

## **West Plainfield Fire Protection District**

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

### **Minutes – September 18, 2018 West Plainfield Fire Protection District Board of Commissioners**

#### **1. CALL TO ORDER**

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

Commissioners: Ed Beoshanz, Jim Yeager, Charles Hjerpe and Richard Guarino  
Absent: Commissioner James McMullen  
Staff: Chief Cherie Rita, Assistant Chief Bill Heins, Clerk Sharon Grafton  
Guest: Scott Bravo and family

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

- a. Approve payment of bills.

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

**To approve the bills in the amount of \$17,309.63.**

**Passed:** Unanimously

#### **3. PUBLIC COMMENT**

None

#### **4. LILLARD HALL**

- a. Lillard Hall Business  
None
- b. Lillard Hall Report  
No comments
- c. Lillard hall Committee Report Ad Hoc
- i. Financial Analysis Report  
Nothing to report
  - ii. Landscaping/Fencing  
Nothing to report.

#### **4. REVIEW DISCUSSION OF BILLS**

- a. Approve payment of bills.

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

**To approve the bills in the amount of \$61,896.59.**

**Passed:** Unanimously

6. **NEW BUSINESS**

- b. Discussion/Action – New Hire Firefighter introduction, questions – appointment  
**(Taken out of order)**

Assistant Chief Heins introduced Mr. Scott Brava to the Board. Assistant Chief Heins explained to the Board the process for the interviews.

- Process was a combination of social media, the web and networking.
- There were originally 4 candidate and changed to 3
- Panel for Fire Chief Oral consisted of Commissioner Hjerpe, Chief Rita and Assistant Chief Heins.

During the Chiefs interview process Scott Brava was the number one candidate. Assistant Chief Heins stated that he and Chief Rita would like to recommend to the Board Scott Brava for the position of Lieutenant at first step pay of \$22.50/hr. This would be contingent upon passing the background check and medical examination,

Assistant Chief Heins informed the Board that Mr. Brave grew up in Yolo county and was in AMR and was working in West Sacramento as a reserve. He also spent 18 years in CalFire.

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

**To appoint Scott Brava to position of Lieutenant at first step pay of \$22.50/hour contingent upon passing a background check and medical exam (fit for duty).**

**Passed:** Unanimously

5. **FINANCIALS**

- a. Deposits  
Total of 4 deposit for \$1,622.75.

- b. Financial Reports  
It was determined that the financials would not be able to show percentages. Commissioner Yeager stated that it will take some time to review and get used to the new format. Chief Rita also stated that some of the financials were for end of year last year.

6. **NEW BUSINESS (Con't)**

- a. Discussion/Action – Yolo County Fire Chief's Letter pursuing Proposition 172 Funds.  
Chief Rita explained that the Yolo County Fire Chiefs have put together a proposal to send to the County in regard to the distribution of the Proposition 172 funds. This is the Public Safety Tax being distributed to the County Services. Currently these funds are being given to law enforcement and not fire. This proposal would request 10% of these funds that Yolo gets annually to go to fire and that amount would be split between the districts. The estimate of funds received to West Plainfield would be approximately \$150,000 per year.

The Yolo County Fire Chiefs would like all districts to support their proposal by signing a statement.

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

**To support the Yolo County Fire Chiefs proposal regarding Proposition 172 funding by signing the statement supplied by them and to abide by the rules set up by the Chiefs.**

**Passed:** Unanimously

**7. OLD BUSINESS**

**a. Fire District Website**

Assistant Chief Heins stated that he was able to contact the Special Districts Association regarding membership. Our membership in the association would allow up a \$300 credit toward set up of our website with Streamline. The cost of joining the Association is \$1,200/year. It was felt that this was not worth the credit. Total cost of the website with Streamline is only \$1,200/year.

The question was asked on why we need a new website and Assistant Chief Heins reminded the Board that as of January 2019, all fire districts will be required to have a website that can host the agendas and minutes in a searchable format and available to everyone by computer. Assistant Chief Heins recommended that the Board hire this webservice as it would be less labor intensive for staff.

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

**To contract with Streamline to provide website service.**

**Passed:** Unanimously

**b. County Road 31 and County Road 96 safety concerns.**

Commissioner Hjerpe stated that he is working on an agenda and to set up a meeting with the County agency. He stated that we would be working with Commissioner Beoshanz to finalize that agenda. Commissioner Beoshanz also informed the Board that he had contacted the Highway Patrol today to discuss the intersection. He stated that the big concern there is that the intersection needs more turning space as cars and trucks fall off the road frequently when turning off of County Road 96 onto County Road 31. Commissioner Beoshanz stated that the gentleman at the Highway Patrol told him that he would contact the public works department about putting stakes with lights at the intersection.

**8. CHIEF'S REPORT**

Chief Rita informed the Board of two items:

- The chassis for the new rig has arrived but they are waiting on the bed. The volunteers are ready to start work as soon as it arrives.
- 2 members are almost off of trainee status.



**9. ASSISTANT CHIEF REPORT**

Assistant Chief Heins informed the board of a few items.

- Staffing - he stated that he is still working 5 8-hour days but they are filling in with relief firefighters. He also stated that there has been good coordination from the volunteers to help staff. Assistant Chief Heins also stated that he would be training the new hire as soon as he starts.
- There will be a closure of County Road 97 from 9/24 to 11/16 for road improvements. He assured the Board that the Fire Department would be able to get through in most cases but there may be times that they are laying pipe and we would not be able to go over the road. Assistant Chief Heins stated that he didn't see any problems.
- Yocha Dehe Grant – Assistant Chief Heins informed the Board that a representative from the marketing department at Yocha Dehe has contacted us to let us know that they will be setting up and coordinating a large event with other departments for recognition of the grants they had given out this year. He is waiting to hear on a date.

**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 Fund & Development Committee. The three committees are the Airport Service District Committee, the Funding Committee and this one.

Commissioner Yeager asked that this be put on the agenda for discussion and possible approval at the next meeting.

b. Ad Hoc Committees

- i. Monument Committee (Beoshanz, Yeager) – Commissioner Yeager reminded the group that we wanted to set up a date for a ceremony/dedication of the Mill Stone. He stated that October 1<sup>st</sup> had been determined by the Volunteers as the best date. This would be a Monday so there would be dinner, a meeting of the Volunteers and then drill. Commissioner Yeager would give a background of the Commissioners and Commissioner Beoshanz would give a history of the department. Commissioner Beoshanz felt that it was important to invite individuals outside of the Fire Department as they were an important part in putting together the monument. Chief Rita agreed that he should invite anyone he felt should be recognized and to let the volunteers know the number of people for the dinner. The event would start at 7pm.
- ii. Airport Service District Funding Committee (Yeager/Hjerpe) – No meeting, no report.
- iii. Incident Analysis and Reporting Committee (Beoshanz, Hjerpe)- No meeting, no report.
- iv. Funding Committee (Hjerpe, Yeager) – no meeting, no report.

12. **BUREAU OF INDIAN HEALTH SERVICE (BIHS) LIASION REPORT**

Assistant Chief Heins informed the Board that he and Chief Rita had met with the Project Manager and his boss and gave a presentation. The presentation explained what the impact would be to the District once the facility was open. It also stressed the need for 24/7 staffing at a cost of approximately \$56,000/year.

Chief Rita also stated that they informed them that we would get no funding from property tax on the parcel as they would not be paying taxes. She stated that they seemed open to some type of compensation to the District.

Assistant Chief Heins stated that they had asked us to help them compare their facility to something in the area. He stated that there is nothing that compared. He stated that they explained to the Project Manager that they are setting up a facility that normally is in a more metropolitan area and they have fire departments that larger and more equipped. This one is being set up in an area with a rural fire department which is different. They are estimating completion in about 2 years.

Assistant Chief Heins also informed the Board that Commissioner McMullen has been contacted by Supervisor Saylor's office requesting the Fire Department's help in hosting a community meeting on the Sacred Oaks Healing Facility on October 3<sup>rd</sup>, 2018. He stated his office would facilitate but asked that we supply the space.

Commissioner Yeager to check with the Hall Manager on the availability of the Hall on October 3<sup>rd</sup>.

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 August 21, 2018 Board Meeting Minutes.

**Move to approve minutes as corrected.**

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

**Passed: Unanimously**

17. **CLERKS' REPORT**

Nothing to report.

19. **OPEN FORUM**

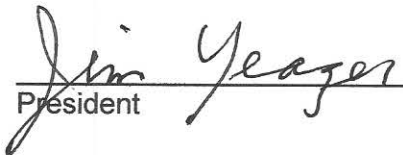
Nothing for discussion

20. **CALENDAR**

The next scheduled meeting are as follows:

- Dedication of the Monument, October 1, 2018 at 7pm
- Community Meeting regarding Sacred Oak Healing Facility, October 3, 2018
- The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday October 16, 2018.

Meeting adjourned 8:15pm

  
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President

  
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Clerk