

West Plainfield Fire Protection District

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

**BOARD OF COMMISSIONERS – REGULAR MEETING
June 16, 2020 at 7:00 PM**

To be held via Video and Teleconference

Video Meeting Information

meet.google.com/ire-owwi-ugu

Phone Meeting Information

Phone Number: (US) +1 (520) 800-2339

Meeting PIN: 259 081 620#

Remote Meeting Locations: 25258 County Road 95, Davis, CA 95616
34791 Creeksedge Road, Davis, CA 95616
25635 County Road 96, Davis, CA 95616
37007 Russell Boulevard, Davis, CA 95616

1. Call the meeting to order and establish quorum – VP Yeager
2. Public Comment
3. Discussion/Action – Adopt 2020 / 2021 Budget – Chief Rita
4. Lillard Hall – Manager Sinclair and Chief Rita
 - a. Report – Manager Sinclair
 - b. Discussion Action – Lillard Hall Use – Manager Sinclair and Chief Rita
 - i. At a minimum, Board meetings (when allowed) and Fire Fighter training
 - ii. Boy Scouts request for accommodation in price
 - c. Discussion Action – Dedicated phone number for Lillard Hall – Manager Sinclair
5. W230 Replacement Update – AC Stiles
6. Weed Abatement Update – AC Heins
7. Approval of Prior Board Meeting Minutes – Clerk Grafton
 - a. Regular Meeting of February 18, 2020
 - b. Special Meeting of March 17, 2020
 - c. Special Meeting of May 11, 2020
8. Meeting Adjourned – VP Yeager
9. Next regular Board meeting on July 21, 2020

West Plainfield Fire Protection District

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

**Minutes – June 4, 2020
West Plainfield Fire Protection District**

STANDING COMMITTEE – BUDGET – MEETING

Held via Video and Teleconference

Remote Meeting Locations: 25258 County Road 95, Davis, CA 95616
34791 Creeksedge Road, Davis, CA 95616

1. CALL TO ORDER

The meeting was called to order at 0848 hours by Commissioner Hjerpe. Roll was called by Chief Rita; present were:

Commissioners: Commissioners Hjerpe and Yeager
Staff: Fire Chief Cherie Rita

2. PUBLIC COMMENT

None.

3. REVIEW ANTICIPATED 2019 / 2020 USAGE

Chief Rita reviewed the 2019/2020 usage and anticipated usage with the committee members and answered questions.

4. DEVELOP PROPOSED 2020 / 2021 BUDGET FOR BOARD APPROVAL

Chief Rita, with input from the Department's Chief Officers, developed and presented the draft budget for fiscal year 2020 / 2021.

Chief Rita reviewed the anticipated revenues, line by line, and answered questions. Chief Rita indicated that, while we anticipate receiving more than the \$55,000 budgeted as a revenue from services provided to Sacred Oaks, Chief Rita made the recommendation to only budget for the minimum contract amount of \$55,000.

Chief Rita then reviewed the requested expenditures, line by line, and answered questions.

By consensus, the committee members recommended that the draft 2020 / 2021 budget be forwarded to the full Board for review and adoption, as presented to the committee.

5. MEETING ADJOURNED

Meeting Adjourned at 0954 hours.

6. CALENDAR

The next Standing Committee – Budget meeting has yet to be scheduled.

Commissioner Hjerpe

Recorder

**YOLO COUNTY AUDITOR-CONTROLLER
 FIRE DISTRICT BUDGET WORKSHEET - FINANCING SOURCES - SCHEDULE A**

FISCAL YEAR: 2020 - 2021

DISTRICT NAME: West Plainfield Fire Protection District

FUND NO: 6223

COLUMN A COLUMN B COLUMN C COLUMN D COLUMN E

Account #	Account Name	Budgeted Revenues 2019 - 2020	04/30/20	Proposed Revenues 2020 - 2021	
ROW 1	400100	PROPERTY TAXES - CURRENT SECURED	296,000.00	309,652.69	309,000.00
ROW 2	400101	PROPERTY TAXES - CURRENT UNSECURED	26,000.00	25,924.59	26,000.00
ROW 3	400111	PROPERTY TAXES - PRIOR UNSECURED	400.00	195.34	400.00
ROW 4	400120	SUPPLEMENTAL PROPERTY TAXES - CURRENT		327.19	
ROW 5	400121	SUPPLEMENTAL PROPERTY TAXES - PRIOR	200.00		
ROW 6	400700	INVESTMENT EARNINGS - POOL	500.00	9,615.95	500.00
ROW 7	400705	GASB		-3,532.45	
ROW 8	400725	RENTS & CONCESSIONS - OTHER			
ROW 9	401061	ST-HIGHWAY PROPERTY RENTALS		3.73	
ROW 10	401240	ST-HOMEOWNERS PROP TAX RELIEF		1,339.94	
ROW 11	402000	OTHER-IN-LIEU TAXES			
ROW 12	402001	OTHER-IN-LIEU TAX-RDA PASS THRU			
ROW 13	402010	OTHER GOVT AGENCY-OTHER CO-CITYS			
ROW 14	402020	OTHER COUNTIES & CITIES - YOLO			
ROW 15	402090	OTHER TRIBAL - YOCHA DEHE CAPITAL			
ROW 16	403610	OTHER CHARGES - SERVICE - FIREFIGHTERS		19,384.05	
ROW 17	403699	OTHER CHARGES FOR SERVICES			55,000.00
ROW 18	404000	OTHER SALES - TAXABLE			
ROW 19	404113	OTHER MISC - DONATION			
ROW 20	404117	OTH MISC - INSURANCE PROCEEDS		1,359.99	
ROW 21	404190	OTHER MISC INCOME			
ROW 22	405000	SALE OF CAPITAL ASSETS			
ROW 23					
ROW 24					
ROW 25					
ROW 26					
ROW 27					
ROW 28					
ROW 29					
ROW 30					
ROW 31		TOTAL ESTIMATED REVENUE	323,100	364,271.02	390,900.00
ROW 32					
ROW 33		ESTIMATED FUND BALANCE AVAILABLE			244,062.78
ROW 34					
ROW 35		DECREASE IN GENERAL RESERVE			
ROW 36		DECREASE IN CAPITAL ASSET REPLACEMENT RESERVE			75,000.00
ROW 37		DECREASE IN ACCRUED LEAVE RESERVE			
ROW 38					
ROW 39		TOTAL FINANCING SOURCES	323,100	364,271.02	709,962.78

Sacred Oaks

41,171.02 FBA (est)

**YOLO COUNTY AUDITOR-CONTROLLER
 FIRE DISTRICT BUDGET WORKSHEET - FINANCING SOURCES - SCHEDULE B
 FISCAL YEAR: 2020-2021
 DISTRICT NAME: West Plainfield Fire Protection District**

COLUMN A COLUMN B COLUMN C COLUMN D COLUMN E COLUMN F COLUMN G
 Anticipated 2019/2020 Use

Acct #	Account Name	2019 - 2020 Budgeted	Actual 04/30/20	Anticipated Apr - June	Total	Proposed Budget
Row 1	500100 REGULAR EMPLOYEES	153,156	153,525.12	36,380.00	189,905.12	219,280
Row 2	500110 EXTRA HELP	19,500			0.00	27,200
Row 3	500120 OVERTIME					
Row 4	500130 STANDBY TIME					
Row 5	500160 LEAVE BUYOUT	3,500			0.00	
Row 6	500310 RETIREMENT					
Row 7	500320 OASDI	11,000	9,706.36	215.00	9,921.36	13,400
Row 8	500330 FICA / MEDICARE TAX	2,500	2,270.00	540.00	2,810.00	4,000
Row 9	500340 HEALTH INSURANCE					
Row 10	500380 UNEMPLOYMENT INSURANCE	2,000	1,109.69	265.00	1,374.69	2,500
Row 11	500390 WORKER'S COMPENSATION INSURANCE	8,000	13,844.00	406.00	14,250.00	8,000
Row 12	TOTAL SALARY & BENEFITS	199,656	180,455.17	37,806.00	218,261.17	274,380

DRAFT
 2020 - 2021 WFP

YOLO COUNTY AUDITOR-CONTROLLER
FIRE DISTRICT BUDGET WORKSHEET - FINANCING SOURCES - SCHEDULE B
FISCAL YEAR: 2020-2021
DISTRICT NAME: West Plainfield Fire Protection District

COLUMN A COLUMN B COLUMN C COLUMN D COLUMN E COLUMN F COLUMN G

Anticipated 2019/2020 Use

Acct #	Account Name	2019 - 2020 Budgeted	Actual 04/30/20	Anticipated Apr - June	Total	Proposed Budget	
Row 13							PAGE 3
Row 14	501010 CLOTHING & PERSONAL SUPPLIES	22,000	10,912.08	4,936.91	15,848.99	30,000	+ Matchng CalFire
Row 15	501020 COMMUNICATIONS	6,000	3,191.32	201.67	3,392.99	4,500	
Row 16	501030 FOOD						
Row 17	501040 HOUSEHOLD EXPENSE	7,500	2,752.22	1,922.47	4,674.69	8,000	Increased waste bill
Row 18	501051 INSURANCE - PUBLIC LIABILITY	5,000	5,000.00		5,000.00	6,000	
Row 19	501052 INSURANCE - FIRE & EXTENDED		870.51		870.51		
Row 20	501053 INSURANCE - OTHER		58.68		58.68		
Row 21	501070 MAINTENANCE - EQUIPMENT	74,000	22,943.88	5,664.33	28,608.21	23,420	
Row 22	501071 MAINTENANCE - BULDGS & IMPROVEMENTS	6,500	8,462.95	460.00	8,922.95	12,000	Pest control, Plumbing
Row 23	501080 MEDICAL, DENTAL & LAB SUPPLIES	2,000	1,772.62	2,700.88	4,473.50	5,000	Epi Pens, Misc
Row 24	501090 MEMBERSHIPS	3,200	-31.00	150.00	119.00	3,200	
Row 25	501100 MISCELLANEOUS	1,500	263.41		263.41	500	
Row 26	501102 MISC EXPENSE - CREDIT CARD SVC CHARGES	200	77.73	135.28	213.01	200	
Row 27	501110 OFFICE EXPENSE	7,000	4,670.06	104.63	4,774.69	5,000	
Row 28	501111 OFFICE EXPENSE - POSTAGE	500	176.00	140.45	316.45	500	
Row 29	501112 OFFICE EXPENSE - PRINTING	600	788.03	844.99	1,633.02	1,500	
Row 30	501151 PROF & SPEC SVC - AUDITING & ACCOUNTING	300	150.00		150.00	300	
Row 31	501152 PROF & SPEC SVC - INFORMATION TECH SERVICES		2,639.75		2,639.75	1,200	Internet
Row 32	501155 PROF & SPEC SVC - MEDICAL, DENTAL & LAB	1,000			0.00	1,000	Fit Testing
Row 33	501156 PROF & SPEC SVC - LEGAL SERVICES	1,000			0.00	1,000	
Row 34	501165 PROF & SPEC SVC - OTHER		829.48	200.00	1,029.48		
Row 35	501169 BOARD MEETING STIPENDS						
Row 36	501180 PUBLICATIONS & LEGAL NOTICES	500			0.00	500	
Row 37	501190 RENTS & LEASES - EQUIPMENT	1,500	557.80	139.45	697.25	1,500	Copier
Row 38	501191 RENTS & LEASES - BLDGS & IMPROVEMENTS						
Row 39	501205 TRAINING	7,000	4,954.11	2,428.00	7,382.11	11,400	‡ see below
Row 40	501210 MINOR EQUIPMENT	67,500	15,774.88	3,853.44	19,628.32	44,725	# see below
Row 41	501232 SPEC DEPT EXP - ELECTION SUPPLIES & SERVICES						
Row 42	501249 SPEC DEPT EXP - OTHER						
Row 43	501250 TRANSPORTATION & TRAVEL	10,000	5,138.48	453.39	5,591.87	8,000	
Row 44	501251 TRANSPORTATION & TRAVEL - FUEL		994.05	41.78	1,035.83		
Row 45	501260 UTILITIES	9,500	4,620.06	1,635.69	6,255.75	8,000	
Row 46	TOTAL SERVICES & SUPPLIES	234,300	97,567.10	26,013.36	123,580.46	177,445	

YOLO COUNTY AUDITOR-CONTROLLER
 FIRE DISTRICT BUDGET WORKSHEET - FINANCING SOURCES - SCHEDULE B
 FISCAL YEAR: 2020-2021
 DISTRICT NAME: West Plainfield Fire Protection District

COLUMN A COLUMN B COLUMN C COLUMN D COLUMN E COLUMN F COLUMN G

Anticipated 2019/2020 Use

Acct #	Account Name	2019 - 2020 Budgeted	Actual 04/30/20	Anticipated Apr - June	Total	Proposed Budget
Row 47						
Row 48	502031 RETIRE LTD - CAPITAL LEASE OBLIGATION					
Row 49	502039 RETIRE LTD - OTHER					
Row 50	502049 INTEREST - LTD - OTHER					
Row 51	502080 TAXES & ASSESSMENTS					
Row 52	502110 VOLUNTEER FIREMEN					
Row 53	502120 CONTRIBUTION TO NON-COUNTY AGENCIES					
Row 54	502121 CITY OF DAVIS					
Row 55	502201 PAYMENTS TO OTHER GOV INSTITUTIONS		531.61		531.61	
Row 56	TOTAL OTHER CHARGES	0	531.61	0.00	531.61	0

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2020 - 2021 WPL Budget

YOLO COUNTY AUDITOR-CONTROLLER
FIRE DISTRICT BUDGET WORKSHEET - FINANCING SOURCES - SCHEDULE B
FISCAL YEAR: 2020-2021
DISTRICT NAME: West Plainfield Fire Protection District

COLUMN A COLUMN B COLUMN C COLUMN D COLUMN E COLUMN F COLUMN G

Anticipated 2019/2020 Use

Acct #	Account Name	2019 - 2020 Budgeted	Actual 04/30/20	Anticipated Apr - June	Total	Proposed Budget
Row 57						
Row 58	503000 LAND	0				
Row 59	503020 BUILDINGS & IMPROVEMENTS	14,000				
Row 60	503015 EASEMENTS - NON DEPRECIABLE					
Row 61	503070 EQUIPMENT	20,000				
Row 62	503071 EQUIPMENT - VEHICLE	60,000	2,691.00		2,691.00	235,000
Row 63	TOTAL CAPITAL ASSETS	94,000	2,691.00	0.00	2,691.00	235,000
Row 64						
Row 65	89-9900 APPROPRIATIONS FOR CONTINGENCY	20,000	0.00	0.00	0.00	20,000
Row 66						
Row 67	TOTAL APPROPRIATIONS	547,956	281,244.88	63,819.36	345,064.24	706,825
Row 68						
Row 69	ADDITIONS TO GENERAL RESERVE					
Row 70	ADDITIONS TO CAPITAL ASSET REPLACE RESERVE					
Row 71	ADDITIONS TO ACCRUED LEAVE RESERVE					3,000
Row 72						
Row 73	TOTAL FINANCING USES *	547,956				709,825

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W230

† Basic Pump Ops, Aircraft Rescue, Confined Space Awareness, Miscellaneous Support Costs
 The usual, plus: W230 Build Parts, B230 Gauges, B30 Sweeps, Engraver, PA system, Hose / Connectors / Misc, SCBA
 # bottles, Maps, BLS Airway Mannequin

Proposed 451,825 390,900.00 -60,924.60
 S&B and S&S Est Rev

2019-2020 FBA (est) 202,891.76

2020 - 2021 WPL Fire Protection District

West Plainfield Fire Protection District

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

Minutes – February 18, 2020 West Plainfield Fire Protection District Board of Commissioners

1. CALL TO ORDER

The meeting was called to order at 7:00 pm by President McMullen and a quorum was established. Present were:

Commissioners: Ed Beoshanz, Jim Yeager, Richard Guarino and James McMullen
Staff: Fire Chief Cherie Rita, Assistant Chief Bill Heins and Assistant Chief David Stiles, Volunteer President, John Lee

2. REVIEW DISCUSSION OF BILLS

- a. Approve payment of bills.

Motion by: Commissioner Yeager
2nd: Commissioner Guarino

To approve the bills in the amount of \$ 13,887.54

Passed: Unanimously

3. PUBLIC COMMENT

David Stiles spoke as a citizen of the district. He stated that the Lillard Hall parties are getting progressively louder as he is able to hear the parties through his windows at home. It was agreed that this issue would be mentioned to the Hall Manager with a suggestion that the issue of noise be reemphasized to any renters. President McMullen asked the Lillard Hall Committee to meet review the current contract for the Hall rentals and discuss possible solutions to solve the noise issue and suggest a resolution.

4. LILLARD HALL

- a. Lillard Hall Business
President McMullen asked the Lillard Hall Committee to address the noise issue and bring back recommendations.
- b. Lillard Hall Report
Informational
- c. Lillard hall Committee Report Ad Hoc
- i. Motion Sensor Lights
AC Heins stated that he had contacted Spurlock Electric and they are preparing a bid to change out two light poles with LED dawn to dusk lighting and will bring back to the next meeting.
- ii. Discussion/Action – Current Hall Manager Compensation
Commissioner Guarino stated that the Committee had met and discussed the Hall Manager position and have scheduled interviews for the next week. AC Heins stated that the top candidate would be presented to the Board for a final interview.

5. **FINANCIALS**

- a. Deposits
There were no deposits this month.
- b. Financial Reports:
Financial reports were reviewed. There was no discussion.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approved the financial reports.

One Commissioner abstained.

Passed: by majority vote

6. **NEW BUSINESS**

- a. Discussion/Action – Donation of Grass Rig
AC Stiles stated that there was no further information on this item and no action is needed.
- b. Discussion/Action – Adopt Revised Employee Evaluation form.
Chief Rita informed the Board that the personnel committee had looked at simplifying the annual evaluation form and take it from a multi-page to a single page evaluation form. She stated that this had been developed a few months back and would like to get the Board to adopt the new format. She noted that this would only be for career staff and the Board clerk. President McMullen asked that the word annual be removed enabling the form to be used when necessary. Chief Rita agreed.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To strike the word annual for the form and adopt the new evaluation form.

Passed: Unanimously

- c. Discussion/Action – Water 230 Refurbishment/Replacement
AC Stiles informed the Board that after much research it was determined that the tank on Water 230 should not be moved to a new chassis. It was determined that it had been repaired in the past for seam leaks and it was old and would become unreliable. AC Stiles stated that Water 230 would need to be replaced.

AC Stiles asked that the Board approve having him move forward with getting specs and quotes for a new Water tender.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To outline the specs and get formal bids on a replacement for Water 230.

Discussion: President McMullen asked Chief Rita to check what is needed for us to properly go out to bid and he asked AC Stiles to invite the companies to the meeting in order to discuss their bids once received. AC Stiles stated that he anticipated he would be able to have bids by the March meeting date.

Passed: Unanimously

7. OLD BUSINESS

- a. Discussion/Action – 24 Hour Staffing Preparation
AC Heins stated preparation for the 24-hour staffing is underway with plumbing repairs, etc. AC Heins stated that a published add for the position is currently on the website and the board outside the station and they currently have four applications. AC Heins stated that once there is an adequate amount of applications, they will start initial interviews with an outside panel. One that is completed those candidates will go to the Personnel Committee for a final candidate. That candidate would be presented to the Board for final interview. AC Heins stated that they are hoping for a conditional offer by April and have them on board by May.
- b. Discussion/Action – Back-up power for water well
AC Heins stated that he had spoken with the electrical contractor and they are looking at options on how to have back-up power to the well. Once he has some options, recommendations will be presented to the Board.
- c. District Newsletter Update
Commissioner Yeager state that he and AC Heins are working on getting the newsletter put together for mailing out with the weed abatement letters next month.
- d. Rural Tax Increase
AC Stiles stated that there is really nothing new to report yet. There has been an Ad Hoc Committee formed call the Fire Sustainability Committee to look at funding issues and they will be meeting Thursday next week. The County Administrator, Patrick Blacklock has offered to come to the Board meeting to discuss the proposal. President McMullen asked AC Stiles to contact him and arrange for him to give a presentation to the Board.

8. CHIEF'S REPORT

Chief Rita updated the Board on some items:

- At the Yolo County Chiefs meeting the old Mutual Aide Agreement was reviewed and signed for another year.
- Yocha Dehe will be working on a regional grant for radios again this year as there are changing again and the Fire Department will participate again for new radios.

9. ASSISTANT CHIEF REPORT

- a. Assistant Chief, Operations (Stiles)
AC Stiles said there was nothing more to report as he covered everything earlier in the meeting.

- b. Assistant Chief, Administration (Heins)
 - AC Heins stated that he had completed the Cal Fire/State Office of Emergency Services census survey. The goal is to get the appropriate resources to emergency situations and assist other regions.
 - CERS Annual Haz Mat Plan update should be done next week. After this year it will be changing to every two years.
 - AC Heins stated they had received four applications for Fire Officer.
 - Interviews for Hall Manager will begin shortly.
 - Sacred Oaks SOA has been received and will go to the Committee. AC Heins requested that the Committee be given the authority by the Board to approve the SOA and sign in order to get the contract as soon as possible.
 - Next week airport hangar inspections are scheduled to begin.
 - Monday the Fire Station will be installing key pads for entry. Signage is being ordered.

10. VOLUNTEER ACTIVITIES REPORT

The Association President, Jon Lee informed the Board that the pancake breakfast will be on March 1st this year. Tickets are at the station.

11. COMMITTEE REPORTS

- a. Standing Committees
 - i. Benefits Committee Report (Chair Hjerpe, Guarino)– No meeting, no report.
 - ii. Budget Committee Report (Yeager, Chair Hjerpe) – No meeting, no report.
 - iii. Personnel Committee Report (Chair Hjerpe, Guarino) – No meeting, no report.
 - iv. District Funding and Development Committee (Beoshanz, Chair Yeager)
Commissioner Yeager stated that there are three grants in the works, two through Yocha Dehe and one through the County. The two through Yocha Hehe are for an air fill station and extrication equipment and the other is through the county for fire suppression equipment to support the airport.
 - v. IHS/Sacred Oaks Committee (Chair McMullen, Guarino) By consensus, the Board agreed to have the Committee review and approve the SOA in order to get the contract sooner.
- b. Ad Hoc Committee
 - i. Solar Committee (Chair Beoshanz, Guarino) – No meeting, no report.

12. TRAINING LIASION REPORT

Commissioner Yeager informed the Board that there was nothing new to report.

13. FIRE PREVENTION LIASION REPORT

Chief Rita stated that the weed abatement is moving forward with modifications to the program including a process to enforce, which is with County Council for comments. It was decided to go by the guidelines issued by the stated for enforcement.

14. FACILITIES/EQUIPMENT LIASION REPORT

- a. Training Building Repair
Nothing to report.

15. CONSENT CALENDAR

- a. Fire Department Statistics
There were no questions

- b. List of current volunteers
These was discussion on how many drivers live in and out of the district. Also, there was note of two volunteers who have left the department. AC Stiles noted that they are doing training for drivers but there is not many that complete the training.

Motion by: Commissioner Yeager
2nd: Commissioner Guarino

To approve the consent calendar.

Passed: Unanimously

16. MINUTES

- a. Approval of January 21, 2020 Board Meeting Minutes.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve the minutes of January 21, 2020 as presented.

Passed: Unanimously

17. CLERKS' REPORT

Nothing to report

18. OPEN FORUM

There was continues discussion on why volunteers have left the department and how many have come on board as new in the last two years.

19. CALENDAR

The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday March 17, 2020 at 7:00 pm.

Meeting adjourned 9:10 pm

President

Clerk

Minutes – March 17, 2020
West Plainfield Fire Protection District Board of Commissioners
Special Meeting via teleconference

1. CALL TO ORDER

The meeting was called to order at 7:13 pm by President McMullen and a quorum was established. Present were:

Commissioners: Ed Beoshanz, Jim Yeager, Richard Guarino, Charles Hjerpe and James McMullen
Staff: Fire Chief Cherie Rita
Katlyn Sinclair, Interim Hall Manager

2. PUBLIC COMMENT

There was no public comment.

3. LILLARD HALL

Commissioner Guarino expressed concern over the activities planned for Lillard Hall and stated that his opinion is that it be shut down immediately. Concerns with difficulty over decontamination after the dog group was of concern and Commissioner Guarino stated that the job of the Commissioners was to protect the Hall and those that use it.

President McMullen asked if the Board would like to take the agenda item 3b Discussion/Action – Lillard Hall Upcoming Events – Potential Cancellations and discuss it first. By consensus, it was agreed to take item 3b out of order.

b. Discussion/Action – Lillard Hall Upcoming Events- Potential Cancellations

Motion by: Commissioner Guarino
2nd: Commissioner Beoshanz

To close Lillard Hall to all renters/users indefinitely, effective immediately.

Discussion: There was discussion with concern over the length of closure and additional discussion on whether there should be a specific time frame. It was noted that the WFPD website stated that all Lillard Hall functions were cancelled through March 31st. Katlyn Sinclair, Interim Lillard Hall Manager stated that she had updated the website based on information from the CDC and Yolo County regulations and cancelled all functions at the Hall for March.

Commissioner Yeager was concerned as this was not brought to the Commissioners for approval and all Commissioners agreed. Ms. Sinclair apologized for acting with out the Board's approval. She stated that the dog group had cancelled March 30th and she was under the impression that per the email received from Yolo County, she was to cancelled any other gatherings.

President McMullen stated that in the future she is to ask for a special meeting if there are questions that concern over closures of Lillard Hall.

Commissioner Yeager asked that the motion be amended to state that the Hall would be closed until further notice.

Motion amended by: Commissioner Yeager
2nd: Commissioner Guarino

To close Lillard Hall to all renters/users until further notice, effective immediately.

Passed: Unanimously

a. Discussion/Action- Hiring of New Hall Manager

President McMullen stated that there was some confusion by the Board on the hiring of the Hall Manager. At the last Board meeting it had been agreed that the Lillard Hall Committee would meet and interview candidates for the position and select the best candidate to bring to the next Board meeting for acceptance and approval by the Board. President McMullen asked how the request for recommendation from the Board turn into the hiring of the Manager.

Commissioner Hjerpe stated that the Committee had two applications that they were interested in so they met with both and Katlyn Sinclair stood out. The Committee the voted unanimously to hire her. Commissioner Guarino stated that he had contacted Ms. Sinclair to notify her that they would like to offer her the position but neglected to inform her that it would need to go to the Board for final approval.

Ms. Sinclair was asked to give her understanding of what happened. She stated that she had received a phone call offering her the position and she accepted. She was under the impression that she was to start work right away and met with Jo Yeager for training.

All commissioners agreed that Ms. Sinclair's hiring should have gone to the Board first for approval and someone should have notified Ms. Sinclair. Commissioner Yeager stated that since Ms. Sinclair has been handling the position with Jo Yeager, he suggested Ms. Sinclair become the interim Hall Manager until full board approval.

Motion by: Commissioner Yeager
2nd: Commissioner Guarino

To appoint Katlyn Sinclair as interim Hall Manager pending the next regular meeting of the Board for full Board approval.

Passed: Unanimously

4.

CALENDAR

The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday April 16, 2020 at 7:00 pm unless another date is agreed upon

Meeting adjourned 7:50 pm

President

WFPD Clerk

Minutes – May 11, 2020

**West Plainfield Fire Protection District Board of Commissioners
Special Meeting via meet.google.com (video and teleconference)**

1. CALL TO ORDER

The meeting was called to order at 7:20 pm by President McMullen and a quorum was established. Present were:

Commissioners: Ed Beoshanz, Jim Yeager, Richard Guarino, Charles Hjerpe and James McMullen
Staff: Fire Chief Cherie Rita, AC Heins, AC Stiles, Captain Bravo, BC Beoshanz,
Guest: Patrick Fish

2. PUBLIC COMMENT

There was no public comment.

It was agreed to take item 4. Weed Abatement Update out of order.

4. WEED ABATEMENT UPDATE

AC Heins informed the group that due to COVID-19 coronavirus; it was decided that this year postcards would be sent out to the residents regarding weed abatement in leu of letters. These should have arrived to the district residents the middle of last week. Other items that are being done in regard to weed abate include but not limited to:

- Staff is mapping the district and checking properties for proper weed abatement
- Career staff are noticing progress through the district on the clearing of vegetation.

President McMullen commented that several properties that have been a problem are looking much better this year.

There was discussion over the concern that the postcards may have been discarded thinking it was junk mail. AC Heins noted that it will be assumed that residents have received the postcards and if there is no progress on weed abatement on any properties n the district, they will receive a formal notice.

3. DISCUSSION/ACTION – WATER 230 REVIEW BIDS/ACCEPT BID TO REPLACE

AC Stiles stated that as requested by the Board, he had received three (3) bids for the replacement of Water 230. He reviewed the bids starting with the two he felt should not considered and noted why.

- HME – Price was the driving force on why AC Stiles felt this should not be considered. The bids were upward of \$30,000 to \$40,000 more than the other bids for the same product.
- TOYNE – Bid was \$244,944 and they don't put the pump in and they have a different configuration, therefore, should not considered.
- ROSENBAURER -This manufacturer meets all the basic requirements with a nice configuration and locking differential. They are also the lower of the bids. They had three (3) separate bids but AC Stiles felt that the international chassis was the best of the three. Specs were reviewed.

Commissioner Yeager confirmed with Chief Rita that the budget for the apparatus was able to handle the purchase. Chief Rita confirmed there was over \$300,000 available and was within budget.

Commissioner Beoshanz was concerned that as the large equipment liaison, he was not in the loop on this project. All agreed to include Commissioner Beoshanz on any discussions in the future.

Motion by: Commissioner Yeager
2nd: Commissioner Guarino

To purchase the Rosebauer International Chassis for \$231,350 which is recommended by AC Stiles

There was discussion on when the two trucks that are out of commission would be removed from the property. AC Heins stated that due to the coronavirus no auctions were taking place and therefore, there was no place to move the trucks. After further discussion, it was agreed to wait until after the COVID-19 coronavirus passes to remove them.

Chief Rita clarified that the bid from Rosebauer for the International Chassis was only a bid and that the motion should be amended to read as an acceptance of the bid not a purchase.

Motion amended by: Commissioner Yeager
2nd: Commissioner Guarino

To accept the bid of \$231,350 for the Rosebauer International Chassis which is recommended by AC Stiles.

Passed: Unanimously

AC Stiles informed the Board that payment will not be due until delivery.

Meeting adjourned 8.20 pm

President

WFPD Clerk