

West Plainfield Fire Protection District

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

BOARD OF COMMISSIONERS MEETING

February 18, 2020 at 7:00 PM

To be held at Lillard Hall

24901 County Road 95, Davis, CA 95616

1. Call the meeting to order and establish quorum
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 (Pate 2)
 - c. Lillard Hall Committee Report (Hjerpe, Guarino)
 - i. Motion Sensor Lights
5. Financials
 - a. Deposits
 - b. Financial Reports
6. New Business
 - a. Discussion/Action – Donation of Grass Rig (AC Stiles)
 - b. Discussion/Action – Adopt Revised Employee Evaluation form (Rita) (Page 3)
 - c. Discussion/Action – Water 230 Refurbishment/Replacement (AC Stiles)
7. Old Business
 - a. Discussion/Action – 24 Hour Staffing Preparation (Heins)
 - b. Discussion/Action – Back up power for water well (Heins)
 - c. District Newsletter Update (Hjerpe)
 - d. Rural Tax Increase (AC Stiles)
8. Chiefs Report
9. Assistant Chiefs Report
 - a. Assistant Chief, Operations (Stiles)
 - b. Assistant Chief, Administration (Heins)
10. Volunteer Activities Report (President Lee)
11. Committee Reports
 - a. Standing Committees
 - i. Benefits Committee Report (Hjerpe, Guarino)
 - ii. Budget Committee Report (Hjerpe, Yeager)
 - iii. Personnel Committee Report (Hjerpe, Guarino)
 - iv. District Funding and Development Committee (Yeager, Beoshanz,)
 - v. IHS Committee (McMullen, Guarino)
 - b. Ad Hoc Committees
 - i. Solar Committee (Beoshanz, Guarino)
12. Training Liaison Report (Yeager)
13. Fire Prevention Liaison Report (McMullen)
14. Facilities/Equipment Repair Liaison Report (Beoshanz)
 - a. Training Building Repair
15. Consent Calendar
 - a. Fire Department Statistics (Page 4-7)
 - b. List of current volunteers (Page 8)
16. Minutes
 - a. Approval of January 21, 2020 Board Meeting Minutes (Page 9-14)
17. Clerk's Report
18. Open Forum
19. Calendar
 - a. The next regular scheduled Board meeting will be March 17, 2020 at 7:00 pm unless another date is agreed upon.

West Plainfield Fire Protection District

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

February 18, 2020

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	\$ 89.24
Michael Booth	190.00
Clark	225.00
FailSafe	442.40
ICC	135.00
InterState Oil	1,266.22
Jakes Plumbing	2,600.00
Nate Kane	33.48
Lehr	198.17
Pisani's Auto	265.86
Quill	861.39
River City Fire Equipment	225.14
Ron DuPratt Ford	315.71
Signtronics	1,023.39
US Bank	711.50
Waste Management	125.00
Yolo County Environmental Health	<u>145.68</u>

Total \$ 8,853.18

* Not included in total

February 18, 2020

Lillard Hall Report

Deposit Income: \$800.00 Dog Group 2/7/2020
\$550.00 Sanchez party
\$800.00 Dog Group 2/13/2020
\$500.00 Salcedo party

Total: \$2,650.00

Deposit: \$600.00 Salcedo party

Expenses: \$500.00 Mora deposit refund
\$500.00 Estrada deposit refund
\$125.00 Waste Management of Woodland
\$500.00 Salcedo deposit refund
\$85.00 Eva Patino, hall cleaning

Total: \$1710.00

Balance: \$31,070.05

Jo Yeager

West Plainfield Fire Protection District Annual Employee Evaluation

Employee Information

Name		Date of Review	
Title		Review Period	
Supervisor		Bonus or Promotion Eligible (See Comments)	

4	3	2	1	0
Outstanding	Good	Acceptable	Needs Improvement	Unacceptable
Exceptional job performance.	Exceeds expectations.	Meets expectations.	See Performance Improvement Plan.	See Performance Improvement Plan.

Category	Rating	Comments
Organizational knowledge		
Attitude		
Communication		
Customer Service		
Dependability		
Initiative		
Innovation		
Productivity		
Technical Skills		

Other Comments	
Performance Improvement Plan, as needed	

Employee: _____ Date: _____ Supervisor: _____ Date: _____

Fire Chief: _____ Date: _____ Board: _____ Date: _____

West Plainfield Fire Department

Davis, CA

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Incident Statistics

Start Date: 01/01/2020 | End Date: 01/31/2020

INCIDENT COUNT

INCIDENT TYPE	# INCIDENTS
EMS	6
FIRE	4
TOTAL	10

TOTAL TRANSPORTS (N2 and N3)

APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
E30	0	0	2
TOTAL	0	0	2

PRE-INCIDENT VALUE

\$0.00

LOSSES

\$0.00

CO CHECKS

TOTAL

MUTUAL AID

Aid Type

Aid Given

Total

5

OVERLAPPING CALLS

OVERLAPPING

0

% OVERLAPPING

NaN

LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station	EMS	FIRE
WPL Station 30	0:05:31	0:04:43
AVERAGE FOR ALL CALLS		0:04:59

LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)

Station	EMS	FIRE
WPL Station 30	0:00:00	0:00:00
AVERAGE FOR ALL CALLS		0:00:00

AGENCY

West Plainfield Fire Department

AVERAGE TIME ON SCENE (MM:SS)

33:18

Only Reviewed Incidents included. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = # of PCR with disposition "Treated, Transported by EMS". # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate.

West Plainfield Fire Department

Davis, CA

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Incident Type Count per Station for Date Range

Start Date: 01/01/2020 | End Date: 01/31/2020

INCIDENT TYPE	# INCIDENTS
Station: 30 - WPL STATION 30	
118 - Trash or rubbish fire, contained	1
321 - EMS call, excluding vehicle accident with injury	4
322 - Motor vehicle accident with injuries	1
324 - Motor vehicle accident with no injuries.	1
460 - Accident, potential accident, other	1
611 - Dispatched & cancelled en route	1
745 - Alarm system activation, no fire - unintentional	1
# Incidents for 30 - WPL Station 30:	10

Only REVIEWED incidents included.

West Plainfield Fire Department



Davis, CA

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Total Incidents per Personnel for Date Range

Personnel: Beoshanz, Garret; Beoshanz, Marc; Booth, Michael; Boswell, Dean; Bravo, Gena R and 22 more | Sort By: Personnel | Start Date: 01/01/2020 | End Date: 01/31/2020

PERSONNEL	COUNT	PERCENTAGE
<u>Beoshanz, Garret</u>	7	70.00 %
<u>Beoshanz, Marc</u>	7	70.00 %
<u>Booth, Michael</u>	3	30.00 %
<u>Boswell, Dean</u>	2	20.00 %
<u>Bravo, Gena R</u>	1	10.00 %
<u>Bravo, Scott</u>	5	50.00 %
<u>DeBonis, Nick M</u>	2	20.00 %
<u>Defty, Jonathan</u>	2	20.00 %
<u>Fish, Patrick</u>	6	60.00 %
<u>Heins, William T</u>	1	10.00 %
<u>Kane, Nathan B</u>	6	60.00 %
<u>Ludwig, David G</u>	1	10.00 %
<u>Maggenti, Peter A</u>	7	70.00 %
<u>Rita, Cherie</u>	6	60.00 %
<u>Sheehan, Steven</u>	5	50.00 %
<u>Sinclair, Katelyn N</u>	2	20.00 %
<u>Stiles, David</u>	8	80.00 %
<u>Stiles, Tom</u>	6	60.00 %
<u>Warland, Anna Bay</u>	5	50.00 %
<u>Wiler, Steve</u>	5	50.00 %
Sum of Individual Responses	87	
Total Incidents for Date Range	10	

Includes incidents where personnel responded to on or off an apparatus. Only REVIEWED incidents included.

West Plainfield Fire Department

Davis, CA

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Daily Log Items per Personnel for Activity Code for Personnel

Personnel: All Personnel | Activity Codes: Duty Shift Fire - Volunteer Station Duty Shift Suppression, Duty Shift Support - Volunteer Station Duty Shift Non-Suppression I
 Start Time: 00:00 | End Time: 23:00 | Start Date: 01/01/2020 | End Date: 01/31/2020

START	END	LOG TYPE	APPARATUS	NOTES	HOURS
Beoshanz, Garret					
01/05/2020 08:30:00	01/05/2020 16:00:00	DAYBOOK			7.50
01/07/2020 10:00:00	01/07/2020 16:00:00	DAYBOOK			6.00
01/08/2020 08:30:00	01/08/2020 14:00:00	DAYBOOK			5.50
01/15/2020 11:30:00	01/15/2020 18:00:00	DAYBOOK			6.50
01/25/2020 11:00:00	01/25/2020 18:00:00	DAYBOOK			7.00
Total Hours for: Beoshanz, Garret					32.50
Boswell, Dean					
01/07/2020 10:00:00	01/07/2020 14:00:00	DAYBOOK			4.00
Total Hours for: Boswell, Dean					4.00
Davis, Delaney					
01/07/2020 08:00:00	01/07/2020 16:00:00	DAYBOOK			8.00
01/08/2020 08:00:00	01/08/2020 16:30:00	DAYBOOK			8.50
Total Hours for: Davis, Delaney					16.50
Fulton, Andrew					
01/10/2020 08:30:00	01/10/2020 16:00:00	DAYBOOK			7.50
Total Hours for: Fulton, Andrew					7.50
Hall, Justin					
01/04/2020 07:30:00	01/04/2020 18:30:00	DAYBOOK			11.00
01/11/2020 09:30:00	01/11/2020 12:30:00	DAYBOOK			3.00
01/24/2020 09:00:00	01/24/2020 14:00:00	DAYBOOK			5.00
Total Hours for: Hall, Justin					19.00
Kane, Nathan B					
01/05/2020 08:30:00	01/05/2020 16:00:00	DAYBOOK			7.50
Total Hours for: Kane, Nathan B					7.50
Warland, Anna Bay					
01/01/2020 09:30:00	01/01/2020 18:00:00	DAYBOOK			8.50
01/05/2020 08:30:00	01/05/2020 16:00:00	DAYBOOK			7.50
01/07/2020 10:00:00	01/07/2020 16:00:00	DAYBOOK			6.00
01/08/2020 08:30:00	01/08/2020 14:00:00	DAYBOOK			5.50
Total Hours for: Warland, Anna Bay					27.50
Total of all Personnel Hours					114.50

Lists the Daily Log items, grouped by Personnel, corresponding to the selected Activity Code and Personnel.

PERSONNEL**RANK****DRIVER = D*****FIRE BOARD/STAFF/HALL***

McMullen, James	Commissioner, President	NA
Yeager, Jim	Commissioner, Vice President	NA
Beoshanz, Ed	Commissioner	NA
Guarino, Richard	Commissioner	NA
Hjerpe, Charles	Commissioner	NA
Grafton, Sharon	Commission Clerk	NA
Yeager, Jo	Hall Manager	NA

FIRE DEPARTMENT

Rita , Cherie	Fire Chief	N
Heins, William T	Assistant Chief	D
Stiles , David	Assistant Chief	D
Beoshanz, Marc	Battalion Chief	D
Bravo, Geoffrey Scott	Fire Captain	D
Rita , Michael D	Fire Captain	N
Stiles, Tom	Fire Captain	D
Booth, Michael	Lieutenant	D
Fish, Patrick	Lieutenant	D
Beoshanz, Garret	Firefighter	N
Boswell, Dean	Firefighter	N
Bravo, Gena R	Firefighter	N
DeBonis, Nick M	Firefighter	N
Defty , Jonathan	Firefighter	N
Fulton, Andrew	Firefighter	N
Hall, Justin	Firefighter	N
Kane, Nathan B	Firefighter	D
Lee, Jon	Firefighter	N
Maggenti, Peter A	Firefighter	N
Sauers , Frank	Firefighter	D
Schlosser, Frank	Firefighter	N
Sheehan, Steven	Firefighter	N
Sinclair, Katelyn N	Firefighter	N
Warland, Anna Bay	Firefighter	N
Wiler, Steve	Firefighter	N
Davis, Delaney	Trainee	N
Faber, Noah W	Trainee	N
Brooks, Andrew	Relief Firefighter	D
Brown, Kevin	Relief Firefighter	D
Scott, Joel	Relief Firefighter	D
Self, Mel	Relief Firefighter	D

West Plainfield Fire Protection District

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

Minutes – January 21, 2020 West Plainfield Fire Protection District Board of Commissioners

1. CALL TO ORDER

The meeting was called to order at 7:10 pm by President McMullen and a quorum was established. Present were:

Commissioners: Ed Beoshanz, Jim Yeager, Richard Guarino, James McMullen and Charles Hjerpe
Staff: Fire Chief Cherie Rita, Assistant Chief Bill Heins and Assistant Chief David Stiles

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 \$ 15,116.52

Passed: Unanimously

3. PUBLIC COMMENT

None

4. LILLARD HALL

- a. Lillard Hall Business
There was discussion on new location for the Board meetings in Lillard Hall. AC Heins stated that he would be looking into wireless microphones since the room has some noise from the heater.
- b. Lillard Hall Report
Informational
- c. Lillard hall Committee Report Ad Hoc
- i. Motion Sensor Lights
AC Heins stated that currently the light pole closest to the station turns on from dusk to dawn automatically. AC Heins suggested that the Board consider replacing the other lights on poles around the Hall with LED lights and to have them run from dusk to dawn as well to help in lighting the area around the Hall. By consensus the Board agreed to convert the other lights.
- ii. Discussion/Action – Current Hall Manager Compensation
Commissioner Guarino suggested that the current Hall Manager be compensated at the rate set for the new Hall Manager position at \$17/hr. There was discussion regarding changing the current set amount to an hourly rate.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To change the rate of pay for the current Hall Manager to \$17/hr. effective the 5th of January.

Passed: by majority vote, 1 abstained

- iii. Discussion /Action – Hall Rental Policy
Commissioner Beoshanz voiced his concerns over the possible liability that the Hall has with renters. Commissioner Beoshanz stated that he would like to see the Hall only rented to people in the district.

Motion by: Commissioner Beoshanz

To only rent the Hall to people of the district and the airport.

Failed for lack of a second.

Chief Rita suggested that the current rental policy be fully reviewed by the Lillard Hall Committee to see if there needs to be any updates need made to make sure liability is adequately covered.

Committee agreed. By consensus the policy will be fully reviewed by the Lillard Hall Committee.

5. FINANCIALS

- a. Deposits
There was one deposit submitted for \$32.82. There were no questions.
- b. Financial Reports:
Financial reports were reviewed. There was no discussion.

6. NEW BUSINESS

- a. Discussion/Action – Volunteer Applications
AC Heins stated that there were no new applications at this time.
- b. Discussion/Action – Volunteer Response and Hourly Rate Increase
AC Heins stated that the State of California has increased minimum wage again and to keep in pace with the state, the hourly rate and rate per call for the volunteers needs to be increased. Therefore, it was requested that the rate be increased to \$13/per call and \$13/hr. for non-drivers and \$14/per call and \$14/hr. for drivers.

President McMullen asked if the current list of volunteers, including driver and non-drivers had been compiled. AC Heins stated that the had it prepared but forgot to include it but would send it out to the Commissioners.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To increase the rate of pay for volunteers to \$13/per call and \$13/hr. for non-drivers and \$14/per call and \$14/hr. for drivers.

Passed: Unanimously

- c. Discussion/Action – Possibility of Solar Power for the Station
Commissioner Beoshanz asked if anyone felt this would be of benefit for the Station. Commissioner Yeager stated that this had been researched a few years back and it was found to be too expensive at the time. Chief Rita suggested that this might be worth looking into again since electricity has gone up.

President McMullen appointed a Solar Committee to review the possibility of solar power for the Station. The Committee consists of Commissioners Beoshanz and Guarino. Commissioner Beoshanz was appointed Chair.

7. OLD BUSINESS

- a. Discussion/Action – 24 Hour Staffing Preparation
AC Heins stated that he and paid staff have a draft of the job flyer, tests and drafts of the application, operation rules and regulations. Staff has begun to purchase equipment that will be needed. The Chiefs will be meeting shortly to finalize the testing process. Once finalized they will begin the process. It was agreed to bring an update back to the next meeting.
- b. Discussion/Action – Back-up power for water well
AC Heins stated that due to the holiday there has not been much progress. Contractors have been contacted and AC Heins stated he is waiting to see what recommendations they suggest for the power to the well. The question is should the power to the current generator be increased or should a new stand-alone generator be purchased.
- c. District Newsletter Update
Nothing to report. Working on getting the newsletter put together for mailing out with the weed abatement letters.
- 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. Some options they are looking into for additional funding include a .5 cent rural tax increase or a tax increase through property assessments. The rural tax increase would not affect the farmer it would be added to the cost of the person or company buying from the farmer.

8. CHIEF'S REPORT

Chief Rita updated the Board on some items:

- At the Yolo County Chiefs meeting they reported that they are starting to upgrade the air truck to become a rehab air vehicle. This vehicle is available to the district but housed and staffed by Yolo Fire Department.
- Weed abatement is still moving forward. Chief Rita stated she is waiting on comments from County Counsel.

- Fire Districts is holding a program this weekend in Modesto. It will be two days and is a certification in fire district leadership and open to Board members. Day one will cover legal/laws and leadership. Day two will cover planning and trends. Any of the Board interested in attending is asked to contact the Chief for registration.
- FDAC Conference is March 31 thru April 3rd in Napa. There is no agenda yet but rooms need to be booked by mid-February. Two Commissioners showed interest so it was decided that two rooms will be booked and they can be cancelled if no one attends.
- Yolo County Chiefs sent around a master mutual aid agreement at the last meeting to update the old agreement.
- Arson Investigation Committee to get back into arson investigation.
- Monday, January 26th at 7pm, the Fire Department will recognize the Fire Trainees that are moving from probation to Firefighter along with other promoted positions within the Fire Department. Chief Rita invited the Commissioners to attend.

9. **ASSISTANT CHIEF REPORT**

- a. Assistant Chief, Operations (Stiles)
- AC Stiles Informed the Board that the Fire Sustainability Committee had a meeting with Chief White of Amador County and the BC from North Bay who discussed what issues they had in regard to consolidation.
 - AC Stiles gave an update on the Water Tender. He stated that he had not done much due to the holiday but has looked into Chassis' and the comparisons with used vs new.
 - Elk Horn may be interested the old Grass Rig and if they are, AC Stiles would like to suggest to the Board that they donate it to them. It was agreed to add this to the February agenda for discussion.
 - City of Davis and UC Davis will be going live next month with the new 800 system radios. AC Stiles stated that the volunteers are starting to reprogram the used 800 systems radios. If there is any expense the West Sacramento County Fire Department has a grant to offset costs. Therefore, our costs should be reimbursable through that grant.
 - AC Stiles informed the Board that there was a call out at Sacred Oaks involving woodwork staining with an oil-based stain. Rags had been thrown in a trash container in a building which caused a Fire by spontaneous combustion. Also, there was another call received from a passerby who heard an alarm at Sacred Oaks. Once arrived the sprinklers had gone off for a while and left water damage.
- b. Assistant Chief, Administration (Heins)
- AC Heins stated there had been two calls to Sacred Oaks which the department will be billing for. Still waiting on the contract for services to be signed and returned. AC Heins was asked when the grand opening was scheduled. AC Heins stated he was unclear but would inform the Board once he had a date.
 - AC Heins stated he had completed his report for the airport billing with the first billing at \$7500 and the second for \$2400. Total amount due for the last year is just under \$10,000.
 - AC Heins noted the Hall Manager position has been posted on the website and flyers are completed. No applications yet but when there are at least three received, they will be run by the Lillard Hall Committee. By consensus it was agreed that the Lillard Hall Committee was the appropriate Committee to review the applications.
 - AC Heins stated that the Fire Officer hiring draft flyer is still in process.

10. **VOLUNTEER ACTIVITIES REPORT**

The Association President, Jon Lee was not present. Chief Rita Informed the Board that the pancake breakfast will be on March 1st this year.

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) No meeting, no report
 - v. IHS/Sacred Oaks Committee (Chair McMullen, Guarino) Already covered.

12. **TRAINING LIASION REPORT**

Commissioner Yeager informed the Board that there had been a training with Yocha Dehe at the station in which they burned a doll house to show fire behavior. AC Heins shows a video of the demonstration.

13. **FIRE PREVENTION LIASION REPORT**

Already covered.

14. **FACILITIES/EQUIPMENT LIASION REPORT**

Nothing to report.

15. **CONSENT CALENDAR**

- a. Fire Department Statistics
AC Heins explained that the reports show monthly, quarterly and year end statistics.

Motion by: Commissioner Yeager
2nd: Commissioner Guarino

To approve the reports as presented.

Passed: Unanimously

16. **MINUTES**

- a. Approval of December 17, 2019 Board Meeting Minutes.
There were changes on page 4 of 5 under Chiefs Report. Replace she with Chief Rita in three places.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve the minutes of December 17, 2019 as corrected.

Passed: Unanimously

17. **CLERKS' REPORT**

Clerk Grafton explained that she had been working the Chief Rita and AC Heins on preparing the Board packets and minutes in PDF searchable format. Clerk Grafton informed the Board that since the packets can now be printed from the laptop reports can be in color and asked if the Board would like them in color. By consensus, it was agreed to have them printed in color.

18. **OPEN FORUM**

Commissioner Beoshanz informed the Board of two items:

- Ray Spore who had been ill is at home and doing better.
- Past volunteer, Fred Wilkendorf's funeral will be at 10am on January 22 and he asked if he could have permission for the Board to wear his Fireman's coat to the funeral. All agreed that would be appropriate.

19. **CALENDAR**

The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday February 18, 2020 at 7:00 pm.

Commissioner Hjerpe stated that he would not be able to attend and Commissioner McMullen stated that he may not be able to attend either but that if he is not present, Vice Chair Yeager can run the meeting in his absence.

Meeting adjourned 9:10 pm

President

Clerk