

West Plainfield Fire Protection District

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

BOARD OF COMMISSIONERS – REGULAR MEETING August 18, 2020 at 7:00 PM

To be held via Video and Teleconference

Video Meeting Information

meet.google.com/mye-upty-vhb

Phone Meeting Information

Phone Number: (US) +1 401-594-3208

Meeting PIN: 826 555 342#

Remote Meeting Locations: 25258 County Road 95, Davis, CA 95616
34791 Creeksedge Road, Davis, CA 95616
25635 County Road 96, Davis, CA 95616
37007 Russell Boulevard, Davis, CA 95616
26213 County Road 96, Davis, CA 95616

1. Call the meeting to order and establish quorum
2. Public Comment
3. Lillard Hall
 - a. Manager Report (Manager Sinclair)
 - b. Use of Hall by Non-Profits (Committee Member Guarino)
4. New Business
 - a. Discussion/Action – Adopt Resolution Number 20-02: Resolution Declaring Hazardous Weeds and Rubbish to be a Public Nuisance (AC Heins)
 - b. Discussion/Action – Adopt Resolution Number 20-03: Approving the Department of Forestry and Fire Protection Agreement #7FG20137 (Chief Rita)
 - c. Discussion/Action – Coverage by YCPARMIA for Utilization of Retired District Employees in Volunteer, Non-Firefighter Capacity (President McMullen)
5. Old Business
 - a. Discussion/Action – Permanent Appointment of Hall Manager (Lillard Hall Committee)
6. Approval of Prior Board Meeting Minutes (Clerk Grafton)
 - a. Regular Meeting of July 21, 2020
7. Next regular Board meeting on September 15, 2020
8. Meeting Adjourned (President McMullen)

Posted Date: _____ @ _____ by _____



West Plainfield Fire Protection District

24901 County Road 95 Davis, CA 95616 (530) 756 - 0212

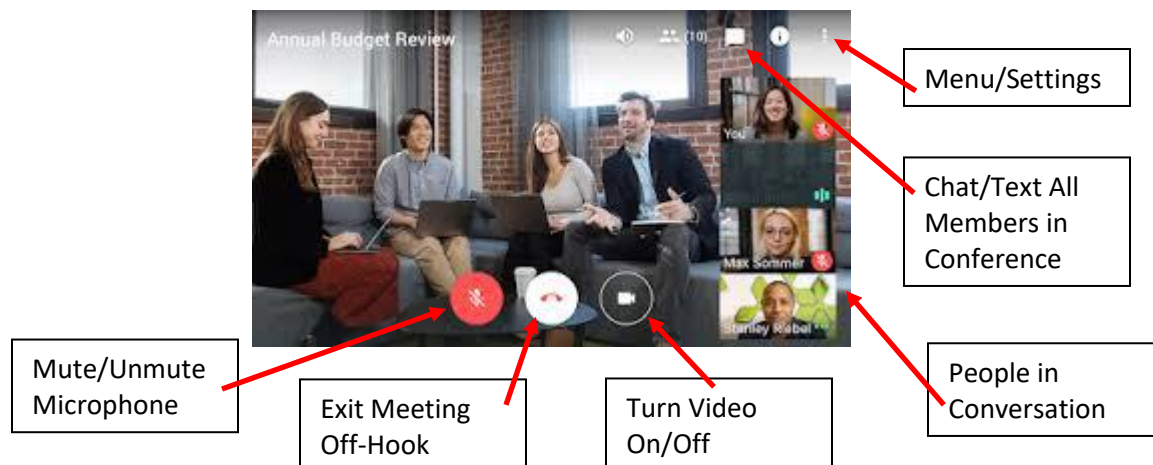
The West Plainfield Fire Protection District has chosen to utilize Google Meets as the telephone and video meeting platform used to conduct remote meetings. The instructions for joining a remote meeting will be displayed on the District Website (www.wpfd.net), on the agenda and posted on the Public Notice Board outside Fire Station 30 (24901 County Road 95). If you have any questions, please contact us at wpl30@wpfd.net or 530-756-0212.

Meeting Rules and Instructions for Video or Telephone Attendance

Video:

No App is necessary from a personal computer (PC - Laptop or desktop). If accessing from a tablet or smart phone (mobile device), please download Google Meet from the iOS store or Google play.

- PC - Click the link to the meeting, copy and paste the meeting URL into your browser's address bar or type the URL into your browser's address bar. Follow the directions to join the meeting.
 - Allow access to computer audio and video setting requests
- Mobile Device –
 - Click the link or
 - Open the App, choose **Meeting Code/Join Meeting** and enter the meeting information
 - Follow the directions to join the meeting
- Allow access to camera and microphone
- Mute your microphone upon entering the meeting
- To ask a question either
 - Raise your hand so that it is visible in your video, or
 - Type QUESTION in the Chat area
 - When you have been recognized unmute your microphone and ask your question. When finished, please mute your microphone again.
- To Exit the meeting click the Off-Hook Icon (Red Phone Handset)





West Plainfield Fire Protection District

24901 County Road 95 Davis, CA 95616 (530) 756 - 0212

Phone:

If you try to dial-in to a meeting created by a Calendar event before the event has started, or before a user has started the meeting, you get an error that the PIN is not recognized. Please wait until closer to the meeting start time and try again.

- You can dial-in during the scheduled meeting time using one of the following methods:
 - Enter the phone number that's posted on the District's web page, in the Google Calendar event or meeting invitation.
 - Then, enter the PIN and #.
- From the Meet or Calendar app, tap the phone number.
 - The PIN is automatically entered.
- Upon entering the meeting, please mute your microphone
 - **If you are the 6th or later participant your microphone is automatically muted**
 - **To Mute or Unmute your microphone**
 - **Press *6 to mute or unmute**
- To ask a question
 - Unmute your microphone and wait for a pause in the conversation
 - Introduce yourself and state – "I have a Question"
 - When recognized, ask your question
- To leave the meeting
 - Hang up/end your call as you normally would

**WEST PLAINFIELD FIRE PROTECTION DISTRICT
RESOLUTION NO. 20-02**

(Resolution Declaring Hazardous Weeds and Rubbish to be a Public Nuisance)

WHEREAS, California Health and Safety Code §§ 13879 and 14875, et seq., authorize the Board of Commissioners of the West Plainfield Fire Protection District ("District") to abate hazardous weeds and rubbish within the District; and

WHEREAS, there are currently weeds and rubbish on private property within the West Plainfield Fire Protection District, which constitute a fire hazard and which have not been removed or destroyed by the property owner(s);

NOW, THEREFORE, IT IS HEREBY RESOLVED, ORDERED AND FOUND by the Board of Commissioners of the West Plainfield Fire Protection District as follows:

1. The foregoing recitals, and each of them, are true and correct.
2. District hereby declares that there are hazardous weeds and rubbish on the following described property within the District that constitute a fire hazard and a public nuisance which must be abated:

<u>PARCEL NUMBER</u>	<u>ADDRESS/LOCATION</u>
037-100-009	35675 County Road 31
037-110-005	26960 County Road 96
040-220-002	34505 County Road 29

3. If the owner(s) of the foregoing property(ies) do(es) not promptly remove or destroy the weeds and rubbish, a hearing on the proposed abatement and any objections or protests thereof shall be held on September 15, 2020, at 7:00 p.m. at West Plainfield Fire Department, 24901 County Road 95, Davis. This meeting may be held via Teleconference and the meeting information shall be posted on the District Web Site and on the Public Notice Board on the south side of the fire station at least 72 hours prior to the meeting. The Fire Chief (or his/her designee) shall serve a Notice to Abate Nuisance on the property owner(s) not less than ten (10) days before the date of the hearing in the manner prescribed by law.

**West Plainfield Fire Protection District
Resolution No. -20-02
(Resolution Declaring Hazardous Weeds and Rubbish to be a Public Nuisance)**

PASSED AND ADOPTED by the Board of Commissioners of the West Plainfield
Fire Protection District, County of Yolo, State of California,
this **18th** day of **August, 2020**, by the following vote:

AYES	
NOES	
ABSTAIN	
ABSENT	

James F. McMullen
President, Board of Commissioners
West Plainfield Fire Protection District

ATTEST:

Sharon Grafton
Clerk, Board of Commissioners
West Plainfield Fire Protection District



West Plainfield Fire Department

Occupancy: **Street Property**

Occupancy ID: **037-100-009**

Address: **35675 County Road 31**

Davis CA 95616

Inspection Type: **Reinspection**

Inspection Date: **7/28/2020**

By: **Bravo, Scott (0551)**

Time In: **10:41**

Time Out: **10:43**

Authorized Date: **07/28/2020**

By: **Bravo, Scott (0551)**

Next Inspection Date: **08/02/2020 Reinspection**

Form: Weed Abatement
Notice

Inspection Description:

Notice of Inspection & Correction

Inspection Topics:

Fire Protection Access and Equipment

Does the property have a minimum 4" high address numbers so they are visible from the street?

Address numbers are critical to help emergency personnel find people who may need some sort of aid. The numbers must contrast with their background for greatest visibility.

Status: FAIL

Notes: Address is difficult to see from County Road 31. No improvement noted since first inspection.

Are there any obstructions and access provided for fire apparatus?

Large fire apparatus need room to effectively maneuver in the event of an emergency.

Status: PASS

Notes:

Fire Separations

Are tree limbs within 10 feet of the outlet of a chimney or stovepipe removed?

Removal of tree limbs within 10 feet of the outlet of a chimney or stovepipe lessens the chance of an ember or spark starting a fire that extends into the tree or other vegetation.

Status: PASS

Notes:

Is the roof of a structure free of leaves, needles, or other vegetation?

By maintaining the roof of a structure free of leaves, needles, or other vegetation you lessen the chance of a spark or ember starting a fire and extending into the structure.

Status: FAIL

Notes: Vegetation is scattered throughout the roofs on the structures. Some improvement noted since second inspection.

LPG Tanks

Is all combustible vegetation a minimum of 30' feet from around a propane tank removed?

Removing combustible vegetation a minimum of 30' feet from around a propane tank lessens the chance of a tank failure or explosion.

Status: NOT OBSERVED

Notes:

Clearance

Has vegetation been removed a minimum of 10' from a roadway?

Removal of

Status: PASS

Notes:

Has vegetation along the ditch line and/or graded bank been removed?

Removal of combustible vegetation along the ditch line and/or graded bank reduces the threat of fire starting and spreading to additional combustible materials.

Status: FAIL

Notes: Ditch banks and graded banks are overgrown with combustible materials, please remove. Some improvement noted since second inspection.

Are trees on the property trimmed and maintained to at least 4' above the ground?

By increasing the gap between the ground fuel and limbs you minimize the chance of a ground fire extending into the trees and creating more hazards and disrupts suppression efforts.

Status: FAIL

Notes: Make sure all tree are limbed up a minimum of 4' above the ground. Some improvement noted since second inspection.

If property is 5 acres or greater does it have a all combustible vegetation removed or a minimum of 30' wide fire break all along the property boundary?

It is important to limit fire spread by eliminating combustible materials from the entire property, but at least a 30' wide fire break is needed to give suppression efforts its best chance at success.

Status: FAIL

Notes: No fire breaks observed on the property, a minimum of 30' break into the mineral soil is needed on the entire perimeter of the property. Some improvement noted since second inspection.

Make sure that you clear all the way up to the fence along the property fence lines on County Road 96, also, the area north of the fence bisecting the open land needs mitigation as well.

If property is 5 acres or less, has all combustible vegetation been removed?

Removal of all combustible vegetation around property 5 acres or less minimizes the chances of property loss in the event of a fire.

Status: NOT OBSERVED

Notes: Not applicable, property is greater than 5 acres.

Is all vegetation cleared a minimum of 100' from all structures on the property?

Defensible space is essential to improve your home's chance of surviving a wildfire. It's the buffer you create between a building on your property and the grass, trees, shrubs, or any wildland area that surround it.

Status: FAIL

Notes: Combustible material in most spots are right up to all structure on the property. Some improvement made, fire hazard still present.

Additional Corrective Items

Additional Corrective Action Items:

Additional action that needs correction to be in compliance.

Status:

Notes:

Additional Corrective Action Items:

Additional action that needs correction to be in compliance.

Status:

Notes:

Additional Corrective Action Items:

Additional action that needs correction to be in compliance.

Status:

Notes:

Additional Corrective Action Items:

Additional action that needs correction to be in compliance.

Status:

Notes:

Additional Corrective Action Items:

Additional action that needs correction to be in compliance.

Status:

Notes:

Resources

Fore more information on defensible space and information specific to the West Plainfield Fire Department, please visit www.readyforwildfire.org & www.wpfd.net

Helpful links to protect your property from a wildfire.

Status:

Notes:

Additional Time Spent on Inspection:

Category	Start Date / Time	End Date / Time
----------	-------------------	-----------------

Notes: No Additional time recorded

Total Additional Time: 0 minutes

Inspection Time: 2 minutes

Total Time: 2 minutes

Summary:

Overall Result: Third Correction Notice - Forced Abatement Process Will Be Initiated

Inspector Notes:

Steps to mitigate the noted violations to the West Plainfield Fire Protection District Weed Abatement Ordinance should be corrected immediately. This notice will be forwarded to the Board of Commissioners at the next scheduled meeting for Public Nuisance, Forced Abatement. If you have any questions please contact us at 530-756-0212, our business office is currently closed for in office meetings, but phone meetings or video conferencing is available.

Inspector:

Name: Bravo, Scott
Rank: Fire Captain
Work Phone(s): 530-756-0212
Bravo, Scott:



Signed on: 07/28/2020 10:45

Signature

Date

Representative Signature:

Signature

Date



West Plainfield Fire Department

Occupancy: **Fairfield Elementary School**
Occupancy ID: **037-110-005**
Address: **26960 County Road 96**
Davis CA 95616

Inspection Type: **Reinspection**

Inspection Date: **7/28/2020** By: **Bravo, Scott (0551)**

Time In: **10:29** Time Out: **10:30**

Authorized Date: **07/28/2020** By: **Bravo, Scott (0551)**

Next Inspection Date: **08/24/2020 Annual**

Form: Weed Abatement
Notice

Inspection Description:

Notice of Inspection & Correction

Inspection Topics:

Fire Protection Access and Equipment

Does the property have a minimum 4" high address numbers so they are visible from the street?

Address numbers are critical to help emergency personnel find people who may need some sort of aid. The numbers must contrast with their background for greatest visibility.

Status: PASS

Notes:

Are there any obstructions and access provided for fire apparatus?

Large fire apparatus need room to effectively maneuver in the event of an emergency.

Status: PASS

Notes:

Fire Separations

Are tree limbs within 10 feet of the outlet of a chimney or stovepipe removed?

Removal of tree limbs within 10 feet of the outlet of a chimney or stovepipe lessens the chance of an ember or spark starting a fire that extends into the tree or other vegetation.

Status: PASS

Notes:

Is the roof of a structure free of leaves, needles, or other vegetation?

By maintaining the roof of a structure free of leaves, needles, or other vegetation you lessen the chance of a spark or ember starting a fire and extending into the structure.

Status: PASS

Notes:

LPG Tanks

Is all combustible vegetation a minimum of 30' feet from around a propane tank removed?

Removing combustible vegetation a minimum of 30' feet from around a propane tank lessens the chance of a tank failure or explosion.

Status: NOT OBSERVED

Notes:

Clearance

Has vegetation been removed a minimum of 10' from a roadway?

Removal of

Status: FAIL

Notes: The vegetation along the Russell Blvd side & the County Road 96 side has overgrown combustible vegetation. No improvement noted since second inspection.

Has vegetation along the ditch line and/or graded bank been removed?

Removal of combustible vegetation along the ditch line and/or graded bank reduces the threat of fire starting and spreading to additional combustible materials.

Status: FAIL

Notes: County Road 96 from the property line to Russell Blvd is overgrown with combustible material. No improvement noted since second inspection.

Are trees on the property trimmed and maintained to at least 4' above the ground?

By increasing the gap between the ground fuel and limbs you minimize the chance of a ground fire extending into the trees and creating more hazards and disrupts suppression efforts.

Status: PASS

Notes:

If property is 5 acres or greater does it have a all combustible vegetation removed or a minimum of 30' wide fire break all along the property boundary?

It is important to limit fire spread by eliminating combustible materials from the entire property, but at least a 30' wide fire break is needed to give suppression efforts its best chance at success.

Status:

Notes:

If property is 5 acres or less, has all combustible vegetation been removed?

Removal of all combustible vegetation around property 5 acres or less minimizes the chances of property loss in the event of a fire.

Status: FAIL

Notes: Parking Lot north of school buildings and along the fence line need to be cleared of combustible vegetation. No improvement noted since second inspection.

Is all vegetation cleared a minimum of 100' from all structures on the property?

Defensible space is essential to improve your home's chance of surviving a wildfire. It's the buffer you create between a building on your property and the grass, trees, shrubs, or any wildland area that surround it.

Status: PASS

Notes:

Additional Corrective Items

Additional Corrective Action Items:

Additional action that needs correction to be in compliance.

Status: PASS

Notes:

Additional Corrective Action Items:

Additional action that needs correction to be in compliance.

Status: PASS

Notes:

Additional Corrective Action Items:

Additional action that needs correction to be in compliance.

Status: PASS

Notes:

Additional Corrective Action Items:

Additional action that needs correction to be in compliance.

Status: PASS

Notes:

Additional Corrective Action Items:

Additional action that needs correction to be in compliance.

Status: PASS

Notes:

Resources

Fore more information on defensible space and information specific to the West Plainfield Fire Department, please visit www.readyforwildfire.org & www.wpfd.net

Helpful links to protect your property from a wildfire.

Status:

Notes:

Additional Time Spent on Inspection:

Category	Start Date / Time	End Date / Time
----------	-------------------	-----------------

Notes: No Additional time recorded

Total Additional Time: 0 minutes

Inspection Time: 1 minutes

Total Time: 1 minutes

Summary:

Overall Result: Third Correction Notice - Forced Abatement Process Will Be Initiated

Inspector Notes:

Steps to mitigate the noted violations to the West Plainfield Fire Protection District Weed Abatement Ordinance should be corrected immediately. This notice will be forwarded to the Board of Commissioners at the next scheduled meeting for Public Nuisance, Forced Abatement. If you have any questions please contact us at 530-756-0212, our business office is currently closed for in office meetings, but phone meetings or video conferencing is available.

Inspector:

Name: Bravo, Scott
Rank: Fire Captain
Work Phone(s): 530-756-0212
Bravo, Scott:



Signed on: 07/28/2020 10:31

Signature

Date

Representative Signature:

Signature

Date



West Plainfield Fire Department

Occupancy: **Yolo Canine Academy**

Occupancy ID: **040-220-002**

Address: **34505 County Road 29**

Davis CA 95616

Inspection Type: **Reinspection**

Inspection Date: **7/28/2020**

By: **Bravo, Scott (0551)**

Time In: **09:30**

Time Out: **09:35**

Authorized Date: **07/28/2020**

By: **Bravo, Scott (0551)**

Next Inspection Date: **No Inspection Scheduled**

Form: Weed Abatement
Notice

Inspection Description:

Notice of Inspection & Correction

Inspection Topics:

Fire Protection Access and Equipment

Does the property have a minimum 4" high address numbers so they are visible from the street?

Address numbers are critical to help emergency personnel find people who may need some sort of aid. The numbers must contrast with their background for greatest visibility.

Status: PASS

Notes:

Are there any obstructions and access provided for fire apparatus?

Large fire apparatus need room to effectively maneuver in the event of an emergency.

Status: PASS

Notes:

Fire Separations

Are tree limbs within 10 feet of the outlet of a chimney or stovepipe removed?

Removal of tree limbs within 10 feet of the outlet of a chimney or stovepipe lessens the chance of an ember or spark starting a fire that extends into the tree or other vegetation.

Status: NOT OBSERVED

Notes: Unable to assess from the road.

Is the roof of a structure free of leaves, needles, or other vegetation?

By maintaining the roof of a structure free of leaves, needles, or other vegetation you lessen the chance of a spark or ember starting a fire and extending into the structure.

Status: NOT OBSERVED

Notes: Unable to assess from the road.

LPG Tanks

Is all combustible vegetation a minimum of 30' feet from around a propane tank removed?

Removing combustible vegetation a minimum of 30' feet from around a propane tank lessens the chance of a tank failure or explosion.

Status: NOT OBSERVED

Notes: Unable to assess from the road.

Clearance

Has vegetation been removed a minimum of 10' from a roadway?
Removal of
Status: FAIL
Notes: Combustible vegetation needs to be removed from the access road and along County Road 29. No improvement noted since second inspection.

Has vegetation along the ditch line and/or graded bank been removed?
Removal of combustible vegetation along the ditch line and/or graded bank reduces the threat of fire starting and spreading to additional combustible materials.
Status: FAIL
Notes: All combustible vegetation needs to be removed from grade banks and ditch banks. No improvement noted since second inspection.

Are trees on the property trimmed and maintained to at least 4' above the ground?
By increasing the gap between the ground fuel and limbs you minimize the chance of a ground fire extending into the trees and creating more hazards and disrupts suppression efforts.
Status: FAIL
Notes: All trees on the property need to be limbed up a minimum of 4' from the ground. No improvement noted since second inspection.

If property is 5 acres or greater does it have a all combustible vegetation removed or a minimum of 30' wide fire break all along the property boundary?
It is important to limit fire spread by eliminating combustible materials from the entire property, but at least a 30' wide fire break is needed to give suppression efforts its best chance at success.
Status: FAIL
Notes: A minimum 30' fire break around the perimeter of your property is required. No improvement noted since second inspection.

If property is 5 acres or less, has all combustible vegetation been removed?
Removal of all combustible vegetation around property 5 acres or less minimizes the chances of property loss in the event of a fire.
Status: NOT OBSERVED
Notes: Not applicable

Is all vegetation cleared a minimum of 100' from all structures on the property?
Defensible space is essential to improve your home's chance of surviving a wildfire. It's the buffer you create between a building on your property and the grass, trees, shrubs, or any wildland area that surround it.
Status: NOT OBSERVED
Notes: Unable to assess from the road.

Additional Corrective Items

Additional Corrective Action Items:
Additional action that needs correction to be in compliance.
Status:
Notes:

Additional Corrective Action Items:
Additional action that needs correction to be in compliance.
Status:
Notes:

Additional Corrective Action Items:

Additional action that needs correction to be in compliance.

Status:

Notes:

Additional Corrective Action Items:

Additional action that needs correction to be in compliance.

Status:

Notes:

Additional Corrective Action Items:

Additional action that needs correction to be in compliance.

Status:

Notes:

Resources

Fore more information on defensible space and information specific to the West Plainfield Fire Department, please visit www.readyforwildfire.org & www.wpfd.net

Helpful links to protect your property from a wildfire.

Status:

Notes:

Additional Time Spent on Inspection:

Category	Start Date / Time	End Date / Time
----------	-------------------	-----------------

Notes: No Additional time recorded

Total Additional Time: 0 minutes

Inspection Time: 5 minutes

Total Time: 5 minutes

Summary:

Overall Result: Third Correction Notice - Forced Abatement Process Will Be Initiated

Inspector Notes:

Steps to mitigate the noted violations to the West Plainfield Fire Protection District Weed Abatement Ordinance should be corrected imemdiately. This notice will be forwarded to the Board of Commissioners at the next scheduled meeting for Public Nuisance, Forced Abatement. If you have any questions please contact us at 530-756-0212, our business is currently closed for in office meetings, but phone meetings or video conferencing is available.

Inspector:

Name: Bravo, Scott
Rank: Fire Captain
Work Phone(s): 530-756-0212
Bravo, Scott:



Signed on: 07/28/2020 10:23

Signature

Date

Representative Signature:

<hr/>	<hr/>
<i>Signature</i>	<i>Date</i>

**BOARD OF COMMISSIONERS
WEST PLAINFIELD FIRE PROTECTION DISTRICT
COUNTY OF YOLO, STATE OF CALIFORNIA**

**Resolution Number 20-03
Approving the Department of Forestry and Fire Protection Agreement #7FG20137**

IN THE MATTER OF: Resolution Number 20-03, approving the Department of Forestry and Fire Protection Agreement #7FG20137 for services from the date of last signatory on page 1 of the Agreement to June 30, 2021, under the Volunteer Fire Assistance Program of the Cooperative Forestry Assistance Act of 1978.

BE IT RESOLVED by the Board of Commissioners of the WEST PLAINFIELD FIRE PROTECTION DISTRICT (WPPFD), that said Board does hereby approve the Agreement with the California Department of Forestry and Fire Protection dated as of the last signatory date on page 1 of the Agreement, and any amendments thereto. This Agreement provides for an award, during the term of this Agreement, under the Volunteer Fire Assistance Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2020-21 up to and no more than the amount of \$5,898.55.

BE IT FURTHER RESOLVED that JAMES F. McMULLEN, President of said Board of Commissioners, be and hereby is authorized to sign and execute said Agreement and any amendments on behalf of the WPPFD.

The foregoing resolution was duly passed and adopted by the Board of Commissioners of the WPPFD at a regular meeting thereof, held on the 18th day of August 2020, by the following vote:

AYES: _____
NAYES: _____
ABSENT: _____

JAMES F. McMULLEN, President
WPPFD Board of Commissioners

JAMES T. YEAGER, Vice President
WPPFD Board of Commissioners

ED BEOSCHANZ, Board Member
WPPFD Board of Commissioners

CHARLES HJERPE, Board Member
WPPFD Board of Commissioners

RICHARD GUARINO, Board Member
WPPFD Board of Commissioners

CERTIFICATION OF RESOLUTION NUMBER 20-03 - ATTESTATION

I, SHARON GRAFTON, Clerk of the WPPFD, County of Yolo, State of California do hereby certify that this is a true and correct copy of the original Resolution Number 20-03.

WITNESS MY HAND on this _____ day of August, 2020.

SHARON GRAFTON, Clerk
WPPFD Board of Commissioners

State of California
 Dept. of Forestry and Fire Protection (CAL FIRE)
 Cooperative Fire Programs
 GRANT AGREEMENT

APPLICANT: WEST PLAINFIELD FIRE PROTECTION DISTRICT

PROJECT TITLE: Volunteer Fire Assistance Program

GRANT AGREEMENT: 7FG20137

PROJECT PERFORMANCE PERIOD IS from Upon Approval through June 30, 2021.

Under the terms and conditions of this Grant Agreement, the applicant agrees to complete the project as described in the project description, and the State of California, acting through the Dept. of Forestry & Fire Protection, agrees to fund the project up to the total state grant amount indicated.

PROJECT DESCRIPTION: Cost-share funds awarded to provide assistance to rural areas in upgrading their capability to organize, train, and equip local forces for fire protection.

Total State Grant not to exceed \$5,898.55 (or project costs, whichever is less)

**The Special and General Provisions attached are made a part of and incorporated into this Grant Agreement.*

**STATE OF CALIFORNIA
 DEPARTMENT OF FORESTRY
 AND FIRE PROTECTION**

WEST PLAINFIELD FIRE PROTECTION DISTRICT

Applicant

By _____
 Signature of Authorized Representative

Title **JAMES F. McMULLEN, President**

Date _____

By _____

Title: **Gabrielle Avina
 Staff Chief, Cooperative Fire Programs**

Date _____

CERTIFICATION OF FUNDING

AMOUNT OF ESTIMATE FUNDING \$5,898.55	GRANT AGREEMENT NUMBER 7FG20137	PO ID			
ADJ. INCREASING ENCUMBRANCE \$ 0.00	SUPPLIER ID				
ADJ. DECREASING ENCUMBRANCE \$ 0.00	PROJECT ID 354020DG2012133	ACTIVITY ID SUBGNT			
UNENCUMBERED BALANCE \$5,898.55	GL UNIT 3540	BUD REF 001	CHAPTER 6/7	FUND 0001	ENY 2020
REPORTING STRUCTURE 35409206	SERVICE LOC 92698	ACCOUNT 5340580		ALT ACC 5340580002	

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance.

 SIGNATURE OF CAL FIRE ACCOUNTING OFFICER

 DATE

**VOLUNTEER FIRE ASSISTANCE PROGRAM
TERMS AND CONDITIONS**

DEPARTMENT OF FORESTRY AND FIRE PROTECTION

STATE OF CALIFORNIA
Natural Resources Agency

Agreement for the Volunteer Fire Assistance Program of the
Cooperative Forestry Assistance Act of 1978

THIS AGREEMENT, made and entered into **ON THE LAST SIGNATORY DATE ON PAGE 1**, by and between the STATE of California, acting through the Director of the Department of Forestry and Fire Protection hereinafter called "STATE", and WEST PLAINFIELD

FIRE PROTECTION DISTRICT hereinafter called "LOCAL AGENCY", covenants as follows:

RECITALS:

1. STATE has been approved as an agent of the United States Department of Agriculture, (USDA), Forest Service for the purpose of administering the Cooperative Forestry Assistance Act (CFAA) of 1978 (PL 95-313, United States Code, Title 16, Chapter 41, Section 2010 et seq., Volunteer Fire Assistance Program), hereinafter referred to as "VFA", and
2. The VFA has made funds available to STATE for redistribution, under certain terms and conditions, to LOCAL AGENCY to assist LOCAL AGENCY to upgrade its fire protection capability, and
3. LOCAL AGENCY desires to participate in said VFA.

NOW THEREFORE, it is mutually agreed between the parties as follows:

4. **APPROVAL: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. LOCAL AGENCY may not commence performance until such approval has been obtained.**
5. **TIMELINESS: Time is of the essence in this Agreement.**
6. **FORFEITURE OF AWARD: LOCAL AGENCY must return this Agreement and required resolution properly signed and executed to STATE at the address specified in paragraph 11, with a postmark no later than December 1, 2020 or LOCAL AGENCY will forfeit the funds.**
7. **GRANT AND BUDGET CONTINGENCY CLAUSE: It is mutually understood between the parties that this Agreement may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds, to avoid program and fiscal delays that would occur if the Agreement were executed after that determination was made.**

This **Agreement** is valid and enforceable only if sufficient funds are made available to the STATE by the United States Government for the State Fiscal Year 2020 for the purpose of this program. In addition, this **Agreement** is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this **Agreement** in any manner.

The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this **Agreement** shall be amended to reflect any reduction in funds.

The STATE has the option to invalidate the **Agreement** under the 30-day cancellation clause or to amend the **Agreement** to reflect any reduction in funds.

8. **REIMBURSEMENT:** STATE will reimburse LOCAL AGENCY, from funds made available to STATE by the Federal Government, an amount not to exceed **\$5,898.55** on a 50/50 matching funds basis, for the performance of specific projects and/or purchase of specific items identified in Proposed Project, Application for Funding, attached hereto. **Reimbursement will be only for those projects accomplished and/or items purchased between THE LAST SIGNATORY DATE ON PAGE 1 and JUNE 30, 2021.** This sum is the sole and maximum payment that STATE will make pursuant to this Agreement. **LOCAL AGENCY must bill STATE at the address specified in paragraph 11, with a postmark no later than September 1, 2021 in order to receive the funds.** The bill submitted by LOCAL AGENCY must clearly delineate the projects performed and/or items purchased. A vendor's invoice and proof of payment to vendor(s) must be included for items purchased.
9. **LIMITATIONS:** Expenditure of the funds distributed by STATE herein is subject to the same limitations as placed by the VFA, upon expenditure of United States Government Funds. Pursuant to Title 7 of the Code of Federal Regulations, Section 3016.32 subject to the obligations and conditions set forth in that section; title to any equipment and supplies acquired under this **Agreement** vests with the LOCAL AGENCY. For any equipment items over \$5,000, the federal government may retain a vested interest in accordance with paragraph 16 below.
10. **MATCHING FUNDS:** Any and all funds paid to LOCAL AGENCY under the terms of this **Agreement**, hereinafter referred to as "VFA Funds", shall be matched by LOCAL AGENCY on a dollar-for-dollar basis, for each project listed on attachment(s) hereto identified as "Proposed Project". No amount of unpaid "contributed" or "volunteer" labor or services shall be used or consigned in calculating the matching amount "actually spent" by LOCAL AGENCY.
LOCAL AGENCY shall not use VFA Funds as matching funds for other federal grants, including Department of Interior (USDI) Rural Fire Assistance grants, nor use funds from other federal grants, including USDI Rural Fire Assistance grants, as matching funds for VFA Funds.

- 11. ADDRESSES: The mailing addresses of the parties hereto, for all notices, billings, payments, repayments, or any other activity under the terms of the Agreement, are:

LOCAL AGENCY: West Plainfield Fire Protection District
24901 County Road 95
Davis, CA 95616
Attention: Capt. Scott Bravo
Telephone Number(s): (530) 756-0212
FAX Number:
E-mail

STATE: **Department of Forestry and Fire Protection**
Grants Management Unit, Attn: Megan Esfandiary
P. O. Box 944246
Sacramento, California 94244-2460
PHONE: (916) 894-9845

- 12. PURPOSE: Any project to be funded hereunder must be intended to specifically assist LOCAL AGENCY to organize, train, and/or equip local firefighting forces in the aforementioned rural area and community to prevent or suppress fires which threaten life, resources, and/or improvements within the area of operation of LOCAL AGENCY.
- 13. COMBINING: In the event funds are paid for two or more separate, but closely related projects, the 50/50 cost-sharing formula will be applied to the total cost of such combined projects.
- 14. OVERRUNS: In the event that the total cost of a funded project exceeds the estimate of costs upon which this Agreement is made, LOCAL AGENCY may request additional funds to cover the **Agreement** share of the amount exceeded. However, there is no assurance that any such funds are, or may be, available for reimbursement. Any increase in funding will require an amendment.
- 15. UNDERRUNS: In the event that the total cost of a funded project is less than the estimate of costs upon which this **Agreement** is made, LOCAL AGENCY may request that additional eligible projects/items be approved by STATE for **Agreement** funding. However, there is no assurance that any such approval will be funded. Approval of additional projects/items, not listed on the Proposed Project application, made by STATE, will be in writing and will require an amendment.
- 16. FEDERAL INTEREST IN EQUIPMENT: The Federal Government has a vested interest in any item purchased with VFA funding in excess of \$5,000 regardless of the length of this **Agreement**, until such time as the fair market value is less than \$5,000. The VFA percentage used to purchase the equipment will be applied to the sale price and recovered for the Government during the sale. This percentage will remain the same even following depreciation. The Federal Government may not have to be reimbursed if the disposal sale amounts to a fair market value of less than \$5,000. LOCAL AGENCY will notify STATE of the disposal of such items.

17. EQUIPMENT INVENTORY: Any single item purchased in excess of \$5,000 will be assigned a VFA Property Number by the STATE. LOCAL AGENCY shall forward a copy of the purchase documents listing the item, brand, model, serial number, any LOCAL AGENCY property number assigned, and a LOCAL AGENCY contact and return address to STATE at the address specified in paragraph 11. The STATE will advise the LOCAL AGENCY contact of the VFA Property Number assigned.
18. AUDIT: LOCAL AGENCY agrees that the STATE, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. LOCAL AGENCY agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. LOCAL AGENCY agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, LOCAL AGENCY agrees to include a similar right of the State of California to audit records and interview staff in any subcontract related to performance of this **Agreement**. (GC 8546.7, PCC 10115 et seq., CCR Title 2, Section 1896).
19. DISPUTES: In the event of any dispute over qualifying matching expenditures of LOCAL AGENCY, the dispute will be decided by STATE and its decision shall be final and binding.
20. INDEMNIFICATION: LOCAL AGENCY agrees to indemnify, defend, and save harmless, the STATE, its officers, agents, and employees, from any and all claims and losses, accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this **Agreement**, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by LOCAL AGENCY in the performance of this **Agreement**.
21. DRUG-FREE WORKPLACE REQUIREMENTS: LOCAL AGENCY will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - b. Establish a Drug-Free Awareness Program to inform employees about:
 - 1) the dangers of drug abuse in the workplace;
 - 2) the person's or organization's policy of maintaining a drug-free workplace;

- 3) any available counseling, rehabilitation and employee assistance programs; and,
 - 4) penalties that may be imposed upon employees for drug abuse violations.
- c. Every employee who works on the proposed **Agreement** will:
- 1) receive a copy of the company's drug-free workplace policy statement; and,
 - 2) agree to abide by the terms of the company's statement as a condition of employment on the **Agreement**.

Failure to comply with these requirements may result in suspension of payments under the **Agreement** or termination of the **Agreement** or both and LOCAL AGENCY may be ineligible for funding of any future State **Agreement** if the department determines that any of the following has occurred: (1) the LOCAL AGENCY has made false certification, or violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)

22. **TERM:** The term of the Agreement SHALL COMMENCE ON THE LAST SIGNATORY DATE ON PAGE 1 and continue through June 30, 2021.
23. **TERMINATION:** This **Agreement** may be terminated by either party giving 30 days written notice to the other party or provisions herein amended upon mutual consent of the parties hereto.
24. **AMENDMENTS:** No amendment or variation of the terms of this **Agreement** shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or **Agreement** not incorporated in the **Agreement** is binding on any of the parties.
25. **INDEPENDENT CONTRACTOR:** LOCAL AGENCY, and the agents and employees of LOCAL AGENCY, in the performance of this **Agreement**, shall act in an independent capacity and not as officers or employees or agents of the STATE or the Federal Government.

West Plainfield Fire Protection District

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

Minutes – July 21, 2020 West Plainfield Fire Protection District Board of Commissioners

Held via Video and Teleconference

Remote Meeting Locations: 25258 County Road 95, Davis, CA 95616
34791 Creeksedge Road, Davis, CA 95616
25635 County Road 96, Davis, CA 95616
37007 Russell Boulevard, Davis, CA 95616
26213 County Road 96, Davis, CA 95616

1. CALL TO ORDER

The meeting was called to order at 7:09 pm by President McMullen and a quorum was established. Present were:

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

Staff: Fire Chief Cherie Rita, Assistant Chief Bill Heins, Lt. Michael Booth, Lt. Scott Bravo, Patrick Fish and Hall Manager Katlyn Sinclair

2. PUBLIC COMMENT

There was no public comment.

3. LILLARD HALL

A. Manager Report

- Ms. Katlyn Sinclair informed the Board that Lillard Hall remains closed with the exception of the Fire Department's Monday night drill. She stated that she had been making calls contacting those with reservations in an attempt to reschedule at some future date.

Ms. Sinclair noted that currently there is no income and there are still bills that are being paid. They include:

- PG&E \$29.67
- Trash pick up which is now broken into two categories for a total of \$352.42 for the current month.
 - Organic waste \$ 84.75
 - Trash \$267.67

Ms. Sinclair asked approval for the Lillard Hall trash pick-up to be discontinued until such time as the Hall is able to be rented again. Commissioner Beoshanz asked for the bin to be locked and Ms. Sinclair informed the Board that the bin is currently locked.

Motion by: Commissioner Yeager
2nd: Commissioner Guarino

To discontinue the waste removal service until such time as the Lillard Hall is open for events.

Discussion: Lt. Bravo informed the Board that the cost for the waste removal has increased overall and that the Hall may need to be a letter to show that they are not producing waste in order to have the container removed. Lt. Bravo stated that the bins are assigned by parcel. There was continued discussion on the possibility of working with the county to gain approval.

President McMullen asked for a roll call.

Commissioner Beoshanz – Aye
Commissioner Hjerpe – Aye
Commissioner Yeager – Aye
Commissioner Guarino – Aye
Commissioner McMullen – Aye

Motion Passed

- Ms. Sinclair informed the Board that the Hall is considered a mass gathering site to the State of California, which can be opened during stage 4. The state is currently in stage 2-3 and everything must be held outdoors.

Ms. Sinclair also informed the Board that 4 H had contacted her by letter requesting use of the Hall to review their books from July 27 to August 28th. They have been currently using driveways for space but it is getting too hot for that purpose. She stated that 4 H said they would only have 10 people and would keep a distance of 6 feet. They would also sanitize all surfaces when done and not use the kitchen.

Ms. Sinclair asked for direction from the Board realizing that currently they cannot use the Hall under the current mandate by the Governor, but once lifted would they be able to use the Hall. President McMullen asked if one of the Board Members would be willing to work with Ms. Sinclair to help make a decision once the mandate is lifted, or would the Board like to give direction now so that the Board would not have to reconvene on this issue. Commissioner Yeager stated that he would coordinate with Ms. Sinclair to make a decision.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To accept Commissioner Yeager to represent the Board and work with the Hall Manager to and have authority to approve use of the Hall by 4 H as long as there are only 10 people and they remain 6 ft apart and the Governor’s order has not changed.

President McMullen asked for a roll call.

Commissioner Beoshanz – Aye
Commissioner Hjerpe – Aye
Commissioner Yeager – Aye
Commissioner Guarino – Aye
Commissioner McMullen – Aye

Motion Passed

Commissioner Guarino asked if the issue discussed at last month's meeting regarding use of the Hall by non-profits would be discussed. It had been agreed to rent the Hall to the Boy Scouts at no cost, same as 4 H and to add this item to the next agenda for a recommendation on how to handle non-profit organizations.

Clerk Grafton noted that this issue with the Boy Scouts and non-profits was missed on the agenda and would be added to next month's agenda. President McMullen asked Ms. Sinclair and the Board if they saw any reason to hold a special meeting or if it could wait until the August Board meeting. All agreed it could wait until the next meeting.

4. NEW BUSINESS

A. Discussion/Action – Employee Evaluation – Lt. Michael Booth

AC Heins informed the Board that Lt. Booth's 1-year anniversary was June 9th, but that it had been decided to hold off on presenting the evaluation, until there was a full board meeting. He explained that he had given Lt. Booth his evaluation, and Chief Rita had reviewed and approved it. Overall, there are 9 categories with a rating of 0-4. Lt. Booth had 7 categories in which he was rated a 3, and 2 categories in which he was rated a 4. He met expectations and had a good overall rating. Since his hire, Lt. Booth has taken on the role of Training Officer, as well as EMT instruction, and has also taken on the skills testing.

AC Heins stated that he is recommending that the board approve the evaluation. Chief Rita concurred stating that she had reviewed the evaluation and noted he had passed with flying colors.

AC Heins stated that part of the criteria in the evaluation is to state whether the employee would be recommended for promotion. Therefore, AC Heins stated that he is also recommending that Lt. Booth be promoted to First Step Captain.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To accept the evaluation as presented.

President McMullen asked for a roll call.

Commissioner Beoshanz – Aye
Commissioner Hjerpe – Aye
Commissioner Yeager – Aye
Commissioner Guarino – Aye
Commissioner McMullen – Aye

Motion Passed

B. Discussion/Action – Promotion – Lt. Booth to Captain Booth with salary adjustment to First Step Captain.

AC Heins stated that, based on his evaluation, he felt that Lt. Booth should be promoted to First Step Captain with an increase to the \$25/hr. pay rate. AC Heins stated that since his anniversary date was June 9th, he would like this to be retroactive to June 9th.

Motion by: Commissioner Yeager
2nd: Commissioner Guarino

To promote Lt. Booth to Captain First Step retroactive to June 9th.

President McMullen asked for a roll call.

Commissioner Beoshanz – Aye
Commissioner Hjerpe – Aye
Commissioner Yeager – Aye
Commissioner Guarino – Aye
Commissioner McMullen – Aye

Motion Passed

President McMullen congratulated Captain Booth.

- C. Discussion/Action – Adopt Resolution 20-01- Resolution Declaring Volunteers as Employees While Performing Voluntary Service Without Pay.

Chief Rita stated that she had received a communication from the Chief at Dunnigan that YCPARMIA had requested they present a resolution for worker's compensation for the non-paid staff. Therefore, Chief Rita stated that she had prepared a resolution which is the same that was requested by YCPARMIA from Dunnigan in the same format with West Plainfield Fire Prevention District's information. This coverage would cover the Board and other members of the department that are not fire fighters.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To adopt Resolution 20-01.

President McMullen asked that in the signature block that his title be changed to President from Chair. Chief Rita will make the change.

President McMullen asked for a roll call.

Commissioner Beoshanz – Abstained
Commissioner Hjerpe – Aye
Commissioner Yeager – Aye
Commissioner Guarino – Aye
Commissioner McMullen – Aye

Motion Passed

Commissioner Beoshanz stated he was having difficulty with his device and could not hear clearly and would sign off at this time. Commissioner Beoshanz signed off at 7:57

D. Discussion/Action – New Hire Procedure

AC Heins stated that while in the process of hiring a third full time staff as agreed with Sacred Oaks, COVID-19 hit and the process for hiring the WPL Company Officer had to be amended. The amended hiring process was included in the board packet for review. The amendment would be in regard to the use of oral boards. This will change from using outside agencies to a panel via video conferencing unless Governor's order changes.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve the amendment of the process for hiring for the third WPL Company Officer.

President McMullen asked for a roll call.

Commissioner Hjerpe – Aye
Commissioner Yeager – Aye
Commissioner Guarino – Aye
Commissioner McMullen – Aye

Motion Passed

E. Discussion/Action New Hire – Approval to Move Forward
Discussion under item 4D above.

F. Discussion/Action – Usage of Retired Employees by the District.
This item was discussed under item 4C. President McMullen had asked for clarification on how they would be covered by YCPARMIA under the new resolution.

5. OLD BUSINESS

A. Weed Abatement Update

AC Heins informed the Board that two career staff have been performing inspections and issuing some notices of deficiencies to quite a few parcels. They will be going back and reevaluating those deficiencies to see if they still apply and if they do, they will be making a list of those parcels and present then to the Board for action. AC Heins stated that in the past Chief Rita had organized some volunteers to help with the process in order to help out the paid staff. This item was informational no action needed.

7. MINUTES

a. Approval of June 16, 2020 Board Meeting Minutes.
Commissioner Yeager stated that there was one minor typographical error on page 2 under B. Lillard Hall Use.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve the minutes of June 16, 2020 as corrected.

President McMullen asked for a roll call.

Commissioner Hjerpe – Aye
Commissioner Yeager – Aye
Commissioner Guarino – Aye
Commissioner McMullen – Aye

Motion Passed

8. CALENDAR (out of order)

The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday August 18, 2020 at 7:00 pm.

7. MEETING ADJOURNED

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To Adjourn.

Meeting adjourned 8:07 pm

President

Clerk