



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 17, 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. ANNOUNCEMENTS/PRESENTATIONS

1. Thank you to Director Iaccopucci from WFPD - Director Brown

Director Brown stated Director Iaccopucci has been involved with WFPD for 55 years. He has contributed as a Volunteer, Assistant Chief, and as a Director. He has made an impact on the District and on behalf of the District; we would like to express our thanks and appreciation for his service. It was a great pleasure to work with Al and we hope he continues to be a mentor.

Director Iaccopucci stated he felt he was leaving the District in very good shape with a balanced budget for eight years and a decent reserve. He stated he won't be going too far since he's a Founding Father of the Association and a lifetime member. He stated he usually brings food for the Association's December Breakfast and he hopes that someone else will take that on every December.

Director Guardino stated he wanted to say thank you to Al. When I came on this Board, Al really helped me get up to speed and he's continued to give me advice. He's been a tremendous resource. This is just a change of roles for Al. He will always be a part of this District, and I thank you, Al, for all the help you've given me and it's very much appreciated.

2. Swearing in Ceremony of Director Dark and Director Fiorica

B. CALL TO ORDER/PLEDGE OF ALLEGIANCE

1. Director Guardino called the meeting to order at 7:00
2. Pledge of Allegiance led by Director Iaccopucci

C. ADDITIONAL ANNOUNCEMENTS/PRESENTATIONS

1. Election of New Officers- Director Guardino
Director Brown stated he would like to nominate Director Fiorica for Chairman. Director Monroy nominated himself for Vice Chair.
M/S Brown/Dark To elect Director Fiorica as Chairman and Director Monroy as Vice-Chairman.
Approved 5/0
2. Board Committee Updates – Director Brown stated Chief Cookson and Battalion Chief Robinson have been working with Burton's Fire and Burton's has promised facts and figures by the first of the year.

D. COMMUNICATIONS FROM THE PUBLIC



WILTON FIRE PROTECTION DISTRICT

9800 Dillard Road • Wilton, CA 95693

(916) 687-6920 • Fax (916) 687-8920

www.wilton-fire.org

1. None

D. CONSENT CALENDAR

1. **M/S Monroy/Fiorica** 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:

- i. November 2014 reported 49 calls and November 2013 reported 53 calls;
- ii. Significant Incidences included a major structure fire on Tavernor Road. No one was injured. Chief Robinson did a great job as Incident Commander.

Chief Robinson stated the fire started at the front of the house and the cause is undetermined, although, it's probably electrical. Cosumnes, Herald, and Sac Metro Units came to assist.

Mr. Jim Graham stated in 2013 Fire Chief Tom Dark had the vision of having a Rehabilitation Unit that was more than just a small cargo trailer. As you heard from Chief Cookson and Chief Robinson, on the night of 12/1/14, Mr. Jack Robin and myself took full advantage of Rehab 81. The displaced victims were placed in the front of the trailer while we worked out of the rear half. The seven people, five adults, and two babies, were safe, warm and hydrated, and able to grieve in private.

I would like to report to the Board that our Rehab Unit performed exactly as it was designed to do. I would also like to report that on the morning of 12/2/14, Chief Cookson, presented the family with a gift card. The Chief worked in conjunction with our Firefighters Association to present this gift in such a timely manner. It was greatly appreciated by the family that lost their home and all of their possessions.

Director Guardino stated he was working that night and heard the call on the radio in its initial stages. He said just hearing it he could tell things were going well. There was a nice command presence. The crews were working extremely hard and were very aggressive. I was proud listening to how the whole thing was working. It was working the way it was supposed to. I was in communication with the Chief and finding out more about how the Rehab was used and how we sheltered that family from the elements. We took good care of them and we followed up with them the next day. From start to finish, I think this incident was a model for the way it's supposed to be done. I was proud to be associated with this District and I thank you all for an amazing job.

Chief Cookson stated last week we prepared for the major storm. We had eight firefighters for 36 hours. The sandbag station at Station 84 was open. We had two calls with a tree down and that was pretty much it. It was a good exercise for the next one that comes along.

- iii. Vehicle Maintenance and Building Maintenance was pretty light. We did have a hallway door repaired.



WILTON FIRE PROTECTION DISTRICT

9800 Dillard Road • Wilton, CA 95693

(916) 687-6920 • Fax (916) 687-8920

www.wilton-fire.org

- iv. Training included Swift Water Rescue. On Saturday, we're going to go out to the river and see how we're going to assist the Swift Water Crew and look at some access points.
- v. Fire Prevention – please review the attached report.
- vi. General Information – The Winter Festival seemed to be a big hit.
- vii. Our new Resident Volunteers – four of the seven have started, two more will be starting within the next couple of weeks, and one starting in the middle of January.

Director Dark asked how many of the Volunteers are Resident. Chief Cookson said five are full functioning Firefighters and two are Support Volunteers.

F. NEW BUSINESS

1. SRRCS Licensing Agreement – Chief Cookson
Recommendation: Chief Cookson requested approval of the SRRCS Licensing Agreement
Discussion: Chief Cookson stated we need to finalize the agreement with the Com Center. He stated he did not see any changes from last year. It's basically a formality to sign and needs to be sent to the Com Center.

M/S Brown/Dark To sign and accept the SRRCS Licensing Agreement as requested.
Approved 5/0
2. Department of Forestry and Fire Protection Agreement and Resolution 2014-04 – Chief Cookson
Recommendation: Chief Cookson requested the approval of the Department of Forestry and Fire Protection Agreement and Resolution 2014-04.
Discussion: Chief Cookson stated this is for our grant. We did receive a 50/50 grant. We need the Chairman of the Board to sign this to accept it.

M/S Guardino/Fiorica To accept the Department of Forestry and Fire Protection Agreement and Resolution 2014-04 as written.
Approved 5/0
3. Door Opener and Remotes – Chief Cookson
Recommendation:
Discussion: Currently Station 83 has manually operated doors. In the November Meeting, staff was directed to get a price on an automatic door opener. The cost is basically \$2,448; the in house electrical work is \$150, and \$100 for four additional transmitters. So, we're just under \$2,700. We didn't get clarification but I assume we're getting it on the small door at the station? I think that one would make the most sense. We have two sizes of doors out there.

Staff recommends that we purchase and have the automatic door opener installed. This will assist the Resident Volunteers to gain access when responding to emergency calls.

Director Dark asked if this was in the budget.

Director Guardino stated it's not a specific budget item.

Chief Cookson stated it's significantly higher in cost than the one at Station 84 due to the ceiling height. A man lift is needed. This was not specifically budgeted. It was a meeting of the minds last month. It would go under Building Maintenance.



WILTON FIRE PROTECTION DISTRICT

9800 Dillard Road • Wilton, CA 95693

(916) 687-6920 • Fax (916) 687-8920

www.wilton-fire.org

M/S Guardino/Dark To approve up to \$2,700 to install the door opener at Station 83 and buy the additional transmitters.

Approved 5/0

4. Public Access to Board of Directors – Eugene Rose

Recommendation:

Discussion: Mr. Rose stated his belief of the current procedure as a member of the community to access the governing Board of the WFPD raises some concern. He stated in 12/2013 I requested placement on the 1/2014 Agenda and item for discussion related to a “Public Forum” in which members of the community could comment, ask questions, and receive information in an effort to better understand the workings of the WFPD.

This request was initiated after an article appeared in the River Valley Times in which members of the WFPD made a presentation to the Wilton Garden Club. Information provided by the WFPD was well-received and through reporting in the River Valley Times was a benefit to many within our Community. It was with that spirit that I made my request. I was informed that placing an item on the Agenda would require submitting a written request to the Fire Chief. Such a written request was delivered to the Fire Department on 12/30/13. Individual copies were left for each of the members of the Board of Directors as well as the Fire Chief.

On 1/14/14, I picked up a copy of the Agenda for the scheduled Board of Directors 1/15/14 Meeting. The requested “public access” was not included in that Agenda. I had not received any indication, either verbally or in writing, as to why the matter had not been included in the Agenda.

At the 1/15/14, Board of Directors Meeting, the Fire Chief indicated the matter was not placed on the Agenda as it involved operations and not subject to involvement by the Board of Directors. It was also revealed that none of the five members of the Board of directors had received their individual copy of the sealed request for consideration. The only response was that the individually sealed copies had been forwarded to each of the members of the Board through the United States Postal Service.

There was no understanding as to why the material had not reached any of the members of the Board. As there is a location at the Fire Station in which information related to the Board of Directors is deposited and subsequently retrieved by members of the Board, prior to each Board Meeting. I was surprised at the use of the United States Postal Service for delivery of that material.

On 6/18/14 my concerns were verbally expressed with written copies distributed to each member of the Board. I requested that the matter be deferred to the Policies and Procedures Committee for review and recommendation or be placed on the Agenda for discussion and action. I further indicated there was a conflict between the By-Laws and Policies and Procedures Manual. The Chair responded that “there is a conflict with your interpretation” and he also indicated the topic is closed.

Based on the above events, a serious concern exists as to the public’s right to access its elected officials (Board of Directors). To allow the Fire Chief to determine items to be placed on the Agenda and be the “sole judge” is a serious concern. As noted above, the Fire Chief as a major stake holder in matters related to the WFPD is the last person who should have that authority. In fact, any requests for placing matters on the Agenda, for some form of action, should be honored. The Board may, in open session, defer the matter, request additional information and/or place the matter of a future Agenda.



WILTON FIRE PROTECTION DISTRICT

9800 Dillard Road • Wilton, CA 95693

(916) 687-6920 • Fax (916) 687-8920

www.wilton-fire.org

In the review of the WFPD By-Laws as well as its Policies and Procedures Manual there appears to be a conflict as related to how items are placed on the Agenda, as requested by members of the public:

By-Laws: The Clerk of the Board is responsible for preparation of the Agenda for all Board Meetings. All requests from the public must be in writing. The Clerk of the Board receives all such items. The finalization of the Agenda is left to the discretion and is the responsibility of the Chairperson. The Chairperson must explain the reasoning for non-inclusion of an item and inform the interested party or parties of its disposition.

Policies and Procedures Manual:

5020.1: The Fire Chief in cooperation with the Board Chair shall prepare an Agenda for each regular and special meeting of the Board of Directors.

5020.3: Members of the public may request an item be placed on the Agenda.

5020.3.1 Must be in writing submitted to the Fire Chief.

5020.3.2 The Fire Chief shall be the sole judge of whether the public request is or is not a matter directly related to District business.

We have experienced the results of allowing the Fire Chief to have sole authority over public requests for placing of items on the Agenda. His statement of not placing an item on the Agenda because it was an operational matter is disconcerting and violates the public's right of access to its elected Board of Directors. In fact, if he were to adhere to the Policies and Procedures Manual, it should have been included as it was a matter directly related to District Business – 5020.3.2.

You have put Sections in our Policy and Procedures Manual – Sections 5020.1, 5020.3, 5020.3.1, 5020.3.2. I'm not sure what draft you're working off of but that section of our Policies and Procedures Manual is not what our Policies and Procedures are. You should recall that we've been working on this document. We were building a Policies and Procedures Manual and we had purchased a disk. The original draft was not even specific to the WFPD.

At a Board Meeting, we approved purchasing a disk with a draft Policy and Procedure Manual, and that was our foundation for how we build the Policy and Procedures Manual over the past year. We appointed a Policy and Procedures Committee with two Directors. Then we took that manual section by section. We would discuss those suggested changes and it would come back to the Board and modify them further, approve them, or defer them to the following month for additional work, and that went on for about a year.

It was finally approved in its entirety last month and then we found one little mistake in there. So, it's back this month to change one page. It's a working document. I don't know when you requested it or when we provided it to you, but as you pointed out to us in the past, we are bound by the Public Records Act to provide you things you ask for - which we're happy to do. When you ask for part of a working document and the document continues to be worked on, and you want to hold us accountable for a draft policy that wasn't even approved when you received your draft, so what you are accusing us is not what we ultimately decided as Directors. I think the final document we created is something I'm very happy with and I think it addresses several of your concerns. Had you given us the opportunity to finish our work and take a draft document, build it, revise it, approve it, I think you would've probably not even had the concerns you currently have.

You point in here the Fire Chief is responsible for making the Agenda. The Fire Chief doesn't make the Agenda. It clearly states the Fire Chief in cooperation with the Board Chair shall oversee the preparation of the Agenda for each regular and special meeting of the Board of Directors. The



WILTON FIRE PROTECTION DISTRICT

9800 Dillard Road • Wilton, CA 95693

(916) 687-6920 • Fax (916) 687-8920

www.wilton-fire.org

Agenda shall be prepared by the Clerk of the Board. Any Director may contact the Chief and/or the Clerk of the Board to request an item to be placed on the Agenda no later than noon the fourth business day prior to the Board Meeting.

I think the final document we created addresses several of your concerns. The Fire Chief doesn't make the Agenda. The Fire Chief shall oversee the preparation of the Agenda. The Agenda shall be prepared by the Clerk of the Board. So, to say that the Fire Chief creates the Agenda is wrong.

5020.3 Clearly states several conditions. The request must be in writing with supporting documents and information. It does say the Fire Chief
It says if a member of the public disagrees, they may request consideration by the Board of Directors.

I think we have created multiple avenues for a person to get something on the Agenda. I can't think of a time when a matter has been denied.

We do the business of the District and if someone wants to discuss something not related to the District, this is not the correct forum.

We operate with a high level of transparency here. I've never known a member of the community to think this Board is inaccessible to them. Tonight, you referenced a policy that was a draft policy. We have intention to review our By-Laws in the near future and there may be changes coming there.

I won't take as much time as you did. Between June and December, no one from your Department indicated to me those policies have been modified. The facts are that I requested the Policies and Procedures Manual. In June, no one told me there were modifications made. I

5. Advertising for Permanent Fire Chief Position – Director Fiorica
Recommendation:
Discussion:

G. OLD BUSINESS

1. Policies and Procedures – Director Fiorica
Recommendation:
Discussion: Director Fiorica

M/S Fiorica/Monroy To approve the the Policies and Procedures changes as requested.
Approved 5/0

2. Station 81 Women's Restroom and Stair Removal – Director Brown
Recommendation:
Discussion:
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.



WILTON FIRE PROTECTION DISTRICT

9800 Dillard Road • Wilton, CA 95693

(916) 687-6920 • Fax (916) 687-8920

www.wilton-fire.org

Discussion: Chief Cookson stated

No Action Required

4. New Apparatus – Director Guardino

Recommendation:

Discussion:

H. IDENTIFICATION OF ITEMS FOR FURTHER MEETINGS

1. None

I. EXECUTIVE SESSION

Closed Session Item

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

J. ADJOURNMENT

Board adjourned at 9:05 p.m.

Respectfully submitted,

Andrea Adams
Clerk of the Board

Approved:

Ron Fiorica
Chairman