

West Plainfield Fire Protection District

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

**Minutes – August 20, 2019
West Plainfield Fire Protection District Board of Commissioners**

1. CALL TO ORDER

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

Commissioners: James McMullen, Ed Beoshanz, Jim Yeager, Charles Hjerpe
Staff: Fire Chief Cherie Rita, Assistant Chief Dave Stiles, Lt. Michael Booth and
WPFDA Association President Jon Lee
Absent: Richard Guarino Commissioner and Assistant Chief Bill Heins

2. REVIEW DISCUSSION OF BILLS

a. Approve payment of bills.

Motion by: Commissioner Yeager
2nd: Commissioner Hjerpe

To approve the bills in the amount of \$ 15,276.10.

Passed: Unanimously

3. PUBLIC COMMENT

No Public Comment

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

5. FINANCIALS

- a. Deposits
Total deposits of \$8,045.39

President McMullen asked about the payment from the State of California, Dept of Forestry & Fire Protection. Chief Rita informed the Board that it was for equipment and personnel for the Sand Fire.

- b. Financial Reports:
Not available.

6. **NEW BUSINESS**

- a. Discussion/Action – Reimbursement Vehicle Damage – Pat Mikkelsen
Chief Rita informed the Board that after a call, Pat Mikkelsen vehicle was rear ended in the parking lot by another volunteer. Due to the age of the vehicle, there was concern that insurance would total the car, therefore, an insurance claim was not filed with the District's insurance. There is no formal complaint but Pat Mikkelsen is asking if the Board would consider some reimbursement be granted to her to help in repairs.

Chief Rita stated that AC Heins had been handling this issue and was not sure of the cost for the repairs. Commissioner Yeager suggested this be moved to next months meeting so that AC Heins can give more background information.

By consensus it was agreed to table this until the September meeting.

- c. Apparatus donation by Willow Oak Fire – Discussion/Action re: acceptance and work needed if accepted.
AC Stiles informed the Board that Willow Oak Fire Department had gifted their surplus engine to West Plainfield Fire Department. He stated that they have already signed the papers over to us. AC Stiles stated that there were only a few items that will need addressed and they are rear tires, a fuel gauge and brakes, otherwise it is in good shape.

AC Stiles asked the Board for approval to move forward with repairs. He also reminded the Board that there were two conditions on the gifting.

1. When done with the unit it must be offered to another department in the county and continue the gifting.
2. Hand it over to the Chiefs Association to be used as a training engine.

The bottom line being that there can be no profit made from this engine.

Commissioner Yeager asked for some specifics on the type of engine and age. In response to Commissioner Yeager, AC Stiles stated that had a 1998 chassis, was put in service in 2001 and currently has 125,000 miles on it. AC Stiles said it would be called E230 for now. He also confirmed for Commissioner Yeager that it would be in service for about 2-3 years while getting E30 refurbished.

Motion by: Commissioner Yeager
2nd: Commissioner Hjerpe

To formally accept the surplus engine from Willow Oak Fire for use while E30 is being refurbished.

Discussion: Commissioner Beoshanz asked the cost for all the repairs needed. In response to Commissioner Beoshanz, AC Stiles stated that there would be only one major cost and that would be for the rear tire at around \$2,000. Brakes would be next at around \$1500 and other gauges and miscellaneous around \$300-\$400. Total cost estimated at \$4,000 for repairs.

Passed: Unanimously

- d. Discussion/Action – Yolo County Strategic Planning re: Fire service delivery in Yolo County
Chief Rita informed the Board that the document included in the packet had been presented to the Board of Supervisors at their beginning Strategic Planning

meeting. There was discussion stating that they want to incorporate this document into the county's long-term plan. This discussion and document came out of the discussions on Prop 172. Chief Rita stated that this was what went before the Board of Supervisors out of the 172 fund meetings. Prop 172 will no longer be separate.

Chief Rita stated that the Chiefs Association would like to have one representative from each district to attend meetings to discussion moving forward with this Strategic Plan. There are nine meetings set so far and recommended that this matter be moved to the District Funding and Development Committee in order to determine the best person to attend these meetings. She stated that this would be at least a year process.

President McMullen asked if the District Funding and Development Committee would be willing to take on this task and there was not a consensus of the Committee members, therefore, it was decided to appoint one commissioner to act as a liaison and to work with staff on this project. Commissioner Yeager was appointed as Liaison.

7. OLD BUSINESS

- a. Fire District Website Update
Assistant Chief Heins was not present. No update.

8. CHIEF'S REPORT

Chief Rita stated that the iPad had been purchased for the Board clerk and was in the process of getting all the software purchased and uploaded.

Commissioner Yeager asked out the volunteer that had been at the station every day this summer and whether she should be recognized. Chief Rita stated that she had been paid when on calls but that the rest of the time was volunteer. President McMullen tabled this until next meeting and asked that Chief Rita bring back a recommendation to the Board on what can be done to recognize this volunteer for going above and beyond.

9. ASSISTANT CHIEF REPORT

- a. Assistant Chief, Operations (Stiles)
AC Stiles reported that there was minimal maintenance except for the leaky valve on E30 which is minimal cost to the district. He noted that at the Chief Association meeting, Cal Fire said that live fuel moisture is higher than average but so far it has been slow catching fires early.
- b. Assistant Chief, Administration (Heins) – Absent, no report.

10. VOLUNTEER ACTIVITIES REPORT

The new Association President, Jon Lee informed the Board that the volunteers are ordering T-shirts to support breast cancer awareness which will be pink with a ribbon in the back and available in October. They will be available for the straight donation.

Commissioner Yeager asked when the shipping container for the training facility would be lifted back on top of the other shipping containers and secured. AC Stiles said they are working on getting machinery to lift it.

11. COMMITTEE REPORTS

- a. Standing Committees
i. Benefits Committee Report (Chair Hjerpe, Guarino)– No meeting, no report.

- ii. Budget Committee Report (Yeager, Chair Hjerpe) – No meeting, no report.
 - iii. Personnel Committee Report (Chair Hjerpe, Guarino) – No meeting, no report
 - iv. District Funding and Development Committee (Beoshanz, Chair Yeager) No meeting, no report
 - v. IHS/Sacred Oaks Committee (Chair McMullen, Guarino) The Ad Hoc Committee for the IHS Engineering Committee is currently handling review of the engineering report. President McMullen appointed Commissioners Yeager, Chair and Hjerpe.
- b. Ad Hoc Committees
- i. IHS Engineering report Committee (Hjerpe, Chair Yeager) – Received an email from the Engineer asking for the report to be returned by the 29th of August. Chief Rita stated that AC Heins will be back on Thursday and hopes to work on it then and should be ready by August 29th.

12. TRAINING LIASION REPORT

Commissioner Yeager informed the Board that Michael Booth has taken over as Training Officer. He has prepared a training plan for the next season with input from Commissioner Yeager. Commissioner Yeager suggested that Lt Booth attend the State Training course that is offered in Fresno.

13. FIRE PREVENTION LIASION REPORT

President McMullen asked about the status of Weed Abatement. Chief Rita stated that the weed abatement letters had not gone out yet to those out of compliance but will go out on Thursday when AC Heins returns.

14. FACILITIES/EQUIPMENT LIASION REPORT

Nothing to report.

15. MINUTES

- a. Approval of July 16, 2019 Board Meeting Minutes.

Motion by: Commissioner Yeager
2nd: Commissioner Beoshanz

Passed: Unanimously

16. CLERKS' REPORT

Clerk Grafton informed the Board that she will need signatures on the Authorization form for the County tonight. She requested that each Commissioner remain for the short time after the meeting to sign the form.

17. OPEN FORUM

There was discussion regarding the responsibility of the County and property owners on clearing the ditches on County Road 96 and brush trimming on County Road 30. County has stated that it is responsibility of the land owner but will help in some cases to clear debris. This also includes tree trimming.

18. CALENDAR

The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday August 20, 2019 at 7:00 pm. Commissioner Hjerpe informed the Board that he will not be able to attend.

Motion by: Commissioner Yeager
2nd: Commissioner Beoshanz


To adjourn.

Passed: Unanimously

Meeting adjourned 8:00 pm



President



Clerk