



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, April 16, 2014 at 7:00 p.m.
Wilton Fire Station 81**

ATTENDANCE

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

Directors Not Present: Joe Guardino

Staff Present: Interim Fire Chief, Jeff Cookson and Clerk of the Board, Andrea Adams

A. CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. Director Brown called the meeting to order at 7:00 p.m.
2. Pledge of Allegiance led by Captain Al Kaiser

B. ANNOUNCEMENTS/PRESENTATIONS

1. Director Brown thanked former WFPD Fire Chief Tom Dark for his years of service.
2. Swearing in Ceremony of WFPD Interim Fire Chief Jeff Cookson.
3. Board Committee Updates – None

COMMUNICATIONS FROM THE PUBLIC

1. Mr. Gene Rose distributed a personal document - "Release of Information" and read the document aloud. He stated, first, let me again make it clear that I have the utmost of respect and genuinely support our local first responders. They continue to do an exemplary job in responding to requests for aid. I have personally experienced two incidents in which first responders arrived at my home, and I was a third party observer of two other incidents involving their response to render aid. In all of those encounters, the actions of first responders were very professional. In all aspects, I commend them for continuing a job well done.

He went on to state, that being said, I'd like to get into some other matters which has nothing to do with the first responders. My original request of December 2013 was for the Board to place on the Agenda, for discussion, a public forum by which members of the community could comment, ask questions, and receive information in an effort to better understand the workings of the Wilton Fire Protection District. I was informed at that time, that placing of an item on the agenda would require submitting a written request to the Fire Chief. I subsequently submitted the written request to the Fire Chief with sealed copies for each of the members of the Board. As the matter did not appear as an Agenda item in January, I requested clarification as I felt I had followed policy and yet had not received information indicating the matter would not be added to the January Agenda.

At the January 2014 Board of Directors Meeting, the Fire Chief indicated the matter was not placed on the Agenda as it involved operations and was 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 copy of the individually sealed request for consideration. The only response was that the individually addressed 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 each of the individual members of the Board. As there is a location at the Fire Station, in which information related to the



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Board of Directors is deposited and subsequently retrieved by individual members of the Board prior to each Board Meeting. I was surprised at the use of the United States Postal Service for delivery of the material. Although not on the Agenda, members of the Board of Directors appeared unanimous in their belief that such a public forum was not necessary and that individual members of the community could attend any Board of Directors Meeting and ask any questions they wished.

In that my original request for a public forum was denied, and subsequent information tended to suggest questions could be posed and answered at the regularly scheduled Board of Directors Meeting, my intent was to use the Board of Directors meeting as a forum, over the next several months, to gain a better understanding of our local fire department. The questions were such as to not require a long drawn out response. It was felt that with a representative of the River Valley Times being present at those public meetings, information would reach a greater segment of our community and provide a better understanding of our Fire Department. The first set of questions presented at the February 2014 Board of Directors Meeting regarded security gates. The answers provided by the Board, although the questions were of course operational in nature, were very useful and I thank you for that.

At the Board of Directors Meeting of March 19th, I submitted copies of questions related to Fire Department Operations. However, Board Chair Joe Guardino indicated the Board Meeting was not the forum for such operational questions. He further indicated the questions would be answered and that I would receive a response. I might note that copies of those questions were distributed to each of the members of the Board of Directors as well as to the Fire Chief, who was present. I also noted that the matter was before the Board after previous attempts at obtaining requested information, from Fire Department Management, was not forthcoming. I have received an envelope tonight and perhaps it contains the answers.

The current focus of my inquiry of April 16th is still related to our local Fire Department. However, it is now a research project. The findings of that research, as well as any concerns resulting from that research, will be shared with the Wilton Fire Protection District's Governing Board which is the Board of Directors and Management, which is the Fire Chief, the public at large, as well as any other entity deemed appropriate. As past attempts at obtaining information from the Fire Department Management have been unsuccessful, I will continue to submit my requests in writing to members of the Board of Directors and the representative of the Fire Department Operations Management, who is present during those public Board of Directors Meetings. I might add that pursuant to the Brown Act, material requests in a public meeting, which are not exempt from disclosure under the Public Records Act, must be provided, upon request to members of the public without delay. I only mention that fact in an effort to eliminate any future failure or delay in the release of information.

The information currently under requests deals with the Board of Directors and thus should not be subject to procedural policy or jurisdictional issues.

Effective today's date, April 16, 2014, I am hereby presenting a written request for an opportunity to review the following documents:

- 1.) Board of Directors Mission Statement
- 2.) Board of Directors By Laws
- 3.) Board of Directors Policies and Procedures Manual, which is currently in use.

I further request that a date and time be set for review of the above described material. I might add that according to the California Public Records Act, that material must be provided within 10 days. A denial of the release of the requested material must be made in writing.



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I am available after the adjournment of tonight's meeting to set a date and time for review of the material, should the Board direct the Clerk of the Board to set such a date and time. Should that not be convenient, I can be reached at my phone number and address listed in your copy. I thank you for your anticipated cooperation in this.

D. CONSENT CALENDAR

1. **M/S** Iaccopucci/Monroy To approve the consent calendar as written.
Approved 4/0

E. STAFF REPORTS

1. Interim Fire Chief Cookson updated the Board on the prior month's activities through the Chief's Report:
 - i. March 2014 reported 45 calls and March 2013 reported the same number of calls;
 - ii. There were no significant incidences to report;
 - iii. Captain Dan Kunz provided a vehicle maintenance update. New headsets were placed on Engine 81; Utility 81 was serviced and had a tire repaired; W-81 received four new tires and a front end alignment. Engine 81 received six new tires and a front end alignment; Engine 83 had a primer valve and primer pump repaired; Patrol 81 received new siren controls and we're working on the light bar and trying to locate some parts; the Rehab Trailer had some old lettering removed. Additionally, Captain Kunz stated he attended the Norcal Fire Mechanics Apparatus Show and Director Brown attended as well;
 - iv. Captain Kunz stated Building Maintenance included front and rear door repair, the spraying of weeds at all the stations and thank you to Captain Kaiser for that; a second roof repair to the Admin building next door; shower valve repair; and thank you to the crews for stripping and waxing the floors at Station 81;
 - v. Training included Solar Training with a representative from SMUD; they went over safety practices dealing with solar systems. Saturday, we're also dealing with solar. We're going to tour the solar farm on Dillard Road with a representative from Swinerton. In addition, we're looking at a residential solar system much like SMUD discussed last night. The Wilton Bible Church also has a solar system we're going to train on;
 - vi. General information - we've hired four new Shift Firefighters in the last couple of weeks but now it's down to three because one received a job at CalFire today. We've also hired one new Resident Volunteer Firefighter;
 - vii. Tomorrow we have a written exam for Shift Firefighters with 12-14 individuals expected and the hiring list will be determined from that;
 - viii. The hiring process has been streamlined. The training packet is attached. We are seeking three new internal positions. A Public Education Officer, Training Captain, and a Fire Prevention Officer. The job announcements are enclosed for your review as well;
 - ix. Chief Cookson further stated it's been busy the last couple of weeks and a lot of progress has been made.

F. NEW BUSINESS

1. WFPD Rehab Trailer – Mr. Jim Graham
Recommendation: Mr. Graham recommended accepting the lettering bid from the Sign Center for Rehab 81.



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Discussion: Mr. Graham stated he is a Support Volunteer at Wilton and he was asked by the Fire Chief to work on the Rehab Trailer. He provided pictures of the Rehab Trailer to include the lettering. The trailer is approximately a 26 foot toy hauler type trailer where the back goes down. It's a place to get out of the heat or the cold for our people and/or also the citizens of Wilton. It's also a place to go if a resident has had a tragedy/fire at their house. Unfortunately, there's also loss of life at incidents and there's privacy at the front of the trailer and it's self-contained. The back portion of the trailer contains all of the equipment that we need to make life better for our firefighters. The firefighters can come in and get warm/dry and get refreshments such as water and coffee. It's a good operation. We're one of the few Departments that have one. It's going to be called Rehab 81 and later, if you would like to look at it - it's out in the Bay.

Captain Dan Kunz, myself, and Jack Robin spent countless hours removing the old decals that sat in the sun for ten years. We rehabbed the surface with a couple of firefighters on duty to remove the old wax and stickiness from decals. The trailer looks pretty good and I thank you for that.

It was also requested by the new Fire Chief to obtain three bids for the lettering. It went out to bid to three companies, one from Elk Grove, one from Galt, and one from Folsom. The highest bid for lettering came in from Folsom in the amount of \$1656, the second bid was \$811 out of Galt, and the third bid came back from the Elk Grove Sign Center. The Sign Center actually did the original lettering on the trailer for Cosumnes. Their bid came in at \$696. So, it is my recommendation to accept the lowest bid and the Sign Center stated they will come to our station to do the work and it will take 6-8 hours. After it's lettered, it's my recommendation to put it in the CAD system and it will service the citizens of the County.

Director Brown thanked Mr. Graham for his due diligence and effort he put into the trailer. It's going to be a beautiful unit and it's going to be very helpful for this District and other Districts.

Chief Cookson stated it is budgeted under 2205 – Automotive Repairs.

M/S Iaccopucci/Fiorica To accept the lowest bid from the Sign Center for the lettering on Rehab 81.

Approved 4/0

2. Richardson & Company Proposal and Accounting Update – Director Brown
Recommendation: Director Brown recommended approving the audit agreement with Richardson and Company.
Discussion: Director Brown stated we are down to the last two audits and then we will be caught up.
M/S Iaccopucci/Monroy To approve the audit agreement with Richardson and Company.
Approved 4/0
3. Fiscal Year 2014/2015 Preliminary Budget – Director Brown
Recommendation: To form a committee to work on the Fiscal Year 2014-2015 Preliminary Budget.
Discussion: Director Brown stated the Preliminary Budget was included in the Board packets. Director Monroy suggested utilizing the same committee as last year. The committee will include Director Monroy and Director Guardino.
No Action Taken

G. OLD BUSINESS

1. Sale of WFPD Apparatus – Director Brown
Recommendation: Director Brown updated the Board on the possible sale of apparatus.



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Discussion: Director Brown stated there is a possibility that two of the apparatus will be going to Missouri. It's still up in the air and under negotiation but we're not going to do much until our new apparatus is in place. So at this point, it's going to stay as old business.

No Action Taken

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

Recommendation: Director Fiorica stated Section 5000 is under review.

Discussion: Director Fiorica stated Section 5000 is under review and there is still some input wanting to come in and he would like to table the topic until the May Board Meeting

Director Brown 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

I. EXECUTIVE SESSION

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

1. Public Employment – Personnel
(Government Code Section 54957.6)

The Board reconvened from Executive Session at 8:23 p.m.

J. ADJOURNMENT

Board adjourned at 8:24 p.m.

Respectfully submitted,

Andrea Adams
Clerk of the Board

Approved:

Obe Brown
Vice Chairman