



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

Monday, August 25, 2014 at 5:30 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 5:30 p.m.
2. Pledge of Allegiance led by Mary Morgan

B. ANNOUNCEMENTS/PRESENTATIONS

1. None

C. COMMUNICATIONS FROM THE PUBLIC

1. Mr. Eugene Rose provided a document to the Directors stating it was a request to review the minutes for the last year from June 2013 through July 2014. Also, he stated he would like a point of clarification. In the River Valley Times, under the Security Log, there's an indication of the date and time of responses. He would like clarification of the time. He stated it's covered in the document provided.

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. July 2014 reported 63 calls and June 2013 reported 58 calls;
 - ii. Significant incidences included a structure fire on Haggie Road and a strike team was deployed to Amador County;
 - iii. Vehicle maintenance included some minor repairs;
 - iv. Training on Tuesday included Driver Operator Review and Apparatus Maintenance. Saturday's training included Driver Cone Course and Apparatus Maintenance at CSD. There was also Duty Officer and Company Officer Training;
 - v. A Volunteer Assistance Grant was awarded in the amount of \$3,585. It's a 50/50 grant much like the one we received last year. We plan on purchasing additional pagers and wildland nozzles. Both of these items have been budgeted for so we can double our order;
 - vi. With our applications for Resident Volunteers, two were selected, one for Station 83 and one for Station 84;
 - vii. The Konex box for the sandbags will be going away tomorrow. It's going to be moved to Station 84 where there's higher ground and we're going to get a new one that is one color.



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F. NEW BUSINESS

1. Winter Festival – Mary Morgan

Recommendation: Ms. Morgan asked for permission to utilize Station 81 on 12/6/14 for the Winter Festival.

Discussion: Director Guardino stated some issues came up last year such as power and people desiring to have more electricity than we could provide. It was causing some chaos for a little while until we could resolve it. There were also some safety concerns with people coming in on the later end of things to unload and driving vehicles down narrow aisles where families and children were. Also, the bathrooms have always been an issue due to our septic system.

Director Guardino further stated that he would like to see Ms. Morgan meet with the Chief to make sure we can avoid as many issues as possible. I'm very much in full support of having it here again. I think this event is one of the best one's we have in this community and I'd like to work together on this.

Ms. Morgan stated they are reducing the number of vendors back to 30 for control and safety reasons. She stated there's not enough space for more vendors and the vendors are going to have to be registered in advance. Also, there will not be any extra food in the vendor area and no late additions in the parade. If so, they go behind Santa Claus. The porta potties are needed due to the size of the attendance and the Sheriff's Department is donating two this year.

She stated the Firefighters Association has proposed that they provide the lunch and the breakfast could be taken care of by one of the smaller organizations (Girl Scouts, Boy Scouts, 4-H). It will be discussed at their next meeting. Also, the activities are not going to be listed according to times on the agenda.

M/S Guardino/Brown To approve the Winter Festival to take place at Station 81 on 12/6/14.

Approved 5/0

2. WFPD Fiscal Year 2014/2015 Final Budget – Director Guardino

Recommendation: Director Guardino recommended submitting the Final Budget for approval during the September Board Meeting.

Discussion: Director Guardino stated there are some necessary changes so the Final Budget will need to be brought back next month. The Final Budget is due in October so we still have next month to approve it. Once again it appears as if the budget will be balanced. The Budget Committee will need to meet one more time.

Director Fiorica asked about Line Item 10111000 "Salaries" and shouldn't the pay for Directors attending Special Meetings be accounted for? Director Guardino stated they would look at it during the Budget Committee Meeting.

NO ACTION REQUIRED

3. Draft of the WFPD Audited Financial Statements Compliance Reports – Director Guardino

Recommendation: To approve the revised audit draft at the September Board Meeting.

Discussion: Director Guardino stated Richardson and Company has since collected some additional data. They're working with our C.P.A., Robert Merritt, to resolve it and they will be providing us with a new draft. It's not going to change the basis of the audit. We're doing a good job.



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NO ACTION REQUIRED

G. OLD BUSINESS

1. Public Meetings at Station 81 – Chief Cookson

Recommendation: To approve the Meeting Request Form

Discussion: Chief Cookson stated a Meeting Request Form has been created and he would like everyone's input and approval of the form. Director Guardino thanked the Chief for working on it.

Director Brown asked if the form should state that the 9:00 curfew also includes clean up time.

Chief Cookson stated, we'll see - hopefully folks will have the common courtesy. There may be a couple of adjustments needed on the form but I think we should go with this. We're approving the form but mostly the concept. I don't want to have to bring it to you if we change a couple of lines on it unless you want me to. It's basically the concept of the form.

Director Guardino stated he would like to be kept in the loop on it. If we're seeing any reoccurring problems that we need to address, then I would like the Board to be aware of those things. He further stated this isn't an attempt to drive meetings out of here. It's an attempt to better track the meetings and be better prepared for them, and to take care of our crews to make sure we don't have meetings that last too late into the night. This is their home and we have to respect that.

M/S Brown/laccopucci To accept the Meeting Request Form as written.

Approved 5/0

2. Station 83 Air Compressor – Chief Cookson

Recommendation: Approve the purchase of the two described air compressors.

Discussion: Chief Cookson stated it's been determined that the air compressor at Fire Station 81 is no longer safe to operate. The wall thickness on the tank has broken down to an unacceptable level determined by an inspector provided by our insurance company. These inspections are conducted every five years.

Fire Station 84 is currently using a small 30 gallon self-contained air compressor. Fire Station 83 currently has no air compressor. Air compressors are needed at Station 81 and Station 83 to top off tires and assist with small projects requiring pressurized air. Station 84 requires a larger unit for the Maintenance Supervisor to carry out his projects.

Staff proposes that the District purchase two new air compressors - one 33 gallon self-contained unit for Station 81 and one 80 gallon upright unit for Station 84. I've attached spec sheets of the units. We will then move the current compressor that is at Station 84 to Station 83. The two new units will come certified for five years of use and will not need any additional inspections or permits until our next regular inspection. By making these changes, we will better serve the needs at each of our Fire Stations.

The fiscal impact – for Station 81, a 33 gallon self-contained compressor, the total cost is \$325.40. For Station 84 – an 80 gallon air compressor, pressure regulator, drain valve and strainer, the total cost is \$1,716.53. For Station 83 – utilize existing 30 gallon self-contained compressor that is currently located at Station 84 with no cost to the District.

Staff recommends the purchase of two air compressors as described at a cost of \$2,041.93. This includes an allowance of \$200 for installation done in house by our Maintenance Supervisor.

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M/S Brown/Iaccopucci To accept the compressor bids as written.

Approved 5/0

3. Water Storage Tank – Director Brown and Director Iaccopucci

Recommendation: Chief Cookson recommended continuing to work on the project to obtain the proper water storage at Station 81.

Discussion: Director Brown said Chief Cookson has some bids and 10,000 gallons is more than sufficient.

Chief Cookson stated we have some preliminary information. We looked at the setbacks and the County wouldn't provide us with a set in stone setback until we have an engineered set of plans to submit. However, they gave us a basic idea of what the setbacks should be. The 10,000 gallon tank should give us about 2,000 gallons more than the maximum required for any additional footage on the building. We're more than covered. We looked into possibly doing a poly underground tank and it was about 50% in additional costs and the warranty wasn't very good.

We also looked at possibly moving the tank into either the far corner in the front or the far corner in the rear but after seeing what the setbacks are, we're really not gaining anything because clearly we're not going to move the pump and chances are we're not going to move the fuel tank. So, this tank would actually fit in about half the space of the existing saddles. It will just be 18 feet tall. It's much like the tank at the bank by the Chevron.

It appears that there's a light duty and a heavy duty tank with some additional costs. Without an engineered plan, we think these are basically the numbers - the light duty tank's about \$35,000 and the heavy duty tank will be nearly \$50,000. So, it's about a \$15,000 difference. There were a couple of other things that we had added that will need to be included. We will be able to reconnect the existing booster pump so that should be fine. We're waiting for another estimate to arrive. So, with that information I need guidance, do you want to move forward and get it going?

Director Guardino asked if the totals are finished.

Chief Cookson said no, the \$32,300 went up to about \$35,000 and there are some other components that need to be bought.

Director Guardino asked if they come with warranty differences.

Director Brown stated we need three bids.

Director Guardino stated it's a step in the right direction in getting this done and asked that questions and comments be forwarded to the Fire Chief before the next meeting. He asked the Chief that when he receives the other bids, especially if they're before the next meeting, that the Directors get them as soon as possible.

Director Guardino stated the bids are more than what was budgeted and it can be discussed in further detail during the Budget Committee Meeting in order to make it happen and get it done.

No Action Required

4. New Apparatus – Director Guardino

Recommendation: Director Guardino suggested continuing to move forward with purchasing apparatus.

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Discussion: Director Guardino stated the Apparatus Committee met with the crews that utilize the apparatus (anyone ranked Engineer and above). It was a brainstorming session with different concepts discussed.

Chief Cookson stated he received a lot of feedback after the meeting and we're hoping to have another meeting within the next two weeks. A couple of Departments have some equipment that we'd like to look at during the meeting.

No Action Required

H. IDENTIFICATION OF ITEMS FOR FURTHER MEETINGS

1. Closed Session - Personnel

I. ADJOURNMENT

Board adjourned at 6:16 p.m.

Respectfully submitted,

Andrea Adams
Clerk of the Board

Approved:

Joe Guardino
Chairman