



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

Wednesday, September 17, 2014 at 7:00 p.m.

Wilton Fire Station 81

ATTENDANCE

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

Directors Absent: Obe Brown

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 Battalion Chief Casey Robinson

B. ANNOUNCEMENTS/PRESENTATIONS

1. Firefighter Badge Pinning Ceremony – Chief Cookson thanked everyone for coming to the ceremony. Battalion Chief Casey Robinson stated WFPD has two different programs. A Resident Volunteer Program for residents in the community and an Intern Shift Firefighter Program where the firefighters are at the Station 24 hours per day, seven days per week.

Battalion Chief Robinson further stated in this group, there are four Shift Firefighters and two Resident Volunteers. In the training program, if they are a Volunteer, ordinarily they are members of the Wilton Community, and often they don't have any fire training at all so they have learned from the ground up.

The Shift Firefighters come to us with some sort of experience. It could be another internship from somewhere else, they could be fresh out of a Fire Academy, and often they come from other Fire Agencies and if that's the case, they still go through the training program at Wilton Fire.

The Resident Volunteers included Brandon McNealy and Lorenzo Wood. The Intern Shift Firefighters included Dylan Dewees, Jack Dewees, Rene Quintero, and Mark Boyd.

2. Board Committee Updates - None

C. COMMUNICATIONS FROM THE PUBLIC

1. Mr. Eugene Rose provided a document to the Directors stating it was a request for additional information regarding medical response. He stated the answers could be sent to him.

D. CONSENT CALENDAR

1. **M/S** Iaccopucci/Fiorica To approve the consent calendar as written.
Approved 4/0

E. STAFF REPORTS

1. Chief Cookson updated the Board on the prior month's activities through the Chief's Report:

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- i. August 2014 reported 55 calls and August 2013 reported 61 calls;
- ii. There were no significant incidences to report;
- iii. Vehicle maintenance included power steering repairs to W-5 (E-81) so it's out of service and relief valve repair to W-3 (E384);
- iv. Building Maintenance included the sand bag conex box relocated to Station 84 (it was replaced by a newer conex box), two conex boxes painted at Station 81, and new drip irrigation installed along the fence at Station 81;
- v. Training on Tuesday included Flu Shots and Basic EMS Review. Saturday's training will entail Basic Pump Operations.

F. NEW BUSINESS

1. 2015 CSDA Committee & Expert Feedback Team Participation – Director Guardino
Recommendation: CSDA is looking for volunteers to participate and contribute by being a part of one or more committees.
Discussion: Director Guardino asked if any of the Directors were interested in participating on any of the CSDA Committees. There was no interest amongst the Directors.

No Action Required

G. OLD BUSINESS

1. Draft of the WFPD Audited Financial Statements Compliance Reports – Director Guardino
Recommendation: Approve the revised Draft of the Audited Financial Statements and Compliance Reports by Richardson and Company.
Discussion: Director Guardino stated Richardson and Company provided the audit draft for review. It was a long tedious process started under Chief Dark to complete all of the audits that previous Boards and Administrations failed to do. We did the right thing and we did every single one of them. It was a lot of work for Chief Dark at the time and Andrea working with Rob Merritt. I'm just so happy we're finally done. It was expensive but it was time and money well spent.

I'm happy to say that the audit found nothing but good stuff. There was nothing found that was suspect. As always, Richardson and Company listed a few recommendations which are a standard part of their auditing. They always try to help us improve our processes. So, we will certainly look at those recommendations. A couple of the recommendations are things that we've discussed and they're things that would cost us money to get rid of some qualified opinions. Due to the size of our District, we've been advised that it's really not money well spent. A qualified opinion for a couple of things is acceptable.

We can always look in the future and see if that's something we want to do. The other things are some minor procedure type things.

I do want to read one statement from the report – one part that summed it up to me. "We noted no transaction entered into by the District during the year for which there is a lack of authoritative guidance or consensus." Basically stating they found nothing at all that was surprising to them or suspect to them.

They went on to say, "Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Accounting estimates are used in

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valuing the amount of certain accrued liabilities recorded. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. The financial statements are neutral, consistent, and clear.”

Director Guardino stated I’m proud of the fact that this agency continues to be very transparent and open about the business we do here, how we do it, what it costs us to do that. I’m proud of the fact that in all the years that I’ve been a part of this, our budget has always been balanced. We’ve always had a small surplus at the end of the year that has rolled into the General Fund and that’s a very small part because of this Board and a large part because of Administrations like Chief Dark’s, Chief Cookson’s and Andrea being extremely diligent.

I do want to thank everyone that has been involved like Chief Dark in all the years leading up to this and the current Administration and Andrea who’s been there for all of it, for their continued hard work and diligence. It’s very impressive that after all of the audits done there never was a finding of any impropriety or anything suspect at all. It’s a very proud thing for a Board Member to be able to say. So, I thank you guys.

M/S Guardino/Monroy To accept the Draft of the WFPD Statements and Compliance Reports by Richardson and Company.

Approved 4/0

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

Recommendation: Director Guardino recommended the Board approve the Fiscal Year 2014/2015 Final Budget.

Discussion: Director Guardino stated we had some last minute notifications regarding insurance costs that we need to budget for. We did rework some of the numbers. We added in the additional insurance costs and some mandated fees that we have no control over. So, we’ve had to absorb those. Fortunately our projected revenue is up and enough to cover the changes. I’m happy to say once again the budget includes monies for future projects and we’ve once again put away money for capital improvements, future apparatus, and SCBA purchases in the future.

Director Monroy stated he’s very proud of all of the work that’s been put into the budget and keeping it balanced year after year.

M/S Iaccopucci/Monroy To approve the WFPD Fiscal Year 2014/2015 Final Budget as written.

Approved 4/0

3. New Apparatus – Director Guardino

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

Discussion: Director Guardino stated the Apparatus Committee has a meeting scheduled for tomorrow. They’ve been trying to coordinate getting the apparatus at Station 81 rather than going elsewhere. Things are progressing.

No Action Required

4. Water Storage Tank – Chief Cookson

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

Discussion: Chief Cookson stated we need a permit to put in the new tank. So, we have to have the architect draw up plans to submit. We’ve been working with Mr. Dan Dameron and he has a proposal for the minimum to get the drawing. Once we have the permit, we’ll submit it to our three

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contractors that way everybody's bidding the same thing. I think that's the best way to go. I don't know what their timeframe is. Hopefully all goes well, and we'll have the three proposals at next month's meeting. We spent some time at the County last week, and they are extremely cooperative. The setbacks work where we want to put the tank. It's just a matter of having a drawing for them to approve. I'd like to get this approved and it was approved under Chief Dark's Administration for up to \$1,500 for the drawing.

Director Guardino addressed the Directors and asked if they have any concerns. If so, please convey them to Chief Cookson prior to the next meeting.

Director Guardino stated he's comfortable with the fact that it was already approved.

No Action Required

H. IDENTIFICATION OF ITEMS FOR FURTHER MEETINGS

1. None

I. EXECUTIVE SESSION

Closed Session Item

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

J. ADJOURNMENT

Board adjourned at 8:37 p.m.

Respectfully submitted,

Andrea Adams
Clerk of the Board

Approved:

Joe Guardino
Chairman