

West Plainfield Fire Protection District

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

Minutes – October 15, 2019 West Plainfield Fire Protection District Board of Commissioners

1. CALL TO ORDER

The meeting was called to order at 7:00 pm by Vice President Jim Yeager and a quorum was established. Present were:

Commissioners: Ed Beoshanz, Jim Yeager, Richard Guarino and Charles Hjerpe
Staff: Fire Chief Cherie Rita, Assistant Chief Bill Heins and Assistant Chief Dave Stiles
Absent: James McMullen President, Sharon Grafton, Clerk
afton Clerk

2. REVIEW DISCUSSION OF BILLS

- a. Approve payment of bills.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To approve the bills in the amount of \$ 8,681.58

Passed: Unanimously

3. PUBLIC COMMENT

None

4. LILLARD HALL

- a. Lillard Hall Business
None
- b. Lillard Hall Report
No comments
- c. Lillard hall Committee Report Ad Hoc
- i. Retirement Hall Manager
The committee reported that they had met and determined that they needed some information from the Hall Manager before they could make recommendations to the board regarding the hiring process. The committee members explained that as soon as the committee received the information from the current Hall Manager that they would schedule another meeting and develop recommendations for the board.
 - ii. Financial Analysis Report
The committee members explained that this topic is tied to the information being requested from the current Hall Manager and once collected will be addressed by the committee with recommended actions for the board.

5. FINANCIALS

- a. Deposits
None

- b. Financial Reports:
There were no deposits. Commissioner Yeager asked for clarification on Equipment Vehicle. It was usually entered in Maintenance. Chief Rita stated she thought it may have been mis coded. She believes it should be placed in Maintenance Equipment.

6. **NEW BUSINESS**

- a. Discussion/Action – Wifi for Lillard Hall

Motion by: Commissioner Hjerpe
2nd: Commissioner Beoshanz

To provide Wifi for Lillard Hall with the understanding that the Hall account would fund the service and the cost passed along to the renters if they chose to utilize the service for their event(s).

Passed: Unanimously

- b. Discussion/Action on recommended actions – Volunteer Applications

Assistant Chief Heins presented two applicants for Board approval. After Discussion the Board requested additional information regarding applicant number 1. AC Heins will collect the information and bring Applicant number 1 back for the next meeting.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To approve volunteer applicant Delaney Davis

Passed: Unanimously

- c. Discussion/Action – Volunteer recognition

Commissioner Yeager asked if the Volunteer Association was planning to recognize volunteers who staffed the fire station during the summer. Chief Rita explained that there was a plan to recognize these individuals at the end of year recognition which takes place at the annual holiday gathering. Commissioner Yeager asked if this was sufficient and Assistant Chief Heins explained to the Board that they could choose to honor these members in addition to the Volunteer Association.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To direct staff to develop a certificate or proclamation to recognize members who went above and beyond to staff the fire station during the summer.

Passed: Unanimously

- d. Discussion/Action – Lillard Hall/Hall Manager
This item was addressed during the Lillard Hall Committee report and will be

tabled to the November meeting.

e. Discussion/Action – AC Heins Annual Evaluation

Closed session was requested. – Reporting out of closed session VP Yeager reported that the commissioners were unanimous that they are very happy with AC Heins' performance this year and are thankful for his contribution to the department and district. VP Yeager also reported that the Personnel Committee had recommended a one-time salary augmentation for AC Heins, but that the commissioners could not come to a conclusion and noted that should wait until the full board is present.

7. **OLD BUSINESS**

a. Fire District Website Update

Assistant Chief Heins stated that due to other projects the training of the Fire Chief and Clerk would be completed prior to the November meeting.

b. District News Letter

Assistant Chief Heins updated the Board and told them that he and Captain Bravo were in the process of compiling the information and that a draft should be ready for the November meeting.

8. **CHIEF'S REPORT**

Chief Rita informed the Board that the District's mandated annual financial transaction report is due and reported that this could be completed by the district, Yolo County or someone of the district's choosing. She suggested that they follow last year's direction and contract with Mark Krummenacker. By consensus the board approved.

9. **ASSISTANT CHIEF REPORT**

a. Assistant Chief, Operations (Stiles)

- AC Stiles reported that Engine 230 repairs have been completed, that it is in service, but still does not have a complete inventory to be placed into service in addition to Engine 30. At this time there will be items that will need to be taken off of Engine 30 to place Engine 230 into service. He is continuing to work toward finding the necessary additional equipment. Commissioner Yeager asked about the upholstery and Chief Stiles told him that the engine is serviceable as is, but that he is looking at cost effective options for repair or replacement of the upholstery.
- AC Stiles reminded the Board that he is representing the district on the Yolo County committee looking at long term planning for the fire service. He said the first meeting was for the member introductions and to establish a direction for future meetings. He told the board that he plans to report regularly to the board.
- AC Stiles also informed the Board that he was assigned to a pre-positioned task force within the county during the last red flag wind event. This was part of the State OES strategy to pre-deploy resources to rapidly respond to emergencies with the state. The deployment ran through 0700 Wednesday to 0800 Friday, He also informed the board that the district will be compensated for his and the apparatus' time.

b. Assistant Chief, Administration (Heins)

Assistant Heins reported the following:

- He continues to support the County's fire service strategic planning by

providing support and statistical information.

- That the department is moving forward with planning for 24-hour staffing. This includes policy, fire station configuration, hiring and other areas needed to make the change as smooth as possible.
- He is waiting on the MOA from Sacred Oaks and will inform the Sacred Oaks Committee when it arrives.
- Paid staff is training two new Relief Firefighters, both from Yocha Dehe
- Has requested the Hall Manager block out the first 3 Mondays and the third Tuesday of the month for department training and Board Meetings in anticipation of the 24/7 staffing
- He continues to transition additional projects and responsibilities to paid staff
- Reported a continued high interest in people wishing to volunteer with the department
- Paid staff have reported an increase in the amount of trash and debris found around the hall and station after events. This has been reported to the Hall Manager.
- The department is in the process of the annual certification of personnel for use of SCBA (Self Contained Breathing Apparatus)
- With flu season here administering the vaccination program for all personnel

10. VOLUNTEER ACTIVITIES REPORT

The Association President, Jon Lee was absent, but Chief Rita reported that the annual holiday party is scheduled for December 15th in the Hall and that the October cancer awareness shirts are here and available for purchase.

11. COMMITTEE REPORTS

a. Standing Committees

- i. Benefits Committee Report (Chair Hjerpe, Guarino)– No meeting, no report.
- ii. Budget Committee Report (Yeager, Chair Hjerpe) – No meeting, no report.
- iii. Personnel Committee Report (Chair Hjerpe, Guarino) – Met to evaluate AC Heins and presented its findings to the Board. Commissioner Yeager asked that the Clerk’s annual evaluation be completed by the Personnel Committee prior to the November meeting and it be placed on the agenda.
- iv. District Funding and Development Committee (Beoshanz, Chair Yeager) No meeting, no report
- v. IHS/Sacred Oaks Committee (Chair McMullen, Guarino) Chief Rita stated that this committee is waiting on a draft MOA and once received the committee will meet.

b. Ad Hoc Committees

- i. IHS Engineering Report Committee (Hjerpe, Chair Yeager) – Commissioner Yeager reported that this committee reported to the Board during the last meeting and that its business is complete. This committee can be taken off the agenda and that the committee is no longer needed. The committee has sunset.

12. TRAINING LIAISON REPORT

Commissioner Yeager informed the Board that he is meeting regularly with Lieutenant Booth to continue to build a rapport. He continues to be enthusiastic and has a draft training plan for the next season.

13. FIRE PREVENTION LIAISON REPORT

President McMullen was absent and AC Heins informed the Board that there were still properties not in compliance and staff is working to improve them. He also stated that staff is working on revising the Weed Abatement Ordinance and will bring it to the Board when completed.

14. FACILITIES/EQUIPMENT LIASION REPORT

Nothing to report.

15. MINUTES

a. Approval of August 20, 2019 Board Meeting Minutes.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To approve the minutes of September 17, 2019 as corrected.

Passed: Unanimously

16. CLERKS' REPORT

The Clerk was absent. No Report

17. OPEN FORUM

None

18. CALENDAR

The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday November 19, 2019 at 7:00 pm.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

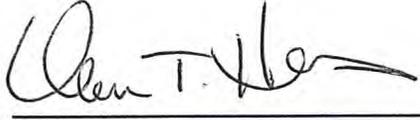
To adjourn.

Passed: Unanimously

Meeting adjourned 9:00 pm



President



Clerk