



# 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 20, 2015 at 7:00 p.m.

Wilton Fire Station 81

#### ATTENDANCE

Directors Present: Obe Brown, Tom Dark, Ron Fiorica, Joe Guardino, and Edgar Monroy  
Staff Present: Fire Chief, Jeff Cookson and Clerk of the Board, Andrea Adams

#### A. CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. Director Fiorica called the meeting to order at 7:00 p.m.
2. Pledge of Allegiance led by Deputy Chief Robinson

#### B. ANNOUNCEMENTS/PRESENTATIONS

1. WFPD Captains Promotion Ceremony – Deputy Chief Robinson  
Deputy Chief Robinson stated four individuals were promoted to Captain. The Firefighters had to go through a promotional process. The Captain is the first in line supervisor for the crew. The new Captains are Alexander Carl, Joseph Yates, Kenny Diede, and Brice Bennett.
2. WFPD Board Committee Updates – None

#### C. COMMUNICATIONS FROM THE PUBLIC

1. None

#### D. CONSENT CALENDAR

1. **M/S** Brown/Dark 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 2015 reported 51 calls and April 2014 reported 32 calls;
  - ii. Significant Calls – There was an escaped SRA control burn on Berry Road and CalFire responded. There was also a small grass fire on Salis Road caused by illegal fireworks;
  - iii. Fire Prevention included some small items – changed water pump on W-5 (E-81);
  - iv. Building Maintenance – there was nothing significant to report (a couple of overhead doors needed adjustments);
  - v. Training included Wildland Familiarization on Tuesday and on Saturday there will be a live Wildland Burn;
  - vi. General Information – Attended annual co-op meeting with CalFire. There were no major changes. Attended quarterly South County Chiefs Meeting which was uneventful. The new water tender chassis have arrived. The new engine is in the engineering phase at Rosenbauer.



## 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)

### F. NEW BUSINESS

1. C.P.A. Position – Chief Cookson

Recommendation: To assess the C.P.A. needs of the District.

Discussion: Chief Cookson stated Mr. Robert Merritt has accepted a position with a company as a CFO, so the C.P.A. position is open. We have a proposal from Williams and Olds. They were recommended by Mr. Merritt. The contract looks much the same. There is a \$5.00/per hour increase. Mr. Merritt's rate was \$75/hour and Williams and Olds is \$80/hour. Mr. Merritt's rate has been \$75/hour since 2008.

Director Guardino stated he would like more time to look into what the exact needs are for the District. We are current with our audits now and going forward, we may need to look at a different scope. We need to maintain our books and make sure that they're in order and we're ready for an audit after each fiscal year. I don't think we need to mirror exactly what Mr. Merritt was doing. Our people stay very current on the bills, so I'm not sure what we need to do now. I would like some time to look into it and see exactly what our needs are.

Director Brown stated one of the reasons we got Mr. Merritt was to set up the in house format for the County and the audits.

Director Dark stated Rob Merritt did a lot more than what the office does. I think there's a need for a C.P.A. but the scope needs to be looked at and Rob when he got to this point, did start cutting back on hours.

Chief Cookson asked if an exit interview with Rob would be a good idea.

Director Guardino stated he thinks that's a very good idea but he also wants Andrea's input on what she currently does versus what Rob was doing and to make sure all of the bases are covered. I'd like to involve all of the parties and make sure everyone's on the same page so we can continue the financial excellence we've had.

Director Fiorica asked who would like to participate in the process. Director Guardino recommended the Budget Committee but if someone else wants to that's fine too. The Board agreed that the Budget Committee would participate in the process.

#### **No Action Taken**

### G. OLD BUSINESS

1. Preliminary Budget for 2015/2016 Fiscal Year – Chief Cookson

Recommendation: Review the Preliminary Budget Draft.

Discussion: Chief Cookson stated there are a few changes – one of which was the item we just discussed. Are there any questions?

Director Fiorica stated that line item was cut to \$3,000 and he would like more information on it. How long will the \$3,000 last?

Director Guardino stated our initial thoughts on that, we didn't have this letter from Williams and Olds and after speaking with Edgar, our thoughts with some additional software, we could probably



## 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)

do more in-house. Since we've heard from Williams and Olds and the conversations we've just had tonight, it sounds like an adjustment may be needed there. If we go ahead and approve the Preliminary Budget tonight, we have time before the Final Budget to readdress that particular figure based on our findings with Rob, Andrea, and figure out what direction we're going to go. We may have swung a little too far the other way on that and we may have to come back once we figure out what extent we're going to use a C.P.A. for.

Director Fiorica also commented on the Memberships Line Item. Director Guardino stated the Fire Chief felt we weren't benefitting from the NFPA Membership so the NFPA Membership was removed.

Director Fiorica stated he would like to have a little more time before approving the Preliminary Budget.

Director Guardino stated we made a change to Election Services. We had paid over \$5,000 this year. So, we upped that to \$3,000 every year.

We upped the lines for Future Apparatus and Capital Improvements. We're trying to save and look to the future.

Director Dark stated regarding Line Item 1110, the Shift Volunteer Program, the wording needs to be corrected. He also asked for clarification regarding the Interns (two/per day and 12 hours/per summer).

Director Guardino stated that is a program that's in development. The Fire Chief is working on a program for some additional staffing during the summer months. When the details are worked out, it will be a full Board presentation to see if it's something the Board desires to do. If we opt out of that program, then we can reabsorb the cost.

Chief Cookson stated he has a resolution while we're on the topic. We need to pay for the chassis for the two water tenders. We have received an invoice for the \$222,000 from Burton's Fire. Chief Cookson confirmed that it is the money that was approved previously.

**M/S** Guardino/Monroy To approve Resolution 2015-02 as requested.

**Approved 4/1** Dark

2. Station 81 Remodel – Chief Cookson

Recommendation: There is not a recommendation at this time.

Discussion: Chief Cookson stated there is nothing official to report. We had a few meetings with the crews and staff in order to narrow down which direction we're going to go.

Director Brown asked when they would be seeing plans.

Chief Cookson stated maybe soon.

**No Action Taken**

### H. IDENTIFICATION OF ITEMS FOR FURTHER MEETINGS

1. None



## 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)

### I. ADJOURNMENT

Board adjourned at 7:33 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 black ink that reads "Ron Fiorica".

Ron Fiorica  
Chairman