

# West Plainfield Fire Protection District

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

## BOARD OF COMMISSIONERS MEETING

January 15, 2019 at 7:00 PM

To be held at West Plainfield Fire Department  
24901 County Road 95, Davis, CA 95616

1. Call the meeting to order
2. Review and Discussion of Bills
  - a. Approve Payment of Bills (Page 1)
3. Public comment
4. Lillard Hall
  - a. Lillard Hall Public Business
  - b. Lillard Hall Manager Report (Page 2)
  - c. Lillard Hall Committee Report (Hjerpe, Guarino)
    - i. Financial Analysis Report
    - ii. Landscaping / Fencing
5. Financials
  - a. Deposits (Page 3)
  - b. Financial Reports (Page 4-6)
6. New Business
  - a. Discussion / Action Regarding Name Tags, Gavel and Podium
7. Old Business
  - a. Fire District Website Update
  - b. Fire Station Door Repair Update
8. Chiefs Report
9. Assistant Chiefs Report
10. Volunteer Activities Report
11. Committee Reports
  - a. Standing Committees
    - i. Benefits Committee Report (Hjerpe, Guarino)
    - ii. Budget Committee Report (Yeager, Hjerpe)
    - iii. Personnel Committee Report (Hjerpe, Guarino)
    - iv. District Funding and Development Committee (Beoshanz, Yeager)
      - a. Discussion / Action - .25 FTE Grant – Revised Agreement (Page 7-16)
  - b. Ad Hoc Committees
    - i. Incident Analysis and Reporting Committee (Beoshanz, Hjerpe)
      - a. Discussion / Action – Incident, Etc. Reports (Page 17-28)
    - ii. BIHS Liaison Committee (McMullen, Guarino)
    - iii. County Road 31 and County Road 96 Safety Committee (Hjerpe, Beoshanz)
12. Training Liaison Report
13. Fire Prevention Liaison Report
14. Major Equipment Repair Liaison Report
15. Minutes
  - a. Approval of December 18, 2018 Board Meeting Minutes (Page 29-32)
16. Clerk's Report
17. Open Forum
18. Calendar
  - a. The next regular scheduled Board meeting will be February 19, 2019 at 7:00 pm unless another date is agreed upon.

**West Plainfield Fire Protection District**

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

January 15, 2019

Auditor-Controller  
625 Court Street  
Woodland, CA 95695

This letter is to inform you that the West Plainfield Fire Protection District's Board of Commissioners has approved for payment the bills listed below:

ATT	\$ 120.70
Burton's Fire	2,977.12
Cascade Fire Equipment	326.59
Curtis	1,525.22
Edwards Office	34.65
Nathan Bledsoe Kane	120.00
PG & E	1,514.77
Pisani's Auto	176.73
Scott's PPE	38.24
TIAA Bank	139.45
US Bank	4,791.14
Waste Management	<u>164.15</u>
Total	\$11,928.76

\* Not included in total

January 15, 2019

Deposit Income: \$550.00 Fly Fishers of Davis  
\$250.00 Dog Group  
\$350.00 Dog Group

Total \$1,100.00

Expenses: \$84.62 PG&E Nov. 7<sup>th</sup> – Dec. 6<sup>th</sup>

Balance: \$24,197.01

Jo Yeager

## DEPOSITS – January 15, 2019

Total deposit of \$1,743.74

YCPARMIA – Reimbursement Temporary Disability – Delgadillo	\$ 1,659.12
Lillard Hall – PG & E reimbursement	\$ 84.62

# Trial balance

GL291 - Date 01/12/19  
Time 16:00

Company 1000 - YOLO COUNTY  
Trial Balance  
For Period 5 Through 5 Ending November 30, 2017

USD

Base Currency  
Amounts  
Fiscal Year 2018

Page 1

6223

6223

W.PLAINFIELD FIRE DIST BAL SHT

Account Nbr	Description	Beginning Balance	Debit Activity	Credit Activity	Ending Balance
100000-0000	CASH IN TREASURY	144,081.21			123,446.69
101000-0121	RC-WPF FPD CAP ASSET REPL	137,300.23	3,153.78	23,788.30	137,300.23
101000-0122	RC-WPF FPD ACCRUED LEAVE	21,708.77			21,708.77
111090-0000	PROP TAX REC-CURR SEC SUPPL	2,980.36			2,980.36
181100-0000	BUILDING & IMPROVEMENT	97,149.28			97,149.28
181200-0000	IMPRV OTHR THAN BLDG	27,567.00			27,567.00
181400-0000	EQUIPMENT	784,699.30			784,699.30
182100-0000	ACCUM. DEP-BLDG & IMPRV	87,224.83			87,224.83
182200-0000	ACCUM. DEP- IMPRV OTHR THAN BL	12,567.00			12,567.00
182400-0000	ACCUM. DEP-EQUIPMENT	566,033.46			566,033.46
300100-0000	NET INVESTMENT IN CAPITAL ASSE	243,590.29			243,590.29
300600-0001	FD BAL-ASSIGNED-CAP ASSET REPL	137,300.23			137,300.23
300600-0002	FD BAL-ASSIGNED-ACCRUED LEAVE	21,708.77			21,708.77
300600-0003	FD BAL-ASSIGNED-GEN RESERVE	149,825.00			149,825.00
300999-0000	UNASSIGNED	100,187.56			100,187.56
400111-0000	PROP TAXES-PRIOR UNSECURED	0.00		36.43	36.43
400700-0000	INVESTMENT EARNINGS-POOL	0.00	141.07	1,380.57	1,239.50
404117-0000	OTH MISC-INSURANCE PROCEEDS	2,451.40		1,269.32	3,720.72
405000-0000	SALE OF CAPITAL ASSETS	3,175.00			3,175.00
500100-0000	REGULAR EMPLOYEES	47,672.85	19,719.48		67,392.33
500320-0000	OASDI	2,572.11	957.03		3,529.14
500330-0000	FICA/MEDICARE	601.55	223.82		825.37
500380-0000	UNEMPLOYMENT INSURANCE	146.89	18.20		165.09
500390-0000	WORKERS' COMP INSURANCE	5,000.00			5,000.00
501010-0000	CLOTHING & PERSONAL SUPPLIES	0.00	53.00		53.00
501020-0000	COMMUNICATIONS	60.17	42.06		18.11
501040-0000	HOUSEHOLD EXPENSE	1,555.23	511.37	244.25	1,822.35
501051-0000	INSURANCE-PUBLIC LIABILITY	5,000.00			5,000.00
501052-0000	INSURANCE-FIRE & EXTENDED	818.78			818.78
501053-0000	INSURANCE-OTHER	49.59			49.59
501070-0000	MAINTENANCE-EQUIPMENT	2,382.77	686.27		3,069.04
501071-0000	MAINTENANCE-BLDG IMPROVEMENT	530.97	185.00		345.97
501080-0000	MED, DENTAL, & LAB SUPPLIES	1,992.34			1,992.34
501090-0000	MEMBERSHIPS	61.00			61.00
501100-0000	MISCELLANEOUS EXPENSE	115.50			115.50
501110-0000	OFFICE EXPENSE	356.42			356.42
501151-0000	PROF & SPEC SVC-AUDITG & ACCTG	6.93			6.93
501152-0000	PROF & SPEC SVC-INFO TECH SVC	1,930.35			1,930.35
501190-0000	RENTS AND LEASES - EQUIPMENT	251.95	149.55		401.50
501205-0000	TRAINING	2,080.00			2,080.00
501210-0000	MINOR EQUIPMENT	10,958.91	651.06		10,307.85
501250-0000	TRANSPORTATION AND TRAVEL	544.74			544.74
501260-0000	UTILITIES	40.30	450.39	223.21	267.48
503070-0000	EQUIPMENT	1,118.11			1,118.11
503071-0000	EQUIPMENT-VEHICLE	46,919.51			46,919.51
*** Totals		0.00	26,942.08	26,942.08	0.00

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# Incon. Statement

GL293 Date 01/12/19  
Time 16:04

Company 1000 - YOLO COUNTY  
Income Statement  
For Period 5 Through 5 Ending November 30, 2017

USD

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Fiscal Year 2018

6223	6223	W.PLAINFIELD FIRE DIST BAL SHT	YOLOCOUNTY		
Account Nbr	Description	Period Amount	Year To Date	Last Year Period	Last Year To Date
NETFUND/POST	NET FUND BALANCE				
REVENUES	REVENUES				
TAXES	TAXES				
PROPERTY TAX	PROPERTY TAX				
400100-0000	PROP TAXES-CURRENT SECURED	0.00	0.00	0.00	280,781.17-
400101-0000	PROP TAXES-CURRENT UNSECURED	0.00	0.00	600.99-	35,934.26-
400111-0000	PROP TAXES-PRIOR UNSECURED	36.43-	36.43-	24.68-	232.98-
	Total PROPERTY TAX	36.43-	36.43-	625.67-	316,948.41-
	Total TAXES	36.43-	36.43-	625.67-	316,948.41-
REVUSEMONEY	REVENUE FROM USE OF MONEY AND				
400700-0000	INVESTMENT EARNINGS-POOL	1,239.50-	1,239.50-	0.00	444.91-
400725-0000	RENTS & CONCESSIONS - OTHER	0.00	0.00	0.00	310.00-
	Total REVENUE FROM USE OF MONE	1,239.50-	1,239.50-	0.00	754.91-
MISCREVENUES	MISCELLANEOUS REVENUES				
404117-0000	OTH MISC-INSURANCE PROCEEDS	1,269.32-	3,720.72-	0.00	0.00
	Total MISCELLANEOUS REVENUES	1,269.32-	3,720.72-	0.00	0.00
OTHRFINANSRC	OTHER FINANCING SOURCES				
405000-0000	SALE OF CAPTIAL ASSETS	0.00	3,175.00-	0.00	0.00
	Total OTHER FINANCING SOURCES	0.00	3,175.00-	0.00	0.00
	Total REVENUES	2,545.25-	8,171.65-	625.67-	317,703.32-
EXPENDITURES	EXPENDITURES				
SALARY&BEN	SALARIES AND EMPLOYEE BENEFITS				
SALARY&WAGES	SALARY AND WAGES				
500100-0000	REGULAR EMPLOYEES	19,719.48	67,392.33	17,459.33	62,484.86
	Total SALARY AND WAGES	19,719.48	67,392.33	17,459.33	62,484.86
EMPBENEFITS	EMPLOYEE BENEFITS				
500320-0000	OASDI	957.03	3,529.14	1,082.47	3,874.05
500330-0000	FICA/MEDICARE	223.82	825.37	253.17	906.04
500380-0000	UNEMPLOYMENT INSURANCE	18.20	165.09	24.16	232.44
500390-0000	WORKERS' COMP INSURANCE	0.00	5,000.00	0.00	5,000.00
	Total EMPLOYEE BENEFITS	1,199.05	9,519.60	1,359.80	10,012.53
	Total SALARIES AND EMPLOYEE BE	20,918.53	76,911.93	18,819.13	72,497.39
SERVSUPPLIES	SERVICES AND SUPPLIES				
501010-0000	CLOTHING & PERSONAL SUPPLIES	53.00	53.00	0.00	0.00
501020-0000	COMMUNICATIONS	42.06	18.11-	39.88	411.64
501040-0000	HOUSEHOLD EXPENSE	267.12	1,822.35	99.65	1,672.17
501051-0000	INSURANCE-PUBLIC LIABILITY	0.00	5,000.00	0.00	5,000.00
501052-0000	INSURANCE-FIRE & EXTENDED	0.00	818.78	0.00	883.40
501053-0000	INSURANCE-OTHER	0.00	49.59	0.00	84.23
501070-0000	MAINTENANCE-EQUIPMENT	686.27	3,069.04	1,131.10	3,000.19
501071-0000	MAINTENANCE-BLDG IMPROVEMENT	185.00	345.97-	0.00	319.75
501080-0000	MED, DENTAL, & LAB SUPPLIES	0.00	1,992.34	0.00	340.50-
501090-0000	MEMBERSHIPS	0.00	61.00	0.00	2,719.00
501100-0000	MISCELLANEOUS EXPENSE	0.00	115.50	0.00	0.00
501110-0000	OFFICE EXPENSE	0.00	356.42	0.00	513.62
501111-0000	OFFICE EXP-POSTAGE	0.00	0.00	0.00	150.00
501112-0000	OFFICE EXP-PRINTING	0.00	0.00	105.47	196.70
501151-0000	PROF & SPEC SVC-AUDITG & ACCTG	0.00	6.93	6.29	6.29
501152-0000	PROF & SPEC SVC-INFO TECH SVC	0.00	1,930.35	562.05	5,784.05
501190-0000	RENTS AND LEASES - EQUIPMENT	149.55	401.50	65.94	647.12
501205-0000	TRAINING	0.00	2,080.00	0.00	136.00
501210-0000	MINOR EQUIPMENT	651.06	10,307.85-	0.00	516.39

# Incor. Statement

GL293 Date 01/12/19  
Time 16:04

Company 1000 - YOLO COUNTY  
Income Statement  
For Period 5 Through 5 Ending November 30, 2017

USD

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Fiscal Year 2018

6223	6223	W.PLAINFIELD FIRE DIST BAL SHT	YOLOCOUNTY		
Account Nbr	Description	Period Amount	Year To Date	Last Year Period	Last Year To Date
SERVSUPPLIES	SERVICES AND SUPPLIES				
501249-0000	SPEC DPT EXP-OTHER	0.00	0.00	25.00	25.00
501250-0000	TRANSPORTATION AND TRAVEL	0.00	544.74-	0.00	830.07
501251-0000	TRASNP & TRAVEL-FUEL	0.00	0.00	0.00	352.05
501260-0000	UTILITIES	227.18	267.48	129.85	2,670.09
	Total SERVICES AND SUPPLIES	2,261.24	6,807.61	2,165.23	25,577.26
CAPITALASSET	CAPITAL ASSETS				
503070-0000	EQUIPMENT	0.00	1,118.11	0.00	0.00
503071-0000	EQUIPMENT-VEHICLE	0.00	46,919.51	0.00	0.00
	Total CAPITAL ASSETS	0.00	48,037.62	0.00	0.00
	Total EXPENDITURES	23,179.77	131,757.16	20,984.36	98,074.65
	Total NET FUND BALANCE	20,634.52	123,585.51	20,358.69	219,628.67-





his/her designee, District shall be compensated as follows:

County shall reimburse District for actual personnel costs incurred up to the maximum amount of \$15,000 per fiscal year. District shall invoice based on actual personnel costs incurred. The amount payable by County is subject to the County, State of California, and United States appropriating and approving sufficient funds.

B. The compensation set forth above includes reimbursement for all expenses incurred by District in the performance of this Agreement.

#### IV.V. METHOD OF PAYMENT

A. Within thirty (30) days following the end of each December and June during the term of this Agreement, the District shall submit an invoice to County for the preceding six months detailing the services provided, the person(s) providing the service, the total hours amount of time spent by each such person providing the service as calculated to the one-tenth of an hour, and the rate per hour charged for each person providing service. If requested by the County, District shall provide any further documentation to verify the compensation and reimbursement sought by District.

B. Within fifteen (15) calendar days of the receipt of District's ~~detailed~~ invoice, the Administrator shall either authorize payment or advise District in writing of any concerns that the Administrator has with the invoice and any need for further documentation.

C. Within thirty (30) calendar days of the Administrator's authorization for payment of an invoice, the County Auditor-Controller shall either issue the payment or advise District in writing of any concerns that the County Auditor-Controller has with ~~the request and any need for~~ needs further documentation.

#### V.VI. OWNERSHIP OF DOCUMENTS AND WORK PRODUCTS

All professional and technical documents and information developed under this Agreement, and all work products, including writings, work sheets, reports, and related data, materials, copyrights and all other rights and interests therein, shall ~~become~~ remain the property of the County, and District agrees to deliver and assign the foregoing to the County, upon completion of the services hereunder or upon any earlier termination of this Agreement. District assigns the work products, as and when the same shall arise, for the full terms of protection available throughout the world. In addition, basic data prepared or obtained under this Agreement shall be made available to the County without restriction or limitation on their use.

No additional charge may be made for any of the foregoing and shall be released to the County upon request by the County as may be allowed and/or required by law.

#### VI.VII. RECORDS; ACCESS, RETENTION

District shall retain and make available for review by the County and its designees all records, documents, and general correspondence relating to this Agreement as may be allowed and/or

required by law and the services required and allowed hereunder for a period of not less than five (5) years after receipt of final payment or until all pending audits and proceedings are completed, whichever is later. District shall make such records available for inspection and copying by the County and its designees at any reasonable time. ~~At least thirty (30) calendar days prior to any destruction of these records following the four years, District shall notify the Administrator. Upon such notification, the Administrator shall either agree to the destruction or authorize the records to be forwarded to the County for further retention.~~

#### VII.VIII. DISPUTES

Any dispute arising under this Agreement shall be decided by the County Administrator, or his/her designee, who shall put his or her decision in writing and mail a copy thereof to the address for the notice to District. ~~The decision of the County Administrator shall be final.~~

#### VIII.IX. TERM AND TERMINATION

A. The term of this Agreement shall begin on November 1, 2018, and automatically renew each fiscal year for up to five (5) calendar years, unless sooner terminated as hereinafter provided.

B. Should either party fail to substantially perform its obligations in accordance with this Agreement, the other party may notify the defaulting party of such default in writing and provide not less than thirty (30) days to cure the default. Such notice shall describe the default, and shall not be deemed a forfeiture or termination of this Agreement. If such default is not cured within said thirty-day period (or such longer period as is specified in the notice or agreed to by the parties), the party that gave notice of default may terminate this Agreement upon not less than fifteen (15) days advance written notice. ~~In the event of such termination based upon District default, the County reserves the right to purchase or obtain the supplies or services elsewhere, and District shall be liable for the difference between the prices set forth herein and the actual cost thereof to the County. The foregoing notwithstanding, neither party waives the right to recover damages against the other for breach of this Agreement.~~

C. This Agreement is subject to the County, the State of California and the United States appropriating and approving sufficient funds for the activities required of the District pursuant to this Agreement. If the County's adopted budget and/or its receipts from the State of California and the United States do not contain sufficient funds for this Agreement, the County may terminate this Agreement by giving thirty (30)~~ten (10)~~ days advance written notice thereof to the District, in which event the County shall have no obligation to pay the District any further funds or provide other consideration and the District shall have no obligation to provide any further services pursuant this Agreement. If the County terminates the Agreement pursuant to this subparagraph, the County will pay District in accordance with this Agreement for all services performed to the satisfaction of the Administrator before such termination and for which funds have appropriated as required by law.

D. This Agreement may be terminated for any reason or no reason by either party at any time during its term, by giving thirty (30) days written notice to the other party.



E. If District, or any of its officers, agents, employees, ~~contractors, or subcontractors, volunteers or five percent owners,~~ becomes excluded, debarred or suspended from participation in Federally or State funded programs, the County may terminate this Agreement by giving thirty (30)~~ten (10)~~ days advance written notice thereof to the District.

F. Upon termination of this Agreement or suspension of work by either County or District, District shall ~~furnish to County all documents and drawings prepared under this Agreement, whether complete or incomplete. In the event of termination for any reason, reproducible copies of all finished or unfinished documents, drawings, maps, models, photographs, and reports prepared by District shall become the sole and exclusive property of Yolo County and District shall be entitled to receive compensation for all services performed to the satisfaction of the Administrator before such termination and for which funds have appropriated as required by law any work completed on such documents and other materials determined by the Administrator to be of satisfactory quality and within the terms and conditions of this Agreement. All creative work undertaken by District such as sketches, copy, dummies and all preparatory work for which District is not compensated by the County shall remain the sole and exclusive property of the District.~~

G. ~~During and following the term of this Agreement, District shall not use, distribute or otherwise circulate any of the materials developed pursuant to this Agreement and for which District was compensated by the County without the express written permission of the Administrator.~~

#### ~~IX.X.~~ **APPLICABLE LAWS**

A. In the performance of the services required by this Agreement, District shall comply with all applicable Federal, State, and County statutes, ordinances, regulations, directives and laws. This Agreement is also subject to any additional restrictions or conditions that may be imposed upon the County by the Federal or State government.

B. This Agreement shall be deemed to be executed within the State of California and construed in accordance with and governed by the laws of the State of California. Any action or proceeding arising out of this Agreement shall be filed and resolved in a California State court located in Woodland, California. ~~District waives any removal rights it might have under State or Federal law.~~

#### ~~X.XI.~~ **NON-DISCRIMINATION IN SERVICES AND BENEFITS**

District certifies that any service provided pursuant to this Agreement shall be without discrimination based on color, race, creed, national origin, religion, sex, age, sexual preferences, or physical or mental disability in accordance with all applicable Federal, State and County laws and regulations and any administrative directives established by the County Board of Supervisors or the County Administrative Officer. For the purpose of this Agreement, distinctions on the grounds of color, race, creed, national origin, religion, sex, age, sexual preferences, or physical or mental disability include but are not limited to the

following: denying a participant any service or benefit which is different, or is provided in a different manner or at a different time from that provided to other participants under this Agreement; subjecting a participant to segregation or separate treatment in any way in the enjoyment or any advantage or privilege enjoyed by others receiving any service or benefit; treating a participant differently from others in determining whether the participant has satisfied any admission, enrollment quota, eligibility, membership, or other requirement or condition which individuals must meet in order to be provided any service or benefit; and the assignment of times or places for the provision of services.

#### XI.XII. DISTRICT'S RESPONSIBILITIES

A. District shall exercise all of the care and judgment consistent with good practices in the performance of the services required by this Agreement.

B. With the exception that this section shall in no event be construed to require indemnification by District or the County to a greater extent than permitted under the public policy of the State of California, ~~each District~~ shall indemnify, defend and hold harmless the other, including its County of Yolo, officers, agents, employees and volunteers, from and against any and all claims, damages, demands, losses, defense costs, expenses (including attorney fees) and liability of any kind or nature arising out of or resulting from performance of the work, provided that any such claim, damage, demand, loss, cost, expense or liability is caused in whole or in part by any negligent or intentional act or omission of the District or County, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. District, County, and/or any subcontractor's responsibility for such defense and indemnity obligations shall survive the termination or completion of this agreement for the full period of time allowed by law. ~~The defense and indemnification obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this Agreement.~~

C. Any subcontractors must agree to be bound to District and the County of Yolo in the same manner and to the same extent as District ~~is bound to~~ and the County of Yolo are bound to each other under this Agreement. All subcontractors must further agree to include the same requirements and provisions of this Agreement, including the indemnity ~~and insurance~~ requirements, with any ~~Sub~~sub-subcontractor to the extent they apply to the scope of the sub-subcontractor's work.

In providing any defense under this section, District shall use counsel of its choice reasonably acceptable to the County Counsel.

#### XII.XIII. WORKERS' COMPENSATION

District shall provide workers' compensation coverage as required by State law, and prior to commencing services pursuant to this Agreement shall file the following statement with the County in a form substantially as set forth below.



## WORKERS' COMPENSATION CERTIFICATE

I am aware of the provisions of Section 3700 of the Labor Code that require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing any services required by this Agreement.

The person executing this certificate on behalf of District affirmatively represents that she/he has the requisite legal authority to do so on behalf of District, both the person executing this Agreement on behalf of District and District understand that the County is relying on this representation in entering into this Agreement.

### ~~XIII~~.XIV. NOTICE

A. All notices shall be deemed to have been given when made in writing and delivered or mailed to the respective representatives of County and District at their respective addresses as follows:

District:                    West Plainfield Fire Protection  
                                  District Attn: President  
                                  24901 County Road 95  
                                  Davis CA 95616

County:                    County of Yolo  
                                  County Administrator's Office  
                                  Attn: Airport Manager  
                                  625 Court Street, Room 202  
                                  Woodland CA 95695

B. Any party may change the address to which such communications are to be given by providing the other parties with written notice of such change at least fifteen (15) calendar days prior to the effective date of the change.

C. All notices shall be effective upon receipt and shall be deemed received through delivery if personally served or served using facsimile machines, or on the fifth (5th) day following deposit in the mail if sent by first class mail.

### ~~XIV~~.XV. CONFLICT OF INTEREST

A. District shall comply with the laws and regulations of the State of California and County regarding conflicts of interest, including, but not limited to, Article 4 of Chapter 1, Division 4, Title 1 of the California Government Code, commencing with Section 1090, and Chapter 7 of Title 9 of said Code, commencing with Section 87100 including regulations promulgated by the California Fair Political Practices Commission.

B. District covenants that it presently has no interest and shall not acquire any

interest, direct or indirect, which would conflict in any manner or degree with the performance of District's obligations and responsibilities hereunder. District further covenants that in the performance of this Agreement, no person having any such interest shall be employed. This covenant shall remain in force until District completes performance of the services required of it under this Agreement.

C. District agrees that if any fact comes to its attention that raises any question as to the applicability of any conflict of interest law or regulation, District will immediately inform the County and provide all information needed for resolution of the question.

~~XV.~~XVI. COVENANT AGAINST CONTINGENT FEES

District warrants that it has not employed or retained any company or person, other than a bona fide employee working for District, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making this agreement. For breach or violation of this warranty, the County shall have the right to annul this agreement without liability, or in its discretion to deduct from the agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

~~XVI.~~XVII. AUDITS

A. District shall be subject to examination and audit by the State or the County, or both, throughout the term of this Agreement and thereafter for a period of three years from the date that final payment is made pursuant to this Agreement. This does not preclude access to records by County, State, the Comptroller General of the United States, or any of their authorized representatives, as otherwise provided by this Agreement, the State contract, or State or Federal laws and regulations. District agrees that County and/or State has the right to review, obtain, and copy all records pertaining to the performance of this Agreement, and agrees to provide County and/or State with any and all relevant information requested as may be authorized or allowed by law.

B. Any and all books, records, and facilities maintained by District related to services provided under this Agreement may be audited, inspected and copied, as may be authorized or allowed by law, at any time during normal business hours. Unannounced visits may be made at the discretion of the County or State. Employees who might reasonably have information related to such records may be interviewed. All expenditures of State and federal funds furnished to District pursuant to this Agreement are subject to audit by County, State and/or Federal representatives. Such audits shall consider and build upon external independent audits performed pursuant to audit requirements of the Office of Management and Budget (OMB) Circular A-133 as described in Paragraph C below.

~~C. Should District expend \$500,000 or more in Federal funds during any fiscal year, District shall furnish County a certified copy of an Audit Report from an independent CPA firm covering the District's preceding fiscal year of January 1-~~



~~through December 31. This Audit shall be performed in accordance with OMB-Circular A-133 and conducted in accordance with generally accepted government auditing standards as described in Government Auditing Standards (1994 Revision), and provided in a form satisfactory to the Administrator.~~

~~District shall provide this Audit Report no later than July 31 of each year. In the event that this Agreement expires or is terminated on a date other than December 31, District shall provide County such an Audit Report covering the preceding period of January 1 through the date of expiration or termination no later than July 31 after the date of expiration or termination. District shall ensure that audit work papers supporting the report are retained for a period of three (3) years from the date of the audit report, and longer if notified by the State or County to extend the retention period, and are made available to the State and/or County upon request.~~

~~D.C.~~ Should an Audit Report or any State or County audit determine that District has misspent funds and been overpaid based on the requirements of this Agreement and applicable laws and regulations, County shall demand repayment from District in the amount of such audit findings and withhold any payment otherwise due under this Agreement until District repays such amount. District shall repay County such amount within sixty (60) days of the date of the County's demand for repayment. Should District fail to repay County within sixty (60) days of the date of County's demand for repayment, the County may offset the amount due from District against any amounts that would otherwise be due from the County to District pursuant to this Agreement or any other agreement or source.

~~E.D.~~ Any failure or refusal by District to permit access to any facilities, books, records or other information required to be provided to the State &/or the County by this Agreement &/or the State contract shall constitute an express and immediate breach of this Agreement.

#### ~~XVII.~~XVIII. ASSIGNMENT AND SUBCONTRACTS

The services and obligations required of District under this Agreement are not assignable in whole or in part. ~~In addition, District shall not subcontract any portion of the services required of District by this Agreement without the express written consent of the Administrator.~~ If any portion of the services required of District are subcontracted, the subcontractor(s) shall maintain the same worker's compensation insurance as required of District by this Agreement and District shall be fully responsible to the County for all work undertaken by subcontractors.

#### ~~XVIII.~~XIX. STATUS OF DISTRICT

A. It is understood and agreed by all the parties hereto that District is an independent contractor and that no relationship of employer-employee exists between the County and District. Neither District nor District's assigned personnel shall be entitled to any benefits payable to employees of the County. District hereby indemnifies and holds the County harmless from any and all claims that may be made against the County based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement or any services provided

pursuant to this Agreement.

B. It is further understood and agreed by all the parties hereto that neither District nor District's assigned personnel shall have any right to act on behalf of the County in any capacity whatsoever as an agent or to bind the County to any obligation whatsoever.

C. It is further understood and agreed by all the parties hereto that District must issue any and all forms required by Federal and State laws for income and employment tax purposes, including W-2 and 941 forms, for all of District's assigned personnel.

~~XIX~~.XX. AMENDMENT

This Agreement may be amended only by written instrument signed by the County and District.

~~XX~~.XXI. WAIVER

The waiver by either the County or the District or any of ~~its~~the officers, agents or employees of either or the failure of the County or the District or ~~its~~the officers, agents or employees of either to take action with respect to any right conferred by, or any breach of any obligation or responsibility of this Agreement shall not be deemed to be a waiver of such obligation or responsibility, or subsequent breach of same, or of any terms, covenants or conditions of this Agreement.

~~XXI~~.XXII. AUTHORIZED REPRESENTATIVE

The person executing this Agreement on behalf of District affirmatively represents that she/he has the requisite legal authority to enter into this Agreement on behalf of District and to bind District to the terms and conditions of this Agreement. Both the person executing this Agreement on behalf of District and District understand that the County is relying on this representation in entering into this Agreement.

~~XXII~~.XXIII. PUBLIC RECORDS ACT

Upon its execution, this Agreement (including all exhibits and attachments) shall be subject to disclosure pursuant to the California Public Records Act.

~~XXIII~~.XXIV. ADDITIONAL PROVISIONS

A. Where there is a doubt as to whether a provision of this document is a covenant or a condition, the provision shall carry the legal effect of both. Should either the County or District choose to excuse any given failure of County or District to meet any given condition, covenant or obligation (whether precedent or subsequent), that decision will not be, or have the legal effect of, a waiver of the legal effect in subsequent circumstances of either that condition, covenant or obligation or any other found in this document. All conditions, covenants and obligations continue to apply no matter how often County or District may choose to excuse a failure to perform them.



**B.** Except where specifically stated otherwise in this document, the promises in this document benefit the County and District only. They are not intended to, nor shall they be interpreted or applied to, give any enforcement rights to any other persons (including corporate) which might be affected by the performance or non-performance of this Agreement, nor do the parties hereto intend to convey to anyone any "legitimate claim of entitlement" with the meaning and rights that phrase has been given by case law.

**C.** This Agreement is not intended to, and shall not be construed to, create any right on the part of a third party to bring an action to enforce any of its terms.

**D.** District is solely responsible for full and timely compliance with all local, state, and federal laws and regulations pertaining to completion of the services described herein. County's sole obligation under this Agreement is to provide funding to District in the amount, time, and manner specified herein.

**E.** For purposes of this Agreement, "fiscal year" shall mean the period commencing on July 1 and ending on June 30.

~~XXIV~~.XXV. **ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the County and District and supersedes all prior negotiations, representations, or agreements, whether written or oral. In the event of a dispute between the parties as to the language of this Agreement or the construction or meaning of any term hereof, this Agreement shall be deemed to have been drafted by the parties in equal parts so that no presumptions or inferences concerning its terms or interpretation may be construed against any party to this Agreement.

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the day and year first set forth above.

**DISTRICT**

**COUNTY OF YOLO**

By:

By: \_\_\_\_\_

Patrick Blacklock  
County Administrator

Approved as to Form:  
Philip J. Pogledich, County Counsel

By: \_

\_\_\_\_\_  
Carrie Scarlata, Assistant County Counsel

# West Plainfield Fire Department

Davis, CA

This report was generated on 1/12/2019 3:37:53 PM



## Incident Statistics

Start Date: 10/01/2018 | End Date: 12/31/2018

### INCIDENT COUNT

INCIDENT TYPE	# INCIDENTS
EMS	16
FIRE	21
<b>TOTAL</b>	<b>37</b>

### TOTAL TRANSPORTS (N2 and N3)

APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
E30	0	0	7
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>7</b>

### PRE-INCIDENT VALUE

\$2,500.00

### LOSSES

\$1,500.00

### CO CHECKS

TOTAL

### MUTUAL AID

#### Aid Type

Aid Given

Aid Received

#### Total

10

2

### OVERLAPPING CALLS

#### # OVERLAPPING

4

#### % OVERLAPPING

10.81

### LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station	EMS	FIRE
WPL Station 30	0:06:51	0:35:00
<b>AVERAGE FOR ALL CALLS</b>		<b>0:18:44</b>

### LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)

Station	EMS	FIRE
WPL Station 30	0:02:58	0:09:08
<b>AVERAGE FOR ALL CALLS</b>		<b>0:05:34</b>

### AGENCY

West Plainfield Fire Department

### AVERAGE TIME ON SCENE (MM:SS)

40:08

Only Reviewed Incidents included. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = # of PCR with disposition "Treated, Transported by EMS". # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMESIS 2 & 3 data as appropriate.

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# West Plainfield Fire Department

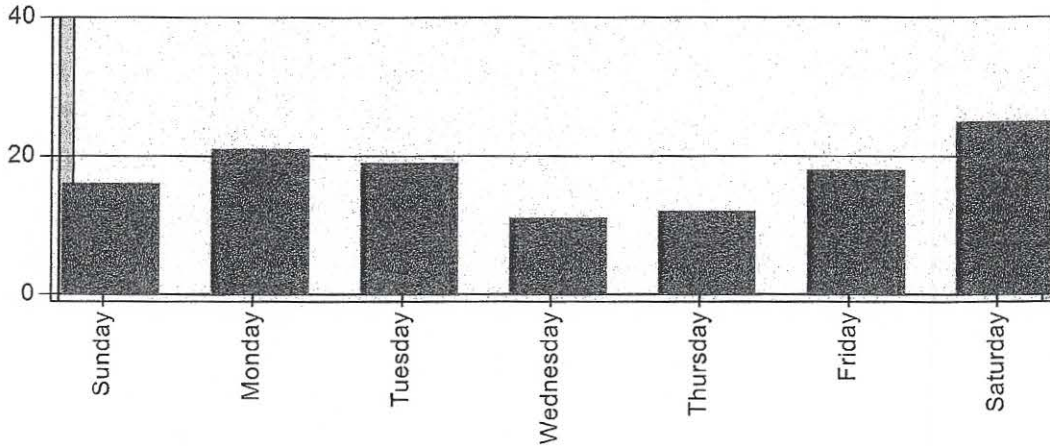
Davis, CA

This report was generated on 1/12/2019 3:33:15 PM



## Incidents by Day of the Week for Date Range

Start Date: 01/01/2018 | End Date: 12/31/2018



DAY OF THE WEEK	# INCIDENTS
Sunday	16
Monday	21
Tuesday	19
Wednesday	11
Thursday	12
Friday	18
Saturday	25
<b>TOTAL</b>	<b>122</b>

Only REVIEWED incidents included



# West Plainfield Fire Department

Davis, CA

This report was generated on 1/12/2019 3:49:26 PM



## Incident Type Count per Station for Date Range

Start Date: 10/01/2018 | End Date: 12/31/2018

INCIDENT TYPE	# INCIDENTS
<b>Station: 30 - WPL STATION 30</b>	
100 - Fire, other	2
111 - Building fire	1
113 - Cooking fire, confined to container	1
118 - Trash or rubbish fire, contained	1
130 - Mobile property (vehicle) fire, other	1
140 - Natural vegetation fire, other	2
142 - Brush or brush-and-grass mixture fire	3
143 - Grass fire	2
300 - Rescue, EMS incident, other	2
320 - Emergency medical service, other	1
321 - EMS call, excluding vehicle accident with injury	7
322 - Motor vehicle accident with injuries	4
324 - Motor vehicle accident with no injuries.	2
412 - Gas leak (natural gas or LPG)	1
500 - Service Call, other	1
561 - Unauthorized burning	1
611 - Dispatched & cancelled en route	2
632 - Prescribed fire	1
900 - Special type of incident, other	2

**# Incidents for 30 - WPL Station 30: 37**

Only REVIEWED incidents included.



# West Plainfield Fire Department

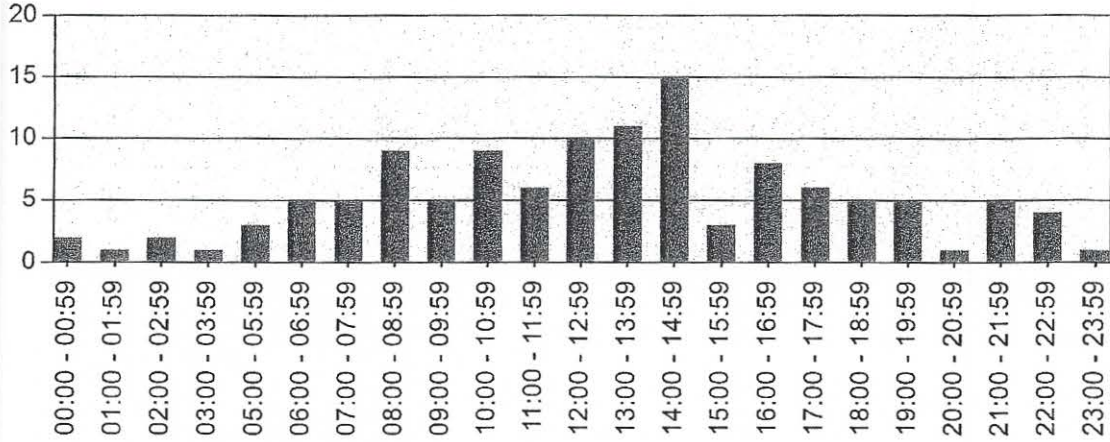
Davis, CA

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## Incidents by Hour for Date Range

Start Date: 01/01/2018 | End Date: 12/31/2018



HOURLY	# of CALLS
00:00 - 00:59	2
01:00 - 01:59	1
02:00 - 02:59	2
03:00 - 03:59	1
05:00 - 05:59	3
06:00 - 06:59	5
07:00 - 07:59	5
08:00 - 08:59	9
09:00 - 09:59	5
10:00 - 10:59	9
11:00 - 11:59	6
12:00 - 12:59	10
13:00 - 13:59	11
14:00 - 14:59	15
15:00 - 15:59	3
16:00 - 16:59	8
17:00 - 17:59	6
18:00 - 18:59	5
19:00 - 19:59	5

Only REVIEWED incidents included

HOUR	# of CALLS
20:00 - 20:59	1
21:00 - 21:59	5
22:00 - 22:59	4
23:00 - 23:59	1

Only REVIEWED incidents included



**EMERGENCY  
REPORTING**

emergencyreporting.com

Doc Id: 19

Page # 2

**Detailed Breakdown by Incident Type**

INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	2	5.41%
111 - Building fire	1	2.70%
113 - Cooking fire, confined to container	1	2.70%
118 - Trash or rubbish fire, contained	1	2.70%
130 - Mobile property (vehicle) fire, other	1	2.70%
140 - Natural vegetation fire, other	2	5.41%
142 - Brush or brush-and-grass mixture fire	3	8.11%
143 - Grass fire	2	5.41%
300 - Rescue, EMS incident, other	2	5.41%
320 - Emergency medical service, other	1	2.70%
321 - EMS call, excluding vehicle accident with injury	7	18.92%
322 - Motor vehicle accident with injuries	4	10.81%
324 - Motor vehicle accident with no injuries.	2	5.41%
412 - Gas leak (natural gas or LPG)	1	2.70%
500 - Service Call, other	1	2.70%
561 - Unauthorized burning	1	2.70%
611 - Dispatched & cancelled en route	2	5.41%
632 - Prescribed fire	1	2.70%
900 - Special type of incident, other	2	5.41%
<b>TOTAL INCIDENTS:</b>	<b>37</b>	<b>100.00%</b>

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.

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# West Plainfield Fire Department

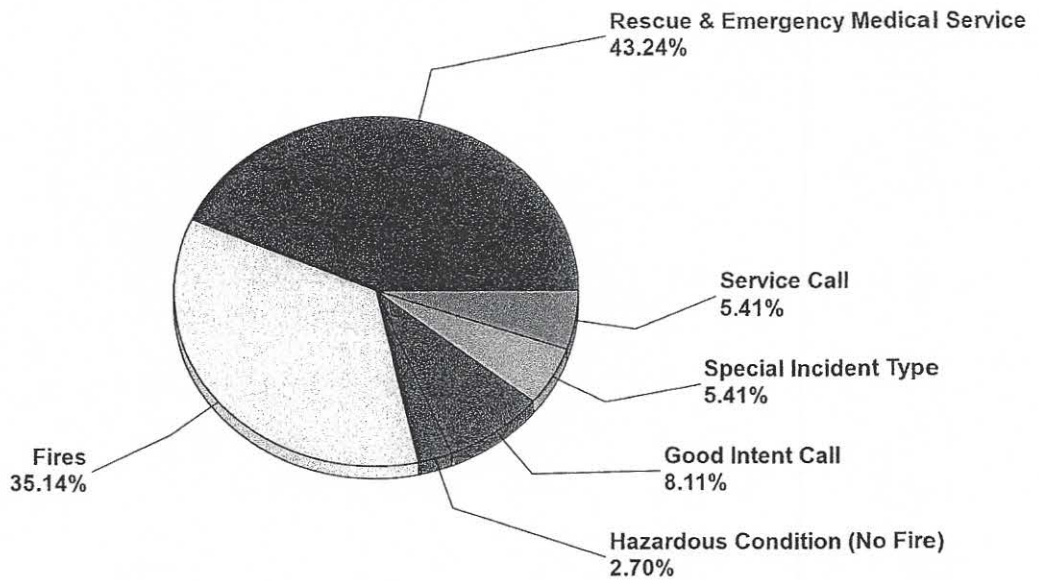
Davis, CA

This report was generated on 1/12/2019 3:43:09 PM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 10/01/2018 | End Date: 12/31/2018



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	13	35.14%
Rescue & Emergency Medical Service	16	43.24%
Hazardous Condition (No Fire)	1	2.70%
Service Call	2	5.41%
Good Intent Call	3	8.11%
Special Incident Type	2	5.41%
<b>TOTAL</b>	<b>37</b>	<b>100.00%</b>

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.

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# West Plainfield Fire Department



Davis, CA

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## Personnel Count per Incident for Date Range

Start Date: 10/01/2018 | End Date: 12/31/2018

INCIDENT				NUMBER OF PEOPLE		
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL
2018-090	10/2/2018 19:59:25	320 - Emergency medical service, other	57035	3	3	6
2018-093	10/3/2018 13:14:48	322 - Motor vehicle accident with injuries	57035	4	2	6
2018-094	10/5/2018 19:19:21	322 - Motor vehicle accident with injuries	57035	10	1	11
2018-096	10/6/2018 11:13:11	900 - Special type of incident, other	57035	4	2	6
2018-098	10/7/2018 12:19:06	900 - Special type of incident, other	57035	4	0	4
2018-099	10/11/2018 15:54:00	143 - Grass fire	57035	3	4	7
2018-100	10/13/2018 12:52:30	140 - Natural vegetation fire, other	57035	2	4	6
2018-101	10/13/2018 22:13:04	300 - Rescue, EMS incident, other	57035	5	2	7
2018-102	10/14/2018 12:21:24	142 - Brush or brush-and-grass mixture fire	57035	2	5	7
2018-103	10/14/2018 13:48:32	140 - Natural vegetation fire, other	57035	5	3	8
2018-104	10/14/2018 16:55:36	500 - Service Call, other	57035	2	1	3
2018-105	10/15/2018 13:28:13	142 - Brush or brush-and-grass mixture fire	57035	5	0	5
2018-106	10/15/2018 14:29:56	412 - Gas leak (natural gas or LPG)	57035	1	0	1
2018-107	10/16/2018 12:12:46	142 - Brush or brush-and-grass mixture fire	57035	3	2	5
2018-109	10/20/2018 09:00:01	321 - EMS call, excluding vehicle accident with injury	57035	4	2	6
2018-110	10/25/2018 06:57:46	322 - Motor vehicle accident with injuries	57035	4	3	7
2018-111	10/26/2018 22:21:59	611 - Dispatched & cancelled en route	57035	1	3	4
2018-112	11/1/2018 14:57:56	100 - Fire, other	57035	2	1	3
2018-114	11/6/2018 06:22:47	111 - Building fire	57035	1	5	6
2018-115	11/7/2018 22:04:09	143 - Grass fire	57035	7	2	9
2018-119	11/10/2018 17:39:32	561 - Unauthorized burning	57035	3	3	6
2018-120	11/11/2018 06:37:15	100 - Fire, other	57035	3	7	10
2018-121	11/26/2018 16:37:39	118 - Trash or rubbish fire, contained	57035	5	4	9
2018-122	11/29/2018 08:43:23	324 - Motor vehicle accident with no injuries.	57035	3	4	7
2018-123	11/30/2018 12:30:45	321 - EMS call, excluding vehicle accident with injury	57035	4	3	7

Only REVIEWED incidents included

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INCIDENT				NUMBER OF PEOPLE		
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL
2018-124	12/3/2018 19:19:12	324 - Motor vehicle accident with no injuries.	57035	10	6	16
2018-125	12/4/2018 17:15:21	321 - EMS call, excluding vehicle accident with injury	57035	4	4	8
2018-126	12/5/2018 14:06:31	321 - EMS call, excluding vehicle accident with injury	57035	3	3	6
2018-127	12/6/2018 18:56:08	632 - Prescribed fire	57035	7	2	9
2018-128	12/10/2018 11:07:47	130 - Mobile property (vehicle) fire, other	57035	2	3	5
2018-129	12/11/2018 08:55:52	321 - EMS call, excluding vehicle accident with injury	57035	3	3	6
2018-131	12/26/2018 12:27:57	321 - EMS call, excluding vehicle accident with injury	57035	2	2	4
2018-132	12/27/2018 10:00:51	113 - Cooking fire, confined to container	57035	4	3	7
2018-133	12/27/2018 17:54:00	321 - EMS call, excluding vehicle accident with injury	57035	5	4	9
<b>AVERAGES:</b>				3.8	2.8	6.6

Only REVIEWED incidents included

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# West Plainfield Fire Department

Davis, CA

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## Individual Incidents per Personnel for Date Range

Personnel: Beoshanz, Marc; Beoshanz, Garret; Boswell, Dean; Bravo, Geoffrey Scott; DeBonis, Nick M and 19 more | Sort By: Personnel | Start Date: 10/01/2018 | End Date: 12/31/2018

PERSONNEL	COUNT	PERCENTAGE
<u>Beoshanz, Garret</u>	32	86.49 %
<u>Beoshanz, Marc</u>	26	70.27 %
<u>Boswell, Dean</u>	2	5.41 %
<u>Bravo, Geoffrey Scott</u>	15	40.54 %
<u>DeBonis, Nick M</u>	11	29.73 %
<u>Defty, Jonathan</u>	7	18.92 %
<u>Delgadillo, Jesse</u>	1	2.70 %
<u>Fish, Patrick</u>	12	32.43 %
<u>Heins, William T</u>	7	18.92 %
<u>Kane, Nathan B</u>	19	51.35 %
<u>Lee, Jon</u>	1	2.70 %
<u>Maggenti, Peter A</u>	7	18.92 %
<u>Mikkelsen, Pat</u>	14	37.84 %
<u>Rita, Cherie</u>	13	35.14 %
<u>Rita, Michael D</u>	18	48.65 %
<u>Schlosser, Frank</u>	14	37.84 %
<u>Sheehan, Steven</u>	5	13.51 %
<u>Sinclair, Katelyn N</u>	4	10.81 %
<u>Stiles, David</u>	17	45.95 %
<u>Stiles, Tom</u>	7	18.92 %
<u>Warland, Anna Bay</u>	2	5.41 %
<u>Wiler, Steve</u>	1	2.70 %
<b>Sum of Individual Responses</b>	<b>235</b>	
<b>Total Incidents for Date Range</b>	<b>37</b>	

Includes incidents where personnel responded to on or off an apparatus. Only REVIEWED incidents included.

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# West Plainfield Fire Department

Davis, CA

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## Apparatus Compliance Percentage for Turnout Time for Response Mode for Incident Type for Date Range for Apparatus for Zone

Response Mode: All | Apparatus: All Apparatus | Shift(s): All Shifts | Zone(s): All Zones | Incident Type(s): All Incident Types | Start Date: 10/01/2018 | End Date: 12/31/2018 | Compliance Time: 00:05:00

APPARATUS	# RESPONSES		% COMPLIANT for APPARATUS RESPONSE MODE
	COMPLIANT	NOT COMPLIANT	
3032	2	0	100.00%
B230	9	0	100.00%
B30	11	4	73.33%
B330	1	0	100.00%
E30	21	2	91.30%
G30	1	2	33.33%
W230	0	2	0.00%
<b>TOTAL:</b>	<b>45</b>	<b>10</b>	<b>81.82%</b>
<b>TOTAL CALLS:</b>		<b>55</b>	

Calculates difference for apparatus' Dispatch and Enroute times in comparison to the COMPLIANCE TIME, INCIDENT TYPE and RESPONSE MODE provided. Example, for RESPONSE TIME of 00:05:00, % COMPLIANT column displays % where apparatus' enroute times were less than or equal to 5 minutes. Only REVIEWED and NON-CANCELLED incidents included.

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# West Plainfield Fire Department



Davis, CA

This report was generated on 1/12/2019 3:45:50 PM

## Average (Dispatch-Turnout-Response) Times per Zone per Major Incident Type

Start Incident Type: 100 | End Incident Type: 911 | Zone: All Zones | Start Date: 10/01/2018 | End Date: 12/31/2018

Major Incident Type	Response Mode	Avg Travel	Avg Dispatch	Avg TurnOut	Avg Response
Zone: No Zone Assigned					
Fires					
Lights and Sirens		8:25	0:50	7:13	16:29
No Lights or Sirens		0:00	0:00	0:00	0:00
Rescue & Emergency Medical Service					
Lights and Sirens		3:27	0:09	1:42	5:18
No Lights or Sirens		6:21	0:00	0:00	6:21
Hazardous Condition (No Fire)					
No Lights or Sirens		1:42	1:19	0:03	3:04
Service Call					
Lights and Sirens		7:44	0:00	1:34	9:18
No Lights or Sirens		0:00	0:00	0:00	0:00
Good Intent Call					
Lights and Sirens		7:48	1:41	2:48	12:17
Special Incident Type					
Lights and Sirens		173:22	3:09	8:03	184:33

CFAI Compliant - Report calculates the average time difference between (ALARM to DISPATCH = Avg Dispatch) and (DISPATCH to ENROUTE = Avg Turnout) and (ALARM to ARRIVAL = Avg Response). Only REVIEWED incidents are included. When no data is provided for ENROUTE times this report makes the assumption it is the same as the Dispatch Time

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**West Plainfield Fire Protection District**

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

**Minutes – December 18, 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 James McMullen. Present were:

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

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

**2. REVIEW DISCUSSION OF BILLS**

a. Approve payment of bills.

**Motion by:** Commissioner Beoshanz

**2<sup>nd</sup>:** Commissioner Hjerpe

**To approve the bills in the amount of \$12,081.52.**

**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

i. Financial Analysis Report

It was noted that the total amount had a typo. The report will be corrected and replace the one in the packet for filing.

ii. Landscaping/Fencing  
Nothing to report.

**5. FINANCIALS**

a. Deposits  
Total deposits of \$3,345.34.

b. Financial Reports  
Reports were not accurate so they were not run.

**6. NEW BUSINESS**

a. Discussion/Action – Yolo County Agreement for 0.25 FTE Reimbursement  
Commissioner Yeager and Assistant Chief Heins meet with Yolo County in regard to the .25 FTE Reimbursement. The Agreement has some areas that

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needed clarification. Currently it shows the agreement is for 5 years and renews each 5 years continuously. Assistant Chief Heins had concerns over some of the language and recommends that this agreement be sent to Committee to draw up the appropriate language.

President McMullen sent this issue to the District Funding Committee.

- b. **Discussion/Action – Assistant Chief Heins Annual Evaluation**  
Assistant Chief Heins chose to have an open evaluation discussion. Commissioner Hjerpe informed the Board that the Personnel Committee had met to discuss the evaluation. Commissioner Hjerpe discussed Assistant Chief Heins four major accomplishments throughout the year and stated that the Committee accepted his evaluation. His performance was determined to be outstanding for over a year and the Committee recommended a \$2,000 bonus be awarded to Assistant Chief Heins.

The Board discussed the possibility of a one-time salary augmentation of \$2,000. President McMullen suggested the Board consider an increase in his hourly rate to \$45/hour.

After some discussion it was determined that this should be sent back to the Personnel Committee to reevaluate his hourly rate and to also send this issue to the Budget Committee for agreement in a salary increase.

By Consensus, the Board agreed to have both the Committees meet and make a recommendation to the Board.

- c. **Discussion/Action – One-time salary augmentation for Assistant Chief Heins.**  
Already covered under 6.b.

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

**To award a one-time salary augmentation of \$2,000 to Assistant Chief Heins.**

**Passed:** Unanimously

## 7. **OLD BUSINESS**

- a. **Fire District Website Update**  
Assistant Chief Heins updated the Board on the progress. He reminded the Board that new software had to be purchased in order to meet the requirement of having searchable pdf's uploaded. The software should be ready to go live shortly. He also informed the board that Lillard Hall had a section on the website as well. The new website will have the ability to allow Lillard Hall to have its own calendar if the Hall Manager chose to use this option. The website can also assist with information on what is required to rent the Hall and allow people to see if their date is already booked before filling out the paperwork.

Assistant Chief Heins stated that he would work on training staff and the clerk on how to upload agendas, minutes and board packets to the site.

8. **CHIEF'S REPORT**

Chief Rita informed the Board of a few items

- Portable radios were issued last week with a unit identifier to three volunteers.
- New Brush Truck should be ready in the next couple of weeks
- The new chassis for the 3<sup>rd</sup> Brush Truck is on route
- Update on training
  - January will be a Driver/Operator 1a instead of regular Monday night drill
  - February there will be a Command 2B class
  - April or May will be a First Responder Operational HazMat class.
- Within the next two weeks the opening for the Engineer position will be available for applications along with other Volunteer positions.

9. **ASSISTANT CHIEF REPORT**

Assistant Chief Heins informed the Board of a few items.

- The new Reilef Firefighter's training is going well. It is felt that the familiarization of the District is the only issue.
- AC Heins reported that he added a time keeping mechanism to the daily log to see where time is being spent for airport business.
- Volunteers would like to visit the Sacred Oaks site. AC Heins stated that he is working on arranging a visit for training purposes.
- Working on Budget Worksheet.

10. **VOLUNTEER ACTIVITIES REPORT**

Nothing specific to report in January but the Pancake Breakfast is schedule for the 1<sup>st</sup> Sunday in March (March 3<sup>rd</sup>).

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) – Gave report earlier.
- iv. District Funding and Development Committee (Beoshanz, Yeager) – No meeting, no report.

b. Ad Hoc Committees

- i. Incident Analysis and Reporting Committee (Beoshanz, Hjerpe)- No meeting, no report.
- ii. BIHS/Sacred Oaks Committee (McMullen, Guarino) – As mentioned in AC Heins report he is working on setting up a meeting with them.
- iii. County road 31 and County Road 96 Safety Committee – Waiting on a response from the County.

12. **TRAINING LIASION REPORT**

Nothing new to report.

13. **FIRE PREVENTION LIASION REPORT**

No updates.

14. **MAJOR EQUIPMENT LIASION REPORT**

There was a telephone meeting in regard to the Fire Station front door to the office. There is a crack that has gotten larger and there is now an issue with closing/locking the



front door. A contractor was contacted to repair or replace the door frame and the contractor stated that the foundation is crumbling and falling away from the wall. The contractor suggested that a structural engineer be brought in to determine how to repair.

Assistant Chief Heins recommend to the Board that a structural engineer be located to survey the door frame. By Consensus, it was agreed that Assistant Chief Heins bring in a structural engineer and report back at the next meeting to determine a course of action.

15. **MINUTES**

- a. Approval of November 11, 2018 Board Meeting Minutes.  
Minor corrections were needed on page three.

**Move to approve minutes with corrections.**

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

**Passed: Unanimously**

16. **CLERKS' REPORT**

Clerk Grafton stated that she had read in the minutes from November that there was a concern over whether the letter to the Yolo County Board of Supervisors had gone out in regard to the County Road 31 safety concerns. Clerk Grafton brought a copy of the letter and informed the Board that the letter had gone out on October 21<sup>st</sup>.

17. **OPEN FORUM**

Commissioner Beoshanz informed the Board that he had attended the Board of Supervisors meeting regarding the roundabouts in our area and the issue passed with a 4 to 1 vote. Staff was asked to provide input to the board as the project moves along.

18. **CALENDAR**

The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday January 15, 2019 at 7:00 pm. President McMullen stated that he would not be able to attend and that Vice President Yeager would run the meeting.

Meeting adjourned 8:35 pm

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk