



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 19, 2014 at 7:00 p.m.

Wilton Fire Station 81

ATTENDANCE

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

Staff Present: Fire Chief, Jeff Cookson 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 Director Iaccopucci

B. ANNOUNCEMENTS/PRESENTATIONS

1. Thank you to Director Iaccopucci - Director Guardino stated he would like to move the topic to the end of the meeting.
2. Thank you from Lockwood Fire Protection District – Chief Cookson stated Lockwood Fire sent a nice letter thanking the District for the surplus hose.
3. Bethany Westfall sent a thank you for the use of the light tower for the Dillard Elementary School Carnival.
4. Director Brown thanked Chief Cookson for the apparatus presentation. He stated there were 6-7 fire trucks on display at Station 81 on Monday.

C. COMMUNICATIONS FROM THE PUBLIC

1. Mr. Eugene Rose provided a document to the Directors stating it's a request for additional information. He stated I know you haven't seen it or approved it yet; it's the fixed asset list. So, when that's available, I would like to have a copy.

He further stated the second one (document) is a request to be placed on the Agenda next month. He stated he's completed his report on the first phase of research regarding public access to the Board of Directors, and in that, also a conflict in the Policies and Procedures Manual versus the By-Laws. He stated what I'm requesting is the presentation be placed on the 12/17/14 Agenda. The presentation is attached for review. It wasn't clear to me as to the procedure to getting stuff on the Agenda because the By-Laws say one thing and the Policies and Procedures says another. So, I've made copies for each of the Board of Directors, the Interim Fire Chief, and the Clerk to the Board.

D. CONSENT CALENDAR

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

E. STAFF REPORTS

1. Chief Cookson updated the Board on the prior month's activities through the Chief's Report:



WILTON FIRE PROTECTION DISTRICT

9800 Dillard Road • Wilton, CA 95693

(916) 687-6920 • Fax (916) 687-8920

www.wilton-fire.org

- i. October 2014 reported 42 calls and October 2013 reported 51 calls;
- ii. Significant Calls – it's been very quiet. There were a couple minor vehicle accidents and standard medical aid calls;
- iii. Building Maintenance – there is new striping in the parking lot at Station 81. The potholes were repaired and the donated gravel was spread from the County;
- iv. Training included Firefighter I Skills, SCBA, and Fit Testing on both Tuesday and Saturday;
- v. Captain Schwander and Captain Shurr provided an update on the EMS Program:

Captain Schwander stated the EMS Division has been hard at work the last couple of months and has accomplished the following:

We just distributed EMS Body Substance Isolation Packs to all apparatus – one per seat. This equipment will provide easy access for employees responding to medical aids and vehicle accidents to ensure that our employees have the appropriate level of protection from infectious diseases.

We're getting all of our firefighters up to date on their TB tests and Flu vaccinations. The Department has been working with employees to provide Flu vaccinations and TB testing to ensure the safety of Department personnel. This process will be completed by the end of November 2014.

We've also organized our EMS equipment and the Fixed Asset Inventory List has been completed. We've updated our EMS Protocol Binders with the most recent updates.

Captain Brett Shurr stated he's assisting Captain Schwander in the EMS Division. He further stated we're doing Fit Testing. Our primary goal is to protect our firefighters and in order to do that and meet Cal OSHA requirements we've purchased one mask for each employee and part of that is doing a Fit Test. We should have that completed by the end of November.

Additionally with that, the Nation has been dealing with Ebola. Wilton is not immune to that and we have to be prepared to respond to a potentially infectious disease such as Ebola. With that, we took into consideration recommendations from the Center of Disease Control as well as Sacramento Department of Public Health. We've provided training for our personnel so that they're prepared for a response should it arise in Wilton or in assisting outlying agencies, as well as providing for our Duty Officers with an Incident Response Guide to help guide them through the process to make sure public safety is met and patient care is maintained.

In the process of bringing this equipment into and finding the most reliable and efficient vendor at the best possible price is important so we reached out to multiple EMS vendors and we've contacted Life Assist in Rancho Cordova and they've provided us with the emergency response equipment for this particular process at a savings of 17-29% depending on the item. The savings for the District will be about \$400.

Director Brown and Director Guardino thanked them for their efforts.

- vi. Chief Cookson stated we've had three projects added to Fire Prevention since last month;
- vii. General information included written exams and oral interviews for Shift Firefighter positions; we ended up with 12, and they've passed their written and oral exams, and they're ready to go when we need them.

Proudly Serving the Community of Wilton For Over 60 Years



WILTON FIRE PROTECTION DISTRICT

9800 Dillard Road • Wilton, CA 95693

(916) 687-6920 • Fax (916) 687-8920

www.wilton-fire.org

- viii. In addition, we interviewed seven Resident Volunteers. Two will be Support Volunteers and five will be Resident Firefighters. Two Resident Volunteers at 81, two at 83 and one at 84.

F. NEW BUSINESS

1. Fire Chief's Purchasing Limit – Chief Cookson

Recommendation: Chief Cookson requested clarification regarding his spending limit as Interim Fire Chief.

Discussion: Chief Cookson asked if he has an official spending limit as the Interim Chief. He stated it would be helpful for the day to day operations if he had a set amount so he'd know what he can and can't do. He stated there are certain things that need to be taken care of between Board Meetings and essentially; he would like a number so he'd know.

Director Guardino stated the limit set in 2009 for budgeted items was \$2,000 expenditure with the exception of three lines. In March 2009, we changed three line items to a higher limit at the request of Chief Dark. The PPE, Automotive Maintenance, Fire Equipment Maintenance expenses were tending to exceed the amounts. So those three lines, we changed to \$7,500 for budgeted items. It's been my understanding that as the Interim Chief, you're operating under the same guidelines when it comes to this as any other Chief.

Director Guardino further stated, to the Chief's credit, I appreciate you asking in this form. I know that when some of the EMS supplies need to be purchased, quickly, to respond to ever changing circumstances and there was a bill larger than we'd normally see for EMS supplies in a month - the Chief called me to ask if that was ok, if he was within policy and making sure that he was doing it right before he just did it. I really appreciated that. Hopefully that clarifies things for you.

Chief Cookson responded, "Thank you."

2. Fixed Asset Report – Mr. Jim Graham

Recommendation: Mr. Jim Graham provided the Board of Directors with Fixed Asset Inventory binders for review.

Discussion: Mr. Jim Graham stated at the October Meeting he informed the Board about the Department wide Fixed Asset Inventory Project. He stated the project has been completed. It was completed with the help of the On Duty Crews, and they were a big help along with the Chief Officers.

The first section of the Fixed Asset Inventory document is Apparatus. It identifies every piece of apparatus the District has along with the year, the make, the use, the location and the original cost. Every piece of equipment has a unique number, a colored picture of the piece of equipment, and it gives the stats on the equipment so we'll know every piece of equipment that we have which is a real asset for a quick reference.

The next section covers our Stations, the lot sizes, locations, building dimensions, and also a list of the fixed assets originally purchased.

He stated he has the master list. Reference binders have been given to the Chief Officers, the Board, C.P.A. Robert Merritt, and Andrea.

He stated each piece of equipment will have a binder, and in that binder on the rig, there will be a color picture of each compartment, and what's in that compartment. He further stated he or



WILTON FIRE PROTECTION DISTRICT

9800 Dillard Road • Wilton, CA 95693

(916) 687-6920 • Fax (916) 687-8920

www.wilton-fire.org

someone like him will keep the information accurate and up to date. In two weeks every piece of equipment will have a binder.

Director Monroy suggested doing it on a scheduled basis. Mr. Graham said he was going to do it every time something was purchased.

Director Guardino thanked Jim for all of his work. He stated we knew it was something that was going to be labor intensive, but we just didn't have the capacity to get it done. He stated it's been one of those items we've wanted and needed and to finally have it. Thank you so much.

Jim Graham further stated the Firefighters were so will willing to take on any job, whatever they were given they did it wholeheartedly.

Director Guardino stated we don't tell the crew enough that it's an amazing group of people that does an amazing amount of work, and thank you to all of you guys. It's noticed. Thank you.

No Action Required

3. Concrete Safety Walkway at Station 84 – Director Brown
Recommendation: Director Brown recommended installing a concrete walkway at Station 84.
Discussion: Director Brown stated he and Chief Cookson looked into the cost for the walkway and it was \$1,200 - \$1,500. He would like to have approval for it. It is 5' wide and 60' long on the North side of the Fire Station.

Director Guardino stated his thoughts are the same as the last time it came up. He's not sure why we need it.

Director Brown stated it's the doors that the Firefighters and the crew go in and out of when they're running to a call. They have to go around the building and into the rocks to get into the building to get a piece of fire apparatus.

Director Guardino stated a couple of things with that building; we purchased a door opener with remotes for the Volunteers that respond out of there regularly. So as they're pulling up, they're opening the apparatus door and that's their primary entrance when responding out of that building. That's what we decided to do a couple of years ago to expedite response and alleviate the need to go around and into that side door.

Director Guardino further stated it's compacted gravel. It's level and smooth. I don't deem the compacted gravel to be an unstable surface and I'm more concerned about when you pour a concrete walkway, unless you grade it up and keep that grade up, now you've got something you can actually slip off of and roll an ankle, where that hazard doesn't exist currently. I don't really know how many people are using that door anymore other than Dan and I imagine he has a remote because he goes there more than anybody else. The remotes eliminated the need for that door and more importantly, cut down on response times.

Director Brown stated so everyone out of 84 should have a remote?

Director Iaccopucci asked what the price is on remotes.

Chief Cookson stated, (according to Dan), about \$25 each.



WILTON FIRE PROTECTION DISTRICT

9800 Dillard Road • Wilton, CA 95693

(916) 687-6920 • Fax (916) 687-8920

www.wilton-fire.org

Director Guardino stated it's a nice compacted surface and I just don't see a hazard or an issue. I haven't heard a single complaint from anybody who works out of that station regularly.

Director Monroy stated since we don't have any complaints, it's a safe area.

Director Fiorica stated he could go either way on this. Someone could get hurt and that could go both ways on this. He stated he would like to hear more information on remotes and the cost of them.

Director Guardino suggested maybe we need to look into the cost of remotes. My concern with the walkway is that most sidewalks over time, the ground next to it even if it's graded and level at the time we pour the concrete, without upkeep, you develop a curb there and I worry more about someone stepping off and rolling an ankle.

Director Iaccopucci asked how many people we have at Station 84.

Chief Cookson responded 5-6.

Director Iaccopucci stated at \$25 a piece that's not very expensive for remotes.

Director Guardino asked how you would feel if we looked into that option and maybe I need to take another look at the hill or rise at Station 84. He stated I'm not totally opposed to it but I can't see a total need for it. You can show me what your concerns are and in the meantime, get the price on those remotes.

Item was Tabled

4. Awnings for Station 81, Station 83, and Station 84 – Director Brown
Recommendation: Director Brown recommended awnings at Stations 81, 83, and 84.
Discussion: Director Brown stated he recommends awnings at especially Stations 83 and 84 in the front. He stated when it's pouring down rain, he has personally been soaked.

Director Iaccopucci stated he doesn't think that we need them.

Director Fiorica stated he agrees with Obe especially in regard to Station 83. We have to have something. Trying to open that door – it's difficult. It's not a bad idea necessarily.

Director Monroy stated he's kind of with AI on this. We haven't had anyone complain about it but it's not a terrible cost either.

Director Guardino stated he's with AI on this one also. He stated we've discussed this issue before. At the time, I think we were just talking about Station 84, so maybe we need to consider doing that at Station 83. It will expedite our response times from there. I'd rather save the funds that we'd save on these awnings and get an opener and some remotes to issue to our folks at Station 83.

Director Brown wanted clarification – you're talking about putting an automatic garage door opener in with remotes for the firefighters.

Director Guardino responded, yes, just like we did at Station 84.

Director Brown stated that was a good idea and it would possibly make the response times faster.

Proudly Serving the Community of Wilton For Over 60 Years



WILTON FIRE PROTECTION DISTRICT

9800 Dillard Road • Wilton, CA 95693

(916) 687-6920 • Fax (916) 687-8920

www.wilton-fire.org

Director Guardino stated it also allows the firefighters to close the door behind them. Our Stations need to be secured when the firefighters leave. I'd like to look into the feasibility of a door at Station 83 with an opener.

Director Guardino stated we utilize the Overhead Door Company and we could see what they would charge to have a door installed at Station 83 and remotes for our Volunteers and some additional remotes for our Volunteers at Station 84.

Director Guardino stated he would like to table the concrete walkway and awnings, and see what the Chief brings back to us regarding the door opener and remotes.

No Action Required

5. Station 81 Women's Restroom and Stair Removal – Director Brown
Recommendation: Director Brown would like to remodel the women's restroom at Station 81 and remove the stairs.
Discussion: Director Brown stated he still has a couple of different options he's working on and he's in the process of drawing up plans. He would like to discuss the topic next month.

No Action Required

6. Solar for Station 81 – Director Brown
Recommendation: Director Brown suggested researching the installation of Solar for Station 81.
Discussion: Director Brown stated he's still working on it and would like to discuss it at a later date.

Item was Tabled

G. OLD BUSINESS

1. New Apparatus – Director Guardino
Recommendation: Chief Cookson suggested continuing to move forward with the purchase of new apparatus.
Discussion: Director Guardino deferred to Chief Cookson since he was not at the apparatus presentation on Monday.

Chief Cookson stated we had seven types of apparatus for review. It was good putting them side by side and comparing the different types. What will work for us and what won't. I think where we're at now is formulating a plan of what our needs are and then work with the Apparatus Committee. Hopefully, we can come up with an agreement and move forward with this project. It's long overdue.

No Action Required

2. Policies and Procedures Manual – Director Guardino
Recommendation: Approve the Policies and Procedures Manual in its entirety.
Discussion: Director Guardino stated the completed Policies and Procedures Manual has been completed. We had approved the individual sections but there were numbering issues and technical issues and punctuation that still needed to be cleaned up. As you're aware, Andrea and I met, and we went through it and the final draft was sent to you for review. I didn't hear any questions or concerns in response so I'm bringing it to you tonight to for approval.



WILTON FIRE PROTECTION DISTRICT

9800 Dillard Road • Wilton, CA 95693

(916) 687-6920 • Fax (916) 687-8920

www.wilton-fire.org

Director Fiorica stated Director Iaccopucci noted a variation between the By-Laws and the Policies and Procedures Manual. He would like to amend the Policies and Procedures Manual to match the By-Laws. It talks about vacancies and the neglect to attend regular or special meetings of the Board for a period of two consecutive months in Section 13 (h) of the By-Laws.

Director Fiorica further stated in the Policies and Procedures, Policy Number 4020.1, it states, "A vacancy shall occur if any member ceases to discharge the duty of his/her office for the period of three consecutive months except as authorized by the Board of Directors". So, he would like the Policies and Procedures amended to state "two months".

Director Guardino stated he's comfortable with it either way.

Director Fiorica stated he would like the By-Laws and Policy Number 4020.1 to both state "for a period of two consecutive calendar months".

M/S Fiorica/Monroy To approve the change in the Policies and Procedures as requested.

Approved 5/0

3. Water Storage Tank – Chief Cookson

Recommendation: Chief Cookson recommended continuing to work on the project to obtain the proper water storage at Station 81.

Discussion: Chief Cookson stated the area is prepped for the new tank. Captain Waddell was generous enough to come out and remove the concrete saddles and the tree stumps. It's all been disposed of. Captain Kunz did some plumbing at the well to clean it up. We're hoping to hear the status from the County sometime next week.

No Action Required

H. ANNOUNCEMENTS/PRESENTATIONS

1. Director Guardino thanked Director Iaccopucci for his years of service. The Board opted to present Director Iaccopucci with his award at the December Board Meeting.

I. IDENTIFICATION OF ITEMS FOR FURTHER MEETINGS

1. Station 83 Garage Door Opener and Remotes for Station 84
2. Station 81 Women's Restroom and Stair Removal

J. EXECUTIVE SESSION

Closed Session Item

1. Public Employment – Fire Chief
(Government Code Section 54957.6)



WILTON FIRE PROTECTION DISTRICT

9800 Dillard Road • Wilton, CA 95693

(916) 687-6920 • Fax (916) 687-8920

www.wilton-fire.org

K. ADJOURNMENT

Board adjourned at 9:15 p.m.

Respectfully submitted,

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

Andrea Adams
Clerk of the Board

Approved:

A large, stylized handwritten signature in blue ink, consisting of several loops and a long horizontal stroke.

Chairman