

West Plainfield Fire Protection District

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

**Minutes – October 16, 2018
West Plainfield Fire Protection District Board of Commissioners**

1. CALL TO ORDER

The meeting was called to order at 7:00 pm by acting President McMullen. Present were:

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

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

Guest: Assistant Chief Dave Stiles

2. PUBLIC COMMENT

None

3. REVIEW DISCUSSION OF BILLS

a. Approve payment of bills.

There was discussion regarding the ISU/Atwood Insurance Accidental Death and Disability renewal. There was a proposal for 3 different options and it was decided that the Benefits Committee should review the options.

Motion by: Commissioner Yeager
2nd: Commissioner Beoshanz

To charge the Benefits Committee to review the Accidental Death and Disability policy options and decide on behalf of the Board on which plan choose. If the Committee doesn't feel confident in making the decision it would come back to the full Board.

Passed: Unanimously

Motion by: Commissioner Guarino
2nd: Commissioner Beoshanz

To approve the bills, excluding the ISU/Atwood Insurance invoice for an amount of \$6,388.85.

Passed: Unanimously

Chief Rita asked that item 6a. Discussion/Action – Yolo County Grant Award of \$88,000 for Apparatus, be taken out of order so Assistant Chief Stiles could be excused early.

6. NEW BUSINESS

a. Discussion/Action – Yolo County Grant Award of \$88,000 for Apparatus
(Taken out of order)

Commissioner Yeager informed the Board that he and Assistant Chief Heins had put together two grants and submitted them to the County. One was for a Brush Rig which was recently awarded to us for an amount of \$88,000. The other was

Commissi

for a partial salary for a Full Time Employee which was approved today via a phone call received by Commissioner Yeager for a .25% employee. Commissioner Yeager stated that it would mean about \$13,000 a year, but he still needed to contact the County to get more information regarding whether this grant would continue on future years.

Since the District was awarded the Grant for a Brush Rig from Yocha Dehe, Assistant Chief Stiles felt that the County money would be better used to re-service the Water Tender. Assistant Chief Heins stated that he would like approval from the Board to contact the county to see if they would be willing to re-allocate the funds to refurbish the Water Tender.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To have the Committee go back to the County for reallocation of the \$88,000 for refurbishing the Water Tender.

Passed: Unanimously

Assistant Chief Stiles gave the Board an update on the current build of the Brush Truck builds.

AC Stiles left 7:45pm

4. **LILLARD HALL**

a. Lillard Hall Business

There was discussion on the issue of people using the handicapped spaces who are not handicapped, and how to enforce it. Commissioner Yeager reminded the Board that it had already been approved, with handicapped signs on poles in front of the spaces so they could be seen, and noted that this has not yet been done.

All agreed that the signs should be posted before any other action is taken. Chief Rita stated that Spencer Defty would be contacted to have the poles and signs installed.

b. Lillard Hall Report

Assistant Chief Heins stated that are a couple of items the Hall Manager wanted him to mention during the meeting.

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- We need to have a reevaluation of the cracks in the floor of the Hall, as there is a potential for a trip or fall.
- Some parties have overloaded the electrical outlets and tripped the breakers. We should have an electrician evaluate the electrical circuits and advise us on what to do.
- We should get an estimate of the cost to have someone trim the Trees in the parking lot –

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To authorize the Hall Manager to obtain options and costs for dealing with the cracks in the floor, making appropriate changes to the electrical circuits, and trimming of the trees and bring it back to the Board for discussion.

Passed: Unanimously

Commissioner Beoshanz also noted that the Bathrooms in Lillard Hall would not meet ADA requirements for wheelchairs and disabled persons. He stated that he felt they should be modified. Assistant Chief Heins stated that he had talked to the risk manager from YCPARMIA last time they were out and they said that we are grandfathered in and don't have to do anything unless a remodel is done to the building. One option might be to rent an ADA compliant portable rest room and put it behind the Hall during certain events.

- 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 checks for a total deposit of \$1,269.32.
- b. Financial Reports
None were presented this month.

6. NEW BUSINESS (Con't)

- b. Discussion/Action – Bureau of Indian Health Proposal Letter
Assistant Chief Heins stated that he and Commissioner McMullen had met with the IHS and discussed our needs for servicing their facility. IHS stated that they wanted to help, but in a proportional manner. They would like to have an engineering report done because they only want to contribute their share and would negotiate a contract based on calls, traffic accidents, etc.

After much discussion it was decided that Commissioner McMullen and Assistant Chief Heins should continue to meet with them. IHS stated they would pay to have the engineering report done.

It was decided to create a IHS Liaison Committee to continue discussions. Assistant Chief Heins stated that he would prepare a letter to IHS agreeing to the report.

The new Committee will be an ad hoc committee with Commissioner McMullen and Commissioner Guarino.

7. OLD BUSINESS

- a. Fire District Website
Assistant Chief Heins showed the Board a pilot of the website and its functionality. It has not gone live yet but he wanted their feedback. He stated

that they are working on getting it up and running by the first of the year. He is also researching the cost of having our scanner/copier be able to create searchable PDF files that can be uploaded easily.

Assistant Chief Heins asked direction from the Board as to whether or not they wanted to include Lillard Hall on the website.

By consensus it was agreed to add Lillard Hall to the website with a calendar and contact information

- b. County Road 31 and County Road 96 safety concerns.
Commissioner Hjerpe prepared a letter and distributed it to the Board for approval. It was approved and will be sent to the Board of Supervisors on behalf of the Board.

Motion by: Commissioner Guarino
2nd: Commissioner Beoshanz

To direct the President to prepare the letter and forward to the County Board of Supervisors representing the Board.

Passed: Unanimously

It was agreed the Clerk would put the letter on letterhead for signature by the President.

8. CHIEF'S REPORT

Chief Rita informed the Board of two items:

- Prop 172 funds update - Yolo Fire Chiefs met last Tuesday and all but one district has requested funding. The new Sheriff is in support of it, and if it is approved, each district would receive approximately \$160,000 a year. They would like to see an agreement in place so we can use the funds by next fiscal year.
- There is one new Volunteer member, Noah Faber, from Trinity Acres. He is just 18 but came to the Volunteers Meeting on Monday, and turned in his paperwork.
- We are back to responding to Mutual aid calls when we can. So far, we responded to 2 in Winters and 1 on Hwy 12 in Solano County.

9. ASSISTANT CHIEF REPORT

Assistant Chief Heins informed the board of a few items.

- Staffing: He stated that Scott Bravo, the new hire, started last Monday and worked alone Thursday through Sunday. There were 2 small grass fires during that time and he handled them well. Chief Heins also stated that his schedule has changed as he is covering Delgadillo's schedule and overlapping with Scott, with at least 1 day a week for training. Scott is working Medina's old schedule and the station is now open from 8am to 6pm M-F and 10 hours every other weekend. Medina also is helping to train Scott, but his last day is scheduled for November 8th.
- IOD update: Lt, Delgadillo's surgery on his shoulder went well, and he anticipates being out 2-3 weeks with no duty, followed by light duty during rehab which will

be 4-5 months.

10. VOLUNTEER ACTIVITIES REPORT

Chief Rita informed the Board that there was nothing new to 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. Extended Coverage/Resident Firefighter Program Committee (Beoshanz, Yeager) – Commissioner Yeager stated that he felt that this was a part of two other committees and we needed to consider joining them together as one committee. He suggested it be called the “Department Funding & Development Committee”. The three committees are the Airport Service District Committee, the Funding Committee, and this one.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To consolidate into one standing committee entitled the District Funding and Development Committee, the old Extended Coverage/Resident Firefighter Program Committee, the ad hoc Airport Service District and Funding Committees, therefore eliminating the ad hoc committees and incorporating their work into the new committee.

Passed: Unanimously

New Committee members are Commissioners Yeager and Beoshanz

b. Ad Hoc Committees

- i. Monument Committee (Beoshanz, Yeager) – Commissioner Yeager stated that October 1st had been determined to be the date that we would dedicate the Mill Stone but the guests were not able to make it. Therefore, it was decided that November 5th during the next Volunteer meeting would work. This would be a Monday night, so there would be pizza or something light, a meeting of the Volunteers, and then drill. Commissioner Yeager would give a history of the past Commissioners, and Commissioner Beoshanz would give a history of the department. Commissioner Beoshanz stated that he had four families that he wanted to invite, and would give their addresses to the Clerk, who will send out invitations. The event would start at 7pm.
- ii. Airport Service District Funding Committee (Yeager/Hjerpe) – This committee was eliminated and combined into the new District Funding and Development Committee.
- iii. Incident Analysis and Reporting Committee (Beoshanz, Hjerpe)- No meeting, no report.
- iv. Funding Committee (Hjerpe, Yeager) – This committee was eliminated and combines into the new District Funding and Development Committee.

12. INDIAN HEALTH SERVICE (IHS) LIASION REPORT

This was already covered under item 6b.

13. **TRAINING LIASION REPORT**

Nothing new to report.

14. **FIRE PREVENTION LIASION REPORT**

Nothing to report.

15. **MAJOR EQUIPMENT LIASION REPORT**

Nothing new to report.

16. **MINUTES**

a. Approval of September 18, 2018 Board Meeting Minutes.

Move to approve minutes as corrected.

Motion by: Commissioner Guarino

2nd: Commissioner Hjerpe

Passed: Unanimously

17. **CLERKS' REPORT**

Nothing to report.

19. **OPEN FORUM**

Nothing for discussion

20. **CALENDAR**

The next scheduled meeting are as follows:

- Dedication of the Monument, November 5, 2018 at 7pm
- The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday November 20, 2018.

Motion by: Commissioner Guarino

2nd: Commissioner Hjerpe

To adjourn

Passed: Unanimously

Meeting adjourned 9:30pm



President



Clerk