

West Plainfield Fire Protection District

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

BOARD OF COMMISSIONERS – REGULAR MEETING March 16, 2021 at 7:00 PM

To be held via Video and Teleconference
Video Meeting Information

<https://us02web.zoom.us/j/83092015294?pwd=R3o3STRGV2NMa0lyQWlveDZZem45Zz09>

Meeting ID: 830 9201 5294

Passcode: 630485

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) Old Business
 - a) Update – Weed Abatement (AC Heins)
- 4) Lillard Hall
 - a) Manager Report (Hall Manager Gonzalez)
- 5) New Business
 - a) Discussion / Action – Out of District Volunteer Applications (AC Heins)
 - b) Discussion/Action - Changes to Fire Battalion Chief Job Description (Chief Rita, AC Heins)
 - c) Discussion/Action – Standing Committees – Reports (President McMullen)

Standing Committees

- Benefits and Budget Committee – **Guarino**, Hjerpe
 - Personnel Committee – **Yeager**
 - District Funding and Development Committee - **Yeager**, Hjerpe
 - IHS Committee - **McMullen**, Guarino
 - Lillard Hall Committee – **Yeager**
- d) Discussion/Action – Liaison Reports (President McMullen)
 - Fire Prevention/Investigation – **McMullen**
 - Training – **Yeager**
 - Large Equipment/Facilities – **Vacant**
- 6) Discussion/Action - County Fire sustainability committee (Chief Rita)
 - a) Input - 2-5 year draft plan for use of monies
 - 7) Fire Chief's Report (Chief Rita)
 - 8) Assistant Fire Chief's Report (AC Heins)
 - 9) Clerks Report

Posted March 13, 2021 @ 12:30 pm by Brenda Gonzalez

- a) Discussion/Action – West Plainfield Fire Protection District Bill Review
- b) Approval of Prior Board Meeting Minutes (Clerk Gonzalez)
 - i) Regular Meeting of January 19, 2021
 - ii) Special Meeting of January 26, 2021
 - iii) Special Meeting of February 5, 2021
 - iv) Special Meeting of February 11, 2021
 - v) Regular Meeting of February 16, 2021
- 10) Open Forum
- 11) Next regular Board meeting on April 20, 2021, unless another date is agreed upon.
- 12) Meeting Adjourned (President McMullen)

760.01 DEFINITION

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

760.02 ~~MANAGEMENT SUPERVISION~~ RECEIVED AND EXERCISED

The Fire Battalion Chief takes direction from and reports to the Fire Chief~~Board of Commissioners~~ and takes direction from the Board of Commissioners~~Fire Chief~~, as appropriate, and supervises and 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~~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 and Assistant Fire Chief, with policy input from the 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:

- ~~EMT Basic (within _____ months of employment;~~
- ~~Possession of a v~~Valid California Driver's License with firefighter endorsement (within one month of employment); and
- First Aid / CPR for the Professional Rescuer.

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.

DRAFT

West Plainfield Fire Protection District
Strategic Plan for Proposed Use of Funds Realized from the
Yolo County Fire Protection Districts Long-Term Sustainability Plan

Prepared: 03/11/2021 (AC Stiles / Chief Rita)

Mission Statement

The purpose of this Strategic Fund Plan is to outline the use of funds derived from the Yolo County Fire Protection Districts Long-Term Sustainability Plan to improve service to the West Plainfield Fire Protection District, Yolo County, and the State of California.

Goals

The goals set forth in this plan are the result of a SWOT analysis. We have broken the identified goals into four categories: firefighter safety, facilities, equipment / apparatus, and staffing (both career and volunteers / reserves). Some of these goals can be completed in a relatively short period of time while others will require multiple years of saving to complete. This plan will focus on two- and five-year plans.

Funding

The funding balances assumed in this plan are based on the proposal put forward by the Yolo County's fire protection district Fire Chiefs: a portion of the Proposition 172 funds received and allocated among Yolo County public safety agencies by the Board of Supervisors and assumes a 5% share is directed to fire protection districts in the first year, increasing to 13% in eight years. The Chiefs' proposal would distribute these funds to the fifteen rural fire protection districts by dividing 80% evenly among all fifteen departments and 20% based on each district's call volume. This plan uses the County's projected growth rate of 2.8% per year. The Yolo County fire protection district Fire Chiefs will also work together for large purchases, grant opportunities, and sharing of resources whenever possible.

Shared Uses

The Yolo County fire protection district Fire Chiefs will also coordinate large purchases, grant opportunities, and sharing of resources whenever possible. Such uses might include, among others: expanding county-wide training opportunities, apparatus design and PPE specifications, reserve firefighters, etc.

Budget Plan

This proposed plan for use of the funds will budget 90% of the projected fund total proposed to be allocated to West Plainfield Fire Protection District each year. This will

West Plainfield Fire Protection District
Strategic Plan for Proposed Use of Funds Realized from the
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Prepared: 03/11/2021 (AC Stiles / Chief Rita)

allow for variations in funding from year to year. Remaining funds, if any, would be available for other programs at West Plainfield Fire Protection District in furtherance of the stated goals or directed to the apparatus replacement fund (see West Plainfield Fire proposed apparatus replacement plan).

Year one: 5% (projected to be \$70,000.00)

Year one revenues would be budgeted for: (1) facilities improvements, including construction of a second sleeping room and initial funding for installation of a diesel exhaust filtration system for the apparatus bay; (2) enhancing firefighter safety: (a) an expanded training program that would include both on-site training and increased outside training opportunities, (b) the purchase of modern PPE, (c) additional staffing through development of a volunteer / reserve stipend program, allowing for either 12- or 24-hour shifts; and (3) equipment and apparatus funding.

There also has been a proposal for all departments to direct funds to the Yolo County Fire Training Officers program to fund county-wide training opportunities, which is accounted for below.

Estimated First Year Budget Use: \$70,000.00

Exhaust system: \$20,000 of total estimated cost of \$60,000
Additional dorm room: \$7,500 of total estimated cost of \$15,000
Two sets of PPE (structure and wildland): \$6,000
Department Training: \$2,000
Yolo County Fire Chiefs training program: \$1,000
Volunteer / reserve stipend program: \$18,000 (assumes \$50/day per firefighter)
Apparatus and equipment replacement funds: \$9,000.00 (minimum); projected remaining funds: \$7,000.00; for total apparatus and equipment replacement fund allocation of \$16,000

NOTE: West Plainfield Fire Protection District's current adopted budget development guidelines attempts to set aside \$25,000 each budget year for apparatus and equipment replacement; the above set aside would be in addition to this amount.

Year two: 6% (projected to be \$90,000)

Year two revenues would be budgeted to be used to continue facilities improvements, including construction of a second sleeping room and initial funding for installation of a diesel exhaust filtration system for the apparatus bay. Enhancements to firefighter safety will be continued through the expanded training program. Firefighter safety will also be enhanced through the continued purchase of modern PPE. Additional staffing

West Plainfield Fire Protection District
Strategic Plan for Proposed Use of Funds Realized from the
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Prepared: 03/11/2021 (AC Stiles / Chief Rita)

through development of a volunteer / reserve stipend program, allowing for either 12- or 24-hour shifts, will continue to enhance firefighter safety. The proposed second year budget continues to save for equipment and apparatus replacement.

Estimated second year Budget: \$90,000.00

Exhaust system: \$40,000.00, the remainder of the total estimated cost of \$60,000.00
Additional dorm room: \$7,500.00, the remainder of the total estimated cost of \$15,000
Two sets of PPE (structure and wildland): \$6,000
Department Training: \$2,000
Yolo County Fire Chiefs training program: \$1,000
Volunteer / reserve stipend program: \$18,000 (assumes \$50/day per firefighter)
Apparatus and equipment replacement funds: \$7,000 (minimum); projected remaining funds: \$10,000; for total apparatus and equipment replacement fund allocation of \$17,000

NOTE: West Plainfield Fire Protection District's current adopted budget development guidelines attempts to set aside \$25,000 each budget year for apparatus and equipment replacement; the above set aside would be in addition to this amount.

As projected funds increase from year two through years three and four and the facilities projects are completed, a portion of the additional funds in year three and/or four could be allocated to hire one 40-hour, day-time Driver Operator to add additional staffing during the standard work week when volunteer and reserve members need to be at their jobs.

Year five: 9.7% (projected to be \$152,000)

As funding increases, West Plainfield Fire Protection District will continue to evaluate the need for additional paid staffing. This could add, or expand on, an additional position to allow for a day-time Operator seven days a week. Enhancements to firefighter safety will be continued through the expanded training program and the purchase of replacement PPE (by this time, we would be approaching the need to replace a minimum of ten set of turnouts). Additional staffing through development and/or continuation of the volunteer / reserve stipend program, allowing for either 12- or 24-hour shifts, would continue but the stipend allotment may need to be increased. As we approach the replacement of Engine 30, we may need to direct additional funds to the equipment and apparatus fund.

Estimated fifth year Budget: \$152,000

40-hour Driver Operator: \$55,000 (current cost)
Five sets of PPE (structure and wildland): \$17,500
Department Training: \$3,000

West Plainfield Fire Protection District
Strategic Plan for Proposed Use of Funds Realized from the
Yolo County Fire Protection Districts Long-Term Sustainability Plan

Prepared: 03/11/2021 (AC Stiles / Chief Rita)

Yolo County Fire Chiefs training program: \$1,000
Volunteer / reserve stipend program: \$27,000 (assumes \$75/day per firefighter)
Additional facilities maintenance needs: \$5,000
Apparatus and equipment replacement funds: \$28,500 (minimum); projected remaining funds: \$15,000; for total apparatus and equipment replacement fund allocation of \$43,500

NOTE: West Plainfield Fire Protection District's current adopted budget development guidelines attempts to set aside \$25,000 each budget year for apparatus and equipment replacement; the above set aside would be in addition to this amount.

Conclusion

The West Plainfield Fire Protection District's Board of Commissioners and Chiefs will review this plan after year two and again at year five to make sure the stated goals are being met. At the end of year two, we will develop additional plans for future years. We will adjust these two- and five-year plans as needed for the future growth and expansion of the Fire Department to ensure it is able to continue to meet the needs of the residents of and visitors to the West Plainfield Fire Protection District, Yolo County, and the State of California.

WEST PLAINFIELD FIRE PROTECTION DISTRICT

SWOT – March 2021

Prepared by Chief Rita and AC Stiles

Strengths

- 24/7 coverage and currently good roster of volunteers
- Fairly robust list of people that can provide coverage (sick/leave/special assignment)
- Extra funding from Indian Health
- Services Agreement w/ Airport
- Taken advantage of grants
- Training program
- Majority of current fleet meets NFPA
- Facilities can be modified to house more staff
- Budget-wise, and when not building/purchasing apparatus, we are able to set aside funds for apparatus replacement and facilities maintenance
- Have a document for how we prepare budget
- Fairly stable revenues each fiscal year
- County-wide mutual aid agreement
- Auto aid agreements
- Volunteer pool candidates are easier to come by for us
- Policies and procedures
- Able to afford and utilize records management software
- County Chiefs/Districts Unity

Weaknesses

- Revenues from County and Indian Health not guaranteed to be ongoing
- Retention of volunteers (fluctuates)
- Drivers, lack of (though have made improvements)
- Facilities maintenance – additional stress due to 24/7 switch
- Potential to not be able to cover if sick
- Age of facilities
- Inadequate follow through/continued recruitment
- Policies and procedures
- Limited growth / property tax etc

Threats

- Airport plan calls for moving our station
- Decline in volunteerism
- Technology changes
- Increased training requirements
- County take-over
- Aging out of current volunteer members, especially officers
- OSHA

Opportunities

- Group buying/training/apparatus reserves
- New facility due to potential move required by County
- Reserve program / shared pool throughout
- Grant funding opportunities

Unknown support from community – though generally supportive if we can justify it

West Plainfield Fire Protection District

Date: 03/10/2021

Apparatus - Analysis re Age and Estimated Replacement Dates / Cost

Priority Replacement Order

25-Year Life Span

First out Apparatus	Vehicle ID #	Date in Service / Age	Estimated Cost - 2021	Estimated Cost - Future
First Type 1 Engine	Engine 30	2003 / 18 year Replacement 2028	\$600,000	\$810,000
Second Type 5 Engine	Brush 30	2019 / 2 year Replacement 2044	90,000	182,000
Third Type 5 Engine	Brush 330	2019 / 2 year Replacement 2044	90,000	182,000
Fourth Water Tender	W30	2021/ <1 year Replacement 2046	235,000	528,000
Fifth Type 6 Engine	Brush 230	2017 / 4 year Replacement need TBD	80,000	153,000
Sixth Water Tender	Water 230	2006 / 15 years Replacement need TBD	235,000	528,000
Seventh Resevre Type 1 Engine	Engine 230	1998 / 23 years Replacement need TBD	600,000	630,000
Support Vehicles				
First Utility Pickup	Utility 30	1997 / 24 years replacement 2022	30,000	30,000
Second				

West Plainfield Fire Protection District

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

3/14/2021

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	\$122.80
AT & T	\$46.94
Clark Pest Control of Stockton Inc.	\$110.00
WFCA: Daily Dispatch	\$405.00
DaRold Designs	\$489.25
Failsafe Testing LLC	\$384.20
Ferrellgas	\$758.28
Life Assist Inc	\$62.74
LN Curtis & Sons	\$223.52
PG&E	\$917.13
Pisani's Auto Parts	\$34.15
Recology	\$1,435.48
Sterling May Company	\$9.37
The Radio Guys Inc.	\$669.98
TIAA Commercial Finance, Inc	\$238.82
US Bank Corporate Payment Services	\$1,457.00
West Coast Frame & Collission Repair	\$1,564.45
Western Engraving Supply Inc	\$7,681.52
Wizix Technology Group	\$153.58

Total: \$16,764.21

* Not included in total (previously presented for payment)

West Plainfield Fire Protection District

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

**Minutes – January 19, 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
25635 County Road 96, 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 7:00PM by James McMullen and a quorum was established.

Present were:

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

Staff: Fire Chief Rita, Assistant Chief Heins, Assistant Chief Stiles,
Captain Scott Bravo, Lieutenant Patrick Fish, and Hall Manager
Katelyn Sinclair, Clerk Brenda Gonzalez

2) PUBLIC COMMENT

There was no public comment.

3) OLD BUSINESS

- a) Update – Forced Abatements
 - i) APN 037-110-005 – 26960 County Road 96

AC Heins stated Fairfield School (26960 County Road 96) has cleared all abatements and suggests we can now move one.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

Remove 26960 County Road 96 from forced abatement.

President McMullen asked for a roll call.

Commissioner Yeager – Aye
Commissioner Beoshanz – Aye
Commissioner Hjerpe – Aye
Commissioner Guarino – Aye
Commissioner McMullen – Aye

Motion Passed 5-0

- b) Update – Weed Abatement (AC Heins)

AC Heins stated he will give an update at the next Board of Commissioners meeting.

- c) Update - W230, Apparatus Numbering (Chief Rita)

Chief Rita directed AC Stiles to do the update. AC Stiles stated that there was apparatus renumbering. Including the renumbering of W230 to W30. W30 will now be W230.

4) LILLARD HALL

- a) Manager Report (Manager Sinclair)

Hall Manager Sinclair stated she is still collecting quotes for the hall. Including, an arborist to come trim the trees around the hall, A door company to come replace the broken hall door, and a cleaning service for when the hall opens back up again.

Due to COVID Lillard hall remains closed.

- b) Discussion/Action - Hall Manager Replacement

Hall Manager Sinclair stated she will hold her position until January 31, 2021.

President McMullen asked if anyone was interested in the position.

Commissioner Yeager suggests that if someone were interested in the position it would help bypass the recruitment/application process.

Commissioner Beoshanz suggested Lillard Hall did not need a hall manager and suggested the Fire Department take over the Hall Manager duties.

Motion by: Commissioner Beoshanz

2nd: None

Eliminate the Hall Manager and turn over duties to fire personnel.

Motion died due to lack of 2nd.

Motion by: Commissioner Yeager

2nd: Commissioner Hjerpe

Replace the Hall Manager position

President McMullen asked for a roll call.

Commissioner Yeager – Aye
Commissioner Beoshanz – Nay
Commissioner Hjerpe – Aye
Commissioner Guarino – Aye
Commissioner McMullen – Aye

Motion Passed 4-1

President McMullen asked for Clerk Brenda Gonzalez to be considered for the Interim Hall Manager position.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

Appoint Clerk Gonzalez as Interim Hall Manager

President McMullen asked for a roll call.

Commissioner Yeager – Aye
Commissioner Beoshanz – Abstain
Commissioner Hjerpe – Aye
Commissioner Guarino – Aye
Commissioner McMullen – Aye

Motion Passed 4-0

5) NEW BUSINESS

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

AC Heins presented to the board 2 Out of District Volunteer Applications, Elliot Chand and Ravshahbek Sainyozov. AC Heins recommends recruiting both applicants.

Motion by: Commissioner Yeager
2nd: Commissioner Hjerpe

Accept both Out of District Volunteer Applications

President McMullen asked for a roll call.

Commissioner Yeager – Aye
Commissioner Beoshanz – Aye
Commissioner Hjerpe – Aye
Commissioner Guarino – Aye

Motion Passed 5-0

- b) Discussion / Action - Input to Proposal for Use of 172 Funds - to be presented to the Yolo County Fire Protection Sustainability Board Ad Hoc Committee (Chief Rita)
Chief Rita suggested a Special Board of Commissioners be scheduled to further discuss.
Special Meeting was scheduled for January 26,2021 @7pm to further discuss.
- c) Discussion/Action – Committees – Standing and Ad Hoc - Reports (President McMullen)

Standing Committees

- Benefits and Budget Committee – **Guarino**, Hjerpe
 - (i) Discussion/Action - Cafeteria Plan Benefit - Further actions and/or approve benefits packet as recommended by committee.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

Approve cafeteria plan recommended by the committee at \$335/month.
President McMullen asked for a roll call.

Commissioner Yeager – Aye
Commissioner Beoshanz – Aye
Commissioner Hjerpe – Aye
Commissioner Guarino – Aye
Commissioner McMullen – Aye

Motion Passed 5-0

- Personnel Committee – **Yeager**, Beoshanz
No Meeting to Report
- District Funding and Development Committee - **Yeager**, Hjerpe
No Meeting to Report
- IHS Committee - **McMullen**, Guarino
No Meeting to report
- Lillard Hall Committee – **Yeager**, Beoshanz
 - (i) Report from committee meeting of January 12, 2021

Commissioner Yeager gave the board an update from the meeting on 1/12/21. He stated that at the meeting committee is currently in the process of raising the price to rent Lillard Hall. He also mentioned that the committee would like to have a professional cleaner to be contracted to clean the hall after each event rental. The committee is planning on meeting again soon with bids/quotes for this service.

Ad Hoc Committee

- Increase of Drivers in the District Committee – **Beoshanz, Hjerpe**

The committee has been dissolved.

6) CONSENT CALENDAR

- a) Fire Department Statistics

AC Heins presented to the board the run reports as well as the Fire Department statistics. (See in attached Packet)

Commissioner Yeager requested Incident reports at each Board of Commissioners Meeting. Lastly, he also suggested the Fire Department Statistics be presented to the Board quarterly.

7) APPROVAL OF PRIOR BOARD MEETING MINUTES

Clerk Gonzalez presented the prior board meeting minutes for the December 15, 2020 meeting. Minor corrections were noted.

Motion by: Commissioner Guarino

2nd: Commissioner Yeager

Approve prior board minutes as corrected.

President McMullen asked for a roll call.

Commissioner Yeager – Aye

Commissioner Beoshanz – Aye

Commissioner Hjerpe – Aye

Commissioner Guarino – Aye

Commissioner McMullen – Aye

Motion Passed 5-0

8) OPEN FORUM

President McMullen requested the following be added to the upcoming agenda: Clerk's Report and Liaison Reports.

9) CALENDAR

Next regular Board meeting on February 16, 2021 at 7:00pm unless another date is agreed upon.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To adjourn meeting

President McMullen asked for a roll call.

Commissioner Yeager – Aye
Commissioner Beoshanz – Aye
Commissioner Hjerpe – Aye
Commissioner Guarino – Aye
Commissioner McMullen – Aye

Motion Passed 5-0

Meeting adjourned 8:34pm

President

Clerk

West Plainfield Fire Protection District

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

Minutes – January 26, 2021 West Plainfield Board of Commissioners Special Meeting

Held via Video and Teleconference

Remote Meeting Locations: 25258 County Road 95, Davis, CA 95616
34791 Creeksedge Road, Davis, CA 95616
25635 County Road 96, 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 7:02PM by President McMullen and a quorum was established.

Commissioners:

President James McMullen, Commissioner
Jim Yeager, Commissioner Ed Beoshanz,
Commissioner Charles Hjerpe, and
Commissioner Richard Guarino

Staff:

Fire Chief Cherie Rita, Assistant Chief Bill
Heins, Assistant Chief Dave Stiles, Clerk
Brenda Gonzalez

2) PUBLIC COMMENT

No public comment.

3) PROPOSAL FOR USE OF PROPOSITION 172 FUNDS FOR COUNTY FIRE SUSTAINABILITY AD HOC COMMITTEE

Chief Rita started off by going over the minutes from Funding and Development Committee meeting taken place on January 25, 2021 (See packet item). It was noted that Commissioner Hjerpe was not in attendance at the meeting however given the time frame the meeting went on without his presence. However, Commissioner Hjerpe is in receipt of the minutes to that meeting.

Chief Rita stated there were two items before the committee for the YCFPS: (1) funding options and (2) use of funds.

After going over funding options Chief Rita recommended to the board is to notify Yolo Fire Chiefs and YCPS the district's preference would be to receive a portion of the 172 funds. However, understanding that receipt of 172 funds is unlikely until the County puts a ½ cent sales tax measure on the ballot, we would not oppose such a measure. However, in addition to the sales tax, the special fire protection districts should be receiving 100% of the 172 growth until such time as the districts collect a total of

\$2,600,000.00 from 172 growth, or 13% of the current total 172 funds collected, whichever is more.

Chief Rita then went over the use of funds. Chief Rita recommended to the Board for presentation to the Yolo Fire Chiefs and YCFPS: That the allocation of funds method presented for consideration by the Yolo Chiefs and District Boards should be modified to remove “population” as a factor and to change the “equal division” factor from 75% to 85%, leaving call volume at 15%. The “Accountability” and “Review Process” sections of the proposal are acceptable but could be expanded to include plans to regionally use funds as agreed upon to take advantage of economies of scale.

Motion: Commissioner Guarino

2nd: Commissioner Hjerpe

To approve the committee’s recommendation.

President McMullen asked for a roll call.

Commissioner Yeager – Aye

Commissioner Beoshanz – Abstain

Commissioner Hjerpe – Aye

Commissioner Guarino – Aye

Commissioner McMullen – Aye

Motion Passed 4-0

4) PROPOSAL FOR USE OF PROPOSITION 172 FUNDS TO BE PRESENTED TO THE YOLO COUNTY FIRE PROTECTION SUSTAINABILITY BOARD AD HOC COMMITTEE

Chief Rita also recommends that it should be made clear we believe that if the ½ cent sales tax measure does not pass, the County should reallocate the total 172 funds it collects: 8% the first year, increasing each year thereafter until it reaches 13%

Motion: Commissioner Guarino

2nd: Commissioner Hjerpe

To approve the committee’s recommendations.

President McMullen asked for a roll call.

Commissioner Yeager – Aye

Commissioner Beoshanz – Nay

Commissioner Hjerpe – Aye

Commissioner Guarino – Aye

Commissioner McMullen – Aye

Motion Passed 4-1

5) CALENDAR

Next regular Board meeting on February 16, 2021, unless another date is agreed upon.

Motion: Commissioner Guarino

2nd: Commissioner Yeager

To adjourn meeting.

President McMullen asked for a roll call.

Commissioner Yeager – Aye

Commissioner Beoshanz – Aye

Commissioner Hjerpe – Aye

Commissioner Guarino – Aye

Commissioner McMullen – Aye

Motion Passed 5-0

Meeting Adjourned at 7:55PM

President

Clerk

West Plainfield Fire Protection District

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

Minutes – February 5, 2021 West Plainfield Board of Commissioners Special Meeting

Held via Video and Teleconference

Remote Meeting Locations: 25258 County Road 95, Davis, CA 95616
34791 Creeksedge Road, Davis, CA 95616
25635 County Road 96, 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 2:00PM by President McMullen and a quorum was established

Commissioners: President James McMullen, Commissioner Jim Yeager, Commissioner Ed Beoshanz (Joined at 2:15pm) Commissioner Charles Hjerpe, and Commissioner Richard Guarino

Staff: Fire Chief Rita, Assistant Chief Heins, Assistant Chief Stiles, Clerk Brenda Gonzalez

2) PUBLIC COMMENT

No Public Comment

3) AC HEINS RETIREMENT

President McMullen stated we will be discussing AC Heins retirement. Including going over details regarding recruitment and employment evaluation. However, it was not listed as so in the agenda. President McMullen discussed that due to Gov Code Section 54957(b) allows for closed sessions in employee matters "to consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee." By consensus it was decided to schedule another meeting to discuss AC Heins Performance Evaluation/Exit Interview on February 11, 2021 at 11:00am.

Chief Rita stated as far as recruitment goes that after meeting with AC Heins, it is recommended that the recruit should be hired on the Battalion Chief level to give the recruit a chance to progress as appropriate and should be advertised as so. Chief Rita also stated that AC Heins position was originally advertised as a BC position and that is also the reason for the recommendation.

Motion: Commissioner Yeager

2nd: Commissioner Guarino

To hire a recruit as a part-time Battalion Chief Position.

President McMullen asked for a roll call.

Commissioner Yeager – Aye
Commissioner Beoshanz – Aye
Commissioner Hjerpe – Aye
Commissioner Guarino – Aye
Commissioner McMullen – Aye

Motion Passed 5-0

Chief Rita presented to the board a previous job posting for a Battalion Chief position. The board mentioned a few corrections and suggestions.

Motion: Commissioner Yeager

2nd: Commissioner Guarino

Approve the previous job posting with the corrections noted.

President McMullen asked for a roll call.

Commissioner Yeager – Aye
Commissioner Beoshanz – Nay
Commissioner Hjerpe – Aye
Commissioner Guarino – Aye
Commissioner McMullen – Aye

Motion Passed 4-1

4) CALENDAR

Next regular Board meeting on February 16, 2021 @ 7pm

Motion: Commissioner Guarino

2nd: Commissioner Yeager

To adjourn meeting.

President McMullen asked for a roll call.

Commissioner Yeager – Aye
Commissioner Beoshanz – Aye
Commissioner Hjerpe – Aye
Commissioner Guarino – Aye

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Commissioner McMullen – Aye
Motion Passed 5-0

Meeting Adjourned at 2:50pm

President

Clerk

DRAFT

West Plainfield Fire Protection District

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

**Minutes - February 11, 2021
West Plainfield Board of Commissioners
Special 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

Meeting was called to order at 11:18 by President McMullen and a quorum was established.

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

Staff: Fire Chief Rita, Assistant Chief Heins,
Captain Scott Bravo, Clerk Brenda Gonzalez

2) PUBLIC COMMENT

No public comment.

3) CLOSED SESSION

- a) AC Heins – Performance Evaluation/Exit Interview

The commissioners and AC Heins moved into a closed session at 11:22am

CLOSED SESSION – 11:22am to 12:07pm

The commissioners returned from the closed session to report on Assistant Chief Heins' performance evaluation/exit interview. President McMullen stated that it was a positive evaluation/exit interview.

4) OPEN FORUM

No comment.

5) CALENDAR

Next regular Board meeting on February 16, 2021 @ 7pm

Motion: Yeager

2nd: Guarino

To adjourn meeting at 12:10pm

President McMullen asked for a roll call.

Commissioner Yeager - Aye

Commissioner Hjerpe - Aye

Commissioner Guarino - Aye

Commissioner McMullen - Aye

Motion Passed 4-0

President

Clerk

DRAFT

West Plainfield Fire Protection District

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

Minutes – February 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 6:58 PM by President 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 Scott Bravo, Captain Booth, Clerk Gonzalez

2) PUBLIC COMMENT

No public comment.

3) OLD BUSINESS

- a) Update – Weed Abatement (AC Heins)
AC Heins to discuss at the next scheduled board meeting for March 16, 2021.

4) LILLARD HALL

- a) Manager Report (Hall Manager Gonzalez)
Hall Manager Gonzalez stated she met with the previous Hall manager Kaitlin Sinclair and Commissioner Yeager via zoom regarding training and general information that she needed to know about the Hall. Hall manager Gonzalez also stated that she was planning on meeting with Caitlin Sinclair in person at the Hall to hand over pertinent information such as the checkbook as well as the keys to Lillard Hall.

5) NEW BUSINESS

- a) Discussion / Action – Out of District Volunteer Applications (AC Heins)
AC Heins stated at the time there is currently one application for review. Timothy Mendoza, a Winters resident. AC Heins went over Mr. Mendoza's qualifications and future aspirations with the board. AC

Heins recommends signing Mr. Mendoza as West Plainfield newest trainee. Chief Rita and AC Stiles also agree with this recommendation.

Motion: Commissioner Yeager

2nd: Commissioner Guarino

Approve Timothy Mendoza's Out of District Volunteer Application.

President McMullen asked for a roll call

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guarino: Aye

Commissioner McMullen: Aye

Motion Passed: 4-0

- b) Discussion/Action - Increase Volunteer Response Rates to Reflect Current California Minimum Wage
- AC Heins stated that since California Minimum wage has gone up. Raising the rate for drivers and non-drivers would help keep the station in line with California's inflation and rising minimum wage rate. AC Heins suggests the following: Non-Driver \$14.00 per hour and \$14.00 per call and Driver - \$15.00 per hour and \$15.00 per call. Currently the minimum wage for fewer than 25 employees is \$13.00. For more than 25 employees the rate is \$14.00.
- Chief Rita stated that the district has enough members to consider AC Heins suggestion.
- Captain Bravo stated that based on last year numbers the station is running 49.25 calls a quarter and this year's numbers are running about the same.
- Chief Rita stated that in regards to the budget, the district is looking at a \$250 a year for each dollar the district raises the minimum wage for non-drivers and drivers.

Motion: Commissioner Yeager

2nd: Commissioner Guarino

Approve proposed new rate for non-drivers and drivers.

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.

- District Funding and Development Committee - **Yeager**, Hjerpe
No Meeting. No Report.
 - IHS Committee - **McMullen**, Guarino
No Meeting. No Report.
 - Lillard Hall Committee – **Yeager**
Met via zoom with Kaitlin Sinclair and Interim Hall Manger Brenda Gonzalez. Nothing further to report, as per Hall Manger’s Report.
- 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**
Vacant. No Meeting. No Report.
- e) Discussion/Action – Roberts Rule of Order and Abstentions (President McMullen)
President McMullen discussed with the board that if a Commissioner wants to abstain from voting on a motion it counts as No Vote.
- f) Discussion/Action – Future Board of Commissioners Meetings Dates/Times (President McMullen)
President McMullen brought to the board the possibility of changing the regularly set Board of Commissioners Meeting to better accommodate members of the board. However, the board unanimously decided to keep the regularly set board meetings every third Tuesday of the month at 7:00 PM.
- g) Discussion/Action - Commissioner Beoshanz Resignation (President McMullen)
President McMullen presented to the board the possibility of a new applicant for the vacant Commissioners position, Emily Amy. President McMullen stated she will be applying with the county for the vacant position.
AC Stiles also showed interest in the position.
President McMullen requested Chief Rita to check with the County for any type of conflict of interest if AC Stiles went through with applying for the position.

6) CLERKS REPORT

- a) Approval of Prior Board Meeting Minutes (Clerk Gonzalez)
- i) Regular Meeting of January 19, 2021
 - ii) Special Meeting of January 26, 2021

- iii) Special Meeting of February 5, 2021
- iv) Special Meeting of February 11, 2021

Clerk Gonzalez went over the previous meeting minutes with the board and will be presenting such minutes at the March 16, 2021 meeting with the board's corrections.

7) CALENDER

Next regular board meeting on March 16th, 2021, unless another date is agreed upon.

Motion: Commissioner Guarino

2nd: Commissioner Yeager

To adjourn meeting.

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 7:53pm.

President

Clerk