

West Plainfield Fire Protection District

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

**Minutes – January 16, 2018
West Plainfield Fire Protection District Board of Commissioners**

1. CALL TO ORDER

The meeting was called to order at 7:03 pm by Vice President Jim Yeager. President McMullen will not be present tonight so Vice President Yeager will act as President in his absence.
Present were:

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

2. REVIEW DISCUSSION OF BILLS

A typing error was found on the Bill Summary page and corrected.

- a. Approve payment of bills as amended.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To approve the bills in the amount of \$917.29.

Passed: Unanimously

3. PUBLIC COMMENT

None

3. LILLARD HALL

- a. Lillard Hall Business
No new business
- b. Lillard Hall Reports
No comments
- c. Lillard hall Committee Report - Standing
 - i. Financial Analysis Report
Moved to next meeting
 - ii. Recommendation/Action: Salary for Hall Manager
There was discussion and recommendations from the Lillard Hall Committee to have the Hall Manager paid a set amount each month. It is not clear in what capacity the Hall Manager would fall, employee or contractor and if they would be paid by the Hall or by the Fire Department. Commissioner Guarino contacted the County Counsel office but they were closed during the Holidays and now are open. He will contact them again and ask how we should proceed. It was agreed that the Committee would contact the Hall Manager and discuss hours worked and make a decision on amount to be paid each month. Moved to next meeting.
 - iii. Recommendation/Action: Policy for signing checks
It was agreed that there should be 3 members of the Board on the account for Lillard Hall, Commissioner Beoshanz no longer wishes to be a signatory and it was agreed that he could be replaced by one of the

Committee members. Further discussion is needed. Moved to next meeting.

- v. Landscaping/Fencing
Moved to next meeting. The short term was decided to eliminate the trip hazard by filling with dirt and then work on a long-term solution.

During the Lillard Hall Committee report it was also suggested that there be separate meetings for the Lillard Hall and the Fire Protection District. Chief Rita suggested that we have the meetings on the same day and add to the current agenda. Chief Rita to research the official way to handle this type of agenda.

- d. Lillard Hall Painting Committee Report
No meeting, no report. Commissioner Beoshanz and Hjerpe are the Committee members for this committee, appointed by President McMullen will be dissolved. Activities will become part of the Lillard Hall Committee.

5. FINANCIALS

- a. Deposits
2 Deposits totaling \$2,141.99

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To approve the deposits totaling \$2,141.99.

Passed: Unanimously

- b. Financial Reports
There was a question on the Maintenance- Equipment as the amount seemed high. Assistant Chief Heins to check the invoices but stated that there were quite a few repairs early this year.

6. NEW BUSINESS

- a. Discussion/Action – Recycling Requirements
Clerk Grafton explained to the Board that Waste Management had contacted her and inform her that there is a Mandatory Commercial Recycling Bill that required that units generating 4 cubic yards or more of waste per week must have recycling bins. This would also be an extra charge for recycling.

If the Station decided to have two smaller bins for trash recycling would not be mandatory. Therefore, it was decided that it would be best to have two waste bins that are smaller. One would be for the station and one for the Hall. This would also allow the Hall to pay their bill directly.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To get two 3 cubic yard dumpsters, one of the Hall and one for the Station to be billed separately.

Passed: Unanimously

Clerk Grafton was asked to contact Waste Management and order the bins.

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- b. Discussion/Action – Volunteer Hourly Wage/Response Adjustments.
Assistant Chief Heins informed the board that the hourly wage has increased from \$10 to \$11 an hour. Assistant Chief Heins suggested that the pay per call be increased as well. This would increase the pay from \$10 per call to \$11 per call and he also suggested that the drivers be increased from \$11 per call to \$12 per call.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To raise the rate per call from \$10 to \$11, rate per driver from \$11 to \$12.

Passed: Unanimously

7. OLD BUSINESS

- a. Discussion/Action on Mill Stone Monument Update
Commissioner Yeager informed the Board that the Stone had to be turned around that it had been placed backward. After that it was agreed that a plaque would be installed with an inscription that is still being determined.

Commissioners Beoshanz and Yeager still need to meet with the volunteers and come up with acceptable wording for the plaque and present it to the Board.
Moved to the next meeting for discussion/approval.

8. CHIEF'S REPORT

Nothing to report.

9. ASSISTANT CHIEF REPORT

Assistant Chief Heins informed the Board of a few items.

- 2 trainees now can respond to calls
- There is one new trainee that went through orientation and will be introduced at the next Board meeting.
- Engine 30 is going in for repairs as it seems to be getting water in the fuel.
- Starting new Officers take training.
- If any of the Commissioners are having trouble with the Form 700 link in the email, He stated that he has a new link and will send it out on email.
- W230 tank leak is believed to not be serious at this time and can wait. Hoping to be able to wait until new chassis.
- The next FDAC Meeting is April 11-13 and will be held in Monterey.
Commissioner Guarino has expressed interest in going.

10. VOLUNTEER ACTIVITIES REPORT

President Patrick Fish was not able to attend and Chief Rita stated that the Pancake Breakfast is scheduled for March 4th and with these proceeds the volunteers will be purchasing a new Camby Tool. She also stated that the Volunteers will have a beer booth again at the Yolo County Fair.

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
 - iv. Extended Coverage/Resident Firefighter Program Committee (Beoshanz, Yeager)
 - Commissioner Yeager stated that we are just waiting. The two letters for funding have been sent out.
- 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 February 16, 2018.
 - iii. Monument Committee (Beoshanz, Yeager) No meeting, nor report.

12. BUREAU OF INDIAN HEALTH SERVICE (BHHS) LIASION REPORT

No activity

13. TRAINING LIASION REPORT

Nothing new to report.

14. FIRE PREVENTION LIASION REPORT

Nothing to report.

15. MAJOR EQUIPMENT LIASION REPORT

Only items covered under Assistant Chiefs Report.

16. CONSENT CALENDAR

Move to adopt the Consent Calendar.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

Passed: Unanimously

17. MINUTES

- a. Approval of December 19, 2017 Board Meeting Minutes

Move to approve minutes as corrected.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

Passed: Unanimously

18. CLERKS' REPORT

Clerk Grafton stated she had been asked to come back to the Board with some goals. She stated that her goals were to get the filing drawer at the station organized with the files that have been moved from her residence and to make sure bills are paid, deposits sent in and agendas and minutes prepared. She asked if there were any other items the

Board would like to see done.

Commissioner Yeager suggested that the Personnel Committee meet with Clerk Grafton to go over her goals and objectives and to bring back to the next meeting. He also asked that Clerk Grafton add it to the agenda.

19. OPEN FORUM

It was mentioned by the Board that they would like to have someone from the Volunteers at each meeting and that if the President couldn't make the meeting if it were possible to have another volunteer attend. Chief Rita stated that she would suggest it to President Fish.

20. Calendar

The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday February 20, 2018.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To adjourn,

Passed: Unanimously

Meeting adjourned 8:31pm



Vice President



Clerk