West Plainfield Fire Protection District

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

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

# December 21, 2021, at 7:00 PM

Held in Person at:

**Lillard Hall**

**24901 County Road 95**

**Davis CA, 95616**

1. **Call the Meeting to Order and Establish Quorum**

Meeting was called to order by President McMullen at 1903 hours. Present were:

Board members: McMullen, Yeager, Hjerpe, Guarino, Amy.

Staff: Chief Rita, AC Stiles, BC Wilson (arrived at 1907 hours), Captain Bravo, Captain Fish, Training Officer Maggenti, Firefighter / Association President Lee.

1. **Public Comment**

None.

1. **Old Business**
   1. **Update – Weed Abatement (BC Wilson)**

Rain continues to green up the grasses, etc. We will send out a mailer in February.

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

AC Stiles reported the committee continues to meet, most recently in smaller groups. We hope to be getting one-time funding that will (1) purchase structure turnouts and (2) walls and furnishings to set up another sleeping space. The space could be used to provide extra staffing during the overnight hours. It will also be the first step toward getting a third sleeping space, which would allow each career member to have his/her own sleeping space, shared only with persons who might provide additional cover during the evening and early morning hours.

Commissioner Yeager asked about the property on CR 95. BC Wilson indicated he would go out to that property again and assess the current situation.

1. **Lillard Hall**
   1. **Manager Report (Hall Manager Gonzalez)**

President McMullen read the report presented by Hall Manager Gonzalez regarding a recent incident involving a rental.

Motion: To approve the Hall report

By: Guarino; seconded by Yeager

Discussion: None

Passed: Unanimously

AC Stiles and Captain Bravo expanded on the Hall Manager’s report with respect to the problem renter: noise, threats, shots fired (the night of the event) and more threats (the next day). The sheriff was not called during the event but was when the renters came to get their deposit.

President McMullen directed the Lillard Hall committee to meet to discuss ways to avoid similar issues, including possible revisions to the Hall rental documents. The Board thanked AC Stiles for his hard work on getting the fencing up.

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

None.

* 1. **Discussion / Action – Amendment to Operations and Procedure Manual – Fire Lieutenant Job Description - Section 740.03 - Education (Chief Rita)**

Chief Rita presented the draft changes to Section 740.03.

Motion: Adopt draft changes to Section 740.03, as presented

By: Guarino; seconded by Amy

Discussion: None

Passed: Unanimously

* 1. **Discussion / Action – Interim Board Clerk / Permanent Replacement (President McMullen)**
     1. **Compensation for Interim Board Clerk**

President McMullen advised the Board that Fire Chief Rita had offered to serve as Interim Board Clerk for several months. Chief Rita indicated that she would use the months to get a better feel for all that the position entails, to get the bills caught up, identify any changes that need to be made, etc.

Motion: Pay the interim clerk $18 per hour

By: Yeager; seconded by Guarino

Discussion: Several members asked about rate that had been paid to most recently clerk; BC Wilson said it was $18 per hour.

Passed: Unanimously

* + 1. **Plan for Permanent Replacement of Board Clerk**

President McMullen directed this topic to the Personnel Committee, with the Interim Clerk as staff. By consensus, it was agreed that any job flyer would list compensation as: DOQ.

* 1. **Discussion / Action – Standing Committees – Reports**
     1. **Budget & Benefits Committee – Hjerpe, Amy**

No meeting; no report.

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

No meeting; not report.

* + 1. **District Funding and Development Committee - Yeager, Hjerpe**

The committee met on November 22. They reviewed the grants in progress, as well as potential other grant opportunities. Captain Bravo is writing the grants. The committee decided not to pursue a grant for foam on the airport and applying to Yocha DeHe for a new engine to replace E30. The AFG grant for the exhaust system has been turned in and we are waiting for the estimates for the DWR grant for the well generator. Also working on regional radio grant, of which Woodland is again the primary.

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

No meeting. But, as directed by the President, the committee needs to meet to review and recommend updates to the rental and other agreements and to discuss other ways to mitigate the issues, including, possibly: adding cameras, extra lighting, setting up stiffer penalties for breach of contract. Captain Fish agreed to assist with cameras and other electronic solutions.

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

Nothing to report.

* + 1. **Training – Yeager**

Commissioner Yeager had nothing to report. Training Officer Maggenti reported that he had attended a weekend workshop on volunteer recruitment and retention; it was a good workshop. He also reported that there had been a training specifically put on at Yocha DeHe for our department. Several members attended and received good training. He also indicated that our training calendar for 2022 was almost complete, with the help of AC Stiles and staff.

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

Commissioner McMullen had nothing to report; but BC Wilson told the Board hose and ladder testing were scheduled. Commissioner Amy enquired about E230. Staff told the Board they are still working with Dunnigan to transfer it to them. AC Stiles said he will be disposing of the remaining surplus apparatus at the same time, likely through the County program.

* + 1. **IHS – McMullen**

Commissioner McMullen had nothing to report; but Chief Rita told the Board she had not yet had a response from the Sacred Oaks representative indicating when the meeting they requested would take place. There was a short discussion about whether or not Sacred Oaks had flooded when the corner near them flooded earlier in the year. It had not.

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

No meeting; no report from the committee. Chief Rita continues to work with the subcommittee of Chiefs set up to work with the County on the report.

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

This can be removed from the agenda; it has been completed.

* 1. **Review District Ledger – Period Ending 11/30/2021**

Chief Rita told the Board that one of the recommendations in the very draft version of the LAFCO Municipal Service Review is that the Board demonstrate that is periodically reviews the budget ledgers. President McMullen directed that the Budget & Benefits Committee hold quarterly meetings for the purpose of reviewing the prior quarter. Interim Clerk Rita will schedule them.

1. **Fire Chief’s Report (Chief Rita)**

Chief Rita notified the Board that we had new representation on the Board of Supervisors. It is too early to tell if that is a good thing or a bad thing. Chief Rita also indicated that staff was investigating going solar for electricity, as the rates will continue to go up. There is a time component as there is expected to be a change in credits for under usage of production, which would make solar not much more attractive than PGE option. If solar is in before that change, it is expected the current rate/credit structures will be grandfathered for 20 years.

Chief Rita also told the Board that AC Stiles had been approached about being a member of a committee at the County level that will be studying flooding in our area and how to mitigate future flooding. As AC Stiles lives in one of the areas in question, he offered to sit on the committee. The Board thanked him.

1. **Battalion Chief’s Report (BC Wilson)**

Nothing more to report that wasn’t in the packet.

1. **Fire Fighter’s Association Report (Jon Lee)**

President Lee advised the Board that the Fire Fighter’s Association was considering auxiliary members to assist with fundraising, etc. He also noted that the Pancake Breakfast was scheduled for March 6, COVID permitting.

1. **Clerk’s Report (Interim Clerk Rita)**
   1. **Discussion / Action – West Plainfield Fire Protection District Bill Review**

The Board approved payment of bills totaling $5,695.32.

* 1. **Approval of Prior Board Meeting Minutes (Interim Clerk Rita)**
     1. **Regular Meeting – November 16, 2021**

Motion: Approve the November 16, 2021, minutes as presented

By: Guarino; seconded by Amy

Discussion: None.

Passed: Unanimously

1. **Open Forum**

Commissioner Yeager asked about the display cases in the Hall and getting them updated. BC Wilson indicated that he now had time to work on it and that FF Maggenti was scheduled to take pictures at the next drill.

AC Stiles announced that he had sprayed weeds around the station and would continue to do so, as needed. The Board thanked him.

BC Wilson announced he had become engaged to be married. The Board congratulated him.

1. **Next regular Board meeting on January 18, 2022, unless another date is agreed upon**

January 18, 2022, was confirmed as the next Board meeting date. President McMullen indicated he would be out of the country and that Vice President Yeager would preside over the meeting.

1. **Meeting Adjourned (President McMullen)**

Motion: Adjourn the meeting

By: Guarino; seconded by Amy

Discussion: None

Passed: Unanimously

Meeting adjourned at 2037 hours.

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President Interim Board Clerk