

West Plainfield Fire Protection District

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

Minutes – October 17, 2017 West Plainfield Fire Protection District Board of Commissioners

1. CALL TO ORDER

The meeting was called to order at 7:00 pm by President James McMullen. Present were:

Commissioners: McMullen, Beoshanz, Yeager, Hjerpe and Guarino (7:50pm)
Staff: Assistant Chief Bill Heins, Chief Cherie Rita (8:50pm)
Guests: Volunteer Association President Patrick Fish

Clerk Grafton was asked to call roll.

2. REVIEW DISCUSSION OF BILLS

a. Approve payment of bills

Motion by: Commissioner Beoshanz
2nd: Commissioner Yeager

To approve the bills in the amount of \$3,766.95.

Passed: Unanimously

b. Deposits
5 Deposits totaling \$6,108.69

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve the Deposits.

Passed: Unanimously

c. Financial Reports
No reports at this time

a.

3. PUBLIC COMMENT

None

3. LILLARD HALL

a. Lillard Hall Business
Nothing to report

b. Lillard Hall Reports
Balance shows a total of \$11,713.16

c. Lillard hall Committee Report Ad Hoc
Commissioner Hjerpe stated that the Committee had met and there were several things that needed to be discussed with the Board for decisions. They were:

- Having the Chairman of the Committee be signatory on the Checking Account for the Hall. There was discussion on the type of Committee and whether a Liaison to the Board needed to be designated. **By consensus** it was decided to defer this to the next meeting.
- To have the Clerk invite the Hall Manager to all Board meetings that involve discussion on Hall business. **By consensus** it was agreed that Clerk Grafton would notify the Hall Manager in these cases.
- Lillard Hall Funds – Should they be moved to an interest earning checking account. This was agreed to be put on the agenda for next meeting.
- Have the Lillard Hall account audited each year. – This was agreed to be put on the agenda for next meeting.
- To have the Hall Manager paid an hourly wage along with the mileage she currently receives. **By consensus** it was agreed to add this to the next Board agenda for discussion on an amount and who would approve her timesheet.
- Landscape of grounds – it was decided that this was really a station issues with the grass area behind the station. It was agreed by all that the station should have greenery. It was also agreed there needed to be work done to illuminate the tripping hazard still existing between the Hall and the back-grass area behind the station. **By consensus** it was agreed to have staff research and fix the tripping hazard with a sloped/incline and to appropriate the necessary funds. Report back at the next meeting.
- Fence along the parking lot needs replacing with a sturdier fence and to pave underneath to eliminate the gravel on the walkway. **By consensus** staff to research appropriate replacement fence and report back at the next meeting
- Exterior paint on the Hall exterior is faded and looks shabby. It was noted that the Hall was painted in 2012. President McMullen appointed an Ad-Hoc Committee to research what can be done.

Lillard Hall/Fire Station Painting Committee
 Commissioner Beoshanz – Chairman
 Commissioner Hjerpe

- Lillard Hall Doors need to be replaced. It was agreed this would be given to the Lillard Hall/Fire Station Painting Committee to discussion recommendations on the Doors.
- Lillard Hall Floor is uneven and creating a possible tripping hazard. The Hall Manager is getting a bid to repair the floor but can be a liability. Assistant Chief Heins suggested calling YCPARMIA to see if they would be willing to pay for a replacement since they carry our Liability Insurance. To be brought back at the next meeting.

5. FINANCIALS

- a. Deposits
5 Deposits totaling \$674.37
- b. Financial Reports
This report was handed out separately by Assistant Chief Heins. He explained that the County had come in to train and help understand how to get the reports run.

6. **NEW BUSINESS**

None

7. **OLD BUSINESS**

None

8. **CHIEF'S REPORT**

Assistant Chief Heins informed the Board that Chief Rita was at the Chief's meeting tonight. The date had been changed and Chief Rita informed President McMullen that she would drop by after that meeting.

- The County Fire Chiefs meeting was dealing with the Cannabis issue and the impact on the district. They are looking at a way to leverage income from this.
- Also dealing with the hiring of the new building official. They made a presentation to the Board.

9. **ASSISTANT CHIEF REPORT**

Assistant Chief Heins informed the Board of a few items.

- Traffic collision down the road needed the jaws of life and they were not working properly so they are being serviced. Depending on the repair, they may need replacing.
- Continuing working on the training program.
- With the Open-Door Policy at the station, motion sensors were installed on the apparatus floor and the front door. Front door one ring and apparatus door 2.
- Ordering the components for the video cameras on Fire Department premises both inside and outside – Expandable system.
- Worked this week with the County Finance Department to run financial reports.

10. **VOLUNTEER ACTIVITIES REPORT**

President Patrick Fish informed the Board of two items:

- The new brush rig is in service and responding to calls. Planning to bring it out for the next board meeting.
- Purchased supplemental lights for Grass 30 and upgraded the scene lighting.

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)
 - Commissioner Yeager stated that there was no meeting this month. He felt that the Committee was at a standstill and not moving forward. He suggested the possibility of hiring a consultant to help sort out what is really needed. There seems to be no agreement between the Commissioners or the volunteers.

All agreed that a 24/7 extended coverage is needed but there are not enough funds for the project, which is the main problem.

President McMullen asked that the Committee continue to research funding and to bring back to the next Board meeting.

By consensus it was agreed that Assistant Chief Heins do a cost analysis for added personnel.

Patrick Fish left 8:30pm.

- b. Ad Hoc Committees
 - i. Policy Review Committee (Beoshanz, Guarino)– No meeting, no report.
 - ii. Animal Rescue Training Committee (McMullen, Hjerpe)- President McMullen informed the Board that a British Fire Officer on sabbatical had been working with the UCD Fire Department on Animal Rescue. This training was similar to what our program is looking at but not the same.

President McMullen stated that they are rescheduling the meeting and will have a final report by next meeting.

- iii. Mutual Aid Committee (Yeager Guarino) – Commissioner Yeager informed the Board that there was a meeting of the Committee on August 7th. It was discussed that we will participate in a statewide strike force dependent on whether we have enough coverage for our area. The Committee will meet again to put together appropriate working for a vote by the Board next meeting.

Chief Rita arrived 8:50pm

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

Already covered.

13. TRAINING LIASION REPORT

Commissioner Yeager informed the Board that Lt Stiles is stepping down as Training Officer. They are currently looking for an internal candidate but no one has stepped forward yet. Lt. Stiles has agreed to fulfill his obligation through the 1st of the year and had already prepared a template for next year that he has passed over.

14. FIRE PREVENTION LIASION REPORT

Nothing to report.

15. MAJOR EQUIPMENT LIASION REPORT

Nothing new to report.

16. CONSENT CALENDAR

To approve the Consent Calendar.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

Passed: Unanimously

17. **MINUTES**

Move to approve minutes as presented.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

Passed: by majority vote. President McMullen abstained as he was not present during that meeting.

18. **CLERKS' REPORT**

Nothing to report

19. **OPEN FORUM**

Commissioner Beoshanz presented Badge #10 from Plainfield Fire Department to the department for memorialization. Staff was directed to prepare a shadow box for the badge and have it mounted for display.

Commissioner Beoshanz also informed the Board that a large granite rock had been donated to the station as a plaque memorializing the past Commissioners. He would like to see it erected out front by the sign. It was agreed that Commissioner Beoshanz work on getting a bid and or estimate for cost of work and it would be discussed with the Volunteers about helping in cost. Commissioner Hjerpe stated that he would donate \$200 for the memorial.

20. **Calendar**

The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday November 21st, 2017. All stated that they should be in attendance.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To adjourn,

Passed: Unanimously

Meeting adjourned 9:40pm



President



Clerk