

West Plainfield Fire Protection District

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

BOARD OF COMMISSIONERS – REGULAR MEETING December 15, 2020 at 7:00 PM

To be held via Video and Teleconference

Video Meeting Information

<https://us02web.zoom.us/j/83092015294?pwd=R3o3STRGV2NMa0lyQWlveDZZem45Zz09>

Meeting ID: 830 9201 5294

Passcode: 630485

Phone Meeting Information

Dial by phone +1 669 900 6833

Remote Meeting Locations: 25258 County Road 95, Davis, CA 95616
34791 Creeksedge Road, Davis, CA 95616
25635 County Road 96, Davis, CA 95616
37007 Russell Boulevard, Davis, CA 95616
26213 County Rd 96, Davis, CA 95616

- 1) Call the Meeting to Order and Establish Quorum
- 2) Public Comment
- 3) Old Business
 - a) Update – Forced Abatements
 - i) APN 037-110-005 – 26960 County Road 96
 - b) Update – Weed Abatement (AC Heins)
 - c) Update - W230 Replacement (Chief Rita)
- 4) Lillard Hall
 - a) Manager Report (Manager Sinclair)
- 5) New Business
 - a) Discussion / Action – Out of District Volunteer Applications (AC Heins)
 - b) Discussion/Action – Support for County Sales Tax Ballot Initiative (Chief Rita)
- 6) Approval of Prior Board Meeting Minutes (Clerk Gonzalez)
 - a) Special Meeting of October 19, 2020 (Page 4-5 of 17)
 - b) Regular Meeting of October 20, 2020 (Page 6-11 of 17)
 - c) Regular Meeting of November 17, 2020 (Page 12-17 of 17)
- 7) Next regular Board meeting on January 19, 2021, unless another date is agreed upon
- 8) Meeting Adjourned (President McMullen)

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- Invite other participants
- View Participant list – opens a pop-out screen that includes a "Raise Hand" icon that you may use to raise a virtual hand
- Change your screen name that is seen in the participant list and video window
- Share your screen

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Minutes – October 19, 2020
West Plainfield Fire Protection District Board of Commissioners
Special Meeting via meet.google.com (video and teleconference)

1. CALL TO ORDER

The meeting was called to order at 7:201 pm by President McMullen and a quorum was established. Present were:

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

Staff: Fire Chief Cherie Rita. AC Heins, Clerk Grafton

2. PUBLIC COMMENT

There was no public comment.

3. DISCUSSION/ACTION – Resolution No. 2020-42 City of Winters General Plan to establish an Urban Growth Boundary

President McMullen informed the Board that due to the possible length of discussion regarding this item it was determined that a special meeting be held outside of the regularly scheduled Board meeting at a special meeting.

Commission Beoshanz explained that he had asked this be discussed due to the concern he had over possible flooding in the West Plainfield District due to a potential new development in Winters' sphere of influence. President McMullen gave a brief overview of the potential project outside the City of Winters and City of Winters Resolution 2020-42. This resolution was brought to the City of Winters by an advocacy group and they have petitioned the city council to put this on the ballot for November. In November if the voters approve there would need to be developed an urban boundary in Winters, which would need to be mitigated in order to take away agricultural land.

Discussion over the issue was continued and President McMullen concluded the discussion by stating that there were three positions that could be taken. They are (1) take no action, (2) Support yes and (3) Support no. President McMullen entertained any motions on this issue.

Motion by: Commissioner Hjerpe

To write a letter to the Chair of the Board of Supervisors concerning the possible, potential development to the north of Winters that could divert rain water into the West Plainfield District.

President McMullen asked for a 2nd to the motion three consecutive times. Hearing none the motion died for a lack of a 2nd.

Motion by: Commissioner Beoshanz
2nd: Commissioner Guarino

To support the City of Winters Urban Road Boundary Resolution 2020-42.

There was discussion in regard to whether West Plainfield should take a position on a Winters Resolution.

Motion Amended by: Commissioner Beoshanz
2nd: Commissioner Guarino

To add to the end of the motion ... as it would impact flooding in the West Plainfield District.

Discussion: Commissioner Yeager suggested that since this issued is still in the early stages, to table this until there is more known about whether the potential development will move forward.

Commissioner Beoshanz agreed to withdraw the motion and table until such time it is known whether this development will move forward. Commissioner Guarino concurred.

President McMullen asked the Clerk to poll the Board to see fit here were any alternate motions prior to concluding the meeting.

Commissioner Guarino	No
Commissioner Beoshanz	No
Commissioner Yeager	No
Commissioner Hjerpe	No

Hearing no desire for any alternate motions, President McMullen concluded that the Board of Commissioners have made the decision to take no action on City of Winters Resolution 2020-42 at this time.

Motion by: Commissioner Guarino
2nd: Commissioner Beoshanz

To adjourn.

President McMullen asked for a roll call.

Commissioner Beoshanz – Aye
Commissioner Hjerpe – Aye
Commissioner Yeager – Aye
Commissioner Guarino – Aye
Commissioner McMullen – Aye

Meeting adjourned 7:50 pm

President

WFPD Clerk

West Plainfield Fire Protection District

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

Minutes – October 20, 2020 West Plainfield Fire Protection District Board of Commissioners

Held via Video and Teleconference

Remote Meeting Locations: 25258 County Road 95, Davis, CA 95616
34791 Creeksedge Road, Davis, CA 95616
25635 County Road 96, Davis, CA 95616
37007 Russell Boulevard, Davis, CA 95616
26213 County Road 96, Davis, CA 95616

1. CALL TO ORDER

The meeting was called to order at 7:08 pm by President McMullen and a quorum was established. Present were:

Commissioners: James McMullen, Ed Beoshanz, Jim Yeager, Richard Guarino and Charles Hjerpe
Staff: Fire Chief Cherie Rita, Assistant Chief Bill Heins, Captain Michael Booth, Captain Scott Bravo, Assistant Chief David Stiles, Patrick Fish and Hall Manager Katelyn Sinclair
Guest: Larry LaTour

2. PUBLIC COMMENT

There was no public comment.

3. OLD BUSINESS

- a. Discussion/Action – Resolution 20-02 – Forced Abatements
 - (i) APN 037-100-009 – 35675 County Road 31
AC Heins informed the Board that on August 2, 2020 the property was reinspected and passed. AC Heins recommended to the Board that no action be taken at this time.

Motion by: Commissioner Hjerpe
2nd: Commissioner Yeager

To accept the recommendation by staff.

President McMullen asked for a roll call.

Commissioner Hjerpe – Aye
Commissioner Yeager – Aye
Commissioner Guarino – due to technical difficulty could not be heard and therefore, considered not present.
Commissioner Beoshanz - Aye
Commissioner McMullen – Aye

Motion Passed 4-0

- (ii) APN 037-110-005 – 26960 County Road 96
AC Heins noted that this was the property known as Fairfield School. The school facilities manager was finally contacted and they have completed $\frac{3}{4}$ of the work and had some concerns over working on County Road 96. They are in the process of finding a safe way to clear. AC Heins stated that staff recommends that this be deferred until the November meeting.

Motion by: Commissioner Hjerpe
2nd: Commissioner Yeager

To accept the recommendation by staff and move this item to the November Board meeting.

President McMullen asked for a roll call.

Commissioner Hjerpe – Aye
Commissioner Yeager – Aye
Commissioner Guarino – due to technical difficulty could not be heard and therefore, considered not present.
Commissioner Beoshanz - Aye
Commissioner McMullen – Aye

Motion Passed 4-0

- (iii) APN 040-220-002 – 34505 County Road 29
AC Heins noted that this is the property known as Yolo Canine Academy. On October 12, 2020, the property was reinspected and passed inspection. Staff recommends removing this property from the list.

Motion by: Commissioner Hjerpe
2nd: Commissioner Yeager

To accept the recommendation by staff and remove this property from the list.

President McMullen asked for a roll call.

Commissioner Hjerpe – Aye
Commissioner Yeager – Aye
Commissioner Guarino – due to technical difficulty could not be heard and therefore, considered not present.
Commissioner Beoshanz - Aye
Commissioner McMullen – Aye

Motion Passed 4-0

- b. Update – Weed Abatement Update
AC Heins stated that he had been able to utilize volunteer inspectors. Captains Bravo and Booth both have trained the volunteers. They have performed 313 inspections. 275 have passed and 38 have not. The department is currently working with those 38 property owners. He noted that the owners are being educated as well on the importance of weed abatement.

Depending on the progress of these properties some may be presented on the November Agenda. No action needed at this time.

- c -d. Update Yolo County Fire Assessment Group
AC Stiles informed the Board that Item c & d were the same item different name. Therefore, he presented information for item d. Update 172/Fire Service Reorganization at the same time.

AC Stiles briefly reviewed the letter received from Yolo County Fire Protection Sustainability Board Ad Hoc Committee on their progress update. AC Stiles stated that they are trying to bring the Committee together the first week of November to work out a plan to propose to the County Fire Chiefs and District Board.

AC Stiles reviewed the main goal of the Committee which was to improve the volunteer fire service in Yolo County. They looked at the cost of staffing for paid and volunteer stations and the possibility of new volunteer stations.

AC Stiles noted that one way they are looking at funding those costs is with a 1/2 cent sales tax increase in the rural county. This item will be brought back to this board at some point in the future for possible support of the tax increase.

AC Stiles reviewed the breakdown of West Plainfield Fire Protection District services calls, staffing and apparatus. He also reviewed the revenue and expenses F18-19.

The Committee is continuing to gather data and AC Stiles stated he should have more information once they meeting again.

- e. Discussion/Action - Coverage by YCPARMIA for Utilization of Retired District Employees in Volunteer Non-Firefighter Capacity
AC Heins stated that he had not be able to get any further information from YCPARMIA as they are having some staffing issues at this time. He will continue to work on this.

Currently the station is not utilizing any retired district employees.

4. LILLARD HALL

- a. Manager Report
Ms. Katlyn Sinclair informed the Board that she had nothing new to report at this time. The Hall remains closed and she is continuing to research ways to safely open this Hall for groups such, as the dog group. If she is able to find any information, she will request a special meeting at that time.
- b. Use of Hall by Non-Profits – Committee Member Guarino
Commissioner Guarino is still having technical difficulties so this was moved to the next meeting.

5. NEW BUSINESS

- a. Proposal to prepare Annual State Controller's Special Districts Transactions Report Clerk Grafton informed the Board that a letter/proposal had been received from Mark Krummenacker in regard to preparing our Special Districts Transactions Report for 2019. Ms. Grafton noted that he had prepared them the last couple year and asked if the Board would like to have him prepare them again this year. The cost would be \$200.

Motion by: Commissioner Yeager
2nd: Commissioner Beoshanz

To accept the proposal to have Mark Krummenacker prepare the Annual Financial Transactions Report for the District at \$200.

President McMullen asked for a roll call.

Commissioner Hjerpe – Aye
Commissioner Yeager – Aye
Commissioner Guarino – due to technical difficulty could not be heard and therefore, considered not present.
Commissioner Beoshanz - Aye
Commissioner McMullen – Aye

Motion Passed 4-0

6. CLOSED SESSION

- a. Discussion/Interview – Company Officer/EMT Candidate Recommended by Personnel Committee

AC Heins introduced Larry LaTour to the Board as the candidate in question. The meeting moved into Closed Session at 8:00pm
CLOSED SESSION - 8:00PM to 8:13PM

Report out of closed session:

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve the title of Provisional Lieutenant to Larry LaTour at a rate of \$21/hr. conditional on passing of the medical exam and background check.

President McMullen asked for a roll call.

Commissioner Hjerpe – Aye
Commissioner Yeager – Aye
Commissioner Guarino – Aye
Commissioner Beoshanz - Aye
Commissioner McMullen – Aye

Motion Passed 5-0

All welcomed Lt. LaTour to the department and he was excused unless he wished to stay. Lt. LaTour signed off the meeting at 8:18pm

b. Discussion/Action –Personnel Evaluation – Fire Captain

President McMullen asked Captain Scott Bravo if he would like to go into a closed session. Captain Bravo requested a closed session.

The meeting moved into Closed Session at 8:19pm
CLOSED SESSION - 8:19PM to 8:42PM

Report out of closed session:

President McMullen congratulated Captain Bravo on an outstanding performance. All concurred.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve the one time 3% salary augmentation to Captain Bravo.

President McMullen asked for a roll call.

Commissioner Beoshanz – Aye
Commissioner Hjerpe – Aye
Commissioner Yeager – Aye
Commissioner Guarino – Aye
Commissioner McMullen – Aye

Motion Passed 5-0

7. **MINUTES**

a. Approval of August 18, 2020 Board Meeting Minutes.

President McMullen noted one correction on page two. Fair Field School should be Fairfield School.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve the minutes of August 18, 2020 as corrected.

President McMullen asked for a roll call.

Commissioner Hjerpe – Aye
Commissioner Yeager – Aye
Commissioner Guarino – Aye
Commissioner Beoshanz - Aye
Commissioner McMullen – Aye

Motion Passed 5-0

8. OPEN FORUM

Commissioner Hjerpe asked the staff what was being done at the station to protect against COVID-19. AC Heins informed the Board that the department had implemented numerous policies and procedures based on recommendations received by the CDC and local Yolo County agencies.

Some of those policies include limiting the number of people in the station, limit the number of people that they are in contact with, disinfecting areas used and wearing masks. When going on calls to treat a patient AC Heins stated that those attending wear face masks, gloves and gowns.

Captain Bravo also noted that volunteers are required to review the procedures being used and to sign off that they understand those before they can respond to calls. He also noted that they have modified drills.

AC Stiles gave an update on the new water tender. Complete construction is due to be completed the week of the 2nd of November and inspections on the 9th-11th of November. Therefore, it should arrive within the next month. When asked where the inspection would be held, AC Stiles stated that the inspection is in South Dakota.

9. CALENDAR

The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday November 17, 2020 at 7:00 pm.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To Adjourn.

Meeting adjourned 8:55 pm

President

Clerk

West Plainfield Fire Protection District

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

Minutes – November 17, 2020 West Plainfield Fire Protection District Board of Commissioners

Held via Video and Teleconference

Remote Meeting Locations: 25258 County Road 95, Davis, CA 95616
34791 Creeksedge Road, Davis, CA 95616
25635 County Road 96, Davis, CA 95616
37007 Russell Boulevard, Davis, CA 95616
26213 County Road 96, Davis, CA 95616

1. CALL TO ORDER

The meeting was called to order at 7:01 pm by President McMullen and a quorum was established. Present were:

Commissioners: James McMullen, Ed Beoshanz, Jim Yeager, Richard Guarino and Charles Hjerpe
Staff: Fire Chief Cherie Rita, Assistant Chief Bill Heins, Captain Scott Bravo, Patrick Fish and Hall Manager Katelyn Sinclair
Guest: Brenda Gonzalez (joined 7:50)

2. PUBLIC COMMENT

There was no public comment.

3. NEW BUSINESS

- a. Discussion/Action – Fill Board Clerk Position
The Commissioners, AC Heins and Chief Rita moved into Closed Session at 7:15pm
CLOSED SESSION – 7:15PM to 7:50PM

Motion by: Commissioner Yeager
2nd: Commissioner Guarino

To appoint Brenda Gonzalez as the Board Clerk to the Commissioners of the West Plainfield Fire Protection District at a rate of \$18.50/hr. effective December 1, 2020.

President McMullen asked for a roll call.

Commissioner Hjerpe – Aye
Commissioner Yeager – Aye
Commissioner Guarino - Aye
Commissioner Beoshanz - Aye
Commissioner McMullen – Aye

Motion Passed 5.0

- b. Discussion/Action - Out of District Volunteer Applications
AC Heins noted that this item is to be a recurring agenda item each month but had inadvertently dropped off a couple meetings ago. There are no applicants at this time.
- c. Discussion/Action – Committees Standing and Ad Hoc Reassignment of Members
President McMullen assigned the following Liaisons effective December 1, 2020:

Utilities and Large Equipment Liaison– Ed Beoshanz
Fire Prevention Liaison – James McMullen
Training Liaison – Jim Yeager

Committees were reassigned as shown below effective December 1, 2020. Those in bold are the Committee Chairs.

Standing Committees

- (1) Benefits and Budget Committee – Hjerpe, **Guarino**, Rita
- (2) Personnel Committee – **Yeager**, Beoshanz, Rita
- (3) District Funding and Development Committee - **Yeager**, Hjerpe, Heins
- (4) IHS Committee - **McMullen**, Guarino
- (5) Lillard Hall Committee – Beoshanz, **Yeager**,

Motion by: Commissioner Yeager
2nd: Commissioner Guarino

To combine the Benefits and Budget Committee into one Committee.

President McMullen asked for a roll call.

Commissioner Hjerpe – Aye
Commissioner Yeager – Aye
Commissioner Guarino - Aye
Commissioner Beoshanz - Aye
Commissioner McMullen – Aye

Motion Passed 5.0

- d. Discussion/Action – Support for County Sales Tax Ballot Initiative
Chief Rita reminded the Board that in the October packet there was an explanation of what this tax was and possible uses for the funds. The main proposal was a .5 cent sales tax increase to be put on the ballot next year which would support the Fire Districts. The county’s Committee working on this wants to ensure that the Fire Districts will support any measure that is added to the ballot. The Committee would like to know the position of each district on this proposal.

Chief Rita asked if the Board of Commissioners for West Plainfield Fire Protection District would support a .5 cent sales tax if put on the ballot next year.

President McMullen stated that he felt that there was not enough information to make a decision and asked if this was a rural tax. Chief Rita confirmed that this was an unincorporated tax.

By consensus it was decided that the Chief go back to the County and request more information for the Board to be able to make an educated decision.

4. **LILLARD HALL**

a. Manager Report

Ms. Katlyn Sinclair informed the Board that during the department volunteer training it was found that one of the double doors to the hall is broken. She noted that AC Heins had told her it had been an ongoing problem and that the previous Hall Manager had received quotes to replace it. Ms. Sinclair noted that those quotes are now outdated and the same doors are not available any longer. She stated that she will be getting another quote to present to the Board at the next meeting. President McMullen reminded Ms. Sinclair that the doors would need to be equipped with panic hardware.

e. Discussion/Action Use of Hall by Non-Profits

This item was pulled by the proponent, Richard Guarino.

5. **OLD BUSINESS**

a. Update – Forced Abatements

(i) APN 037-110-005 – 26960 County Road 96

AC Heins noted that this was the property know as Fairfield School. The school has completed $\frac{3}{4}$ of the work and had some concerns over working on Russel Blvd. due to traffic. As of this date no further work has been done and he stated that he has not been able to reach them. AC Heins stated that staff recommends this property be moved to the next step in the process which is to collect costs and prepare a cost proposal and letter to be sent to the Davis Unified School District as the owner of the property.

Motion by: Commissioner Guarino

2nd: Commissioner Hjerpe

To draft a cost proposal and notice for forced abatement for Davis United School District the owner of Fairfield School.

President McMullen asked for a roll call.

Commissioner Hjerpe – Aye

Commissioner Yeager – Aye

Commissioner Guarino – Aye

Commissioner Beoshanz - Aye

Commissioner McMullen – Aye

Motion Passed 5-0

b. Discussion/Action 24/7 Shift Schedule

AC Heins stated that there needs to be an official approval of the recommended shift schedule. The Chiefs have spoken to career staff and have recommended a 48/96 configuration. This will be the same as the majority of districts in Yolo County that are on 24/7 staffing.

AC Heins stated that this would go into effect depending on training and is projecting a December start date.

Motion by: Commissioner Yeager
2nd: Commissioner Guarino

To approve 24/7 staffing on a 48/96 schedule.

President McMullen asked for a roll call.

Commissioner Hjerpe – Aye
Commissioner Yeager – Aye
Commissioner Guarino – Aye
Commissioner Beoshanz - Aye
Commissioner McMullen – Aye

Motion Passed 5-0

- c. Update – W230 Replacement Update
Chief Rita stated that the new W230 is being inspected in South Dakota at the factory and anticipates delivery early December. Chief Rita stated that she would request that the Clerk work with the President to authorize the County to issue a warrant in the amount which was previously approved and give the check to the Chief in order to hand it to the Company at delivery. **By consensus** it was agreed that the check would be requested.
- d. Update – Weed Abatement Update
AC Heins stated that additional properties are still being inspected but due to the rain they will most likely be delayed. AC Heins stated that depending on the progress of some of these properties, they may be presented on the December Agenda. No action needed at this time. He noted that weed abatement may become year-round.
- e. Discussion/Action - Coverage by YCPARMIA for Utilization of Retired District Employees in Volunteer Non-Firefighter Capacity
AC Heins stated that he had received a response from YCPARMIA in the form of an email, which he shared. In summary, he noted that they stated that if the retired employee had been exposed to smoke or had respiratory issues and that was why they retired, they would not be covered even if they should return to office work. AC Heins stated that the two individuals considered for office work both had respiratory issues so they would not be able to return.

AC Heins also noted that YCPARMIA stated that there is not a volunteer resolution filed with them, which they would need if it is decided to bring anyone back from retirement. Chief Rita stated that she believed there was a resolution 2020-01 which had not been completed and filed. She will work with the Clerk to get this finalized.

6. APPROVAL OF PRIOR BOARD MEETING MINUTES

President McMullen asked the Clerk why the October 19, 2020 Special Board Meeting minutes had not been included for review and approval. Ms. Grafton stated that it had been an oversight and they would be included in the December agenda.

By consensus all agreed that the October 19th Special Board Meeting minutes would be added to the December agenda.

- a. Approval of October 20, 2020 Board Meeting Minutes.

Minor corrections were noted.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve the minutes of October 20, 2020 as corrected.

President McMullen asked for a roll call.

Commissioner Hjerpe – Aye
Commissioner Yeager – Aye
Commissioner Guarino – Aye
Commissioner Beoshanz - Aye
Commissioner McMullen – Aye

Motion Passed 5-0

8. OPEN FORUM

- Commissioner Yeager informed the Board that he had been appointed to a Fire Council which had its first meeting. This Council would look at rescue of live stock in hills as one of the challenges.
- AC Heins thanked Clerk Grafton for all her service to the Fire District and wished her well. He stated that he appreciated all the work she had done over the years during her position as Board Clerk.
- President McMullen stated that the department has a concentrated entrance requirement to join the department but not much for those that leave the department. He stated that he would like to see a process in place for exit interviews and suggested the Personnel Committee do further research. AC Heins suggest that it may be better to have an Ad Hoc Committee spend some time in research and put together a policy.

President McMullen created the following Ad Hoc Committee:
Increase of Driver's in the District Committee – **Beoshanz**, Hjerpe

It was agreed that the Committee would consist of Commissioner Beoshanz who will Chair the Ad Hoc Committee and Commission Hjerpe. AC Heins as staff.

- Patrick Fish announce that he is now a resident of the district.

9. CALENDAR

The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday December 15, 2020 at 7:00 pm.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To Adjourn.

President McMullen asked for a roll call.

Commissioner Hjerpe – Aye
Commissioner Yeager – Aye
Commissioner Guarino – Aye
Commissioner Beoshanz - Aye
Commissioner McMullen – Aye

Motion Passed 5-0

Meeting adjourned 8:45 pm

President

Clerk