

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

1. CALL TO ORDER

The meeting was called to order at 7:01 pm by Acting President Yeager. Present were:

Commissioners: Ed Beoshanz, Jim Yeager, Charles Hjerpe (7:10pm) and Richard Guarino
Staff: Chief Cherie Rita, Assistant Chief Bill Heins, Volunteer President Patrick Fish and Clerk Sharon Grafton
Absent: Commissioner McMullen
Guests: Assistant Chief Dave Stiles

2. REVIEW DISCUSSION OF BILLS

- a. Approve payment of bills.

Motion by: Commissioner Guarino
2nd: Commissioner Beoshanz

To approve the bills in the amount of \$2,279.43.

Passed: Unanimously

3. PUBLIC COMMENT

None

3. LILLARD HALL

- a. Lillard Hall Business
Acting President Yeager asked that the titles under Lillard Hall be changed to read; a. Lillard Hall Public Report and b. Lillard Hall Managers Report
- b. Lillard Hall Report
No Comments
- c. Lillard hall Committee Report Ad Hoc
- i. Financial Analysis Report
Nothing to report
 - ii. Landscaping/Fencing
The volunteers gave the committee written recommendations/suggestions for landscaping and improvement for consideration. Volunteer Patrick Fish read a bullet list and agreed to be the liaison for the Volunteers and would work with the committee on recommendations for the Board next meeting.
 - iii. BBQ pit bricks behind Lillard Hall
Agreed to be taken off the agenda and would be considered under the Landscaping/Fencing issue.

5. FINANCIALS

- a. Deposits
There was an additional deposit brought to the meeting for the reimbursement of the Lillard Hall Managers Salary. The check was from Lillard Hall in the amount

of \$1,000 which would cover the Hall Managers Salary for 4 months.

All agreed to include it in the Deposits for April, making the total deposit of 4 checks totaling \$3,091.98.

- b. Financial Reports
Acting President Yeager asked if there were any questions. None heard.

6. **NEW BUSINESS**

- a. Possible training – Cabin on corner of CR 27 and 96
Assistant Chief Heins stated that the owners of a Cabin on the corner of CR 27 and 96 had approached Willow Oak Fire District to use this cabin as a training exercise for the fire fighters. Willow Oak Fire District then contacted West Plainfield Fire Protection District to see if they could set up a joint training with this cabin. Assistant Chief Heins stated he is waiting to hear for Willow Oak on next steps.

- b. Updated Apparatus Replacement Schedule Discussion/Action

- i. Discussion/Action – Review and Approval

Chief Rita informed the Board that Assistant Chief Heins, Assistant Chief Stiles and herself had met and have agreed that the build out of G30 took priority over the B230 Build. She also stated that Assistant Chief Dave Stiles would discuss this in more detail.

- ii. Discussion/Action – Approval to move ahead with G30 build, instead of B230

Assistant Chief Stiles addressed the Board and explained that the decisions were made to replace G30 instead of B230 was based on of NFPA recommendations. G30 has had some leaks and had needed more work recently and the volunteers would like to move forward with the replacement of G30. This new G30 would not require a Fire Fighter endorsement and could be driven with a class C driver license so anyone would be able to respond to an emergency with it. It would be a F550 with a crew cab and would hold an additional 100 gallons over the brush rig.

Assistant Chief Stiles also stated that they would like to Change B30 and convert it to a utility vehicle and dispose of the current G30.

To recap, Assistant Chief Stiles proposed that B230 be replace in 2019 and that G30 be replaced this year. Total cost to build the new G30 would be approximately \$75,500 and the volunteers will build to save money.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To allocate up to \$75,000 to move ahead with the G30 build.

Passed: Unanimously

Assistant Chief Stiles also asked that there be an approval to purchase the bed from a local vendor. They cost would be \$90 over the vendor in Lodi but felt it would be better to have a local vendor to go to if there are

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To purchase the truck bed from the local vendor for \$90.00 more to keep the purchase with a local vendor.

Passed: Unanimously

Assistant Chief Stiles stated that he would put together a packet for the Board for the next meeting.

7. OLD BUSINESS

- a. Discussion/Action – B230 Build – postpone?
It was agreed that this would be postponed until 2019.
- b. Traffic Issues on 96
A letter was sent out to the Public Works Superintendent, Ed Medina by President McMullen as directed at the last meeting. No further discussion.

8. CHIEF'S REPORT

Chief Rita informed the Board of a few items.

- There may be changes to Proposition 13 in the near future that will affect the district.
- At the Yolo Chiefs meeting, the Chiefs endorsed Tom Lopez as Sheriff.
- Yolo Chiefs have brought back the Fire Fighter Training Officers and they are up and running. Training will begin on the 4th and 5th of May and the auto extraction training will be hosted by West Plainfield Fire Protection District later in the year.
- West Plainfield Fire Protection District will host the next Yolo Chiefs Meeting.
- The marijuana ordinance is still in review and there should be a list of grow locations in the county by end of summer.

9. ASSISTANT CHIEF REPORT

Assistant Chief Heins informed the board of a few items.

- Weed abatement letters will be sent out by the end of the month.
- Paid staff are both out currently. Coverage of the station is being handled by himself and relief fire fighters.
- Very low call volume.
- There will be a drill in May through the Yolo Fire Fighter Training Officers with fit testing for medical qualifications.
- A new hay processing facility is planned for CR 27 and 92D. There has been discussion with the owner of the property and will keep the board informed of any new information. There will be significant exposure/hazard for the Department.
- Attended a webinar on requirements for electronic access to agendas and minutes. In 2019 there will be a requirement that all agenda and minutes will need to be made available online. The company that put on the webinar offers this service for \$100 a month which we may want to consider. This was to be agendaized for next meeting.

10. VOLUNTEER ACTIVITIES REPORT

President Patrick Fish informed the Board that the volunteers had purchased a battery-operated extraction tool which is more powerful and versatile. They hope to purchase another one later in the year.

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)
 - Discussion/Action – Recommendations in draft minutes of April 6, 2018 meeting.

The committee met to discuss the review for Clerk Grafton since she has never had a review. Commissioner Hjerpe stated that there was discussion on a cost of living increase for the last 10 years, since her start date in 2008. It was determined that an increase is in order but currently she is at the same pay rate at the relief fire fighters. Therefore, it is suggested that this issue be given to the Benefits Committee for discussion and to pass on recommendations to the Budget Committee to make a recommendation on the Board.

Clerk Grafton also asked for clarification on her supervisor.

- iv. Extended Coverage/Resident Firefighter Program Committee (Beoshanz, Yeager)

Acting President Yeager stated there were 2 letters send out for funding. One was sent to Yocha Dehe and the other to the County in regard to the money from the airport as a service district.

There were concerns by all that there are not enough personnel and there is a need to recruit more personnel. Acting President Yeager suggests that we still look into the student fire fighter program.

b. Ad Hoc Committees

- i. Policy Review Committee (Beoshanz, Guarino)– No meeting, no report.
- ii. Monument Committee (Beoshanz, Yeager)

Acting President Yeager had a list of suggestions for the plaque on the Mill Stone Monument. He asked that these be reviewed and recommendations on the wording be brought back to the Board at the next meeting for approval.
- iii. Airport Service District Funding Committee

Already discussion above under Extended Coverage. Letter was sent to the County.

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

Commissioner McMullen was not present. No update.

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 March 20, 2018 Board Meeting Minutes. One error on the date of the BBQ from the 29th to the 28th of May.

Move to approve minutes as corrected.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

Passed: Unanimously

18. **CLERKS' REPORT**

Clerk Grafton informed the Board that she had received an email from Mark Krummenacker with a proposal to prepare the Annual State Controller's Special District Transactions Report for FYI 6/30/18. She stated she will include it in next months board agenda for approval.

- a. Discussion/Action – Personnel Evaluation – Sharon Grafton
Out come was moved to the Benefits Committee than the Budget Committee for recommendations.

19. **OPEN FORUM**

Nothing new.

20. **CALENDAR**

The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday May 15th, 2018.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To adjourn,

Passed: Unanimously

Meeting adjourned 8:50pm

vice Jim Yeager
President

Sharon Grafton
Clerk