

West Plainfield Fire Protection District

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

BOARD OF COMMISSIONERS – REGULAR MEETING October 19, 2021 at 7:00 PM

To be held in Person at:

**Lillard Hall
24901 County Road 95
Davis CA, 95616**

- 1) Call the Meeting to Order and Establish Quorum
- 2) Public Comment
- 3) Old Business
 - a) Update – Weed Abatement (BC Wilson)
 - b) Update – Yolo County Fire Sustainability Committee (Was 172 Funds) (AC Stiles)
- 4) Lillard Hall
 - a) Manager Report (Hall Manager Gonzalez)
- 5) New Business
 - a) Discussion / Action – Out of District Volunteer Applications (BC Wilson)
 - b) Discussion/Action – Annual State Controller's Special District Transactions Report (Chief Rita)
 - c) Discussion/Action – Resolution 21-04: West Plainfield Fire District Emergency Water Supply Project(Commissioner Yeager)
 - d) Discussion/Action – Standing Committees – Reports (President McMullen)
 - i) Budget & Benefit Committee – **Hjerpe**, Amy
 - ii) Personnel Committee – **Guarino**, Amy
 - iii) District Funding and Development Committee - **Yeager**, Hjerpe
 - iv) Lillard Hall Committee – **Yeager**, Amy
 - e) Discussion/Action – Liaison Reports (President McMullen)
 - i) Fire Prevention/Investigation – **McMullen**
 - ii) Training – **Yeager**
 - iii) Large Equipment/Facilities – **McMullen**
 - iv) IHS - **McMullen**
 - f) Discussion/Action – Ad Hoc Committee Reports (President McMullen)
 - i) LAFCO – **Guarino**, Yeager
 - ii) Station Water Usage – **Yeager**, Guarino
 - iii) DQU – **Guarino**, McMullen
- 6) Fire Chief's Report (Chief Rita)
- 7) Battalion Chief's Report (BC Wilson)
- 8) Fire Fighter's Association Report (Jon Lee)
- 9) Clerks Report (Clerk Gonzalez)
 - a) Discussion/Action – West Plainfield Fire Protection District Bill Review

- b) Approval of Prior Board Meeting Minutes (Clerk Gonzalez)
 - i) Regular Meeting – September 21, 2021
 - ii) Special Meeting – October 11, 2021
- 10) Open Forum
- 11) Next regular Board meeting on November 16, 2021, unless another date is agreed upon.
- 12) Meeting Adjourned (President McMullen)

RESOLUTION NO. 21-04

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE WEST PLAINFIELD FIRE PROTECTION DISTRICT
AUTHORIZING THE GRANT APPLICATION, ACCEPTANCE, AND EXECUTION
FOR THE WEST PLAINFIELD FIRE PROTECTION DISTRICT EMERGENCY WATER SUPPLY PROJECT

WHEREAS, WEST PLAINFIELD FIRE PROTECTION DISTRICT proposes to implement WEST PLAINFIELD FIRE PROTECTION DISTRICT EMERGENCY WATER SUPPLY PROJECT;

WHEREAS, WEST PLAINFIELD FIRE PROTECTION DISTRICT EMERGENCY WATER SUPPLY PROJECT is being implemented in response to a drought scenario, as defined by Water Code section 13198(a) and is intended to: (1) address immediate impacts on human health and safety; (2) address immediate impacts on fish and wildlife resources; or, (3) provide water to persons or communities that lose or are threatened with the loss or contamination of water supplies;

WHEREAS, WEST PLAINFIELD FIRE PROTECTION DISTRICT has the legal authority and is authorized to enter into a funding agreement with the State of California; and

WHEREAS, WEST PLAINFIELD FIRE PROTECTION DISTRICT intends to apply for grant funding from the California Department of Water Resources for the WEST PLAINFIELD FIRE PROTECTION DISTRICT EMERGENCY WATER SUPPLY PROJECT;

THEREFORE, BE IT RESOLVED by the BOARD OF COMMISSIONERS of the WEST PLAINFIELD FIRE PROTECTION DISTRICT as follows:

1. That pursuant and subject to all of the terms and provisions of Budget Act of 2021 (Stats. 2021, ch. 69, § 112), the WEST PLAINFIELD FIRE PROTECTION DISTRICT JAMES F. MCMULLEN, PRESIDENT, or designee is hereby authorized and directed to prepare and file an application for funding with the Department of Water Resources, and take such other actions as necessary or appropriate to obtain grant funding.
2. The WEST PLAINFIELD FIRE PROTECTION DISTRICT JAMES F. MCMULLEN, PRESIDENT, or designee is hereby authorized and directed to execute the funding agreement with the Department of Water Resources and any amendments thereto.
3. The WEST PLAINFIELD FIRE PROTECTION DISTRICT JAMES F. MCMULLEN, PRESIDENT, or designee is hereby authorized and directed to submit any required documents, invoices, and reports required to obtain grant funding.

CERTIFICATION I hereby certify that the foregoing Resolution was duly and regularly adopted by the BOARD OF COMMISSIONERS of the WEST PLAINFIELD FIRE PROTECTION DISTRICT at the meeting held on October 19, 2021, motion by [member name] and seconded by [member name], motion passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

James F. McMullen

President, Board of Commissioners

Attest:

Brenda Gonzalez

Clerk

DRAFT

West Plainfield Fire Protection District

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

10/15/2021

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:

AT & T	\$0.03
Clark Pest Control of Stockton Inc.	\$110.00
Daily Dispatch	\$280.00
PG&E	\$1,749.41
PS Supply Inc	\$4,492.27
Pisani's Auto Parts	\$18.21
Quill LLC	\$33.12
Recology	\$373.70
Scott's PPE Recon, Inc	\$645.39
TIAA Commercial Finance, Inc	\$271.35
US Bank Corporate Payment Services	\$341.82

Total: \$8,315.30

* Not included in total (previously presented for payment)

West Plainfield Fire Protection District

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

BOARD OF COMMISSIONERS – REGULAR MEETING - MINUTES September 21, 2021

Held in Person

1) CALL TO ORDER

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

Staff: Assistant Chief Dave Stiles, Battalion Chief Eric Wilson,
Lieutenant Larry Latour, Firefighter Jon Lee
Clerk Brenda Gonzalez,

2) PUBLIC COMMENT

None

3) OLD BUSINESS

a) Update – Weed Abatement (BC Wilson)

BC Wilson gave an update to the board on the properties that were identified as problem parcels.

BC Wilson finally got in contact with the property owner on Russell Blvd. finally and the owner will be making the necessary changes to be compliant with weed abatement.

BC Wilson reported that he and Captain Bravo went out to the property on County Road 29 and County Road 96 to conduct an inspection. BC Wilson reported that the property has a much bigger issue than just weed abatement and has a possible squatting situation. BC Wilson stated he will be in contact with Code Enforcement to try to get the issue handled.

BC Wilson Also reported that the property on 95 will be contacted again to try to conduct an inspection of the property.

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

AC Stiles that he met with the committee to discuss ongoing funding options. AC Stiles stated that the county is pushing back on any funding decisions until the preliminary LAFCO report is completed. AC Stiles that in the meantime for the next budget year, county staff will be requesting \$500,000 out of the marijuana program for a one time one year use. \$250,000 of those funds will be used toward the Benefit Assessment Program. The other \$250,000 of those funds will be used as a one-time funding for fire districts.

4) LILLARD HALL

a) Manager Report (Hall Manager Gonzalez)

Hall Manager Gonzalez went over the current rentals and monthly accounting for Lillard Hall (See Packet)

5) NEW BUSINESS

- a) Discussion / Action – Out of District Volunteer Applications (BC Wilson)
BC Wilson reported to the board that there have been no new applications. BC Wilson also reported that trainee firefighter Littman, who was approved by the board at the August 17, 2021 meeting, has been active and attending drill nights.
President McMullen asked BC Wilson if the term Out of District Volunteer is antiquated.
BC Wilson also agrees to change the term to Reserve Firefighter. BC Wilson will work with Chief Rita to update the Operations and Procedures Manual in order to update the terminology to Reserve Firefighter.
- b) Discussion/Action – Annual State Controller's Special District Transactions Report (Chief Rita)
This topic has been rescheduled to the next regular board meeting of October 19, 2021.
- c) 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**
 - (a) Committee Report – September 4, 2021, Meeting
Commissioner Yeager reported to the board that at the meeting of September 4, 2021 the committee explored different grant options. Commissioner Yeager also spoke about putting together an engine proposal to get Engine 30 replaced by Yocha Dehe's grant program. Commissioner Yeager also reported that the committee will be looking into a variety other grant options to get equipment funded. Commissioner Yeager lastly reported that the County has hired a grant writer, who provides support to the county, and has offered their services to our district to help put together a grant to help fund the pump at the station.
 - iv) Lillard Hall Committee – **Yeager, Amy**
Commissioner Yeager reported to the board that he is in the process of getting the wire panel fence that will separate the hall and the station up with the assistance of AC Stiles.
- d) Discussion/Action – Liaison Reports (President McMullen)
- i) Fire Prevention/Investigation – **McMullen**
BC Wilson wanted to report that he has not heard back from anyone at DQU. Since the last meeting President McMullen and Commissioner Guarino conducted an inspection alongside BC Wilson at DQU. BC Wilson reported that at the inspection it was learned that the property is currently in appeals court. Wilson also reported that DQU is being receptive to try to correct the issues and having the department conduct an inspection. It was also mentioned that the fire extinguishers have recently been serviced.
 - ii) Training – **Yeager**
No Meeting No Report
 - iii) Large Equipment/Facilities – **McMullen**
AC Stiles reported to the board that the reserve engine obtained from Willow Oak has become

expensive to maintain. AC Stiles suggests offering it to another district that may want it. AC Stiles reported to the board operation wise the district will still be able to cover their needs if the reserve engine gets donated.

iv) **IHS – McMullen**

BC Wilson reported that the quarterly inspection. Onsite training has not begun but will begin upon opening of the facility.

e) **Discussion/Action – Ad Hoc Committee Reports (President McMullen)**

i) **LAFCO – Guarino, Yeager**

No Meeting No Report

ii) **Station Water Usage – Yeager, Guarino**

Commissioner Yeager reported to the board that the pump work has been done and believes the committee can be dissolved. Commissioner Yeager reported to the board that he will continue getting the water levels read done more frequently by yolo flood.

President McMullen will not dissolve the committee until Commissioner Yeager reports to the board the next water level reading.

iii) **DQU – Guarino, McMullen**

Commissioner Hjerpe voiced his concerns about the squatting issue at DQU.

BC Wilson reported that at the inspection it was observed those residing at DQU have been receptive since the recent fire.

President McMullen suggests conducting a regular inspection and provide notice if needed.

6) FIRE CHIEF’S REPORT

This topic has been rescheduled to the next regular board meeting of October 19, 2021.

7) BATTALION CHIEF’S REPORT

BC Wilson reported to the board that the last month the department has had 18 responses the past month. BC Wilson also reported that Lt. Murillo has delivered his resignation and his last day will be October 19, 2021. Wilson also stated that a company officer job posting has been posted on a variety of different websites.

Commissioner Yeager suggested conducting an exit interview for Lt. Murillo.

BC Wilson will get the exit interview scheduled with Lt. Murillo and the personnel committee.

8) FIRE FIGHTER’S ASSOCIATION REPORT

Firefighter Lee reported to the board that the association will be hosting its open house outside the station on October 2, 2021.

9) CLERKS REPORT

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

Clerk Gonzalez presented to the board the monthly bill summary (See Packet)

Motion: Commissioner Guarino

2nd: Commissioner Yeager

To approve 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 – August 17, 2021

Clerk Gonzalez presented to the board the minutes from the Regular Meeting of August 17, 2021.

Motion: Commissioner Guarino

2nd: Commissioner Amy

To approve minutes 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

10) OPEN FORUM

None

11) CALENDAR

Next regular Board meeting on October 19, 2021, unless another date is agreed upon.

Motion: Commissioner Guarino

2nd: Commissioner Yeager

To approve bills as presented.

President McMullen asked for a roll call.

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guario: Aye

Commissioner Amy: Aye

President McMullen: Aye

Motion Passed: 5-0

Meeting Adjourned

President

Clerk

West Plainfield Fire Protection District

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

BOARD OF COMMISSIONERS – SPECIAL MEETING – MINUTES October 11, 2021

Held in Person

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: Fire Chief Cherie Rita, Battalion Chief Eric Wilson,
Clerk Brenda Gonzalez

2) PUBLIC COMMENT

None

3) NEW BUSINESS

a) Discussion/Action - Interview / Hire to Fill Career Company Office Opening

Chief Rita reported to the board that the personnel committee met with four candidates for the Company Officer position on Saturday October 9, 2021. Out of 4 candidates the personnel board found one qualified candidate to present to the board: David Osbourne

The board took turns around the table asking the candidate a series of questions regarding the candidate's past experience and training.

The committee recommends that Mr. David Osbourne be hired as a Career Captain

Motion: Commissioner Guarino

2nd: Commissioner Amy

To hire David Osbourne as a Career Fire Captain as soon as possible.

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) Discussion/Action - Review Renewal options and Determine/Approve Renewal Level

Chief Rita presented to the board the insurance premium proposal and levels including the current level that station is currently at. Chief Rita recommends the station stay at the current level.

Motion: Commissioner Guarino

2nd: Commissioner Yeager

To approve the insurance plan at a 3-year premium at the present level.

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

4) OPEN FORUM

None

5) CALENDAR

Next regular Board meeting on October 19, 2021, unless another date is agreed upon.

Motion: Commissioner Guarino

2nd: Commissioner Amy

To adjourn.

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

President

Clerk