

West Plainfield Fire Protection District

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

Minutes – April 16, 2019 West Plainfield Fire Protection District Board of Commissioners

1. CALL TO ORDER

The meeting was called to order at 7:09 pm by President James McMullen. Present were:

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

Staff: Assistant Chief Bill Heins, Clerk Sharon Grafton

Guests: President Volunteers Patrick Fish, Carolyn Pfanner, District Resident County Road 97D and Darlene Comingore, Civil Engineer, Yolo County Department of Public Works.

2. REVIEW DISCUSSION OF BILLS

a. Approve payment of bills.

Commissioner Beoshanz asked about Gonzalez Tire Bill and asked why it wasn't presented out for bid. Commissioner Yeager stated that the amount to send out to bid was \$5,000. All other need not go to bid. Commissioner Beoshanz asked to revisit that policy at the next meeting.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve the bills in the amount of \$ 7,041.64.

Passed: Unanimously

3. PUBLIC COMMENT

No public comment.

4. LILLARD HALL

a. Lillard Hall Business
None

b. Lillard Hall Report
No comments.

c. Lillard hall Committee Report Ad Hoc
No meeting. No report

i. Financial Analysis Report
Nothing to report

ii. Landscaping/Fencing

Volunteer President Patrick Fish stated that the list accumulated from the volunteers was forwarded to the Committee and Chief Rita. He stated that the list was also a wish list. The Commissioners asked if he could read off the list for them. These were the items:

- Area with no grass should have concrete and tables
- Drought tolerant plants should be planted

- Build in a BBQ
- Horseshoe bit to be updated
- Brick oven

Commissioner Beoshanz stated that there is a bricked in BBQ pit that could be cleared out and used. It is currently filled with dirt.

5. FINANCIALS

- a. Deposits
Total deposits of \$1,287.32.
- b. Financial Reports
There were no questions.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To approve the financial reports.

Passed: Unanimously

6. NEW BUSINESS

- a. Discussion/Action – Policy to limit time of Presenters.
President McMullen asked if there should be a time limit of presenters. Commissioner Guarino stated that he thought it would be hard to set a policy when there was no way to know how long the presentation would last. President McMullen clarified for the Commissioners that this policy would only set a limit to the time of the presentation and not set a timeline for the period for discussion or question and answer.

Commissioner Guarino suggested that since there are few presenters, it should not be set unless a problem is determined and that the Chair could always set an appropriate limit. After much discussion it was agreed that a limit should be set.

Motion by: Commissioner Beoshanz
2nd: Commissioner Yeager

To set a maximum limit of 10 min. for presentation only and the person can request more time if needed.

Passed: Unanimously

- b. Discussion/Action – Pedestrian and Bicycle Safety at roundabout on 98 and Russell Rd.
Ms. Carolyn Pfanner addressed the Board with concerns she had regarding the proposed roundabout on Russell Road and County Road 98. Her main concern is over the bike path. Ms. Pfanner asked the Board to re-evaluate their position consider opposing only the Roundabout on County Road 98 and Russell Road because of the regard to the safety of the bike riders and pedestrians. She stated that this is the only intersection with a designated bike lane and it is used

by children.

Ms. Darlene Comingore, Civil Engineer, Yolo County Department of Public Works, addressed the Board in response to Ms. Pfanners concerns. She stated that through the County's research it was determined that the intersection would either have a light or a roundabout due to the traffic concerns. The County had determined that a roundabout made more sense for the intersection and they saw no risk to cyclists nor pedestrians as there would be a crosswalk.

President McMullen clarified that the Board of Supervisors had already taken a position on the roundabouts. Ms. Comingore stated that they had and the only thing remaining was the environmental impact study which would encompass safety concerns.

Motion by: Commissioner Hjerpe
2nd: Commissioner Beoshanz

To officially oppose the roundabout for the intersection of County Road 98 and Russell Road.

President McMullen ask for a roll call.

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

Passed: by majority

It was agreed that Clerk Grafton would draft a letter to the Board of Supervisory on behalf of the Fire District opposing the roundabout on County Road 98 and Russel Road.

- c. Discussion/Action – Volunteer Application
Assistant Chief Heins reviewed 4 applications received from out of District and asked they be approved.

Application for Gena Bravo – She is an RN and would provide training as a nurse educator for the District. She would only be duty shift which requires 8 hours a month since she lives out of the district.

Motion by: Commissioner Guarino
2nd: Commissioner Beoshanz

To accept this new candidate from outside the district.

Passed: Unanimously

Application for Jack Dante – He is on the National Registry EMT cert, has F1 & 2, Hazmat FRO and various other Hazmat individual skills certs. He wants to start a career as a Firefighter. He would only be duty shift which requires 8 hours a month since he lives out of the district.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To accept this new candidate from outside the district.

Passed: Unanimously

Application for Andrew Fulton – He is certified CPAT and anticipated EMT by May 25th. He wants a career in the fire service. He would only be duty shift which requires 8 hours a month since he lives out of the district.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To accept this new candidate from outside the district.

Passed: Unanimously

Application for Justin Hall – He is a Seasonal Firefighter with Cal Fire and will most likely be gone from April to November. Will bring experience to the department. He would only be duty shift which requires 8 hours a month since she lives out of the district.

Motion by: Commissioner Guarino
2nd: Commissioner Beoshanz

To accept this new candidate from outside the district.

Passed: Unanimously

Assistant Chief Heins reminded the Board that PPE's would not be issued until the training is completed and used ones will be used for training purposes. Cost for new PPE's run between \$3,000 and \$5,000.

7. OLD BUSINESS

- a. Fire District Website Update
Assistant Chief Heins informed the Board there is nothing new. Still looking at May for the website to go live.
- b. Fire Station Door Repair Update
Assistant Chief Heins stated that this item should be renamed the Fire Station Structural Repair Update. He informed the Board he had not be able to meet up with the structural engineer but that the issues seem to have stabilized.

8. **CHIEF'S REPORT**

Chief Rita was not in attendance. Assistant Chief Heins presented the report

- No news on Prop 172 monies. Will update at next meeting
- Mark Krummenacker financial reports should be completed next week.
- Yolo County Fire Chiefs decided not to sign the MOU with the Yolo County Sherris regarding fire investigators. They are instead working on getting more fire personnel trained and available for county wide investigations.

9. **ASSISTANT CHIEF REPORT**

Assistant Chief Heins informed the Board of a few items.

- Responded to an Aircraft accident Saturday April 13th. Pilot was ok and was transported to the hospital. CHP provided air transport as they were in the area. They were assisted by Davis Fire Department and UC Davis Fire Department. Developing an "After Action Report" with teaching points. Volunteers worked hard and did a good job.
- Injured employee went back to the doctor April 4th and was not released. It was decided not to continue with his assignment for now. His next appointment is in May. In the interim, they will be bringing in Michael Booth for a limited term. He is a paramedic and he will start in two weeks. Once he is in place, Assistant Chief Heins will go back to his normal hours.
- Working on wrapping up the Grant documentation for 4 additional grants
- AC Heins stated that some of the pagers that were repaired belonged to the Commissioners but if they don't want pagers there are other options. One is to send it to your smart phone or get Pulse Point installed on their phone. The other is to get a hand held scanner. The pagers to replace are over \$500 where the scanners are around \$100. AC Heins asked the Commissioners what they would like notified.

By Consensus, it was agreed that AC Heins to bring in a hand held scanner at the next meeting to show the Board so they can understand what it does in order to make a decision. This will be added to next month's agenda.

10. **VOLUNTEER ACTIVITIES REPORT**

President Fish thanked the Board for approving the 4 out of district applications. He stated that with those added the Roster will be up to approximately 36.

The Volunteer Activities Reports were run by AC Heins, the Board posed no questions.

11. **COMMITTEE REPORTS**

a. Standing Committees

- i. Benefits Committee Report (Chair Hjerpe, Guarino)– No meeting, no report.
- ii. Budget Committee Report (Yeager, Chair Hjerpe) – There was one meeting to determine if there was enough in budget to pay Assistant Chief Heins an increase. Next meeting will be at the end of fiscal year.
- iii. Personnel Committee Report (Chair Hjerpe, Guarino) – No meeting, no report.
- iv. District Funding and Development Committee (Beoshanz, Chair Yeager) Commissioner Yeager stated that this had been covered under the Assistant Chief's Report but noted that the Committee will wrapping up the grant paperwork.

- b. Ad Hoc Committees
 - i. IHS/Sacred Oaks Committee (Chair McMullen, Guarino) – Commissioner McMullen informed the Board that revisions were made to RFP and was returned to IHS. Once they receive the bids, they have agreed to have the Fire Department review and make comments.

12. TRAINING LIASION REPORT

Nothing new to report.

13. FIRE PREVENTION LIASION REPORT

Weed abatement letters have been mailed and a drive through the district will happen shortly.

14. MAJOR EQUIPMENT LIASION REPORT

Nothing to report.

15. MINUTES

- a. Approval of March 19, 2019 Board Meeting Minutes.
Minor correction needed in the spelling of Ms. Pfanner's name.

Move to approve minutes with corrections.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

Passed: Unanimously

16. CLERKS' REPORT

Ms. Grafton informed the Board that she had been working with Assistant Chief Heins to reprint and sign missing minutes for as far back as 2016. She stated the Commissioners, McMullen, Yeager, and Beoshanz remain after the end of the meeting to sign the minutes so there is an official set for upload to the website.

17. OPEN FORUM

Commissioner Beoshanz discussed the amount of flooding on County Road 31 and 96. He also stated that he felt that the County needed to review the flooding hazard at the intersection of County Road 98 and 31 prior to the roundabout being put in.

It was agreed to add this to the agenda for next month and for Assistant Chief Heins to invite Ms. Comingore to the meeting for discussion.

18. CALENDAR

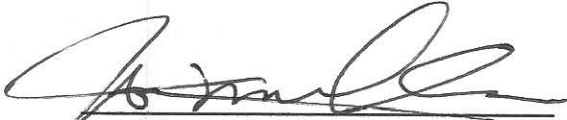
The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday May 21, 2019 at 7:00 pm. All Commissioners stated that they would be present.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To adjourn.

Passed: Unanimously

Meeting adjourned 9.25 pm



President



Clerk