



West Plainfield Fire Protection District
24901 County Road 95, Davis, CA 95616 (530) 756-0212

BOARD OF COMMISSIONERS – REGULAR MEETING
April 19, 2022 at 7:00 PM

To be Held In Person
Lillard Hall
24905 County Road 95
Davis, CA 95616

1. Call the Meeting to Order and Establish Quorum (President McMullen)
2. Public Comment
3. Old Business
 - a. Weed Abatement (BC Wilson)
 - i. Update
 - ii. Discussion / Action – 2023 Mailing
 - b. Update – Yolo County Fire Sustainability Committee (AC Stiles)
 - c. Update – Resolution re Criminal History Access (DOJ/FBI) (Chief Rita)
 - d. Update - Draft Joint Operations Agreement with Willow Oak Fire Protection District (Chief Rita)
4. Lillard Hall
 - a. Manager Report (Hall Manager Gonzalez)
5. New Business
 - a. Discussion / Action - Volunteer Applications (BC Wilson – see report)
 - b. Discussion / Action – Standing Committees – Reports
 - i. Budget and Benefits Committee – **Yeager**, Guarino
 1. Discussion / Action – Approve April 4, 2022, meeting minutes (Pg 3-7)
 2. Discussion / Action – Adopt Changes to Vacation, Sick Leave and Holiday Pay and Accruals as set forth in attached draft April 4, 2022, minutes; staff recommendation: to approve as presented (Pg 6-7)
 - ii. Personnel Committee – **Hjerpe**, Yeager
 - iii. District Funding and Development Committee - **Guarino**, Amy
 - iv. Lillard Hall Committee – **Amy**, Hjerpe
 - c. Discussion / Action – Ad Hoc Committee Reports
 - i. LAFCO – **Guarino**, Yeager
 - ii. Solar – **Guarino**, Hjerpe

- iii. Landscaping – **Yeager**, Guarino (Pg 8 - 12)
 - 1. Discussion / Action – Adopt Landscape Plan; staff recommendation: to adopt as presented (Pg 11-12)
 - 2. Discussion / Action – Approve April 14, 2022, meeting minutes (Pg 11-12)
- iv. Inspection Fees – **Yeager**, Amy
- v. West Plainfield and Willow Oak Fire JOA – **Guarino**, McMullen (Pg 13)
- d. Discussion / Action – Liaison Reports
 - i. Fire Prevention / Investigation – McMullen
 - ii. Training – Yeager
 - iii. Large Equipment / Facilities – McMullen
 - iv. IHS - McMullen (Pg 13)
- 6. Fire Chief's Report (Chief Rita)
- 7. Battalion Chief's Report (BC Wilson) (Pg 14-20)
- 8. Fire Fighter's Association Report (Jon Lee)
- 9. Clerk's Report (Interim Clerk Rita)
 - a. Discussion / Action – West Plainfield Fire Protection District Bill Review / Approval (Pg 21)
 - b. Approval of Prior Board Meeting Minutes (Interim Clerk Rita)
 - i. Regular Meeting – February 15, 2022 (Pg 22-27)
 - ii. Regular Meeting – March 15, 2022 (Pg 28-32)
- 10. Open Forum
- 11. Next regular Board meeting on May 17, 2022, unless another date is agreed upon
- 12. Meeting Adjourned (President McMullen)



West Plainfield Fire Protection District
24901 County Road 95, Davis, CA 95616 (530) 756-0212

MINUTES
STANDING COMMITTEE – BUDGET AND BENEFITS – MEETING
April 4, 2022, at 5:30 pm

Held In Person
West Plainfield Fire Department
24901 County Road 95
Davis, CA 95616

1. Call the meeting to order (Chair Yeager)

Chair Yeager called the meeting to order at 1733 hours. Present were:

Committee Members: Yeager and Guarino
Staff: Chief Rita, AC Stiles, BC Wilson, and Capt Bravo

2. Public comment - NONE

3. Discussion/Action

- a. **Review Current Budget Usage - FYE 2022 (All)**
- b. **Projected Budget Usage - Remainder of FYE 2022 (Chief Rita)**
- c. **Potential Modification in Vacation Accrual and/or Cap (All)**
- d. **Potential Modification to Sick Leave Accrual and/or Cap (All)**
- e. **Begin Work on Proposed Budget – FYE 2023 (All)**

Budget

Chief Rita presented a spreadsheet showing usage and anticipated usage for FYE 2022. Chief Rita explained that she has begun drafting the new FYE 2023 budget by starting with the categories and potential budget needs for those categories over which the District has little control as to cost. She explained that she does expect additional revenue between now and FYE 2022, and, of course, more expenditures. As previously noted at prior Board meetings, the Well work, scheduled transfer to the capital asset replacement reserve, and payment of invoices that should have been paid prior to FYE 2021 have all severely impacted FY 2021-2022 expenditures.

Nothing to present to the Board for consideration at this time.

Vacation/Sick/Holiday Accruals

The budget and benefits committee had previously met and suggested the following vacation and sick leave accruals and caps:

Vacation

- After five years of service – accrue 100 hours per year (based on 40 hour week; 56 hr week (48/96 shift) converts to 140 hours per year)
- After ten years – accrue 120 hours per year (or 168 hours for 48/96 staff)

Sick

- No change to accrual of 96 hours year (or 134.4 hours for 48/06 staff)
- Change cap from 912 hours to 320 hours (or from 1,236.8 to 448).

After that meeting, staff requested that we revisit those recommendations. Therefore, the above was not presented to the Board for approval. In the meantime, staff and board members have become concerned that our current benefits structure is insufficient to ensure retention of career staff. And, in fact, at least one career staff member has left since then because of lack of benefits. Finally, after the last round of interviews, it became apparent benefits would be an issue to recruiting and retaining qualify career staff.

The group reviewed benefits (holiday, sick, vacation) at Willow Oak, Winters, Dixon, and UCD. Holiday’s recognized are listed below. Highlights of vacation and sick leave accruals of those departments are outlined below:

Willow Oak

<u>Years of Continuous Service</u>	<u>Vacation Accrual Rate</u>
From date of hire through 5 th year	10 calendar days/year (0.83 calendar days/month)
6 th through 10 th year	15 calendar days/year (1.25 calendar days/month)
11 th through 15 th year	20 calendar days/year (1.67 calendar days/month)
16 th through 20 th year	25 calendar days/year (2.08 calendar days/month)
21 st through 25 th year	30 calendar days/year (2.50 calendar days/month)
26 th year and thereafter	35 calendar days/year (2.92 calendar days/month)

All regular full-time employees accrue sick leave with pay at the rate of 3.69 hours per each bi-weekly pay period. All regular shift employees accrue sick leave with pay on a pro-rated basis as compared with regular full-time employees.

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Winters

Vacation accrues as follows:

<u>40-hour week employee</u>		<u>24-hour shift employee</u>	
0 – 3 years	96 hours	0 – 3 years	134 hours
4 – 6 years	120 hours	4 – 6 years	168 hours
7 – 9 years	136 hours	7 – 9 years	190 hours
10 – 12 years	160 hours	10 – 12 years	224 hours
13 – 16 years	176 hours	13 – 16 years	246 hours
17 – 22 years	200 hours	17 – 22 years	280 hours
23 + years	216 hours	23 + years	302 hours

Sick leave accrues at 11.2 hours per month, with no cap. It does not appear they have a cap on vacation leave and wasn't clear if they pay out vacation on separation. As long as the employee takes at least one week off during the calendar year, they can cash out up to 80 hours of accrued vacation each year.

Dixon

At initial hire, those working 24-hour shifts earn six shifts per year of vacation (or 144 hours); after five years, 180 hours year; after ten years, 240 hours year.

Those working 24-hour shifts earn 12 hours each month or 144 hours of sick leave. There is a formula for payout of unused sick leave at termination.

UCD

Vacation: 1-10 years – 168.36 hours year (cap = 336)
10-15 years - 204.6 hours year (cap = 408)
15-20 years - 240.6 hours year (cap = 480)
20 years + - 265.2 hours year (cap = 528)
56-hour employees

Sick: 134.4 hours year (56-hour employee)
96 hours (40-hour employee)
48 hours (20-hour employee)
Cap – None

Holiday: All earn 8 hours per holiday (56-hour and 40-hour employees)
Straight pay

West Plainfield recognizes/compensates for 8 holidays; Willow Oak, 12; Winters, 13; Dixon, 10; UCD, didn't collect.

As a reminder, our current policy for our shift/56-hour employees: vacation accrues at 9.4 hours per month (or 112.8 hours year), with a 159.6 hour cap; sick leave at 8.0 hours per month (or 96 hours year), with a 1,276.8 hour cap. The part-time Battalion Chief accrues 3.35 hours per month vacation (40.2 hours year) and 4 hours per month (48 hours year) sick leave.

However, Chief Rita recently discovered that since January 2021, 56-hour staff have been accruing vacation and sick leave at approximately twice the rates as AC Heins had set the accrual to match the number of days 40 hour employees had accrued per year – 10; and the equivalent for sick days - 12. Chief Rita has instructed that all accruals stop until instructed otherwise.

After much discussion, the committee recommends the following new accrual rates/payments:

Vacation

- 56-hour employees accrue as follows:
 - Years 1 – 3 6 shifts (144 hours year @ 12 hours month)
 - Years 3 – 8 8 shifts (192 hours year @ 16 hours month)
 - Years 8 - 10 shifts (240 hours year @ 10 hours month)
- Caps as follows:
 - Years 1 – 3 244 hours
 - Years 3 – 8 384 hours
 - Years 8 - 480 hours
- 20-hour employees accrue as follows: 5 hours month, with 120 hour cap
- Accrual begins immediately; use, not until month 7
- 2 sets (or 4 shifts) is max allowed to be taken at one time for 56-hour employees; 40 hours max for 20-hour employees

Sick

- 56-hour employees accrue at 12 hours per month (144 hours year), with a 1,440 hour cap.
- 20-hour employees accrue at 5 hours month (60 hours year), with a 600 hour cap.
- Accrual begins immediately

Holiday

- 56-hour employee paid 6 hours month (72 hours year, or 3 holidays)
- 20-hour employee receives holiday off with 5 hours pay

4. Calendar

a. The next Budget Committee meeting to be determined

The next meeting was not scheduled, but is anticipated to be in early May.
The meeting was adjourned.

Chair Yeager

Interim Clerk Rita



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

MINUTES AD HOC COMMITTEE - LANDSCAPING March 24, 2022 at 2:00 PM

Held In Person
Lillard Hall
24905 County Road 95
Davis, CA 95616

1. Call to Order

Jim Yeager, Chair
Richard Guarino, Board Member
Eric Wilson, Battalion Chief
David Stiles, Assistant Chief
Scott Bravo, Fire Captain
Patrick Fish, Fire Captain

Meeting called to order at 1405 hrs.

2. Public Comment – No public Comment

Chair Yeager discussed the career staff request and desire for landscaping to provide an area behind the station for staff to relax and enjoy the rear of the station.

Chair Yeager discussed the concern of water usage regarding drought. A/C stiles states that the board directed in 2014 the department to stop watering.

3. Drought Impact – Proceed or No

Assistant Chief Stiles suggested a partial approach with a third of the area with Decomposed Granite and a seating area. The committee agreed that there was a desire to initiate a plan to landscape the rear of the station in lieu of current weeds.

The committee agrees that only ½ to 1/3 of the area will be grass. AC Stiles recommends going 5'-10' West of the Propane Tank and about the South ½ of the rear property from the fence to the sliding glass door.

4. Type of Grass - Cool vs Warm Season Grasses

Chair Yeager likes Bermuda but is concerned it is very invasive. A Fescue would require more water and fertilizer but will stay green year around.

a. Pros and Cons of Each

Bermuda is more resilient and requires less water but goes dormant in the winter.
Fescue requires more water.
Chair Yeager feels that while Bermuda is invasive it can be managed with round up.

The Committee agreed to go with Bermuda Grass installed from the station to the West, 5' off the fence to the South, 10' West of the propane tank to the East and to the North, even with the air conditioner, covering an area 60 x 35 feet or approximately 2,100 square feet.

b. Water Use Required of Each - See above

c. Maintaining Invasive Grass – See above

5. Ground Preparation

6. Impact of Squirrels

Squirrels don't like water. Chair Yeager believes that regular watering will help to reduce the squirrel impact. AC Stiles asked about the possibility of using poison now that we have a fence between the station and hall property. AC Stiles will work with Chair Yeager to work on the Squirrel issue.

7. Sprinkler System

Discussion regarding the use of a sprinkler system versus using a garden hose and oscillating sprinkler. The Committee believes that any new sprinkler system needs to utilize lower flow sprinkler heads to maximize water conservation. The existing system uses large commercial rainbird "impact" type sprinklers, which are not conducive to water conservation.

8. Work Performed by Staff or Contract Out

A sprinkler landscape contractor will be required to install the system.

a. Ground Preparation

Discussion was had to consider trying to use in-house resources and some rental equipment to prepare the area for planting. The members also discussed the quote process for a contractor to come out and either: (i) Prepare the soil and install or (ii) just install a sprinkler system.

BC Wilson will contact at least 3 contractors to provide quotes. Chair Yeager requested we include a drip line along the hall fence for vegetation, about every 5 feet.

b. Sprinkler System – See above

c. Planting

Desire is to plant as soon as possible and will depend on contractor availability for install of sprinkler system. Chair Yeager thinks Bermuda will come up quickly. It was agreed we would seed using in-house personnel.

9. Other Concerns - Action Items

- Stiles to handle Squirrels
- Wilson to get quotes
- Stiles to check on availability of tractor and tiller (after quotes)

10. Meeting Adjourned (Chair Yeager) – meeting was adjourned at 1445 hrs.

Chair

Eric Wilson, Recorder



**MINUTES
AD HOC COMMITTEE - LANDSCAPING
April 14, 2022 at 9:00 AM**

Held In Person
Lillard Hall
24905 County Road 95
Davis, CA 95616

1. Call to Order

Jim Yeager, Chair
Richard Guarino, Board Member
David Stiles, Assistant Chief
Eric Wilson, Battalion Chief
Scott Bravo, Fire Captain

Meeting called to order at 0900 hrs.

2. Public Comment – No public Comment

3. Discussion / Action

a. Approve Minutes – March 23, 2022 Meeting

Motion: Approve March 23, 2022 minutes
By: Guarino
Second: Stiles
Discussion: None
Passed, unanimously

4. Review Bids

BC Wilson reported he received only one bid, despite requesting bids from seven different contractors. Montoya Landscaping submitted a bid for \$3,000 to install an irrigation sprinkler system and \$3,500 for the ground preparation for planting. AC Stiles relayed that he had a discussion with Chief Rita and confirmed that the budget will not support those payments this or next fiscal year.

5. Discussion / Action on How to Proceed

a. Plan of Action

b. Recommendations to Board

The committee and staff discussed how to proceed. It was decided to recommend to the Board that soil preparation be done in-house, with seeding of Bermuda grass to take place in Winter 2022. AC Stiles will work with BC

Beoshanz to prepare the soil for planting.

After further discussion, the recommendation to the Board regarding watering is to forego installation of a sprinkler system right now and use an inline garden hose timer to control water use.

Anticipated costs: seed - \$40; timer - \$40; oscillating sprinkler - \$40; contractor grade 100' garden hose - \$75; for a total estimated cost of \$195. BC Wilson may have a brand new 100' garden hose he can donate to the project; so, perhaps the total cost will be less than \$195.

6. **Other Concerns** - None
7. **Meeting Adjourned (Chair Yeager)** – meeting was adjourned at 0945 hrs.

Chair

Eric Wilson, Recorder



MEMORANDUM

To: Board
From: Interim Clerk Rita
Re: Notes from Ad Hoc Meeting re Sacred Oaks and JOA with Willow Oak
Date: March 31, 2022

The ad hoc committees regarding Indian Health Services and Joint Operating Agreement with Willow Oak Fire met on March 31, 2022, at Commissioner McMullen’s office in Davis. Present were:

Committee Members: McMullen
Guarino
Staff: Chief Rita
Assistant Chief Stiles
Battalion Chief Wilson

Chief Rita reminded the committee members of the items that had been brought up by Commissioners Yeager and Amy at the March 15, 2002, board meeting. All present reviewed the document again. Chief Rita indicated she had sent the document to both YCPARMIA and County Counsel. County Counsel had approved it as presented, but she had not heard from YCPARMIA. After discussion, the committee members agreed to recommend to the Board to enter into the Agreement after approval by YCPARMIA.

Staff updated the committee members with respect to actions taken to date at Sacred Oaks. It was determined that we need to schedule training again for our staff to ensure we are performing all inspection tasks as required by our contract. Commissioner McMullen and BC Wilson will work on making that happen.

After the meeting regarding the JOA with Willow Oak, the members and staff returned to the Fire Station for a 1:00 pm meeting with representatives from Sacred Oaks. All present attended that meeting, at which committee members and staff were joined by Ali Ali, Commander, Rachel Rosas, Kenny Sherburne, and Bruce Claymoor.

The purpose of the meeting was to review our deliverables and ensure that we can, in fact, deliver them. Several improvements are required with respect to the inspections and some additional deliverables, with respect to inspections, were added, including one inspection that needs to be completed soon. Ms. Rosas will provide a new scope of work document for the coming option period (which begins May 1) as soon as possible.

Mr. Sherburne indicated that Sacred Oaks is now scheduled to begin accepting residents in June; staffing at Sacred Oaks is steadily increasing in the meantime. BC Wilson will work with Mr. Sherburne to schedule fire extinguisher training for the Sacred Oaks employees in May.

Battalion Chief Report



Date: April 19, 2022

Eric L. Wilson, Battalion Chief

Calls for Service (03/09/2022-04/14/2022) 33 responses

Significant Responses

03/15/22 Mutual Aid Fire at Hay Kingdom – Winters
E30,W30,B330.

03/17/22 County Rd 28 – Out of control, Control burn

03/26/22 County Rd 29 – Vehicle Accident

Weed Abatement

- Firefighter Lee with the assistance of other District volunteer firefighters, will begin property inspections this week. We remain on schedule to have all weed abatement in compliance prior to the first of July.

Volunteers

- No applications during this period.

Admin Matters

- Decommissioned Utility was sold and pick up.
- W230 has been sold and is awaiting pick up by Jason Johnson
- We are awaiting feedback and approval from the California Department of Justice regarding our request to begin doing live scan on new employee/volunteer applicants.

Sacred Oaks

- Monthly billing was submitted at beginning of April for our contracted monitoring service.
- Quarterly fire inspection was completed, and billing submitted to Indian Health Services as per our contract.
- The IHS committee and staff met with IHS representatives and reviewed our MOA regarding our inspections and training capabilities.
- Sacred Oaks plans to begin accepting patients the end of June.

Airport

- The airport will be doing some upgrades to their water system next week and is working with staff to ensure that appropriate measures are in place to continue adequate alarm notification and water supply resources are addressed.

Personnel

- Nothing to report

West Plainfield Fire Department (CA)

Davis, CA

This report was generated on 4/14/2022 12:05:16 PM



Incident Narrative with Type for Date Range (Landscape)

Start Date: 03/09/2022 | End Date: 04/14/2022

INCIDENT #	DATE	STREET NUMBER	INCIDENT TYPE
2022-034	03/10/2022	33946	542 - Animal rescue
Bravo, Scott Fire Captain E30 NARRATIVE: Aid given to WOF. We assisted PG&E with cat removal, all units returned to quarters.			
2022-035	03/10/2022		324 - Motor vehicle accident with no injuries.
Bravo, Scott Fire Captain E30 NARRATIVE: MDS, ESP, & YDH were dispatched to County Road 89 x County Road 27. ESP went at scene 2 miles east of I505, putting it borderline to WPL. I added us, and responded to the incident. I was cancelled prior to arrival by MDS. Auto Aid Given to MDS, see MDS report for further.			
2022-36	03/12/2022		324 - Motor vehicle accident with no injuries.
Osborn, Dave Fire Captain B30 NARRATIVE: On the listed date/time, WPF and UCDFD responded to the area of County Road 98 north of County Road 29 reference a call of an unknown injury traffic collision. The area was check and no such accident was found. Later CHP discovered the accident on County Road 27 south of County Road 29 approximately 2 miles from the earlier reported location. No one was injured in the accident and fire personnel were cancelled. All fire units returned to quarters.			
2022-037	03/15/2022	25265	321 - EMS call, excluding vehicle accident with injury
Booth, Michael Fire Captain E30 NARRATIVE: WPL units were dispatched for a medical emergency. E30,3034 and B330 provided BLS care. AMR 319 arrived on scene and care transferred to Paramedic. Patient was transferred to a local hospital by AMR. WPL units available. Booth M FC			
2022-038	03/15/2022	26888	111 - Building fire
Booth, Michael Fire Captain E30 NARRATIVE: WPL units were dispatched to a structure fire in a large hay storage facility. E30,W30 and B330 (3002) responded. E30 was assigned to Div Delta and provided exposure protection to a uninvolved hay storage building. W30 was assigned to the incident for water shuttling. B330 (3002) assigned as the incident safety officer. WPL units were released and returned to quarters. Booth M FC			
2022-039	03/15/2022	24901	571 - Cover assignment, standby, moveup
Bravo, Scott Fire Captain B30 NARRATIVE: Chief Rita requested staffing recall coverage for Station 30 due to commitments of resources to CAWPL-22-038.			

Only REVIEWED incidents included. CAD and Medical Narratives not included
The column labeled Street Number is the number part of the address, for example 123 Main Street would show 123 in this column.

2022-040	03/16/2022		652 - Steam, vapor, fog or dust thought to be smoke
Bravo, Scott Fire Captain E30 NARRATIVE: WPL & WFD were dispatched to an unknown type fire in the area of the location given. WFD held in quarters, E30 checked the area and only smoke visible was the Hay Kingdom incident. All units released and returned to quarters.			
2022-041	03/16/2022		651 - Smoke scare, odor of smoke
Bravo, Scott Fire Captain E30 NARRATIVE: WPL was dispatched to an unknown type fire in the area of the location given. No fire was located, the smoke and flames seen were from the Hay Kingdom Incident in WFD. All units cancelled, released, and returned to quarters.			
2022-042	03/17/2022	33250	321 - EMS call, excluding vehicle accident with injury
Osborn, Dave Fire Captain E30 NARRATIVE: On the listed date/time, WPF, county EMS and law enforcement responded to the area of DQU reference a call of several armed subjects on the campus. WPF and county EMS staged while law enforcement contacted the subjects involved. The subjects were detained without incident and no medical assistance was needed. WPF and county EMS cleared the scene and returned to quarters.			
2022-43	03/17/2022		142 - Brush or brush-and-grass mixture fire
Osborn, Dave Fire Captain B30 NARRATIVE: On the listed date/time, the R/P - Moncur called the West Plainfield Fire Station to report an out of control (control burn). Moncur logged his burn on the this date at 1213 hours. He stated the fire had spread to the creek area next to his property and had taken off to the point he could no longer control it. I advised dispatch and responded to the area. I found the fire to be located in a creek west of the property. The creek was populated by numerous amounts of tulle reeds and had already burned a 300 yard by 30 yard area. Captain Fish and Chief Stiles arrived and the fire was quickly placed under control and extinguished. Moncur was at the scene and showed me two burn piles that he had made that were right up against the creeks edge. This was the obvious origin of the fire. After approximately an hour of mop up it was determined that the fire was no longer a danger and all fire units cleared the scene.			
2022-44	03/18/2022	36815	611 - Dispatched & cancelled en route
Osborn, Dave Fire Captain WPL30 NARRATIVE: On the listed date/time, WPF received a call of a smoke detector activation at 36815 Russell Boulevard. Prior to any fire units responding to the scene, it was determined that the activation was accidental. No WPF responded to the scene.			
2022-45	03/19/2022		324 - Motor vehicle accident with no injuries.
Osborn, Dave Fire Captain E30 NARRATIVE: On the listed date/time, WPF, County EMS and CHP responded to the area of County Road 29 west of County Road 98 reference a call of an unknown injury traffic accident. Upon arrival, I observed a red Mazda of the side of the roadway on the north side of County Road 29. The vehicle had collided with a power pole and had knocked the pole down along with the wires attached. No one was injured in the accident. Due to the wires laying across the roadway, County Road 29 was shut down in both directions. PG&E responded and removed the pole and wires from the roadway. The vehicle was towed from the scene. CHP took over the scene and all fire personnel returned to quarters.			
2022-046	03/19/2022	26655	745 - Alarm system activation, no fire - unintentional
LaTour, Larry J Lieutenant E30 NARRATIVE: Station 30 was called by a neighbor for a smoke alarm going off. E30 arrived to find a single story residential occupancy with no smoke or fire showing. E30 began to investigate and determined that the resident was not home and could not be reached. E30 gained access into residence to further investigate alarm. E30 determined that the alarm was false and system needed to be replaced. E30 exited residence and locked up home. E30 left a note inside explain what took place. E30 returned back to quarters. Lt. LaTour.			
2022-047	03/20/2022	25401	611 - Dispatched & cancelled en route

Only REVIEWED incidents included. CAD and Medical Narratives not included
The column labeled Street Number is the number part of the address, for example 123 Main Street would show 123 in this column.



LaTour, Larry J Lieutenant E30 NARRATIVE: E30 was dispatched for a mutual aid MVA. E30 cancelled by WFD. E30 remained in quarters.			
Lt. LaTour.			
2022-049	03/23/2022		611 - Dispatched & cancelled en route
Osborn, Dave Fire Captain E30 NARRATIVE: On the listed date/time WOFD and WPFD responded to County Road 22 at Highway 16 refence a call of a possible grass fire. WOFD arrived on scene and determined the fire was in fact a controlled burn. WOFD cancelled WPFD prior to us going in route.			
2022-50	03/23/2022		611 - Dispatched & cancelled en route
Osborn, Dave Fire Captain W30 NARRATIVE: On the listed date/time, Winters FD requested a water tender from WPFD respond to a possible grass fire. W30 responded with two personnel. Prior to arriving, Winters FD had the fire under control and requested WPFD cancel. W30 returned to quarters.			
2022-051	03/24/2022	25265	321 - EMS call, excluding vehicle accident with injury
Bravo, Scott Fire Captain E30 NARRATIVE: WPL & AMR were dispatched to a medical aid at the location given. See AMR PCR for patient information. All units were released and returned to quarters.			
2022-052	03/24/2022	34725	631 - Authorized controlled burning
Bravo, Scott Fire Captain E30 NARRATIVE: E30 was returning from CAWPL 22-051, when I visualized a rapidly building column and flames from County Road 31 x County Road 95. There was 1 logged control burn in the general area, I proceeded to the reported burn and made contact with the pile owner. Pile was in compliance and more than adequate clearance. E30 released and returned to quarters.			
2022-053	03/26/2022		322 - Motor vehicle accident with injuries
LaTour, Larry J Lieutenant E30 NARRATIVE: E30 was dispatched for a mva. E30 arrived and aided in patient care and traffic control. E30 Transferred care to AMR Paramedics. E30 was released by CHP. E30 returned to quarters.			
Lt. LaTour.			
2022-054	03/28/2022	663	324 - Motor vehicle accident with no injuries.
Bravo, Scott Fire Captain E30 NARRATIVE: WPL was dispatched to a vehicle accident on campus. E30 arrived at scene and was cancelled by UCDPD on arrival, non-injury, property damage only. All units released and moved into DVS31 for cover.			
2022-055	03/28/2022	530	571 - Cover assignment, standby, moveup
Bravo, Scott Fire Captain E30 NARRATIVE: E30 was requested to cover FS31 behind UCD's 2 alarm fire on campus. Units were released and returned to quarters.			
2022-56	03/30/2022		510 - Person in distress, other
Osborn, Dave Fire Captain E30 NARRATIVE: On the listed date/time, WPFD responded to the area of County Road 31 at County Road 97d reference a call of a male subject down in a ditch. Upon arrival, it was determined that the male subject, later identified as Narell, was resting and was not in need of any medical treatment.			
Yolo County SO responded and transported Narell to the city of Davis at his request. All WPFD units cleared and returned to quarters.			
2022-057	04/01/2022	32890	600 - Good intent call, other

Only REVIEWED incidents included. CAD and Medical Narratives not included
The column labeled Street Number is the number part of the address, for example 123 Main Street would show 123 in this column.

Booth, Michael Fire Captain E30 NARRATIVE: WPL and WNF units dispatched for a subject in the roadway. E30 arrived on scene along with AMR 334 to find a male asleep along side of County Road 93A. AMR paramedic easily awakens the male who advises he was walking to Davis and fell asleep. Male is not requesting medical assistance. YSO arrived on scene and offered male a ride to Winters. Male declined assistance and began walking towards Winters. WPL, AMR and WNF released.

Booth M FC

2022-058	04/01/2022	18280	611 - Dispatched & cancelled en route
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Booth, Michael Fire Captain W30 NARRATIVE: WPL units cancelled en route. W30 and B330 available

Booth FC

2022-59	04/02/2022	23680	611 - Dispatched & cancelled en route
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Osborn, Dave Fire Captain E30 NARRATIVE: On the listed date/time, WPF and County EMS was dispatched to a call of a possible fall at 23680 County Road 94. Prior to any units arriving on scene, the caller said they party involved was uninjured and able to get up with help. The caller requested no additional assistance. All units cleared and returned to quarters.

2022-60	04/02/2022	26420	531 - Smoke or odor removal
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Osborn, Dave Fire Captain E30 NARRATIVE: On the listed date/time, WPF and County EMS responded to 26420 County Road 97 reference a call of smoke detector activation. While in route the alarm company reported that a medical alert activation was coming from the same address.

Upon arrival, it was learned that the resident, Livingston, had burnt his breakfast and had accidentally activated the smoke detector. While trying to reset the alarm he inadvertently activated his medical alert alarm.

We assisted Livingston with removing the smoke from his residence. No other assistance was needed and all WPF and County EMS units cleared the scene.

2022-61	04/03/2022	37360	611 - Dispatched & cancelled en route
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Osborn, Dave Fire Captain E30 NARRATIVE: On the listed date/time, WPF, Davis FD and County EMS responded to the area of 37360 Russell Blvd reference a call of an unknown injury traffic collision. The location and surrounding areas were checked and no such accident could be located. All units cleared and returned to quarters.

2022-062	04/06/2022	36351	444 - Power line down
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Bravo, Scott Fire Captain E30 NARRATIVE: WPL was dispatched to a reported lines down in the area of the location given. E30 arrived to find a fiber optic pole leaning, not down, lines intact. AT&T was notified by YECA, E30 flagged the pole and all units released and returned to quarters.

2022-063	04/07/2022		324 - Motor vehicle accident with no injuries.
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LaTour, Larry J Lieutenant E30 NARRATIVE: E30 was dispatched for a motor vehicle accident. E30 arrived to find one vehicle with moderate damage on the side of the road. Driver of the vehicle was out of the vehicle and had no medical complaint. E30 provided traffic control until CHP arrived and took over the scene. E30 was released by CHP and returned to quarters.

Lt. LaTour.

2022-064	04/09/2022	24321	321 - EMS call, excluding vehicle accident with injury
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Bravo, Scott Fire Captain E30 NARRATIVE: WPL was dispatched to a medical aid at the location given. AMR arrived prior to our arrival, see their PCR for patient information. All units were released and returned to quarters.

2022-066	04/13/2022	26275	321 - EMS call, excluding vehicle accident with injury
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Only REVIEWED incidents included. CAD and Medical Narratives not included
The column labeled Street Number is the number part of the address, for example 123 Main Street would show 123 in this column.



LaTour, Larry J Lieutenant E30 NARRATIVE: E30 was dispatched for a medical aid. E30 arrived on scene with WPFD personnel to find AMR Paramedics on scene making patient contact. E30 was released from scene by AMR paramedics. E30 returned to quarters.

Lt. LaTour.

Only REVIEWED incidents included. CAD and Medical Narratives not included
The column labeled Street Number is the number part of the address, for example 123 Main Street would show 123 in this column.





West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

April 19, 2022

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:

Allstar Fire Equipment	10,412.58
ATT (CalNet)	44.20
ATT (FirstNet)	189.20
Clark Pest Control	110.00
Ferrellgas	12.80
InterState Oil	991.72
LEAF	229.79
PGE *	646.37
Quill	131.42
Recology	375.22
Scotts PPE Recon	52.13
US Bank	738.63
Wizix	33.84

Total: \$13,967.90

* No statement received as of 04/15/22; will present to County for payment of current charges upon receipt

4. Lillard Hall

a. Manager Report (Hall Manager Gonzalez)

Manager Gonzalez was not present; but the Board members reviewed her written report.

b. Informational: Draft Minutes – Meeting – January 4, 2022

Interim Clerk Rita advised the Board that the draft of the committee meeting minutes was presented for information purposes only and to guide the discussion regarding Item 4.c. below.

c. Discussion / Action - (Hall Manager Gonzalez)

i. Approve Changes to Lillard Hall Use and Rental Policies

Hall Manager Gonzalez was not present; Commissioner Yeager gave a brief rundown of the proposed changes.

Motion: Approve changes as presented
By: Yeager
Second: Guarino
Discussion: None
Roll Call: Yeager, Aye
Hjerpe, Aye
Guarino, Aye
McMullen, Aye
Passed: Unanimously

5. New Business

a. Discussion / Action – Closed Session (Commissioner Guarino)

i. Interview / Hire for Soon to be Open Career Company Officer Position – Recommended Candidate

- 1. Close Session – at 1940 hours**
- 2. Open Session – at 1956 hours**
- 3. Report out of Closed Session**

President McMullen reported out of closed session that Candidate Brown's name has been placed at the top of the hiring list, to be offered our next open position at the rank of Captain.

b. Discussion / Action (AC Stiles and/or BC Wilson)

i. Approve Transfer of E230

AC Stiles confirmed that Robbins Sutter Basin would like to take the engine; Willow Oak has also approved, as no department in

Yolo County wanted to take it. By consensus, the Board agreed to the transfer of E230 the Robbins Sutter Basin.

ii. Update on Disposition of Remaining Surplus Engines

AC Stiles confirmed that we would need to find private buyers for the remaining surplus. Staff continues to work on finding buyers.

c. Discussion / Action – Fee for Fire Inspections (Chief Rita)

Chief Rita advised Commissioner Amy had suggested that the District might want to consider charging a fee for inspections. President McMullen assigned an Ad Hoc Committee: Yeager, chair, Amy, Board member, and staff, to study the issue and make any recommendations to the Board.

d. Discussion / Action – Landscaping of Area East of Station (Commissioner Yeager)

Commissioner Yeager would like to see Bermuda grass planted, with a sprinkler system. President McMullen assigned an Ad Hoc Committee: Yeager, chair, Guarino, Board Member, and staff, to develop a plan and make recommendations to the Board.

e. Discussion / Action - Volunteer Applications (BC Wilson)

BC Wilson reported we had one applicant, who was a repeat applicant; but, after re-review, staff again declined to move the applicant forward to the Board.

Captain Bravo asked the President if now might be a good time to provide an update regarding grants submitted, as one had been submitted for personnel; the President approved. Captain Bravo reported that we had submitted a SAFER grant for personnel, no match by the District, for 24 reserve/volunteer firefighter positions. It would cover a 4-year period and provide: PPE, uniforms, pre- and post-medicals, and \$75 stipends. Captain Bravo reported that he just received information for the Cal Fire Volunteer Grant, which is usually for PPE, and will be preparing and submitting that soon.

f. Discussion / Action – Committee Assignments (President McMullen)

President McMullen reported that he had made new standing committee assignments, as follows:

Budget & Benefits Committee – **Yeager**, Guarino, Rita
Personnel Committee – **Hjerpe**, Yeager, Rita

Funding and Development Committee - **Guarino**, Amy, Wilson and
Bravo
Lillard Hall Committee – **Amy**, Hjerpe, Gonzalez

- g. Discussion / Action – Standing Committees – Reports (by Prior Members)**
- i. Budget and Benefits Committee – Hjerpe, Amy**
 - ii. Personnel Committee – Guarino, Amy**
 - iii. District Funding and Development Committee - Yeager, Hjerpe**
 - iv. Lillard Hall Committee – Yeager, Amy**

The Lillard Hall Committee members had nothing more to report; none of the other committees had met, so had nothing to report.

- h. Discussion / Action – Ad Hoc Committee Reports**
- i. LAFCO – Guarino, Yeager**
 - ii. Solar – Guarino, Hjerpe**

Neither committee had met, but Chief Rita had some updates.

LAFCO: there is a workshop scheduled at Willow Oak Station 6 focused on recommendations for West Plainfield, Willow Oak, and Yolo Fire for February 28. LAFCO representative Christine Crawford has provided an agenda for posting to allow all board members from each District to attend. Chief Rita reported that she would forward the necessary information to all the Board members.

Solar: staff continues to work on finding a company that can install it and has financing options.

- i. Discussion / Action – Liaison Reports**
- i. Fire Prevention / Investigation – McMullen**
 - ii. Training – Yeager**
 - iii. Large Equipment / Facilities – McMullen**
 - iv. IHS – McMullen**

None of the liaisons had anything to report.

6. Fire Chief's Report (Chief Rita)

Chief Rita reported that the FDAC annual conference was a go this year. She asked that any Board or staff member that was interested contact her as soon as possible, as the deadline was approaching for hotel reservations. This year's conference is in Napa, at the Napa Marriott from April 5 through April 8.

7. Battalion Chief’s Report (BC Wilson)

Association President Lee advised the Board that the Association would be holding a pancake breakfast this year, after all. The Association will also be holding a flea market as a fundraiser, “renting” spaces, currently set for April 9.

8. Clerk’s Report (Interim Clerk Rita)

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

Interim Board Clerk Rita indicated she had provided the Board members with a revised coversheet for the bills. She noted that she had posted it online, as well.

Motion: Approve payment of bills as summarized on the revised bill coversheet
By: Yeager
Seconded: Guarino
Discussion: None
Roll Call: Yeager, Aye
Hjerpe, Aye
Guarino, Aye
McMullen; Aye
Passed: Unanimously

b. Approval of Prior Board Meeting Minutes (Interim Clerk Rita)

i. Regular Meeting – January 18, 2022

Motion: To approve the minutes as presented
By: Yeager
Seconded: Guarino
Discussion: None
Roll Call: Yeager, Aye
Hjerpe, Aye
Guarino, Aye
McMullen; Abstain
Passed: Unanimously, with one abstention

9. Open Forum

AC Stiles reported that the Department will be sponsoring Driver/Operator 1A and 1B classes in March; he will be the lead instructor and sessions will be split between West Plainfield and Willow Oak stations.

10. Next regular Board meeting on March 15, 2022, unless another date is agreed upon

Next regular meeting date confirmed for March 15, 2022.

11. Meeting Adjourned (President McMullen)

Motion: To adjourn
By: Yeager
Seconded: Guarino
Discussion: None
Roll Call: Yeager, Aye
Hjerpe, Aye
Guarino, Aye
McMullen; Aye
Passed: Unanimously

Meeting adjourned at 2045 hours.

President McMullen

Interim Board Clerk Rita



West Plainfield Fire Protection District
24901 County Road 95, Davis, CA 95616 (530) 756-0212

**MINUTES - BOARD OF COMMISSIONERS – REGULAR MEETING
March 15, 2022 at 7:00 PM**

Held In Person
Lillard Hall
24905 County Road 95
Davis, CA 95616

1. Call the Meeting to Order and Establish Quorum (President McMullen)

President McMullen called the meeting to order at 1900 hours and established a quorum.

Present were:

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

Staff: Fire Chief / Interim Clerk Rita
Captain Bravo
Hall Manager Gonzalez
Jon Lee, Firefighter / President, Volunteer Association

2. Public Comment – NONE

3. Old Business

a. Update – Weed Abatement (BC Wilson – not present)

After some discussion about mailing a newsletter vs a postcard regarding weed abatement, Chair McMullen asked that BC Wilson bring the estimates for each to the next meeting. The plan is to settle upon a method for next year's mailings now; allowing plenty of time to weigh the costs and advantages of one method vs another.

b. Update – Yolo County Fire Sustainability Committee (AC Stiles)

BC Wilson's report was included in the Board packet. AC Stiles was not present, but Chief Rita relayed that the Fire Sustainability Committee was still waiting for the LAFCO Municipal Service Reviews to be completed and had asked that revised action plans be submitted by each District in the meantime. AC Stiles had reported to Chief Rita that our revised plan had been presented to the committee; Captain Bravo confirmed it. In the meantime, the County has moved forward with the 218 Study and securing a vendor.

4. Lillard Hall

a. Manager Report (Hall Manager Gonzalez)

Hall Manager Gonzalez reported that since the new rates had gone into effect she had scheduled four events and had four that she was working on confirming. Internet service has been installed in the Hall, at the minimum service level. It appears, however, that it will not be sufficient. The Hall Manager will research the cost of increasing the service levels.

Commissioner Yeager asked what was happening with installation of the motion lights. Hall Manager Gonzalez reported they still need to be purchased and installed. Commissioner Yeager requested that it be done as soon as possible for safety reasons.

5. New Business

a. Discussion / Action (AC Stiles)

- i. Approve sale of 1997 F-350 for \$10,000 to Russell Hatanaka
- ii. Approve sale of GMC for \$7,500 to Jason Johnson
- iii. Discuss sale of 2nd 1997 F-350 for \$10,000 to Russell Hatanaka

Held a discussion before any motions were presented regarding whether or not to sell the 2nd F-350. Because the Department is using the second one as a utility, which has been very beneficial, and everyone agreed it is not feasible at this time to take any sale proceeds and purchase a new utility, the District will not sell the 2nd F-350.

Motion: To approve sale of one of the F-350's to Russell Hatanaka for \$10,000 and the GMC to Jason Johnson for \$7,500.

By: Amy

Seconded: Yeager

Amended: Chief Rita to confirm with County Counsel that the process we used to secure these bids was an appropriate method; then, the items can be sold and transferred

Discussion: None

Passed: Original Motion – Unanimously
Amendment - Unanimously

b. Discussion / Action – Resolution re Criminal History Access (DOJ/FBI) – Resolution 22-01 (Chief Rita)

Several board members had concerns about the last paragraph of the proposed Resolution; it is very restrictive. This item was tabled until staff can determine how the Resolution can be changed and what the new language would be, as it was sample language provided by the Department of Justice.

c. Discussion / Action – Draft Joint Operations Agreement with Willow Oak Fire Protection District – staff recommendation: after any suggested changes, send for Review to County Counsel and Insurance Carrier (Chief Rita)

Commissioners Amy and Yeager had several questions, most of which were answered by Chief Rita. Nonetheless, because there were so many questions and he felt it would be a good idea to take a closer look at the draft with those questions in mind, President McMullen assigned an ad hoc committee to review the draft more thoroughly and bring back a recommendation to the full Board. President McMullen appointed Commissioner Guarino as chair and himself as the second committee member, and assigned Chief Rita as the staff member.

d. Discussion / Action - Volunteer Applications (BC Wilson – see report)

BC Wilson's report was included in the Board packet.

e. Discussion / Action – Standing Committees – Reports

- i. Budget and Benefits Committee – Yeager, Guarino**
- ii. Personnel Committee – Hjerpe, Yeager**
- iii. District Funding and Development Committee - Guarino, Amy**

None of the above committees met.

iv. Lillard Hall Committee – Amy, Hjerpe

This committee did not meet, but Commissioner Amy reported that, as the new Chair of this committee, she had met with the Hall Manager.

f. Discussion / Action – Ad Hoc Committee Reports

i. LAFCO – Guarino, Yeager

Meeting scheduled for March 31, 2022.

ii. Solar – Guarino, Hjerpe

No meeting; Chief Rita reported staff is still researching the District's lease options.

iii. Landscaping – Yeager, Guarino

Meeting scheduled for March 24, 2022, at 2:00 PM.

iv. Inspection Fees – Yeager, Amy

Commissioner Yeager reported that BC Wilson is collecting information from neighboring departments. No meeting scheduled yet.

g. Discussion / Action – Liaison Reports

i. Fire Prevention / Investigation – McMullen – Nothing to Report

ii. Training – Yeager

Commissioner Yeager reported he recently met with the Training Officer, but had nothing to report otherwise.

iii. Large Equipment / Facilities – McMullen

Nothing more to report.

iv. IHS – McMullen

Chief Rita reported that there is an upcoming meeting with representatives from Sacred Oaks.

Commissioner McMullen commented he was concerned about AMR joining BC Wilson at his next inspection, as BC Wilson had noted in his written report. President McMullen directed Chief Rita to make sure Sacred Oaks was expecting AMR. Otherwise, nothing to report.

6. Fire Chief’s Report (Chief Rita)

Nothing more to report.

7. Battalion Chief’s Report (BC Wilson)

BC Wilson was not present but had provided his report in the Board packet.

8. Fire Fighter’s Association Report (Jon Lee)

President Lee reported that the pancake breakfast had been a success and that the Association was holding a flea market in the parking lot of Lillard Hall on April 9 from 8:00 AM until 2:00 PM. Food and music would be onsite, as well.

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9. Clerk’s Report (Interim Clerk Rita)

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

Motion: To approve payment of bills as presented
By: Amy
Seconded: Guarino
Discussion: None
Passed: Unanimously

b. Approval of Prior Board Meeting Minutes (Interim Clerk Rita)

i. Regular Meeting – February 15, 2022

Commissioner Amy indicated that there were several errors in the minutes, particularly those that indicated she had been there or done something during the meeting. Interim Clerk Rita, with approval of the President, pulled the draft for the necessary corrections, and a new draft will be presented for approval at the April meeting.

ii. Special Meeting – February 28, 2022

Motion: To approve the minutes of the special meeting held on February 28, 2022, as presented
By: Yeager
Seconded: Amy
Discussion: None
Passed: Unanimously

10. Open Forum – Nothing

11. Next regular Board meeting on April 19, 2022, unless another date is agreed upon

The next Board meeting was confirmed for April 19, 2022, at 7:00 PM.

12. Meeting Adjourned (President McMullen)

Motion: To adjourn
By: Guarino
Seconded: Amy
Discussion: None
Passed: Unanimously

Meeting adjourned at 2030 hours.

President McMullen

Interim Board Clerk Rita