

**West Plainfield Fire Protection District**

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

**Minutes – May 15, 2018  
West Plainfield Fire Protection District Board of Commissioners**

**1. CALL TO ORDER**

The meeting was called to order at 7:05 pm by President McMullen. Present were:

Commissioners: Ed Beoshanz, Jim Yeager, Charles Hjerpe and James McMullen  
Staff: Chief Cherie Rita, Assistant Chief Bill Heins, Assistant Chief Dave Stiles  
Lt. Tom Stiles and Clerk Sharon Grafton  
Absent: Commissioner Guarino

**2. REVIEW DISCUSSION OF BILLS**

a. Approve payment of bills.

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

**To approve the bills in the amount of \$2,333.59**

**Passed:** Unanimously

**3. PUBLIC COMMENT**

None

**3. LILLARD HALL**

- a. Lillard Hall Business  
Nothing to report
- 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

**5. FINANCIALS**

- a. Deposits  
Clerk Grafton confirmed that there were 2 deposits this month, each in the amount of \$1,031.33 for a total of \$2062.66
- b. Financial Reports  
None to report
- c. Proposal to prepare Specials Districts Financial Transactions Report  
Clerk Grafton informed the Board that she had received a proposal from Mark Krummenacker to prepare our Specials Districts Financial Transactions Report for RYE 6/30/18 for a total of \$150. Clerk Grafton asked for a motion to accept if they agree.

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

**To accept the proposal for Mark Krummenacker to prepare the  
Financial Transaction Report for \$150.00.**

**Passed:** Unanimously

**6. NEW BUSINESS**

a. Assembly Bill 2089

This bill is in regard to background checks and after some discussion it was felt that the new changes to this bill were not as strict as originally worded and it was felt that we are in compliance with the law and will continue our current practices. FDAC continues to watch this bill and it was felt that we should also continue to watch this process.

b. Discussion / Action – Fire District Website

Assistant Chief Heins reminded the board that after the first of the year we will be required to have our minutes and agendas available online and searchable. With that discussion he suggested that the District have a separate website from the Volunteers for this reason.

By consensus it was agreed to have staff continue research on website developers.

c. Discussion / Action – Long Term Modified Position

Assistant Chief Heins updated the Board on the employee that had been on leave and stated that he would not be able to return to full duty as he cannot be around smoke. He would be able to continue to work in a modified capacity as administrative staff but there would need to be a new position developed for this type of work. Assistant Chief Heins suggested this be given to the Personnel Committee for discussion and recommendations and based on their recommendations forward this to the Budget Committee.

President McMullen stated that he would like to see this issue expedited and to have a special meeting of the Board if needed.

President McMullen sent this issue to the Personnel Committee per the recommendation of Assistant Chief Heins and Chief Rita and asked that they make recommendations regarding this issue. If the recommendations are positive he asked that their recommendations be given to the Budget Committee for consideration and recommendations to the Board. If the recommendations are negative, he asked that the Commissions contact him to discuss. Either way, once recommendations are made by both Committees, President McMullen would like to be notified so that he can contact Clerk Grafton to set a Special Meeting of the Board for review.

d. Discussion / Action – Identify / Begin Process to Hire Permanent Full-Time

All agreed that since the employee on leave would not be able to come back to work at full duty, there needs to be a full-time Firefighter/Staff to replace that open position. By consensus it was agreed to have Assistant Chief Heins and Chief Rita move ahead with the hiring process.

- e. Discussion / Action – Grant Award from Yocha Dehe Wintun Nation for the purchase of a Brush Truck  
Assistant Chief Heins had included the award notification from Yocha Dehe Wintun Nation and explained that the District had been awarded \$147,000.00 to support the purchase of a new Brush Truck.

Assistant Chief Heins stated that he felt there should be a ceremonial type of acceptance next month and to invite members of the press to attend in order to give Yocha Dehe Wintun Nation recognition of the Grant.

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

**To accept the donation of the grant for \$147,000.00 from Yocha Dehe Wintun Nation for the purchase of a Brush Truck.**

President McMullen asked that the Clerk take a roll call for vote.

Commissioner Hjerpe - Yes  
Commissioner Yeager – Yes  
Commissioner Beoshanz – Yes  
Commissioner Guarino – Absent  
Commissioner McMullen – Yes

**Passed:** Majority  
4 yes

President McMullen asked that this be moved ahead as fast a possible to show our recognition of Yocha Dehe Wintun Nation and by consensus it was agreed that the Brush Truck will show on the outside “Donated by Yocho Dehe Wintun Nation”

## 7. OLD BUSINESS

- a. Traffic Issues on 96

A letter was sent out to the Public Works Superintendent, Ed Medina by President McMullen. President McMullen updated the Board on his progress.

He stated that he had a good conversation with Mr. Medina and he was very responsive. The following have come from those discussions:

- Will trim shrubs on 96 hindering signed south of 31.
- Sending notices to homeowners regarding vegetation close to the road and blocking view.
- Conducting an engineering study for speed.

- b. Possible training – Cabin on corner of County Road 27 and 96

Assistant Chief Heins stated that the owners of a Cabin on the corner of CR 27 and 96 had approached Willow Oak Fire District to use this cabin as a training exercise for the fire fighters. Willow Oak Fire District then contacted West Plainfield Fire Protection District to see if they could set up a join training with this cabin. Assistant Chief Heins stated he is waiting to hear for Willow Oak on next steps and felt this could be removed from the agenda.

Commissioner Yeager stated that he understood that the Building Department charged fees for these types of demolition burns. Chief Rita stated that the

Building Department has now waived the fees for these types of permits up to 6 times a year.

**8. CHIEF'S REPORT**

Chief Rita informed the Board of a few items.

- The County Chiefs meeting was held at the PG&E Training Facility in Winters and they were able to have a tour of the facility. They have a driving blacktop that they said could be used for driving training if needed.
- Yolo Chiefs have brought back the Fire Fighter Training Officers and they are up and running. Training has begun and we sent 5 to the training burn that was just held.

**9. ASSISTANT CHIEF REPORT**

Assistant Chief Heins informed the Board that he only had one item and that was that the other staff member that was out is now back to work full time with no restrictions.

**10. VOLUNTEER ACTIVITIES REPORT**

President Patrick Fish was not present. Assistant Chief David Stiles stated that they were gearing up for the beer booth at the County Fair this coming August.

**11. COMMITTEE REPORTS**

a. Standing Committees

i. Benefits Committee Report (Hjerpe, Guarino)

1. Draft Committee Meeting Minutes – May 1, 2018

This meeting was in regard to pay scales.

2. Discussion / Action Items – Recommendations by Committee

There were several recommendations made to the board in regard to a pay increase for the Clerk as well as pay scales as set out in the meeting minutes.

President McMullen asked if these recommendations had been reviewed by the Budget Committee. Chief Rita stated that they are currently in the process of updating the budget but they should not be an issue.

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

**To tentatively approve the Benefits Committee minutes with recommendations and sent to the Budget Committee for agreement and bring back to the next meeting.**

**Passed:** Unanimously

ii. Budget Committee Report (Yeager, Hjerpe)

1. Discussion / Action – Budget Adjustment - \$15,000 from Acct 89-9900 to Acct 500100

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

**To approve moving \$13,000 from Acct 89-9900 to Acct 500100.**

Chief Rita suggest that the President ask for a roll call as this was a large financial transaction. President McMullen asked that the Clerk take a roll call for vote.

Commissioner Hjerpe - Yes  
Commissioner Yeager – Yes  
Commissioner Beoshanz – Yes  
Commissioner Guarino – Absent  
Commissioner McMullen – Yes  
**Passed:** Majority  
4 yes

- iii. Personnel Committee Report (Hjerpe, Guarino)  
No meeting, no report.
- iv. Extended Coverage/Resident Firefighter Program Committee (Beoshanz, Yeager)  
No meeting, no report.

b. Ad Hoc Committees

- i. Policy Review Committee (Beoshanz, Guarino)– No meeting, no report.
- ii. Monument Committee (Beoshanz, Yeager)  
Commissioner Beoshanz stated that there still needs to be an electrician out to move the electrical. Commissioner Yeager had given recommendations on the wording to Chief Rita to run by the volunteers for approval but she stated she had not been able to do that yet but would bring the wording back to the Board at the next meeting for approval.
- iii. Airport Service District Funding Committee  
It was decided that this Committee was set up to discussion and research requirements to set up a Service District. It was agreed that the work “Funding” be removed from the title.

Commissioner Yeager stated that he thought it was in regard to funding and therefore would set up a meeting for this discussion.

**12. BUREAU OF INDIAN HEALTH SERVICE (BIHS) LIASION REPORT**

President McMullen stated that this is still moving forward. There has been a well dug but they are still in litigation with the county over the Environmental Impact Study. He stated that they have stated they will come up with money for more Firefighter personnel once they are up and running.

**13. TRAINING LIASION REPORT**

Chief Rita stated that the Fire Operations Animal Rescue Training has been rescheduled to September. She will research the dates and bring back to the next meeting.

**14. FIRE PREVENTION LIASION REPORT**

Weed abatement is still ongoing with Assistant Chief Heins inspecting the district.

**15. MAJOR EQUIPMENT LIASION REPORT**

Nothing new to report.

16. **MINUTES**

- a. Approval of April 17, 2018 Board Meeting Minutes.  
There was one correction on page 2 of the minutes in regard to the F550.

**Move to approve minutes as corrected.**

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

**Passed: Unanimously**

18. **CLERKS' REPORT**

Nothing new to report.

19. **OPEN FORUM**

Nothing new.

20. **CALENDAR**

The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday June 19th, 2018. There may be a special meeting for the recognition of Yocha Dehe Wintun Nation prior to that date.

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

**To adjourn,**

**Passed: Unanimously**

Meeting adjourned 8:33pm

  
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President

  
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Clerk