



WILTON FIRE PROTECTION DISTRICT

9800 Dillard Road • Wilton, CA 95693

(916) 687-6920 • Fax (916) 687-8920

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MINUTES

Regular Meeting of the Board

Wednesday, September 18, 2013 at 7:00 p.m.

Wilton Fire Station 81

ATTENDANCE

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

Staff Present: Fire Chief, Tom Dark 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 Captain Al Kaiser

B. ANNOUNCEMENTS/PRESENTATIONS

1. None

C. COMMUNICATIONS FROM THE PUBLIC

1. None

D. CONSENT CALENDAR

1. **M/S** Brown/Monroy To approve the consent calendar as written
Approved 5/0

E. STAFF REPORTS

1. Chief Dark updated the Board on the prior month's activities through the Chief's Report:
 - i. August 2013 reported 61 calls and August 2012 reported 43 calls;
 - ii. Significant Incidences included a vehicle/grass fire on Woods Road; a grass fire along the canal due to an electrical issue on the water well (the fire spread quickly however the canal stopped it on the east side);
 - iii. The auxiliary pump engine on Water Tender 84 failed. There is a one inch hole in the top of one of the pistons;
 - iv. Water Tender 81 has been in and out of the shop for computer problems;
 - v. As a result of the fire along the Folsom South Canal two of Engine 3281's tires needed replacement;
 - vi. The Ford Expedition needed new tires as well. The Suburban still requires suspension and a variety of maintenance repairs;
 - vii. Captain Dan Kunz built an awning over the front door of Station 84;
 - viii. Training included Start Triage and Power Point Training in preparation for Saturday's Multi-Agency Mass Casualty Incident Drill;
 - ix. General Information includes the Wilton Garden Club. The club met at Station 81 and received informal training on medical emergencies and a demonstration on what to expect when emergency crews are called to a residence.



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F. NEW BUSINESS

1. Possible Rehab Trailer Replacement – Chief Dark

Recommendation: Trade rehab trailers with CSD (Cosumnes Fire Department).

Discussion: Chief Dark stated Cosumnes Fire owns a rehab trailer that has more amenities for rehab purposes. The Cosumnes trailer includes a restroom, heating and air conditioning, and basically a garage in the back. It is essentially self-contained and a “toy hauler” type trailer.

The Cosumnes Fire Prevention Bureau would like a smaller cargo trailer such as WFPD’s. Cosumnes would agree to trade the trailers straight across and exchange the pink slips. The CSD trailer will require some cleaning, buffing, and new lettering. The cost of the lettering is unknown at this time. The CSD trailer offers a lot more conveniences and luxuries for a rehab trailer. The WFA is interested in helping stock it with food items.

Director Guardino stated he would like someone such as the Chief who’s designated to pull it. Also, he asked if there was a place to store it.

Chief Dark stated there is storage available at Station 81.

Director Guardino stated he is opposed to the WFA stocking it with food items. He feels the District is responsible for supporting the operations.

Chief Dark stated he would like to let other Districts know that WFPD has the trailer in order to support them as well. Essentially, it would be nice to give back.

Director Brown stated he felt we could support that.

Chief Dark stated the Cosumnes CSD Board will review the trade transaction in two weeks.

Guardino/Brown To approve the trade of the trailers as described in the Rehab Trailer Staff Report.

Approved 5/0

2. Auxiliary Pump for Water Tender 84 – Chief Dark

Recommendation: The Chief asked the Board for direction regarding costly repairs to Water Tender 84.

Discussion: Chief Dark reported the engine is shot. It’s an old Wisconsin. The price of a small new diesel engine and pump combination is approximately \$7,700. It would also require new plumbing and auxiliary pieces. Chief Dark asked if the Board would like to continue to replace parts on the old engines.

Director Iaccopucci stated the District should get the engine in shape so it’s ready to sell.

Chief Dark stated the District wouldn’t receive much money from the sale of the engine. Only the tank itself is worth something. He stated he can’t see spending more money on repairs. Currently, it’s operational a water tender.

Directors Joe Guardino, Ron Fiorica, Al Iaccopucci and Edgar Monroy agreed that additional money should not be spent on repairing Water Tender 84. The engine should be used for its current capabilities until further notice.

Item Was Tabled



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3. WFPD Records Retention Policy and Electronic Storage – Chief Dark

Recommendation: Chief Dark recommended adopting an electronic document storage policy for scanning and electronically storing WFPD documents.

Discussion: Chief Dark stated an external hard drive was purchased in order to begin the scanning process. There are hundreds of boxes stored in the attic of Station 81. A WFPD policy is required to determine what and how much should be stored. A CSDA sample policy for records retention was provided to the Directors as well as a draft policy for WFPD.

Director Brown asked if the external hard drive would be backed up with something else such as an additional hard drive.

Director Guardino stated he thought it was a great idea but would like to duplicate the hard drive with a second hard drive or offsite electronic storage.

Chief Dark asked if offsite electronic storage should be investigated for pricing purposes.

Director Guardino stated he would like staff to move forward and begin the scanning process.

Chief Dark stated if the amount was greater than \$150 per year for offsite electronic storage he would bring it back to the Board for further approval.

M/S Guardino/Brown Accept the records retention policy as written, begin the scanning process, and locate an offsite electronic storage facility.

Approved 5/0

4. WFPD Special Meeting Compensation for Directors of the Board – Chief Dark

Recommendation: Chief Dark asked for direction from the Board regarding Special Meeting compensation for the Board of Directors.

Discussion: Chief Dark stated it is unknown as to whether or not the draft policy for Special Meeting compensation for the Board of Directors was adopted previously by the District.

Director Brown stated according to the Ralph M. Brown Act, the Directors are allotted four paid meetings per month. Also, he thought it was adopted while Al Jones was serving as a Director.

Director Guardino stated a Policy and Procedures Manual needs to be adopted sooner rather than later. He also stated there is nothing in writing that authorizes Director compensation for the recent Station 81 Remodel Special Meeting. The document needs to be taken from draft to adopted form. Director Guardino suggested working on it and bringing back any pertinent revisions the Board or staff feels are necessary.

Director Guardino clarified since it wasn't approved prior to the Special Meeting, the Directors would forego additional compensation for the Station 81 Remodel Special Meeting.

Director Guardino stated the Directors would look into adopting a Policy and Procedures Manual. He also requested the topic of Special Meeting Compensation for the Directors on the next month's Agenda.

Item was Tabled



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G. OLD BUSINESS

1. WFPD Station 81 Remodel – Director Brown

Recommendation: Develop plans for buying and selling apparatus and Station 81.

Discussion: Director Brown stated during the September 4th, 2013 Station 81 Remodeling Workshop, objectives and goals were discussed regarding apparatus and the station.

Director Brown stated he's also thrown out the idea of starting a new station that's more modern. He stated in the long run we'd be better off. He stated the conclusion drawn from the meeting was that something needs to be done now.

Director Fiorica stated purchasing new apparatus and selling old apparatus was discussed along with the amount to be kept in reserves.

Director Brown agreed that new apparatus needs to be purchased. He also stated inexpensive remodeling improvements can be made at Station 81 in order to make the crew more comfortable and suggested meeting with Captain Kunz to discuss it further. He would like to see the Administration trailer relocated to Station 84 for training purposes and would like get the dirt work started for the foundation to do something later at Station 84.

Director Guardino stated he would like to address the apparatus replacement as well because the big picture includes both the station remodel and the apparatus replacement. He apologized and stated he was unable to attend the Station 81 Remodeling Workshop because he was called out on a strike team.

Director Guardino stated he was happy the discussion took place and a lot of good things came out of it. It generated discussion which was needed. He stated he is concerned about the recommendation of the apparatus and not worrying about the station right now. He felt that approach might be short sided or selling ourselves short in doing that. He stated he firmly believes that new apparatus can be purchased and substantial improvements to the building as well.

Director Guardino stated he can't see building a new firehouse and buying a bigger, better piece of property unless someone came forward with some extremely compelling reasons to do that. The money involved is not something we're going to have in the foreseeable future and it would put us tremendously in debt. We've worked too hard to be debt free and balance our budget every year and continue to put away money every year for the big ticket items.

Director Guardino stated there may be financing in the future for the new apparatus. He stated the building renovation is a priority to him. He stated with the reserves substantial changes can be made to update the building to provide for better crew accommodations and meet some of the bigger goals. Our operations have changed and it's time to update the facility to accommodate those changes.

Director Guardino stated the remainder can be used for apparatus. He noted, when apparatus was looked at before, it was a lot cheaper to finance apparatus versus construction monies. Both items need to get done sooner rather than later. He stated he didn't want to see our focus shift solely to apparatus, that we can do both since we have a substantial reserve.

Director Guardino stated he was proud of how the budget was worked the last couple of years.

Director Iaccopucci stated we can split the money up in reserves and purchase new apparatus and remodel the Station.



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Director Fiorica recommended deciding immediately on now how much to allow the Chief to work with. The apparatus could be financed and the remainder used for the remodel.

Director Guardino asked when they could get numbers for the cost of the apparatus. Chief Dark stated the engine that was specked out was \$454,000. Chief Dark stated the water tenders could be built for approximately \$125,000 each.

Chief Dark stated he derived from the meeting that there was support from the Board to get the projects done. He did not get out of the meeting; however in relation to facilities, what the actual goals or the priorities are of the remodel? He stated his goal has always been to separate the crews from the meeting room. He stated he doesn't know what the Board wants (i.e. built in storage, the lot paved, etc.) or a firm number of how much the Board wants to keep in reserves.

Director Guardino stated a plan needs to be adopted and approved in order to move forward. Director Guardino asked if the Chief would like the Apparatus and Remodeling Committee's to meet with the Chief to formulate a plan including costs in writing.

Chief Dark responded, yes, it was a start.

Director Guardino stated he would like to formulize a plan, put it in writing, and move forward with it.

Captain Waterman stated it takes approximately one year to build an engine. He stated, the longer it takes to make the decision as to what apparatus to purchase, the more the equipment is going to continue to break down. He further stated he would like to see the Board move forward on letting the Chief order some new equipment and utilize the amount of money left over for remodeling the station. But things need to get moving forward.

Director Guardino stated he thinks we need to take our time and getting the biggest bang for our buck. He stated mutual respect needs to come in and stated your priorities are probably different than mine. We sit in different seats. The ultimate goal is to make this place the best possible that we can. I look at it from a different view and we're going to have to work together and be open minded.

Chief Dark stated he agreed with Captain Waterman's opinion. There is an urgency because the equipment is breaking down. The engine can be refined and the water tenders are going to be rather simple. The water tenders could be ordered fairly quickly. The engine's more complex.

Director Guardino stated the water tenders are still conceptual. He hasn't seen anything in front of him showing the final cost.

Chief Dark responded his point was the water tenders can be done quicker than the engines.

Captain Kunz asked Director Guardino if he wanted to design the apparatus or if he was going to allow the Chief and staff to design it? Director Guardino stated he would like the Chief and his staff to design it but the Board is going to have input on what is done to the facility and the apparatus. He stated he's realized in large metropolitan fire departments – that's how it works but that's not what we are.

Director Guardino stated we're talking about a huge amount of money and that is our job to make sure the money is spent responsibly – that we get the biggest bang for our buck and that I can look any taxpayer in the District in the eye and say we did the best we could with your money. That's what I'm elected to do. So, I've heard this theme a couple of times now – that the Board should just say yes or no. They shouldn't have any input on what happens to facilities or designing the apparatus. I don't have any



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desire to design any apparatus but I also have a lot of knowledge about apparatus and what works and what doesn't and what's needed versus what's wanted. I'll be darned if I'm going to sit here and not put that knowledge to use and have some opinion if you will, on spending this amount of money.

Director Guardino also stated that's why I started this off with we need to be open minded and respect everybody's opinions. To just say the Board should only say yes or no is not how we operate here.

Captain Kunz responded that's not what he's saying. Captain Kunz stated you have a Fire Chief and a staff that will give you plans. Why not let the staff lay it out? The staff are the ones out there fighting fires, driving the 1983 with a 1960 water pump. We're all here for the same goal. I think the Board should allow staff to do its job.

Director Brown added replacing the grass rigs should be fairly simple.

Director Guardino stated the Board knows nothing until a subject is in front of them and they have questions or concerns or want additional information and they have to send it back – that frustrates the Chief and Staff and I get that. So that's why I've asked the Chief to include some of us in the process so when it does make it to this point, everyone's on the same page and worked on it together.

Director Guardino stated I've got to be very honest. There's the staff and there's the Board and its two different teams trying to agree on the same thing and it bothers me. Why we're one versus the other? I don't understand and I'd like to see one team working together. Everyone's going to have to be open minded. You might bring that plan to me and I might question do we need this on there? I have to question that for the very reason you pointed out. I'm not the guy driving it so I ask the question do we need this? If the answers yes and there's a compelling reason, so be it. If the answers not yes but it's something we'd like to have, then I'm going to take a long hard look at that. I think the Chief can attest to the frustrating budget sessions where we do just that. I think it's a process that has to take place with such big ticket items such as apparatus and stations. I don't desire to do your job or design the apparatus if you put it but I believe I was elected to have input as to how this money is spent.

Captain Kunz stated I'm confused in that you state you don't want to design the apparatus but that you do.

Director Guardino stated he wants input on how this whole thing works. What the final cost is going to be and how we get to that cost. How we get to that cost is part of the design process. I don't see how I can separate the two. The cost is dependent upon the design and the cost is what concerns me.

Captain Dennis Miranda addressed Director Guardino and asked if staff knows what the Board input is, to take that and the staff work together with the Board's input. Currently, the staff finalizes something, presents it to the Board, then if the Board doesn't like it, then it goes back to staff.

Director Guardino stated the original concept he had of putting things in writing, how much to spend on apparatus, is kind of doing what you're suggesting. I think that's what I'm trying to do. What this station ends up looking like and what apparatus we buy, I want to have some input in that. I think its irritating people that we're not just willing to see a binder on Monday and on Wednesday say looks good and sign off on it. I think that would be irresponsible. I want you and everybody to understand I get this on Monday and I have to be prepared on Wednesday to make decisions that are in the best interest of the District and the community as a whole.

He also stated, as I've explained to the Chief, I think he understands a little better what the Board's up against. You guys might have a project you've been working on for eight or nine months and you're



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finally ready to bring it to the Board. You've asked all of the what if's, the why's, and the how's and so on. So, for eight or nine months you've all worked on something and gone through your process and then you give us three days to digest and look at those same questions that took you nine months and to feel as good about it as you do as we've had three days of seeing it. When it doesn't happen, then everybody says this is frustrating. Put yourself in our shoes and understand something as significant as this, you have three days to make up your mind, ask any questions you may have, gather any additional information you need to give that yes or no, which is sometimes impossible. I want to work together as a team so when it gets here everybody's had a chance to ask those questions and get answers and feel good about it while knowing we're doing the right thing and go for it.

Director Guardino added, it's a different perspective when you're here. I think the Board should have time to digest it or involvement in the process so we're up to speed with it when it gets to us is better for the District. I guess that's what I'm asking for Dan. That we be allowed to be part of the process so that at yes or no time, we've had time to think about it, to ask the questions and so on and so forth. If we just let you do it, and you give it to us on Monday and you want a yes or no on Wednesday – I don't see that happening with something this significant. I want to avoid that very same no, come back next month. I don't want to play that game. I want everyone to be moving along at the same speed so when it's all said and done, we're ready.

Captain Kunz responded that he knew what he was saying and his viewpoint, and clarified, but at the same time, you have a staff that you've selected and are paying for and they're going to bring you what they think is the very best for the District. When you go over every single item on the rig, why are we as a staff doing this?

Director Guardino replied he thought that was unfair.

Deputy Chief Brown stated we're trying to say and agree on all the same things, but there's something else that's come across several times, and not just from the Board, but internally in the Department about the size of the organization. The size of the organization has nothing to do in my opinion with how decisions are made or how the organization should work. In reference to your comment earlier, larger departments make decisions that way where they have an elected Board where they take the information from the staff, reads it, accepts it, and makes the decision on it, and lets them move forward. They trust the Fire Chief's opinion and they trust the Fire Chief's staff, and to come up with those recommendations to bring to the Board. We understand that there might be something along in the process that you have a question about that we'll be more than happy to answer at any time.

Director Guardino stated but if we don't know what's going on with the process until Monday and I only have until Wednesday to ask those questions. I want to get one thing clear and on the record is that I have absolute faith in this Fire Chief and the staff. I think we're starting to blow that issue out of proportion and I'm not willing to let that happen. I have full confidence in the Chief and the staff he's selected. That's not up for debate with me.

Director Guardino stated I also can point out several items I have questioned that have come before me that we've changed course on and have saved this District tens of thousands of dollars in the process. I can cite specific examples for you because of a recommendation I had or not wanting to what was brought forth, so I suggested something else that simply hadn't been thought of. I accomplished what we needed to accomplish and I saved us tens of thousands of dollars. I think that's what the job of the Board is to do. I know that it frustrates people when we ask for more or ask for a different look at something, but asking for that has brought back options that have accomplished the goal and saved us significant monies in the process. To me, that's a system working. We all have different experiences which cause



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us to look at things differently and I think that's a good thing. I'm not going to apologize for having questioned things in the past and having asked for a different option to be brought forward.

Deputy Chief Brown and Captain Kunz responded neither one of them asked for an apology. Deputy Chief Brown asked that that be placed on record too. Deputy Chief Brown stated we're not looking for an apology from the Directors.

Director Guardino stated I know you're not looking for an apology and for anyone in the room, to me this is good right now. These are huge items for our District. We're looking at spending amounts we haven't spent in quite some time and this is the responsible thing to do is to understand where everybody's at and to make sure we're doing it right. I don't see this as an argument or a debate. To me this is good, this means we're going to do this right. We're going to make sure all parties involved understand how this is happening and why and we're going to feel good about it.

Gene Rose stated although he's an outsider, he had a question. In all of the discussion, he hadn't heard how much money was expected to be used for whatever has to be done. Whether it's building or apparatus replacement and are you as a Board willing to release and give those numbers to the Chief so he can go ahead with his staff and figure out where to use the money?

Director Guardino stated when he made the recommendation of putting the plan in writing, here's how much we're going to spend, this much apparatus, this much to the station remodel, give that to the Chief so that he has guidelines to work within so that when he and his staff spec this stuff they know if they come back with three apparatus costing three times that much that it's not going to work. I don't want them spinning their wheels either. The 1.2 million figure is roughly what's out there and that's what I want, Al, myself, and the Chief to put in writing so this Board can formally approve this is what we're going to spend, here's how much we have toward apparatus versus the station, and let's see what we can get out of that and see if we can make it happen, see if we come close enough, that we can find a way to make up the difference. I want to stay open minded to the whole thing so we can accomplish these goals.

Gene Rose asked how long it was going to take to develop this so they can get started.

Director Guardino stated he was hoping by next month that the plan is ready in order to move forward.

Chief Dark stated it comes down to picking the numbers in the reserves.

Director Guardino stated I think we've done that and that he wants to get it in writing.

Captain Al Kaiser asked, right now we're putting away \$100,000 in reserves for apparatus replacement, is that correct?

Director Guardino stated yes, it's been his goal to make the initial purchases out of reserves and then to replenish or reallocate the money so four or five years later when we need another engine, we go buy another engine. Also, there's a small amount this year going into the facilities funds so there's money there to do another update down the road.

Director Guardino requested to put it in writing with how much to leave in reserves and the amount we're going to spend, how we want to divide it up between the two and then formally adopt and get this process going and done.

Director Fiorica stated he would like it on the agenda no later than next month's meeting.



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Director Guardino stated he and Director Iaccopucci would meet with the Chief as the Facility and Apparatus Sub Committee and get the guidelines in place.

Director Monroy offered to help with the numbers.

Director Guardino stated the Brown Act only allows two Directors otherwise it becomes a quorum.

M/S Brown/Fiorica For Director Iaccopucci and Director Guardino to meet with the Fire Chief and develop the guidelines/plans for apparatus, the remodel, and the reserve fund balance.

Approved 5/0

H. IDENTIFICATION OF ITEMS FOR FURTHER MEETINGS

1. Policy and Procedures Manual
2. Special Meeting Compensation for the Directors
3. Station 81 Remodel/Apparatus/Reserve Fund Balance

I. ADJOURNMENT

Board adjourned at 8:43 p.m.

Respectfully submitted,

A blue ink signature of Andrea Adams, written in a cursive style, is positioned above a horizontal line.

Andrea Adams
Clerk of the Board

Approved:

A blue ink signature of Joe Guardino, written in a cursive style, is positioned above a horizontal line.

Joe Guardino
Chairman