West Plainfield Fire Protection District

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

**BOARD OF COMMISSIONERS – REGULAR MEETING - MINUTES**

# September 21, 2021

Held in Person

1. **CALL TO ORDER**

**Commissioners:** James McMullen, Jim Yeager, Richard Guarino,

Charles Hjerpe, and Emily Amy

**Staff:** Assistant Chief Dave Stiles, Battalion Chief Eric Wilson,

Lieutenant Larry Latour, Firefighter Jon Lee

Clerk Brenda Gonzalez,

1. **PUBLIC COMMENT**

None

1. **OLD BUSINESS**
   1. Update – Weed Abatement (BC Wilson)

BC Wilson gave an update to the board on the properties that were identified as problem parcels.

BC Wilson finally got in contact with the property owner on Russell Blvd. finally and the owner will be making the necessary changes to be compliant with weed abatement.

BC Wilson reported that he and Captain Bravo went out to the property on County Road 29 and County Road 96 to conduct an inspection. BC Wilson reported that the property has a much bigger issue than just weed abatement and has a possible squatting situation. BC Wilson stated he will be in contact with Code Enforcement to try to get the issue handled.

BC Wilson Also reported that the property on 95 will be contacted again to try to conduct an inspection of the property.

* 1. Update – Yolo County Fire Sustainability Committee (Was 172 Funds) (AC Stiles)

AC Stiles that he met with the committee to discuss ongoing funding options. AC Stiles stated that the county is pushing back on any funding decisions until the preliminary LAFCO report is completed. AC Stiles that in the meantime for the next budget year, county staff will be requesting $500,000 out of the marijuana program for a one time one year use. $250,000 of those funds will be used toward the Benefit Assessment Program. The other $250,000 of those funds will be used as a one-time funding for fire districts.

1. **LILLARD HALL**
   1. Manager Report (Hall Manager Gonzalez)

Hall Manager Gonzalez went over the current rentals and monthly accounting for Lillard Hall (See Packet)

1. **NEW BUSINESS** 
   1. Discussion / Action – Out of District Volunteer Applications (BC Wilson)

BC Wilson reported to the board that there have been no new applications. BC Wilson also reported that trainee firefighter Littman, who was approved by the board at the August 17, 2021 meeting, has been active and attending drill nights.

President McMullen asked BC Wilson if the term Out of District Volunteer is antiquated.

BC Wilson also agrees to change the term to Reserve Firefighter. BC Wilson will work with Chief Rita to update the Operations and Procedures Manual in order to update the terminology to Reserve Firefighter.

* 1. Discussion/Action – Annual State Controller's Special District Transactions Report (Chief Rita)

This topic has been rescheduled to the next regular board meeting of October 19, 2021.

* 1. Discussion/Action – Standing Committees – Reports (President McMullen)
     1. Budget & Benefit Committee – **Hjerpe,** Amy

No Meeting No Report

* + 1. Personnel Committee – **Guarino,** Amy

No Meeting No Report

* + 1. District Funding and Development Committee - **Yeager**, Hjerpe
       - 1. Committee Report – September 4, 2021, Meeting

Commissioner Yeager reported to the board that at the meeting of September 4, 2021 the committee explored different grant options. Commissioner Yeager also spoke about putting together an engine proposal to get Engine 30 replaced by Yocha Dehe’s grant program. Commissioner Yeager also reported that the committee will be looking into a variety other grant options to get equipment funded. Commissioner Yeager lastly reported that the County has hired a grant writer, who provides support to the county, and has offered their services to our district to help put together a grant to help fund the pump at the station.

* + 1. Lillard Hall Committee – **Yeager,** Amy

Commissioner Yeager reported to the board that he is in the process of getting the wire panel fence that will separate the hall and the station up with the assistance of AC Stiles.

* 1. Discussion/Action – Liaison Reports (President McMullen)
     1. Fire Prevention/Investigation – **McMullen**

BC Wilson wanted to report that he has not heard back from anyone at DQU. Since the last meeting President McMullen and Commissioner Guarino conducted an inspection alongside BC Wilson at DQU. BC Wilson reported that at the inspection it was learned that the property is currently in appeals court. Wilson also reported that DQU is being receptive to try to correct the issues and having the department conduct an inspection. It was also mentioned that the fire extinguishers have recently been serviced.

* + 1. Training – **Yeager**

No Meeting No Report

* + 1. Large Equipment/Facilities– **McMullen**

AC Stiles reported to the board that the reserve engine obtained from Willow Oak has become expensive to maintain. AC Stiles suggests offering it to another district that may want it. AC Stiles reported to the board operation wise the district will still be able to cover their needs if the reserve engine gets donated.

* + 1. IHS – **McMullen**

BC Wilson reported that the quarterly inspection. Onsite training has not begun but will begin upon opening of the facility.

* 1. Discussion/Action – Ad Hoc Committee Reports (President McMullen)
     1. LAFCO – **Guarino,** Yeager

No Meeting No Report

* + 1. Station Water Usage – **Yeager,** Guarino

Commissioner Yeager reported to the board that the pump work has been done and believes the committee can be dissolved. Commissioner Yeager reported to the board that he will continue getting the water levels read done more frequently by yolo flood.

President McMullen will not dissolve the committee until Commissioner Yeager reports to the board the next water level reading.

* + 1. DQU – **Guarino,** McMullen

Commissioner Hjerpe voiced his concerns about the squatting issue at DQU.

BC Wilson reported that at the inspection it was observed those residing at DQU have been receptive since the recent fire.

President McMullen suggests conducting a regular inspection and provide notice if needed.

1. **FIRE CHIEF’S REPORT**

This topic has been rescheduled to the next regular board meeting of October 19, 2021.

1. **BATTALION CHIEF’S REPORT**

BC Wilson reported to the board that the last month the department has had 18 responses the past month. BC Wilson also reported that Lt. Murillo has delivered his resignation and his last day will be October 19, 2021. Wilson also stated that a company officer job posting has been posted on a variety of different websites.

Commissioner Yeager suggested conducting an exit interview for Lt. Murillo.

BC Wilson will get the exit interview scheduled with Lt. Murillo and the personnel committee.

1. **FIRE FIGHTER’S ASSOCIATION REPORT**

Firefighter Lee reported to the board that the association will be hosting its open house outside the station on October 2, 2021.

1. **CLERKS REPORT** 
   1. Discussion/Action – West Plainfield Fire Protection District Bill Review

Clerk Gonzalez presented to the board the monthly bill summary (See Packet)

**Motion:** Commissioner Guarino

**2nd:** Commissioner Yeager

**To approve bills as presented.**

President McMullen asked for a roll call.

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guario: Aye

Commissioner Amy: Aye

President McMullen: Aye

**Motion Passed: 5-0**

* 1. Approval of Prior Board Meeting Minutes (Clerk Gonzalez)
     1. Regular Meeting – August 17, 2021

Clerk Gonzalez presented to the board the minutes from the Regular Meeting of August 17, 2021.

**Motion:** Commissioner Guarino

**2nd:** Commissioner Amy

**To approve minutes as presented.**

President McMullen asked for a roll call.

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guario: Aye

Commissioner Amy: Aye

President McMullen: Aye

**Motion Passed: 5-0**

1. **OPEN FORUM**

None

1. **CALENDAR**

Next regular Board meeting on October 19, 2021, unless another date is agreed upon.

**Motion:** Commissioner Guarino

**2nd:** Commissioner Yeager

**To approve bills as presented.**

President McMullen asked for a roll call.

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guario: Aye

Commissioner Amy: Aye

President McMullen: Aye

**Motion Passed: 5-0**

Meeting Adjourned

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|  |  |  |
| **President** |  | **Clerk** |