

West Plainfield Fire Protection District

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

Minutes – September 20, 2016 West Plainfield Fire Protection District Board of Commissioners

1. CALL TO ORDER

The meeting was called to order at 7:03 pm by Chair Beoshanz. Present were:

Commissioners: Commissioners Beoshanz, Yeager, Guarino and Hjerpe
Staff: Battalion Chief Bill Heins
Absent: Commissioner McMullen and Chief Cherie Rita

2. PUBLIC COMMENT

No Public Comment

3. Dana Cary, Yolo County Department of Emergency Services

Ms Cary was asked to give a description of what her office handles. She stated they are the Emergency Committee logistics for Emergency Services. They coordinate with responders in any incident including well failures and are 24 hour staffed. Gave the Board information on Contractor List.

Left 7:25pm

4. FINANCIALS

a. Approve Payment of Bills

Motion by: Commissioner Yeager
2nd: Commissioner Guarino

To approve payment of all bills totaling \$6,959.24.

Passed: Unanimously

b. Financial Reports
Battalion Chief Heins stated that he and Chief Rita are still working on getting coherent reporting printed through online system. He stated he is considering going to a class for training on how to print.
No action needed.

5. NEW BUSINESS

a. Bureau of Indian Health Services (BIHS) Liaison Report
Commissioner McMullen not present – No report.

b. BC Position Update
Commissioner Yeager stated that Battalion Chief Heins has been doing an outstanding job. He has good rapport with all the staff and is going more than

Battalion Chief Heins stated that he is a little overwhelmed with all the duties that have been delegated down to him. Currently his working more than his designated hours and when asked if he would mind working more if his time and pay were adjusted he stated he would consider it but would not work full time.

Buy consensus it was agreed to have this issue assigned to the Personnel Committee to look at the job descript and possible title and pay change.

- c. Discussion/Action Increase Cal Card Limits for Chief Rita and Chief Heins
Battalion Chief Heins stated that currently there is a \$500 limit per card per billing cycle. This is the limit until the bill is paid. He explained that when he goes out to purchase things that if he spends \$200 for needed materials and then needs to get department supplies like toilet papers and such he may not be able to do both purchases at once which can cause problems. He asked that the limits be change to \$750 so that would give the ability to purchased needed supplies per month.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To increase the Battalion Chief Cal Card limit to \$750.

Passed: Unanimously

Motion Amended by: Commissioner Guarino
2nd by: Commissioner Hjerpe

To increase Chief Rita's Cal Card limit to \$750.

Passed: Unanimously

- d. Amend Resolution 16-01. Resolution of Consent to Self Insure Worker's Compensation Liabilities

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To adopt the amended Resolution 16-01.

Passed: Unanimously

5. OLD BUSINESS

- a. Animal Rescue Training Update
There were 2 meeting to discuss the options for Animal Rescue Training and there has been incremental progress. Battalion Chief Heins stated that we may be able to us Target Solution for some training and will look into it. Another meeting is schedule for next month.

- b. LAFCO Update
Secretary Grafton stated that there was some paperwork received from LAFCO which was given to Chief Rita but since she was not present. Secretary Grafton shows the letter to the Board in order for them to review.

The letter recommends that the station need for more funds or cut expenses in the future. This was moved to the next meeting for further discussion.
- c. Weed Abatement Update
Battalion Chief Heins stated that this is going well.
- d. Insurance Update
Chief Rita was absent so this was carried on to next meeting for a full report.
- e. Proposition 172 Funds Update
Chief Rita absent, therefore, no Report.
- f. Update on Apparatus
Battalion Chief Heins stated that the Fuel gauge on E30 is inaccurate and the check engine light has come on again. E30 has been taken back to the shop that did the work for repair.

6. CHIEF'S REPORT

Chief Rita absent, no report.

7. BATTALION CHIEF'S REPORT

Battalion Chief Heins updated the board:

- Training at Davis Flight Support was a success. He felt it was a good class.
- Airport inspections will start on September 26th. The inspection forms are being updated in blocks but ready to go.
- SCBA Grant on target. He suggested a committee be selected for the evaluation and selection for SCBA.
- They are in the process of stripping E230 and will bring back to the Board on what to do with it.
- Reporting System needs work. There is a place for incident narrative separate from the patient narrative. BC Heins stated he will run several reports for next meeting and it can be decided what reports the Board would like each month.

8. COMMITTEE REPORTS

- a. Standing Committees
 - i. Benefits Committee – no meeting, no report
 - ii. Budget Committee – no meeting, no report
 - iii. Personnel Committee – no meeting, no report
- b. Ad Hoc
 - i. Lillard Hall Committee – no meeting, no report
 - ii. Policy Review Committee
A meeting was set up regarding the criteria for electing Commissioners. The following was found:
 - 1. Officers and titles are incorrect

1. Officers and titles are incorrect
2. Elections are to be every 2 years.
3. The fire department board has no authority to run the Lillard Hall. It was suggested that a separate meeting be held prior to the monthly Commissioners Board meeting for the Lillard Hall.
4. The legal obligation of the Fire Station is to meet every 3 months.

Commissioner Guarino stated that they would have a more formal report next month.

- iii. **Extended Coverage/Sleeper Program Committee**
The Committee has met twice and reviewed 4 options. All require money so it was felt we would need more income. The committee suggests having the 2 supervisors come to our Board meeting and explain to them our needs. There is still a concern over not getting money from the airport or 172.

The Board stated that we need to decide exactly what we need from the Supervisors before they come to our meeting.

- iv. **Emergency Response Committee**
This was already covered by Dana Carey. Received list of contractors from her and her department who are currently have licenses that are accepted by the county when we are looking for contract work.

9. TRAINING LIAISON REPORT

No Report.

10. FIRE PREVENTION LIAISON REPORT

Commissioner McMullen was absent so there was no report.

11. MAJOR EQUIPMENT REPAIR LIAISON REPORT

Already covered by BC Heins.

12. CONSENT CALENDAR

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To adopt the Consent Calendar.

Passed: Unanimously

13. **MINUTES**

- a. Approval of August 16th, 2016 Board Meeting Minutes
There were several small typing errors to be corrected.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve the minutes of July 15, 2016 as corrected.

Passed: Commissioner Guarino Abstained

14. **SECRETARYS REPORT**

Secretary Grafton stated that she had updated the list of Committees and their members and had put copies of that list in each Commissioners mailbox for their information.

15. **OPEN FORM**

Ground squirrels are being controlled. Bait stations are out and they seem to be eating the bate.

16. **CALENDAR**


The next Board of Commissioners meeting was confirmed for October 19, 2016 at 7:00pm.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To adjourn.

Passed: Unanimously

Meeting adjourned at 9:45pm.


Chairman


Secretary