



# WILTON FIRE PROTECTION DISTRICT

9800 Dillard Road • Wilton, CA 95693

(916) 687-6920 • Fax (916) 687-8920

[www.wilton-fire.org](http://www.wilton-fire.org)

## MINUTES

### Regular Meeting of the Board

Wednesday, February 19, 2014 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 Chief John Jackson

#### B. ANNOUNCEMENTS/PRESENTATIONS

1. Board Committee Updates - None

#### C. COMMUNICATIONS FROM THE PUBLIC

1. Mr. Gene Rose stated he had again prepared a statement and thanked the Directors for the opportunity to address the Board. He stated last month's exchange was very helpful for him. The suggestions by some members of the Board of Directors was useful, and adequately addressed the desire on his part to provide the community with an opportunity to gain a greater understanding of the operations of the WFPD. With that in mind, he stated he will over the next several months put forth a series of comments and questions related to the WFPD. Those comments and questions will be limited, so as to not adversely affect the Board's duties as their primary function. Questions may be posed for further clarification. He stated he would not get into a discussion.

The comments and questions have been developed as a result of several years of contact with fire personnel, members of the Board, both collectively and individually, as well as casual discussions with members of the community. He further stated, "Let me make it clear, that the comments and questions are mine alone as a member of the community. I am not representing any organized groups, individual or group of individuals. Comments and questions will be provided in written form to minimize the possible misunderstanding as noted at previous meetings, the desire to reach a broader segment of our community with information which may be of interest and benefit is my key goal. The presence of a representative of the River Valley Times will hopefully assist in that endeavor. Due to the prolonged introductory statement that I just made, and in the interest of time, I can post pone tonight's prepared comment or question until the March Meeting should the Board prefer."

Director Guardino responded, we're doing fine time wise, and to go ahead.

Mr. Rose stated, "Then let me go ahead and pass it out." He read from the document, "There are a significant number of residents within the Wilton Community who have security gates. Some are manual (chain and lock) while others are electronically operated. In cases of emergency response, ideally, the person requesting assistance will have the gate open; however, in those cases where they do not or are either unable by incapacitation or not being present, then what is the Department policy? I'd like an answer for both the manual one and the electronic one."



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Then the second question, what can property owners do to assure timely and quick access to their property by first responders when they have security gates?

Director Guardino stated the nuts and bolts of it are, with a chain and a lock if it's not open, we're going to cut it, and we're going to make entry. Electronically operated, ideally, they have what's called a Knox Key or a click to enter system which allows us to open gates or at the very least they've made contact with us and given us the code, so that it's been entered into the map book. So that when the crews look up the address on the map, they have the gate code to open it. Worst case scenario, they do what needs to be done to force the gate open. That's basically how we handle gates. As far as timely and quick access to their property by first responders, it's maintaining proper driveway clearance. I think we've gone over that in meetings before, both width and height of driveway access, and adequate roadway surface.

Director Brown added, being able to carry the weight of a fire truck that's full of water.

Director Guardino stated probably one of the biggest one's is a properly marked address that's well lit and nice big numbers are helpful. Numbers can be tough to see, and even if there's someone there to flag down the crew out on the road to point out the access they wish the crew to use if it's possible, that's helpful. Any number of those kinds of things can help out.

Mr. Rose stated he had a follow up question for clarification, the owners of such gates should contact who to get the information?

Director Guardino responded, "The Fire District, call the office."

Mr. Rose said, "Thank you."

Director Guardino asked if anyone had anything else to add.

No one had further comment.

### 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. January 2014 reported 46 calls and January 2013 reported 49 calls;
  - ii. There was one significant incident resulting in a propane explosion that knocked a guy back. He was slightly injured but did not need medical attention on the scene.
  - iii. Another incident took place on South Barr Lane. While drilling a new water well, propane seeped into the hole and ignited when personnel started to weld the sections of pipe together. No injuries were reported. The source of the propane leak was found and repaired before work on the well resumed;
  - iv. There was nothing major for vehicle maintenance – just routine maintenance on the vehicles and nothing major for the stations either;
  - v. SMUD is going to do a presentation. They couldn't make it this week. So Training Officer, Casey Robinson, changed it up. Last night, we had some Hose Evolutions and some Problem Solving



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which is an interesting drill. Saturday, we'll be out using the event prop at Station 84 with the chainsaws;

- vi. We've got three (3) new shift volunteers starting this month;
- vii. The On Duty crew went out and did a pub ed event at Dillard Elementary which was their Red Ribbon Week. The crew had a static display, distributed handouts, had Sparky there, along with an engine.

### F. NEW BUSINESS

1. None

### G. OLD BUSINESS

1. SDRMA Liability Insurance – Chief Dark  
Recommendation: Chief Dark stated he will be receiving feedback from the attorney and then will relay the information to the Board.  
Discussion: Chief Dark stated he has not heard back from the attorney yet. It's still in the works.

#### No Action Taken

2. Sale of WFPD Apparatus – Chief Dark  
Recommendation: The Brindley Mountain Fire Apparatus Sales has listed the WFPD equipment.  
Discussion: Chief Dark stated that as far as he knows, we haven't had any offers on any of the equipment listed for sale, but they are listed and for sale.

#### No Action Taken

3. Apparatus Replacement – Chief Dark  
Recommendation: Chief Dark stated we do not yet have final numbers from the vendors, so hopefully next month we'll have some so we can wrap it up.  
Discussion: Chief Dark stated the latest he had heard which was yesterday; they are very close to having the final numbers for purchase prices so we can wrap that up. So, hopefully next month we'll have some. Director Guardino stated, I trust if anyone has any questions to be please stop me.

#### No Action Taken

4. WFPD Policies and Procedures Manual – Director Fiorica and Director Monroy  
Recommendation: Director Fiorica stated included in the packet for review and revisions were Sections 4,000.  
Discussion: Director Fiorica stated the Directors were all given copies of Section 4,000. He stated it was pointed out to him tonight that he still missed a couple of areas that needed to be edited. Section 4035.1 has a typo and there's a typo on Section 4070.2 that needs to be fixed.

Director Guardino asked if anyone has questions or comments and if everyone is ok with the proposal? He stated he did notice a couple of typos that were just pointed out and also some numbering issues. The whole Section 4060 - basically the numbers are off. Instead of .3 it should be .4 because I added a Section in there. So the numbering issues, the typos, and any grammatical errors we may see, I would like to, if everyone is ok with this Section, is to give me the ok to show Andrea where the numbers are off on what I gave her and just let her and I fix the numbering, fix those typos, and any other little grammar issues and be done with this Section, that would be my preference. If you are ok with that or I don't know if you want us to do that and then bring it back next month? Is everyone ok with the changes?



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Director Iaccopucci and Director Fiorica stated, yes, they were.

**M/S Fiorica/Monroy** To accept Section 4,000 along with the minor changes to be made by Director Guardino and the Clerk of the Board, Andrea Adams.

**Approved 5/0**

### H. IDENTIFICATION OF ITEMS FOR FURTHER MEETINGS

1. Policies and Procedures – Section 5,000

### I. EXECUTIVE SESSION

Board adjourned to Executive Session at 7:30 p.m.

1. Public Employment – Fire Chief  
(Government Code Section 54957.6)
2. Public Employment - Clerk of the Board  
(Government Code Section 54957.6)

The Board reconvened from Executive Session at 9:15 p.m.

### J. ADJOURNMENT

Board adjourned at 9:16 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".  

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Joe Guardino  
Chairman