

West Plainfield Fire Protection District

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

**Minutes – February 19, 2019
West Plainfield Fire Protection District Board of Commissioners**

1. CALL TO ORDER

The meeting was called to order at 7:03 pm by President James McMullen. Present were:

Commissioners: James McMullen, Jim Yeager, Ed Beoshanz, Charles Hjerpe and Richard Guarino

Staff: Chief Cherie Rita, Assistant Chief Bill Heins, Clerk Sharon Grafton

Guests: Battalion Chief Marc Beoshanz, Acting Lieutenant Patrick Fish

2. REVIEW DISCUSSION OF BILLS

a. Approve payment of bills.

Motion by: Commissioner Guarino

2nd: Commissioner Yeager

To approve the bills in the amount of \$10,658.11.

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
Assistant Chief Heins informed the Board that the Hall Manager had reported that the electricity would go out in the Hall during large events. Because of this an electrician was called and it was decided to have some work done on the circuit breakers so that this would not continue to happen. A quote of approximately \$2,500 was received and it was decided to have the work done.
i. Financial Analysis Report
Nothing to report
ii. Landscaping/Fencing
Nothing new. Patrick Fish stated that he would resend information on suggestions the volunteers had to both committee members Commissioners Guarino and Hjerpe who will review and bring back to the Board for discussion.

5. FINANCIALS

a. Deposits
Total deposits of \$1,810.05.

b. Financial Reports
There were no questions.

6. **FIRE DEPARTMENT STATISTICS**

Assistant Chief Heins reminded the Board that the reports included in this month's packet were the approved monthly reports and that there were other reports that were determined to only be needed annually. There were no questions.

7. **NEW BUSINESS**

- a. Discussion/Action – Yolo County \$88,000 Grant Agreement for Refurbishment of Water 230

Assistant Chief Heins reminded the Board that it had been agreed that this grant be repurposed for Water 230. It had been approved already in principal at a prior meeting to use the money from this grant to refurbish Water 230 instead of applying it to a brush truck.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve the repurposing of the grant to refurbish Water 230.

Passed: Unanimously

President McMullen signed the grant.

- b. Discussion/Action – Yolo County MOU – Yolo county Airport Funding Agreement
Commissioner Yeager clarified that this contract for the airport had been reviewed and changes made and resent back to the Committee. This is the revised agreement to be sent back to the County.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve the agreement for signature and to return it to the county.

Passed: Unanimously

President McMullen signed the Agreement.

- c. Discussion/Action – Contract with outside contractor for an independent audit of West Plainfield accounts maintained by Yolo County.
Chief Rita informed the Board that she had asked that this be added to the agenda during the Budget Committee meeting. She stated that the committee is not confident that the county is maintaining the accounts properly. She noted that the Committee had agreed to contact Mark Krummenacker to get a quote for him to audit our accounts.

Chief Rita informed the Board that she has not yet received a quote from Mr. Krummenacker but would like a motion from the Board agreeing to have the accounts audited.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To approve the audit.

Passed: Unanimously

Motion amended by: Commissioner Guarino
2nd: Commissioner Beoshanz

To give approval to work with Mark Krummenacker to develop a contract with a scope of work analyzing the financials.

Passed: Unanimously

- d. Discussion/Action – Cost of Living Adjustment Assistant Chief, Administration. Chief Rita explained to the Board that the Budget Committee had met to look at the possibility of an hourly increase for Assistant Chief Heins. In looking at the financials and review of information in regard to cost of living adjustments it was decided that a 2.5% salary increase was appropriate.

Motion by: Commissioner Yeager
2nd: Commissioner Guarino

To approve the Cost of Living increase for Assistant Chief Heins of 2.5% effective March 1, 2019.

Passed: Unanimously

7. OLD BUSINESS

- a. Fire District Website Update
Assistant Chief Heins informed the Board that the website could go live now, but that the requirement to go live has been pushed back to January 2020. Therefore, he would like to spend more time with Patrick Fish on design and look of the website as well as some training on uploading documents. Assistant Chief Heins stated that he was pushing for the website could go live April 1.
- b. Fire Station Door Repair Update
Assistant Chief Heins informed the Board he had found a structural engineer and will reach out to them in the next few days to come out and survey the situation. He stated that there is still some shifting but need to talk to the engineer before anything more is done.

8. CHIEF'S REPORT

Chief Rita informed the Board of a few items

- Applications were received for Volunteer Captain and Battalion Chief. There was one application for each which were both accepted and approved. Both were promotions and they are:
 - Battalion Chief Marc Beoshanz
 - Captain Tom Stiles

It was noted that currently there are no lieutenants in the volunteer ranks but there has been one application which will be processed the end of March. Currently there is an acting lieutenant Patrick Fish. It was noted that career staff has two lieutenants, Jesse Delgadillo and Scott Bravo. Chief Rita noted that by end of year they hope to have a Captain for the career staff as well.

- Training – Chief Rita informed the Board that there had been Driver Operator training recently and there are 4 working on completing work for their license. Later this month will be Officer Training and later in March there will either be CPR 1st responder training or HazMat 1st responder operational training.

- Proposition 172 money update. Chief Rita noted that the Yolo County Chiefs had decided not to change direction and she will have an update at the next meeting. They are hoping for an agreement with the County in the next 6 months.
- Chief Rita also informed the Board that in July Assistant Chief Dave Stiles will have more time as he is officially retiring from UC Davis.

9. **ASSISTANT CHIEF REPORT**

Assistant Chief Heins informed the Board of a few items.

- Engine 30 has been out for testing and will be back end of this week or beginning of next. After that Water 30 will go in for annual testing.
- Currently working on Prop 172 Survey
- Yolo County MOU will be filed tomorrow.
- Working on Grant documentation
- Running a report for bills that have not been paid and sending to the County for payment. Vendors are aware
- Lt. Delgadillo is continuing physical therapy and his hours have been increased by the doctor from 4 hours to 6 hours.
- Tracking how many hours are worked for the Airport since November which shows 195 hours. AC Heins will be billing those hours.
- Currently working on setting up a meeting with IHS which is tentatively set for March 1.

10. **VOLUNTEER ACTIVITIES REPORT**

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

11. **COMMITTEE REPORTS**

a. Standing Committees

- Benefits Committee Report (Hjerpe, Guarino)– No meeting, no report.
- Budget Committee Report (Yeager, Hjerpe) – Already covered.
- Personnel Committee Report (Hjerpe, Guarino) – No meeting, no report.
- District Funding and Development Committee (Beoshanz, Yeager)
Commissioner Yeager noted that the Committee will continue to pursue grants for this coming year as we were very successful last year. He went over the sources and items for the grants.

b. Ad Hoc Committees

- Incident Analysis and Reporting Committee (Beoshanz, Hjerpe)
This committee has completed its function and will be removed.
- BIHS/Sacred Oaks Committee (McMullen, Guarino) – Projected meeting set for March 1. AC Heins for coordinate.
- County road 31 and County Road 96 Safety Committee (Beoshanz, Hjerpe)
– Commissioner Beoshanz informed the group that the county had come out and put up stakes with reflectors but they have since washed away with all the rainwater.

12. **TRAINING LIASION REPORT**

Nothing new to report.

13. **FIRE PREVENTION LIASION REPORT**

Nothing new. Still continue to get the checklist printed and starting to move forward with the airport inspections.

14. **MAJOR EQUIPMENT LIASION REPORT**

Commissioner Beoshanz noted that Engine 30 had needed work and asked that AC Heins review those repairs. Covered repairs will be approximately \$5,000 which was well within budget.

15. **MINUTES**

- a. Approval of January 15, 2019 Board Meeting Minutes.
Minor corrections needed.

Move to approve minutes with corrections.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

Passed: Unanimously

16. **CLERKS' REPORT**

Nothing new to report. Commissioner Yeager asked that on the agendas going forward for the Clerk to note the Committee chairs and to list the names of individuals who will be talking/discussing agenized items.

17. **OPEN FORUM**

Commissioner Yeager informed the group of the passing of Chuck Prather, UC Davis Fire Chief Retired.

18. **CALENDAR**

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

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

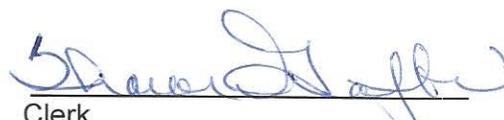
To adjourn.

Passed: Unanimously

Meeting adjourned 8:19 pm



President



Clerk