

**West Plainfield Fire Protection District**

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

**BOARD OF COMMISSIONERS – REGULAR MEETING  
July 21, 2020 at 7:00 PM**

To be held via Video and Teleconference

Video Meeting Information

[meet.google.com/jsx-rdua-esv](https://meet.google.com/jsx-rdua-esv)

Phone Meeting Information

**Phone Number: (US) +1 (413) 438-3962**

**Meeting PIN: 843939931#**

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. Lillard Hall
  - a. Manager Report – Manager Sinclair
4. New Business
  - a. Discussion/Action – Employee Evaluation – Lt Michael Booth (AC Heins)
  - b. Discussion/Action – Promotion – Lt. Booth to Captain Booth with salary adjustment to First Step Captain (AC Heins)
  - c. Discussion/Action – Adopt Resolution 20-01 – Resolution Declaring Volunteers as Employees While Performing Voluntary Service Without Pay (Chief Rita)
  - d. Discussion/Action – New Hire Procedure (Chief Rita)
  - e. Discussion/Action New Hire – Approval to Move Forward (Chief Rita)
  - f. Discussion/Action – Usage of Retired Employees by the District (President McMullen)
5. Old Business
  - a. Weed Abatement Update – (President McMullen)
6. Approval of Prior Board Meeting Minutes – Clerk Grafton
  - a. Regular Meeting of June 16, 2020
7. Meeting Adjourned – (President McMullen)
8. Next regular Board meeting on August 18, 2020

Posted Date: \_\_\_\_\_ @ \_\_\_\_\_ by \_\_\_\_\_

**RESOLUTION NO. 20-01**

**RESOLUTION DECLARING VOLUNTEERS AS EMPLOYEES WHILE PERFORMING  
VOLUNTARY SERVICE WITHOUT PAY**

**WHEREAS**, pursuant to the California Labor Code Section 3363.5 which states that a person who performs voluntary service without pay for a public agency, as designated and authorized by the governing body of such agency, shall be deemed to be an employee of the agency while performing such services.

**WHEREAS**, the Board of the West Plainfield Fire Protection District does hereby find that voluntary services provided by uncompensated individuals is in the best interest of the District.

**NOW, THEREFORE, IT IS HEREBY RESOLVED, ORDERED AND FOUND** by the West Plainfield Fire Protection District Board of Commissioners as follows:

A person who performs voluntary services without pay for the West Plainfield Fire Protection District and who is not an active firefighting member of the District shall be deemed to be an employee of the District while performing such services in accordance with California Labor Code Section 3363.5. "Voluntary services without pay" shall include services performed by any person who provides services to the District for which such person receives no remuneration other than meals, transportation, lodging, or reimbursement for incidental expenses.

**PASSED AND ADOPTED** by the West Plainfield Fire Protection District, Board of Fire Commissioners, County of Yolo, State of California, this 21<sup>st</sup> day of July 2020, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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JAMES F. McMULLEN, CHAIR  
BOARD OF COMMISSIONERS  
WEST PLAINFIELD FIRE PROTECTION DISTRICT

ATTEST:

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SHARON GRAFTON, CLERK  
BOARD OF COMMISSIONERS

# WPL Company Officer/EMT Amended Hiring Process

## **Background:**

As of May 1, 2020, we are under contract with Indian Health Services regarding Sacred Oaks Youth Healing Center. One of the stipulations of the contract is to secure annual funding for a third Company Officer/EMT and transition to 24/7 staffing. Once we hire and complete training, we are ready to make the transition to 24/7 staffing.

Due to COVID-19 impacts on gatherings and meetings the hiring process for the Company Officer/EMT has been placed on hold awaiting loosening of restrictions. While we were hopeful that these measures would be reasonably short, this has proven not to be the case. With projected lengthening of restrictions our ability to complete the hiring process as originally designed is impractical. As we are under contract, we need to move forward with hiring.

## **Original Hiring Process:**

1. Initial oral boards using outside agency raters
2. EMT skills evaluation using outside agency raters
3. Establish ranked list from the initial process
4. Conduct a secondary interview with the top 5 candidates
  - a. Panel consisting of Personnel Committee, Fire Chief, Assistant Chief Operations, Assistant Chief Administration
5. Establish ranked list from secondary interviews
6. Present the top candidate from the process to the full Board for questions/approval

## **Proposed Amended Process (COVID adaptation)**

1. Initial interviews to be held via video conferencing
  - a. Panel consisting of Assistant Chief Operations, Assistant Chief Administration, and one of, as available: (i) Battalion Chief – Volunteer (ii) Captain Bravo or (iii) Lieutenant Booth
2. Establish ranked list
3. Conduct secondary interviews, to be held via video conferencing, with the top 3 candidates
  - a. Panel consisting of Personnel Committee, Fire Chief, Assistant Chief Operations (as available), Assistant Chief Administration
4. Present top candidate to the full Board for questions/approval
  - a. Either video conferencing or in person as allowed by State or local health orders at the time

# **West Plainfield Fire Protection District**

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

## **Minutes – June 16, 2020 West Plainfield Fire Protection District Board of Commissioners**

### **Held via Video and Teleconference**

**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

### **1. CALL TO ORDER**

The meeting was called to order at 7:04 pm by Vice President Yeager and a quorum was established. Present were:

Commissioners: Jim Yeager, Richard Guarino and Charles Hjerpe  
Absent: Ed Beoshanz and James McMullen  
Staff: Fire Chief Cherie Rita, Assistant Chief Bill Heins and Assistant Chief David Stile and Hall Manager Katlyn Sinclair

### **2. PUBLIC COMMENT**

There was no public comment.

### **3. DISCUSSION/ACTION – ADOPT 2020/2021 BUDGET**

Chief Rita informed the Board that the Budget Committee met on June 4<sup>th</sup> and the minutes are included along with the draft budget for review and approval.

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

### **To adopt the 2020/2021 Budget and Budget Committee minutes as presented**

Discussion: Chief Rita reviewed the proposed revenues for 2020/2021. Chief Rita stated that the total estimated fund balance available is \$244,062.78. There was \$55,000 budgeted from Sacred Oaks but she noted that she included nothing for the airport as there is no guarantee of funds. Looking at the total financing sources the proposed revenues show \$709,690. Total Salary & Benefits shows a propped budget of \$274,380 which includes an amount for a 3<sup>rd</sup> regular employee. Chief Rita also noted that there is a Cal Fire Grant available of which she accounted for. Chief Rita noted that there was \$235,000 proposed for Water 230 replacement.

Vice President Yeager thanks Chief Rita for all her hard work on the budget and noted that the entire process took 20 hours.

Vice President Yeager asked for a roll call.

Commissioner Hjerpe – Aye  
Commissioner Yeager – Aye  
Commissioner Guarino – Aye

**Motion Passed**

## LILLARD HALL

- a. Lillard Hall Manger's Report  
Ms. Sinclair informed the Board that she has taken care of the bills including the propane. She also stated that she is starting to receive calls regarding the hall rental.
- b. Lillard hall Use
  - i. At a minimum, Board meetings which allowed and Fire Fighter Training Chief Rita stated that Fire Fighter training is starting up again and she would like to be able to use the hall for training. This way there is only one area or large room to sanitize and not the entire Fire Station before they leave for the night. It was asked when the Board will be able to resume meeting in person. Chief Rita stated that it would not be possible until Stage 4 of the CA guidelines are put in place. Currently the state is on Stage 3.

Chief Rita asked for Board approval to be able to use the Lillard Hall for training purposes. AC Heins noted that since the Board had given directions to the Hall Manager that the Hall not be used, he felt there needed to be an approval.

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

**To grant formal approval for Lillard Hall to be used for Fire Fighter training and Board meetings once they can be held in person.**

Vice President Yeager asked for a roll call.

Commissioner Hjerpe – Aye  
Commissioner Yeager – Aye  
Commissioner Guarino – Aye

### **Motion Passed**

- ii. Boy Scouts request for accommodation in price  
Ms. Sinclair stated that she had received a letter asking if there is special pricing for the Boy Scouts at Lillard Hall. Vice President Yeager stated that there were special accommodations made for the 4H and that the former Hall Manager had given the Boy Scouts the same as they are both non-profit. Commissioner Guarino voiced concerns over the possibility of needing a policy in regard to non-profits and the use of the Hall as it should be available to all non-profit organizations.  
  
**By consensus**, it was agreed to rent the Hall to the Boy Scouts at not cost same as 4 H and to add this item to the next agenda for a recommendation on how to handle non-profit organizations.
- c. Discussion/Action – Dedicated phone number for Lillard Hall  
Ms. Sinclair asked that the dedicated line be given to the Hall to prevent the calls from going on her personal phone line and to make it easier in a transition. Ms. Sinclair recommended Google Voice as it is at no cost. It is an application that goes on your phone and can be used on multiple phones.

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

**To have the Hall Manager, Ms. Sinclair get a dedicated phone number for Lillard Hall as she recommended.**

Vice President Yeager asked for a roll call.

Commissioner Hjerpe – Aye  
Commissioner Yeager – Aye  
Commissioner Guarino – Aye

**Motion Passed**

**5. W230 REPLACEMENT UPDATE**

AC Stiles informed the Board that he is scheduled to meet next Monday with the sales representative on a graphics package. W230 is still on schedule for October completion.

**6. WEED ABATEMENT**

AC Heins informed the Board that career staff have been patrolling the district and any properties that have not complied have been given notices. Commissioner Hjerpe stated that he would like to have input from Commissioner Beoshanz who is not present. Therefore, by consensus it was agreed to add this to the next agenda for further update.

**7. MINUTES**

- a. Approval of February 18, 2020 Board Meeting Minutes.  
Commissioner Yeager stated that there was one minor correction on page 4. Item 11 to change the spelling of Dehe.

**Motion by:** Commissioner Guarino  
**2<sup>nd</sup>:** Commissioner Hjerpe

**To approve the minutes of February 18, 2020 as corrected.**

- b. Approval of March 17, 2020 Special Meeting Minutes

**Motion by:** Commissioner Guarino  
**2<sup>nd</sup>:** Commissioner Hjerpe

**To approve the minutes of March 17, 2020 as presented.**

- c. Approval of May 11, 2020 Special Meeting Minutes  
Vice President Yeager pointed out that there had been discussion regarding Grass 30 being moved to AC Stiles residence which was not mentioned. AC Heins clarified that it had been decided to not move Grass 30 at that time so the discussion had not been included. It was agreed to move Grass 30 to AC Stiles residence.

**Motion by:** Commissioner Guarino

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

**To approve the minutes of May 11, 2020 as presented.**

Vice President Yeager asked for a roll call for approval of all the minutes.

Commissioner Hjerpe – Aye  
Commissioner Yeager – Aye  
Commissioner Guarino – Aye

**Motion Passed**

8. **MEETING ADJOURNED**

**Motion by:** Commissioner Guarino  
**2<sup>nd</sup>:** Commissioner Hjerpe

**To Adjourn.**

9. **CALENDAR**

The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday July 21, 2020 at 7:00 pm.

Meeting adjourned 7:40 pm

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President

\_\_\_\_\_  
Clerk