

## **West Plainfield Fire Protection District**

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

### **BOARD OF COMMISSIONERS MEETING**

**February 19, 2019 at 7:00 PM**

To be held at West Plainfield Fire Department  
24901 County Road 95, Davis, CA 95616

1. Call the meeting to order
2. Review and Discussion of Bills
  - a. Approve Payment of Bills (Page 1)
3. Public comment
4. Lillard Hall
  - a. Lillard Hall Public Business
  - b. Lillard Hall Manager Report
  - c. Lillard Hall Committee Report (Hjerpe, Guarino)
    - i. Financial Analysis Report
    - ii. Landscaping / Fencing
5. Financials
  - a. Deposits (Page 2)
  - b. Financial Reports (Page 3 – 8)
6. New Business
  - a. Discussion /Approval – Yolo County \$88,000 Grant Agreement for Refurbishment of Water 230 (Page 9-12)
  - b. Discussion / Approval – Yolo County MOU – Yolo County Airport Funding Agreement (Page 13 -21)
7. Old Business
  - a. Fire District Website Update
  - b. Fire Station Door Repair Update
  - c. Incident Reports (Page 22-26)
8. Chiefs Report
9. Assistant Chiefs Report
10. Volunteer Activities Report
11. Committee Reports
  - a. Standing Committees
    - i. Benefits Committee Report (Hjerpe, Guarino)
    - ii. Budget Committee Report (Yeager, Hjerpe)
    - iii. Personnel Committee Report (Hjerpe, Guarino)
    - iv. District Funding and Development Committee (Beoshanz, Yeager)
  - b. Ad Hoc Committees
    - i. Incident Analysis and Reporting Committee (Beoshanz, Hjerpe)
    - ii. BIHS Liaison Committee (McMullen, Guarino)
    - iii. County Road 31 and County Road 96 Safety Committee (Hjerpe, Beoshanz)
12. Training Liaison Report
13. Fire Prevention Liaison Report
14. Major Equipment Repair Liaison Report
15. Minutes
  - a. Approval of January 15, 2019 Board Meeting Minutes (Page 27 – 30)
16. Clerk's Report
17. Open Forum
18. Calendar
  - a. The next regular scheduled Board meeting will be March 19, 2019 at 7:00 pm unless another date is agreed upon.

**West Plainfield Fire Protection District**

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

February 19, 2019

Auditor-Controller  
625 Court Street  
Woodland, CA 95695

This letter is to inform you that the West Plainfield Fire Protection District's Board of Commissioners has approved for payment the bills listed below:

A-1 Appliance	\$ 563.68
ATT	47.47
Cascade Fire Equipment	351.58
Curtis	1,697.74
David Stiles	769.26
Derotic Emergency Equipment	197.11
Entenmann-Rovin	222.60
Failsafe	319.50
Ferrellgas	506.39
Interstate oil	1,026.45
PG & E	468.59
Pisani's	23.85
Quill	388.53
TIAA Bank	557.80
Uline	1,329.08
US Bank	1,897.02
Valley Hydraulics	<u>788.36</u>

Total \$11,155.01

\* Not included in total

## DEPOSITS – February 19, 2019

Total deposit of \$1,302.32

YCPARMIA – Reimbursement Temporary Disability – Delgadillo	\$ 1,287.32
Quest Discovery Services	\$ 15.00

# Trial Balance

GL291 - Date 02/13/19 Time 14:56		Company 1000 - YOLO COUNTY Trial Balance For Period 7 Through 7 Ending January 31, 2019		USD	Base Currency Amounts Fiscal Year 2019	Page 1
Account Nbr	Description	Beginning Balance	Debit Activity	Credit Activity	Ending Balance	
6223		6223	W.PLAINFIELD FIRE DIST BAL SHT			
100000-0000	CASH IN TREASURY	363,844.55	8,437.57	47,875.84	324,406.28	
101000-0121	RC-WPF FPD CAP ASSET REPL	228,291.00			228,291.00	
101000-0122	RC-WPF FPD ACCRUED LEAVE	22,520.79			22,520.79	
111010-0000	PROP TAX REC-CURR SEC	150,200.76			150,200.76	
111090-0000	PROP TAX REC-CURR SEC SUPPL	26.67-			26.67-	
181100-0000	BUILDING & IMPROVEMENT	97,149.28			97,149.28	
181200-0000	IMPRV OTHR THAN BLDG	27,567.00			27,567.00	
181400-0000	EQUIPMENT	789,118.80			789,118.80	
182100-0000	ACCUM. DEP-BLDG & IMPRV	88,352.83-			88,352.83-	
182200-0000	ACCUM. DEP- IMPRV OTHR THAN BL	13,817.00-			13,817.00-	
182400-0000	ACCUM. DEP-EQUIPMENT	575,348.41-			575,348.41-	
300100-0000	NET INVESTMENT IN CAPITAL ASSE	236,316.84-			236,316.84-	
300600-0001	FD BAL-ASSIGNED-CAP ASSET REPL	227,798.32-			227,798.32-	
300600-0002	FD BAL-ASSIGNED-ACCRUED LEAVE	22,412.08-			22,412.08-	
300600-0003	FD BAL-ASSIGNED-GEN RESERVE	149,825.00-			149,825.00-	
300999-0000	UNASSIGNED	92,456.35-			92,456.35-	
400100-0000	PROP TAXES-CURRENT SECURED	300,401.52-			300,401.52-	
400101-0000	PROP TAXES-CURRENT UNSECURED	26,456.95-		53.16	26,510.11-	
400111-0000	PROP TAXES-PRIOR UNSECURED	171.87-		10.53	182.40-	
400121-0000	SUPPLEMENTAL PROP TAXES PRIOR	142.61-			142.61-	
400700-0000	INVESTMENT EARNINGS-POOL	2,273.19-			2,273.19-	
401061-0000	ST-HIGHWAY PROPERTY RENTALS	3.55-			3.55-	
401240-0000	ST-HOMEOWNERS PROP TAX RELIEF	790.60-			790.60-	
404117-0000	OTH MISC-INSURANCE PROCEEDS	7,953.68-		7,199.63	15,153.31-	
404190-0000	OTHER MISC REVENUES	147,161.32-		89.63	147,250.95-	
500100-0000	REGULAR EMPLOYEES	91,497.14	14,828.09	1,000.00	105,325.23	
500320-0000	OASDI	3,964.66	696.56		4,661.22	
500330-0000	FICA/MEDICARE	927.26	162.90		1,090.16	
500380-0000	UNEMPLOYMENT INSURANCE	416.72	202.22		618.94	
500390-0000	WORKERS' COMP INSURANCE	8,125.59			8,125.59	
501010-0000	CLOTHING & PERSONAL SUPPLIES	9,065.55	3,301.72		12,367.27	
501020-0000	COMMUNICATIONS	2,177.00	432.59		2,609.59	
501040-0000	HOUSEHOLD EXPENSE	1,120.61	105.15		1,225.76	
501051-0000	INSURANCE-PUBLIC LIABILITY	5,000.00			5,000.00	
501053-0000	INSURANCE-OTHER	13,999.77			13,999.77	
501070-0000	MAINTENANCE-EQUIPMENT	4,884.85	95.00		4,979.85	
501071-0000	MAINTENANCE-BLDG IMPROVEMENT	998.94			998.94	
501080-0000	MED, DENTAL, & LAB SUPPLIES	484.21			484.21	
501090-0000	MEMBERSHIPS	185.00			185.00	
501102-0000	MISC EXP-CREDIT CARD SVC CHRGS	0.00	34.05		34.05	
501110-0000	OFFICE EXPENSE	28.26	875.71		903.97	
501111-0000	OFFICE EXP-POSTAGE	20.58			20.58	
501205-0000	TRAINING	0.00	200.00		200.00	
501210-0000	MINOR EQUIPMENT	16,195.56	8,122.15		24,317.71	
501250-0000	TRANSPORTATION AND TRAVEL	229.86	1,249.24		1,479.10	
501260-0000	UTILITIES	2,309.88		84.62	4,356.12	
503070-0000	EQUIPMENT	51,385.17	15,439.60		66,824.77	
*** Totals		0.00	56,313.41	56,313.41	0.00	

# Income Statement

GL293 Date 02/13/19  
Time 14:59

Company 1000 - YOLO COUNTY  
Income Statement  
For Period 7 Through 7 Ending January 31, 2019

USD

Page 1

Fiscal Year 2019

6223	6223	W.PLAINFIELD FIRE DIST BAL SHT	YOLOCOUNTY		
Account Nbr	Description	Period Amount	Year To Date	Last Year Period	Last Year To Date
NETFUND/POST	NET FUND BALANCE				
REVENUES	REVENUES				
TAXES	TAXES				
PROPERTY TAX	PROPERTY TAX				
400100-0000	PROP TAXES-CURRENT SECURED	0.00	300,401.52-	0.00	285,318.87-
400101-0000	PROP TAXES-CURRENT UNSECURED	53.16-	26,510.11-	0.00	48,182.94-
400111-0000	PROP TAXES-PRIOR UNSECURED	10.53-	182.40-	0.00	347.39-
400121-0000	SUPPLEMENTAL PROP TAXES PRIOR	0.00	142.61-	0.00	0.00
	Total PROPERTY TAX	63.69-	327,236.64-	0.00	333,849.20-
	Total TAXES	63.69-	327,236.64-	0.00	333,849.20-
REVUSEMONEY	REVENUE FROM USE OF MONEY AND				
400700-0000	INVESTMENT EARNINGS-POOL	0.00	2,273.19-	976.16-	2,215.66-
	Total REVENUE FROM USE OF MONE	0.00	2,273.19-	976.16-	2,215.66-
INTGOVREVENU	INTERGOVERNMENTAL REVENUES				
STATEREV	STATE REVENUE				
401061-0000	ST-HIGHWAY PROPERTY RENTALS	0.00	3.55-	0.00	2.55-
401240-0000	ST-HOMEOWNERS PROP TAX RELIEF	0.00	790.60-	0.00	748.94-
	Total STATE REVENUE	0.00	794.15-	0.00	751.49-
	Total INTERGOVERNMENTAL REVENU	0.00	794.15-	0.00	751.49-
MISCREVENUES	MISCELLANEOUS REVENUES				
404117-0000	OTH MISC-INSURANCE PROCEEDS	7,199.63-	15,153.31-	4,363.31-	8,084.03-
404190-0000	OTHER MISC REVENUES	89.63-	147,250.95-	0.00	0.00
	Total MISCELLANEOUS REVENUES	7,289.26-	162,404.26-	4,363.31-	8,084.03-
OTHRFINANSRC	OTHER FINANCING SOURCES				
405000-0000	SALE OF CAPTIAL ASSETS	0.00	0.00	0.00	3,175.00-
	Total OTHER FINANCING SOURCES	0.00	0.00	0.00	3,175.00-
	Total REVENUES	7,352.95-	492,708.24-	5,339.47-	348,075.38-
EXPENDITURES	EXPENDITURES				
SALARY&BEN	SALARIES AND EMPLOYEE BENEFITS				
SALARY&WAGES	SALARY AND WAGES				
500100-0000	REGULAR EMPLOYEES	13,828.09	105,325.23	12,390.11	93,086.48
	Total SALARY AND WAGES	13,828.09	105,325.23	12,390.11	93,086.48
EMPBENEFITS	EMPLOYEE BENEFITS				
500320-0000	OASDI	696.56	4,661.22	532.11	4,650.03
500330-0000	FICA/MEDICARE	162.90	1,090.16	124.45	1,087.52
500380-0000	UNEMPLOYMENT INSURANCE	202.22	618.94	154.48	319.57
500390-0000	WORKERS' COMP INSURANCE	0.00	8,125.59	0.00	5,000.00
	Total EMPLOYEE BENEFITS	1,061.68	14,495.91	811.04	11,057.12
	Total SALARIES AND EMPLOYEE BE	14,889.77	119,821.14	13,201.15	104,143.60
SERVSUPPLIES	SERVICES AND SUPPLIES				
501010-0000	CLOTHING & PERSONAL SUPPLIES	3,301.72	12,367.27	0.00	53.00
501020-0000	COMMUNICATIONS	432.59	2,609.59	18.43	40.73
501040-0000	HOUSEHOLD EXPENSE	105.15	1,225.76	357.20	2,873.34
501051-0000	INSURANCE-PUBLIC LIABILITY	0.00	5,000.00	0.00	5,000.00
501052-0000	INSURANCE-FIRE & EXTENDED	0.00	0.00	0.00	818.78
501053-0000	INSURANCE-OTHER	0.00	13,999.77	0.00	49.59
501070-0000	MAINTENANCE-EQUIPMENT	95.00	4,979.85	1,662.08	4,731.12
501071-0000	MAINTENANCE-BLDG IMPROVEMENT	0.00	998.94	0.00	345.97-
501080-0000	MED, DENTAL, & LAB SUPPLIES	0.00	484.21	0.00	1,992.34
501090-0000	MEMBERSHIPS	0.00	185.00	0.00	61.00
501100-0000	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	128.35
501102-0000	MISC EXP-CREDIT CARD SVC CHRGS	34.05	34.05	0.00	0.00

# Income Statement

GL293 Date 02/13/19  
Time 14:59

Company 1000 - YOLO COUNTY  
Income Statement  
For Period 7 Through 7 Ending January 31, 2019

USD

Page 2

Fiscal Year 2019

6223		6223		YOLOCOUNTY	
		W. PLAINFIELD FIRE DIST BAL SHT			
Account Nbr	Description	Period Amount	Year To Date	Last Year Period	Last Year To Date
SERVSUPPLIES	SERVICES AND SUPPLIES				
501110-0000	OFFICE EXPENSE	875.71	903.97	57.07-	299.35
501111-0000	OFFICE EXP-POSTAGE	0.00	20.58	0.00	0.00
501151-0000	PROF & SPEC SVC-AUDITG & ACCTG	0.00	0.00	0.00	6.93
501152-0000	PROF & SPEC SVC-INFO TECH SVC	0.00	0.00	0.00	1,930.35
501165-0000	PROF & SPEC SVC-OTHER	0.00	0.00	0.00	145.68
501190-0000	RENTS AND LEASES - EQUIPMENT	0.00	0.00	48.77	529.14
501205-0000	TRAINING	200.00	200.00	0.00	2,247.00
501210-0000	MINOR EQUIPMENT	8,122.15	24,317.71	0.00	9,956.71-
501250-0000	TRANSPORTATION AND TRAVEL	1,249.24	1,479.10	0.00	544.74-
501260-0000	UTILITIES	2,046.24	4,356.12	245.60	958.05
	Total SERVICES AND SUPPLIES	16,461.85	73,161.92	2,275.01	11,017.33
CAPITALASSET	CAPITAL ASSETS				
503070-0000	EQUIPMENT	15,439.60	66,824.77	0.00	1,118.11
503071-0000	EQUIPMENT-VEHICLE	0.00	0.00	0.00	46,919.51
	Total CAPITAL ASSETS	15,439.60	66,824.77	0.00	48,037.62
	Total EXPENDITURES	46,791.22	259,807.83	15,476.16	163,198.55
	Total NET FUND BALANCE	39,438.27	232,900.41-	10,136.69	184,876.83-

# GL Commitment Analysis Report

GL298 Date 02/13/19  
Time 15:05

Company 1000 YOLO COUNTY  
GL Commitment Analysis Report - Commitment Analysis  
Periods 1 - 12  
Year 2019

USD

Page 1

Acct Unit	62235327518060 WEST PLAINFIELD FIRE DIST OPER	Budget	1	Current	2018-19	Adopted	B
Account	Expenditures	Encumbrances	Commitments	Total	Budget	Budget	Balance
400100 0000	300,401.52-	0.00	0.00	300,401.52-	280,000.00-		20,401.52
PROP TAXES-CURRENT SECURED							
400101 0000	26,510.11-	0.00	0.00	26,510.11-	40,000.00-		13,489.89-
PROP TAXES-CURRENT UNSECURED							
400111 0000	182.40-	0.00	0.00	182.40-	600.00-		417.60-
PROP TAXES-PRIOR UNSECURED							
400121 0000	142.61-	0.00	0.00	142.61-	500.00-		357.39-
SUPPLEMENTAL PROP TAXES PRIOR							
400700 0000	2,273.19-	0.00	0.00	2,273.19-	500.00-		1,773.19
INVESTMENT EARNINGS-POOL							
401061 0000	3.55-	0.00	0.00	3.55-	0.00		3.55
ST-HIGHWAY PROPERTY RENTALS							
401240 0000	790.60-	0.00	0.00	790.60-	0.00		790.60
ST-HOMEOWNERS PROP TAX RELIEF							
404117 0000	15,153.31-	0.00	0.00	15,153.31-	0.00		15,153.31
OTH MISC-INSURANCE PROCEEDS							
404190 0000	147,250.95-	0.00	0.00	147,250.95-	0.00		147,250.95
OTHER MISC REVENUES							
500100 0000	105,325.23	0.00	0.00	105,325.23	150,156.00		44,830.77
REGULAR EMPLOYEES							
500110 0000	0.00	0.00	0.00	0.00	18,800.00		18,800.00
EXTRA HELP							
500120 0000	0.00	0.00	0.00	0.00	500.00		500.00
OVERTIME							
500160 0000	0.00	0.00	0.00	0.00	3,500.00		3,500.00
LEAVE BUYOUT							
500320 0000	4,661.22	0.00	0.00	4,661.22	11,000.00		6,338.78
OASDI							
500330 0000	1,090.16	0.00	0.00	1,090.16	2,500.00		1,409.84
FICA/MEDICARE							
500380 0000	618.94	0.00	0.00	618.94	2,000.00		1,381.06
UNEMPLOYMENT INSURANCE							
500390 0000	8,125.59	0.00	0.00	8,125.59	6,000.00		2,125.59-
WORKERS' COMP INSURANCE							
501010 0000	12,367.27	0.00	0.00	12,367.27	22,000.00		9,632.73
CLOTHING & PERSONAL SUPPLIES							
501020 0000	2,609.59	0.00	0.00	2,609.59	800.00		1,809.59-
COMMUNICATIONS							





Organization: West Plainfield Fire Protection District

Project: Refurbishment of Water Tender

Description	Estimated Cost
Chassis (Used)	\$60,000
Pump (New)	\$11,000
Existing Take Repairs	\$8,000
Remount Refurbished Tank and New Pump	\$9,000
Total	\$88,000

Agreement No. \_\_\_ - \_\_\_

**Grant Funding Agreement Between the County of Yolo  
and the West Plainfield Fire Protection District**

This Grant Funding Agreement, hereinafter referred to as "Agreement", is made this \_\_\_\_ day of \_\_\_\_\_ 2019, between the County of Yolo, hereinafter referred to as "COUNTY," and the West Plainfield Fire Protection District, hereinafter referred to as "GRANTEE".

**TERMS AND CONDITIONS**

1. GRANTEE Obligations. GRANTEE agrees to use the funding provided pursuant to this Agreement to refurbish a water tender for use in connection with its provision of fire protection services within the District. The specific features of the refurbished water tender pursuant to this Agreement are described more fully in **Exhibit A**, attached hereto and incorporated herein by this reference.

GRANTEE agrees that all funds provided by the COUNTY under this Agreement will be held by the GRANTEE and applied solely toward the direct cost of obtaining the equipment described above. To that end, the funds will be specifically earmarked and reserved for the acquisition and will not be made available or used for other GRANTEE functions or general agency purposes. COUNTY has determined that the funding provided by this Agreement will provide a public benefit through acquisition of the equipment described in Exhibit A, and any other use of said funding is prohibited.

2. COUNTY Obligations. COUNTY hereby agrees to provide funds to GRANTEE in an amount not to exceed \$88,000 for the purposes set forth in Section 1, above. Funding shall be provided as a single lump sum payment within 30 calendar days of the date of the full execution of this agreement.

3. Status of GRANTEE. GRANTEE and GRANTEE's contractors, subcontractors, and other vendors shall perform all services under this Agreement as independent contractors and not as employees, officers or agents of COUNTY.

4. Records. GRANTEE shall keep, and provide to COUNTY or its agents, upon request, accurate financial records (including invoices and published price lists on which this Agreement was based) necessary to enable COUNTY to review GRANTEE's performance of this Agreement. These records shall demonstrate the grant funding has been used for the purposes described in Section 1, above. GRANTEE shall maintain all such records for at least three years after the full completion of the work performed with funding provided pursuant to this Agreement.

5. General Terms and Conditions.

A. As between COUNTY and GRANTEE, GRANTEE is solely responsible for full and timely compliance with all local, state, and federal laws and regulations pertaining to

completion of the acquisition described above. This includes, but is not limited to, compliance with state prevailing wage laws. COUNTY's sole obligation under this Agreement is to provide funding to GRANTEE in the amount, time, and manner specified herein.

B. If for any reason the governing board of GRANTEE later determines that the GRANTEE is financially unable to proceed, or otherwise elects not to proceed, with the acquisition of the equipment described in Exhibit A, the GRANTEE will refund to the COUNTY all funding provided under this Agreement.

C. GRANTEE agrees to indemnify, defend, protect, hold harmless, and release COUNTY, its governing body, agents, officers and employees, from and against any and all claims, losses, proceedings, damages, causes of action, liability, costs, or expenses (including attorney's fees and witness costs) arising from or in connection with, or caused by any negligent act or omission or willful misconduct of GRANTEE in the performance of this Agreement.

D. No party to this Agreement shall assign or transfer any interest nor perform any duties or obligations, without the prior written consent of the other party, and any attempt by a party to so assign or transfer this Agreement or any rights, duties or obligations arising shall be void and of no effect.

E. The waiver by either party or any of its officers, agents or employees, or the failure of either party or its officers, agents or employees to take action with respect to any right conferred by, or any breach of any obligation or responsibility of this Agreement, will not be deemed to be a waiver of such obligation or responsibility, or subsequent breach of same, or of any terms, covenants or conditions of this Agreement.

F. The persons executing this Agreement on behalf of the parties affirmatively represent that each has the requisite legal authority to enter this Agreement on behalf of their respective party, and to bind their respective party to the terms and conditions of this Agreement. The persons executing this Agreement on behalf of their respective party understand that both parties are relying on these representations in entering into this Agreement.

G. This Agreement is not intended to, and will not be construed to, create any right on the part of a third party to bring an action to enforce any of its terms.

H. This Agreement may only be amended in writing executed by COUNTY and GRANTEE.

I. This Agreement shall be construed under and in accordance with the laws of the State of California. The construction and interpretation of this Agreement shall be governed by the laws of California with venue residing in Yolo County, except to the extent an issue may be governed by federal law.

J. This Agreement constitutes the entire agreement between the parties with respect to funding contributions and supersedes all prior negotiations, representations, or other agreements, whether written or oral. In the event of a dispute between the parties as to the

language of this Agreement or the construction or meaning of any term hereof, this Agreement will be deemed to have been drafted by the parties in equal parts so that no presumptions or inferences concerning its terms or interpretation may be construed against any party to this Agreement.

This Grant Agreement is hereby executed at \_\_\_\_\_, California on the day and year first above written.

WEST PLAINFIELD FIRE PROTECTION  
DISTRICT

COUNTY OF YOLO

\_\_\_\_\_  
James F. McMullen

\_\_\_\_\_  
Patrick Blacklock, County Administrator

Approved as to Form:

  
\_\_\_\_\_  
Philip J. Pogledich, County Counsel

**AGREEMENT NO. \_\_-\_\_**  
(Agreement for \_\_\_\_\_)

THIS MEMORANDUM OF UNDERSTANDING (“Agreement”) is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between the **County of Yolo**, a political subdivision of the State of California (“County”) and **West Plainfield Fire Protection District** (“District”).

**W I T N E S S E T H**

**WHEREAS**, West Plainfield Fire Protection District provides emergency services and fire prevention services within its district boundaries; and

**WHEREAS**, the Yolo County Airport is within District’s boundaries and receives emergency response services, fire prevention, and related services from District; and

**WHEREAS**, District requested financial support from County to assist with supporting its operations, which operations serve a public benefit; and

**WHEREAS**, County agrees to fund a 0.25 FTE Firefighter; and

**WHEREAS**, District understands that the County is relying upon these representations in entering into this Agreement.

**NOW, THEREFORE**, the County and the District agree as follows:

**I. EFFECTIVE DATE**

The term of this Agreement shall begin on the date first set forth in Article IX section A of this agreement.

**II. BASIC SERVICES**

District shall continue to furnish and perform emergency response and fire prevention services to the Yolo County Airport in a manner satisfactory to the County Administrative Officer or his/her written designee (“Administrator”). Fire prevention services include weed abatement inspections, hanger inspections, and business inspections provided to the airport or to airport customers on Yolo County Airport premises.

**III. ADDITIONAL SERVICES**

Intentionally left blank.

**IV. COMPENSATION AND REIMBURSEMENT OF EXPENSES**

**A.** For the services described in Paragraph I above, and subject to the condition that the services have been completed in a manner satisfactory to the Administrator or his/her designee, District shall be compensated as follows:

County shall reimburse District for actual personnel costs incurred up to the maximum amount of \$15,000 per fiscal year. District shall invoice based on actual personnel costs incurred. The amount payable by County is subject to the County, State of California, and United States appropriating and approving sufficient funds.

**B.** The compensation set forth above includes reimbursement for all expenses incurred by District in the performance of this Agreement.

## **V. METHOD OF PAYMENT**

**A.** Within thirty (30) days following the end of each December and June during the term of this Agreement, the District shall submit an invoice to County for the preceding six months detailing the services provided, the person providing the service, the total hours spent by such person as calculated to the one-tenth of an hour, and the rate per hour charged. If requested by the County, District shall provide any further documentation to verify the compensation and reimbursement sought by District.

**B.** Within fifteen (15) calendar days of the receipt of District's invoice, the Administrator shall either authorize payment or advise District in writing of any concerns that the Administrator has with the invoice and any need for further documentation.

**C.** Within thirty (30) calendar days of the Administrator's authorization for payment of an invoice, the County Auditor-Controller shall either issue the payment or advise District in writing that the County Auditor-Controller needs further documentation.

## **VI. OWNERSHIP OF DOCUMENTS AND WORK PRODUCTS**

All professional and technical documents and information developed under this Agreement, and all work products, including writings, work sheets, reports, and related data, materials, copyrights and all other rights and interests therein, shall remain the property of the District and shall be released to the County upon request by the County as may be allowed and/or required by law.

## **VII. RECORDS; ACCESS, RETENTION**

District shall retain and make available for review by the County and its designees all records, documents, and general correspondence relating to this Agreement as may be allowed and/or required by law and the services required and allowed hereunder for a period of not less than five (5) years after receipt of final payment or until all pending audits and proceedings are completed, whichever is later. District shall make such records available for inspection and copying by the County and its designees at any reasonable time.

## **VIII. DISPUTES**

Any dispute arising under this Agreement shall be decided by the County Administrator, or his/her designee, who shall put his or her decision in writing and mail a copy thereof to the address for the notice to District. The decision of the County Administrator shall be final.

## **IX. TERM AND TERMINATION**

**A.** The term of this Agreement shall begin on November 1, 2018, and automatically renew each fiscal year for up to five (5) years, not to exceed October 31, 2023, unless sooner terminated as hereinafter provided.

**B.** Should either party fail to substantially perform its obligations in accordance with this Agreement, the other party may notify the defaulting party of such default in writing and provide not less than thirty (30) days to cure the default. Such notice shall describe the default, and shall not be deemed a forfeiture or termination of this Agreement. If such default is not cured within said thirty-day period (or such longer period as is specified in the notice or agreed to by the parties), the party that gave notice of default may terminate this Agreement upon not less than fifteen (15) days advance written notice. The foregoing notwithstanding, neither party waives the right to recover damages against the other for breach of this Agreement.

**C.** This Agreement is subject to the County, the State of California and the United States appropriating and approving sufficient funds for the activities required of the District pursuant to this Agreement. If the County's adopted budget and/or its receipts from the State of California and the United States do not contain sufficient funds for this Agreement, the County may terminate this Agreement by giving thirty (30) days advance written notice thereof to the District, in which event the County shall have no obligation to pay the District any further funds or provide other consideration and the District shall have no obligation to provide any further services pursuant this Agreement. If the County terminates the Agreement pursuant to this subparagraph, the County will pay District in accordance with this Agreement for all services performed to the satisfaction of the Administrator before such termination and for which funds have appropriated as required by law.

**D.** This Agreement may be terminated for any reason or no reason by either party at any time during its term by giving thirty (30) days written notice to the other party.

**E.** If District, or any of its officers, agents, employees, or subcontractors becomes excluded, debarred or suspended from participation in Federally or State funded programs, the County may terminate this Agreement by giving thirty (30) days advance written notice thereof to the District.

**F.** Upon termination of this Agreement or suspension of work by either County or District, District shall be entitled to receive compensation for all services performed to the satisfaction of the Administrator before such termination and for which sufficient funds have been appropriated and approved by the County, State of California, and United States.

## **X. APPLICABLE LAWS**

**A.** In the performance of the services required by this Agreement, District shall comply with all applicable Federal, State, and County statutes, ordinances, regulations, directives and laws. This Agreement is also subject to any additional restrictions or conditions that may be imposed upon the County by the Federal or State government.

**B.** This Agreement shall be deemed to be executed within the State of California

and construed in accordance with and governed by the laws of the State of California. Any action or proceeding arising out of this Agreement shall be filed and resolved in a California State court located in Woodland, California.

## **XI. NON-DISCRIMINATION IN SERVICES AND BENEFITS**

District certifies that any service provided pursuant to this Agreement shall be without discrimination based on color, race, creed, national origin, religion, sex, age, sexual preferences, or physical or mental disability in accordance with all applicable Federal, State and County laws and regulations and any administrative directives established by the County Board of Supervisors or the County Administrative Officer. For the purpose of this Agreement, distinctions on the grounds of color, race, creed, national origin, religion, sex, age, sexual preferences, or physical or mental disability include but are not limited to the following: denying a participant any service or benefit which is different, or is provided in a different manner or at a different time from that provided to other participants under this Agreement; subjecting a participant to segregation or separate treatment in any way in the enjoyment or any advantage or privilege enjoyed by others receiving any service or benefit; treating a participant differently from others in determining whether the participant has satisfied any admission, enrollment quota, eligibility, membership, or other requirement or condition which individuals must meet in order to be provided any service or benefit; and the assignment of times or places for the provision of services.

## **XII. DISTRICT'S RESPONSIBILITIES**

**A.** District shall exercise all of the care and judgment consistent with good practices in the performance of the services required by this Agreement.

**B.** With the exception that this section shall in no event be construed to require indemnification by District to a greater extent than permitted under the public policy of the State of California, District shall indemnify, defend and hold harmless the County of Yolo, officers, agents, employees and volunteers from and against any and all claims, damages, demands, losses, defense costs, expenses (including attorney fees) and liability of any kind or nature arising out of or resulting from performance of the work, provided that any such claim, damage, demand, loss, cost, expense or liability is caused in whole or in part by any negligent or intentional act or omission of the District, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. District and/or any subcontractor's responsibility for such defense and indemnity obligations shall survive the termination or completion of this agreement for the full period of time allowed by law. The defense and indemnification obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this Agreement.

**C.** Any subcontractors must agree to be bound to District and the County of Yolo in the same manner and to the same extent as District is bound to the County of Yolo under this Agreement. All subcontractors must further agree to include the same requirements and provisions of this Agreement, including the indemnity and insurance requirements, with any sub-subcontractor to the extent they apply to the scope of the sub-subcontractor's work.

In providing any defense under this section, District shall use counsel of its choice.

### **XIII. WORKERS' COMPENSATION**

District shall provide workers' compensation coverage as required by State law, and prior to commencing services pursuant to this Agreement shall file the following statement with the County in a form substantially as set forth below.

#### **WORKERS' COMPENSATION CERTIFICATE**

I am aware of the provisions of Section 3700 of the Labor Code that require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing any services required by this Agreement.

The person executing this certificate on behalf of District affirmatively represents that she/he has the requisite legal authority to do so on behalf of District, both the person executing this Agreement on behalf of District and District understand that the County is relying on this representation in entering into this Agreement.

### **XIV. NOTICE**

**A.** All notices shall be deemed to have been given when made in writing and delivered or mailed to the respective representatives of County and District at their respective addresses as follows:

District: West Plainfield Fire Protection  
District Attn: President  
24901 County Road 95  
Davis CA 95616

County: County of Yolo  
County Administrator's Office  
Attn: Airport Manager  
625 Court Street, Room 202  
Woodland CA 95695

**B.** Any party may change the address to which such communications are to be given by providing the other parties with written notice of such change at least fifteen (15) calendar days prior to the effective date of the change.

**C.** All notices shall be effective upon receipt and shall be deemed received through delivery if personally served or served using facsimile machines, or on the fifth (5th) day following deposit in the mail if sent by first class mail.

### **XV. CONFLICT OF INTEREST**

**A.** District shall comply with the laws and regulations of the State of California and County regarding conflicts of interest, including, but not limited to, Article 4 of Chapter 1, Division 4, Title 1 of the California Government Code, commencing with

Section 1090, and Chapter 7 of Title 9 of said Code, commencing with Section 87100 including regulations promulgated by the California Fair Political Practices Commission.

**B.** District covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of District's obligations and responsibilities hereunder. District further covenants that in the performance of this Agreement, no person having any such interest shall be employed. This covenant shall remain in force until District completes performance of the services required of it under this Agreement.

**C.** District agrees that if any fact comes to its attention that raises any question as to the applicability of any conflict of interest law or regulation, District will immediately inform the County and provide all information needed for resolution of the question.

#### **XVI. COVENANT AGAINST CONTINGENT FEES**

District warrants that it has not employed or retained any company or person, other than a bona fide employee working for District, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making this agreement. For breach or violation of this warranty, the County shall have the right to annul this agreement without liability, or in its discretion to deduct from the agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

#### **XVII. AUDITS**

**A.** District shall be subject to examination and audit by the State or the County, or both, throughout the term of this Agreement and thereafter for a period of three years from the date that final payment is made pursuant to this Agreement. This does not preclude access to records by County, State, the Comptroller General of the United States, or any of their authorized representatives, as otherwise provided by this Agreement, the State contract, or State or Federal laws and regulations. District agrees that County and/or State has the right to review, obtain, and copy all records pertaining to the performance of this Agreement, and agrees to provide County and/or State with any and all relevant information requested as may be authorized or allowed by law.

**B.** Any and all books, records, and facilities maintained by District related to services provided under this Agreement may be audited, inspected and copied, as may be authorized or allowed by law, at any time during normal business hours. Unannounced visits may be made at the discretion of the County or State. Employees who might reasonably have information related to such records may be interviewed. All expenditures of State and federal funds furnished to District pursuant to this Agreement are subject to audit by County, State and/or Federal representatives. Such audits shall consider and build upon external independent audits performed pursuant to audit requirements of the Office of Management and Budget (OMB) Circular A-133 as described in Paragraph C below.

**C.** Should an Audit Report or any State or County audit determine that District has

misspent funds and been overpaid based on the requirements of this Agreement and applicable laws and regulations, County shall demand repayment from District in the amount of such audit findings and withhold any payment otherwise due under this Agreement until District repays such amount. District shall repay County such amount within sixty (60) days of the date of the County's demand for repayment. Should District fail to repay County within sixty (60) days of the date of County's demand for repayment, the County may offset the amount due from District against any amounts that would otherwise be due from the County to District pursuant to this Agreement or any other agreement or source.

**D.** Any failure or refusal by District to permit access to any facilities, books, records or other information required to be provided to the State &/or the County by this Agreement &/or the State contract shall constitute an express and immediate breach of this Agreement.

### **XVIII. ASSIGNMENT AND SUBCONTRACTS**

The services and obligations required of District under this Agreement are not assignable in whole or in part. If any portion of the services required of District are subcontracted, the subcontractor(s) shall maintain the same worker's compensation insurance as required of District by this Agreement and District shall be fully responsible to the County for all work undertaken by subcontractors.

### **XIX. STATUS OF DISTRICT**

**A.** It is understood and agreed by all the parties hereto that District is an independent contractor and that no relationship of employer-employee exists between the County and District. Neither District nor District's assigned personnel shall be entitled to any benefits payable to employees of the County. District hereby indemnifies and holds the County harmless from any and all claims that may be made against the County based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement or any services provided pursuant to this Agreement.

**B.** It is further understood and agreed by all the parties hereto that neither District nor District's assigned personnel shall have any right to act on behalf of the County in any capacity whatsoever as an agent or to bind the County to any obligation whatsoever.

**C.** It is further understood and agreed by all the parties hereto that District must issue any and all forms required by Federal and State laws for income and employment tax purposes, including W-2 and 941 forms, for all of District's assigned personnel.

### **XX. AMENDMENT**

This Agreement may be amended only by written instrument signed by the County and District.

### **XXI. WAIVER**

The waiver by the County or any of its officers, agents or employees or the failure of the County or its officers, agents or employees to take action with respect to any right conferred

by, or any breach of any obligation or responsibility of this Agreement shall not be deemed to be a waiver of such obligation or responsibility, or subsequent breach of same, or of any terms, covenants or conditions of this Agreement.

## **XXII. AUTHORIZED REPRESENTATIVE**

The person executing this Agreement on behalf of District affirmatively represents that she/he has the requisite legal authority to enter into this Agreement on behalf of District and to bind District to the terms and conditions of this Agreement. Both the person executing this Agreement on behalf of District and District understand that the County is relying on this representation in entering into this Agreement.

## **XXIII. PUBLIC RECORDS ACT**

Upon its execution, this Agreement (including all exhibits and attachments) shall be subject to disclosure pursuant to the California Public Records Act.

## **XXIV. ADDITIONAL PROVISIONS**

**A.** Where there is a doubt as to whether a provision of this document is a covenant or a condition, the provision shall carry the legal effect of both. Should either the County or District choose to excuse any given failure of County or District to meet any given condition, covenant or obligation (whether precedent or subsequent), that decision will not be, or have the legal effect of, a waiver of the legal effect in subsequent circumstances of either that condition, covenant or obligation or any other found in this document. All conditions, covenants and obligations continue to apply no matter how often County or District may choose to excuse a failure to perform them.

**B.** Except where specifically stated otherwise in this document, the promises in this document benefit the County and District only. They are not intended to, nor shall they be interpreted or applied to, give any enforcement rights to any other persons (including corporate) which might be affected by the performance or non-performance of this Agreement, nor do the parties hereto intend to convey to anyone any "legitimate claim of entitlement" with the meaning and rights that phrase has been given by case law.

**C.** This Agreement is not intended to, and shall not be construed to, create any right on the part of a third party to bring an action to enforce any of its terms.

**D.** District is solely responsible for full and timely compliance with all local, state, and federal laws and regulations pertaining to completion of the services described herein. County's sole obligation under this Agreement is to provide funding to District in the amount, time, and manner specified herein.

**E.** For purposes of this Agreement, "fiscal year" shall mean the period commencing on July 1 and ending on June 30.

## **XXV. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the County and District and supersedes all prior negotiations, representations, or agreements, whether written or oral. In the

event of a dispute between the parties as to the language of this Agreement or the construction or meaning of any term hereof, this Agreement shall be deemed to have been drafted by the parties in equal parts so that no presumptions or inferences concerning its terms or interpretation may be construed against any party to this Agreement.

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the day and year first set forth above.

**DISTRICT**

**COUNTY OF YOLO**

By:

\_\_\_\_\_

By: \_\_\_\_\_

Patrick Blacklock  
County Administrator

Approved as to Form:  
Philip J. Pogledich, County Counsel

By:

\_\_\_\_\_  
Carrie Scarlata, Assistant County Counsel

# West Plainfield Fire Department

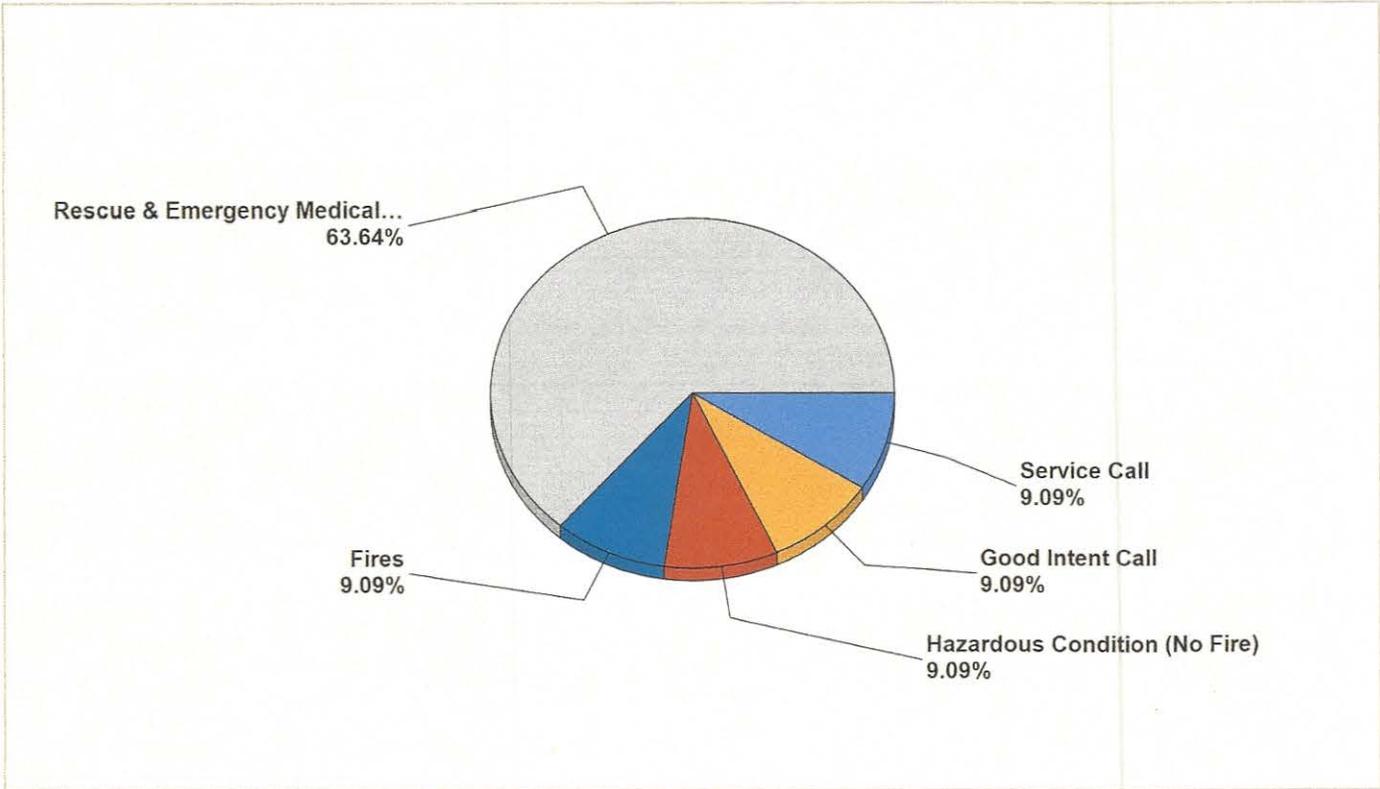
Davis, CA

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2019 | End Date: 01/31/2019



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	9.09%
Rescue & Emergency Medical Service	7	63.64%
Hazardous Condition (No Fire)	1	9.09%
Service Call	1	9.09%
Good Intent Call	1	9.09%
<b>TOTAL</b>	<b>11</b>	<b>100.00%</b>

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.



**Detailed Breakdown by Incident Type**

<b>INCIDENT TYPE</b>	<b># INCIDENTS</b>	<b>% of TOTAL</b>
111 - Building fire	1	9.09%
321 - EMS call, excluding vehicle accident with injury	2	18.18%
322 - Motor vehicle accident with injuries	2	18.18%
324 - Motor vehicle accident with no injuries.	3	27.27%
400 - Hazardous condition, other	1	9.09%
561 - Unauthorized burning	1	9.09%
631 - Authorized controlled burning	1	9.09%
<b>TOTAL INCIDENTS:</b>	<b>11</b>	<b>100.00%</b>

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.



# West Plainfield Fire Department

Davis, CA

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## Incident Type Count per Station for Date Range

Start Date: 01/01/2019 | End Date: 01/31/2019

INCIDENT TYPE	# INCIDENTS
<b>Station: 30 - WPL STATION 30</b>	
111 - Building fire	1
321 - EMS call, excluding vehicle accident with injury	2
322 - Motor vehicle accident with injuries	2
324 - Motor vehicle accident with no injuries.	3
400 - Hazardous condition, other	1
561 - Unauthorized burning	1
631 - Authorized controlled burning	1
<b># Incidents for 30 - WPL Station 30:</b>	<b>11</b>

Only REVIEWED incidents included.



# West Plainfield Fire Department

Davis, CA

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## Incident Statistics

Start Date: 01/01/2019 | End Date: 01/31/2019

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		7	
FIRE		4	
<b>TOTAL</b>		<b>11</b>	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
E30	0	0	1
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>1</b>
PRE-INCIDENT VALUE		LOSSES	
\$0.00		\$0.00	
CO CHECKS			
<b>TOTAL</b>			
MUTUAL AID			
Aid Type			Total
Aid Given			3
Aid Received			1
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
0		NaN	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS		FIRE
WPL Station 30	0:06:44		0:06:32
<b>AVERAGE FOR ALL CALLS</b>			<b>0:06:41</b>
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS		FIRE
WPL Station 30	0:02:10		0:02:08
<b>AVERAGE FOR ALL CALLS</b>			<b>0:02:10</b>
AGENCY	AVERAGE TIME ON SCENE (MM:SS)		
West Plainfield Fire Department	33:25		

Only Reviewed Incidents included. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = # of PCR with disposition "Treated, Transported by EMS". # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate.



# West Plainfield Fire Department

Davis, CA

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## Total Incidents per Personnel for Date Range

Personnel: Beoshanz, Garret; Beoshanz, Marc; Boswell, Dean; Bravo, Geoffrey Scott; DeBonis, Nick M and 20 more | Sort By: Personnel | Start Date: 01/01/2019 | End Date: 01/31/2019

PERSONNEL	COUNT	PERCENTAGE
<u>Beoshanz, Garret</u>	9	81.82 %
<u>Beoshanz, Marc</u>	10	90.91 %
<u>Boswell, Dean</u>	3	27.27 %
<u>Bravo, Geoffrey Scott</u>	8	72.73 %
<u>DeBonis, Nick M</u>	2	18.18 %
<u>Defty, Jonathan</u>	1	9.09 %
<u>Fish, Patrick</u>	3	27.27 %
<u>Heins, William T</u>	2	18.18 %
<u>Kane, Nathan B</u>	4	36.36 %
<u>Maggenti, Peter A</u>	4	36.36 %
<u>Martin, Ernesto</u>	1	9.09 %
<u>Rita, Cherie</u>	5	45.45 %
<u>Schlosser, Frank</u>	2	18.18 %
<u>Sheehan, Steven</u>	4	36.36 %
<u>Sinclair, Katelyn N</u>	2	18.18 %
<u>Stiles, David</u>	4	36.36 %
<u>Stiles, Tom</u>	7	63.64 %
<u>Warland, Anna Bay</u>	1	9.09 %
<b>Sum of Individual Responses</b>	<b>72</b>	
<b>Total Incidents for Date Range</b>	<b>11</b>	

Includes incidents where personnel responded to on or off an apparatus. Only REVIEWED incidents included.



# **West Plainfield Fire Protection District**

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

## **Minutes – January 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 acting President Jim Yeager. Present were:

Commissioners: Jim Yeager, Ed Beoshanz, Charles Hjerpe and Richard Guarino  
Staff: Chief Cherie Rita, Assistant Chief Bill Heins, Clerk Sharon Grafton

### **2. REVIEW DISCUSSION OF BILLS**

- a. Approve payment of bills.

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

**To approve the bills in the amount of \$20,318.50.**

**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. Financial Analysis Report  
Nothing to report
  - ii. Landscaping/Fencing  
Nothing to report. Acting President Yeager asked that the Committee work on setting a meeting with the volunteers soon as the landscaping is going to need done soon.

### **5. FINANCIALS**

- a. Deposits  
Total deposits of \$1,743.74.
- b. Financial Reports  
Wrong reports were run. No discussion

### **6. NEW BUSINESS**

- a. Discussion/Action – Regarding Name Tags, Gavel and Podium  
Assistant Chie Heins stated that he had made a gavel which was in use at the meeting, a podium is available which is used for training and the only item was the name tags. Discussion by the Board determined that it would be at a minimal cost to have the “table top” name tags ordered. Therefore, by consensus it was agreed to have staff order “table top” name tags.

**7. OLD BUSINESS**

a. Fire District Website Update

Assistant Chief Heins updated the Board on the progress. He stated that it is currently 95% complete. Assistant Chief Heins stated that he would work on training staff and the clerk on how to upload agendas, minutes and board packets to the site. It should be live within the next 30 days.

b. Fire State Door Repair Update

Assistant Chief Heins informed the Board that he is still working on getting a structural engineer out to come out. He stated that he has noticed that the concrete outside the station door is starting to sink and he will keep an eye on that.

**8. CHIEF'S REPORT**

Chief Rita informed the Board of a few items

- Firefighter Mikkelsen has agreed to be the Training Officer effective January 1.
- Yolo County Fire Districts have been asked to participate in Office Corona's service, Friday, January 18<sup>th</sup> at 11:00am at the Activities and Recreation Center (ARC) at UC Davis. Our department has been asked to put a fire apparatus on the overpass at County Road 97 and Hwy 113. They have also asked us to put another fire apparatus on the overpass of County Road 95A and Hwy 113 if we have the manpower. There will be fire apparatus on all overpasses between Davis up to Interstate 5. They are trying to get fire apparatus all along Interstate 5 to Colusa County but they are working on those details.
- Proposition 172 money update. There was a Chiefs meeting last week but there was not much of an update. Sounds like they have moved from an equal division to a division by district with a pool of money set aside for training. They are working on setting up a meeting.
- Captain Rita had a non-work-related injury and will be in surgery February 6<sup>th</sup>. He is expected to be out for approximately 6 months.

**9. ASSISTANT CHIEF REPORT**

Assistant Chief Heins informed the Board of a few items.

- AC Heins reported that he had contact the Yolo County about repurposing the \$88,000 Grant money. They have said they will get back to us with paperwork.
- Lt. Delgadillo is recovering from surgery and will be starting physical therapy.
- AC Heins stated that he found out that the County had not paid the bills for November yet and will be contacting them to find out why.
- Newest brush rig is now on service as of last week.

**10. VOLUNTEER ACTIVITIES REPORT**

Nothing specific to report except the Pancake Breakfast is schedule for the 1<sup>st</sup> Sunday in March (March 3<sup>rd</sup>).

**11. COMMITTEE REPORTS**

a. Standing Committees

- i. Benefits Committee Report (Hjerpe, Guarino)– No meeting, no report.
- ii. Budget Committee Report (Yeager, Hjerpe) – No meeting, no report.
- iii. Personnel Committee Report (Hjerpe, Guarino) – No meeting, no report.

- iv. District Funding and Development Committee (Beoshanz, Yeager)
  - a. Discussion/Action - .25 FE Grant – Revised Agreement.  
AC Heins stated that at the last meeting there was discussion on concerns with the working in the agreement. He worked with Chief Rita and they came up with changes that they would like to send to the County.

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

**To approve the new wording and adopt the agreement as amended.**

**Passed:** Unanimously

- b. Ad Hoc Committees
  - i. Incident Analysis and Reporting Committee (Beoshanz, Hjerpe)
    - a. Discussion/Action – Incident, etc. Reports  
AC Heins included several reports for review in the packet. It had been decided some time ago to have the Board receive reports as in the past. Emergency Reports software was purchased to run reports. Discussion on the reports found that there were 4 reports the Board would like to have each month. They are:
      1. Incident Statistics
      2. Incident Type County per Station
      3. Detailed Breakdown by Incident Type
      4. Total Incidents per PersonnelBy consensus it was agreed that these reports would be run monthly and there would be a more comprehensive annual report.
  - ii. BIHS/Sacred Oaks Committee (McMullen, Guarino) – No meeting, no report
  - iii. County road 31 and County Road 96 Safety Committee – Commissioner Beoshanz voiced his concerns over the lighting at the intersection. Have not heard back from County.

12. **TRAINING LIASION REPORT**  
Nothing new to report.

13. **FIRE PREVENTION LIASION REPORT**  
No updates.

14. **MAJOR EQUIPMENT LIASION REPORT**  
Nothing new to report

15. **MINUTES**

- a. Approval of December 18, 2018 Board Meeting Minutes.  
Minor correction needed on page one.

**Move to approve minutes with corrections.**

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

**Passed:** Unanimously

16. **CLERKS' REPORT**  
Nothing new to report.

17. **OPEN FORUM**  
None

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

Meeting adjourned 8:23 pm

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President

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Clerk