

**West Plainfield Fire Protection District**

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

**Minutes – February 20, 2018  
West Plainfield Fire Protection District Board of Commissioners**

**1. CALL TO ORDER**

The meeting was called to order at 7:13 pm by President McMullen. Present were:

Commissioners: Beoshanz, McMullen, Yeager, Hjerpe and Guarino  
Staff: Assistant Chief Bill Heins, Chief Cherie Rita, Volunteer Fire Department  
President Patrick Fish and Clerk Sharon Grafton  
Guests: Dr. Michael Payne and Jo Yeager, Hall Manager.

Since Dr. Michael Payne is present to discuss the Animal Rescue Training, it was agreed to take this item out of order.

**11. COMMITTEE REPORTS**

- b. Ad Hoc Committee
  - ii. Animal Rescue Training Committee

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

**To take this Committee Report out of order.**

**Passed:** Unanimously

President McMullen gave an overview of the Committee's work from the past several months. The members of the Committee are James McMullen, Charles Hjerpe, Dr. Michael Payne as the technical advisor, Chief Rita and Assistant Chief Heins as staff.

Chief Rita explained that this training program is a new program that was created for large animal rescues in cases of fires and other disasters. There are 3 sections to the program. 1) classroom portion, 2) technical portion and 3) hands on portion.

The focus is on moving animals in an emergency such as fire vs. getting them out of a ravine or other life-threatening situation. It is a Fire Operations Animal Rescue.

The first class is scheduled for June 2<sup>nd</sup> for only the West Plainfield Fire Department and hopefully will be rolled out to the county in the future.

Assistant Chief Heins stated that sometimes fires move so fast that animals can't be moved and the Firefighter is ill equipped on how to handle large animals. This program will help them in working with animals.

Dr. Payne is a large animal veterinarian and currently works as a volunteer firefighter in the Vacaville Fire Protection District. He stated that the training had been well thought out and it will help firefighters to not be the victim of an animal that is in panic or in pain.

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

**To approve moving forward as presented.**

**Passed:** Unanimously

**2. REVIEW DISCUSSION OF BILLS**

- a. Approve payment of bills as amended.

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

**To approve the bills in the amount of \$2,837.12.**

**Passed:** Unanimously

**3. PUBLIC COMMENT**

None

**3. LILLARD HALL**

- a. Lillard Hall Business  
No new business
- b. Lillard Hall Reports  
No comments
- c. Lillard hall Committee Report Ad Hoc
- i. Financial Analysis Report  
Nothing to report
- ii. Recommendation/Action: Salary for Hall Manager  
There was discussion and recommendations from the Lillard Hall Committee to have the Hall Manager paid \$200 per month. It was decided that the Hall Manager should be a management employee of the District. It was also agreed that the Lillard Hall would reimburse the district for the amount paid to the Hall Manager. Assistant Chief Heins will work with Jo Yeager to get the appropriate paperwork and get her set up in the system.

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

**To have the Hall Manager be put on payroll as a management employee of the Fire District at a monthly salary of \$200.**

**Abstained:** Commissioners Yeager & Beoshanz  
**Passed:** with 3 votes

- iii. Recommendation/Action: Policy for signing checks  
There was discussion regarding reasons for check signing for Lillard Hall. There are 2 reasons, first to reimburse the Hall Manager and the other to refund deposit money. It was agreed that any of the Commissioners should be able to sign the checks that are needed.

**Motion by:** Commissioner Guarino  
**2<sup>nd</sup>:** Commissioner McMullen

**To have refund checks signed by Commissioner Yeager and members of the Lillard Hall Committee. If they are not available the President of the Board would sign.**

**Motion Withdrawn**

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

**To have checks requesting refund be signed by any member of the Board unless they are related to the Hall Manager.**

**Abstained:** Commissioner Yeager  
**Passed:** with 4 votes

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

**To replace original motion: Checks may be signed by any member of the Board with the exception of those checks paid to the Hall Manager. Checks paid to the Hall Manager may not be signed by any member related to the Hall Manager.**

**Abstained:** Commissioner Yeager  
**Passed:** with 4 votes

- v. Landscaping/Fencing  
The volunteers were asked for input regarding the space between the Hall and the Station and the southernmost end of the Hall. Patrick Fish, President of the Volunteer Fire Department stated that it had been discussed and the volunteers would like to see landscaping so they could potentially have picnic tables. Patrick Fish was asked to take this back to the Volunteers to see what type of partnership could be made to help pay for the expense of the landscaping.

- d. Lillard Hall Painting Committee Report  
Nothing new to report. The Commissioners asked that this Committee be dissolved and this item be moved under the Current Lillard Hall Committee report as 4cv.

5. **FINANCIALS**

- a. Deposits  
2 Deposits totaling \$1,814.66
- b. Financial Reports  
Chief Rita informed the Board that the Capital Asset Replacement account has been corrected and now has the correct amount.

6. **NEW BUSINESS**

- a. Discussion/Action – B230 Build  
Chief Rita asked the Boards permission to start gathering bids for chassis on the B230 Build.

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

**To give permission to begin getting the bids as requested.**

**Passed:** Unanimously

- b. Discussion/Action – One-time salary augmentation – AC Heins for 2017.  
Commissioner Guarino recommended giving Assistant Chief Heins a one-time salary augmentation of \$1,000.

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

**To approve a one-time salary augmentation of \$1,000**

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

**To revise the one-time salary augmentation to \$1,200**

**Passed:** Unanimously

7. **OLD BUSINESS**

- a. Discussion/Action on Mill Stone Monument Update  
Commissioner Beoshanz informed the Board that the Mill Stone had been put in the wrong location. The current location will interfere with the electrical lines to the sign if it is stabilized with posts in the ground.

Commissioners Yeager stated that the electrical line could be moved easily but would require an electrician to disconnect and move.

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

**To have staff and an electrician move the wiring.**

**Passed:** Unanimously

8. **CHIEF'S REPORT**

Chief Rita informed the Board of a few items.

- The Pancake Breakfast will be held March 4<sup>th</sup> this year.
- At the County Chiefs meeting, the Chiefs decided to move forward to meet with the supervisor about getting a portion of the Safety Tax and the Cannabis Tax.
- Have a new member joining us officially, Garret Beoshanz.

9. **ASSISTANT CHIEF REPORT**

Assistant Chief Heins informed the Board of a few items.

- There is a total of 3 new trainees currently. 2 just joined that live on Corcoran Hill Road. Assistant Chief Heins stated he would invite them to the next Board Meeting,
- The injured staff member has been placed on an additional 3-month rehabilitation but is doing light work. His doctor is very optimistic he will return to work
- Working on several audits. Completed the audit for the County and the State Controller audit is coming up in a couple of months.
- Statistics and letters for funding requests have gone out.
- Disneyland sent a thank you to members of the Fire Department (Firefighters) inviting them to Disneyland by giving them one ticket for them and a guest.
- Weed abatement need to be revamped but this year we will continue with what we have done in the past. A suggested change will be brought back to the Board for review and approval.
- LAFCO Transparency Webinar is 2/28 from 11-12pm. Patrick Fish has agreed to go out to the association website and make any changes to satisfy this transparency.

10. **VOLUNTEER ACTIVITIES REPORT**

President Patrick Fish stated that there are only a couple items.

- Pancake Breakfast is March 4<sup>th</sup>.
- We will be staffing a Beer Booth again at the Yolo County Fair August 15-19.
- Volunteers agreed to use the money this year from the Pancake Breakfast to purchase another Combi tool for Brush 30 along with cabinetry.

11. **COMMITTEE REPORTS**

a. Standing Committees

- i. Benefits Committee Report (Hjerpe, Guarino)– No meeting, no report.
- ii. Budget Committee Report (Yeager, Hjerpe) – No meeting, no report.
- iii. Personnel Committee Report (Hjerpe, Guarino)

Chief Rita stated that she had received suggestions from the Volunteers regarding the attached drafts of the job description attached and would like to wait for discussion so she can revise and submit at the next meeting. All agreed.

- iv. Extended Coverage/Resident Firefighter Program Committee (Beoshanz, Yeager)
  - Commissioner Yeager stated there were 2 letters send out for funding. The funding is for a full-time staff member and a brush rig.
  - Yocha Dehe has asked for more information regarding the brush rig.
  - The airport may be able to become a service district and we may be able to get \$25,000 a year for this.
  - Chief Rita suggested a committee be appointed to take a look at creating an Airport Service District Funding Committee – Ad Hoc

Commissioners Yeager and Hjerpe are appointed with Chief Rita

as staff.

Patrick Fish  
Jo Yeager  
Left 8:55pm

- b. Ad Hoc Committees
  - i. Policy Review Committee (Beoshanz, Guarino)– No meeting, no report.
  - ii. Animal Rescue Training Committee (McMullen, Hjerpe)- taken of order and Covered.
  - iii. Monument Committee (Beoshanz, Yeager) – Covered under Assistant Chief Heins report.

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

Commissioner McMullen stated that there had been an article stating that they may have changed the name of the facility again. Also, the Funding seems promising.

He also stated that there was a study done recommending that there be a right and left turn pocket. Litigation is underway regarding the road.

**13. TRAINING LIASION REPORT**

Nothing new to report.

**14. FIRE PREVENTION LIASION REPORT**

Nothing to report. Assistant Chief Heins already covered.

**15. MAJOR EQUIPMENT LIASION REPORT**

Nothing new to report.

**16. CONSENT CALENDAR**

It was clarified that this only need be on the agenda the month following each quarter.

**17. MINUTES**

- a. Approval of January 16, 2018 Board Meeting Minutes

**Move to approve minutes as corrected on page 2 of 5.**

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

**Abstained:** Commissioner McMullen  
**Passed:** with 4 votes

**18. CLERKS' REPORT**

Clerk Grafton stated she had the final copy of the Special Districts Financial Transactions Report and asked if any of the Commissioners would like to see it. She stated it would be there at the station if they wanted to look at it.

- a. Discussion/Action – Personnel Evaluation – Sharon Grafton  
President McMullen asked that the Personnel Committee meet with Clerk Grafton and bring back recommendation to the Board.

He also suggested they get a copy of the job description to review



**19. OPEN FORUM**

Commissioner Beoshanz stated that there used to be a BBQ pit in the back of Lillard Hall and it was lined with bricks. He noted that it was covered in and suggested that the bricks be dug out as there are somewhere around 100 bricks. President McMullen asked that this go to the Lillard Hall Committee for discussion and to come back with a recommendation.

Commissioner Beoshanz also stated that he would like to see a 4 way stop sign at the intersection of 31 & 96. President McMullen asked that this be added to the Board Agenda for new month.

**20. CALENDAR**


The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday March 20, 2018.

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

**To adjourn,**

**Passed:** Unanimously

Meeting adjourned 9:25pm

  
Vice President

  
Clerk