

West Plainfield Fire Protection District

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

BOARD OF COMMISSIONERS MEETING

May 15, 2018 at 7:00 PM

To be held at West Plainfield Fire Department
24901 County Road 95, Davis, CA 95616

1. Call the meeting to order
2. Review and Discussion of Bills
 - a. Approve Payment of Bills (Page 1)
3. Public comment
4. Lillard Hall
 - a. Lillard Hall Public Business
 - b. Lillard Hall Manager Report (Page 2)
 - c. Lillard Hall Committee Report (Hjerpe, Guarino)
 - i. Financial Analysis Report
 - ii. Landscaping / Fencing
5. Financials
 - a. Deposits (Page 3)
 - b. Financial Reports
 - c. Proposal to prepare Specials Districts Financial Transactions Report (Page 4 & 5)
6. New Business
 - a. Assembly Bill 2089 (Page 6-9)
 - b. Discussion / Action – Fire District Website
 - c. Discussion / Action – Long Term Modified Position
 - d. Discussion / Action – Identify / Begin Process to Hire Permanent Full-Time
 - e. Discussion /Action – Grant Award from Yocha Dehe Wintun Nation for the purchase of a Brush Truck
7. Old Business
 - a. Traffic issues on County Road 96 (Page 10)
 - b. Possible training – Cabin on corner of County Road 27 and 96
8. Chiefs Report
9. Assistant Chiefs Report
10. Volunteer Activities Report
11. Committee Reports
 - a. Standing Committees
 - i. Benefits Committee Report (Hjerpe, Guarino)
 1. Draft Committee Meeting Minutes – May 1, 2018 (Page 11 & 12)
 2. Discussion / Action Items – Recommendations by Committee
 - a. Item 1 – Pay-per-Call and Special Cover, as set out in the draft committee minutes
 - b. Item 2 – Approve increase of Board Clerk hourly to \$18.50
 - c. Item 3 – Adopt pay scales as set out in the draft committee minutes
 - ii. Budget Committee Report (Yeager, Hjerpe)
 1. Discussion / Action – Budget Adjustment - \$15,000 from Acct 89-9900 to Acct 500100
 - iii. Personnel Committee Report (Hjerpe, Guarino)
 - iv. Extended Coverage / Resident Firefighter Program Committee (Beoshanz, Yeager)
 - b. Ad Hoc Committees
 - i. Policy Review Committee (Beoshanz, Guarino)
 - ii. Monument Committee (Beoshanz, Yeager)
 - iii. Airport Service District Funding Committee (Yeager, Hjerpe)
12. Bureau of Indian Health Service (BIHS) Liaison Report
13. Training Liaison Report
14. Fire Prevention Liaison Report
15. Major Equipment Repair Liaison Report
16. Minutes
 - a. Approval of April 17, 2018 Board Meeting Minutes (Page 13-17)
17. Clerk's Report
18. Open Forum
19. Calendar
 - a. The next regular scheduled Board meeting will be June 19, 2018 at 7:00 pm unless another date is agreed upon.

West Plainfield Fire Protection District

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

May 15, 2018

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:

ATT	\$ 28.62
CSFA Membership	2,480.00
EverBank	139.45
Mike Rita	100.00
Sterling May	28.70
Waste Management	<u>159.62</u>
 Total	 \$ 2,936.09

* Not included in total

May 15, 2018

Lillard Hall Report

Deposit Income: \$600.00 Adela Alanis paraty
\$300.00 Marentes party
\$975.00 Dog group, May, June, and July rent

Total: \$1875.00

Deposit: \$500.00

Expenses: \$500.00 Raul Alanis party refund
\$1,000.00 4 ¾ months of salary for Hall Manager, paid to WPPFD
\$500.00 Adela Alanis party refund
\$348.63 Waste Management Woodland
\$500.00 Borges party refund
\$198.23 Davis Glass – repair glass in Display Cabinet in Hall

Total: \$3,046.86

Balance: \$19,682.46

Jo Yeager

DEPOSITS – May 15, 2017

Total of 1 deposit totaling \$2,091.98

YCPARMIA – Reimbursement Temporary Disability \$1,031.33

West Plainfield Fire Protection District

Proposal to Prepare and Submit Special Districts Financial Transactions Report for Fiscal Year Ended June 30, 2018.

Pursuant to Government Code Section 12463, all special districts are required to annually furnish reports of financial transactions to the State Controller's Office (SCO) in the SCO's prescribed time, form and manner.

What to File

The following prescribed reports must be submitted by the deadline:

- Special Districts Financial Transactions Report (including signed cover page)
- US Bureau of the Census Supplement to the Annual Report of Special Districts

When to File

Government Code section 53891(a) requires completed reports to be submitted to the SCO within seven months after the close of the fiscal year. (Due date of January 31, 2019 for fiscal year ended June 30, 2018)

How to File

The reports may be submitted electronically or by mail.

Proposal

Prepare and submit electronically all required reports mentioned-above by the January 31, 2019 deadline for a fee of
\$150.00.

Depending on the circumstances I may request the following, at a later time, to prepare the report:

- Trial balance for all funds to be included in the report, Infor report GL291 in excel format.
- Listing of transactions, for all funds to be included in the report, Infor report GL290, in excel format.
- Capital asset schedule.
- Debt amortization schedules.

All of these reports may be provided to you by the County of Yolo Department of Financial Services. Please be certain to send me only the final June 30, 2018 data.

Sincerely,

Mark V. Krummenacker
2826 Meadow Hawk Way, Antelope, CA 95843
Cell 530-368-0901, email mark.krummenacker@comcast.net

To accept this proposal please sign and reply back to me by August 31, 2018.

_____	_____
Printed Name	Title
_____	_____
Signature	Date

If District accepts proposal please complete and submit to me the following:

Report preparation District contact: _____
Name Phone email

District Official who will sign cover page: _____
Name Contact (email)

District mailing address: _____

Members of Governing Board as of June 30, 2018:

First Name	MI	Last Name	Title
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other District Officials as of June 30, 2018:

_____	_____	_____	Secretary
_____	_____	_____	Treasurer
_____	_____	_____	Counsel
_____	_____	_____	Manager
_____	_____	_____	Other please specify _____

Independent Auditor:

Firm Name: _____

Engagement Partner: _____
First Name Last Name Phone Number

AMENDED IN ASSEMBLY APRIL 26, 2018
AMENDED IN ASSEMBLY FEBRUARY 26, 2018
CALIFORNIA LEGISLATURE—2017–18 REGULAR SESSION

ASSEMBLY BILL

No. 2089

Introduced by Assembly Member Mathis

February 7, 2018

An act to add Sections 13873.5 and 14834 to the Health and Safety Code, relating to fire protection.

LEGISLATIVE COUNSEL'S DIGEST

AB 2089, as amended, Mathis. Volunteer firefighters: background checks.

The Fire Protection District Law of 1987 provides for the formation and administration of fire protection districts. Under that law, district employees include volunteer firefighters.

Other existing law provides for the organization of fire companies in unincorporated towns by filing a certificate with the Fire and Rescue Operational Area Coordinator in the same county, or other county agency as designated by ordinance of the county board of supervisors. Under existing law, a fire company is staffed by officers and volunteer firefighters. Existing law authorizes counties and cities to regulate the formation and continued existence of fire companies within their jurisdiction.

This bill would amend those provisions to ~~require~~ *authorize* the chief of a fire protection district or a fire company to conduct background checks on applicants for volunteer firefighter status with the district or fire company, as prescribed, ~~and~~ *and, if such a background check is conducted*, would require the chief to identify an applicant who is

determined by such a background check to be a registered sex offender or to have committed or been convicted of specific offenses. By imposing new duties on local officials, this bill would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

Vote: majority. Appropriation: no. Fiscal committee: yes.
State-mandated local program: yes-no.

The people of the State of California do enact as follows:

- 1 SECTION 1. Section 13873.5 is added to the Health and Safety
2 Code, to read:
3 13873.5. (a) The chief of a fire protection district shall *may*
4 conduct a background check on each applicant for volunteer
5 firefighter status with the district in accordance with this section.
6 ~~The~~ *If a background check is conducted, the* district shall identify
7 an applicant who is determined by a background check pursuant
8 to this section to be a registered sex offender or to have committed
9 a felony or have been convicted of murder or arson.
10 (b) (1) Prior to hiring an applicant for volunteer firefighter
11 status with the district, the chief shall *may* electronically submit
12 to the Department of Justice fingerprint images and related
13 information required by the Department of Justice on the applicant
14 for the purposes of obtaining information as to the existence and
15 content of a record of state or federal convictions and state or
16 federal arrests and also information as to the existence and content
17 of a record of state or federal arrests for which the Department of
18 Justice establishes that the person is free on bail or on his or her
19 own recognizance pending trial or appeal, as provided pursuant to
20 subdivision (p) of Section 11105 of the Penal Code.
21 (2) When received, the Department of Justice shall forward to
22 the Federal Bureau of Investigation requests for federal summary
23 criminal history information received pursuant to this subdivision.
24 The Department of Justice shall review the information returned

1 from the Federal Bureau of Investigation and compile and
2 electronically disseminate a response to the chief, as provided
3 pursuant to Section 11105 of the Penal Code.

4 (3) The Department of Justice shall electronically provide the
5 response to the chief.

6 (c) The chief ~~shall~~ *may* request the Department of Justice to
7 provide subsequent arrest notification service, as provided pursuant
8 to Section 11105.2 of the Penal Code, for persons described in
9 subdivision (b).

10 (d) The Department of Justice shall charge a fee sufficient to
11 cover the cost of processing the ~~request~~ *requests* described in this
12 section.

13 SEC. 2. Section 14834 is added to the Health and Safety Code,
14 to read:

15 14834. (a) The chief of a fire company ~~shall~~ *may* conduct a
16 background check on each applicant for volunteer firefighter status
17 with the fire company in accordance with this section. ~~The~~ *If a*
18 *background check is conducted, the* fire company shall identify
19 an applicant who is determined by a background check pursuant
20 to this section to be a registered sex offender or to have committed
21 a felony or have been convicted of murder or arson.

22 (b) (1) Prior to hiring an applicant for volunteer firefighter
23 status with the fire company, the chief ~~shall~~ *may* electronically
24 submit to the Department of Justice fingerprint images and related
25 information required by the Department of Justice on the applicant
26 for the purposes of obtaining information as to the existence and
27 content of a record of state or federal convictions and state or
28 federal arrests and also information as to the existence and content
29 of a record of state or federal arrests for which the Department of
30 Justice establishes that the person is free on bail or on his or her
31 own recognizance pending trial or appeal, as provided pursuant to
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2 response to the chief.

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4 provide subsequent arrest notification service, as provided pursuant
5 to Section 11105.2 of the Penal Code, for persons described in
6 subdivision (b).

7 (d) The Department of Justice shall charge a fee sufficient to
8 cover the cost of processing the ~~request~~ *requests* described in this
9 section.

10 ~~SEC. 3. If the Commission on State Mandates determines that~~
11 ~~this act contains costs mandated by the state, reimbursement to~~
12 ~~local agencies and school districts for those costs shall be made~~
13 ~~pursuant to Part 7 (commencing with Section 17500) of Division~~
14 ~~4 of Title 2 of the Government Code.~~

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West Plainfield Fire Protection District

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

April 9, 2018

Mr. Ed Medina
Public Works Superintendent
Yolo County
Department of Community Services
292 West Beamer Street
Woodland, CA 95895

Re: Intersection of County Roads 31 and 96
Speed limits on County Road 96 from County Road 30 to Russell Blvd.

Dear Mr. Medina,

I represent the West Plainfield Fire Protection District Board of Commissioners in this communication. At the Board of Commissioners meeting of March 20th, 2018, the commissioners discussed and determined that the intersection of County Roads 31 and 96 is a hazardous intersection. There have been several accidents and at least 2 that were fatal at that intersection.

Additionally, the commissioners discussed and determined that the speed limit on County Road 96, between County Road 30 and Russell creates a hazard to the people and properties located on County Road 96, due to the limited site visibility created by foliage and the fact that many horse and riders are entering the roadway without being seen until the last seconds from drivers. This situation is compounded by drivers rushing their children in vehicles to the elementary school down County Road 96 at Russell.

I would be happy to accompany you or your representative during your site inspections of the two hazardous conditions, noted above.

Thank You for your consideration.

Sincerely,



James F. McMullen
President
Board of Commissioners

West Plainfield Fire Protection District

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

**Minutes – May 1, 2018
West Plainfield Fire Protection District –Budget Committee**

1. CALL TO ORDER

The meeting was called to order at 1630 hours by Commissioner Hjerpe. Present were:

Committee Members: Commissioners Hjerpe and Guarino
Staff: Chief Cherie Rita and Asst Chief Bill Heins

2. PUBLIC COMMENT

None

3. DISCUSSION / ACTION

a. Personnel Pay Scales

The meeting began with a review of the current scales / pay rates, which are as follows:

Board Clerk	\$ 17.50	2008
Cover Firefighter	17.50 – 25.00	July 2010
New Hire Firefighter	15.00 – 17.50	Dec 2011
Engineer	17.50 – 20.00	Dec 2011
Officer	20.00 – 25.00	Dec 2011
Assistant Chief	40.00	2017
Pay-per-Call – Non-Driver	\$ 11.00 per call	2018
Pay-per-Call – Driver	12.00 per call	2018
Special Cover – Volunteer – Non-Driver	\$ 11.00	2018
Special Cover – Volunteer – Driver	12.00	2018

Chief Rita indicated she had looked for the minutes in which the Board agreed to pay AC Stiles for pre-approved repairs to District apparatus, but was unable to locate them. It was her recollection that the Board had agreed to pay \$30.00 per hour for such work.

After much discussion, it was the consensus of the committee members to recommend the following:

1. That there be no changes to the Pay-per-Call and Special Cover pay rates.
2. That the Board Clerk receive an increase to \$18.50 per hour.

3. That the remaining scales be modified to:

Cover Firefighter	\$ 20.00 – 25.00
New Hire Firefighter	\$ 17.50 – 20.00
Engineer	20.00 – 22.50
Lieutenant	22.50 – 26.00
Captain	26.00 – 30.00
Battalion Chief	30.00 – 40.00
Assistant Chief	40.00

There was some discussion regarding whether such adjustments are fiscally possible. The committee members requested that Chief Rita bring the above recommendations to the budget committee for consideration while preparing the budget.

4. **CALENDAR**

The next Budget Committee meeting has yet to be scheduled.

Meeting adjourned at 1748 hours.

Commissioner Hjerpe

Recorder

DRAFT

West Plainfield Fire Protection District

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**Minutes – April 17, 2018
West Plainfield Fire Protection District Board of Commissioners**

1. CALL TO ORDER

The meeting was called to order at 7:01 pm by Acting President Yeager. Present were:

Commissioners: Ed Beoshanz, Jim Yeager, Charles Hjerpe (7:10pm) and Richard Guarino
Staff: Chief Cherie Rita, Assistant Chief Bill Heins, Volunteer President Patrick Fish and Clerk Sharon Grafton
Absent: Commissioner McMullen
Guests: Assistant Chief Dave Stiles

2. REVIEW DISCUSSION OF BILLS

a. Approve payment of bills.

Motion by: Commissioner Guarino
2nd: Commissioner Beoshanz

To approve the bills in the amount of \$2,279.43.

Passed: Unanimously

3. PUBLIC COMMENT

None

3. LILLARD HALL

- a. Lillard Hall Business
Acting President Yeager asked that the titles under Lillard Hall be changed to read; a. Lillard Hall Public Report and b. Lillard Hall Managers Report
- b. Lillard Hall Report
No Comments
- c. Lillard hall Committee Report Ad Hoc
 - i. Financial Analysis Report
Nothing to report
 - ii. Landscaping/Fencing
The volunteers gave the committee written recommendations/suggestions for landscaping and improvement for consideration. Volunteer Patrick Fish read a bullet list and agreed to be the liaison for the Volunteers and would work with the committee on recommendations for the Board next meeting.
 - iii. BBQ pit bricks behind Lillard Hall
Agreed to be taken off the agenda and would be considered under the Landscaping/Fencing issue.

5. FINANCIALS

- a. Deposits
There was an additional deposit brought to the meeting for the reimbursement of the Lillard Hall Managers Salary. The check was from Lillard Hall in the amount

of \$1,000 which would cover the Hall Managers Salary for 4 months.

All agreed to include it in the Deposits for April, making the total deposit of 4 checks totaling \$3,091.98.

- b. Financial Reports
Acting President Yeager asked if there were any questions. None heard.

6. **NEW BUSINESS**

- a. Possible training – Cabin on corner of CR 27 and 96
Assistant Chief Heins stated that the owners of a Cabin on the corner of CR 27 and 96 had approached Willow Oak Fire District to use this cabin as a training exercise for the fire fighters. Willow Oak Fire District then contacted West Plainfield Fire Protection District to see if they could set up a join training with this cabin. Assistant Chief Heins stated he is waiting to hear for Willow Oak on next steps.
- b. Updated Apparatus Replacement Schedule Discussion/Action
 - i. Discussion/Action – Review and Approval
Chief Rita informed the Board that Assistant Chief Heins, Assistant Chief Stiles and herself had met and have agreed that the build out of G30 took priority over the B230 Build. She also stated that Assistant Chief Dave Stiles would discuss this in more detail.
 - ii. Discussion/Action – Approval to move ahead with G30 build, instead of B230
Assistant Chief Stiles addressed the Board and explained that the decisions were made to replace G30 instead of B230 was based on of NFPA recommendations. G30 has had some leaks and had needed more work recently and the volunteers would like to move forward with the replacement of G30. This new G30 would not require a Fire Fighter endorsement and could be driven with a class C driver license so anyone would be able to respond to an emergency with it. It would be a 550 with a crew cab and would hold an additional 100 gallons.

Assistant Chief Stiles also stated that they would like to Change B30 and convert it to a utility vehicle and dispose of the current G30.

To recap, Assistant Chief Stiles proposed that B230 be replace in 2019 and that G30 be replaced this year. Total cost to build the new G30 would be approximately \$75,500 and the volunteers will build to save money.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To allocate up to \$75,000 to move ahead with the G30 build.

Passed: Unanimously

Assistant Chief Stiles also asked that there be an approval to purchase the bed from a local vendor. They cost would be \$90 over the vendor in Lodi but felt it would be better to have a local vendor to go to if there are issues with warranty or any problems with the truck bed.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To purchase the truck bed from the local vendor for \$90.00 more to keep the purchase with a local vendor.

Passed: Unanimously

Assistant Chief Stiles stated that he would put together a packet for the Board for the next meeting.

7. OLD BUSINESS

- a. Discussion/Action – B230 Build – postpone?
It was agreed that this would be postponed until 2019.
- b. Traffic Issues on 96
A letter was sent out to the Public Works Superintendent, Ed Medina by President McMullen as directed at the last meeting. No further discussion.

8. CHIEF'S REPORT

Chief Rita informed the Board of a few items.

- There may be changes to Proposition 13 in the near future that will affect the district.
- At the Yolo Chiefs meeting, the Chiefs endorsed Tom Lopez as Sheriff.
- Yolo Chiefs have brought back the Fire Fighter Training Officers and they are up and running. Training will begin on the 4th and 5th of May and the auto extraction training will be hosted by West Plainfield Fire Protection District later in the year.
- West Plainfield Fire Protection District will host the next Yolo Chiefs Meeting.
- The marijuana ordinance is still in review and there should be a list of grow locations in the county by end of summer.

9. ASSISTANT CHIEF REPORT

Assistant Chief Heins informed the board of a few items.

- Weed abatement letters will be sent out by the end of the month.
- Paid staff are both out currently. Coverage of the station is being handled by himself and relief fire fighters.
- Very low call volume.
- There will be a drill in May through the Yolo Fire Fighter Training Officers with fit testing for medical qualifications.
- A new hay processing facility is planned for CR 27 and 92D. There has been discussion with the owner of the property and will keep the board informed of any new information. There will be significant exposure/hazard for the Department.
- Attended a webinar on requirements for electronic access to agendas and minutes. In 2019 there will be a requirement that all agenda and minutes will need to be made available online. The company that put on the webinar offers this service for \$100 a month which we may want to consider. This was to be agendaized for next meeting.

10. VOLUNTEER ACTIVITIES REPORT

President Patrick Fish informed the Board that the volunteers had purchased a battery-operated extraction tool which is more powerful and versatile. They hope to purchase another one later in the year.

11. **COMMITTEE REPORTS**

a. Standing Committees

- i. Benefits Committee Report (Hjerpe, Guarino)– No meeting, no report.
- ii. Budget Committee Report (Yeager, Hjerpe) – No meeting, no report.
- iii. Personnel Committee Report (Hjerpe, Guarino)
 - Discussion/Action – Recommendations in draft minutes of April 6, 2018 meeting.

The committee met to discuss the review for Clerk Grafton since she has never had a review. Commissioner Hjerpe stated that there was discussion on a cost of living increase for the last 10 years, since her start date in 2008. It was determined that an increase is in order but currently she is at the same pay rate at the relief fire fighters. Therefore, it is suggested that this issue be given to the Benefits Committee for discussion and to pass on recommendations to the Budget Committee to make a recommendation on the Board.

Clerk Grafton also asked for clarification on her supervisor.

- iv. Extended Coverage/Resident Firefighter Program Committee (Beoshanz, Yeager)
Acting President Yeager stated there were 2 letters send out for funding. One was sent to Yocha Dehe and the other to the County in regard to the money from the airport as a service district.

There were concerns by all that there are not enough personnel and there is a need to recruit more personnel. Acting President Yeager suggests that we still look into the student fire fighter program.

b. Ad Hoc Committees

- i. Policy Review Committee (Beoshanz, Guarino)– No meeting, no report.
- ii. Monument Committee (Beoshanz, Yeager)
Acting President Yeager had a list of suggestions for the plaque on the Mill Stone Monument. He asked that these be reviewed and recommendations on the wording be brought back to the Board at the next meeting for approval.
- iii. Airport Service District Funding Committee
Already discussion above under Extended Coverage. Letter was sent to the County.

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

Commissioner McMullen was not present. No update.

13. **TRAINING LIASION REPORT**

Nothing new to report.

14. **FIRE PREVENTION LIASION REPORT**

Nothing new to report.

15. **MAJOR EQUIPMENT LIASION REPORT**

Nothing new to report.

16. **MINUTES**

- a. Approval of March 20, 2018 Board Meeting Minutes. One error on the date of the BBQ from the 29th to the 28th of May.

Move to approve minutes as corrected.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

Passed: Unanimously

18. **CLERKS' REPORT**

Clerk Grafton informed the Board that she had received an email from Mark Krummenacker with a proposal to prepare the Annual State Controller's Special District Transactions Report for FYI 6/30/18. She stated she will include it in next months board agenda for approval.

- a. Discussion/Action – Personnel Evaluation – Sharon Grafton
Out come was moved to the Benefits Committee than the Budget Committee for recommendations.

19. **OPEN FORUM**

Nothing new.

20. **CALENDAR**

The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday May 15th, 2018.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To adjourn,

Passed: Unanimously

Meeting adjourned 8:50pm

President

Clerk