

West Plainfield Fire Protection District

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

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

1. CALL TO ORDER

The meeting was called to order at 7:06 pm by Chair Beoshanz. Present were:

Commissioners: Commissioners Beoshanz, Yeager, Hjerpe and Guarino
Absent: Commissioner McMullen
Staff: Chief Cherie Rita, Battalion Chief Bill Heins

2. PUBLIC COMMENT

Battalion Chief Heins introduced a new firefighter recruit. She lives in the district on County Road 95.

3. FINANCIALS

- a. Approve Payment of Bills

Motion by: Commissioner Yeager
2nd: Commissioner Guarino

To approve payment of all bills totaling \$5,915.33.

Passed: Unanimously

- b. Trial Balance
c. Departmental Budget Status Report
d. Departmental Revenue Status Report

January Financials were received from the County but are no longer separated as stated above. No action needed as the Financials from February still have not been received.

4. NEW BUSINESS

- a. Introduction of New Volunteer
This was covered under Public Comment.
- b. Discussion/Action for work on apparatus bay doors.
Battalion Chief Heins stated that he had received 2 bids for changing one of the apparatus doors, repair on one and servicing. One bid was for \$2,600 from RW Garage Door and the other from Woodland was \$2796. He also stated that he had been working with Jo at the Hall with the same contractors to install insulated doors at the Hall.

Commissioner Yeager stated that he felt this should be tabled and looks at both the Station and the Hall bids and have the same contractor do both jobs. This will be added to next months agenda and Battalion Chief Heins was directed to contact both contractors to see if they will honor their bids until the end of April.

- c. Discussion/Action on FAA required obstruction lighting for Lillard Hall and Fire Station siren tower.

Battalion Chief Heins stated that the had received a letter from the County requesting clearance lights on the Hall and the siren tower lights need to be working.

There was some discussion and Chief Rita reminded the Board that we have been given a deadline by the FAA of March 14th. Since this date passed, we will have some additional time granted as long as we show we are making an effort to meet the requirement.

It was agreed that Chair Beoshanz would contact the county and discuss the possibility of the County funding the work to be done and bring this back to the next meeting.

Motion by: Commissioner Guarino

To approve payment for the Lillard Hall lighting through Lillard Hall

Motion died for lack of a second.

5. OLD BUSINESS

- a. Historic Daily Station Logs
It was agreed to keep the station logs in the storage room until further notice.
- b. Redaction of EMS call information
Battalion Chief Heins stated he has been required to research why we are required to redact. He stated that he still needs to contact the State to see what our requirements are and will report back as soon as he is able to get more information. Battalion Chief Heins and Chief Rita both suggest we continue to redact our reports as we are doing until we get the rules from the state.

6. CHIEF'S REPORT

- She stated at the last meeting the Board had requested the policy on our Members. This was included in the packet as Policy 11.03. She also stated that she was asked to include the policy on Duty Shift which she included as well. She stated the Personnel Committee will be reviewing these and make recommendations for possible changes.
- The Chief also stated that she is also included information on the FDAC conference and stated she would be taking care of the arrangements for both Commissioner Hjerpe and herself,

- She stated she had been told the LAFCO report would be out the end of this week for public review and the hearing with the Board of Supervisors is set for April 28th.
- She also informed the Board that at the Chiefs meeting an application called Pulse Point was brought up and stated that it was available for download. This is used by dispatch centers that participate. When calls come in it can be dispatched through this application to all people that use it. This allows for better response to those in need through other expert personnel in the area.

All agreed to go along with the decisions made by other districts in our area.

- The Pancake Breakfast was a success with \$5,000 taken in by the Volunteers. She also stated that she had spoke with 5 interested in becoming Volunteers and hopes to have Battalion Chief Heins follow up with them.

7. BATTALION CHIEF'S REPORT

- Battalion Chief Heins stated that he is working on getting an update on the Engine at the repair shop and should know more shortly.
- Discussion in regard to the Workers Compensation rates increasing came up and it was decided that we should invite a representative from Ycparmia to speak on what they have to offer. Battalion Chief Heins stated that other stations in the area are using them now.

8. COMMITTEE REPORTS

a. Standing Committees

- i. Benefits Committee – no meeting, no report
- ii. Budget Committee – no meeting, no report
- iii. Personnel Committee

Commission Guarino handed out meeting minutes from March 2nd to the Board for review. He noted that there were two issues addressed at the meeting.

1. Volunteer Recruitment
2. Residency Requirements

It was discussed that they would like to send out a flyer to area residents to solicit recruitment. The Committee could evaluate responses. It was also suggested that a banner be purchased to hand out front of the station.

Motion by: Commissioner Yeager
2nd: Commissioner Guarino

To approve the recommendations on Page 2 of the Personnel Committee minutes of March 2nd regarding Volunteer Recruitment.

Passed: Unanimously

As for the Residency Policy, the policy needs to be discussed further but there was a recommendation for a temporary policy.

Motion by: Commissioner Yeager
2nd: Commissioner Guarino

To approve the recommendation as stated on Page 3 of the Personnel Committee minutes of March 2nd which states: "Until this issue is resolved with a permanent policy, paid staff shall not move further away from the fire station without first obtaining approval by the Board through the Fire Chief."

Passed: Unanimously

- b. Ad Hoc
 - i. Lillard Hall Committee – no meeting, no report
 - ii. Policy Committee – no meeting, no report.

9. TRAINING LIASION REPORT
No meeting, No report

10. FIRE PREVENTION LIAISON REPORT
Commissioner McMullen was not present; therefore, there was nothing new to report.

11. MAJOR EQUIPMENT REPAIR LIASION REPORT
Already covered by Battalion Chief Heins

12. CONSENT CALENDAR

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve the Consent Calendar with the as presented.

Passed: Unanimously

13. MINUTES

- a. Approval of February 17, 2016 Board Meeting Minutes
It was noted in these minutes that there was nothing showing regarding the secretary's approval of her timesheet. Therefore, it was requested they be corrected to reflect that the Secretary include her time sheet in the board packets for approval by the Board each month.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve the minutes of December 19, 2015 as amended.

Passed: Unanimously

The minutes to the Closed Session of March 11th, we included for approval.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve the Closed Session Meeting Minutes of March 11th as presented.

Passed: Unanimously

14. SECRETARYS REPORT

Secretary Grafton stated that she had not brought her timecard this meeting and wanted to know what procedure is in place for her to get this timesheet approved prior to the next meeting.

Battalion Chief Heins suggested that her timesheets be processed the same as all the paid staff since he has to submit it for payment and they no longer go to the County for payment. In previous years before we used Paylocity the timesheets had to be signed in order for the County to pay. Since this is an outdated practice, he suggested that she submit the timesheets to him for payment and review.

It was agreed to add this to the next meeting for consideration and until that time no changes would be made and the Chair can sign her timesheet prior to the next meeting.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To postpone implementation of motion on the Secretary Timesheet until affirmation at the next meeting.

Passed: Unanimously

15. OPEN FORM

Nothing to discuss

16. CALENDAR

The next Board of Commissioners meeting was confirmed for April 19, 2016 at 7:00pm. Commissioner Hjerpe stated he would not be able to attend.

Meeting adjourned at 9:15pm.


Chairman


Secretary