



WILTON FIRE PROTECTION DISTRICT

9800 Dillard Road • Wilton, CA 95693

(916) 687-6920 • Fax (916) 687-8920

www.wilton-fire.org

MINUTES

Regular Meeting of the Board

Wednesday, October 16, 2013 at 7:00 p.m.

Wilton Fire Station 81

ATTENDANCE

Directors Present: Obe Brown, Ron Fiorica, Joe Guardino, Al Iaccopucci, and Edgar Monroy

Staff Present: Fire Chief, Tom Dark and Clerk of the Board, Andrea Adams

A. CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. Director Guardino called the meeting to order at 7:00 p.m.
2. Pledge of Allegiance led by Jim Graham

B. ANNOUNCEMENTS/PRESENTATIONS

1. Director Guardino stated he attended a Special District LAFCo committee meeting.
2. Director Guardino stated the CSDA is offering a free Ethics Compliance Training – AB 1234 Course online webinar on 11/7/13. The two-hour workshop is free for the Directors and it is required training. If unable to attend, the Directors should contact the Clerk of the Board to obtain the certificate in another manner.

C. COMMUNICATIONS FROM THE PUBLIC

1. None

D. CONSENT CALENDAR

1. **M/S** Brown/Fiorica To approve the consent calendar as written.
Approved 5/0

E. STAFF REPORTS

1. Chief Dark updated the Board on the prior month's activities through the Chief's Report:
 - i. September 2013 reported 39 calls and September 2012 reported 49 calls;
 - ii. Significant Incidences included a fairly large grass fire (nearly 150 acres of wildland preserve) at Dillard near Highway 99. The winds were strong and the fire spread extremely fast. Cosumnes and Sac Metro also assisted on the call;
 - iii. Another grass fire occurred at Arno and Riley on 9/28/13;
 - iv. On Highway 99, a pedestrian was hit and killed by a motorist after the pedestrian had lost some things out of the back of his truck and he was on the road trying to retrieve them;
 - v. Vehicle maintenance included Engine 84's and Water Tender 81's primer pumps replaced. Next month the repairs will be significantly higher – in the \$11,000 range;
 - vi. Training included the administration of flu and tuberculosis vaccines. Saturday's Drill was Rapid Intervention and Thermal Imaging. Also, crews assisted Cosumnes Fire with a training burn located at Dillard and Highway 99;



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- vii. The trade of the trailers was approved by Cosumnes Fire and the paperwork is in the process of being finalized;
- viii. The on duty crew also participated in a public education event for the kindergarten class at Dillard Elementary School. Director Guardino attended and said the event was a success and the crew did a great job. He also stated the teacher and parents were impressed with the crews professionalism;
- ix. The FOWY tri tip dinner drive through will be held on 10/18/13 in the Station 81 parking lot;
- x. Two more firefighters obtained full time positions with fire departments – congratulations to Matt Rodriguez and Matt Yandell.

F. NEW BUSINESS

1. WFPD Administration Copy Machine – Chief Dark

Recommendation: Chief Dark stated an upgraded copy machine is needed for the office.

Discussion: Chief Dark stated the money allotted to purchase a copy machine wasn't enough. The new copier misfeeds frequently and isn't working well for the office. As result, it's causing the staff a lot of frustration. The machine is more suited for a home office type situation. Caltronics repairmen have been out to service it. Caltronics has agreed to provide a full refund and credit the amount towards a more capable machine. Chief Dark stated a new multi-task machine is needed and will cost approximately \$5,000.

Director Guardino asked if we return the one we currently have, how much additional money is needed above what we've already spent to purchase one that will work.

Chief Dark responded about \$2,000.

Chief Dark also stated the current copier won't hold a ream of paper. An additional tray still needs to be added or purchased for \$300 which will increase the overall cost from \$2,700 to \$3,000. So, basically for a suitable office machine it will cost \$5,000.

Director Brown stated if it's not working – change it and purchase a better machine.

Director Guardino stated we're still well ahead of what we would've spent if we had entered another lease. If we have to spend another \$2,000 to buy one that meets our needs and it's going to work for us then that's the cost of doing business.

Director Fiorica asked if the new one had been tested.

Chief Dark responded we were not told by the sales representative that the current machine was more of a home office machine and that we had the option to visit their showroom and try out the machines. Office staff would like to go look at the machines and bring documents from the office that require scanning/copying and test the machines.

Director Guardino stated his thoughts are to allocate \$2,000 plus what was already spent on the current machine.

Chief Dark stated in the next report we will be over budget in office supplies but that will help us budget for next year.

M/S Guardino/Brown To authorize the Chief to spend up to \$5,000 on a new copy machine which includes the amount already spent on the current copy machine.

Approved 5/0



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2. Sacramento LAFCo Selection of Special District Commissioner and Alternate Special District Commissioner – Director Guardino
Recommendation: Director Guardino stated one candidate for Special District Commissioner and one candidate for Alternate Special District Commissioner must be selected by the Board.
Discussion: Director Guardino asked for discussion from the Directors. Director Iaccopucci recommended Gay Jones. Director Guardino stated Gay Jones contacted him by phone asking for the Board's support and that she was the only candidate that reached out asking for our support. He continued to state she is his choice for Special District Commissioner.

Director Guardino stated as for the Alternate Commissioner there are two choices – Paul R. Green, Jr. or Bob McKenzie. Director Guardino asked for direction from the Board. Director Fiorica stated he was leaning towards Paul R. Green.

Director Guardino clarified Gay Jones for Commissioner and Paul R. Green as Alternate Commissioner.
MS Brown/Fiorica To select Gay Jones as Special District Commissioner – Office Number 7 and Paul R. Green as Alternate Special District Commissioner – Office Number 6 & 7.

Approved 5/0

3. WFPD Policy and Procedures Manual – Director Guardino
Recommendation: The Chief recommended purchasing the CSDA Sample Policy Handbook, 5th Edition on disk as a guideline for the District.
Discussion: Director Guardino stated an example of the CSDA Draft Policy and Procedures manual was received and a CSDA a sample policy handbook is available for purchase. Director Guardino stated he thought the sample policy manual would be a good resource, and as far as WFPD's policies and procedures go. It was mentioned to bring the topic back this month. However after reviewing it, it is a daunting task. There's a lot of information in just the draft we have, and it's too big of a project to tackle all at once.

Director Guardino recommended breaking it into small sections each month. Review a few policies and make the necessary changes and start approving the policies a few at a time until the project is completed. He stated he would like to put a committee together to decide which policies to review each month, take the input from the Board, and bring back revisions. He felt the sample manual would aid the committee in doing that.

Director Guardino suggested purchasing the handbook on disk for \$275 so changes can be made and it can be printed out to make it work for us.

Director Brown stated it would be worth it if it's printable and Director Guardino responded that it is.

Director Guardino stated he would like to establish a committee to oversee the handbook. The policies will need to be brought to the Board each month for approval. The Directors agreed that establishing a committee was a good idea. Director Fiorica and Director Monroy volunteered to participate on the committee.

MS Guardino/Monroy To authorize the Chief to purchase the CCSDA Sample Policy Handbook, 5th Edition, on disk.

Approved 5/0



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G. OLD BUSINESS

1. Special Meeting Compensation for the Directors – Director Guardino
Recommendation: Director Guardino deferred the topic to Director Fiorica.
Discussion: Director Guardino stated he was unable to attend the meeting (due to being out of town on a strike team) when the topic was addressed so deferred the topic to Director Fiorica.

Director Fiorica stated he would like to wait to discuss the topic until the policy manual was adopted. Director Guardino clarified that Director Fiorica wanted to wait to address the topic until it was brought up in the policy and procedures manual. Director Fiorica stated that was correct.

Item was Tabled

2. WFPD Station 81 Remodel – Director Guardino
Recommendation: Director Guardino presented three individual proposals for planning the Station 81 Remodel, Apparatus Purchase, and the Reserve Funds to the Directors and Fire Chief.
Discussion: Director Guardino stated he put forth some guidelines for the station remodel, apparatus purchase and reserve fund balance.

The remodel proposal is to provide direction for the Board and the Fire Chief. The District's goals of the remodel include: separation of the board room from the living area of the station, improved living and bathing facilities for the on duty crews, possible increase of the total square footage of the facility, to allow for some additional storage, and provide general updating and modernization of the facility.

The \$500,000 figure is to be taken out of reserve and spent on the facility. Some other clarifications include keeping the Board in the loop as things progress. Director Guardino asked if there were any questions or requests for clarification regarding the remodel.

Director Brown stated he didn't believe it's going to cost \$500,000 for the remodel – it will be less.

Director Guardino stated he believes the apparatus and fund topics are tied together so he would cover them all at once.

The proposal for the Apparatus Purchase Plan includes purchasing a total of three new apparatus. One (1) Type I fire engine with pump and roll capabilities and (2) two water tenders with firefighting capability. The Chief will keep the Board updated on the process and as the information is obtained by the District it will be passed onto the Board. Final Board approval will be needed as with everything else. For planning purposes, the dollar figures that Director Iaccopucci, the Chief, and he, Director Guardino, were comfortable with were as follows:

The Type I Fire Engine shall not exceed \$500,000 in total cost (total cost to include all tools, hose, any other materials necessary to bring the engine into full operation); the water tenders shall not exceed \$150,000 each for a total cost of \$300,000 (the water tenders being fully equipped and ready to go with that dollar amount).

There will be a total cost of \$800,000 in new apparatus purchased. The monies will be taken from the Reserve that the District's been putting away to make the purchases, so there won't be any financing or debt placed upon the District.

Regarding the Reserve Fund Proposal that was discussed in the committee meeting, the amount held in Reserves shall be \$1,000,000 (one million dollars) or the amount of the current fiscal year budget, whichever is greater. The District's current fiscal year budget is just shy of one million dollars but



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hopefully as things continue upward the budget may increase and when that happens we'll see the reserve grow by the same amount, so basically we're always keeping one year's operating budget in reserve.

This reserve amount shall not include money already budgeted and encumbered for future known expenses as listed on Attachment A. The District's been encumbering funds and putting them away for future big ticket items such as the three proposed apparatus purchases.

This year a capital improvement allocation in the budget was started for work on the facility down the road when it needs more modernization. The Chief went through the budget and identified things that are going to be needed in 2-5 years that the District needs to be thinking about and planning for such as scba's in five years which will be approximately \$50,000. This year \$10,000 was put away for that purpose so we're prepared when that five year mark is here.

That brings the District to \$1,211,300 that needs to be kept in reserve. It's important that everything is tracked the chart continues to be updated since the monies have been allocated even though it looks like the reserve is building. Director Guardino proposed reviewing the reserves yearly near budget time.

Director Monroy stated he thought it was a sensible approach and that he liked it.

Director Fiorica stated he thought it's going to work out well.

Director Iaccopucci stated we've been working on this for a long time and it's time to start.

Director Brown stated we'll have to see how it plays out and hope for the best.

M/S Monroy/Iaccopucci To accept the Station 81 Remodel, Apparatus Purchase, and Reserve Funds Proposals as written.

Approved 5/0

3. Electronic Storage – Chief Dark

Recommendation: Chief Dark stated the offsite document storage cost on a yearly basis is much higher than anticipated.

Discussion: Chief Dark stated approximately 500 gb of storage will be needed. Director Brown stated another option is to back it up every day with a portable hard drive and take the second portable hard drive home or place it in a fire proof safe.

Chief Dark stated he likes the idea of offsite storage. The added expense will be taken out of the office supplies account.

Director Guardino stated it's a small price to pay to make sure that all of our data is protected.

M/S Guardino/Brown To authorize the 500 gb of offsite storage.

Approved 5/0

H. IDENTIFICATION OF ITEMS FOR FURTHER MEETINGS

1. Policy and Procedures Committee – What the plan is to tackle the project.



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I. ADJOURNMENT

Board adjourned at 7:54 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Andrea Adams".

Andrea Adams
Clerk of the Board

Approved:

A handwritten signature in blue ink that reads "Joe Guardino".

Joe Guardino
Chairman