



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, November 20, 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 the On Duty Crew

B. ANNOUNCEMENTS/PRESENTATIONS

1. Director Guardino reported receiving two thank you letters for the WFPD. The first letter was from the Wilton Garden Club thanking the WFPD for a presentation on medical emergency information. The second letter was from Sheriff Scott Jones thanking the Wilton Fire Board, Chief Dark and Captain Dan Kunz for their generosity, the smooth transition, and construction efforts in opening the new Wilton Service Center at Station 84.

C. COMMUNICATIONS FROM THE PUBLIC

1. None

D. CONSENT CALENDAR

1. **M/S** Brown/Monroy 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. October 2013 reported 51 calls and October 2012 reported 46 calls;
 - ii. There were not any significant incidences to report;
 - iii. Vehicle maintenance included routine engine maintenance;
 - iv. Building maintenance included a stove hood fan replacement, light bulbs, light ballasts, etc. Also, due to the recent rain, the Administration Office roof is now leaking and will require repairs;
 - v. Training on Tuesday included Water Rescue Techniques and on Saturday, Water Rescue Scenarios;
 - vi. Two new Resident Volunteers have started and six new Shift Volunteers are on the hiring list;
 - vii. The Parks and Rec Winter Festival will be held at Station 81 on 12/7/13. The Wilton Firefighters Association will be serving a lunch.



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F. NEW BUSINESS

1. Volunteer Fire Assistance (VFA) Grant – Deputy Chief Brown

Recommendation: Deputy Chief Brown recommended accepting the VFA Grant of \$20,000.

Discussion: Deputy Chief Brown stated the grant is a 50/50 grant. CAL FIRE will match WFPD's money dollar for dollar up to a specified limit. The grant was written in April. The items listed on the application are the items that WFPD will be replacing either next year or the following year. The items are significant budget hits.

According to Exhibit A, WFPD was approved for the maximum allotment of \$20,000. WFPD will spend \$40,000 worth and then be reimbursed for \$20,000. The bottom line is that WFPD needs the items on the list. However, the bonus is that WFPD only has to buy half of the items and the State will purchase the other half. Acceptance of the grant will require a vote and a resolution by the Board. The deadline is 12/1/13 to respond. Otherwise, WFPD forfeits the money. WFPD has the option to forfeit the money at any time. If something catastrophic happens, the District doesn't have to follow through.

Director Brown stated it's a win-win situation. The District needs this equipment anyway and it's all usable. Everything has to be replaced periodically.

Director Iaccopucci stated it sounds like a pretty good deal.

Director Fiorica asked how long the District has to spend the money.

Deputy Chief Brown stated the agreement is valid until fiscal year 2013/2014.

Director Fiorica stated he agrees with Director Brown that it's a win-win.

Director Monroy agreed.

Director Fiorica asked if we have to stay with what is on the list. Deputy Chief Brown stated, yes, we have to stay specific to those items on the application list.

Director Guardino asked how many items on the list are already budgeted for (i.e. PPE).

Chief Dark stated the hose is going to be budgeted for next year.

Deputy Chief Brown stated some of the items listed are for the new fire engine that is coming.

Director Guardino stated as part of the apparatus purchase approved last month, the District would buy the same exact items regardless. He stated he does not want to miss the December 1, 2013 deadline. Also, he would like to see a plan of where the District's portion is going to come from.

M/S Brown/Monroy To accept the VFA Agreement 7FG13012 and approve Resolution 2013-06 as written.

Approved 5/0



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G. OLD BUSINESS

1. WFPD Station 81 Remodel – Director Guardino
Recommendation: Director Guardino asked Chief Dark to inform the Board of any updates.
Discussion: Chief Dark stated there is no new information to report at this time. Staff has been reviewing new apparatus and after the apparatus is ordered then the station remodel will be addressed.
Item was Tabled
2. Apparatus Replacement – Director Guardino asked Chief Dark to update the Board.
Recommendation: Chief Dark stated thanks to the many hours and efforts of Greg Waterman, Captain Dan Kunz, Jim Kunz, Director Iaccopucci, two manufacturers have been out in the last couple of days to solidify numbers on apparatus and perhaps obtain a package deal with the same builder to take care of the water tender.
Discussion: Chief Dark stated Captain Kunz has done an amazing job organizing the meetings and informing the apparatus representatives of what we need. It's ongoing, and Staff will be meeting with Golden State who deals with Pierce on Friday. As soon as some solid numbers are obtained we will let the Board know.
No Action Taken
3. WFPD Policies and Procedures Manual – Director Fiorica and Director Monroy
Recommendation: Director Guardino asked what the plan was to tackle the Policies and Procedures Manual.
Discussion: Director Monroy stated they reviewed the Board's By-Laws and the Policies. The By-Laws provide a general description and the policies are more specific. A few areas were found to be duplicative. Both he and Director Fiorica have suggestions to remove some items. For example, regarding the Board By-Laws, add the requirement "an 80% vote is required when changing the Board By-Laws" and Section 4830.1 of the Policies regarding payment is duplicative, so we could remove it from the Policies.

Modify Section 7070.1 to replace some language to indicate the Board should use procedures of Roberts Rules to Order. Also, remove Section 5010.5 since it's duplicative. Modify the wording in Section 4060.5 and also Section 1010.2 to indicate the requirement of a 60% vote when changing the policies.

Director Fiorica stated they hoped to present the policy to the Board next month in December for review and for vote in January. Director Fiorica stated the Board By- Laws and Policies and Procedures were approved by the Board of Directors on 2/18/04.

Director Guardino stated he would like to see the Board review both documents. He asked for the current language including strike out changes and the proposed changes. Also, he would like to see the Directors of the Board provided with some form of advance notice as to what policies are going to be addressed at the next meeting.

No Action Taken

H. IDENTIFICATION OF ITEMS FOR FURTHER MEETINGS

1. None



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I. ADJOURNMENT

Board adjourned at 7:38 p.m.

Respectfully submitted,

A handwritten signature in blue 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