

West Plainfield Fire Protection District

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

BOARD OF COMMISSIONERS – REGULAR MEETING January 19, 2021 at 7:00 PM

To be held via Video and Teleconference
Video Meeting Information

<https://us02web.zoom.us/j/83092015294?pwd=R3o3STRGV2NMa0lyQWlveDZZem45Zz09>

Meeting ID: 830 9201 5294

Passcode: 630485

Phone Meeting Information

Dial by phone +1 669 900 6833

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 Rd 96, Davis, CA 95616

- 1) Call the Meeting to Order and Establish Quorum
- 2) Public Comment
- 3) Old Business
 - a) Update – Forced Abatements
 - i) APN 037-110-005 – 26960 County Road 96
 - b) Update – Weed Abatement (AC Heins)
 - c) Update - W230, Apparatus Numbering (Chief Rita)
- 4) Lillard Hall
 - a) Manager Report (Manager Sinclair)
 - b) Discussion/Action - Hall Manager Replacement
- 5) New Business
 - a) Discussion / Action – Out of District Volunteer Applications (AC Heins)
 - b) Discussion / Action - Input to Proposal for Use of 172 Funds - to be presented to the Yolo County Fire Protection Sustainability Board Ad Hoc Committee (Chief Rita)
 - c) Discussion/Action – Committees – Standing and Ad Hoc - Reports (President McMullen)

Standing Committees

- Benefits and Budget Committee – **Guarino**, Hjerpe
 - (i) Discussion/Action - Cafeteria Plan Benefit - Further actions and/or approve benefits packet as recommended by committee
- Personnel Committee – **Yeager**, Beoshanz
- District Funding and Development Committee - **Yeager**, Hjerpe
- IHS Committee - **McMullen**, Guarino
- Lillard Hall Committee – **Yeager**, Beoshanz
 - (i) Report from committee meeting of January 12, 2021

Ad Hoc Committee

- Increase of Drivers in the District Committee – **Beoshanz**, Hjerpe

6) Consent Calendar

a) Fire Department Statistics

7) Approval of Prior Board Meeting Minutes (Clerk Gonzalez)

a) Regular Meeting of December 15, 2020

8) Open Forum

9) Next regular Board meeting on February 16, 2021, unless another date is agreed upon.

10) Meeting Adjourned (President McMullen)

**Proposal for Distribution of Proposition 172 Funds
To Yolo County Rural Fire Districts**

I. History

On November 2, 1993, California voters enacted Proposition 172, which established a permanent statewide half-cent sales tax for support of local public safety functions in cities and counties. Proposition 172 was placed on the ballot by the Legislature and the Governor to partially replace the \$.2.6 billion in property taxes shifted from local agencies to local school districts as part of the 1993-94 state budget agreement.

While Yolo County has been receiving monies from the approval of Proposition 172, no funding has ever been allocated to any of the 15 rural fire districts serving Yolo County. The Yolo County Fire Chief’s Association, after gaining agreement from all 15 rural fire districts’ Boards of Commissioners, has requested that Yolo County include the 15 rural fire districts’ in the annual appropriation of monies received under Proposition 172.

Yolo County is willing to consider allocating funds to Yolo County rural fire districts but has requested a plan on how the rural fire districts propose distribution and use of the funding.

II. Purpose

The purpose of this proposal is to propose a funding model for the distribution and use of Proposition 172 funds to the 15 rural Yolo County fire districts.

Rural Yolo County fire protection is primarily provided by 15 fire districts. Four of the 15 districts contract with city fire departments to provide service. The other 11 fire districts are considered “volunteer” fire departments. Five of the 11 volunteer fire departments also have some paid staff.

Most of rural Yolo County relies on volunteer firefighters to responded and fulfill the critical role of first responders. Rural fire districts are faced with dwindling volunteer numbers and the rising cost of equipment needed to provide services. The Yolo County rural fire districts need funding in order to resolve these issues. The allocation of Proposition 172 funds to the 15 rural Yolo County fire districts will enable each district to improve staffing, training, and the purchase of equipment.

III. Proposed Allocation Strategy

Currently the Yolo County Board of Supervisors’ allocates annual Proposition 172 funds as follows:

- 60% to the Yolo County Sheriff’s Office
- 20% to the Yolo County District Attorney
- 20% to the Yolo County Probation Department

The following proposed strategy would provide funding to the Yolo County Fire Districts while gradually reducing funding to the other three departments listed above:

Fiscal Year	Strategy #1	Strategy #2
2021-22	8%	5%
2022-23	9%	6%
2023-24	10%	7%
2024-25	11%	8%
2025-26	12%	9%
2026-27	13%	10%
2027-28	13%	11%
2028-29	13%	12%
2029-30	13%	13%

IV. Funding Distribution Model

The following is a distribution model for the total allocation of Proposition 172 funds received from Yolo County. Please refer to the attached distribution example.

- **Equal Distribution** - 70% of the total funds received will be evenly divided between the 15 rural fire districts.
- **Call Volume** - 15% of the total funds received will be based on the average of a district's 3-year call volume. Each district's call volume percentage will be calculated by dividing the district's 3-year call volume against the total 3-year call volume of all 15 rural fire districts. Using a 3-year call volume average, fluctuations based on irregular circumstances are more balanced.
- **District Population** - 15% of the total funds received will be based on each district's population. Each district's population will be calculated by dividing the district's population against the total population of all 15 rural fire districts. (*The data used in the attached funding example was compiled from 2016 LAFCO MSR report.*)

V. Accountability

To ensure Proposition 172 funds are used appropriately, a district must develop and submit to Yolo County's CAO for approval, an Improvement Plan, based on their unique needs and requirements. The plan must strive to meet the NFPA 1720 standards, detail how funds will be spent and an evaluation process.

VI. Review Process

Yolo County's CAO's office will establish timeline(s) to:

- **Update** each fire district's call volumes and population in order to ensure that monies are being allocated appropriately.
- **Evaluate** each district's Improvement Plan progress.

YOLO COUNTY AUDITOR-CONTROLLER
FIRE DISTRICT BUDGET WORKSHEET - FINANCING SOURCES - SCHEDULE B
FISCAL YEAR: 2021-2022
DISTRICT NAME: West Plainfield Fire Protection District

Account #	Account Name	2020 - 2021 Appropriation	Anticipated 2020/2021 Use		Total
			Actual + 12/31/20	Anticipated	
500100	REGULAR EMPLOYEES	219,280	85,420.78	142,367.97	227,788.75
500110	EXTRA HELP	27,200	0.00	0.00	0.00
500120	OVERTIME				
500130	STANDBY TIME				
500160	LEAVE BUYOUT				0.00
500310	RETIREMENT				
500320	OASDI	13,400	5,296.08	8,826.80	14,122.88
500330	FICA / MEDICARE TAX	4,000	1,238.59	2,064.32	3,302.91
500340	HEALTH INSURANCE				
500380	UNEMPLOYMENT INSURANCE	2,500	384.92	641.53	1,026.45
500390	WORKER'S COMPENSATION INSURANCE	8,000	16,875.00	0.00	16,875.00
	TOTAL SALARY & BENEFITS	274,380	109,215.37	153,900.62	263,115.99

YOLO COUNTY AUDITOR-CONTROLLER
FIRE DISTRICT BUDGET WORKSHEET - FINANCING SOURCES - SCHEDULE B
FISCAL YEAR: 2021-2022
DISTRICT NAME: West Plainfield Fire Protection District

Account #	Account Name	2020 - 2021 Appropriation	Anticipated 2020/2021 Use		Total
			Actual + 12/31/20	Anticipated	
501010	CLOTHING & PERSONAL SUPPLIES	30,000	4,699.55	8,776.00	13,475.55
501020	COMMUNICATIONS	4,500	2,181.19	242.00	2,423.19
501030	FOOD		116.05		116.05
501040	HOUSEHOLD EXPENSE	8,000	2,929.21	-73.00	2,856.21
501051	INSURANCE - PUBLIC LIABILITY	6,000	5,000.00		5,000.00
501052	INSURANCE - FIRE & EXTENDED		1,142.99		1,142.99
501053	INSURANCE - OTHER		75.13		75.13
501070	MAINTENANCE - EQUIPMENT	23,420	8,127.60	33.00	8,160.60
501071	MAINTENANCE - BULDGS & IMPROVEMENTS	12,000	294.92	110.00	404.92
501080	MEDICAL, DENTAL & LAB SUPPLIES	5,000	1,127.88		1,127.88
501090	MEMBERSHIPS	3,200	3,620.00		3,620.00
501100	MISCELLANEOUS	500	247.88		247.88
501102	MISC EXPENSE - CREDIT CARD SVC CHARGES	200	0.00		0.00
501110	OFFICE EXPENSE	5,000	226.61	295.00	521.61
501111	OFFICE EXPENSE - POSTAGE	500	8.20		8.20
501112	OFFICE EXPENSE - PRINTING	1,500	135.70		135.70
501151	PROF & SPEC SVC - AUDITING & ACCOUNTING	300	0.00		0.00
501152	PROF & SPEC SVC - INFORMATION TECH SERVICES	1,200	74.95		74.95
501155	PROF & SPEC SVC - MEDICAL, DENTAL & LAB	1,000	0.00	1,000.00	1,000.00
501156	PROF & SPEC SVC - LEGAL SERVICES	1,000	0.00		0.00
501165	PROF & SPEC SVC - OTHER				
501169	BOARD MEETING STIPENDS				
501180	PUBLICATIONS & LEGAL NOTICES	500	0.00		0.00
501190	RENTS & LEASES - EQUIPMENT	1,500	983.44	239.00	1,222.44
501191	RENTS & LEASES - BLDGS & IMPROVEMENTS				
501205	TRAINING	11,400	388.00		388.00
501210	MINOR EQUIPMENT	44,725	14,275.20		14,275.20
501232	SPEC DEPT EXP - ELECTION SUPPLIES & SERVICES				
501249	SPEC DEPT EXP - OTHER			964.00	
501250	TRANSPORTATION & TRAVEL	8,000	1,227.80	1,377.00	2,604.80
501251	TRANSPORTATION & TRAVEL - FUEL		192.68		192.68
501260	UTILITIES	8,000	2,091.44	381.00	2,472.44
	TOTAL SERVICES & SUPPLIES	177,445	49,166.42	13,344.00	61,546.42

YOLO COUNTY AUDITOR-CONTROLLER
FIRE DISTRICT BUDGET WORKSHEET - FINANCING SOURCES - SCHEDULE B
FISCAL YEAR: 2021-2022
DISTRICT NAME: West Plainfield Fire Protection District

Account #	Account Name	2020 - 2021 Appropriation	Anticipated 2020/2021 Use		Total
			Actual + 12/31/20	Anticipated	
502031	RETIRE LTD - CAPITAL LEASE OBLIGATION				
502039	RETIRE LTD - OTHER				
502049	INTEREST - LTD - OTHER				
502080	TAXES & ASSESSMENTS				
502110	VOLUNTEER FIREMEN				
502120	CONTRIBUTION TO NON-COUNTY AGENCIES				
502121	CITY OF DAVIS				
502201	PAYMENTS TO OTHER GOV INSTITUTIONS				
	TOTAL OTHER CHARGES	0	0.00	0.00	0.00
503000	LAND				
503020	BUILDINGS & IMPROVEMENTS				
503015	EASEMENTS - NON DEPRECIABLE				
503070	EQUIPMENT				
503071	EQUIPMENT - VEHICLE	235,000	231,350.44	0.00	231,350.44
	TOTAL CAPITAL ASSETS	235,000	231,350.44	0.00	231,350.44
89-9900	APPROPRIATIONS FOR CONTINGENCY	20,000	0.00	0.00	0.00
	TOTAL APPROPRIATIONS	706,825	389,732.23	167,244.62	556,012.85
	ADDITIONS TO GENERAL RESERVE				
	ADDITIONS TO CAPITAL ASSET REPLACEMENT RESERVE				
	ADDITIONS TO ACCRUED LEAVE RESERVE	3,000		3,000.00	3,000.00
	TOTAL FINANCING USES *	709,825			559,012.85

West Plainfield Fire Protection District

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

**STANDING COMMITTEE – BUDGET AND BENEFITS – MINUTES
January 8, 2021 at 6:00 pm**

Held via Video and Teleconference

Remote Meeting Locations: 25258 County Road 95, Davis, CA 95616
37007 Russell Boulevard, Davis, CA 95616

1. Call the meeting to order

The meeting was called to order by Chairperson Guarino. Present were:

Commissioners: Richard Guarino and Charles Hjerpe
Committee Staff: Chief Rita, AC Heins
Career Staff: Capt Bravo, Capt Booth, Lt LaTour

2. Public comment

None

3. Discussion/Action

a. Review Current Budget Usage - FYE June 30, 2021 (All)

Chief Rita presented and reviewed numbers as of December 31, 2020.

b. Projected Budget Usage - Remainder of FYE June 30, 2021 (Chief Rita)

Estimated salaries and benefits (without added benefits) anticipates budget use approximately \$11,000 under projected. It is harder, at this point in the budge cycle to estimate services and supplies use, but it is anticipated that we will again come in well under budgeted amounts in those funds, as well.

c. Projections for FYE June 30, 2022 Budget (Chief Rita)

Chief Rita anticipates that we will not suffer a decrease in revenues from property taxes mainly due to the recent passage of Proposition 19 in California.

d. Discussion/Action - Recommendation to Board for Additional Career Staff Benefits (Chief Rita)

We are one of the few districts with career staff that does not offer benefits for medical and/or retirement. We have been coming in under projected budget for years. Chief Rita believes we can offer additional benefits and still have monies to budget for apparatus replacement and facilities improvements.

The discussion started off with Chief Rita recommending a minimum of \$250 per month per career staff. \$250 per month for full-time career staff would be an additional \$9,000 per year; for all career staff (full- and part-time), \$12,000. AC Heins would prefer that we not include the part-time career staff and instead use those funds to increase the monthly from \$250 to \$335 per full-time career staff member (total \$12,060). Part-time career staff could be included later, as appropriate and/or negotiated.

AC Heins reported that each of our career staff had different needs. Chief Rita suggested that a cafeteria type plan might be a better option, offering health care premium, health savings account, dental, and retirement options.

By consensus, Commissioners Guarino and Hjerpe directed that:

- The committee recommend to the Board that the District offer, as a new benefit to full-time career staff, a cafeteria plan with health insurance premium, health savings account, dental, and retirement options
- The committee recommend to the Board that benefit amount be set at \$335 per month
- Chief Rita and AC Heins explore what we need to do to put such a cafeteria plan in place, how it would work, etc. and report back

4. Calendar

- a. The next Budget Committee meeting to be determined

RICHARD GUARINO, Chair

West Plainfield Fire Department (CA)

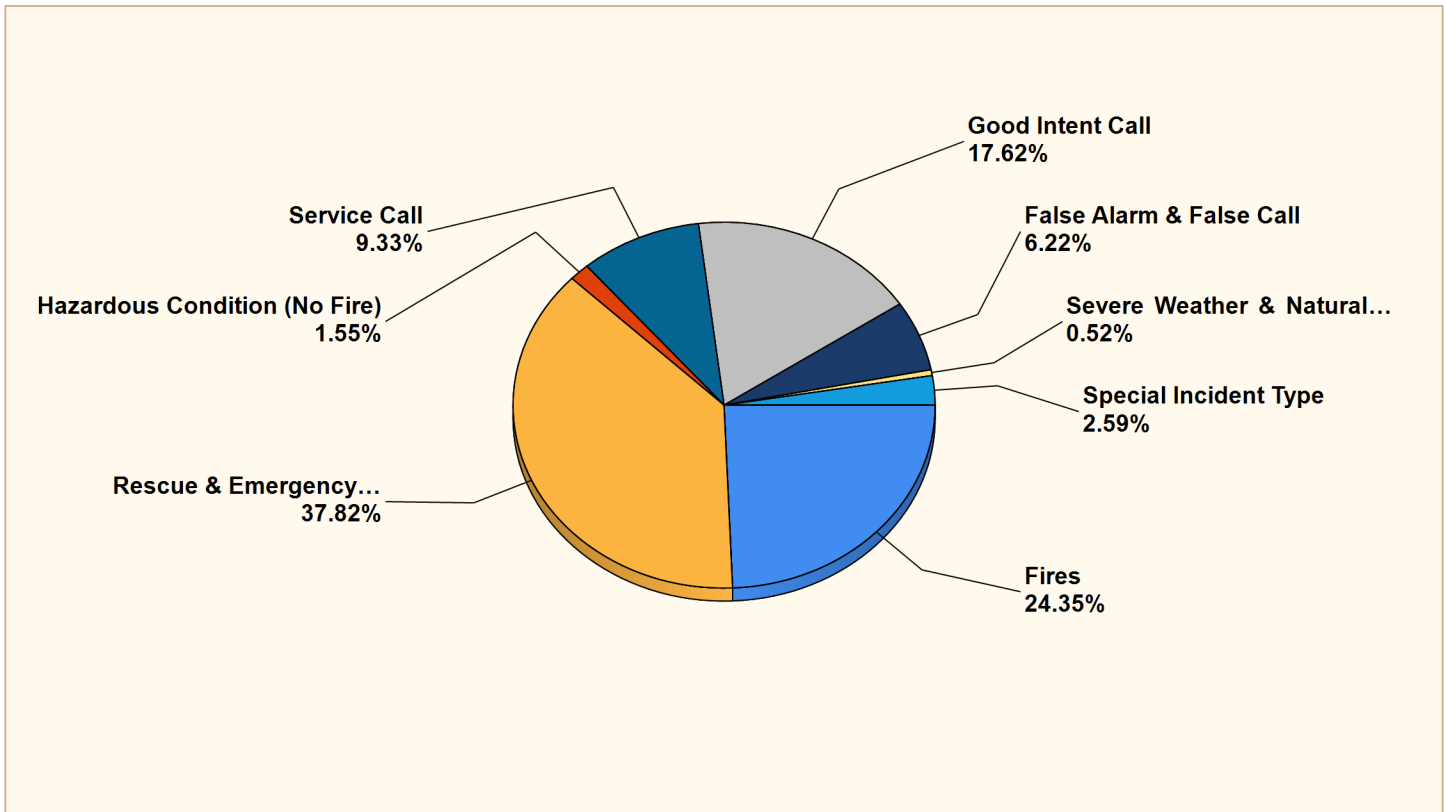
Davis, CA

Total Calls for 2020



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2020 | End Date: 12/31/2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	47	24.35%
Rescue & Emergency Medical Service	73	37.82%
Hazardous Condition (No Fire)	3	1.55%
Service Call	18	9.33%
Good Intent Call	34	17.62%
False Alarm & False Call	12	6.22%
Severe Weather & Natural Disaster	1	0.52%
Special Incident Type	5	2.59%
TOTAL	193	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



West Plainfield Fire Department (CA)

Davis, CA
Totals for 2020



Incident Statistics

Start Date: 01/01/2020 | End Date: 12/31/2020

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		73	
FIRE		120	
TOTAL		193	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
B30	0	1	3
B330	0	0	6
E30	1	2	17
TOTAL	1	3	26
PRE-INCIDENT VALUE		LOSSES	
\$15,100,250.00		\$25,250.00	
CO CHECKS			
TOTAL			
MUTUAL AID			
Aid Type		Total	
Aid Given		71	
Aid Received		31	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
41		21.24	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
WPL Station 30	0:05:39	0:08:36	
AVERAGE FOR ALL CALLS		0:07:23	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
WPL Station 30	0:00:02	0:00:32	
AVERAGE FOR ALL CALLS		0:00:24	
AGENCY	AVERAGE TIME ON SCENE (MM:SS)		
West Plainfield Fire Department (CA)	149:20		

Only Reviewed Incidents included. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.



West Plainfield Fire Department (CA)

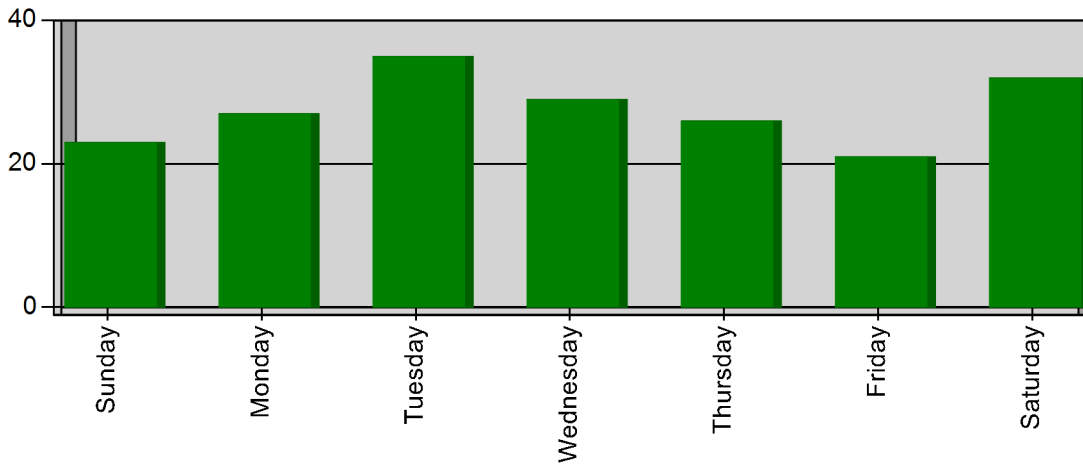
Davis, CA

Totals for 2020



Incidents by Day of the Week for Date Range

Start Date: 01/01/2020 | End Date: 12/31/2020



DAY OF THE WEEK	# INCIDENTS
Sunday	23
Monday	27
Tuesday	35
Wednesday	29
Thursday	26
Friday	21
Saturday	32
TOTAL	193

Only REVIEWED incidents included



West Plainfield Fire Department (CA)

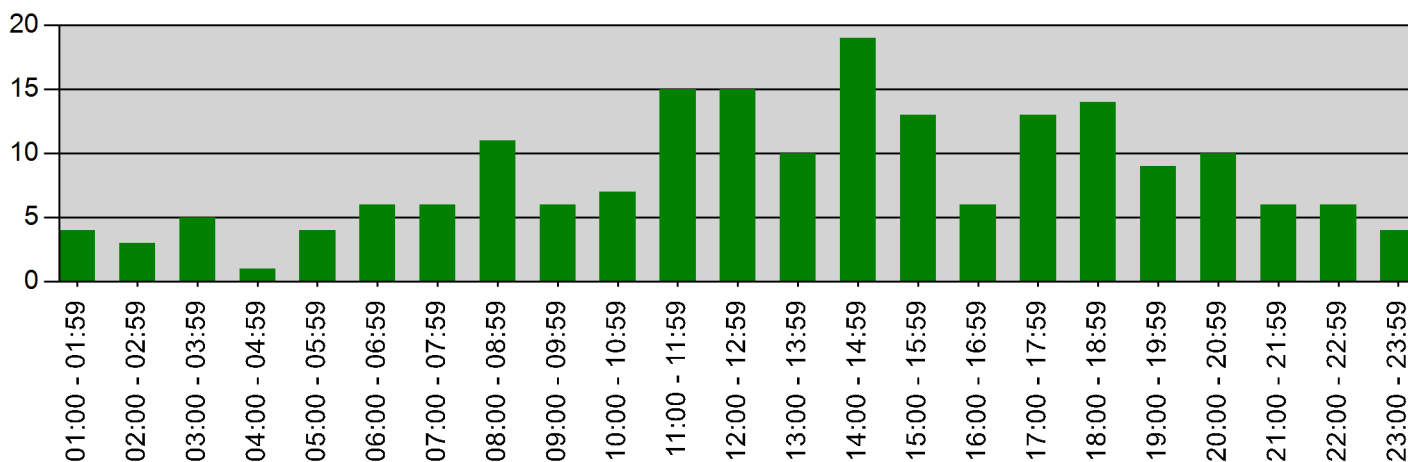
Davis, CA

Totals for 2020



Incidents by Hour for Date Range

Start Date: 01/01/2020 | End Date: 12/31/2020



HOUR	# of CALLS
01:00 - 01:59	4
02:00 - 02:59	3
03:00 - 03:59	5
04:00 - 04:59	1
05:00 - 05:59	4
06:00 - 06:59	6
07:00 - 07:59	6
08:00 - 08:59	11
09:00 - 09:59	6
10:00 - 10:59	7
11:00 - 11:59	15
12:00 - 12:59	15
13:00 - 13:59	10
14:00 - 14:59	19
15:00 - 15:59	13
16:00 - 16:59	6
17:00 - 17:59	13
18:00 - 18:59	14
19:00 - 19:59	9
20:00 - 20:59	10
21:00 - 21:59	6
22:00 - 22:59	6
23:00 - 23:59	4

Only REVIEWED incidents included



Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	1	0.52%
111 - Building fire	5	2.59%
112 - Fires in structure other than in a building	1	0.52%
118 - Trash or rubbish fire, contained	1	0.52%
131 - Passenger vehicle fire	2	1.04%
138 - Off-road vehicle or heavy equipment fire	1	0.52%
140 - Natural vegetation fire, other	10	5.18%
141 - Forest, woods or wildland fire	3	1.55%
142 - Brush or brush-and-grass mixture fire	12	6.22%
143 - Grass fire	7	3.63%
160 - Special outside fire, other	1	0.52%
170 - Cultivated vegetation, crop fire, other	2	1.04%
171 - Cultivated grain or crop fire	1	0.52%
320 - Emergency medical service, other	1	0.52%
321 - EMS call, excluding vehicle accident with injury	33	17.1%
322 - Motor vehicle accident with injuries	21	10.88%
324 - Motor vehicle accident with no injuries.	18	9.33%
413 - Oil or other combustible liquid spill	1	0.52%
444 - Power line down	1	0.52%
460 - Accident, potential accident, other	1	0.52%
500 - Service Call, other	3	1.55%
550 - Public service assistance, other	3	1.55%
553 - Public service	2	1.04%
561 - Unauthorized burning	6	3.11%
571 - Cover assignment, standby, moveup	4	2.07%
600 - Good intent call, other	4	2.07%
611 - Dispatched & cancelled en route	15	7.77%
622 - No incident found on arrival at dispatch address	4	2.07%
631 - Authorized controlled burning	10	5.18%
651 - Smoke scare, odor of smoke	1	0.52%
700 - False alarm or false call, other	8	4.15%
740 - Unintentional transmission of alarm, other	1	0.52%
743 - Smoke detector activation, no fire - unintentional	1	0.52%
745 - Alarm system activation, no fire - unintentional	2	1.04%
813 - Wind storm, tornado/hurricane assessment	1	0.52%
900 - Special type of incident, other	5	2.59%
TOTAL INCIDENTS:	193	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



West Plainfield Fire Department (CA)

Davis, CA

Totals for 2020



Average (Dispatch-Turnout-Response) Times per Zone per Major Incident Type

Start Incident Type: 100 | End Incident Type: 911 | Zone: All Zones | Start Date: 01/01/2020 | End Date: 12/31/2020

Major Incident Type	Response Mode	Avg Travel	Avg Dispatch	Avg TurnOut	Avg Response
Zone: 0- WPL - West Plainfield Station 30 Response Area					
Fires					
Lights and Sirens		5:47	1:30	0:17	7:35
Rescue & Emergency Medical Service					
Lights and Sirens		4:42	2:43	0:00	7:25
Service Call					
Lights and Sirens		5:00	4:13	0:00	9:13
No Lights or Sirens		51:52*	0:27	18:39*	70:58
Good Intent Call					
Lights and Sirens		2:29	1:18	0:01	3:48
No Lights or Sirens		1:54	0:31	0:00	2:25
False Alarm & False Call					
Lights and Sirens		7:31	3:22	0:00	10:53
Special Incident Type					
Lights and Sirens		0:00	0:00	0:05	0:05
No Lights or Sirens		1:18	0:11	0:00	1:29
Zone: 00- WPL Out - West Plainfield Mutual Aid Out of District					
Fires					
Lights and Sirens		11:39	2:30	1:01	15:09
Rescue & Emergency Medical Service					
Lights and Sirens		8:08	1:52	0:00	10:00
Service Call					
No Lights or Sirens		9:40	2:30	0:00	12:10
Zone: 102- WDL-WPL - Borderline Call Woodland & West Plainfield					
Rescue & Emergency Medical Service					
Lights and Sirens		7:14	3:11	0:00	10:25
False Alarm & False Call					
Lights and Sirens		0:03	11:18	0:00	11:21
Zone: 170- MDS-WPL - Borderline Call Madison & West Plainfield					
Fires					
Lights and Sirens		6:40	6:25	0:00	13:05

* Service calls for move up and station fill included in this category may cause inflated times

CFAI Compliant - Report calculates the average time difference between (ALARM to DISPATCH = Avg Dispatch) and (DISPATCH to ENROUTE = Avg Turnout) and (ALARM to ARRIVAL = Avg Response). Only REVIEWED incidents are included. When no data is provided for ENROUTE times this report makes the assumption it is the same as the Dispatch Time



Major Incident Type	Response Mode	Avg Travel	Avg Dispatch	Avg TurnOut	Avg Response
Rescue & Emergency Medical Service					
	Lights and Sirens	8:23	3:18	1:00	12:41
Zone: 260- WNF Auto - Automatic Aid Winters (Not Borderline)					
Fires					
	Lights and Sirens	11:41	6:27	5:15	23:22
Zone: 261- WNF-WPL - Borderline Call Winters & West Plainfield					
Fires					
	Lights and Sirens	7:11	0:34	0:00	7:45
Rescue & Emergency Medical Service					
	Lights and Sirens	7:41	0:56	0:00	8:37
Service Call					
	Lights and Sirens	5:27	1:14	0:00	6:40
	No Lights or Sirens	4:40	0:00	0:00	4:40
Good Intent Call					
	Lights and Sirens	6:14	0:21	1:14	7:49
Zone: 320- DVS-WPL - Borderline Call Davis & West Plainfield					
Fires					
	Lights and Sirens	7:21	0:00	12:37	19:58
Rescue & Emergency Medical Service					
	Lights and Sirens	6:02	1:19	0:00	7:21
Good Intent Call					
	Lights and Sirens	5:29	0:00	0:00	5:29
Zone: 701- WOF-WPL - Borderline Call Willow Oak & West Plainfield					
Fires					
	Lights and Sirens	9:23	2:30	0:00	11:53
Rescue & Emergency Medical Service					
	Initial Lights and Sirens, Downgraded to No Lights or Sirens	3:36	1:02	0:45	5:23
	Lights and Sirens	5:09	2:06	0:00	7:15
	No Lights or Sirens	6:59	2:33	0:00	9:32
Severe Weather & Natural Disaster					
	Lights and Sirens	4:25	1:03	0:00	5:28
Zone: 702- WOF-WDL-WPL - Borderline Call Willow Oak, Woodland, & West Plainfield					
Rescue & Emergency Medical Service					
	Initial Lights and Sirens, Downgraded to No Lights or Sirens	6:26	2:05	0:00	8:31
	Lights and Sirens	5:19	1:12	0:00	6:30
Hazardous Condition (No Fire)					
	Lights and Sirens	6:43	2:59	0:00	9:42

CFAI Compliant - Report calculates the average time difference between (ALARM to DISPATCH = Avg Dispatch) and (DISPATCH to ENROUTE = Avg Turnout) and (ALARM to ARRIVAL = Avg Response). Only REVIEWED incidents are included. When no data is provided for ENROUTE times this report makes the assumption it is the same as the Dispatch Time



Major Incident Type	Response Mode	Avg Travel	Avg Dispatch	Avg TurnOut	Avg Response
False Alarm & False Call					
	Lights and Sirens	6:41	1:40	0:00	8:21
Zone: 9915- LNU 128 - SRA Incident 128 Corridor SO County Road 25					
Fires					
	Lights and Sirens	28:18	19:51	0:00	48:09
Zone: 9998- OES - Statewide Mutual Aid					
Special Incident Type					
	No Lights or Sirens	120:00	0:00	0:00	120:00
Zone: 9999- XSO - Mutual Aid to Solano County (Not Dixon)					
Fires					
	Lights and Sirens	29:57	9:21	6:16	45:34
Zone: No Zone Assigned					
Fires					
	Lights and Sirens	8:49	8:23	0:18	17:30
Rescue & Emergency Medical Service					
	Initial Lights and Sirens, Downgraded to No Lights or Sirens	4:31	3:10	0:00	7:41
	Lights and Sirens	5:01	1:57	0:04	7:01
	No Lights or Sirens	3:16	1:04	0:22	4:42
Hazardous Condition (No Fire)					
	Lights and Sirens	0:27	0:46	0:00	1:12
Service Call					
	Lights and Sirens	2:57	2:29	0:00	5:26
	No Lights or Sirens	0:00	0:00	0:01	0:01
Good Intent Call					
	Lights and Sirens	4:53	1:01	0:00	5:55
	No Lights or Sirens	0:30	0:40	0:00	1:10
False Alarm & False Call					
	Lights and Sirens	5:51	1:27	0:00	7:18

* Service calls for move up and station fill included in this category may cause inflated times

CFAI Compliant - Report calculates the average time difference between (ALARM to DISPATCH = Avg Dispatch) and (DISPATCH to ENROUTE = Avg Turnout) and (ALARM to ARRIVAL = Avg Response). Only REVIEWED incidents are included. When no data is provided for ENROUTE times this report makes the assumption it is the same as the Dispatch Time



West Plainfield Fire Department (CA)

Davis, CA

All Calls for 4th Quarter 2020



Personnel Count per Incident for Date Range

Start Date: 10/01/2020 | End Date: 12/31/2020

INCIDENT				NUMBER OF PEOPLE		
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL
2020-154	10/1/2020 09:12:47	743 - Smoke detector activation, no fire - unintentional	57035	6	6	12
2020-155	10/1/2020 13:09:11	170 - Cultivated vegetation, crop fire, other	57035	7	2	9
2020-156	10/6/2020 06:31:13	324 - Motor vehicle accident with no injuries.	57035	5	3	8
2020-157	10/9/2020 01:18:09	321 - EMS call, excluding vehicle accident with injury	57035	3	0	3
2020-158	10/12/2020 12:01:21	140 - Natural vegetation fire, other	57035	5	2	7
2020-159	10/15/2020 09:09:58	321 - EMS call, excluding vehicle accident with injury	57035	4	3	7
2020-160	10/22/2020 11:03:11	600 - Good intent call, other	57035	2	1	3
2020-161	10/22/2020 16:01:47	622 - No incident found on arrival at dispatch address	57035	4	3	7
2020-162	10/25/2020 08:00:00	900 - Special type of incident, other	57035	2	0	2
2020-163	10/26/2020 06:45:23	324 - Motor vehicle accident with no injuries.	57035	3	6	9
2020-164	10/28/2020 01:07:42	143 - Grass fire	57035	3	3	6
2020-165	10/30/2020 19:03:28	322 - Motor vehicle accident with injuries	57035	3	3	6
2020-166	11/1/2020 01:35:00	700 - False alarm or false call, other	57035	2	4	6
2020-167	11/2/2020 17:43:52	611 - Dispatched & cancelled en route	57035	5	10	15
2020-168	11/5/2020 12:44:43	131 - Passenger vehicle fire	57035	3	3	6
2020-169	11/5/2020 13:02:54	631 - Authorized controlled burning	57035	2	0	2
2020-170	11/7/2020 13:54:56	321 - EMS call, excluding vehicle accident with injury	57035	3	1	4
2020-171	11/9/2020 08:55:13	324 - Motor vehicle accident with no injuries.	57035	5	5	10
2020-172	11/10/2020 10:51:28	321 - EMS call, excluding vehicle accident with injury	57035	4	2	6
2020-173	11/11/2020 14:57:27	553 - Public service	57035	4	3	7
2020-174	11/14/2020 19:58:58	631 - Authorized controlled burning	57035	3	4	7
2020-175	11/15/2020 13:35:50	321 - EMS call, excluding vehicle accident with injury	57035	5	2	7
2020-176	11/16/2020 14:45:34	571 - Cover assignment, standby, moveup	57035	3	1	4
2020-177	11/18/2020 12:09:44	553 - Public service	57035	2	2	4
2020-178	11/21/2020 11:33:50	631 - Authorized controlled burning	57035	3	4	7

Only REVIEWED incidents included



INCIDENT				NUMBER OF PEOPLE		
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL
2020-179	11/21/2020 12:11:33	143 - Grass fire	57035	1	5	6
2020-180	11/21/2020 16:22:41	622 - No incident found on arrival at dispatch address	57035	1	5	6
2020-181	11/22/2020 12:42:27	631 - Authorized controlled burning	57035	3	4	7
2020-182	11/27/2020 18:31:46	143 - Grass fire	57035	3	2	5
2020-183	11/27/2020 19:02:01	631 - Authorized controlled burning	57035	3	2	5
2020-184	11/29/2020 10:50:31	321 - EMS call, excluding vehicle accident with injury	57035	5	3	8
2020-185	12/6/2020 15:51:12	140 - Natural vegetation fire, other	57035	4	2	6
2020-186	12/8/2020 12:39:07	571 - Cover assignment, standby, moveup	57035	2	1	3
2020-187	12/8/2020 18:54:24	111 - Building fire	57035	5	5	10
2020-188	12/10/2020 19:22:27	171 - Cultivated grain or crop fire	57035	5	5	10
2020-189	12/11/2020 14:47:07	322 - Motor vehicle accident with injuries	57035	4	2	6
2020-190	12/12/2020 12:07:32	322 - Motor vehicle accident with injuries	57035	7	4	11
2020-191	12/19/2020 18:59:52	631 - Authorized controlled burning	57035	6	5	11
2020-192	12/21/2020 01:36:13	111 - Building fire	57035	3	2	5
2020-193	12/21/2020 08:57:55	622 - No incident found on arrival at dispatch address	57035	4	2	6
2020-194	12/27/2020 08:31:59	321 - EMS call, excluding vehicle accident with injury	57035	5	2	7

AVERAGES:

3.7

3.0

6.7

Only REVIEWED incidents included



West Plainfield Fire Department (CA)

Davis, CA

December 2020



Incident Type Count per Station for Date Range

Start Date: 12/01/2020 | End Date: 12/31/2020

INCIDENT TYPE	# INCIDENTS
Station: 30 - WPL STATION 30	
111 - Building fire	2
140 - Natural vegetation fire, other	1
171 - Cultivated grain or crop fire	1
321 - EMS call, excluding vehicle accident with injury	1
322 - Motor vehicle accident with injuries	2
571 - Cover assignment, standby, moveup	1
622 - No incident found on arrival at dispatch address	1
631 - Authorized controlled burning	1
# Incidents for 30 - WPL Station 30:	10

Only REVIEWED incidents included.



West Plainfield Fire Department (CA)

Davis, CA

December 2020



Daily Log Items per Personnel for Activity Code for Personnel

Activity Codes: Shift - Vol Duty - Volunteer Station Duty Shift Suppression, Duty Shift Support - Volunteer Station Duty Shift Non-Suppression | Personnel: All Personnel | Start Time: 00:00 | End Time: 23:00 | Start Date: 12/01/2020 | End Date: 12/31/2020

START	END	LOG TYPE	APPARATUS	NOTES	HOURS
Hall, Justin					
12/11/2020 09:00:00	12/11/2020 12:00:00	DAYBOOK		no temp	3.00
Total Hours for: Hall, Justin					3.00
Kane, Nathan B					
12/05/2020 10:00:00	12/05/2020 13:00:00	DAYBOOK		No	3.00
Total Hours for: Kane, Nathan B					3.00
Total of all Personnel Hours					6.00

These numbers are reduced due to COVID-19 staffing policy restrictions

Lists the Daily Log items, grouped by Personnel, corresponding to the selected Activity Code and Personnel.



West Plainfield Fire Department (CA)

Davis, CA

December 2020



Total Incidents per Personnel for Date Range

Personnel: All Personnel | Sort By: Personnel | Start Date: 12/01/2020 | End Date: 12/31/2020

PERSONNEL	COUNT	PERCENTAGE
<u>Beoshanz, Garret</u>	4	40.00 %
<u>Beoshanz, Marc</u>	8	80.00 %
<u>Booth, Michael</u>	4	40.00 %
<u>Boswell, Dean</u>	4	40.00 %
<u>Bravo, Scott</u>	4	40.00 %
<u>Fish, Patrick</u>	4	40.00 %
<u>Hall, Justin</u>	1	10.00 %
<u>Heins, William T</u>	1	10.00 %
<u>Kane, Nathan B</u>	3	30.00 %
<u>LaTour, Larry J</u>	3	30.00 %
<u>Maggenti, Peter A</u>	7	70.00 %
<u>Rita , Cherie</u>	8	80.00 %
<u>Schlosser, Frank</u>	1	10.00 %
<u>Sheehan, Steven</u>	4	40.00 %
<u>Sinclair, Katelyn N</u>	1	10.00 %
<u>Stiles , David</u>	4	40.00 %
<u>Stiles, Tom</u>	7	70.00 %
<u>Warland, Anna Bay</u>	3	30.00 %
<u>Wiler, Steve</u>	4	40.00 %
Sum of Individual Responses	75	
Total Incidents for Date Range	10	

Includes incidents where personnel responded to on or off an apparatus. Only REVIEWED incidents included.



West Plainfield Fire Department (CA)

Davis, CA
December 2020



Incident Statistics

Start Date: 12/01/2020 | End Date: 12/31/2020

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		3	
FIRE		7	
TOTAL		10	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
B30	0	1	1
E30	1	2	2
TOTAL	1	3	3
PRE-INCIDENT VALUE		LOSSES	
\$15,100,000.00		\$25,000.00	
CO CHECKS			
TOTAL			
MUTUAL AID			
Aid Type		Total	
Aid Given		2	
Aid Received		5	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
0		NaN	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
WPL Station 30	0:06:38	0:07:53	
AVERAGE FOR ALL CALLS		0:08:27	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
WPL Station 30		0:00:46	
AVERAGE FOR ALL CALLS		0:01:18	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
West Plainfield Fire Department (CA)		45:45	

Only Reviewed Incidents included. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.



Funding Model - Strategy 1, Year 1 (Estimated 8%)

Estimated Annual 172 Funds Available		\$1,839,942.00	<i>(\$22,999,286.00 x 8%= \$1,839,942.00)</i>
Equal Division %	70%	\$1,287,959.40	
Population %	15%	\$275,991.30	
Call Volume %	15%	\$275,991.30	
Total Rural Districts	15		

Fire Districts	Call Volume 2017	Call Volume 2018	Call Volume 2019	Three Year Total	Average % of 3 Yr Total Call Volume	Three Year Average	Average % of 3 Yr Average Call Volume	District Population (2016 LAFCO MSR)	Percent of Rural County Population	Funding Models				
										By Equal Division (70%)	By District Call Volume (15%)	By District Population (15%)	District Totals	District Total %
Capay Valley Fire District	124	169	164	457	4%	152	4%	1,250	5%	\$85,864	\$12,203	\$14,018	\$112,085	6%
Clarksburg Fire District	244	223	264	731	7%	244	7%	1,350	5%	\$85,864	\$19,519	\$15,140	\$120,523	7%
Dunnigan Fire District	369	399	498	1,266	12%	422	12%	1,400	6%	\$85,864	\$33,805	\$15,700	\$135,369	7%
Elkhorn Fire District	100	111	135	346	3%	115	3%	370	2%	\$85,864	\$9,239	\$4,149	\$99,252	5%
Esparto Fire District	442	447	495	1,384	13%	461	13%	2,800	11%	\$85,864	\$36,955	\$31,401	\$154,220	8%
Knights Landing Fire District	272	268	267	807	8%	269	8%	1,050	4%	\$85,864	\$21,548	\$11,775	\$119,188	6%
Madison Fire District	257	236	300	793	8%	264	8%	1,390	6%	\$85,864	\$21,175	\$15,588	\$122,627	7%
West Plainfield Fire District	169	133	179	481	5%	160	5%	900	4%	\$85,864	\$12,844	\$10,093	\$108,801	6%
Willow Oak Fire District	396	466	482	1,344	13%	448	13%	4,500	18%	\$85,864	\$35,887	\$50,466	\$172,217	9%
Yolo Fire District	324	368	390	1,082	10%	361	10%	1,300	5%	\$85,864	\$28,892	\$14,579	\$129,334	7%
Zamora Fire District	129	125	127	381	4%	127	4%	350	1%	\$85,864	\$10,173	\$3,925	\$99,963	5%
East Davis Fire District	345	324	0	669	6%	223	6%	1,650	7%	\$85,864	\$17,864	\$18,504	\$122,232	7%
No Mans Land	5	9	0	14	0%	5	0%	300	1%	\$85,864	\$374	\$3,364	\$89,602	5%
Springlake Fire District	292	289	0	581	6%	194	6%	4,500	18%	\$85,864	\$15,514	\$50,466	\$151,843	8%
Winters Fire District	0	0	0	0	0%	0	0%	1,500	6%	\$85,864	\$0	\$16,822	\$102,686	6%
Totals	3,468	3,567	3,301	10,336	100%	3,445	100%	24,610	100%	\$1,287,959	\$275,991	\$275,991	\$1,839,942	100%

Funding Model - Strategy 2, Year 1 (Estimated 5%)

Estimated Annual 172 Funds Available		\$1,149,964.00	<i>(\$22,999,286.00 x 5% = \$1,149,964.00)</i>
Equal Division %	70%	\$804,974.80	
Population %	15%	\$172,494.60	
Call Volume %	15%	\$172,494.60	
Total Rural Districts	15		

Fire Districts	Call Volume 2017	Call Volume 2018	Call Volume 2019	Three Year Total	Average % of 3 Yr Total Call Volume	Three Year Average	Average % of 3 Yr Average Call Volume	District Population (2016 LAFCO MSR)	Percent of Rural County Population	Funding Models				
										By Equal Division (70%)	By District Call Volume (15%)	By District Population (15%)	District Totals	District Total %
Capay Valley Fire District	124	169	164	457	4%	152	4%	1,250	5%	\$53,665	\$7,627	\$8,761	\$70,053	6%
Clarksburg Fire District	244	223	264	731	7%	244	7%	1,350	5%	\$53,665	\$12,199	\$9,462	\$75,327	7%
Dunnigan Fire District	369	399	498	1,266	12%	422	12%	1,400	6%	\$53,665	\$21,128	\$9,813	\$84,606	7%
Elkhorn Fire District	100	111	135	346	3%	115	3%	370	2%	\$53,665	\$5,774	\$2,593	\$62,033	5%
Esparto Fire District	442	447	495	1,384	13%	461	13%	2,800	11%	\$53,665	\$23,097	\$19,626	\$96,388	8%
Knights Landing Fire District	272	268	267	807	8%	269	8%	1,050	4%	\$53,665	\$13,468	\$7,360	\$74,492	6%
Madison Fire District	257	236	300	793	8%	264	8%	1,390	6%	\$53,665	\$13,234	\$9,743	\$76,642	7%
West Plainfield Fire District	169	133	179	481	5%	160	5%	900	4%	\$53,665	\$8,027	\$6,308	\$68,000	6%
Willow Oak Fire District	396	466	482	1,344	13%	448	13%	4,500	18%	\$53,665	\$22,430	\$31,541	\$107,636	9%
Yolo Fire District	324	368	390	1,082	10%	361	10%	1,300	5%	\$53,665	\$18,057	\$9,112	\$80,834	7%
Zamora Fire District	129	125	127	381	4%	127	4%	350	1%	\$53,665	\$6,358	\$2,453	\$62,477	5%
East Davis Fire District	345	324	0	669	6%	223	6%	1,650	7%	\$53,665	\$11,165	\$11,565	\$76,395	7%
No Mans Land	5	9	0	14	0%	5	0%	300	1%	\$53,665	\$234	\$2,103	\$56,001	5%
Springlake Fire District	292	289	0	581	6%	194	6%	4,500	18%	\$53,665	\$9,696	\$31,541	\$94,902	8%
Winters Fire District	0	0	0	0	0%	0	0%	1,500	6%	\$53,665	\$0	\$10,514	\$64,179	6%
Totals	3,468	3,567	3,301	10,336	100%	3,445	100%	24,610	100%	\$804,975	\$172,495	\$172,495	\$1,149,964	100%

West Plainfield Fire Protection District

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

**Minutes - December 15, 2020
West Plainfield 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 Rd 96, Davis, CA 95616

1) CALL TO ORDER

The meeting was called to order at 7:01 PM by James McMullen and a quorum was established.
Present were:

Commissioners: James McMullen, Jim Yeager, Richard Guarino, and Charles Hjerpe (joined at 7:05pm)

Staff: Fire Chief Cherie Rita, Assistant Chief Bill Heins, Assistant Chief Stiles, Captain Scott Bravo, Lieutenant Patrick Fish, Firefighter Steve Sheehan (in his capacity as a district resident)

2) PUBLIC COMMENT

There was no public comment.

3) OLD BUSINESS

a) Update – Forced Abatements

i) APN 037-110-005 – 26960 County Road 96

AC Heins had a discussion with the head of maintenance for the Davis Joint Unified School District. After discussing the process and the additional costs associated with the administration of forced abatement, the head of maintenance decided she would much rather have them do the work themselves. The head of maintenance is now in the process of obtaining bids for the work to be completed. AC Heins suggests the Board allow the school district a few weeks to get that accomplished. If abatement is not completed, then the board can bring the forced abatement to the next meeting.

Motion By: Commissioner Yeager

2nd: Commissioner Hjerpe

To have the Davis Joint Unified School District remove the vegetation on Russell Blvd. at their own expense.

President McMullen asked for a roll call.

Commissioner Yeager - Aye

Commissioner Hjerpe - Aye

Commissioner Guarino - Aye

Commissioner McMullen - Aye

Motion Passed 4-0

b) Update – Weed Abatement (AC Heins)

AC Heins stated that of the properties originally identified as being deficient in their weed abatement, several have made enough progress that the district no longer needs to pursue forced weed abatement. However, there have been additional properties that have been identified that continue to be deficient in their weed abatement. AC Heins stated an update will come to the board at the next meeting if regarding those that have not completed their abatement.

Commissioner Yeager stated his concern is that these properties that have not completed their weed abatement will not get done until next year since the rainy season is near. AC Heins stated that, weed abatement is a year-round process. He recognizes that just because there has been one rainfall, does not mean that the vegetation management in the district isn't continuing to be a problem. The district will continue to enforce abatement as appropriate.

Commissioner McMullen asked how the district will get the job done and the vegetation managed before the next fire season, unlike this year. AC Heins stated that due to inconsistent staffing for the past 3 years the weed abatement has not been consistent. Now that this year there has been consistent staffing the weed abatement was not achieved until halfway through the season. AC Heins also stated that because of Chief Rita's rewrites of the letters and cards sent out to residents, the district now has a hard start date. Additionally, the district now has the ability to utilize volunteers to make initial inspections much timelier. Finally, he estimates by the end of April or beginning of May, the district should have identified the properties with issues and for the process to be much more streamlined.

Commissioner Hjerpe suggests there be consequences to the properties who are deficient in their weed abatement. AC Heins also agrees and noted that there is a process the district goes through to make a correction prior to forced abatement.

Commissioner Yeager suggests starting next year with the properties who have not been committed to the program first. AC Heins agrees with Commissioner Yeager's suggestion.

c) Update - W230 Replacement (Chief Rita)

Chief Rita requested AC Stiles give the update instead. AC Stiles stated he traveled to South Dakota last month for a final inspection on W230. Some issues were found but have since then been corrected prior to delivery. W230 was delivered December 11 and picked up and taken to Chief Stiles' shop for final equipment installation. W230 should be in service towards the end of December.

4) LILLARD HALL

a) Manager Report (Manager Sinclair)

Manager Sinclair is currently in the process for collecting bids to repair hall doors. After talking to a locksmith, it was discovered that the hall doors need to be replaced due to out of date door hardware. She is now collecting bids on replacing the hall doors from door companies. Manager Sinclair also stated she is collecting bids from tree trimming companies to have the trees outside the hall pruned.

President McMullen asked about the current use of the hall. Manager Sinclair answered that due to COVID the hall is still currently closed and to be only used for training for the Fire Department. Commissioner Guarino and Commissioner Yeager had a suggestion about Nonprofits' use of the hall and recommended that nonprofits that are in the district can have use of the hall at no cost. This is to be added to the agenda for the upcoming meeting in January.

5) NEW BUSINESS

- a) Discussion / Action – Out of District Volunteer Applications (AC Heins)

AC Heins stated that at this time there are no out of district applicants.

- b) Discussion/Action – Support for County Sales Tax Ballot Initiative (Chief Rita)

Chief Rita stated that since the last meeting the county has not put out a plan regarding use of funds that would be collected if a ballot initiative were put to a vote and passed; there is not much more to update at this meeting. She also stated the AC Stiles, who is a member of the committee, attended a recent committee meeting and suggested he give the board an update based on that meeting.

AC Stiles stated that nothing was decided in the meeting and they plan to meet again in January with county representatives. He stated that the county's goal is to have a plan finalized in January, out to the county chiefs by February, to the boards of each fire district by February or March, and to the board of supervisors by April.

Commissioner Yeager's concern is who is going to vote on this tax. AC Stiles stated that the intent of the tax is to collect a ½ cent tax on rural sales. It will not be applied to anything sold within the incorporated areas. It will be voted on in unincorporated areas.

6) APPROVAL OF PRIOR BOARD MEETINGS

Clerk Gonzalez stated that she wanted to get these minutes corrected and uploaded to the website since these minutes were created by the previous clerk.

- a) Special Meeting of October 19, 2020
- b) Regular Meeting of October 20, 2020
- c) Regular Meeting of November 17, 2020

President McMullen stated that if any committees or liaison commissioners had any meetings to report on to do so at that time.

Minor corrections were noted.

Motion By: Commissioner Guarino

2nd: Commissioner Hjerpe

To approve the minutes of October 19, October 20, and November 17 as corrected.

President McMullen asked for a roll call

Commissioner Yeager - Aye

Commissioner Hjerpe - Aye

Commissioner Guarino - Aye

Commissioner McMullen - Aye

Motion Passed 4-0

7) CALENDAR

Next regular Board meeting on January 19, 2021 at 7:00pm unless another date is agreed upon

Motion By: Richard Guarino

2nd: Jim Yeager

To Adjourn Meeting.

President McMullen asked for a roll call

Commissioner Yeager - Aye

Commissioner Hjerpe - Aye

Commissioner Guarino - Aye

Commissioner McMullen - Aye

Motion Passed 4-0

Meeting adjourned 7:37 pm

President

Clerk