

# **West Plainfield Fire Protection District**

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

## **BOARD OF COMMISSIONERS – REGULAR MEETING – MINUTES May 18, 2021**

Held via Video and Teleconference

### **1) CALL TO ORDER**

The meeting was called to order at 7:01pm by President McMullen and quorum was established.

**Commissioners:** James McMullen, Jim Yeager, Richard Guarino,  
Charles Hjerpe, and Emily Amy

**Staff:** Assistant Chief Dave Stiles, Battalion Chief Eric Wilson,  
Clerk Brenda Gonzalez, Jon Lee

### **2) PUBLIC COMMENT**

No public comment

### **3) OLD BUSINESS**

#### **a) Update – Weed Abatement (BC Wilson)**

BC Wilson updated the board that the district has identified 21 properties that will need some form of notification of weed abatement. BC Wilson also mentioned there were payment issues with the Cal Card and the Vistaprint Weed Abatement postcards were not sent out. BC Wilson's goal for next year is to begin weed abatement by April next year to be ahead of the curve in making sure parcels in the district are compliant.

President McMullen asked when will the postcards be sent out.

Clerk Gonzalez added that she is in communication with the county finance department to get the payment issue resolved.

Commissioner Yeager offered to pay for the postcards for the meantime until the payment issues with Cal Cards are resolved.

The Board agrees to reimburse Commissioner Yeager \$201.69 for the Weed Abatement postcards

#### **b) Update – Yolo County Fire Sustainability Committee (Was 172 Funds) (AC Stiles)**

AC Stiles updated the board that he attended an Ad Hoc Committee Meeting for the 172 Funds. From the meeting, the committee wants to wait until the LAFCO Report comes out to make any further decisions since there are some concerns of the way the funds are distributed. AC Stiles also mentioned that the County Chief's met and want to move forward with the consultant they want to hire to help obtain those funds.

### **4) LILLARD HALL**

#### **a) Manager Report (Hall Manager Gonzalez)**

Hall Manager Gonzalez updated the board that at the last board meeting, a quote for tree trimming around Lillard was approved to move forward. However, since the meeting Hall Manager Gonzalez has been trying to get in contact with the tree trimming company with no success. Hall Manager Gonzalez mentioned that Commissioner Yeager suggested she call Evergreen Tree Service to provide a quote

(See Packet for Quote). Hall Manager Gonzalez reported to the board that Commissioner Yeager met with the tree technician and they provided a quote for less than the previous tree company.

Commissioner Yeager reported to the board that the hall is need of tree pruning as well as removal of 2 small trees that are not growing and suggests that the service can be done by Evergreen Tree Service.

Commissioner Amy mentioned that the tree removal was not included in quote.

Commissioner Yeager agrees that it was not included in the quote and it was agreed on verbally.

**Motion:** Commissioner Guarino

**2<sup>nd</sup>:** Commissioner Hjerpe

Approve the quote provided by Evergreen Tree Service for \$2400

President McMullen asked Commissioner Yeager if he was confident that the tree removal will be done even though it was only discussed verbally and not mentioned in the original quote.

Commissioner Yeager stated he was confident the service will be done anyway.

Commissioner Amy suggested to add \$200 to the approved amount to account for stump grinding if needed.

**Motion:** Commissioner Amy

**2<sup>nd</sup>:** Commissioner Guarino

Approve adding \$200 to the original quote provided by Evergreen Tree Service as an amendment.

President McMullen asked for a roll call

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guarino: Aye

Commissioner Amy: Aye

President McMullen: Aye

**Motion Passed 5-0**

**Motion:** Commissioner Guarino

**2<sup>nd</sup>:** Commissioner Hjerpe

Approve the quote provided by Evergreen Tree Service for \$2400 and the additional \$200 (if needed) from the voted upon amendment.

President McMullen asked for a roll call

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guarino: Aye

Commissioner Amy: Aye

President McMullen: Aye

**Motion Passed 5-0**

Hall Manger Gonzalez stated that she has been in contact with the county regarding opening the hall back up again. Unfortunately, due to the county still being in the Orange Tier, Lillard Hall will remain closed for the month of May and June. Current County Guidelines (Effective April 15, 2021):

Orange – Moderate – Tier 3: Private events can occur in indoor and outdoor venues and must follow the modifications in this guidance, including:

o Outdoor:

o Attendance must be limited to a maximum of 100.

o If attendees show proof of negative test or full vaccination, then a maximum of 300 people.

o Attendance limits include all staff and volunteers working at the event.

o Indoors

o Attendance must be limited to a maximum of 150 people. All attendees must show proof of negative test or full vaccination.

**By consensus**, the board agrees to keep the hall closed until further notice and will be revisited at the June 15<sup>th</sup>, 2021 meeting.

b) Discussion / Action – Lillard Hall door replacement quote award (Hall Manager Gonzalez)

Hall Manager Gonzalez presented a variety of quotes to the board. Hall Manager recommends to the board the quote from Sac Door & Gate Corp for \$9870 is the best deal to get the doors replaced in Lillard Hall.

**Motion:** Commissioner Amy

**2<sup>nd</sup>:** Commissioner Yeager

Approve and move forward with the proposal from Sac Door & Gate Corp

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guarino: Aye

Commissioner Amy: Aye

President McMullen: Aye

**Motion Passed 5-0**

## 5) NEW BUSINESS

a) Discussion / Action – Out of District Volunteer Applications (AC Stiles)

AC Stiles reported to the board that since Lt. Booth left his career officer position, he has shown interest in wanting to stay on with the department as a out of district volunteer. AC Stiles recommended to the board that Booth be allowed to continue as a volunteer.

**Motion:** Commissioner Guarino

**2<sup>nd</sup>:** Commissioner Yeager

Approve Michael Booth's Out of District Volunteer application.

President McMullen asked for a roll call.

Commissioner Yeager: Aye  
Commissioner Hjerpe: Aye  
Commissioner Guarino: Aye  
Commissioner Amy: Aye  
President McMullen: Aye  
**Motion Passed 5-0**

b) Discussion/Action – YCPARMIA

i) Adopt - Resolution to Join ERMA (BC Wilson)

BC Wilson reported to the board that YCPARMIA has voted to make a change on their provider is for Risk Management insurance coverage. For a successful transition YCPARMIA is requesting special districts submit a letter of intent to join ERMA. The deadline to submit the resolution is June 16<sup>th</sup>.

Commissioner Yeager asked if joining ERMA will change the amount that the district pays

BC Wilson said that it will not change.

AC Stiles agrees with BC Wilson in staying enrolled and passing the resolution to join ERMA.

President McMullen suggests a special meeting be set to further discuss/gather more information on ERMA

**Motion:** Commissioner Yeager

**2<sup>nd</sup>:** Commissioner Guarino

Adopt the resolution the join ERMA

Commissioner Amy asked if the other option to YCPARMIA would be for the district to drop them completely and enroll in the district's own individual private insurance.

BC Wilson agrees that this is the option in lieu of YCPARMIA.

AC Stiles repeated that the distract can not stay on board with YCPARMIA without adoption ERMA as well.

President McMullen asked for a roll call

Commissioner Yeager: Aye  
Commissioner Hjerpe: Aye  
Commissioner Guarino: Aye  
Commissioner Amy: Aye  
President McMullen: Aye  
**Motion Passed 5-0**

ii) Authorize Signature - Letter of Intent to Join ERMA (BC Wilson)

Commissioner Amy asked if \$500,000 maximum is per claim and wanted more clarification regarding the limits.

President McMullen suggested the board bring this topic to a special meeting to have more clear information and suggested an Ad Hoc Committee be formed to gather more information.

President McMullen formed an Ad Hoc committee consisting of Commissioner Hjerpe and Commissioner Amy to further research this topic along with BC Wilson and Chief Rita.

**By consensus**, the board agrees to form an Ad Hoc committee consisting of Commissioner Hjerpe

and Commissioner Amy to further research this topic along with BC Wilson and Chief Rita to bring to a special meeting.

c) Discussion/Action – Standing Committees – Reports (President McMullen)

**Standing Committees**

- i) Benefits and Budget Committee – **Hjerpe**, Amy  
No Meeting. No Report.
- ii) Personnel Committee – **Guarino**, Amy  
No Meeting. No Report.
- iii) District Funding and Development Committee - **Yeager**, Hjerpe  
No Meeting. No Report.
- iv) IHS Committee - **McMullen**, Guarino  
No Meeting. No Report.
- v) Lillard Hall Committee – **Yeager**, Amy  
No Meeting No Report

d) Discussion/Action – Liaison Reports (President McMullen)

- i) Fire Prevention/Investigation – **McMullen**  
No Meeting No Report
- ii) Training – **Yeager**  
No Meeting. No Report
- iii) Large Equipment/Facilities – **McMullen**  
No Meeting No Report

**6) FIRE CHIEF'S REPORT**

AC Stiles reported for Chief Rita. AC Stiles reported to the board that due to the frequency of “Red Flag” days. The district has been successful in staffing at least one additional person to assist at the station on those days. President McMullen requested that Chief Rita reflect the upstaff days on the department calendar.

**7) BATTALION CHIEF'S REPORT**

BC Wilson reported to the board about the incidents the district has handled since the last board meeting (See Packet for report)

Commissioner Yeager requested a list of responsibilities be sent out to all the commissioners.

**8) CLERKS REPORT**

a) Discussion/Action – West Plainfield Fire Protection District Bill Review

Clerk Gonzalez reviewed the bill packet with the board.

**Motion:** Commissioner Guarino

**2<sup>nd</sup>:** Commissioner Yeager

Approve the bills presented to the board.

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guarino: Aye  
Commissioner Amy: Aye  
President McMullen: Aye

**Motion Passed 5-0**

b) Approval of Prior Board Meeting Minutes (Clerk Gonzalez)

i) Regular Meeting of April 20, 2021

Clerk Gonzalez presented the minutes to the previous meeting to the board.

**Motion:** Commissioner Yeager  
**2<sup>nd</sup>:** Commissioner Guarino

Approve minutes as presented with corrections.

Commissioner Yeager: Aye  
Commissioner Hjerpe: Aye  
Commissioner Guarino: Aye  
Commissioner Amy: Abstain  
President McMullen: Aye

**Motion Passed 5-0**

9) CALENDAR

Next regular Board meeting on June 15, 2021

**Motion:** Commissioner Guarino  
**2<sup>nd</sup>:** Commissioner Amy

To Adjurn.

Commissioner Yeager: Aye  
Commissioner Hjerpe: Aye  
Commissioner Guarino: Aye  
Commissioner Amy: Aye  
President McMullen: Aye

**Motion Passed 5-0**

Meeting was adjourned at 8:57pm



President



Clerk