

West Plainfield Fire Protection District

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

Minutes – August 21, 2018 West Plainfield Fire Protection District Board of Commissioners

1. CALL TO ORDER

The meeting was called to order at 7:00 pm by President McMullen Present were:

Commissioners: James McMullen, Ed Beoshanz, Jim Yeager, Charles Hjerpe and Richard Guarino (7:10pm)
Staff: Chief Cherie Rita, Assistant Chief Bill Heins, Clerk Sharon Grafton

President McMullen suggested the bills be moved to after item 4 in order to give all commissioners time to review the bills.

3. PUBLIC COMMENT

None

4. LILLARD HALL

a. Lillard Hall Business
None

b. Lillard Hall Report
It was noted that the canine academy had rented the hall many times in the recent weeks which has brought in revenue to the hall.

c. Lillard hall Committee Report Ad Hoc
i. Financial Analysis Report
Nothing to report
ii. Landscaping/Fencing
Nothing to report.

2. REVIEW DISCUSSION OF BILLS (taken out of order)

a. Approve payment of bills.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To approve the bills in the amount of \$17,309.63.

Passed: Unanimously

5. FINANCIALS

a. Deposits
Total of 2 deposit: \$2,447.99 and \$3,093.98.

b. Financial Reports
Financial reports were not available.

6. **NEW BUSINESS**

- a. County Road 31 and County Road 96 Safety Concerns
There was a discussion as to the continued concerns over the intersection of County Road 31 and 96. President McMullen suggested we invite the Superintendent of Public Works, Ed Medina, to attend our Board of Commissioners meeting so that concerns can be addressed. It was suggested by Commissioner Guarino, that we take a more conversational approach by calling Mr. Medina and asking to meet to discussing our concerns first. President McMullen suggested that there be an Ad Hoc Committee formed to address these concerns with Public Works. The Committee labeled the County Road Issues Committee, consists of Ed Beoshanz and Charlie Hjerpe. They will bring back an update at the next meeting.

7. **OLD BUSINESS**

- a. Fire District Website
AC Heins reported to the Board that he has not had time to contact Special Districts to see what the cost of joining would be and what the benefits other than website hosting would be available as a member. He asked that this be moved to next meeting.

8. **CHIEF'S REPORT**

Chief Rita informed the Board that she had no new items at this time. Most items would be covered under the Assistant Chief's Report.

President McMullen asked if the station was still standing down on mutual aid calls. Chief Rita stated that with staffing as it is, the decision remains to stand down until new staff is hired. She stated that we should be ready to participate in mutual aid calls once staff is hired in about 3 weeks.

9. **ASSISTANT CHIEF REPORT**

Assistant Chief Heins informed the board of a few items.

- Staffing
Mike Medina has finished his 4850 time but is staying on one day a week for 10 weeks until someone is hired to replace him. He is no longer an officer but a firefighter on restricted duty. At the end of this time, Mike Medina will be fully retired. The other full-time employee was injured and requires surgery. He is on restricted duty at 5 days a week for 4 hours a day. Tom Stiles was filling in until August 6th when he was hired by Willow Oak. Assistant Chief Heins informed the Commissioners that currently he is filling in the shifts working 5 days a week at 8 hours (8am – 4pm)

Chief Rita will send an email to the Fire Chiefs to get word out again to see if there is more interest in the position. Assistant Chief Heins stated that he is finalizing the oral questions and will be setting up a meeting with the Personnel Committee to finalize.

President McMullen suggested that rather than just fill the one full time at will position that the department consider hiring a temporary position until the other full-time position is back to full time. Basically, the department is down 2 full time positions at this time.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To hire one regular, full time at will employee and one temporary employee with the same qualifications.

Passed: Unanimously

President McMullen suggested that Assistant Chief Heins put an ad in the CSFA magazine.

- **Security Cameras**
Assistant Chief Heins informed the Board that there are currently 4 of the 5 security cameras up and running inside the station. He stated he had sent out an email to everyone notifying them they were installed. They run on an uninterrupted power in a cage in the weight room and store 3 weeks of tape. They are set up for both motion and constant with Chief Rita, Assistant Chief Heins and Volunteer President Fish as the only ones that can review the tapes. They are for the safe guarding the equipment in the station as well as keeping staff safe.

Recording are kept 2 ½ to 3 weeks and then are recorded over. Chief Rita stated they are not reviewed unless necessary.

- Assistant Chief Heins stated that he had completed the draft of the Business Inspection Form for review and approval and would set up a meeting with the Fire Prevention Liaison shortly.

10. VOLUNTEER ACTIVITIES REPORT

Chief Rita informed the Board that the annual fundraiser at the Yolo County Fair was a success this year selling 58 kegs which is up from 47 last year. They anticipate \$20,000 in profit. She also informed the Board that the new Combi tool arrived and it is in Brush 30. That makes a total of 2 in use.

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. Extended Coverage/Resident Firefighter Program Committee (Beoshanz, Yeager) – Commissioner Yeager stated that this is still moving forward. The Committee is waiting to hear back from 2 grants that were put out to the county but haven't heard anything yet. Yocha Dehe Winton Nation mailed a check, which was received, for the purchase of a Brush Truck/Fire Apparatus in the amount of \$147,000 to be deposited. Commissioner Yeager stated that Duane Chamberlain was key in getting us this money.

Commissioner Yeager stated that he would like to plan a ceremony and press release thanking the tribe for their contributions to the station. Possibly a dinner that he Volunteers could be a part of and invite Chamberlain, Yocha Dehe and the press.

It was agreed that this would be discussed with the Volunteers and be brought back to the board for a suggestion on when to have the event.

- b. Ad Hoc Committees
 - i. Policy Review Committee (Beoshanz, Guarino)– No meeting, no report. It was noted that this committee had completed their function and was dismissed. President McMullen thanks Commissioners Beoshanz and Guarino for their hard work.
 - ii. Monument Committee (Beoshanz, Yeager) – Commissioner Beoshanz stated that the Monument has been completed and the plaque mounted and now he would like to have a dedication ceremony with press. After discussion, it was decided that there would be a picture taken on Monday September 10th during drill with a couple commissioners and volunteers and it would be sent to the papers with a write up regarding the dedication. By consensus, it was agreed that the Committee would coordinate when to have the picture, and report back to the Board. Commissioner Yeager suggested that some historical research be done prior to that.
 - iii. Airport Service District Funding Committee (Yeager/Hjerpe) – No meeting, no report.
 - iv. Incident Analysis and Reporting Committee (Beoshanz, Hjerpe)- No meeting, no report. Commissioner Beoshanz was reminded that the committee was to determine what types of reports they would like to see included in the Board Packets. Assistant Chief Heins stated that he would work on setting up a meeting.

It was also noted that there was an Ad Hoc Committee that had been left off of the agenda. The Committee missing is the Funding Committee (Hjerpe, Yeager) which will be added to the next agenda.

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

Commissioner McMullen informed the Board that he is working on setting up a meeting with them, Chief Rita, Assistant Chief Heins and himself. They have agreed to meet and discuss the coverage of the facility. He asked if anyone would like to attend a meeting. Commissioner McMullen felt this would be a great opportunity to discuss with them the 24/7 staffing.

13. TRAINING LIASION REPORT

Nothing new to report.

14. FIRE PREVENTION LIASION REPORT

Commissioner McMullen stated that this was covered under the Assistant Chief report. He will be working with Assistant Chief Heins on the Business Inspection Form before the next meeting.

15. MAJOR EQUIPMENT LIASION REPORT

Nothing new to report.

16. MINUTES

- a. Approval of June 21, 2018 Board Meeting Minutes.

Move to approve minutes as corrected.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

Passed: Unanimously

17. **CLERKS' REPORT**

Nothing to report.

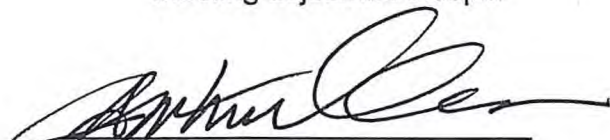
19. **OPEN FORUM**

Commissioner McMullen asked why the landscaping was looking dead. Assistant Chief Heins stated that during the drought they had been directed to not water and they are continuing with that direction. Assistant Chief Heins reminded the Board that this was a Board decision. Assistant Chief Heins also informed the Board that the mower had had some issues and so they were behind on mowing the lawn but will get that done this week.

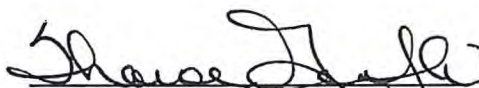
20. **CALENDAR**

The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday September 18, 2018. President McMullen stated that he would not be able to attend and confirmed there would be a quorum.

Meeting adjourned 8:30pm



President



Clerk