

## **West Plainfield Fire Protection District**

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

### **BOARD OF COMMISSIONERS – REGULAR MEETING – MINUTES**

November 16, 2021, at 7:00 PM

Held in Person at:

Lillard Hall  
24901 County Road 95  
Davis CA, 95616

#### **1) Call to Order**

The meeting was called to order at 7:00 pm by President McMullen and quorum was established.

Commissioners: James McMullen, Jim Yeager, Richard Guarino, Charles Hjerpe, and Emily Amy

Staff: Battalion Chief Eric Wilson, Captain Scott Bravo, Clerk Brenda Gonzalez,  
Firefighter Jon Lee, Firefighter/Training Officer Peter Maggenti

#### **2) Public Comment**

None

#### **3) Old Business**

##### a) Update – Weed Abatement (BC Wilson)

BC Wilson updated the Board that this year's weed abatement is complete, and the rains have turned things green. BC Wilson also reported that the 2022 Weed abatement notifications will start in March/April.

##### b) Update – Yolo County Fire Sustainability Committee (Was 172 Funds) (AC Stiles)

No report.

#### **4) Lillard Hall**

##### a) Manager Report (Hall Manager Gonzalez)

Hall Manager Gonzalez presented to the Board the upcoming hall rentals and latest accounting. BC Wilson inquired about Wi-Fi for the Hall. Manager Gonzalez stated she would look into it further.

#### **5) New Business**

##### a) Discussion / Action – Out of District Volunteer Applications (BC Wilson)

BC Wilson reported to the Board that he did not have any new applications to present to the Board.

##### b) Discussion/Action – Amendment to Operations and Procedure manual – Fire Lieutenant Job Description Section 740.03 - Education (BC Wilson)

This item was tabled until next meeting.

c) Discussion/Action – Salary Increase – FC Bravo (BC Wilson)

BC Wilson reported to the Board that he had recently evaluated Capt. Bravo's performance. Both he and Chief Rita recommend that Captain Bravo be awarded a salary increase based on the recent evaluation and job performance review; he had not had an increase in 2 years. Recommended increase by Fire Chief and BC Wilson is between 3% and 5%.

BC Wilson advised the Board that the current Sacramento region Consumer Price Index is 6.2%. After some discussion of the options, President McMullen suggested pay raise be 6.2% to match CPI. Commissioner Amy recommended to the Board that Captain Bravo's pay increase should be based on Fire Chief Rita's recommendation.

President McMullen suggested that since it had been 2 years since Captain Bravo's last increase it should be approved by the Board.

Motion: Commissioner Amy

2<sup>nd</sup>: Commissioner Hjerpe

**Motion to increase Captain Bravo's salary by 5%**

President McMullen asked for a roll call.

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guarino: Aye

Commissioner Amy: Aye

President McMullen: Aye

**Passed 5-0**

d) Discussion/Action – Standing Committees – Reports (President McMullen)

i) Budget & Benefit Committee – **Hjerpe, Amy**

No Meeting No Report

ii) Personnel Committee – **Guarino, Amy**

No Meeting No Report

iii) District Funding and Development Committee - **Yeager, Hjerpe**

No Meeting No Report

- iv) Lillard Hall Committee – **Yeager, Amy**  
No Meeting No Report
  
- e) Discussion/Action – Liaison Reports (President McMullen)
  - i) Fire Prevention/Investigation – **McMullen**  
No Meeting No Report
  
  - ii) Training – **Yeager**  
No Meeting No Report
  
  - iii) Large Equipment/Facilities – **McMullen**  
No Meeting No Report
  
  - iv) IHS – **McMullen**  
No Meeting No Report  
  
BC Wilson reported to the Board that the District has an inspection scheduled the following week at Sacred Oaks.
  
- f) Discussion/Action – Ad Hoc Committee Reports (President McMullen)
  - i) LAFCO – **Guarino, Yeager**  
  
Commissioner Yeager reported to the Board that a committee meeting was held. It does not appear that the LAFCO report will recommend any changes to our District boundaries. The LAFCO representative will be visiting all rural districts.
  
  - ii) Station Water Usage – **Yeager, Guarino**  
  
Commissioner Yeager reported to the Board that he and Commissioner Guarino met to draft a new water usage policy for station water use.  
  
Commissioner Amy suggested that the phrase “as determined by the Fire Chief” be added towards the end of the policy.  
  
As amended, the draft policy reads:

**“West Plainfield Fire Protection District Well Water; Usage for Community Use**

“Part of the Mission statement for the West Plainfield Fire Protection District’s states:

*‘Efficient delivery of emergency services for the District.’*

*“In this statement the District needs to be prepared for multiple types of services. Fire protection is only one of the services, but when needed the District needs resources such as fire apparatus,*

*trained personnel, emergency equipment and water for fire extinguishment.*

*“With this in mind, our well water is a valuable asset to deliver services to our District. In that scenario the District, especially in drought years, needs to conserve our well water for emergency use only.*

*“If a District resident well goes dry and has large animals that need water, we might, if our water resources are not jeopardized, as determined by the Fire Chief, give a one-time fill up, to 400 gallons.*

*“Contact Yolo County Emergency Services for large water delivery services in the county.”*

Motion: Commissioner Guarino

2<sup>nd</sup>: Commissioner Hjerpe

**To adopt water usage policy with corrections**

President McMullen asked for a roll call.

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guarino: Aye

Commissioner Amy: Aye

President McMullen: Aye

**Motion Passed: 5-0**

iii) DQU – Guarino, McMullen

No meeting No Report

#### 6) Fire Chief's Report

No Report

#### 7) Battalion Chief's Report

BC Wilson:

- gave an update on the District's call volume increase.
- reported that the quarterly Inspection for Sacred Oaks is scheduled for the following week
- responded to Commissioner Hjerpe's inquiry into staff retention and recruitment. BC Wilson pointed out that any salary comparison or survey statistics would need to be with comparable agencies.

Action Item – Commissioner Amy requested that the Personnel Committee receive a report from BC Wilson, including a salary and benefits comparison of at least four comparable agencies.

**8) Fire Fighter’s Association Report**

Firefighter Lee reported to the Board that this year’s Christmas Party is scheduled for 5pm on December 19.

**9) Clerk’s Report**

a) Discussion/Action – West Plainfield Fire Protection District Bill Review

Motion: Commissioner Amy

2<sup>nd</sup>: Commissioner Guarino

**To approve the bills as presented.**

President McMullen asked for a roll call.

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guarino: Aye

Commissioner Amy: Aye

President McMullen: Aye

**Motion Passed 5-0**

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

i) Regular Meeting – October 19, 2021

Clerk Gonzalez presented to the Board the draft minutes for the October 19, 2021, meeting.

Commissioner Amy suggested to make changes to 5d. and join the phrases.

Captain Bravo also noted that 5e(iii) should be corrected to Dunnigan, instead of Colusa. He also noted that E30 should be corrected to E230.

Motion: Commissioner Guarino

2<sup>nd</sup>: Commissioner Yeager

**To approve minutes as presented with corrections.**

President McMullen asked for a roll call.

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guarino: Aye

Commissioner Amy: Aye

President McMullen: Aye

**Motion Passed 5-0**

**10) Open Forum**

Commissioner Yeager suggested updating the display cases in the hall.

Commissioner Yeager suggested adding the history of the large stone wheel in front of the station in the information board.

**11) Calendar**

Next regular Board meeting on December 21, 2021, unless another date is agreed upon.

Motion: Commissioner Guarino

2<sup>nd</sup>: Commissioner Yeager

**To Adjourn Meeting**

President McMullen asked for a roll call.

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

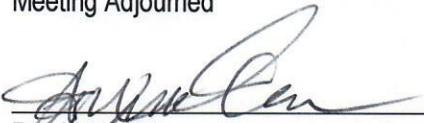
Commissioner Guarino: Aye

Commissioner Amy: Aye

President McMullen: Aye

**Motion Passed 5-0**

Meeting Adjourned

  
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President

  
\_\_\_\_\_  
Interim Clerk