

West Plainfield Fire Protection District

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

BOARD OF COMMISSIONERS MEETING

November 17, 2020 at 7:00 PM

To be held via video teleconference

Video Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/83092015294?pwd=R3o3STRGV2NMa0lyQWlveDZZem45Zz09>

Meeting ID: 830 9201 5294

Passcode: 630485

Dial by phone +1 669 900 6833

Remote Meeting Locations: 25258 County Road 95, Davis, CA 95616
34791 Creeksedge Road, Davis, CA 95616
25635 County Road 96, Davis, CA 95616
37007 Russell Boulevard, Davis, CA 95616
26213 County Road 96, Davis, CA 95616

1. Call the meeting to order and establish quorum
2. Public comment
3. New Business
 - a. Discussion/Action – Fill Board Clerk Position
 - Closed Session – Interview Candidate
 - Report Out of Closed Session
 - Discussion/Action
 - b. Discussion/Action – Out of District Volunteer Applications (AC Heins)
 - c. Discussion/Action – Committees – Standing and Ad Hoc reassignment of members (McMullen)
 - d. Discussion/Action – Support for County Sales Tax Ballot Initiative (Chief Rita)
4. Lillard Hall
 - a. Lillard Hall Manager Report (Manager Sinclair)
 - (i) Hall Doors
 - b. Discussion/Action Use of Hall by Non-Profits (Commissioner Guarino)
5. Old Business
 - a. Update –Forced Abatements
 - (i) APN 037-110-005 – 26960 County Road 96
 - b. Discussion/Action – 24/7 Shift Schedule (AC Heins)
 - c. Update - W230 Replacement Update (Chief Rita)
 - d. Update - Weed Abatement Update (AC Heins)
 - e. Update – Coverage by YCPARMIA for Utilization of Retired District Employees in Volunteer Non-Firefighter Capacity (President McMullen/AC Heins)
6. Approval of Prior Board Meeting Minutes (Clerk)
 - a. Regular Meeting of October 20, 2020
7. Open Forum
8. Calendar
 - a. The next regular scheduled Board meeting will be December 15, 2020 at 7:00 pm unless another date is agreed upon.

West Plainfield Fire Protection District

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

Minutes – October 20, 2020 West Plainfield Fire Protection District Board of Commissioners

Held via Video and Teleconference

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1. CALL TO ORDER

The meeting was called to order at 7:08 pm by President McMullen and a quorum was established. Present were:

Commissioners: James McMillen, Ed Beoshanz, Jim Yeager, Richard Guarino and Charles Hjerpe
Staff: Fire Chief Cherie Rita, Assistant Chief Bill Heins, Captain Michael Booth, Captain Scott Bravo, Assistant Chief David Stiles, Patrick Fish and Hall Manager Katlyn Sinclair
Guest: Larry LaTour

2. PUBLIC COMMENT

There was no public comment.

3. OLD BUSINESS

- a. Discussion/Action – Resolution 20-02 – Forced Abatements
(i) APN 037-100-009 – 35675 County Road 31
AC Heins informed the Board that on August 2, 2020 the property was reinspected and passed. AC Heins recommended to the Board that no action be taken at this time.

Motion by: Commissioner Hjerpe
2nd: Commissioner Yeager

To accept the recommendation by staff.

President McMullen asked for a roll call.

Commissioner Hjerpe – Aye
Commissioner Yeager – Aye
Commissioner Guarino – due to technical difficulty could not be heard and therefore, considered not present.
Commissioner Beoshanz - Aye
Commissioner McMullen – Aye

Motion Passed 4-1

- (ii) APN 037-110-005 – 26960 County Road 96
AC Heins noted that this was the property know as Fairfield School. The school facilities manager was finally contacted and they have completed $\frac{3}{4}$ of the work and had some concerns over working on County Road 96. They are in the process of finding a safe way to clear. AC Heins stated that staff recommends that this be deferred until the November meeting.

Motion by: Commissioner Hjerpe
2nd: Commissioner Yeager

To accept the recommendation by staff and move this item to the November Board meeting.

President McMullen asked for a roll call.

Commissioner Hjerpe – Aye
Commissioner Yeager – Aye
Commissioner Guarino – due to technical difficulty could not be heard and therefore, considered not present.
Commissioner Beoshanz - Aye
Commissioner McMullen – Aye

Motion Passed 4-1

- (iii) APN 040-220-002 – 34505 County Road 29
AC Heins noted that his is the property known as Yolo Canine Academy. On October 12, 2020, the property was reinspected and passed inspection. Staff recommends removing this property from the list.

Motion by: Commissioner Hjerpe
2nd: Commissioner Yeager

To accept the recommendation by staff and remove this property from the list.

President McMullen asked for a roll call.

Commissioner Hjerpe – Aye
Commissioner Yeager – Aye
Commissioner Guarino – due to technical difficulty could not be heard and therefore, considered not present.
Commissioner Beoshanz - Aye
Commissioner McMullen – Aye

Motion Passed 4-1

- b. Update – Weed Abatement Update
AC Heins stated that he had been able to utilize volunteer inspectors. Captains Bravo and Booth both have trained the volunteers. They have performed 313 inspections. 275 have passed and 38 have not. The department is currently working with those 38 property owners. He noted that the owners are being educated as well on the importance of weed abatement.

Depending on the progress of these properties some may be presented on the November Agenda. No action needed at this time.

- c -d. Update Yolo County Fire Assessment Group
AC Stiles informed the Board that Item c & d were the same item different name. Therefore, he presented information for item d. Update 172/Fire Service Reorganization at the same time.

AC Stiles briefly reviewed the letter received from Yolo County Fire Protection Sustainability Board Ad Hoc Committee on their progress update. AC Stiles stated that they are trying to bring the Committee together the first week of November to work out a plan to propose to the Fire Chiefs and District Board.

AC Stiles reviewed the main goal of the Committee which was to improve the volunteer fire service in Yolo county. They looked at the cost of staffing for paid and volunteer stations and the possibility of new volunteer stations.

AC Stiles noted that one way they are looking at funding those costs is with a 1/2 cent sales tax increase in the rural county. This item will be brought back to this board at some point in the future for possible support of the tax increase.

AC Stiles reviewed the breakdown of West Plainfield Fire Protection District services calls, staffing and apparatus. He also reviewed the revenue and expenses F18-19.

The Committee is continuing to gather data and AC Stiles stated he should have more information once they meeting again.

- e. Discussion/Action - Coverage by YCPARMIA for Utilization of Retired District Employees in Volunteer Non-Firefighter Capacity
AC Heins stated that he had not be able to get any further information from YCPARMIA as they are having some staffing issues at this time. He will continue to work on this.

Currently the station is not utilizing any retired district employees.

4. LILLARD HALL

- a. Manager Report
Ms. Katlyn Sinclair informed the Board that she had nothing new to report at this time. The Hall remains closed and she is continuing to research ways to safely open this Hall for groups such at the dog group. If she is able to find any information, she will request a special meeting at that time.
- b. Use of Hall by Non-Profits – Committee Member Guarino
Commissioner Guarino is still having technical difficulties so this was moved to the next meeting.

5. NEW BUSINESS

- a. Proposal to prepare Annual State Controller's Special Districts Transactions Report
Clerk Grafton informed the Board that a letter/proposal had been received from Mark Krummenacker in regard to preparing our Special Districts Transactions Report for 2019. Ms. Grafton noted that he had prepared them the last couple year and asked if the Board would like to have him prepare them again this year. The cost would be \$200.

Motion by: Commissioner Yeager
2nd: Commissioner Beoshanz

To accept the proposal to have Mark Krummenacker prepare the Annual Financial Transactions Report for the District at \$200.

President McMullen asked for a roll call.

Commissioner Hjerpe – Aye
Commissioner Yeager – Aye
Commissioner Guarino – due to technical difficulty could not be heard and therefore, considered not present.
Commissioner Beoshanz - Aye
Commissioner McMullen – Aye

Motion Passed 4-1

6. CLOSED SESSION

- a. Discussion/Interview – Company Officer/EMT Candidate Recommended by Personnel Committee

AC Heins introduced Larry LaTour to the Board as the candidate in question. The meeting moved into Closed Session at 8:00pm
CLOSED SESSION - 8:00PM to 8:13PM

Report out of closed session:

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve the title of Provisional Lieutenant to Larry LaTour at a rate of \$21/hr. conditional on passing of the medical exam and background check.

President McMullen asked for a roll call.

Commissioner Hjerpe – Aye
Commissioner Yeager – Aye
Commissioner Guarino – Aye
Commissioner Beoshanz - Aye
Commissioner McMullen – Aye

Motion Passed

All welcomed Lt La Tour to the department and he was excused unless he wished to stay. Lt. LaTour signed off the meeting at 8:18pm

b. Discussion/Action –Personnel Evaluation – Fire Captain

President McMullen asked Captain Scott Bravo if he would like to go into a closed session. Captain Bravo requested a closed session.

The meeting moved into Closed Session at 8:19pm
CLOSED SESSION - 8:19PM to 8:42PM

Report out of closed session:

President McMullen congratulated Captain Bravo on an outstanding performance. All concurred.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve the one time 3% salary augmentation to Captain Bravo.

President McMullen asked for a roll call.

Commissioner Beoshanz – Aye
Commissioner Hjerpe – Aye
Commissioner Yeager – Aye
Commissioner Guarino – Aye
Commissioner McMullen – Aye

Motion Passed

7. **MINUTES**

a. Approval of August 18, 2020 Board Meeting Minutes.

President McMullen noted one correction on page two. Fair Field School should be Fairfield School.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve the minutes of August 18, 2020 as corrected.

President McMullen asked for a roll call.

Commissioner Hjerpe – Aye
Commissioner Yeager – Aye
Commissioner Guarino – Aye
Commissioner Beoshanz - Aye
Commissioner McMullen – Aye

Motion Passed

8. OPEN FORUM

Commissioner Hjerpe asked the staff what was being done at the station to protect against COVID-19. AC Heins informed the Board that the department had implemented countless policies and procedures based on recommendations received by the CDC and local Yolo County agencies.

Some of those policies include limiting the number of people in the station, limit the number of people that they are in contact with, disinfecting areas used and wearing masks. When going on calls to treat a patient AC Heins stated that those attending wear face masks, gloves and skirts.

Captain Bravo also noted that volunteers are required to review the procedures being used and to sign off that they understand those before they can respond to calls. He also noted that they have modified drills.

AC Stiles gave an update on the new water tender. Complete construction is due to be completed the week of the 2nd of November and inspections on the 9th-11th of November. Therefore, it should arrive within the next month. When asked where the inspection would be held, AC Stiles stated that the inspection is in South Dakota.

9. CALENDAR

The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday November 17, 2020 at 7:00 pm.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To Adjourn.

Meeting adjourned 8:55 pm

President

Clerk