

West Plainfield Fire Protection District

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

BOARD OF COMMISSIONERS MEETING

August 21, 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
6. New Business
 - a. County Road 31 and County Road 96 Safety Concerns
7. Old Business
 - a. Fire District Website Update
8. Chiefs Report
9. Assistant Chiefs Report
10. Volunteer Activities Report
11. Committee Reports
 - a. Standing Committees
 - i. Benefits Committee Report (Hjerpe, Guarino)
 - ii. Budget Committee Report (Yeager, Hjerpe)
 - 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 Committee (Yeager, Hjerpe)
 - iv. Incident Analysis and Reporting Committee (Beoshanz, 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 July 17, 2018 Board Meeting Minutes (Page 4 – 7)
17. Clerk's Report
18. Open Forum
19. Calendar
 - a. The next regular scheduled Board meeting will be September 18, 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

August 21, 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	\$ 40.66
Cascade Fire Equipment	6,311.56
Curtis	40.58
Ferrellgas	229.86
Johnson	4,565.89
Life Assist	139.83
PG&E	1,835.75
Radio Guys	103.14
Spurlock	552.94
TIAA Bank	139.45
Waste Management	<u>320.96</u>
Total	\$14,280.62

* Not included in total

August 21, 2018

Lillard Hall Report

Deposit Income: \$600.00 Ayala party
 \$250.00 Dog group – August rent
 \$1,000.00 Nat'l Association of Canine Scent Work
 \$625.00 Nat'l Association of Canine Scent Work

Total: \$2,475.00

Deposit: \$500.00 Moncada party
 \$500.00 Hernandez party

Total: \$1,000.00

Expenses: \$75.00 Eva Cardosa Cabrera – hall cleaning
 \$160.48 Waste Management
 \$500.00 Ayala party refund
 \$332.88 Jo Yeager – supplies and mileage: April – June
 \$365.96 Plumbing Doctor, 8/14, repair work in Men's bathroom
 \$500.00 Navarro party refund

Total: \$1,934.32

Balance: \$23,869.61

Jo Yeager

DEPOSITS – July 17, 2017

Total of 2 deposits totaling \$5,541.97

YCPARMIA – Reimbursement Temporary Disability – Medina \$ 2,447.99

YCPARMIA – Reimbursement Temporary Disability – Delgadillo \$ 3,093.98

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

1. CALL TO ORDER

The meeting was called to order at 7:00 pm by Acting President Yeager President McMullen arrived and continued the meeting at 7:02 pm. Present were:

Commissioners: Ed Beoshanz, Jim Yeager, Charles Hjerpe and Richard Guarino
Staff: Chief Cherie Rita, Assistant Chief Bill Heins, Volunteer and Clerk Sharon Grafton

2. REVIEW DISCUSSION OF BILLS

a. Approve payment of bills.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To approve the bills in the amount of \$12,188.18.

Passed: Unanimously

3. PUBLIC COMMENT

None

3. LILLARD HALL

a. Lillard Hall Business
None

b. Lillard Hall Report
Handed out by Acting Clerk Heins, No Comments

c. Lillard hall Committee Report Ad Hoc
i. Financial Analysis Report
Nothing to report
ii. Landscaping/Fencing
Nothing to report.

5. FINANCIALS

a. Deposits
Total deposit of 4 checks totaling \$3,053.05.

b. Financial Reports
Financial reports were not available due to the beginning of the new fiscal year.

6. NEW BUSINESS

a. Board Packets
There was a discussion as to whether or not the packets should be placed into large envelopes or not. It was agreed, by consensus, that for consistency of delivery and packaging that there would be no change to the packaging or delivery method.

- b. Incident Reports
AC Heins informed the Board that with our new reporting system there are numerous reports that are possible to print and he was looking for direction as to which types the Board was interested in having included in the packets. After discussion President McMullen appointed an Ad Hoc committee – The Committee on Incident Analysis and Reporting to be Chaired by Commissioner Beoshanz and the other member Commissioner Hjerpe. AC Heins was appointed as the technical assistant. The Committee will meet and bring back recommendations to the Board for the next meeting.

7. **OLD BUSINESS**

- a. Fire District Website
AC Heins reported to the Board that we received quotes for the District website and the only vendor he found to provide a ready-made template for special districts was provided by Streamline. He told the Board that other vendors would need to create a custom site at significant cost and either the District would need to purchase hardware to host the site or would be required to pay a monthly fee to have the vendor host the site. AC Heins was directed to solicit a formal quote from Streamline and to determine if the membership to the Special Districts Association would be beneficial because Streamline offers a reduced rate for members. AC Heins will report his findings at the next meeting.

8. **CHIEF'S REPORT**

Chief Rita informed the Board of a few items.

- New Grass 30 is coming along. Many of the components have arrived and will be assembled so that there is no delay once the chassis is delivered.
- From the Yolo County Fire Chief's meeting
 - The West Valley Training Consortium is moving forward with formalization. They are working on an MOU and Joint Powers Agreement. She will keep the Board informed as to their progress. She stated that once formalized we should look at the possibility of joining.
 - The Yolo County Training Officer's website is operational. They will be publishing all department's training calendars and are hopeful that all departments will provide space for outside agency personnel should they wish to train outside of their agency. She stated that most departments are offering their training to all departments.

9. **ASSISTANT CHIEF REPORT**

Assistant Chief Heins informed the board of a few items.

- The fire station and Hall's trash bins are now locked to prevent unauthorized dumping. He stated they would be unlocked prior to Waste Management coming to empty and locked as soon as they were empty.
- Paid staff are still out currently. Coverage of the station is being handled by himself and relief fire fighters.
- AC Heins notified the Board that we have a new Relief Firefighter, Casey Meyers, from Winters FD. He has already covered a few shifts. This will help out current staffing situation.
- Chief Rita and Heins are working on completing the necessary components for the new hire process. He told the Board that there will be an outside rating panel for the initial process for placement of candidates and the top three will go to a

chief's oral. After that the top candidate will be presented to the Board for final approval.

- The electrician will be out next week to complete the wiring for the new security camera system and to make the repairs to the lighted marquee. Once the electrical is completed the camera installation will begin.

10. **VOLUNTEER ACTIVITIES REPORT**

Chief Rita reminded the Board about the annual fundraiser at the Yolo County Fair and encouraged the Board to sign up for shifts.

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) - No meeting, no report.
- iv. Extended Coverage/Resident Firefighter Program Committee (Beoshanz, Yeager) – No meeting, no report.

b. Ad Hoc Committees

- i. Policy Review Committee (Beoshanz, Guarino)– No meeting, no report.
- ii. Monument Committee (Beoshanz, Yeager) – Chairperson Beoshanz presented the plaque. He informed the Board that the business owner would be coming by the station next week to install the plaque. He is donating his time for the installation service.
- iii. Airport Service District Funding Committee – No meeting, no report.

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

Commissioner McMullen informed the Board that they have broken ground and are moving quickly in the construction process. He stated that the BIH people are interested in meeting to discuss ways the BIH can assist us with supporting the facility. He suggested that he, Chief Rita and AC Heins attend. He also stated that we should work on a proposal with a cost analysis.

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 June 21, 2018 Board Meeting Minutes.

Move to approve minutes as corrected.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

Passed: Unanimously

18. **CLERKS' REPORT**

AC Heins was acting as Clerk – No report.

19. **OPEN FORUM**

- By consensus the Board would like to place, on the August agenda, County Road 31 and County Road 96 safety concerns and a possible appeal of the County's decision. They would also like to look at other potentially dangerous roads/intersection.
- Commissioner Beoshanz mentioned that there were still several properties with weed abatement issues. AC Heins asked the Board that when they learn of or identify issues to bring them to his attention. He stated that with the staffing shortage he has had difficulty monitoring the program. It was suggested to have volunteers drive the district using a checklist to identify issues and report them to AC Heins. It was suggested that the staff on light duty could also perform these duties. AC Heins will develop the lists assign personnel to the program.

20. **CALENDAR**

The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday August 21, 2018.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To adjourn,

Passed: Unanimously

Meeting adjourned 8:50pm

President

Clerk