



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, December 18, 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 Mr. George Avila

B. ANNOUNCEMENTS/PRESENTATIONS

1. None

C. COMMUNICATIONS FROM THE PUBLIC

1. Gene Rose stated the recent presentation by Wilton Fire Personnel to the Wilton Garden Club regarding medical rescue was well received. The community was provided with valuable information. The request by the Wilton Garden Club was a clear indication that the community is interested in matters affecting Wilton. Unfortunately, many residents do not belong to organized groups.

Gene Rose requested that the Board consider a public meeting sometime in 2014 in which the community can come together for discussion, questions, and comments related to the local fire department (i.e. medical response, fire response, traffic accidents, mutual aid are among the areas of interest).

The best way of dispensing items of interest to a broader segment of the community is through a public forum in which the public news media is present. Therefore, it is respectfully requested that the Board place the matter for discussion on the agenda of a future meeting or set aside a special meeting to receive input with the meeting publicized in the local newspaper and on the marquee with the members of the Board and fire personnel present.

Director Guardino responded that the Board cannot entertain discussion or any action on the information brought forth because it is not on the agenda. He stated he is hearing something possibly being placed on an agenda which you certainly have the right to do. According to the current adopted policy, something needs to be submitted in writing to the Chief at least five days before the next Board meeting. It needs to include what you would like on the agenda and why (in other words, a brief explanation). So if you can provide that then the Chief can bring it forward.

Gene Rose stated his concern is there seems to be a lot of interest out there and is wondering if the agenda is the place for this or if it should be a special meeting.

Director Guardino stated when the information is received by the Chief; the Chief has the responsibility to determine if it is a business matter that should come before the Board. If it's not, then he can do what he



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sees fit once he has a clear understanding of what you're after, accommodate your desires and fulfill the needs you see are there.

Chief Dark stated it sounds like what you're after is a public forum not necessarily a board meeting.

Gene Rose agreed that it probably can't be handled in a regular board meeting but better handled in a public forum or a special meeting.

Director Guardino stated it needs to get on the agenda and something brief and in writing needs to be presented to the Fire Chief according to our policy regarding how the public gets something placed on the agenda. He agreed with the Chief that it sounds more like a community get together but you're also requesting that some members of the Board are present. So, the rules of the Brown Act will need to be followed with an agenda being posted.

Gene Rose asked if he submits something in writing to the Fire Chief then he will get it on the agenda for next month?

Director Guardino responded, yes, if he determines that it's a business need that has to come before the Board.

Gene stated I'm giving you the particulars on it so you already know them. Now, is there some reason why he would not feel comfortable with putting it on the agenda?

Director Guardino stated when he sees it in writing if he has any questions as to what exactly it is then he'll work that out with you. He stated I think this District's always been accommodating in that arena so I'm confident we can make it through this. We just have to follow the procedures and we'll get to where we need to be.

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. November 2013 reported 53 calls and November 2012 reported 36 calls;
 - ii. There was a structure fire on Rimfire due to a pellet stove that flashed and filled the house with smoke. We cleared the smoke, checked the items with the thermal imaging camera. One of the occupants was very concerned about the attic, so we sent the thermal imaging camera up into the attic. Then had a small accident occurred when one of our firefighter's stepped through the sheetrock. The incident has been reported to our insurance company;
 - iii. Building maintenance included a roof leak on the roof of the administration building that Dan is looking into;
 - iv. After the Winter Festival, the sink in Station 81's kitchen broke and required replacement;
 - v. No major apparatus repairs this month to report;
 - vi. Last night's training included Ropes, Knots, and Hoisting and Saturday's Drill will include EMS Skills;
 - vii. The Winter Festival was once again very successful;



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- viii. The WFA Holiday Party was last Saturday at the Gun Club. It was a great turnout;
- ix. That same morning, several of our volunteers delivered gifts donated for the Toy Drive. The count was about 30 families in the Wilton Community. Brice Bennett headed it up and did a really nice job, as well as the individuals that helped with the delivery of the packages;
- x. A Financial Analyst with Cosumnes CSD Fire was putting together a regional grant for VHF radios so we gave him our information. It's a 90/10 grant. So if the grant goes through, we'll be getting six mobile VHF radios for 10% of what they would cost. They cost approximately \$3,000 each.

F. NEW BUSINESS

1. SRRCS License Agreement – Chief Dark
Recommendation: Chief Dark recommended approving the Sacramento Regional Radio Communications System Licensing Agreement Contract.
Discussion: Chief Dark stated our mobile agreement with dispatch has the new prices in it. As expected, the fees increased to cover all of our radios. However, it's in the budget.

Director Guardino stated we pay a fee to have each of the radios on the system.

M/S Brown/Monroy To sign the Sacramento Regional Radio Communications System Licensing Agreement Contract.

Approved 5/0

2. SDRMA Liability Insurance – Chief Dark
Recommendation: Chief Dark suggested contacting legal counsel to create an updated Ride-A-Long Waiver.
Discussion: Chief Dark stated our liability insurance does not cover medical for those in an accident who are not District employees or members. So, we stopped having members of the public ride in the engines. Chief Dark stated those things are important for a Fire District and would like to go to legal in order for them to write a waiver so we can have Ride-A-Longs once again. We have a waiver but it's really old and we should have one on file that's more recent.

Director Monroy asked if there will be costs associated with it and if the insurance would go up.

Chief Dark stated there will be legal costs but the insurance cost would not increase. He further stated that we cannot even get additional insurance through SDRMA to cover it.

Director Guardino asked if there was a rider available through anyone else.

Chief Dark stated he has not shopped for one.

Director Fiorica stated we need to cover ourselves and look for one.

Director Brown agreed.

Director Guardino stated it's also an important part of what we do, and it's something we need to continue doing. He stated he thinks it's a good idea to contact legal for a waiver and he's curious to see if anyone offers a policy for that purpose and what the cost would be. The waiver's a great idea but it would be challenged if someone were to have a significant right to something.

Director Guardino also stated we do have money budgeted for legal services.



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M/S Guardino/Fiorica To authorize the Fire Chief to contact legal counsel to create a waiver and bring it back to the Board for approval.

Approved 5/0

3. CSDA Call for Nominations – Board of Directors, Region 2, Seat C – Director Guardino
Recommendation: Director Guardino stated CSDA is conducting a call for nominations for a Region 2, Seat C Director for the remainder of the 2012-2014 term.
Discussion: Director Guardino stated CSDA has an open seat on their Board. He asked if any of the Directors were interested. There was no interest.

No Action Required

4. Sale of WFPD Apparatus – Chief Dark
Discussion: Chief Dark recommended listing our engines as soon as possible with Brindlee Mountain Fire Apparatus, LLC.
Recommendation: Chief Dark stated it hasn't been discussed as to what we are going to do with the equipment we're disposing of or how we're going to dispose of them when the time comes. There are two engines and two water tenders if we don't re-chassis them that we will need to put up for sale somewhere.

Brindlee Mountain in Alabama has been recommended by two different vendors. They specialize in the sale of used fire apparatus. Their cut is 10% of the sales price, which is standard. The form needs to be completed and returned to them. They will figure out what they're worth. We have no idea what they are worth.

Director Brown asked if we are going to have to transport the vehicles to Alabama.

Chief Dark stated that no, we do not need to transport them.

Director Iaccopucci suggested getting rid of them.

Director Guardino stated his only concern was with how fast they may go versus how fast we take delivery of our yet to be ordered apparatus. He stated he thinks it's a good idea to start the process to find out what they're worth so we can do a little future planning. He asked, are we allowed to dictate how soon they're actually for sale or when we'd be willing to release them?

Chief Dark stated due to their configuration, they may go sooner rather than later.

Director Guardino stated he thinks it's a good idea to get started, tell them what we have and then ask if we can designate the day they're actually up for sale or the date we're willing to release them so we can better manage our fleet.

M/S Brown/Monroy To start the paperwork for the sale of the apparatus and get appraisals.

Approved 5/0



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G. OLD BUSINESS

1. Apparatus Replacement – Chief Dark

Recommendation: Chief Dark stated we should have solid numbers next month from the vendors.

Discussion: Chief Dark stated we don't have any real solid numbers or offers from the vendors we've been working with yet. Darren Wright from Golden State (they sell Pierce) has been the most active that we've seen so far. They're trying to put together a package for us but they're not done yet. HME and Hi-Tech haven't put together anything so far. He further stated we hope to have some solid numbers by next month.

Director Guardino asked if there were specs for what they are getting prices on.

Chief Dark stated we don't have a complete package yet. We're still working on pieces and parts of the engines with Pierce and Hi-Tech.

Director Guardino requested that the specs be passed on to the members of the Board who are interested in reviewing them in order to continue moving forward.

No Action Taken

2. WFPD Policies and Procedures Manual – Director Fiorica and Director Monroy

Recommendation: Director Fiorica suggested reviewing the policies by sections, making the appropriate revisions, and then reviewing the changes as a Board.

Discussion: Director Fiorica stated changes were made within the enclosed copies. He stated rather than cover all of the changes within the copies; he would like to take it by the Sections and still include the changes in the Sections, and then review it at that point as a Board. He stated they anticipate reviewing Sections 1,000-3,000 for the next meeting.

Director Guardino clarified that it was the document received (1,000-3,000) for discussion.

Director Fiorica stated, yes, it was the correct document.

Director Guardino asked how the Directors wanted to handle it if they go through this and if they have input - do they want it before or just discuss it in the meeting and then bring it back the following month for approval or how do they see the process working?

Director Monroy suggested having the information available beforehand so they can track the changes if that works out with everyone.

Director Guardino asked the Board to read though Sections 1,000-3,000 as soon as reasonably possible and provide any thoughts or desired changes to the Directors on the draft before next month's meeting. Director Guardino suggested the revisions be dropped off at Station 81.

Chief Dark suggested the Directors submit their information on the Monday before the binders are distributed on the following Friday so there's time to make corrections if needed.

Director Guardino asked that the information be submitted to the committee prior to that so they can get the whole package to the office staff. He suggested the information be submitted to the Clerk of the Board on the Monday, the week before the meeting.



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Chief Dark clarified that the binders are prepared on Friday so the revisions are due on the Monday, a week prior to the meeting.

Director Guardino asked if it was reasonable that everyone submit their documents to the committee by December 31st and then the committee can give them to the Clerk of the Board on January 6th, 2014. He stated they would stick with that timeline each month.

Director Fiorica stated in February they would be looking at Section 4,000 and March's meeting would be Section 5,000. He stated they were big Sections.

Director Guardino asked if the thoughts were going to be submitted in strikeout form with the changes showing what was before and what is proposed?

Director Monroy responded that, yes, they would be.

Director Guardino thanked the Directors for their work and for getting things in motion.

No Action Taken

H. IDENTIFICATION OF ITEMS FOR FURTHER MEETINGS

1. None

I. EXECUTIVE SESSION

Board adjourned to Executive Session at 7:42 p.m.

1. Public Employment – Clerk of the Board
(Government Code Section 54957.6)

Board reconvened from Executive Session at 9:09 p.m.

J. ADJOURNMENT

Board adjourned at 9:10 p.m.

Respectfully submitted,

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

Andrea Adams
Clerk of the Board

Approved:

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

Joe Guardino
Chairman