

West Plainfield Fire Protection District

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

Minutes – June 18, 2019 West Plainfield Fire Protection District Board of Commissioners

1. CALL TO ORDER

The meeting was called to order at 7:13 pm by President James McMullen and a quorum was established. Present were:

Commissioners: James McMullen, Ed Beoshanz, Charles Hjerpe and Richard Guarino
Staff: Assistant Chief Bill Heins, Chief Cherie Rita, Lt. Scott Bravo and Clerk Sharon Grafton

A quorum was established.

2. REVIEW DISCUSSION OF BILLS

- a. Approve payment of bills with the agreement to have staff change the Commissioner affiliation on the CSFA membership renewal to Active

Motion by: Commissioner Beoshanz
2nd: Commissioner Hjerpe

To approve the bills in the amount of \$ 11,821.64.

Passed: Unanimously

3. PUBLIC COMMENT

Scott Bravo spoke as a private citizen. Mr. Bravo informed the Board that he had recently learned the Chief Rita was appointed to her position on June 21, 1994 and will have been with the West Plainfield Volunteer Fire Department 25 years this coming Friday. He also mentioned that Chief Rita was the first female Fire Chief appointed the Yolo County

4. LILLARD HALL

- a. Lillard Hall Business
None
- b. Lillard Hall Report
No comments.
- c. Lillard hall Committee Report Ad Hoc
No meeting. No report
- i. Financial Analysis Report
Nothing to report
- ii. Landscaping/Fencing
To be tabled until a meeting is rescheduled for discussion with the volunteers.

5. **FINANCIALS**

- a. Deposits
Total deposits of \$2,650.08
- b. Financial Reports
There were no questions.

Motion by: Commissioner Guarino
2nd: Commissioner Beoshanz

To approve the Financial Reports as presented.

Passed: Unanimously

6. **NEW BUSINESS**

- a. Discussion/Action – Policy regarding District Bid Policy
Assistant Chief Heins stated that a request was made by Commissioner Beoshanz to review the currently policy regarding thresholds for when the district needed to get bids for work.

Assistant Chief Heins stated that he had received clarification from the county back in 2017 which stated the following:

If value is \$5000 - \$10000 2 quotes are needed
If value is \$10000 – 49999 3 quotes are needed
If value is \$50000 and over has to be bid out

No further comments/discussion.

7. **OLD BUSINESS**

- a. Fire District Website Update
Assistant Chief Heins informed the Board that the website is currently up and running. There still needs to be training of the Chief and clerk on how to upload documents but the district has until January 2020.
- b. Fire Station Structural Repair Update
Assistant Chief Heins informed the Board he had not be able to meet up with the structural engineer but that the issues seem to have stabilized and the crack has shrunk.

8. **CHIEF'S REPORT**

Chief Rita informed the Board of the following:

- Yolo County Chiefs still have no news on Prop 172 monies but are still hopeful.
- There have been two county wide trainings that some of the volunteers had attended and there are two more coming up.
- W30 and W230 were sent to the Sand Fire under CalFire and the Fire Department will be reimbursed for the manpower and the district for use of the rigs.

9. **ASSISTANT CHIEF REPORT**

Assistant Chief Heins informed the Board of the following:

- Working with the new Lieutenant on completing training and the distribution of workload with both career staff.
- Finishing the Grant documentation for County and Yocha Dehe for new radios and extrication equipment. Also, a grant from the Rural Development fund for equipment for use at the airport.
- First report for reimbursement from the airport is complete for 11/1/18 to 7/1/19. This will be the longest of the reports. This preliminary bill looks to be more than estimated, but Assistant Chief Heins felt that we will be able show our value over the first 5 years. Billing will be done quarterly.
- Working on completing the Brush build.
- Working regular shift now which is Monday, Tuesday, Thursday and Friday from 8-1pm and off Wednesdays. There will be 3 paid staff on duty as of July 1.

10. **VOLUNTEER ACTIVITIES REPORT**

Nothing to report. Chief Rita mentioned that Marc Beoshanz had been promoted to Battalion Chief. President McMullen stated that he would like to have the Board ratify these Chief Officer promotions in the future and asked that it be added to the next board agenda for discussion and recommendations.

President McMullen asked for Chief Rita to bring back to the Board the official name for the Fire Department.

11. **COMMITTEE REPORTS**

a. Standing Committees

- i. Benefits Committee Report (Chair Hjerpe, Guarino)– No meeting, no report.
- ii. Budget Committee Report (Yeager, Chair Hjerpe) – The Budget Committee met and Chief Rita stated that the draft minutes and budget were included in the packet for Board approval. She stated that Mark Krummenacker had prepared a report that was also included for review. President McMullen asked Chief Rita to give a summary of that report. Chief Rita stated that there were a few points of interest.
 - Monies had not been moved as requested by the county
 - There needed to be fine tuning on where expenditures go
 - With the change to the new system, the County Controller has a different practice in how they report interest earned.
 - Straightened up our accounts and made some adjustments
 - Suggests we pull past bills and identify which ones are part of the “builds” so we can better identify bills/costs.
 - General reserve isn’t needed anymore so there has been no more money put in that account. Will look at what to do with that account at a later date. Left as is.

The Board decided to:

1. continue the County Controller Practice regarding Interest Allocation.
2. Have staff run Labor Distribution Report each pay period for total costs reimbursement of Hall manager’s salary.

3. Purchase laptop and configure solely for District use.

Motion by: Commissioner Hjerpe
2nd: Commissioner Beoshanz

To purchase a laptop for the clerk owned by the district.

Discussion: Assistant Chief Heins stated that he felt that the Clerk may like to have an iPad instead of a laptop and suggested getting Clerk Grafton's input. Clerk Grafton stated that she felt an iPad would be more cost effective and easier to use.

Amended Motion by: Commissioner Hjerpe
2nd: Commissioner Beoshanz

To purchase an iPad for the clerk owned by the district.

Passed: Unanimously

4. Direct staff to open District Mail and distributes accordingly. It was agreed that in order to get the appropriate bills for the "builds" staff need to look at the bills first so the clerk could code them to the correct accounts.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To have staff open and distribute mail with the exception of mail addressed to the Board or District.

Passed: Unanimously

5. Adopt the posed 2019-2020 District Budget

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To adopt the Budget as presented.

Passed: Unanimously

- iii. Personnel Committee Report (Chair Hjerpe, Guarino) – No mtg, no report. President McMullen asked the Chief to clarify the duties of the Personnel Committee next meeting in regard to Chief Officer promotions.
- iv. District Funding and Development Committee (Beoshanz, Chair Yeager) No meeting, no report.

b. Ad Hoc Committees

- i. IHS/Sacred Oaks Committee (Chair McMullen, Guarino) – President McMullen informed the Board that he felt this Committee should be moved to a Standing Committee.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To move this Committee to a Standing Committee.

Passed: Unanimously

President McMullen also stated that IHS would be at the Station Thursday, June 27th at 10am. Assistant Chief Heins will be present and Chief Rita will attend if possible. IHS will bring their engineering Company with the for introductions. They will be analyzing the Department for IHS.

12. TRAINING LIASION REPORT

Nothing new to report.

13. FIRE PREVENTION LIASION REPORT

Assistant Chief Heins stated that me and President McMullen had toured the district for weed abatement issues and determined some areas to revisit. He also stated that it was decided that there is a need for an updated ordinance regarding weed abatement. Assistant Chief Heins will be working with President McMullen to rewrite the ordinance or adopt a fire code. At the least it was decided to link to a standard, such as NFPA.

14. FACILITIES/EQUIPMENT LIASION REPORT

Nothing to report.

15. CONSENT CALENDAR

Motion by: Commissioner Hjerpe
2nd: Commissioner Guarino

To approve the consent calendar as presented.

Passed: Unanimously

16. MINUTES

- a. Approval of May 21, 2019 Board Meeting Minutes.
There were some minor corrections.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve the minutes as corrected.

Passed: Unanimously

17. CLERKS' REPORT

Nothing to report.

18. **OPEN FORUM**

Chief Rita informed the Board that longtime volunteer Pat Mikkelsen as resigned from the Department. Assistant Chief Heins stated that she had sent in a resignation letter via email. All agreed a letter should be prepared by the Clerk for President McMullen's signature thanking her for her service.

18. **CALENDAR**

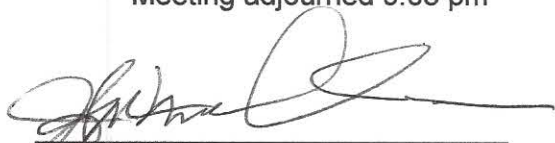
The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday July 16, 2019 at 7:00 pm. Commissioner Guarino stated that he will not be able to attend. Clerk Grafton also stated she will not be able to attend. Assistant Chief Heins will take the minutes for that meeting.

Motion by: Commissioner Guarino
2nd: Commissioner Beoshanz

To adjourn.

Passed: Unanimously

Meeting adjourned 9:05 pm



President



Clerk