

## West Plainfield Fire Protection District

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

### **Minutes – November 21, 2017 West Plainfield Fire Protection District Board of Commissioners**

#### **1. CALL TO ORDER**

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

Commissioners: McMullen, Beoshanz, Yeager, Hjerpe and Guarino  
Staff: Assistant Chief Bill Heins, Chief Cherie Rita and Clerk Grafton

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

- a. Approve payment of bills

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

**To approve the bills in the amount of \$3,473.58.**

**Passed:** Unanimously

#### **3. PUBLIC COMMENT**

None

#### **3. LILLARD HALL**

- a. Lillard Hall Business  
No new business
- b. Lillard Hall Reports  
Balance shows a total of \$10,022.18
- c. Lillard hall Committee Report Ad Hoc
- i. Financial Analysis Report  
Moved to next meeting
  - ii. Bank Account – Should it be interest bearing  
Moved to next meeting
  - iii. Bank Account – Should Committee Chair be signatory on account  
Commissioner Hjerpe stated that the Committee had also felt that the Committee Chair should be signatory on the Bank Account for Lillard Hall.

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

**To have either of the 2 members of the Lillard Hall Committee sign checks for Lillard Hall.**

Discussion regarding the motion voiced concerns and the motion was revised.

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

**To have the Assistant Chief of Administration to write and sign checks for Lillard Hall.**

There was discussion in regard to the possibility of taking this back to the Committee for further review so the motion was revised again.

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

**To have the responsibility for writing Lillard Hall checks be given to the paid Assistant Chief and he can designate an alternate in his absence.**

There was discussion over having to people on the signature card at the back. Therefore, it was decided to take this back to the committee and bring back to the next meeting.

**All motions withdrawn.**

**Motion withdrawn by:** Commissioner Hjerpe  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

iv. Payment of Lillard Hall Manager  
Commissioner Hjerpe stated that the Committee had met and the Committee would like to recommend that the Hall Manager be paid \$15/hr. There was a lengthy discussion regarding this issue.

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

**To pay the position of Lillard Hall Manager 415/hr as and independent contractor and to pay the IRS rate for Mileage**

**Passed:** with Majority  
Commissioner Beoshanz abstained

The vote was challenged based on one of the Commissioners needing to abstain. Vote was recalled and President McMullen asked that the Clerk ask for a roll call for vote.

Commissioner Hjerpe - Yes  
Commissioner Yeager – Abstained  
Commissioner Beoshanz – Abstained  
Commissioner Guarino – Yes  
Commissioner McMullen – Yes  
**Passed:** Majority  
3 yes  
2 abstained

v. Fencing  
Commissioner Guarino reminded the Board that this was in regard to the grounds around Lillard Hall, including possible landscaping but felt it should be discussed with the Volunteers before moving forward. Will bring back to next meeting.

d. Lillard Hall Painting Committee Report  
No meeting, no report.



5. **FINANCIALS**

- a. Deposits  
3 Deposits totaling \$1,736.78
- b. Financial Reports  
Chief Rita pointed out the Board that there were items on the Fund Balances that were incorrect and the County was working on fixing them. This will be reviewed again at the next meeting.

6. **NEW BUSINESS**

- a. Financial Transaction Reporting  
Chief Rita informed the Board that it the time of year again to prepare our Financial Transaction report. We received a proposal from Mark Krummenacker, the past County Financial contact who has now retired. He has offered to do our report for \$150 which is much lower than the county and he knows our financials as he has done them in the past. Chief Rita recommended the Board accept the proposal from Mr. Krummenacker at the \$150.

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

**To accept the \$150.00 proposal from Mark Krummenacker.**

**Passed:** Unanimously

- b. Discussion/Action Yolo County Building Department – Procedures for West Plainfield Fire Department.  
Assistant Chief Heins informed the Board that the County wants to establish a process that is the same in each district for approval/process for sprinkler review ad other plan checks. Each District has to come up with a form on what is needed for plan approvals for their department/district.
- Assistant Chief Heins stated he is currently working on that form. This will better serve the community. He will present this to the Board for approval once completed.

7. **OLD BUSINESS**

- a. Discussion/Action on Mill Stone Monument  
Commissioner Beoshanz updated the Board on the continued effort of placing the Mill Stone in front of the Station. The base is being finished with concrete beams and there will be verbiage on a plaque that will sit on the Mill Stone that will memorialize the 5 original Commissioners for the District. Chief Rita suggested this be discussion with the Volunteers for their feedback. All agreed. Chief Rita to take to the next Volunteer meeting.

8. **CHIEF'S REPORT**

- Chief Rita stated she only had a couple of items.
- Cannabis is a growing industry and is strong in Yolo but she has not been contacted about any growers within our District. The County is still working on their ordinances.
  - Winters Fire Department currently had no Chief. For the next 6 months the Captains will e rotating as acting Chief.



**9. ASSISTANT CHIEF REPORT**

Assistant Chief Heins informed the Board of a few items.

- He and Pat Mikkelsen attending a course on Large Animal Rescue which went well. Each of them will receive a certification for the program as F-Step. The purpose to also make sure that our Large Animal Training program was going in the right direction. It was asked the Chief Rita convey for the Board their appreciation to Pat Mikkelsen for her attendance.
- As an update to the disabled employee, he is now on modified duty and will be returning to his medical specialist as soon as possible to hopefully be able to go back to full duty. Currently he is working 2.- 5 hour shifts and we are being reimbursed from YCPARMIA for his missed time.
- Assistant Chief Heins reminded the Board that his review for 2016 still has not happened and therefore, his bonus has not been able to be paid to him. It was agreed that there would be a full Board evaluation next month at the Board Meeting.
- Received an email from YCPARMIA that we will need a pollution application filled out and returned. Assistant Chief Heins stated he is working on this.

**10. VOLUNTEER ACTIVITIES REPORT**

President Patrick Fish was not able to attend.

**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 he had a meeting with Supervisor Chamberlain to discuss the possibility of additional money for this project. He was told there were 2 possibilities. One is through Yocha Dehe and one is through a Community Development Program. He will be working on a letter to each of these groups to helpfully get money toward permanent staff or the replacement of Brush 230.

b. Ad Hoc Committees

- i. Policy Review Committee (Beoshanz, Guarino)– No meeting, no report.
- ii. Animal Rescue Training Committee (McMullen, Hjerpe)- Commissioner Hjerpe stated that they had a meeting at the McMullen Ranch working on locations for different aspects of the training there. The next meeting is scheduled for January and hope to have the program launched in April.
- iii. Mutual Aid Committee (Yeager Guarino) – asked to be moved to next meeting.

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

Law Enforcement and the Fire Department will be compensated according to BIHS. Still in the planning phase.

13. **TRAINING LIASION REPORT**  
Commissioner Yeager informed the Board he is still waiting to get volunteers who can help with the training and coordination.
14. **FIRE PREVENTION LIASION REPORT**  
Nothing to report.
15. **MAJOR EQUIPMENT LIASION REPORT**  
The tank on W230 may have issues as it is leaking. Will bring back to next meeting.
16. **CONSENT CALENDAR**  
Nothing on Consent Calendar.
17. **MINUTES**
  - a. Approval of October 17, 2017 Board Meeting Minutes  
  
**Move to approve minutes as corrected.**  
  
**Motion by:** Commissioner Guarino  
**2<sup>nd</sup>:** Commissioner Yeager  
  
**Passed: Unanimously**
  - b. Approval of October 24, 2017 Special Board Meeting Minutes.  
  
**Move to approve minutes as corrected.**  
  
**Motion by:** Commissioner Guarino  
**2<sup>nd</sup>:** Commissioner Yeager  
  
**Passed: Unanimously**
  - c. Approval of October 30, 2017 Special Board Meeting Minutes  
  
**Move to approve minutes as corrected.**  
  
**Motion by:** Commissioner Guarino  
**2<sup>nd</sup>:** Commissioner Yeager  
  
**Passed: Unanimously**
18. **CLERKS' REPORT**  
Nothing to report
19. **OPEN FORUM**  
Chief Rita informed everyone that the Department Christmas Party is on December 10<sup>th</sup>. She was unclear of the time but said she would send an email notification.
20. **Calendar**  
The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday December 19, 2017. All stated that they should be in attendance.

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

**To adjourn,**

**Passed:** Unanimously

Meeting adjourned 9:34pm

  
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President

  
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Clerk