. **OPEN FORUM**

Commissioner Beoshanz informed the Board that he had attended the Board of Supervisors meeting regarding the roundabouts in our area and the issue passed with a 4 to 1 vote. Staff was asked to provide input to the board as the project moves along.

18. **CALENDAR**

The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday January 15, 2019 at 7:00 pm. President McMullen stated that he would not be able to attend and that Vice President Yeager would run the meeting.

Meeting adjourned 8:35 pm

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Clerk