

West Plainfield Fire Protection District

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

**Minutes – December 19, 2017
West Plainfield Fire Protection District Board of Commissioners**

1. CALL TO ORDER

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

Commissioners: McMullen, Beoshanz, Yeager, Hjerpe and Guarino
Staff: Assistant Chief Bill Heins, Chief Cherie Rita and Clerk Sharon Grafton

2. REVIEW DISCUSSION OF BILLS

- a. Approve payment of bills

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve the bills in the amount of \$3,598.15.

Passed: Unanimously

3. PUBLIC COMMENT

None

3. LILLARD HALL

- a. Lillard Hall Business
No new business
b. Lillard Hall Reports

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve the Lillard Hall Report

Passed: Unanimously

- c. Lillard hall Committee Report Ad Hoc
i. Financial Analysis Report
Moved to next meeting
ii. Bank Account – Should it be interest bearing

Motion by: Commissioner Hjerpe
2nd: Commissioner Guarino

To change account to interest bearing account.

Passed: Unanimously

- iii. Bank Account – Should Committee Chair be signatory on account
Committee did not discuss. Moved to next meeting.

v. Landscaping and Fencing
Moved to next meeting.

d. Lillard Hall Painting Committee Report
No meeting, no report.

5. **FINANCIALS**

a. Deposits
4 Deposits totaling \$2,717.48

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve the deposits totaling \$2,717.48.

Passed: Unanimously

b. Financial Reports
Chief Rita pointed out the Board that there were items on the Fund Balances that were incorrect and the County was working on fixing them and have not after several attempts. She suggested that Supervisor Chamberlain be contacted if this isn't resolved shortly in hopes that he can help expedite this. **By consensus** it was agreed that Chief Rita should contact Supervisor Chamberlain if this is not resolved with the County soon.

6. **NEW BUSINESS**

a. Discussion/Action – Annual Personnel Evaluation – Mike Medina
Mike Medina was not present but stated that the discussion could be held in open session. Assistant Chief Heins went over Mike Medina's performance and stated that it was above average in most categories and recommended a one-time salary augmentation.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To accept the overall performance review for Mike Medina.

Passed: Unanimously

b. Discussion/Action – One-time Salary Augmentation – Mike Medina.
Assistant Chief Heins recommended to the Board that Mike Medina receive a one-time salary augmentation.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To award a one-time salary augmentation of \$1,000 to Mike Medina.

Passed: Unanimously

c. Discussion/Action – Annual Personnel Evaluation 2016=2017 – Bill Heins
CLOSED SESSION = 8:00 – 8:45pm

Report out of closed session: There was discussion on Assistant Chief Heins evaluation from 12-1-15 thru 12-1-16 and 12-1-16 thru 12-1-17. The evaluation will be put in Assistant Chiefs Personnel File showing that he met and exceeded expectations.

- d. Discussion/Action – Financial Assistance Letter to the County Board of Supervisors.
Commissioner Yeager prepared a letter for discussion to be sent to the County Board of Supervisors and to be signed by each Commissioner in regard to funding. This letter requested that a portion of the funds from the Rural Community Fund be awarded to West Plainfield Fire Protection District.

Motion by: Commissioner Beoshanz
2nd: Commissioner Guarino

To direct the Board of Commissioners to sign the letter and send to Supervisor Chamberlain.

Passed: Unanimously

7. OLD BUSINESS

- a. Discussion/Action on Mill Stone Monument Update
Chief Rita informed the Board that she had discussed the wording for the plaque to be put on the Monument with the Volunteers and they suggested that it should memorialize everyone that has been a part of the West Plainfield Fire Station since the beginning.

President McMullen asked that Commissioners Beoshanz and Yeager meet with the volunteer and come up with acceptable wording for the plaque and present it to the Board at the next meeting for approval.

8. CHIEF'S REPORT

Chief Rita informed the Board that an aviation radio has been donated by Ray Ferrell and SkyDance's parent company to the District. A thank you note was sent by the Fire Department and it should be placed into service shortly.

9. ASSISTANT CHIEF REPORT

Assistant Chief Heins informed the Board of a few items.

- He finished the Hazmat survey.
- The well was tested by the state and AC Heins will test it again to validate the report received shortly after the first of the year.
- There were 2 illegal burns that we stopped and were reported to Air Quality.
- Working with Chief Rita on an Assistance to Firefighters grant.

10. VOLUNTEER ACTIVITIES REPORT

President Patrick Fish was not able to attend and Chief Rita stated that he had asked her to thank the Board for attending the Christmas Dinner.

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
But will be evaluating the goals and objectives of the Assistant Chief.
 - iv. Extended Coverage/Resident Firefighter Program Committee (Beoshanz, Yeager)
 - Commissioner Yeager stated that the letter reviewed and signed earlier is part of the extended coverage issues.
- b. Ad Hoc Committees
- i. Policy Review Committee (Beoshanz, Guarino)– No meeting, no report.
 - ii. Animal Rescue Training Committee (McMullen, Hjerpe)- next meeting was set for December 28th at 11:00am at the Fire Station.
 - iii. Mutual Aid Committee (Yeager Guarino) – Report presented but amendments needed. Chief Rita noting changes.

Motion by: Commissioner Yeager
2nd: Commissioner Hjerpe

To accept the Mutual Aid Report as modified.

Passed: Unanimously

Agreed it should be reviewed each year.

12. **BUREAU OF INDIAN HEALTH SERVICE (BHHS) LIASION REPORT**
 No activity

13. **TRAINING LIASION REPORT**
 Commissioner Yeager informed the Board that the Officers are coordinating and presenting the training as a group. This will hopefully get more people involved.

14. **FIRE PREVENTION LIASION REPORT**
 Nothing to report.

15. **MAJOR EQUIPMENT LIASION REPORT**
 The tank on W230 has a minor tank leak. Assistant Chief Heins is working with Assistant Chief Stiles to look the tank over and discussion with Commissioner Beoshanz. Will bring back to next meeting.

16. **CONSENT CALENDAR**
 Nothing on Consent Calendar.

17. **MINUTES**
 a. Approval of November 19, 2017 Board Meeting Minutes

Move to approve minutes as corrected.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

Passed: Unanimously

18. CLERKS' REPORT

Clerk Grafton stated that in light of the discussion on performance reviews that she had never had a performance review since she came on board in 2008 and asked if she should be getting them. President McMullen stated that she should and would she bring back her goals and objectives to the next meeting.

19. OPEN FORUM

Commissioner Beoshanz informed the Board that he had noticed the trees on County Road 30 are so overgrown they have become a hazard to people driving that road. He suggested the County be notified of the dangers on County Road 30 between 96 and 98. All agreed.

20. Calendar

The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday January 16, 2018. Commissioner McMullen stated he would not be present and asked if there would be a quorum or if the meeting should be moved. All agreed the meeting should remain on the 16th of January. Commissioner Beoshanz stated he may be absent as well but there would still be a quorum.

Motion by: Commissioner Guarino
2nd: Commissioner Beoshanz


To adjourn,

Passed: Unanimously

Meeting adjourned 9:47pm



President



Clerk