

West Plainfield Fire Protection District

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

**Minutes – March 19, 2019
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: James McMullen, Jim Yeager, Ed Beoshanz, Charles Hjerpe and Richard Guarino
Staff: Chief Cherie Rita, Assistant Chief Bill Heins, Clerk Sharon Grafton
Guests: Carolyn Pfanner, District Resident County Road 97D

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 \$74,871.45.

Passed: Unanimously

3. PUBLIC COMMENT

Ms. Pfanner addressed the Board with concerns she had regarding the proposed roundabout on Russell Road and County Road 98. She stated she had already addressed the Yolo County Board of Supervisors but wanted to address the Fire Department Commissioners as well. Her main concern is over the bike path. Ms. Pfanner asked the Board to re-evaluate their position and to do further research in regard to the safety of the bike riders and pedestrians.

By consensus the board agreed to add this item to the April agenda to be discussed further.

4. LILLARD HALL

- a. Lillard Hall Business
None
- b. Lillard Hall Report
No comments. By consensus the Board accepted the report.
- c. Lillard hall Committee Report Ad Hoc
No meeting. No report
- i. Financial Analysis Report
Nothing to report
- ii. Landscaping/Fencing
It was agreed to have Acting Lieutenant Patrick Fish attend the April meeting to discuss.

5. FINANCIALS

- a. Deposits
Total deposits of \$90,371.78.

- b. Financial Reports
There were no questions. By consensus, the Board accepted the financial reports.

6. **NEW BUSINESS**

- a. Discussion/Action – Fire District Personnel Reserved Parking.
Commissioner Beoshanz voiced his concerns over the lack of parking available next to the Fire Station during meetings. He stated he would like to see signs that say the area in front of the Fire Station door is reserved for Fire Personnel.

Commissioner Yeager stated that the Hall Manager was going to let the renters know that on the 3rd Tuesday of each month, they would have to keep the area in front of the Fire Station free for the Commissioners and others that attend the Board of Commissioner meeting.

Ideas regarding possible signage were discussed and it was noted that the Fire Department personnel park on the north side of the Fire Station. Assistant Chief Heins also informed the Board that the rental agreement for the Hall included the parking.

By consensus it was agreed to have the Hall Manager ask the renters on the 3rd Tuesdays each month, not park in front of the Fire Station.

- b. Discussion/Action – California Minimum Wage Adjustment for Volunteers 2019.
Assistant Chief Heins reminded the Board that the volunteers are paid per call and by hour on projects the same hourly rate. Due to the increase in minimum wage he asked that the hourly rate be increased as follows:

Non-drivers from \$11 to \$12 per call and hourly for special projects.
Drivers from \$12 to \$13 per call and hourly for special projects.

Motion by: Commissioner Yeager
2nd: Commissioner Guarino

To approve the increase in wage per call and hourly for special projects for the Non-drivers and Drivers by \$1.00 as noted.

Passed: Unanimously

- c. Discussion/Action – Volunteer Application
Assistant Chief Heins informed the Board that there was a volunteer firefighter applicant that lived outside of the secondary boundary for volunteers. Assistant Chief Heins reminded the Board of the boundaries; North to County Road 24 and East to Lake Boulevard. He stated that the applicant was an EMT and would be willing to do duty shifts and drills. Chief Rita reminded the Board that there would be no cost for insurance since we have YCPARMIA. The candidate can also provide relief on extended calls.

Motion by: Commissioner Guarino
2nd: Commissioner Beoshanz

To accept this new candidate from outside the district.

Passed: Unanimously

7. **OLD BUSINESS**

- a. Fire District Website Update
Assistant Chief Heins informed the Board that the website is ready but there still needs to be training done for the Clerk and Chief. Looking at May for the website to go live.
- b. Fire Station Door Repair Update
Assistant Chief Heins informed the Board he had found a structural engineer through a volunteer that is willing to do the work needed at no cost but has not been able to meet yet. Commissioner Yeager suggested that he look at whether there is insurance that will cover the repair. Since this is more than just the station door repair, it was agreed to rename this item to Fire Station Structural issues. Will update at next meeting.

8. **CHIEF'S REPORT**

Chief Rita informed the Board of a few items

- FDAC Conference is April 3 – 5 in Napa, CA. Chief Rita stated that she had no rooms scheduled as staff could not attend this year. The Commissioners stated that they could not attend either.
- Mark Krummenacker has stated that he would be willing to put together a 5-year historical listing of our trends of fund balances and to confirm our balances from the statements from the start of this fiscal year for \$50/hr. and estimates 5-7 hours.

Motion by: Commissioner Yeager
2nd: Commissioner Guarino

To hire Mark Krummenacker for our financial review/analysis for budgeting.

Passed: Unanimously

9. **ASSISTANT CHIEF REPORT**

Assistant Chief Heins informed the Board of a few items.

- Injured employee going back to the doctor April 4th and in talking with LWP he may be released right after that and able to come back to full duty with no restrictions.
- Received the \$88,000 for refurbishing of W230
- Working on Grant documentation for 4 additional grants
- Working on training the new Training Officer
- E30 returned from repairs but still needs rear duals replaced.
- W30 needs annual service but should not need as many repairs.

10. **VOLUNTEER ACTIVITIES REPORT**

Nothing to report. Chief Rita noted that the Pancake Breakfast was down from last year at about 500 attendees. Last year there were over 600.

11. **COMMITTEE REPORTS**

- a. Standing Committees
- i. Benefits Committee Report (Chair Hjerpe, Guarino)– No meeting, no report.
 - ii. Budget Committee Report (Yeager, Chair Hjerpe) – No meeting, no report.
 - iii. Personnel Committee Report (Chair Hjerpe, Guarino) – No meeting, no report.

- iv. District Funding and Development Committee (Beoshanz, Chair Yeager)
Commissioner Yeager noted that the Committee will continue to pursue grants for this year as we were very successful last year. He went over the sources and items for the grants.
- b. Ad Hoc Committees
 - i. IHS/Sacred Oaks Committee (Chair McMullen, Guarino) – Commissioner McMullen informed the Board that the meeting went well. They put together a proposal to hire a consultant to do a study on the Fire District needs and asked for our input. Revisions were made and it is being returned to IHS. Once they receive the bids, they have agreed to have the Fire Department review and make comments.
 - ii. County road 31 and County Road 96 Safety Committee (Beoshanz, Hjerpe) – Commissioner Beoshanz informed the Board that since the flooding the corners are totally unsafe as the edges of the roads have eroded. All agreed that this committee has completed its task and is to be removed.

12. TRAINING LIASION REPORT

Nothing new to report.

13. FIRE PREVENTION LIASION REPORT

Checklist is completed and inspection of the hangers at the airport will begin shortly. Weed abatement letters are ready to be mailed and a drive through the district will happen shortly after.

14. MAJOR EQUIPMENT LIASION REPORT

Already covered under Assistant Chiefs report.

15. MINUTES

- a. Approval of February 19, 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.

17. OPEN FORUM

Ms. Pfanner brought up concerns for the traffic speed near the Fairfield School on County Road 96. She also stated that she felt that there should be a program for 4H students for the summer introducing them to fire fighting and what is needed.

Commissioner Beoshanz noted that there was debris from an accident on County Road 98 just north of Plainfield Station that needed to be reported so it could be cleaned up.

18. **CALENDAR**


The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday April 16, 2019 at 7:00 pm.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To adjourn.

Passed: Unanimously

Meeting adjourned 8:39 pm



President



Clerk