



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, March 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 Dark

B. ANNOUNCEMENTS/PRESENTATIONS

1. Director Guardino stated SDRMA sent a letter announcing that due to minimal claims that the WFPD will not see a rate increase in insurance rates for the fifth year in a row.
2. Board Committee Updates – None

C. COMMUNICATIONS FROM THE PUBLIC

1. Mr. Gene Rose distributed a document containing a list of questions to the Directors and stated he had some general questions to ask. One of the questions is what is the average response time? Is that time recorded to the street address of the home for assistance or to the actual site of the need for assistance which could be a field, a barn, or a house or whatever?

Director Guardino responded the average response time isn't something he can just give off the top of his head that would take some time to research to find for you - which we certainly can try to do. Typically the response times, there's a couple different ways those are taken into account. Arrival on scene is one and in the event of medical aid or patient contact is usually an additional recorded time. So from the time the crews arrive on scene to the time they contact the patient or in the case of a field fire or something as you reference, it's when the rigs arrive at the dispatched addresses.

Mr. Rose stated, "So you're talking about street addresses?"

Director Guardino agreed.

Mr. Rose asked if he could get that information maybe next time/next month or just the low and the high.

Director Guardino stated, "Yes, we can work on that."

Mr. Rose stated I know it's going to take less time to get to something two blocks away than clear down at the other end.

Director Guardino said, "If I understand it correctly, you're asking for an average response time. An average response time's not going to give us a - ."

Mr. Rose interrupted, "No, I'm asking for a low and a high. Not an average."



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Director Guardino stated that's going to be difficult and extremely labor intensive to get. I hate to say it but our CAD System in this county at dispatch that monitors all of that is not the newest system in the world, if you will. It's not the most user-friendly when it comes to extracting data. To do that, a lot of it's done by hand and it needs to be done by agency personnel because dispatch doesn't have the people to do that.

Mr. Rose asked, "You don't record that for yourselves?"

Director Guardino responded it's all recorded with dispatch. So, I can tell you the low is zero because we have things like walk-in medical aids and such where we notify dispatch we're on a call so those are recorded as the time of dispatch is the same as on scene, same as patient contact, so there's your low. Your high, they would literally have to go through thousands of calls, hundreds of calls, to figure that out. They can't just put that in and have it spit out a number.

Mr. Rose stated his second question is the total number of firefighter responding personnel assigned to the Wilton Fire Department and I'm talking about the paid staff which would be full-time or part-time, the interns, the volunteers, and any others.

Director Guardino asked are we going to go through everything on here because I think the easiest way to do this is maybe get this filled out for you and get it back to you. It will take quite a while to go through this.

Mr. Rose stated they're real brief yes or no questions most of them or just brief numbers. I wrote it up especially so it wouldn't take a lot of time. You know, as I presented earlier on many months ago, I think it's important to get this information out to the rest of the community and for that reason, that's why I'm doing it here because we have the River Valley Times representative here.

Director Guardino stated I can tell you Mr. Rose that I don't have these answers off the top of my head.

Mr. Rose said, now that you have the sheet, can you get the answers for me and then we can do it over in April then?

Director Guardino responded I can get the answers for you and we can give a copy to Gail once it's filled out, and she'll have what she needs and if she chooses to publish it.

Mr. Rose said that would work.

Director Guardino stated if that works for you, we'll do our best to fill it out for you and get it back to you and then we can either provide a copy to Gail or you can do that, however you want to do it.

Mr. Rose said and one other thing while we're at it, in April, I'd like to discuss the apparatus that's assigned to the fire department with a description and stuff. I was hoping maybe it would have either some handouts showing the equipment like the fire engine and that kind of stuff. The reason for that is some of the descriptions of the apparatus in your lingo isn't the lingo that the community uses. Like Engine 81 which is the fire truck.

Director Guardino stated Engine 81 is a fire engine.



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Mr. Rose said the utility is the pick-up that nobody would know that by reading "utility" - some way if we could do that.

Director Guardino responded I don't know if a Board Meeting is the place for that. We've been through this. You asked for us to place this on the agenda so that we could have this discussion. It was clearly pointed out that these are operational things that don't belong in a board meeting. We've offered up staff for you to call or contact to get these questions answered.

Mr. Rose said, "That's not exactly true." I'll go back to October, I did form a question in writing in October and I'm still waiting for an answer to that. So my only recourse at this point I feel is through the Board of Directors and that's why I'm here."

Director Guardino responded I believe I've been very generous both with time allotment and answering questions that don't relate to agenda items to try to appease you and it feels like I'm never going to quite get there. So if you have this list of questions, my recommendation once again is that you forward that list to this fire district. We'll do our best to answer those and then if you want to disseminate that throughout the community through whichever means you choose, through the River Valley Times, through groups your associated with and so on and so forth, that would be terrific because the more information the better that the folks have. To spend a considerable chunk of time every month one question at a time is kind of foolish.

Mr. Rose said, "No, they're different questions."

Director Guardino said "I understand that".

Mr. Rose said, "So, you're just saying you're refusing to do that?"

Director Guardino stated, no, don't put words in my mouth. You've tried to do that multiple times in the past. I'm not refusing anything. We're an open book here. We're very generous and open to this community. We hide absolutely nothing. We're more than happy to get you answers to any questions or concerns that you have. This is not the forum for that. This is the forum where we conduct business for the Fire District. This really doesn't relate to the business we conduct here.

Most of these are operational issues that are handled outside of board meetings by the Chief and his staff.

Mr. Rose responded, so far they have been.

Director Guardino stated I feel like we're going to get into this vicious cycle that's never going to end and I don't have any desire to do it. I don't know that anyone else has a desire to do it. I do have a desire to get you the information that you want because if you feel it's valuable to the community then it must have some value. I'm committed to doing the best that I can to get you that information and then if I can help disseminate it throughout the community, I'll even do that, but we don't need to do that at board meetings every month and spend time every month doing this. You asked for it once and we explained to you this isn't the forum and we weren't going to do it but now you're coming back and you're basically doing the same thing over and over again.

Mr. Rose stated, "That's not accurate." You know, I'm satisfied as long as we can get it in the River Valley Times. If they do it that way Gail, will the River Valley Times go off of the list and report that stuff and make it available?



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Gail from the River Valley Times responded, "Yes."

Mr. Rose commented, "Then I have no problem with that."

Director Guardino stated, "Very good, thank you." Moving on to several more communications from the public all in relation to the Fire Chief position - the first one I'll call is Captain Dan Kunz.

Captain Dan Kunz addressed the members of the Board and member of the Wilton community for 26 years. He explained that he wanted to let everyone know of his support for Deputy Chief Brown, an upstanding member of this Department as a Chief Officer for as long as I've been here which is eight years. I would like to recommend Chief Brown to fill the position for which is about to be vacant. Thank you very much.

Director Guardino thanked Captain Kunz and stated the next one to speak is Firefighter Joe Kunz.

Firefighter Joe Kunz addressed the Directors of the Board and stated he is an employee of the District also and a concerned citizen. He said he's here tonight to voice his support for Deputy Chief Brian Brown as not only the Interim Chief but the next Fire Chief for Wilton. He further stated he's had the privilege of working with Brian not only here but at our career department. Brian's leadership skills, management skills, work ethic, job knowledge, and his personal character make him the best qualified person for the job of Fire Chief in Wilton. Thank you.

Director Guardino thanked Firefighter Kunz and stated the next one is Captain Greg Waterman.

Captain Greg Waterman addressed the Board, and stated he is also a Captain at Wilton. He stated after Chief Dark resigned, the process of finding someone that would fulfill the requirements for this position require that the person be well-rounded with all aspects of the fire service, including finance, leadership, personnel management, and practical experience. My concern not only as an employee but as a citizen of this community, was finding the right person for this position.

This Chief must have the practical experience for the young firefighters that use this Department as a starting point for their careers in the fire service. This Department is a stepping stone for which most use and it puts us constantly in a state of transition. The Fire Chief of the Wilton Fire District must be the constant, not only for our employees seeking full-time, long term positions elsewhere, but for our resident volunteers and our community.

Deputy Chief Brian Brown is the person that meets all of these requirements and is the most connected with this Department. His practical experience, a Master Trainer qualification, success in grant writing and his leadership skills make him the most qualified person for the position of Fire Chief. I would urge this Board to bypass the Interim Chief position and promote Brian Brown as our next Fire Chief. I think by not doing so we may be passing up the greatest asset of this Department. Thank you.

Director Guardino thanked Captain Waterman and stated next is Captain Rob Henkens.

Captain Henkens addressed the Board and stated he has been with Wilton Fire for 12 years, going on 13, and is also a standing member of the community. He stated he is in support of Chief Brown and said he hoped the Board would bring on the most qualified person that will do the most good for our Department.

We do need that constant to keep moving the Department forward and going places that we want to go and Deputy Chief Brown is someone who knows how to do that. With his experience and knowledge,



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and training, he has many years of qualifications. I do support Chief Brown and I just hope that you will look at his qualifications in hiring the best person for the job. Thank you.

Director Guardino thanked Captain Henkens and stated next was Captain Brett Waddell.

Captain Waddell addressed the Board as well as the public. He stated he wants to echo what was said by the others. He stated he is a career firefighter and member of the Wilton community. He stated he is in support of Deputy Chief Brian Brown as Fire Chief and to look beyond the Interim Chief position. He encouraged the Board to look at the qualifications of the people. I think if the Board does that, they are truly making the right choice for this community.

Director Guardino thanked Captain Waddell and stated next was Volunteer Firefighter, Mr. George Avila.

Firefighter Avila introduced himself as the Vice President of the Wilton Firefighters Association. On behalf of the Wilton Firefighters Association Executive Board which consists of President Ryan Crowder, myself, Dennis Miranda as Secretary, and Joe Kunz as Treasurer, we hope you take our letter that we provided you into consideration when making the choice for the next Fire Chief of the Wilton Fire Protection District.

In addition to that, pull me away from this Department and put me into the community, I would hope that you will do the right thing for the community and pick the right person for the job. We wholeheartedly support Deputy Chief Brian Brown. The fundamentals of this Department which is a training department for those individuals pursuing careers within the fire service and what better person than to have at the helm than a Master Fire Instructor. Thank you.

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. February 2014 reported 53 calls and February 2013 reported 47 calls;
 - ii. Significant Incidences included a vehicle accident which was a rollover at the end of Rising Road. A young couple rolled their car. One went to the hospital with minor injuries;
 - iii. Vehicle Maintenance included no major repairs. However, since this report was written, the Duty Chief's Vehicle was taken to the shop for front end work;
 - iv. Building Maintenance included minor repairs to one of the new doors in the front of Station 81;
 - v. The septic tank needed to be pumped out once again. The new drywells are working pretty good but they system still isn't built for the use that it gets;
 - vi. Training included Multi Company Wet Drill/Hose Evolutions on Tuesday and Saturday will be Search and Rescue;
 - vii. There was a minor injury on the Drill last night and all of the paperwork has been completed;
 - viii. A document regarding the status of fire prevention work by Cosumnes Fire Department was included on a spreadsheet;
 - ix. Chief Dark thanked the Board for their support over the years.



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F. NEW BUSINESS

1. CSDA Board of Directors Call for Nominations, Seat C – Director Guardino
Recommendation: Director Guardino stated there is a seat up for election on the CSDA Board.
Discussion: Director Guardino stated the incumbent is running again but if anyone desires to hold the position we would gladly nominate someone. There was no interest amongst the Directors.

No Action Taken

2. Resolution 2014-01 Calling General District Election – Director Guardino
Recommendation: To approve Resolution 2014-01 Calling General District Election
Discussion: Director Guardino stated in the Directors binders were instructions by the County and Resolution 2014-01 completed by the Clerk of the Board. The instructions were in regard to the November election and the Resolution is a formality that needs to be submitted to the County. It basically mirrors what we've done in the past.

Director Guardino further stated there is one section that was highlighted. The Resolution needs to include in case of a tie vote, how the method of selecting the winner will be determined and who's responsible for determining that winner. The Clerk of the Board suggested contacting the Registrar of Voters to see what their recommendation is.

One possibility is for us to go ahead and approve the Resolution and the other documents as written and let the Clerk of the Board obtain that answer and go ahead with the suggestion of the Registrar of Voters unless you want to see it come back next month. There is time for it to come back next month.

Director Fiorica stated he has a feeling they're going to recommend several options.

Director Guardino stated if they have a sole or obvious recommendation maybe we can be okay with that. If there are multiple ones, then the Clerk of the Board can let me know and we can place it on the agenda for next month and we can pick from the options, but if we have a standard one and another District uses the same language, I'd be fine with using that language. If you want to see it come back next month, it's up to you guys.

M/S Brown/Monroy To approve it as written and accept the recommendation from the County unless there are multiple recommendations that the Board needs to choose from then the topic will come back next month.

Approved 5/0

3. Resolution 2014-02 Fire Hose Purchase – Chief Dark
Recommendation: Fire Chief Dark recommended purchasing the fire hose from Cascade Fire.
Discussion: Chief Dark stated the Staff Report includes quotes on hose. According to the Volunteer Fire Assistance Grant, we have to pay up front and then we get reimbursed by the State. It's a 50/50 grant.

Chief Dark stated the quotes came in and as you can see by the recommendation, we would suggest going with Cascade which happens to be the cheapest amount. We're going to need this hose for the new rig when it comes. We also need it for the first out rigs that we have now. So, we're asking for staff's recommendation to approve the funds. The funds are going to come out of the apparatus purchase funds from the Reserves. The Resolution is to move funds to purchase the hose and get it coming so we don't wait until the engine is here and we would like to stock the other two engines with new hose.



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Director Brown asked if all three bids were submitted with the exact same items on them.

Chief Dark stated, "Yes, they were."

M/S Guardino/laccopucci To approve Resolution 2014-02 authorizing the transfer of the money and the purchase of the fire hose.

Approved 5/0

G. OLD BUSINESS

1. Apparatus Replacement – Chief Dark

Recommendation: Chief Dark provided the Directors with a proposal from Golden State Fire Apparatus for Pierce Fire Apparatus.

Discussion: Chief Dark stated there is a Staff Report included in the Directors binders. The Apparatus Committee has finished their specs. One vendor has been cooperative and we are still waiting for final numbers from the other two vendors.

The complete specs for the new engine are in the Pierce binder - its 78 double sided pages. After many hours of dealing with vendors and meetings and building this fire engine, the recommendation is to purchase the engine from Pierce Manufacturing. They have given us a discount and it's actually the least expensive - included is a spreadsheet with the costs. There will be some added costs for equipment for this engine. As you can see it's just under the allotted \$500,000.

This particular engine can go through HGAC which is the organization that we joined. If we buy it through them, a bidding process isn't required because their number is the best that can be obtained.

Director Brown stated he would like the time to go through the Pierce book and see what the engine consists of and the specifications of it, and will look at it tomorrow.

Director laccopucci stated we've been playing around with this for quite a while and it's time to move forward with this.

Director Fiorica and Director Monroy stated they would like to look at the book as well.

Director Guardino stated he's interested in the specs information. He stated he was hoping to get the information prior to this item coming to the Board for approval. He further stated, I think the way the Board Proposal was written, if we authorize this, we made it pretty clear that we wanted to be in the loop during the planning process and I can't say that exactly happened. Again, I received this over the weekend and we have only had three days to try to digest it. In addition, I don't know when the numbers for the water tenders are going to be here but I would like to see those numbers also.

The apparatus purchase proposal that was written by me included this Type I Engine and two Water Tenders and I did break them down individually in the proposal. To me they're a package. I kind of see it as needing to see all of those pieces put together in order to make a decision. I don't know how far out those numbers are but if those numbers are going to come in higher than expected, then we need to try to balance things out. I want that big picture so that we can make sure that we're going to be able to accomplish all of our goals. My goal is to still purchase three pieces of apparatus with the money allotted. Hopefully, we'll have the numbers on those next month so all the pieces are in place. I want to look over the specs of what we're being asked to purchase.



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Chief Dark stated he didn't have an opportunity to get the Pierce binder to the Directors earlier - it just came in last week.

No Action Taken

2. Sale of WFPD Apparatus – Chief Dark

Recommendation: Chief Dark stated the ad from Brindley Mountain Fire Apparatus is included in the Directors binders.

Discussion: Director Guardino asked if there were any inquiries on it yet. Captain Kunz stated there was not.

No Action Taken

3. SDRMA Liability Insurance – Chief Dark

Recommendation: Chief Dark stated he has not received feedback from the attorney.

Discussion: Chief Dark stated he does not have anything to share from the attorney on that.

No Action Taken

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

Recommendation: Director Guardino and Director Fiorica recommended discussing Section 5,000 during the April Board Meeting.

Discussion: Director Guardino stated he has been working on Section 5,000 and he has changes to make in that Section but he hasn't had time to get them to the committee working on it. He stated he explained to Director Fiorica that there are some changes he wants to see but he just couldn't get to it. So he would like to bring that Section back next month and discuss it then. He apologized to the committee and stated he appreciates the work the Directors are doing on it.

Director Fiorica agreed in giving the Directors more time to work on it and discuss it next month.

No Action Taken

H. IDENTIFICATION OF ITEMS FOR FURTHER MEETINGS

1. Policies and Procedures – Section 5,000
2. Audit Preparation Update

I. EXECUTIVE SESSION

Board adjourned to Executive Session at 7:39 p.m.

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

The Board reconvened from Executive Session at 8:30 p.m.

J. ADJOURNMENT

Board adjourned at 8:31 p.m.



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Respectfully submitted,

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

Andrea Adams
Clerk of the Board

Approved:

Joe Guardino
Chairman

A handwritten signature in black ink that reads "Joe Guardino".