

## West Plainfield Fire Protection District

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

### BOARD OF COMMISSIONERS MEETING

June 19, 2018 at 7:00 PM

To be held at West Plainfield Fire Department  
24901 County Road 95, Davis, CA 95616

1. Call the meeting to order
2. Review and Discussion of Bills
  - a. Approve Payment of Bills (Page 1)
3. Public comment
4. Lillard Hall
  - a. Lillard Hall Public Business
  - b. Lillard Hall Manager Report (Page 2)
  - c. Lillard Hall Committee Report (Hjerpe, Guarino)
    - i. Financial Analysis Report
    - ii. Landscaping / Fencing
5. Financials
  - a. Deposits (Page 3)
  - b. Financial Reports (Page 4-7)
6. New Business
7. Old Business
  - a. Fire District Website Update
  - b. Discussion / Action – Long Term Modified Position
  - c. Yocha Dehe Grant
  - d. Traffic issues on County Road 96 Update
8. Chiefs Report
9. Assistant Chiefs Report
10. Volunteer Activities Report
11. Committee Reports
  - a. Standing Committees
    - i. Benefits Committee Report (Hjerpe, Guarino)
    - ii. Budget Committee Report (Yeager, Hjerpe)
      1. Discussion / Action – Adopt 2018-2019 Budget (Page 8-10)
    - iii. Personnel Committee Report (Hjerpe, Guarino)
      1. Discussion / Action – Adopt Hiring Process
    - iv. Extended Coverage / Resident Firefighter Program Committee (Beoshanz, Yeager)
  - b. Ad Hoc Committees
    - i. Policy Review Committee (Beoshanz, Guarino)
    - ii. Monument Committee (Beoshanz, Yeager)
    - iii. Airport Service District Committee (Yeager, Hjerpe)
12. Bureau of Indian Health Service (BIHS) Liaison Report
13. Training Liaison Report
14. Fire Prevention Liaison Report
15. Major Equipment Repair Liaison Report
16. Minutes
  - a. Approval of May 15, 2018 Board Meeting Minutes (Page 11-16)
17. Clerk's Report
18. Open Forum
19. Calendar
  - a. The next regular scheduled Board meeting will be July 19, 2018 at 7:00 pm unless another date is agreed upon.

**West Plainfield Fire Protection District**

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

June 19, 2018

Auditor-Controller  
625 Court Street  
Woodland, CA 95695

This letter is to inform you that the West Plainfield Fire Protection District's Board of Commissioners has approved for payment the bills listed below:

ATT	\$ 5.84
Cal Fire Chiefs Membership	75.00
Lehr	3,760.54
EverBank	139.45
NFPA	175.00
NorCal FPO Membership	55.00
PG&E	481.34
Pisanis	94.55
US Bank	3,291.62
Waste Management	<u>161.16</u>
Total	\$ 8,239.50

\* Not included in total

June 19, 2018

Lillard Hall Report

Deposit Income:	\$600.00	Uribe party
	\$200.00	Brooks Painting meeting
	\$300.00	Dog group
	\$300.00	Marentes party

Total: \$1,400.00

Deposit:	\$500.00	Marentes party
	\$500.00	Ayala party

Total: \$1,000.00

Expenses:	\$75.00	Eva Cardosa Cabrera - hall cleaning
	\$159.62	Waste Management of Woodland (May)
	\$500.00	Uribe party refund
	\$500.00	Marentes party refund
	\$161.16	Waste Management of Woodland (June)

Total: \$1,395.78

Balance: \$20,686.68

Jo Yeager

DEPOSITS – June 19, 2017

Total of 2 deposit totaling \$1,904.00

YCPARMIA – Reimbursement Temporary Disability \$ 952.00

YCPARMIA – Reimbursement Temporary Disability \$ 952.00

# Trial Balance

GL291 - Date 06/13/18  
Time 08:55

Company 1000 - YOLO COUNTY  
Trial Balance  
For Period 11 Through 11 Ending May 31, 2018

USD

Base Currency  
Amounts  
Fiscal Year 2018

F

1

Consolidated

Account Nbr	Description	Beginning Balance	Debit Activity	Credit Activity	Ending Balance
100000-0000	CASH IN TREASURY	427,572.16			406,497.27
101000-0121	RC-WPF FPD CAP ASSET REPL	79,946.31			79,946.31
101000-0122	RC-WPF FPD ACCRUED LEAVE	22,240.52			22,240.52
111010-0000	PROP TAX REC-CURR SEC	14,265.94			14,265.94
111090-0000	PROP TAX REC-CURR SEC SUPPL	588.32	37.87	614.99	11.20
181100-0000	BUILDING & IMPROVEMENT	97,149.28			97,149.28
181200-0000	IMPRV OTHR THAN BLDG	27,567.00			27,567.00
181400-0000	EQUIPMENT	784,699.30			784,699.30
182100-0000	ACCUM. DEP-BLDG & IMPRV	87,224.83			87,224.83
182200-0000	ACCUM. DEP- IMPRV OTHR THAN BL	12,567.00			12,567.00
182400-0000	ACCUM. DEP-EQUIPMENT	566,033.46			566,033.46
300100-0000	NET INVESTMENT IN CAPITAL ASSE	243,590.29			243,590.29
300600-0001	FD BAL-ASSIGNED-CAP ASSET REPL	79,700.54			79,700.54
300600-0002	FD BAL-ASSIGNED-ACCRUED LEAVE	22,172.06			22,172.06
300600-0003	FD BAL-ASSIGNED-GEN RESERVE	149,825.00			149,825.00
300999-0000	UNASSIGNED	157,323.96			157,323.96
400100-0000	PROP TAXES-CURRENT SECURED	280,810.87	1.93		280,808.94
400101-0000	PROP TAXES-CURRENT UNSECURED	47,085.77	58.17		47,027.60
400111-0000	PROP TAXES-PRIOR UNSECURED	378.19		3.60	381.79
400120-0000	SUPPLEMENTAL PROP TAXES CURR	614.99		37.87	652.86
400121-0000	SUPPLEMENTAL PROP TAXES PRIOR	103.42		51.28	154.70
400700-0000	INVESTMENT EARNINGS-POOL	3,567.14			3,567.14
401061-0000	ST-HIGHWAY PROPERTY RENTALS	2.55			2.55
401240-0000	ST-HOMEOWNERS PROP TAX RELIEF	1,273.20		224.68	1,497.88
404117-0000	OTH MISC-INSURANCE PROCEEDS	15,144.67		2,062.66	17,207.33
404190-0000	OTHER MISC REVENUES	1,086.54			1,086.54
405000-0000	SALE OF CAPTIAL ASSETS	3,175.00			3,175.00
500100-0000	REGULAR EMPLOYEES	135,895.69	13,810.82		149,706.51
500320-0000	OASDI	6,596.00	620.20		7,216.20
500330-0000	FICA/MEDICARE	1,542.62	145.05		1,687.67
500380-0000	UNEMPLOYMENT INSURANCE	594.12	62.34		656.46
500390-0000	WORKERS' COMP INSURANCE	5,000.00			5,000.00
501010-0000	CLOTHING & PERSONAL SUPPLIES	371.77	155.99		527.76
501020-0000	COMMUNICATIONS	229.29	28.62		257.91
501040-0000	HOUSEHOLD EXPENSE	3,844.52	198.22		4,042.74
501051-0000	INSURANCE-PUBLIC LIABILITY	5,000.00			5,000.00
501052-0000	INSURANCE-FIRE & EXTENDED	818.78			818.78
501053-0000	INSURANCE-OTHER	49.59			49.59
501070-0000	MAINTENANCE-EQUIPMENT	6,356.86	3,033.11		9,389.97
501071-0000	MAINTENANCE-BLDG IMPROVEMENT	345.97	335.11		10.86
501080-0000	MED, DENTAL, & LAB SUPPLIES	1,992.34			1,992.34
501090-0000	MEMBERSHIPS	61.00	2,480.00		2,541.00
501100-0000	MISCELLANEOUS EXPENSE	128.35			128.35
501110-0000	OFFICE EXPENSE	799.35	2,092.04		2,891.39
501111-0000	OFFICE EXP-POSTAGE	244.94			244.94
501151-0000	PROF & SPEC SVC-AUDITG & ACCTG	156.93			156.93
501152-0000	PROF & SPEC SVC-INFO TECH SVC	2,029.35			2,029.35
501165-0000	PROF & SPEC SVC-OTHER	145.68			145.68

7

# Trial Balance

GL291 - Date 06/13/18  
Time 08:55

Company 1000 - YOLO COUNTY  
Trial Balance  
For Period 11 Through 11 Ending May 31, 2018

USD

Base Currency  
Amounts  
Fiscal Year 2018

2

Consolidated

Account Nbr	Description	Beginning Balance	Debit Activity	Credit Activity	Ending Balance
501190-0000	RENTS AND LEASES - EQUIPMENT	529.14			529.14
501205-0000	TRAINING	2,887.00			2,887.00
501210-0000	MINOR EQUIPMENT	8,472.36-	599.91		7,872.45-
501250-0000	TRANSPORTATION AND TRAVEL	544.74-			544.74-
501251-0000	TRASNP & TRAVEL-FUEL	1,058.69			1,058.69
501260-0000	UTILITIES	2,644.09	410.59		3,054.68
503070-0000	EQUIPMENT	1,118.11			1,118.11
503071-0000	EQUIPMENT-VEHICLE	46,919.51			46,919.51
*** Totals		0.00	27,027.18	27,027.18	0.00

57

# Income Statement

GL293 Date 06/13/18  
Time 09:10

Company 1000 - YOLO COUNTY  
Income Statement  
For Period 11 Through 11 Ending May 31, 2018

USD

Page 1

Fiscal Year 2018

Account Nbr	Description	Period Amount	Year To Date	Last Year Period	Last Year To Date
6223	6223	W. PLAINFIELD FIRE DIST BAL SHT		YOLOCOUNTY	
NETFUND/POST	NET FUND BALANCE				
REVENUES	REVENUES				
TAXES	TAXES				
PROPERTY TAX	PROPERTY TAX				
400100-0000	PROP TAXES-CURRENT SECURED	1.93	280,808.94-	0.00	276,894.17-
400101-0000	PROP TAXES-CURRENT UNSECURED	58.17	47,027.60-	30.43-	35,929.45-
400111-0000	PROP TAXES-PRIOR UNSECURED	3.60-	381.79-	14.75-	783.46-
400120-0000	SUPPLEMENTAL PROP TAXES CURR	37.87-	652.86-	0.00	7,282.47-
400121-0000	SUPPLEMENTAL PROP TAXES PRIOR	51.28-	154.70-	0.00	0.00
	Total PROPERTY TAX	32.65-	329,025.89-	45.18-	320,889.55-
	Total TAXES	32.65-	329,025.89-	45.18-	320,889.55-
REVUSEMONEY	REVENUE FROM USE OF MONEY AND				
400700-0000	INVESTMENT EARNINGS-POOL	0.00	3,567.14-	0.00	1,583.12-
400725-0000	RENTS & CONCESSIONS - OTHER	0.00	0.00	0.00	310.00-
	Total REVENUE FROM USE OF MONE	0.00	3,567.14-	0.00	1,893.12-
INTGOVREVENU	INTERGOVERNMENTAL REVENUES				
STATEREV	STATE REVENUE				
401061-0000	ST-HIGHWAY PROPERTY RENTALS	0.00	2.55-	0.00	3.28-
401240-0000	ST-HOMEOWNERS PROP TAX RELIEF	224.68-	1,497.88-	0.00	1,272.43-
	Total STATE REVENUE	224.68-	1,500.43-	0.00	1,275.71-
	Total INTERGOVERNMENTAL REVENU	224.68-	1,500.43-	0.00	1,275.71-
CHG FOR SVCS	CHARGES FOR SERVICES				
403610-0000	OTH CHRG FR SVC-FIREFGHTR SVC	0.00	0.00	0.00	3,508.13-
	Total CHARGES FOR SERVICES	0.00	0.00	0.00	3,508.13-
MISCREVENUES	MISCELLANEOUS REVENUES				
404117-0000	OTH MISC-INSURANCE PROCEEDS	2,062.66-	17,207.33-	0.00	0.00
404190-0000	OTHER MISC REVENUES	0.00	1,086.54-	0.00	6,140.24-
	Total MISCELLANEOUS REVENUES	2,062.66-	18,293.87-	0.00	6,140.24-
OTHRFINANSRC	OTHER FINANCING SOURCES				
405000-0000	SALE OF CAPTIAL ASSETS	0.00	3,175.00-	0.00	0.00
	Total OTHER FINANCING SOURCES	0.00	3,175.00-	0.00	0.00
	Total REVENUES	2,319.99-	355,562.33-	45.18-	333,706.75-
EXPENDITURES	EXPENDITURES				
SALARY&BEN	SALARIES AND EMPLOYEE BENEFITS				
SALARY&WAGES	SALARY AND WAGES				
500100-0000	REGULAR EMPLOYEES	13,810.82	149,706.51	11,613.58	136,635.52
	Total SALARY AND WAGES	13,810.82	149,706.51	11,613.58	136,635.52
EMPBENEFITS	EMPLOYEE BENEFITS				
500320-0000	OASDI	620.20	7,216.20	720.04	8,471.39
500330-0000	FICA/MEDICARE	145.05	1,687.67	168.40	1,981.23
500380-0000	UNEMPLOYMENT INSURANCE	62.34	656.46	25.99	992.46
500390-0000	WORKERS' COMP INSURANCE	0.00	5,000.00	0.00	5,178.28
	Total EMPLOYEE BENEFITS	827.59	14,560.33	914.43	16,623.36
	Total SALARIES AND EMPLOYEE BE	14,638.41	164,266.84	12,528.01	153,258.88
SERVSUPPLIES	SERVICES AND SUPPLIES				
501010-0000	CLOTHING & PERSONAL SUPPLIES	155.99	527.76	0.00	272.44
501020-0000	COMMUNICATIONS	28.62	257.91	38.85	498.45
501040-0000	HOUSEHOLD EXPENSE	198.22	4,042.74	440.48	4,243.85
501051-0000	INSURANCE-PUBLIC LIABILITY	0.00	5,000.00	0.00	5,000.00
501052-0000	INSURANCE-FIRE & EXTENDED	0.00	818.78	0.00	883.40
501053-0000	INSURANCE-OTHER	0.00	49.59	0.00	84.23
501070-0000	MAINTENANCE-EQUIPMENT	3,033.11	9,389.97	1,142.30	6,019.04

# Income Statement

GL293 Date 06/13/18  
Time 09:10

Company 1000 - YOLO COUNTY  
Income Statement  
For Period 11 Through 11 Ending May 31, 2018

USD

Page 2

Fiscal Year 2018

6223		6223		W. PLAINFIELD FIRE DIST BAL SHT		YOLOCOUNTY	
Account Nbr	Description	Period Amount	Year To Date	Last Year Period	Last Year To Date		
SERVSUPPLIES	SERVICES AND SUPPLIES						
501071-0000	MAINTENANCE-BLDG IMPROVEMENT	335.11	10.86-	523.93	3,781.47		
501080-0000	MED, DENTAL, & LAB SUPPLIES	0.00	1,992.34	0.00	340.50-		
501090-0000	MEMBERSHIPS	2,480.00	2,541.00	2,650.00	5,449.00		
501100-0000	MISCELLANEOUS EXPENSE	0.00	128.35	0.00	24.95		
501102-0000	MISC EXP-CREDIT CARD SVC CHRGS	0.00	0.00	0.00	21.37		
501110-0000	OFFICE EXPENSE	2,092.04	2,891.39	78.92	1,194.06		
501111-0000	OFFICE EXP-POSTAGE	0.00	244.94	0.00	369.56		
501112-0000	OFFICE EXP-PRINTING	0.00	0.00	0.00	402.47		
501151-0000	PROF & SPEC SVC-AUDITG & ACCTG	0.00	156.93	0.00	270.29		
501152-0000	PROF & SPEC SVC-INFO TECH SVC	0.00	2,029.35	0.00	6,257.75		
501165-0000	PROF & SPEC SVC-OTHER	0.00	145.68	0.00	131.68		
501190-0000	RENTS AND LEASES - EQUIPMENT	0.00	529.14	98.87	1,563.41		
501205-0000	TRAINING	0.00	2,887.00	68.00	1,994.00		
501210-0000	MINOR EQUIPMENT	599.91	7,872.45-	0.00	1,868.84		
501249-0000	SPEC DPT EXP-OTHER	0.00	0.00	0.00	434.40		
501250-0000	TRANSPORTATION AND TRAVEL	0.00	544.74-	0.00	3,565.32		
501251-0000	TRASNP & TRAVEL-FUEL	0.00	1,058.69	0.00	352.05		
501260-0000	UTILITIES	410.59	3,054.68	397.26	5,068.52		
	Total SERVICES AND SUPPLIES	9,333.59	29,318.19	5,438.61	49,410.05		
CAPITALASSET	CAPITAL ASSETS						
503070-0000	EQUIPMENT	0.00	1,118.11	0.00	13,431.35		
503071-0000	EQUIPMENT-VEHICLE	0.00	46,919.51	0.00	0.00		
	Total CAPITAL ASSETS	0.00	48,037.62	0.00	13,431.35		
	Total EXPENDITURES	23,972.00	241,622.65	17,966.62	216,100.28		
	Total NET FUND BALANCE	21,652.01	113,939.68-	17,921.44	117,606.47-		

7





**YOLO COUNTY AUDITOR-CONTROLLER**  
**FIRE DISTRICT BUDGET WORKSHEET - FINANCING SOURCES - SCHEDULE B**  
**FISCAL YEAR: 2018-2019**  
**DISTRICT NAME: West Plainfield Fire Protection District**

Account #	Account Name	Appropriations
500100	REGULAR EMPLOYEES	150,156
500110	EXTRA HELP	18,800
500120	OVERTIME	500
500130	STANDBY TIME	
500160	LEAVE BUYOUT	3,500
500310	RETIREMENT	
500320	OASDI	11,000
500330	FICA / MEDICARE TAX	2,500
500340	HEALTH INSURANCE	
500380	UNEMPLOYMENT INSURANCE	2,000
500390	WORKER'S COMPENSATION INSURANCE	6,000
	<b>TOTAL SALARY &amp; BENEFITS</b>	<b>194,456</b>
501010	CLOTHING & PERSONAL SUPPLIES	22,000
501020	COMMUNICATIONS	800
501030	FOOD	
501040	HOUSEHOLD EXPENSE	7,500
501051	INSURANCE - PUBLIC LIABILITY	6,000
501052	INSURANCE - FIRE & EXTENDED	
501053	INSURANCE - OTHER	100
501070	MAINTENANCE - EQUIPMENT	30,000
501071	MAINTENANCE - BULDGS & IMPROVEMENTS	5,000
501080	MEDICAL, DENTAL & LAB SUPPLIES	2,000
501090	MEMBERSHIPS	3,000
501100	MISCELLANEOUS	1,500
501102	MISC EXPENSE - CREDIT CARD SVC CHARGES	
501110	OFFICE EXPENSE	5,000
501111	OFFICE EXPENSE - POSTAGE	500
501112	OFFICE EXPENSE - PRINTING	600
501151	PROF & SPEC SVC - AUDITING & ACCOUNTING	300
501152	PROF & SPEC SVC - INFORMATION TECH SERVICES	2,900
501155	PROF & SPEC SVC - MEDICAL, DENTAL & LAB	1,000
501156	PROF & SPEC SVC - LEGAL SERVICES	1,000
501165	PROF & SPEC SVC - OTHER	750
501169	BOARD MEETING STIPENDS	
501180	PUBLICATIONS & LEGAL NOTICES	500
501190	RENTS & LEASES - EQUIPMENT	2,000
501191	RENTS & LEASES - BLDGS & IMPROVEMENTS	
501205	TRAINING	7,000
501210	MINOR EQUIPMENT	8,500
501232	SPEC DEPT EXP - ELECTION SUPPLIES & SERVICES	
501249	SPEC DEPT EXP - OTHER	750
501250	TRANSPORTATION & TRAVEL	
501251	TRANSPORTATION & TRAVEL - FUEL	10,000
501260	UTILITIES	8,500
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>127,200</b>

**YOLO COUNTY AUDITOR-CONTROLLER**  
**FIRE DISTRICT BUDGET WORKSHEET - FINANCING SOURCES - SCHEDULE B**  
**FISCAL YEAR: 2018-2019**  
**DISTRICT NAME: West Plainfield Fire Protection District**

Account #	Account Name	Appropriations
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	
	<b>TOTAL OTHER CHARGES</b>	<b>0</b>
503000	LAND	
503020	BUILDINGS & IMPROVEMENTS	75,000
503015	EASEMENTS - NON DEPRECIABLE	
503070	EQUIPMENT	30,000
503071	EQUIPMENT - VEHICLE	85,000
	<b>TOTAL CAPITAL ASSETS</b>	<b>190,000</b>
<b>89-9900</b>	<b>APPROPRIATIONS FOR CONTINGENCY</b>	<b>20,000</b>
	<b>TOTAL APPROPRIATIONS</b>	<b>531,656</b>
	ADDITIONS TO GENERAL RESERVE	10,000
	ADDITIONS TO EQUIP REPLACEMENT RESERVE	
	ADDITIONS TO ACCRUED LEAVE RESERVE	4,000
	<b>TOTAL FINANCING USES *</b>	<b>545,656</b>

\* INDICATE THIS AMOUNT IN BOARD MINUTES  
 \*\* ATTACH A COPY OF MINUTES

**APPROVALS:**

_____	_____
SIGNATURE	DATE
_____	_____
SIGNATURE	DATE
_____	_____
SIGNATURE	DATE
_____	_____
SIGNATURE	DATE
_____	_____
SIGNATURE	DATE

**West Plainfield Fire Protection District**

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

**Minutes – May 15, 2018  
West Plainfield Fire Protection District Board of Commissioners**

**1. CALL TO ORDER**

The meeting was called to order at 7:05 pm by President McMullen. Present were:

Commissioners: Ed Beoshanz, Jim Yeager, Charles Hjerpe and James McMullen  
Staff: Chief Cherie Rita, Assistant Chief Bill Heins, Assistant Chief Dave Stiles  
Lt. Tom Stiles and Clerk Sharon Grafton  
Absent: Commissioner Guarino

**2. REVIEW DISCUSSION OF BILLS**

a. Approve payment of bills.

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

**To approve the bills in the amount of \$2,333.59**

**Passed: Unanimously**

**3. PUBLIC COMMENT**

None

**3. LILLARD HALL**

- a. Lillard Hall Business  
Nothing to report
- 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

**5. FINANCIALS**

- a. Deposits  
Clerk Grafton confirmed that there were 2 deposits this month, each in the amount of \$1,031.33 for a total of \$2062.66
- b. Financial Reports  
None to report
- c. Proposal to prepare Specials Districts Financial Transactions Report  
Clerk Grafton informed the Board that she had received a proposal from Mark Krummenacker to prepare our Specials Districts Financial Transactions Report for RYE 6/30/18 for a total of \$150. Clerk Grafton asked for a motion to accept if they agree.

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

**To accept the proposal for Mark Krummenacker to prepare the  
Financial Transaction Report for \$150.00.**

**Passed:** Unanimously

**6. NEW BUSINESS**

a. Assembly Bill 2089

This bill is in regard to background checks and after some discussion it was felt that the new changes to this bill were not as strict as originally worded and it was felt that we are in compliance with the law and will continue our current practices. FDAC continues to watch this bill and it was felt that we should also continue to watch this process.

b. Discussion / Action – Fire District Website

Assistant Chief Heins reminded the board that after the first of the year we will be required to have our minutes and agendas available online and searchable. With that discussion he suggested that the District have a separate website from the Volunteers for this reason.

By consensus it was agreed to have staff continue research on website developers.

c. Discussion / Action – Long Term Modified Position

Assistant Chief Heins updated the Board on the employee that had been on leave and stated that he would not be able to return to full duty as he cannot be around smoke. He would be able to continue to work in a modified capacity as administrative staff but there would need to be a new position developed for this type of work. Assistant Chief Heins suggested this be given to the Personnel Committee for discussion and recommendations and based on their recommendations forward this to the Budget Committee.

President McMullen stated that he would like to see this issue expedited and to have a special meeting of the Board if needed.

President McMullen sent this issue to the Personnel Committee per the recommendation of Assistant Chief Heins and Chief Rita and asked that they make recommendations regarding this issue. If the recommendations are positive he asked that their recommendations be given to the Budget Committee for consideration and recommendations to the Board. If the recommendations are negative, he asked that the Commissions contact him to discuss. Either way, once recommendations are made by both Committees, President McMullen would like to be notified so that he can contact Clerk Grafton to set a Special Meeting of the Board for review.

d. Discussion / Action – Identify / Begin Process to Hire Permanent Full-Time

All agreed that since the employee on leave would not be able to come back to work at full duty, there needs to be a full-time Firefighter/Staff to replace that open position. By consensus it was agreed to have Assistant Chief Heins and Chief Rita move ahead with the hiring process.

- e. Discussion / Action – Grant Award from Yocha Dehe Wintun Nation for the purchase of a Brush Truck  
Assistant Chief Heins had included the award notification from Yocha Dehe Wintun Nation and explained that the District had been awarded \$147,000.00 to support the purchase of a new Brush Truck.

Assistant Chief Heins stated that he felt there should be a ceremonial type of acceptance next month and to invite members of the press to attend in order to give Yocha Dehe Wintun Nation recognition of the Grant.

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

**To accept the donation of the grant for \$147,000.00 from Yocha Dehe Wintun Nation for the purchase of a Brush Truck.**

President McMullen asked that the Clerk take a roll call for vote.

Commissioner Hjerpe - Yes  
Commissioner Yeager – Yes  
Commissioner Beoshanz – Yes  
Commissioner Guarino – Absent  
Commissioner McMullen – Yes  
**Passed:** Majority  
4 yes

President McMullen asked that this be moved ahead as fast as possible to show our recognition of Yocha Dehe Wintun Nation and by consensus it was agreed that the Brush Truck will show on the outside “Donated by Yocho Dehe Wintun Nation”

## 7. OLD BUSINESS

- a. Traffic Issues on 96  
A letter was sent out to the Public Works Superintendent, Ed Medina by President McMullen. President McMullen updated the Board on his progress.  
  
He stated that he had a good conversation with Mr. Medina and he was very responsive. The following have come from those discussions:
- Will trim shrubs on 96 hindering signed south of 31.
  - Sending notices to homeowners regarding vegetation close to the road and blocking view.
  - Conducting an engineering study for speed.
- b. Possible training – Cabin on corner of County Road 27 and 96  
Assistant Chief Heins stated that the owners of a Cabin on the corner of CR 27 and 96 had approached Willow Oak Fire District to use this cabin as a training exercise for the fire fighters. Willow Oak Fire District then contacted West Plainfield Fire Protection District to see if they could set up a joint training with this cabin. Assistant Chief Heins stated he is waiting to hear for Willow Oak on next steps and felt this could be removed from the agenda.

Commissioner Yeager stated that he understood that the Building Department charged fees for these types of demolition burns. Chief Rita stated that the

Building Department has now waived the fees for these types of permits up to 6 times a year.

8. **CHIEF'S REPORT**

Chief Rita informed the Board of a few items.

- The County Chiefs meeting was held at the PG&E Training Facility in Winters and they were able to have a tour of the facility. They have a driving blacktop that they said could be used for driving training if needed.
- Yolo Chiefs have brought back the Fire Fighter Training Officers and they are up and running. Training has begun and we sent 5 to the training burn that was just held.

9. **ASSISTANT CHIEF REPORT**

Assistant Chief Heins informed the Board that he only had one item and that was that the other staff member that was out is now back to work full time with no restrictions.

10. **VOLUNTEER ACTIVITIES REPORT**

President Patrick Fish was not present. Assistant Chief David Stiles stated that they were gearing up for the beer booth at the County Fair this coming August.

11. **COMMITTEE REPORTS**

a. Standing Committees

i. Benefits Committee Report (Hjerpe, Guarino)

1. Draft Committee Meeting Minutes – May 1, 2018

This meeting was in regard to pay scales.

2. Discussion / Action Items – Recommendations by Committee

There were several recommendations made to the board in regard to a pay increase for the Clerk as well as pay scales as set out in the meeting minutes.

President McMullen asked if these recommendations had been reviewed by the Budget Committee. Chief Rita stated that they are currently in the process of updating the budget but they should not be an issue.

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

**To tentatively approve the Benefits Committee minutes with recommendations and sent to the Budget Committee for agreement and bring back to the next meeting.**

**Passed:** Unanimously

ii. Budget Committee Report (Yeager, Hjerpe)

1. Discussion / Action – Budget Adjustment - \$15,000 from Acct 89-9900 to Acct 500100

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

**To approve moving \$13,000 from Acct 89-9900 to Acct 500100.**

Chief Rita suggest that the President ask for a roll call as this was a large financial transaction. President McMullen asked that the Clerk take a roll call for vote.

Commissioner Hjerpe - Yes  
Commissioner Yeager – Yes  
Commissioner Beoshanz – Yes  
Commissioner Guarino – Absent  
Commissioner McMullen – Yes  
**Passed:** Majority  
4 yes

- iii. Personnel Committee Report (Hjerpe, Guarino)  
No meeting, no report.
- iv. Extended Coverage/Resident Firefighter Program Committee (Beoshanz, Yeager)  
No meeting, no report.

b. Ad Hoc Committees

- i. Policy Review Committee (Beoshanz, Guarino)– No meeting, no report.
- ii. Monument Committee (Beoshanz, Yeager)  
Commissioner Beoshanz stated that there still needs to be an electrician out to move the electrical. Commissioner Yeager had given recommendations on the wording to Chief Rita to run by the volunteers for approval but she stated she had not been able to do that yet but would bring the wording back to the Board at the next meeting for approval.
- iii. Airport Service District Funding Committee  
It was decided that this Committee was set up to discussion and research requirements to set up a Service District. It was agreed that the work “Funding” be removed from the title.

Commissioner Yeager stated that he thought it was in regard to funding and therefore would set up a meeting for this discussion.

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

President McMullen stated that this is still moving forward. There has been a well dug but they are still in litigation with the county over the Environmental Impact Study. He stated that they have stated they will come up with money for more Firefighter personnel once they are up and running.

**13. TRAINING LIASION REPORT**

Chief Rita stated that the Fire Operations Animal Rescue Training has been rescheduled to September. She will research the dates and bring back to the next meeting.

**14. FIRE PREVENTION LIASION REPORT**

Weed abatement is still ongoing with Assistant Chief Heins inspecting the district.

**15. MAJOR EQUIPMENT LIASION REPORT**

Nothing new to report.



16. **MINUTES**

- a. Approval of April 17, 2018 Board Meeting Minutes.  
There was one correction on page 2 of the minutes in regard to the F550.

**Move to approve minutes as corrected.**

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

**Passed: Unanimously**

18. **CLERKS' REPORT**

Nothing new to report.

19. **OPEN FORUM**

Nothing new.

20. **CALENDAR**

The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday June 19th, 2018. There may be a special meeting for the recognition of Yocha Dehe Wintun Nation prior to that date.

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

**To adjourn,**

**Passed: Unanimously**

Meeting adjourned 8:33pm

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk