

# West Plainfield Fire Protection District

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

## BOARD OF COMMISSIONERS – REGULAR MEETING April 20, 2021 at 7:00 PM

To be held via Video and Teleconference  
Video Meeting Information

<https://zoom.us/j/98831083439?pwd=QjdISXQ3L0xpaThSSGRra3dCbGhZz09>

**Meeting ID: 988 3108 3439**

**Passcode: 242565**

Phone Meeting Information

**Dial by phone +1 669 900 6833**

Remote Meeting Locations: 25258 County Road 95, Davis, CA 95616  
34791 Creeksedge Road, Davis, CA 95616  
37007 Russell Boulevard, Davis, CA 95616  
26213 County Rd 96, Davis, CA 95616

- 1) Call the Meeting to Order and Establish Quorum
- 2) Public Comment
- 3) Closed Session
  - a) Discussion / Action – Closed Session – Interview for Company Officer / EMT Position (President McMullen)
    - i) Candidate 1
    - ii) Candidate 2
  - b) Discussion / Action – Report from closed session
- 4) Old Business
  - a) Update – Weed Abatement (Chief Rita)
- 5) Lillard Hall
  - a) Manager Report (Hall Manager Gonzalez)
  - b) Discussion / Action – Lillard Hall door replacement quote award (Hall Manager Gonzalez)
  - c) Discussion / Action – Lillard Hall Tree pruning quote award (Hall Manager Gonzalez)
- 6) New Business
  - a) Discussion / Action - Sales tax initiative to fund fire districts (AC Stiles)
  - b) Discussion / Action - Direct funds to fund a consultant to assist with the sustainability project (AC Stiles)
  - c) Discussion / Action – Benefit assessment as part of sustainability project (AC Stiles)
  - d) Discussion / Action – Sale of surplus vehicles (AC Stiles)
  - e) Discussion / Action – Out of District Volunteer Applications (Chief Rita)
  - f) Discussion/Action - Changes to Fire Battalion Chief Job Description (Chief Rita, President McMullen)
  - g) Discussion/Action – Standing Committees – Reports (President McMullen)  
**Standing Committees**
    - i) Benefits and Budget Committee – **Guarino**, Hjerpe

- ii) Personnel Committee – **Yeager**, Guarino
- iii) District Funding and Development Committee - **Yeager**, Hjerpe
- iv) IHS Committee - **McMullen**, Guarino
- v) Lillard Hall Committee – **Yeager**, Guarino
- h) Discussion/Action – Liaison Reports (President McMullen)
  - i) Fire Prevention/Investigation – **McMullen**
  - ii) Training – **Yeager**
  - iii) Large Equipment/Facilities – **McMullen**
- 7) Fire Chief's Report (Chief Rita)
- 8) Battalion Chief's Report (BC Wilson)
- 9) Clerks Report
  - a) Discussion/Action – West Plainfield Fire Protection District Bill Review
  - b) Approval of Prior Board Meeting Minutes (Clerk Gonzalez)
    - i) Regular Meeting of March 16, 2021
    - ii) Special Meeting of March 20, 2021
- 10) Open Forum
- 11) Next regular Board meeting on May 18, 2021, unless another date is agreed upon.
- 12) Meeting Adjourned (President McMullen)

**West Plainfield Fire Protection District**

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

4/19/2021

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:



All Star Fire Equipment	\$214.94
AT & T	\$46.09
Clark Pest Control of Stockton Inc.	\$110.00
Ferrellgas	\$12.00
Interstate Oil Company	\$924.94
Municipal Emergency Services	\$2,232.07
PG&E	\$943.17
Pisani's Auto Parts	\$14.35
The Radio Guys Inc.	\$822.36
Recology	\$362.82
Safeish Clothing	\$268.13
Sterling May Company	\$171.07
TIAA Commercial Finance, Inc	\$119.45
US Bank Corporate Payment Services	\$4,704.34
West Coast Frame & Collission Repair	\$4,552.38

Total: \$15,498.11

\* Not included in total (previously presented for payment)



# Discovery Door INC.

Recommended by Reputation

4440 Yankee Hill Rd., Rocklin, CA 95677  
 Phone: 916.315.1834 / Fax: 916.625.9433  
 discoverydoor.com Contractor's License #670667

## PROPOSAL

Date:	12/23/20
Proposal #:	AP20-122320
Based on drawings dated:	

CONTRACTOR			PROJECT NAME		
WEST PLAINFIELD FIRE DEPARTMENT			LILLARD HALL 24901 COUNTY RD 95 DAVIS, CA 95616		

CONTACT	PHONE / FAX	SALES	INSTALLATION	TERMS	DELIVERY
KATELYN SINCLAIR	707-319-4668	ANDY PAUL	DISCOVERY DOOR		DISCOVERY DOOR

QTY	DESCRIPTION		
<b>DOORS</b>			
1	PAIR 3068 1-3/4" 18GA A60 FLUSH HM DOOR PREPPED 3 4.5" BUTTS, 99L, TOP CAP ACTIVE LEAF 3 4.5" BUTTS, 99EO, TOP CAP INACTIVE LEAF		
<b>FRAMES</b>			
	EXISTING TO REMAIN		
<b>HARDWARE</b>			
6	BB1191NRP 4.5 X 4.5 630 HINGE		
1	99L 3' 626 RIM PANIC		
1	99EO 3' 626 RIM PANIC		
1	RE-USE RIM CYLINDER		
1	4954 7-3 SPRAYED ALUMINUM REMOVABLE MULLION		
2	8916DS 689 CLOSER		
2	8197AA 36" SWEEP		
1	545A 72" THRESHOLD		
2	1885-BK 17' SEAL		
2	MISCELANEOUS SCREWS FOR ADJUSTING TWO EXISTING OPEINGS		

FURNISH and INSTALL, DELIVERY and TAX INCLUDED: \$ 7,195

CLARIFICATIONS & EXCLUSIONS	
	<b>PROPOSAL IS VALID FOR 30 DAYS FROM BID DATE</b>
	All install to be done Non Prevailing wage, standard working hours, non-union.
	Wipe down and final cleaning by others.

License #722434  
SBC #: 23419  
DIR# 100000912



10235 Systems Pkwy Ste B  
Sacramento CA 95827  
(916) 386-6003 sales@idc-sac.com

**Company:**  
Lillard Hall  
24901 Co Rd 95  
Davis CA 95616

**Location:**  
24901 Co Rd 95  
Davis CA 95616

**Proposal #:** 30534  
**Date:** 03/18/2021  
**Proposed By:**  
Christopher J Voyvodich

**Attn:** Brenda  
**Phone:** 530-771-7910  
**Email:** lillardhall@westplainfire.com

## Proposal

### In Existing Opening:

Remove existing doors, hardware and dispose of at customer's discretion  
Furnish and install new doors and hardware as per bid

### Includes:

#### Front and rear openings

- (4) 3-0 x 6-8 x 1 3/4" 18 gauge hollow metal doors primer finish
- (12) 4 1/2" x 4 1/2" NRP ball bearing hinges 626 finish
- (4) Von Duprin 2227EO x LBR SVR panic hardware AL finish
- (2) Von Duprin 230L trim AL finish
- (4) surface mounted closers AL finish
- (2) 303AS center seal AL finish
- (4) 36" door sweeps AL finish
- (2) 72" Thresholds AL finish

reuse existing frame

all keying, painting and patching by others

#### Middle pair

- (2) 3-0 x 6-8 x 1 3/4" 18 gauge hollow metal doors primer finish
- (6) 4 1/2" x 4 1/2" NRP ball bearing hinges 626 finish
- (2) Von Duprin 2227EO x LBR SVR panic hardware AL finish
- (1) Von Duprin 230L trim AL finish
- (2) surface mounted closers AL finish
- (1) 303AS center seal AL finish
- (2) 36" door sweeps AL finish
- (1) 72" Thresholds AL finish

reuse existing frame

all keying, painting and patching by others

**TOTAL DUE UPON COMPLETION            \$13,674.90**



*All non-stock materials will require a 50% NON-REFUNDABLE deposit. Remaining balance due upon completion unless otherwise specified. All Credit Card payments are subject to a 3% convenience fe*

Price is valid for 30 days, subject to field verification.

Total price includes: Furnish or Furnish and Install, as specified, material and tax.

(1) One-year warranty unless otherwise stated above OR (90) days on repair work

Totals Exclude: Engineering, Drawings, Permits, Fees or Wiring, unless otherwise noted

IDC is a merit shop. This bid is not based upon prevailing wages, unless otherwise specified.

Additional Insured: If Industrial Door is requested to name owner as additional insured on its GL policy, an additonal \$300.00 per endorsement will be charged. If a blanket certificate is accepted, there will be no charge.

Service charges: "The undersigned agrees to pay a service charge at the rate of 1.5% per month on all overdue balances."

Assignment: Should it become necessary to assign overdue balances to a collection agency or attorney for action, all subsequent collection charges and legal fees shall be paid by the undersigned.

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

Printed First & Last Name

(Signature)



Sacs Door & Gate, CORP  
 5150 Fair Oaks Blvd #313  
 Carmichael, CA 95608  
 916-442-7243

Estimate 6968379  
 Job 6967995  
 Estimate Date 3/23/2021  
 Customer PO

**Billing Address**  
 Lillard Hall  
 24901 County Road 95  
 Davis, CA 95616 USA

**Job Address**  
 Lillard Hall  
 24901 County Road 95  
 Davis, CA 95616 USA

**Estimate Details**

Estimate

Task #	Description	Quantity	Your Price	Your Total
EST	<b>MAIN DOOR</b>	1.00	\$9,870.00	\$9,870.00

PAIR 3-0 x 6-8 x 1 3/4" 18 gauge hollow metal door  
 Removable Center Mullion (See attached example pictures)  
 Ball Bearing Hinges  
 Panic hardware  
 Lever lock Trim  
 Surface mounted closers  
 Center seal  
 Door sweeps  
 72" Thresholds

**SIDE DOOR**

PAIR 3-0 x 6-8 x 1 3/4" 18 gauge hollow metal door  
 Removable Center Mullion (See attached example pictures)  
 Ball Bearing Hinges  
 Panic hardware  
 Lever lock Trim  
 Surface mounted closers  
 Center seal  
 Door sweeps  
 72" Thresholds

**Middle Door**

PAIR 3-0 x 6-8 x 1 3/4" 18 gauge hollow metal door  
 Removable Center Mullion (See attached example pictures)  
 Ball Bearing Hinges  
 Panic hardware  
 Lever lock Trim  
 Surface mounted closers  
 Center seal  
 Door sweeps  
 72" Thresholds

\*\* Reuse existing frames

\*\*AL Finish on all Hardware

\*\*Our In house Locksmith will key the same to match the existing key (We will need a picture of the key prior to order to match key type to match)

\*\*Door slabs Come in Gray Primered

Potential Savings	\$0.00
Sub-Total	\$9,870.00
Tax	\$0.00
<b>Total</b>	<b>\$9,870.00</b>

I authorize this estimate in the amount of \$9,870.00.

By paying the due balance on invoices provided, the Client hereby acknowledges that all requested service items for this date and/or any other dates listed above in the description section of the table, have been performed and have been tested showing successful satisfactory repair, unless otherwise stated on the invoice, in which labor service charges still apply if any repairs have been made. By accepting this invoice, the Client agrees to pay in full the amount listed in the Total section of the invoice.

All Special Orders are subject to a 50% down payment and DEPOSITS ARE NONREFUNDABLE

Canceled/NSF/Returned Checks are subject to a \$50 Charge. All payments are due at time of service. Late payments will be subject to late fees[\$15/ day and 3% interest.]

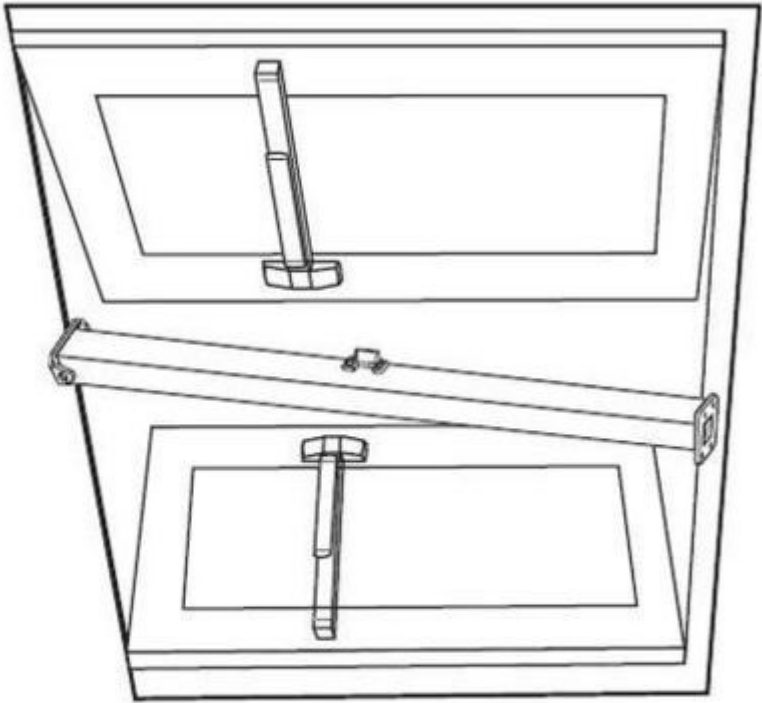
If due to non-payment and a lien on the property is placed, customer will be responsible for the \$300 Lein Fee plus the cost of parts and labor and any attorney /legal/court fees.

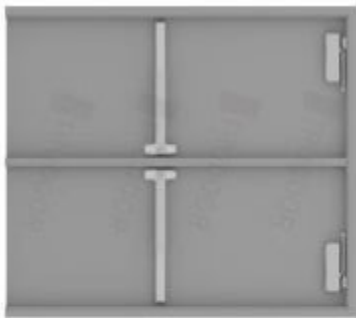
If due to non-payment customer is taken to small claims then customer will be responsible for any and all legal fees associated plus the cost of the original invoice including late fees and interest.

\$29 Service Call Fee Will be applied to all warranty calls past 30 days from the original service date. Minimum Labor charge will be applied to any additional work at rate of \$89.

SACS warranty service calls available Monday through Friday 9 am to 5 pm







Both (w/ removable center mullion, rim exit devices and door closers)

Sacramento Valley Tree Services Inc Lic:  
1039823

sactovalleytreesinc@outlook.com



## Estimate

### ADDRESS

Brenda  
Lillard Hall  
24901 Road 95 Davis  
Davis, California 95616  
United states

ESTIMATE # 1238

DATE 04/16/2021

ACTIVITY	QTY	RATE	AMOUNT
<b>Services</b> Left side next to front of building (hall) 2 medium Willow oaks 2 small Green Ash Weight reduction, trim dead branches, raise height for pedestrians clearance and vehicle clearance. \$1,700.00	1	1,700.00	1,700.00
<b>Services</b> Right side of property 3 large live oaks Weight reduction, trim dead branches, raise height for pedestrians clearance and vehicle clearance, also building clearance.	3	900.00	2,700.00
<b>Services</b> 4 medium size live oaks next to easter ones by right side of property: weight reduction, trim dead off, building clearance and vehicle and pedestrian clearance.  All trees on property will be trimmed, weight reduction as needed and opened up. Height raise for vehicle clearance, trees that are near building will be cleared a minimum of 6 feet from roof and cut back as needed to avoid branches touching buildings. Clean area and haul away all debris.	1	2,400.00	2,400.00
TOTAL			<b>\$6,800.00</b>

Accepted By

Accepted Date





# Alliance Tree Service, Inc

"Professional Tree Care at Unbeatable Prices Guaranteed"

974 Lusk Drive, Woodland Ca 95776

Woodland (530)662-6851 Davis (530)753-2153 Fax (530)666-2321

alliancetrees.com

CA State Lic# 832084

<b>Proposal Submitted To:</b>		<b>Work to be Performed at:</b>	
<b>Name:</b>	Lillard Hall	<b>Address:</b>	Same
<b>Address:</b>	24901 County Rd 95 Davis, Ca. 95616		<b>Date of Plans:</b>
<b>Phone No.</b>	Brenda (530)771-7910		
<b>Fax/Email:</b>			

Discounts: Senior/Military  Consumer Guide  Green Machine  Angie's List  Yelp  Referral  Previous Customer  Group Discount

Type of Tree (Parking Lot/Building)	Removal of Tree	Removal of Stump	Pruning Major	Pruning Minor	Thinning	Weight/Crown Reduction	Shaping/Balance	Raise Canopy (# of Ft)	Removal of Deadwood/Mistletoe	Estimated Cost - Discounts Included
#1 (12) Ash/Oak: Trim minor/basic				✓	✓	✓	✓	✓	✓	\$3,250 OR
#2* (12) Ash/Oak: Trim mid/basic reduction shape and balance, CR(3-8FT)			✓		✓	CR(3-8FT)	✓	✓	✓	\$3,850 OR
#3 (12) Ash/Oak: Trim major, CR(3-8FT) Re-structure, shape and balance			✓		✓	CR(3-8FT)	✓	✓	✓	\$4,500

**\*\*All Discounts Included in Price\*\*** Note: Recommend mid Trim (best long term) **Total Estimated Cost \$**

ATS will chip and haul away branches/general Cleanup of work area  ATS will cut and haul away wood  Other

All materials are guaranteed to be as specified and the above work to be performed in accordance with the specifications submitted for above work.

**One Payment Due in Full upon Completion of work, In the amount of \$**

**A service charge of 1.5% per month will be added for any payment made after 30 days of original day of completion**

Form of Payment  
 CASH  CHECK #  CREDIT CARD   
 NAME ON CARD \_\_\_\_\_ CC# \_\_\_\_\_ EXP \_\_\_\_\_ CODE \_\_\_\_\_

Submitted By: Whitney Lopez Date: 4/15/21

**Acceptance of Proposal**  
 The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.  
 Date \_\_\_\_\_ Signature \_\_\_\_\_





**760.01 DEFINITION**

The Fire Battalion Chief primarily serves as career staff manager/supervisor with additional responsibility for coordinating or directing the fire scene.

**760.02 MANAGEMENT/SUPERVISION RECEIVED AND EXERCISED**

~~The Fire Battalion Chief reports to the Board of Commissioners and takes direction from the Fire Chief, as appropriate, and manages the work of career staff and fire suppression personnel (volunteers), including coordination of emergency medical services, purchasing, and equipment maintenance.~~

The Fire Battalion Chief takes direction from and reports to the Fire Chief and supervises/manages the work of career staff and fire suppression personnel (volunteers), including coordination of emergency medical services, purchasing, and equipment maintenance.

**760.03 TYPICAL TASKS**

The Fire Battalion Chief may not perform all of these tasks and/or may perform similar related tasks not listed here, as assigned:

- With direction from the Fire Chief and/or Board of Commissioners, plans and quality controls the day-to-day non-emergent operations of the District's facilities, grounds, and Lillard Hall to ensure personnel are productively utilized and acceptable work quality and service level standards are maintained.
- With direction from the ~~Board of Commissioners, Fire Chief, or~~ Assistant Fire Chief, and/or Board of Commissioners plans and quality controls the Department's emergency equipment, operations and response, including the establishment of response standards to ensure acceptable service level standards are maintained.
- Investigates complaints, as necessary.
- Ensures that proper firefighting, prevention and equipment maintenance techniques are adhered to.
- Conducts / manages inspections, including, but not limited to, equipment, pre-fire planning, and fire origin investigations, as necessary.
- Maintains clear, timely, and accurate communications between career staff and among operations (suppression) and administrative (training, EMS, prevention, public education) divisions (staff and volunteers) so that fire protection and support activities are coordinated and fire control objectives achieved.
- Provides technical assistance to the Fire Chief, Board of Commissioners, career staff and volunteer members.
- Strives to maintain a competent and motivated work force with emphasis on first-line managers through work assignments, performance evaluation, counseling, training, and disciplinary action.
- Keeps the ~~Board of Commissioners, Fire Chief, and staff,~~ and Board of Commissioners adequately informed of problems or issues which need to be addressed and proposes alternative solutions for consideration.
- Identifies ways to improve and streamline fire suppression, company inspection, training, equipment maintenance, tactics and programs including the cost and benefit of possible improvements.

- Assists the Board of Commissioners and Fire Chief in preparing the annual budget, anticipating the resources required for the District to provide satisfactory and responsive fire department services.
- Identifies and assesses problems impacting the effectiveness of fire service delivery and takes corrective action in consultation with the Fire Chief and Board of Commissioners.
- Establishes objectives for the operation of the District in conformance with the goals set by the Board of Commissioners and Fire Chief. Communicates these objectives to appropriate personnel. Monitors the implementation of these objectives and takes corrective action as necessary.
- Coordinates the delivery of services by company inspection, fire investigation, and fire prevention functions, including the District Weed Abatement Program.
- Plans, directs, manages and coordinates the work of career staff and volunteer members as appropriate.
- Projects a positive image to individuals and groups as a professional, competent and responsive manager. Communicates effectively and openly with different individuals and groups.
- Keeps abreast of fire suppression and prevention problems and hazards within the District and exercises initiative in finding workable solutions to these problems.
- Prepares timely and accurate reports and maintains career staff files in an up-to-date status. Generates a monthly report for the Board of Commissioners and Fire Chief.
- Reviews reports, as appropriate.
- Assures that all personnel (staff and volunteers) under his/her management are adequately trained and appropriately informed regarding his/her duties and responsibilities.

#### **760.04 MINIMUM KNOWLEDGE, ABILITIES AND SKILLS**

All within six (6) months of employment, have knowledge of:

- Problems, issues, philosophies, principles and tactics associated with firefighting, fire prevention, inspection and equipment maintenance;
- Modern management, planning, organization, motivation, budgeting and communication techniques;
- District policies and regulations;
- District government operations;
- Relevant laws, ordinances, codes and court decisions that affect fire protection;
- District geography;
- Major fire hazards; and
- Water supply systems.

Ability to:

- Manage the technical aspects of various fire suppression, prevention and training activities; and
- Quickly analyze emergency situations and direct the proper course of action.

Skill in:

- Performance evaluation and employee development;
- Work planning, scheduling and control;
- Written and oral communications;

- Interpersonal relations; and
- Fire protection operations and administrative / management systems.

**760.05 LICENSES AND CERTIFICATES**

Have and maintain:

- ~~— Possession of a valid California Driver's License with firefighter endorsement (within one month of employment); and~~
- ~~— First Aid / CPR for the Professional Rescuer.~~
- ~~- EMT Basic (within 3 months of employment);~~
- ~~- Valid California Driver's License with firefighter endorsement (within one month of employment); and~~
- ~~- Certifications and training as required by law for firefighters.~~

**760.06 TRAINING / EDUCATION AND EXPERIENCE**

- ~~— In addition to four (4) years of fire suppression experience, including two (2) years experience at the rank of Fire Captain, or higher, and have any of (1) an Associate of Arts Degree, (2) a Bachelor of Arts Degree, or (3) Fire Officer Certification.~~
- ~~- Four (4) years of fire suppression experience, two (2) years of which shall be at the rank of Fire Captain, or higher.~~
- ~~- Either of (1) Associate degree, or higher, from an accredited institution or (2) Fire Officer Certification by the State Fire Marshal.~~

# **West Plainfield Fire Protection District**

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

**Minutes – March 16, 2021  
West Plainfield Board of Commissioners  
Regular Meeting  
Held via Video and Teleconference**

**Remote Meeting Locations:** 25258 County Road 95, Davis, CA 95616  
34791 Creeksedge Road, Davis, CA 95616  
37007 Russell Boulevard, Davis, CA 95616  
26213 County Rd 96, Davis, CA 95616

## **1) CALL TO ORDER**

The Meeting was called to order at 7:01pm by James McMullen and a quorum was established.

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

**Staff:** Fire Chief Rita, Assistant Chief Heins, Assistant Chief  
Stiles, Captain Bravo, Captain Booth, Lieutenant  
Fish, Clerk Gonzalez, Nate Kane, Bay Warland,  
Katelyn Sinclair, Garret Beoshanz, Jon Lee

## **2) PUBLIC COMMENT**

No public comment

## **3) OLD BUSINESS**

### **a) Update – Weed Abatement (AC Heins)**

AC Heins stated there is nothing new to report. AC Heins also stated that Captain Scott Bravo will be taking the lead on weed abatement until the Fire Battalion Chief position is filled.

## **4) LILLARD HALL**

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

Hall Manager Gonzalez stated that since taking over the position she has been in contact with a few security door companies in the area to provide quotes for the replacement of the hall doors. Hall Manager Gonzalez will be meeting with them the coming week for the estimates.

Hall Manager Gonzalez also stated she is also in contact with a few tree companies as well to provide quotes to prune the trees in front of Lillard Hall.

Hall Manager will provide to the board those quotes at the next meeting.

Hall Manager Gonzalez added that she reached out to the county regarding opening the hall. However, the county still discourages indoor gatherings. If a gathering were to happen, the county advises no more than 16 people present.

Hall Manager Gonzalez stated Lillard Hall will continue to remain closed.

## **5) NEW BUSINESS**

### **a) Discussion / Action – Out of District Volunteer Applications (AC Heins)**

AC Heins received one application. The applicant has the minimum qualifications to fall into the category that the fire chief and staff can approve. AC Heins will work with Chief Rita on getting the application



approved.

- b) Discussion/Action - Changes to Fire Battalion Chief Job Description (Chief Rita, AC Heins)

AC Heins recommends a rewrite in the chain of command for the upcoming Battalion Chief. He suggests the upcoming Battalion Chief work directly with the fire chief while also taking direction from the board of commissioners.

AC Heins and Chief Rita suggest a change in the Battalion Chief Job Description that reflects that chain of command.

Commissioner proposed that Chief Rita work with President McMullen to get the job description rewritten.

1<sup>st</sup>: Commissioner Yeager

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

**Have the job description worked on and brought back to the next meeting.**

President McMullen asked for a roll call.

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guarino: Aye

Commissioner McMullen: Aye

**Motion Passed 4-0**

- c) Discussion/Action – Standing Committees – Reports (President McMullen)

**Standing Committees**

- Benefits and Budget Committee – **Guarino**, Hjerpe

No meeting, no report.

- Personnel Committee – **Yeager**

No Meeting, no report.

President McMullen asked Commissioner Guarino to serve as the second member of this standing committee until the new commissioner is appointed.

Commissioner Guarino accepted.

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

No Meeting, no report.

- IHS Committee - **McMullen**, Guarino

No Meeting, no report.

- Lillard Hall Committee – **Yeager**

No Meeting, no report.

President McMullen asked Commissioner Guarino to serve as the second member of this standing committee until the new commissioner is appointed.

Commissioner Guarino accepted.

- d) Discussion/Action – Liaison Reports (President McMullen)

- Fire Prevention/Investigation – **McMullen**

No meeting, no report.

- Training – **Yeager**

No Meeting, no report.

- Large Equipment/Facilities – **Vacant**

President McMullen appointed himself in interim until the new commissioner is appointed.

- 6) Discussion/Action - County Fire sustainability committee (Chief Rita)

- a) Input - 2–5-year draft plan for use of monies

AC Stiles stated that all the departments were required to develop a 2–5-year plan for the use of monies (Prop 172 Funds). AC Stiles went over the draft report (packet pg.6-11). The report mentioned using the monies for facilities improvements, enhancing fire fighter safety, and equipment and apparatus funding.

1<sup>st</sup>: Commissioner Guarino

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

**Accept the proposed use of 172 Funds as set up on packet pages (6-10)**

President McMullen asked for a roll call.

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guarino: Aye

Commissioner McMullen: Aye

**Motion Passed 4-0**

**7) FIRE CHIEF'S REPORT**

Chief Rita reported that UC Davis has donated a Holmatro Extrication Tool set to the department and AC Stiles will be working on getting the tools put into service. The department will need to purchase a power pack for it.

Chief Rita has also been in communication with PG&E regarding the microgrid getting put in the fire district before September. Chief Rita does not have information on location however, its supposed to be able to cover the department, the airport, the hospital, and other areas. Chief Rita is still awaiting additional information on the project.

Jon Lee made a comment regarding the volunteer association approving the funds for the power pack as well as fund additional equipment that may subsidize the additional power pack.

**8) ASSISTANT FIRE CHIEF'S REPORT**

AC Heins stated he is in the process of wrapping up his final days at the department.

AC Heins stated he is creating generic passwords for accounts he has for vendors to pass along to the rest of staff.

AC Heins also created a district Zoom account for the districts use and will be proving training to staff.

**9) CLERKS REPORT**

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

Clerk Gonzalez presented the bill summary to the board for bill approval. (Packet pg. 12)

1<sup>st</sup>: Commissioner Guarino

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

**Approve the bills presented to the board**

President McMullen asked for a roll call.

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guarino: Aye

Commissioner McMullen: Aye

**Motion Passed 4-0**

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

i) Regular Meeting of January 19, 2021

1<sup>st</sup>: Commissioner Guarino

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

**Approve January 19, 2020 minutes as presented.**

President McMullen asked for a roll call.

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guarino: Aye

Commissioner McMullen: Aye

**Motion Passed 4-0**

ii) Special Meeting of January 26, 2021

1<sup>st</sup>: Commissioner Guarino

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

**Approve January 26, 2020 minutes as presented.**

President McMullen asked for a roll call.

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guarino: Aye

Commissioner McMullen: Aye

**Motion Passed 4-0**

iii) Special Meeting of February 5, 2021

1<sup>st</sup>: Commissioner Guarino

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

**Approve February 5, 2020 minutes as presented.**

President McMullen asked for a roll call.

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guarino: Aye

Commissioner McMullen: Aye

**Motion Passed 4-0**

iv) Special Meeting of February 11, 2021

1<sup>st</sup>: Commissioner Guarino

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

**Approve February 11, 2020 minutes as presented.**

President McMullen asked for a roll call.

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guarino: Aye

Commissioner McMullen: Aye

**Motion Passed 4-0**

v) Regular Meeting of February 16, 2021

1<sup>st</sup>: Commissioner Guarino

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

**Approve February 16, 2020 minutes as presented.**

President McMullen asked for a roll call.

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guarino: Aye

Commissioner McMullen: Aye

**Motion Passed 4-0**

## 10) CALANDER

Next regular Board meeting on April 20, 2021, unless another date is agreed upon.

1<sup>st</sup>: Commissioner Guarino

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

**To adjourn.**

President McMullen asked for a roll call.

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guarino: Aye

Commissioner McMullen: Aye

**Motion Passed 4-0**

**Meeting Adjourned at 7:50pm**

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President

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Clerk

# **West Plainfield Fire Protection District**

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

**Minutes – March 20, 2021  
West Plainfield Board of Commissioners  
SPECIAL MEETING**

Held at:  
**Lillard Hall**  
24901 County Road 95  
Davis CA 95616

**1) CALL TO ORDER**

The Meeting was called to order at 9:00am by James McMullen and a quorum was established.

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

**Staff:** Chief Cherie Rita, Clerk Brenda Gonzalez

**2) NEW BUSINESS**

a) Discussion/Action – Closed Session – Interview for Battalion Chief Position (President McMullen)

The Board met in a closed session to interview 5 candidates for the Fire Battalion Chief position.

b) Discussion/Action – Report from closed session

After meeting in closed session with all candidates for the Fire Battalion Chief position, all commissioners made a unanimous final decision on the appointment of the position. All commissioners of the board agreed, that after successful passing of background and medical check and under the supervision of Fire Chief Rita, to appoint Eric Wilson as the new Fire Battalion Chief.

1<sup>st</sup>: Commissioner Guarino

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

**Appoint candidate Eric Wilson to Fire Battalion Chief Position. Effective April 1, 2021.**

President McMullen asked for a roll call.

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guarino: Aye

Commissioner McMullen: Aye

**Motion Passed 4-0**

**3) CALENDAR**

Next regular Board meeting on April 20, 2021, unless another date is agreed upon.

1<sup>st</sup>: Commissioner Guarino

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

**To adjourn.**

President McMullen asked for a roll call.

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guarino: Aye

Commissioner McMullen: Aye

**Motion Passed 4-0**

**Meeting Adjourned at 7:50pm**

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**President**

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**Clerk**