



# 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, June 18, 2014 at 7:00 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 the On Duty Crew

#### B. ANNOUNCEMENTS/PRESENTATIONS

1. None

#### C. COMMUNICATIONS FROM THE PUBLIC

1. Mr. Eugene Rose read verbatim from the attached letter and distributed copies to the Directors.

Director Guardino thanked Mr. Rose. Mr. Rose requested the Board make some sort of determination as to whether it's going to be placed on the agenda in the future for discussion.

Director Guardino responded that you've been advised as to what the procedures are and you are choosing not to follow them.

Mr. Rose responded, "So you're a dictator?"

Director Guardino, stated, "No, I'm not. We're not changing our procedures because one person believes they're wrong."

Director Iaccopucci asked if this relates back to the incident that happened on Mr. Rose's property.

Mr. Rose said, "Absolutely not, this relates back to when I asked for a public forum where people could ask questions and get a better understanding of what the Fire Department's all about. I presented it after your Fire Department made a presentation to the Garden Club which was very well done, in which people asked questions and some information was developed that nobody knew about, but you guys turned that down.

Director Iaccopucci stated we have a meeting here every third Wednesday of the month.

Mr. Rose said you can put that on your board.

Director Brown stated we have twelve public Board Meetings. We're also having an Open House on Saturday for the community.

Mr. Rose asked, so this will not be placed on the agenda and you're not going to address it?



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Director Guardino responded, if you submit an issue that is of concern to the Board, and is of the business of the Board, and you follow the proper procedures, it will be considered.

Mr. Rose stated, "I did not have to, according to your Policies and Procedures." It was to be handled under your "Policies and Procedures" (Agenda topic). You decided to move it up to "Comments from the Public". That was your choice. It's already on the Agenda. It's a Policy and Procedures matter. It's on the Agenda. So I'm asking, the fact that it's on the Agenda, you asked me to present earlier than I should have. I did ask to be presented under "Policy and Procedures". Now I'm asking that you take some kind of action whether that action is deferring it to your Committee for them to review it and make a recommendation or to put it on the Agenda for further discussion or additional information -something.

Director Guardino stated the Policies and Procedures topic is something this Board has been working on. One way or another, we're going to take action on Policies and Procedures on our own behalf. We don't know what you want because you failed to provide the details that we asked for.

Mr. Rose replied, "It's all right there."

Director Guardino stated, "No, that comes before the meeting." "It comes before the meeting along with the requirements as was pointed out to you." When you make a request, you provide written documentation. When you failed to do that, we pointed that out to you and gave you a chance to rectify it, and you told us "no."

Mr. Rose stated, "You show me in your Policies and Procedures Manual where I have to give detailed information."

Director Guardino stated the Policies and Procedures Manual states you will provide the request in writing.

Mr. Rose stated no, it doesn't.

Director Guardino stated, the demands that you have placed on our Fire District and our Staff -

Mr. Rose interrupted, "And it will continue."

Director Guardino stated, but understand we're not obligated to meet all of those demands. Some we are. I'm elected to go ahead and draw that line. Our valuable staff time and the taxpayer dollar that you seem to be so concerned about, that you are wasting.

Mr. Rose responded I never talked about dollars.

Director Guardino stated, we're providing the greatest level of service with it.

Mr. Rose stated there's something wrong with that.

Director Guardino responded, no, there's nothing wrong with that.

Mr. Rose stated yes, there is. I've never complained about the service.



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Director Guardino stated we do provide an exceptional level of service with what we have. You have the right to come here every month but the circus that you're trying to create for whatever reason is not going to happen. Because you interpret things different than we do, doesn't make us wrong.

Mr. Rose responded actually, all I've said is that there's a conflict between your By-Laws and your Policies and Procedures and they need to be resolved.

Director Guardino stated there's a conflict with your interpretation. The requests go to the Fire Chief but they can be received by the Clerk of the Board.

Mr. Rose stated, no, you're wrong. The fact of the matter is, as a member of this community, we have a right, I have a right, and I'm saying we have a right because other people can do the same kind of thing on different issues. But I have a right to request that you address a matter that is within your Policies and Procedures. That's all I've asked you to do. I indicated that there is a conflict of interest between those two and they needed to be resolved.

Mr. Rose continued, if you're not interested in taking a look at it, then we'll take it to the next level. You know, we can do that too. But I want to work with the Board and I want to work with the Fire Department because this is our community and I was hoping that you wouldn't get on a high horse and just say absolutely we're not going to do anything because we're in charge of this and you're not making any recommendations. I was just merely asking you to take a look at this and see if there's a problem with it and if there is, make the modifications.

Director Guardino responded, "This topic is closed."

Mr. Rose stated, "That's fine."

### D. CONSENT CALENDAR

1. **M/S Brown/Monroy** 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. May 2014 reported 41 calls and May 2013 reported 35 calls;
  - ii. Reportable significant incidences included a grass fire off of Twin Cities. Engine 381 and Rehab 81 were utilized. The same day we had a grass fire on Walmort Road where we used Rehab 81 as well; Sunday we had a ¾ acre grass fire and a grease fire in a kitchen – all very minimal;
  - iii. Vehicle Maintenance – Dan is out and he's not here tonight. Annual inspections were done on all apparatus as listed on the attached sheet;
  - iv. Building Maintenance – the washer was acting up again and some restroom hardware;
  - v. Fire Prevention – The attached list shows what's going on with our inspections; CSD provided the list and it looks like things are a little busier than they have been;
  - vi. Weed Abatement is in full effect. There's been great cooperation from our community so far. We should be done at the end of the month. We're about 2/3 through now;
  - vii. Training on Tuesday included Sacramento Dozer I and Copter I Training and Saturday will be our Open House;

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- viii. General Information – Our “Volunteers Wanted” sign went up at Station 81. So far, we have five applications. We’re also accepting applications for Shift Captain and that will be an outside testing process as well as internal.

### F. NEW BUSINESS

1. Upgrade to Four Person Engine and Pay Structure Adjustment – Chief Cookson  
Recommendation: Chief Cookson recommended updating the Staffing Model.  
Discussion: Chief Cookson stated currently we have a three person Engine Company. I propose we increase the Engine Company to a four person with specific ranks. One Captain, one Apparatus Operator, and two Firefighters - this will allow for a stronger, more cohesive team. As you know, this line of work can be challenging and requires fast thinking and fast action to assist with the mitigation of life and property loss. I feel that a four person Engine would give our crews the upper hand on getting these tasks accomplished.

Change of pay structure – The current pay structure is \$200 for each person per shift, no rank differential. Proposed - the Captains will receive \$250 per shift, Apparatus Operator will receive \$150 per shift. Firefighters will receive \$100 per shift. By doing this, we are encouraging the progression of the ranks. The existing Firefighters will have six months from the time of approval to get to the Apparatus Operator position. During this six month period, these Firefighters will receive \$150 per shift. If the Firefighter does not promote within this time frame, they will revert to \$100 per shift. After the six month period, Apparatus Operators and Firefighters will be paid for the position that they are working that day. Example, if an Apparatus Operator is working as a Firefighter for a shift, that individual will receive \$100 for that shift.

Fiscal Impact – the overall fiscal impact to the Fires District will vary due to the “Grandfather Clause”. The maximum additional cost could be up to \$18,300 (183 days at \$100 additional per day). This will require an adjustment of the current \$600 per day allowance as well.

Staff recommends that we update the staffing model. Changing these standards will allow our Department to be more functional operationally. It will provide greater accountability for our shift personnel while creating an incentive to gain knowledge and training to promote within the Department.

Additionally, increasing Engine staffing from three to four persons will increase the safety of the on duty crew and the community. As this report shows, this personnel change created minimal impact to the bottom line of our Department budget. The positives of these changes will make our Fire District stronger for years to come.

Chief Cookson further stated that he and Chief Robinson met with the crews. He stated he thought that he spoke with nearly everyone except for a couple of people due to scheduling difficulties. He said they sat down and explained why they think this is necessary. He stated he had overwhelming support.

Director Guardino stated he thinks it’s a good idea and that there’s value in having the differential between the ranks. Most importantly, giving incentive to move up within those ranks for individuals to better themselves, gain additional knowledge of the job, and gain experience. He stated he likes the concept. He stated it was important to the Board that it was shared with the crews beforehand.



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He stated in reference to the bottom of the Staffing Model Report, the word "Captain" should be added in front of Apparatus Operators and Firefighters will be paid for the position that they are working in.

Chief Cookson agreed to the revision.

**M/S Brown/Guardino** To accept the Staff Report – Updating Staffing Model along with the revision as requested.

**Approved 5/0**

2. Richardson & Company, LLP Agreement – Director Guardino  
Recommendation: Approve the Transfer of the Audit Contract to Richardson & Company, LLP.  
Discussion: Director Guardino stated we're currently working with Richardson and Company on our audits and unfortunately, Mr. Joe Richardson passed away. The company sent us a letter stating nothing with the firm is changing. Everything is staying the same with the exception of some new partners purchasing the company and it becoming an LLP. In order for them to continue working for us, and working on the projects they're working on, we have to indicate that we're acknowledging the change and sign off so they can continue on with the new Richardson and Company LLP.

**M/S Guardino/Brown** To accept the agreement as written.

**Approved 5/0**

3. CSDA 2014 Board Elections – Director Guardino  
Recommendation: Vote for one candidate to represent our Region in Seat C.  
Discussion: Director Guardino stated the Representative is up for election and there are two people running for Seat C. Director Guardino recommended voting for David Pierson who is a member of Sac Metro's Board.

**M/S Guardino/Fiorca** To vote for David Pierson for CSDA, Seat C.

**Approved 5/0**

4. WFPD Apparatus Committee – Director Guardino  
Recommendation: Revisit the Board Members involved with the Committee.  
Discussion: Director Guardino stated he has met with Chief Cookson and they hope to move forward soon with the apparatus purchase. He also stated he does not want to give up his position on the Committee. Director Iaccopucci stated he hopes Director Brown realizes he's working with a group of people and not pushing his agenda. As long as he's willing to work with the group, he's probably more knowledgeable than I am on trucks. So, he can have it if he'd like.

**M/S Fiorca/Brown** To remove Director Iaccopucci and place Director Brown on the Committee with Director Guardino.

**Approved 5/0**

### G. OLD BUSINESS

1. NCSDIA Representative and Alternate Positions – Director Guardino  
Recommendation: Appoint a WFPD Representative and Alternate Representative for the NCSDIA Board.  
Discussion: Director Guardino stated our worker's compensation carrier, NCSDIA, requires that WFPD have someone represent our agency. We're also obligated to have an Alternate Representative. Director Guardino offered to represent the Board and asked if Director Iaccopucci

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would be interested in the Alternate position. Director Iaccopucci stated he will agree to occupy the Alternate position.

**M/S** Guardino/Brown To appoint Director Guardino as the Representative for the WFPD at the NCSDIA Meetings and Director Iaccopucci as the Alternate Representative.

**Approved 5/0**

2. New Apparatus – Director Guardino

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

Discussion: None

**No Action Required**

3. Fiscal Year 2014/2015 Preliminary Budget and Resolution 2014-04 – Director Guardino

Recommendation: To approve the 2014/2015 Preliminary Budget.

Discussion: Director Monroy stated they had a very good meeting. In total they maintained the same budget as last year with some minor adjustments. Also, we incorporated the amount for the Grandfathered change in salaries.

Director Guardino stated the Preliminary Budget is balanced with the expected revenues and probably will change and evolve a little bit after we find out the final revenues from this year. The Budget Committee as a general rule does not bring an unbalanced budget to the Board. It's goal is to bring forth a balanced budget.

Chief Cookson stated we went through line by line. Like Director Monroy said, it's minimal stuff. The biggest expense was the Grandfathered portion in the 1,000 accounts.

Director Guardino reminded the Board that this is a Preliminary Budget and it's due after this meeting so we have to get it submitted. I would be expecting there to be some changes.

Director Brown stated, "It's a working document."

**M/S** Brown/Guardino To accept the 2014/2015 Preliminary Budget and Resolution 2014-04 as written.

**Approved 5/0**

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

Recommendation: Approve changes and revisions for Section 5,000 of the Policy Manual.

Discussion: Director Fiorica stated we did have some changes needing to be approved by the Board. Director Guardino stated the Clerk of the Board pointed out Section 5060.11 - it talks about approved minutes having to be kept in a fire proof vault or fire resistant locked cabinet. We currently store those off site in an electronic form. The Clerk would like to revise the wording stating the approved minutes will be stored off site electronically.

**M/S** Guardino/Monroy To approve Section 5000 with the change of storing the approved minutes offsite electronically.

**Approved 5/0**

### H. IDENTIFICATION OF ITEMS FOR FURTHER MEETINGS

1. None



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### I. ADJOURNMENT

Board adjourned at 7:53 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