

West Plainfield Fire Protection District

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

**Minutes – November 15, 2016
West Plainfield Fire Protection District Board of Commissioners**

1. CALL TO ORDER

The meeting was called to order at 7:01 pm by Chair Beoshanz. Present were:

Commissioners: Commissioners Beoshanz, McMullen, Yeager, Hjerpe and Guarino
Staff: Chief Cherie Rita, Battalion Chief Bill Heins, Volunteer Association
President Patrick Fish

2. PUBLIC COMMENT

None

3. FINANCIALS

a. Approve Payment of Bills

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To approve payment of all bills totaling \$1,837.92

Passed: Unanimously

b. Financial Reports
Chief Rita stated there were still issues with the county reporting software and that she and Chief Heins will continue to work on getting access.

4. NEW BUSINESS

a. Approve Personnel Evaluation of Lieutenant Mike Medina

Motion by: Commissioner Guarino
2nd: Commissioner McMullen

To approve the personnel evaluation of Lieutenant Mike Medina as presented.

Passed: Unanimously

b. Approve a One-Time Salary Augmentation for Lieutenant Mike Medina

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To approve a one-time Salary Augmentation for Lieutenant Mike Medina in the amount of \$1,000.00 to be paid in December

Passed: Unanimously

- c. Adopt Resolution 16-005 – West Plainfield Fire Protection Board of Commissioners Titles and Election Procedures.

It was agreed to adjust the agenda to allow the Policy Committee to provide background regarding this Resolution

The Policy Committee's research has found that the Health and Safety Code Division 12 Section 1300 gives direction and authority to operate as a Fire Protection District. It defines the Titles of Board officers and sets the schedule for Board Officer elections. The Policy Committee recommends adopting this resolution to conform to the Health and Safety Code.

A discussion followed on titles and procedures.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To adopt Resolution 16-005 - West Plainfield Fire Protection Board of Commissioners Titles and Election Procedures.

Vote by roll call of the Membership:

Commissioner McMullen: Yes
Commissioner Guarino: Yes
Commissioner Beoshanz: Yes
Commissioner Yeager: Yes
Commissioner Hjerpe: Yes

Passed: Unanimously

- d. Adopt Resolution 16-006 – West Plainfield Fire Protection District Procedures for Paying Bills.

Motion by: Commissioner McMullen
2nd: Commissioner Guarino

To adopt Resolution 16-006 - West Plainfield Fire Protection District Procedures for Paying Bills.

Vote by roll call of the Membership:

Commissioner McMullen: Yes
Commissioner Guarino: Yes
Commissioner Beoshanz: Yes
Commissioner Yeager: Yes
Commissioner Hjerpe: Yes

Passed: Unanimously

- e. Approve Repair or Replacement of North Roll-up Bay Door.

Motion by: Commissioner McMullen
2nd: Commissioner Guarino

To replace the north bay door and award the contract to Woodland Davis Garage Door for \$2,390.00

Passed: Unanimously

- f. Withdrawal of Commissioner Beoshanz as Chairman

Commissioner Beoshanz stated he would step down as Chairman of the Commission after the December meeting, but would continue on as a Commissioner. He stated he has enjoyed performing the duties of the Chair, but feels that other members should have an opportunity to fulfill the duties and gain experience.

The Board thanked Commissioner Beoshanz for his leadership during his tenure as Board Chairman and are grateful he is continuing on as a Board Member.

Chief Heins thanked the Chair for his guidance and assistance when he was new to the District and is looking forward to continuing to work with him in the future.

5. OLD BUSINESS

- a. Animal Rescue Training

A report was given by Commissioner McMullen, Chair for the Committee. He stated the committee has met and are working on the curriculum with Dr. Michael Payne, UDC, to tailor the program to West Plainfield's needs using tools and equipment already carried by our apparatus.

- b. LAFCO Update

The LAFCO study has been completed and should be removed from the agenda

- c. Weed Abatement Update

Chief Heins reported that with the recent heavy rains we are out of the weed abatement period. He stated he would be bringing suggestions for updating the Resolution by the January meeting.

- d. Insurance Update

Chief Rita reported that members are covered by YCPARMIA's insurance when responding to calls in private vehicles. She said that we have the same coverage just with higher deductibles. She said we will be fine not renewing our additional coverage and that this item can be removed from future agendas.

- e. Proposition 172 Funds Update

No update

- f. Moved to 8 a iii

g. Pavement at Lillard Hall

Commissioner Beoshanz presented three bids for the repaving around Lillard Hall. He stated that we should wait until April to have the work done to allow the Hall Manager to clear the schedule and allow for better weather.

Motion by: Commissioner Guarino
2nd: Commissioner McMullen

To award the contract for repaving at Lillard Hall to Diamond D General Engineering, Inc. for \$21,500.00

Passed: Unanimously

6. **CHIEF'S REPORT**

- Chief Rita gave an update on the SCBA grant. She stated we should be getting an invoice for our portion of the grant obligation sometime in December. She also stated we should be receiving the equipment in December as well.
- Chief Rita informed the Board that we may have an unexpected expense for radio upgrades required for our 6 800MHz radios. We will need these upgrades to allow us to use the radios on the Davis/UCD radio system.

7. **BATTALION CHIEF'S REPORT**

- BC Heins reported that we are almost halfway through the airport inspections. Working with the Airport Manager to schedule the inspections has proven very efficient. Commissioner McMullen suggested we look into permitting the hangers to allow us to charge an inspection fee.
- BC Heins reported that since the marijuana initiative has passed we should develop and adopt a policy. He will check with YCPARMIA to see if they have a template.
- BC Heins is reviewing and revising our Business Inspection form. Once he has a draft he will work with Commissioner McMullen to place it into service.
- BC Heins informed the Board that he will be working on pre-fire planning our target hazards soon.
- BC Heins reported that he is working with the Airport Manager to ensure we have adequate access to all of the gates around the airport.

8. **COMMITTEE REPORTS**

a. Standing Committees

- i. Benefits Committee – no meeting, no report.
- ii. Budget Committee – no meeting, no report.
- iii. Personnel Committee – 5 f Covered Now. BC Position Update
Closed Session at the request of BC Heins 8:40 pm
Returned from Closed Session at 9:36 pm
It was decided, by the Board Members, to:
 - Promote BC Heins to Assistant Chief Administration
 - Allow him to work full time (40 hours/week) for 2 weeks to train Lt's Medina and Delgadillo and to catch up on additional work
 - One Time Salary Augmentation
 - \$1,000.00 for last year's satisfactory evaluation

- o \$1,000.00 after a successful evaluation this year, effective January 1st
- Approve a pay increase to \$40.00/hour effective December 1, 2016

b. Ad Hoc

- i. Lillard Hall Committee – no meeting, no report.
- ii. Policy Committee – Commissioner Guarino reported that the committee recommends moving Lillard Hall agenda items to the first portion of the Commission meetings, following Public Comment. They feel that this separation better delineates Hall business from Fire Commission business.

Approved by consensus

- iv. Emergency Response Committee – Taken out of order. Commissioner Yeager reported that this committee can be disbanded. He will give staff the list of vendors to develop lists for reference.
- iii. Extended Coverage/Sleeper Program Committee – The Committee recommends narrowing the focus of the program by eliminating options A and B and only pursuing options C and D.

Motion by: Commissioner Guarino
2nd: Commissioner McMullen

To continue developing options C and D with the potential to combine them into one proposal and come back to the Board with recommendations

Passed: Unanimously

9. **BUREAU OF INDIAN HEALTH SERVICE (BIHS) LIAISON REPORT**

Commissioner McMullen stated he is still working with representatives, but nothing new to report

10. **TRAINING LIAISON REPORT**

No meeting, no report

11. **FIRE PREVENTION LIAISON REPORT**

Was covered during BC Heins' Report

12. **MAJOR EQUIPMENT REPAIR LIAISON REPORT**

Engine 30 has been repaired and is back in service.

13. **CONSENT CALENDAR**

Motion by: Commissioner Yeager
2nd: Commissioner Guarino
Amended: Commissioner McMullen
 To pull item B.
Amendment accepted by: Commissioner Yeager

Commissioner McMullen stated he would like to thank the members for their

response and care provide to his wife. He said it was a job well done, they were outstanding and professional. He and his wife are very appreciative. Thank you.

Amendment pulled by: Commissioner McMullen

To approve the Consent Calendar.

Passed: Unanimously

14. MINUTES

a. Approval of October 18, 2016 Board Meeting Minutes

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve the minutes of October 18, 2016 as amended.

Passed: Unanimously

15. SECRETARYS REPORT

The Secretary was absent with BC Heins assuming the duties. BC Heins stated he has suggestions for improving the Secretary's workflow that may benefit bill payment. This was given to the Personnel Committee for review.

16. OPEN FORM

None

17. CALENDAR

There was discussion on moving the meetings to another date to allow for timely processing and payment of bills. Staff was directed to track when bills arrived at the station.

The next Board of Commissioners meeting was confirmed for December 8, 2016 at 7:00pm.

Meeting adjourned at 9:45pm.


Chairman


Secretary