

West Plainfield Fire Protection District

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

BOARD OF COMMISSIONERS MEETING

December 18, 2018 at 7:00 PM

To be held at West Plainfield Fire Department
24901 County Road 95, Davis, CA 95616

1. Call the meeting to order
2. Review and Discussion of Bills
 - a. Approve Payment of Bills (Page 1)
3. Public comment
4. Lillard Hall
 - a. Lillard Hall Public Business
 - b. Lillard Hall Manager Report (Page 2)
 - c. Lillard Hall Committee Report (Hjerpe, Guarino)
 - i. Financial Analysis Report
 - ii. Landscaping / Fencing
5. Financials
 - a. Deposits (Page 3)
 - b. Financial Reports
6. New Business
 - a. Discussion/Action – Yolo County Agreement for 0.25% FTE Reimbursement
 - b. Discussion/Action – Assistant Chief Heins Annual Evaluation – Closed Session if Requested
 - c. Discussion/Action – Bonus Assistant Chief Heins
7. Old Business
 - a. Fire District Website Update
8. Chiefs Report
9. Assistant Chiefs Report
10. Volunteer Activities Report
11. Committee Reports
 - a. Standing Committees
 - i. Benefits Committee Report (Hjerpe, Guarino)
 - ii. Budget Committee Report (Yeager, Hjerpe)
 - iii. Personnel Committee Report (Hjerpe, Guarino)
 - iv. District Funding and Development Committee (Beoshanz, Yeager)
 - b. Ad Hoc Committees
 - i. Incident Analysis and Reporting Committee (Beoshanz, Hjerpe)
 - ii. BIHS Liaison Committee (McMullen, Guarino)
 - iii. County Road 31 and County Road 96 Safety Committee (Hjerpe, Beoshanz)
12. Training Liaison Report
13. Fire Prevention Liaison Report
14. Major Equipment Repair Liaison Report
15. Minutes
 - a. Approval of November 11, 2018 Board Meeting Minutes (Page 4 -7)
16. Clerk's Report
17. Open Forum
18. Calendar
 - a. The next regular scheduled Board meeting will be January 15, 2019 at 7:00 pm unless another date is agreed upon.

West Plainfield Fire Protection District

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

December 18, 2018

Auditor-Controller
625 Court Street
Woodland, CA 95695

This letter is to inform you that the West Plainfield Fire Protection District's Board of Commissioners has approved for payment the bills listed below:

A-1 Appliance	\$ 563.68
ATT	42.49
Burton's Fire	1,561.89
Cascade Fire Equipment	5,688.70
CommLine, Inc.	924.30
Curtis	219.86
Dignity Health	153.00
Edwards Office	920.13
Entenmann-Rovin	222.60
ICC Membership	135.00
Life Assist	182.78
Pisani's Auto	168.30
Quill	93.23
Radio Guys	242.30
TIAA Bank	278.90
Waste Management	<u>160.87</u>
 Total	 \$11,558.03

* Not included in total

December 18, 2018

Lillard Hall Report

Deposit Income: \$625.00 Dog Group – November and December

Total: \$625.00

Deposit: \$500.00 Flores party. Resident – no charge for use of hall.

Total: \$500.00

Expenses: \$500.00 Conchola party refund
\$364.23 Jo Yeager – supplies and mileage: July – September
\$161.83 Waste Management of Woodland: November
\$160.87 Waste Management of Woodland: December
\$500.00 Flores party @refund

Total: \$1,686.93

Balance: \$23,181.63

Jo Yeager

DEPOSITS – December 18, 2018

Total deposit of \$3,345.34

YCPARMIA – Reimbursement Temporary Disability – Delgadillo	\$ 3,255.71
US Bank	\$ 89.63

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**Minutes – November 11, 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: Assistant Chief Bill Heins
- Guest: Darlene Comingore, Yolo County Engineering

2. REVIEW DISCUSSION OF BILLS (taken out of order)

- a. Approve payment of bills.

Motion by: Commissioner Yeager
2nd: Commissioner Guarino

To approve the bills in the amount of \$4,687.67.

Passed: Unanimously

3. PUBLIC COMMENT

None

- 11. b. iv. **Road Improvement Committee** (Beoshanz, Guarino). – Taken out of order. The committee reported that they had met several times to address the County Road 98 improvement plan. They also contacted the acting Winters Fire Chief, Art Mendoza, and he shared that after 6 months residents and the fire department like their roundabout. The Committee recommends that the District support the proposed County Road 98 project as presented by the County. Darlene Comingore, from Yolo County answered questions posed by Board members regarding the project.

The West Plainfield Fire Protection District supports the County Road 98 improvements as presented by Yolo County.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

Does not pass: 2 – Yes, 2 – No, 1 – Abstain

With the failure to pass the West Plainfield Fire Protection Board of Directors has no position on the County Road 98 improvement project.

4. LILLARD HALL

- a. Lillard Hall Business

None

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- b. Lillard Hall Report
No comments
- c. Lillard hall Committee Report Ad Hoc
 - i. Financial Analysis Report
Nothing to report
 - ii. Landscaping/Fencing
Nothing to report.

5. **FINANCIALS**

- a. Deposits
Total of 2 deposit for \$2,269.32.
- b. Financial Reports

No Comments.

6. **NEW BUSINESS**

NONE

7. **OLD BUSINESS**

- a. Fire District Website
Assistant Chief Heins updated the Board on the progress. He stated that work is continuing and that the Web Page should be operational by the January 1st deadline. He added that the software for the copier, which will allow scanned documents to be searchable, has been ordered and should be installed next week.
- b. County Road 31 and County Road 96 safety concerns.
Commissioner Hjerpe reported that the letter to the County should have been sent, but the County has not responded yet. He stated that they need to check with Clerk Grafton to verify if the letter has been sent. Commissioner Beoshanz met with the local CHP Commander and stated that the CHP will increase their patrolling of the area. It was determined to keep this on the agenda until there is more information.

8. **CHIEF'S REPORT**

No Report

9. **ASSISTANT CHIEF REPORT**

Assistant Chief Heins informed the board of a few items.

- Grants – He stated that he has submitted the grant report for the Yocha dehe grant for \$147,000. He is also working on completing the report for the repurposing of the \$88,000 grant from Yolo County.
- AC Heins reported that our new Fire Lieutenant, Scott Bravo, has been well received by all members. He said that Scott is very welcoming, eager to assist and has a great attitude. He informed the Board that many Volunteers have been

- stopping by and spending time training and working Duty Shifts.
- Injured employee update – AC Heins informed the board that the injured employee has had surgery and is scheduled to come back to limited duty on December 8.
- Self-Contained Breathing Apparatus Fit Testing - AC Heins told the Board that Chief Rita was to present a proposal, to the Fire Chiefs, to partner with YCPARMIA for a new fit test machine. If accepted it would reduce the time needed to complete the testing and meet the recognized standards.
- New Payroll Company – AC Heins informed the Board that the County has contracted with a new payroll company. He will be training on the new system sometime in December for a January implementation.
- Local Roads Planning Project – AC Heins informed the Board that he was asked to sit on the Yolo County Local Roads Planning Project as a Fire Department Representative. The Board felt that this was worthwhile and that after consulting with Chief Rita he should participate.
- Sacred Oaks – AC Heins informed the Board that the next meeting for the Sacred Oaks project will be in early December.

10. VOLUNTEER ACTIVITIES REPORT

No Report.

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) - No meeting, no report.
 - iv. District Funding and Development Committee (Beoshanz, Yeager) – Taken out of order - Commissioner Yeager stated that the district had received the County's agreement for the .25% FTE and that the Committee, after meeting, decided that a meeting with the County was necessary to clarify some of the agreement's language. He said that he and AC Heins should be able to meet with the County sometime next week. He said they will report back at the next meeting.
- b. Ad Hoc Committees
 - i. Monument Committee (Beoshanz, Yeager) – Commissioner Beoshanz informed the Board that the event was well attended and the family was very appreciative. Commissioner Yeager said that the Volunteers had a very good turnout as well.
 - ii. Incident Analysis and Reporting Committee (Beoshanz, Hjerpe)- No meeting, no report. It was decided that Commissioners Beoshanz and Hjerpe will meet with AC Heins and bring back recommendations for the next Board meeting.
 - iii. BIHS/Sacred Oaks Committee (McMullen, Guarino) – As mentioned in AC Heins report the next meeting with BIHS will take place in early December.

12. TRAINING LIASION REPORT

Nothing new to report.

13. FIRE PREVENTION LIASION REPORT

A brief report was given on the barn fire on Russell Blvd.

14. **MAJOR EQUIPMENT LIASION REPORT**

Nothing new to report.

15. **MINUTES**

a. Approval of October 16, 2018 Board Meeting Minutes.

Move to approve minutes.

Motion by: Commissioner Guarino
2nd: Commissioner Beoshanz

Passed: Unanimously

a. Approval of November 1, 2018 Special Board Meeting Minutes.

Move to approve minutes.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

Passed: Unanimously

16. **CLERKS' REPORT**

Nothing to report.

17. **OPEN FORUM**

Nothing for discussion

18. **CALENDAR**

The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday December 18, 2018 at 7:00 pm.

Meeting adjourned 8:50 pm

President

Clerk