



# 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, May 21, 2014 at 4:30 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. 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 Jim Graham

#### B. ANNOUNCEMENTS/PRESENTATIONS

1. Wilton resident, Eugene Rose, provided a hand out for the Board of Directors to review.

#### C. COMMUNICATIONS FROM THE PUBLIC

1. None

#### D. CONSENT CALENDAR

1. **M/S Brown/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. April 2014 reported 32 calls and April 2013 reported 33 calls;
  - ii. Reportable significant incidences included a fatal hit and run which was turned over to the Sheriff's Department;
  - iii. Vehicle Maintenance included Captain Kunz attending a NorCal Fire Mechanics Class in Modesto; miscellaneous lights were repaired on Engine 84; Engine 83 had a alternator and head light flasher replaced; parts were ordered for a vector light bar on Patrol 81; Rehab 81's lettering was removed; new brakes were installed on Engine 81 and a water leak was repaired along with an upgrade of code three lighting and a new brake light. Engine 3281 had an air leak repaired and new portable radio chargers were installed; new headsets were installed in BC-81;
  - iv. Training on Tuesday included Wildland Training and Saturday's training will include a Wildland-Live Burn off of Randolph Road; we're also looking into a live burn at a residence so we're researching the feasibility of obtaining the proper permits and asbestos tests;
  - v. Fire Prevention – we're updating our Weed Abatement Program; Captain Klinkhammer is the newly appointed Fire Prevention Officer. We're working on developing a new Weed Abatement Program and a new Business Inspection Program of some of the major businesses out here (i.e. the school, the store); regarding Plan Review, the numbers are provided by CSD Fire and included in the chart provided;



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- vi. General Information included a lot of meetings this past month, the South County Chief's Meeting was held in Herald and we talked about communications (we're not the only ones having problems with our pagers – some of the other folks are as well), fire dispatch is very good to us with their fast response and answering any questions we may have.

At the annual Operators Meeting at Sac Metro headquarters with local agencies and CalFire - nothing has really changed. Chief Robinson declared the fire season along with the State on May 5<sup>th</sup>.

Rehab 81 has been labeled and is in the system. Firefighter testing went very well last month – 10 successfully made it onto the hiring list and they're ready to go. We have three guys leaving this month. One is going to the City of Sacramento, Rafael Fernandez, congratulations to him. Our schedule looks really well this month and it looks to be the same in June.

The old Wilton deep tones are no more. We have a new higher band that they thought was causing a lot of our problems and we've had hardly any problems since they switched. We purchased a new laptop and training projector.

### F. NEW BUSINESS

1. LAFCo Municipal Service Review and Sphere of Influence Updates – Chief Cookson  
Recommendation: Assist staff with completing the LAFCo Municipal Service Review and Sphere of Influence Updates.  
Discussion: Chief Cookson stated he met with LAFCo and they're trying to update the District's information so they supplied us with a worksheet. We're seeking individuals to help us. LAFCo would like to receive it by 6/1/14. Director Brown offered to help complete the document.

#### **No Action Required**

2. Pagers – Battalion Chief Robinson  
Recommendation: Purchase Six (6) Minitor VI VHF Alerting Pagers to being the process of replacing old and outdated pagers.  
Discussion: Over the past two years we've had issues with the tones and like Chief Cookson talked about, the Sacramento Regional Fire Communications Center determined it's a frequency issue – it's too low on the spectrum. So they reassigned new tones to us which are higher frequency and the system is working 100%.

What that means to us is about a dozen of these pagers (the Minitor Two's) – they have crystals assigned to the tone itself and those are not reprogrammable so with our new frequency those pagers don't work. All of our volunteers that had them turned them in because they don't work anymore.

The second portion of the issue is one of the secondary alerting systems is the 900 pager which is the alpha numeric pager and it works well depending on where you are, but the County of Sacramento has come up with the idea of eliminating the 900 system because it's too expensive and the big agencies aren't really using them. It's primarily volunteer districts that are using them and it's expensive so they want to do away with it. They haven't made a final decision but we're trying to preplan for it before it happens. Basically, every one of our volunteers and our shift guys are carrying this pager. So when it goes away, we don't want folks to not be alerted.



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The third system which is fairly new is a text message alert through a smart phone but it requires you to have a smart phone and then there's the same issue there, if you have no cell phone service, you're not going to get the text message. So that brings us back to the VHF alerting which is the most robust system as long as the tones are right, it works pretty much without fail. We contacted this paging wireless service vendor that we've used in the past and they provided us with a proposal for six (6) Minitor pagers. We'll budget for future years and try to build it into the radio budget and slowly replace them since they're fairly expensive.

The Minitor VI pagers are reprogrammable so if in the future the tone should change again or we decide to add a different tone for a different station, we can reprogram them. If we buy five pagers at a time, they'll give us the program for free and the software. The total cost with shipping is \$2,209.00.

Director Guardino asked as we build up our inventory of these, the 900 pagers are still going to be working until someone makes a final decision, but that should be a little ways out?

Chief Robinson responded that sixteen to eighteen months is when they should have a decision made.

Director Guardino asked the cost of \$2,209, do you have a plan of where that money is going to come from out of our current budget?

Chief Robinson responded that there is money in the Professional Services Account.

Director Guardino asked if the Board agrees to approve a resolution in which Director Guardino is authorized to sign it, to meet the deadline in order to get the free software programming equipment. He further stated he did not see any reason not to approve it.

**M/S Brown/Fiorica** To approve the purchase of six (6) Minitor pagers and authorize Director Guardino to sign a resolution moving funds from budget line item Professional Services to Radio/Plectron Maintenance Services.

**Approved 5/0**

3. Proposed CSDA Bylaws Updates – Director Guardino  
Recommendation: Approve the Proposed CSDA Bylaws Updates  
Discussion: Director Guardino suggested accepting the proposed CSDA Bylaw amendments.

**M/S Guardino/laccopucci** To approve the proposed CSDA Bylaw updates.

**Approved 5/0**

4. NCSDIA Representative and Alternate Positions – Director Guardino  
Recommendation: Select an NCSDIA Representative and an Alternate Representative.  
Discussion: Director Guardino stated the Northern California Special Districts Insurance Authority is our workers compensation carrier. Chief Dark has always sat as our representative. The agency meets three (3) times per year to discuss oncoming changes and financials, etc. Director laccopucci attended the meeting that just recently took place.

Director laccopucci commented that in the meeting he learned that the District's premiums will not increase. However, they will hold off on any dividends at this time. They will look at it again in a couple of months.

Director Guardino stated we need to replace Chief Dark with a representative from this agency.

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Director Iaccopucci stated the next meeting is 6/25/14 at the Com Center.

Director Guardino suggested the Directors think about it and revisit the topic during the June Board Meeting.

**Item was Tabled**

### G. OLD BUSINESS

1. New Apparatus – Director Guardino

Recommendation: Director Guardino stated he and the Fire Chief plan to have a meeting with the people involved and it's time to get back on track.

Discussion: No updates at this time. Director Brown asked if Director Iaccopucci or Director Guardino would like to step down because he would like to participate on the committee. Director Guardino stated he does not want to step down. Director Iaccopucci stated he would like to stay on the committee. Director Guardino stated it would need to be placed on the agenda if the committee is to be changed and let the Board officially appoint a new committee.

**Item was Tabled**

2. Sale of WFPD Apparatus – Director Guardino

Recommendation: The ad remains with Brindley Mountain Fire Apparatus.

Discussion: Director Guardino stated there is nothing new to report at this time.

**No Action Required**

3. Fiscal Year 2013/2014 Preliminary Budget – Director Guardino

Recommendation: Director Guardino stated the Budget Committee needs to set a meeting.

Discussion: Director Guardino stated as it was decided upon during the May Board Meeting - the Budget Committee will remain the same as last year and bring forth a balanced, well thought out budget for approval.

**Item was Tabled**

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

Recommendation: Director Guardino stated the changes to Section 5,000 will be reviewed next month.

Discussion: Director Guardino apologized for not providing Director Fiorica and Director Monroy with the policy changes. The topic will need to be revisited in June.

**Item was Tabled**

### H. IDENTIFICATION OF ITEMS FOR FURTHER MEETINGS

1. NCSDIA Representative and Alternate Positions
2. WFPD Apparatus Committee

### I. EXECUTIVE SESSION



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

Board reconvened from Executive Session at 6:41 p.m.

### J. ADJOURNMENT

Board adjourned at 6:42 p.m.

Respectfully submitted,

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

Andrea Adams  
Clerk of the Board

Approved:

A handwritten signature in blue ink that reads "Joe Guardino".  
\_\_\_\_\_  
Joe Guardino  
Chairman