



**West Plainfield Fire Protection District**  
24901 County Road 95, Davis, CA 95616 (530) 756-0212

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**BOARD OF COMMISSIONERS – REGULAR MEETING  
NOVEMBER 15, 2022 at 7:00 PM**

To be Held in Person at Lillard Hall  
24905 County Road 95  
Davis, CA 95616

To be Held by Zoom: <https://us06web.zoom.us/j/98831083439>  
One tap mobile – +16699006833,98831083439#  
Dial by your location – (669) 900-6833 US (San Jose)  
Meeting ID: 988 3108 3439

1. Call the Meeting to Order and Establish Quorum (President McMullen)
2. Public Comment
3. Old Business
  - a. Update - Weed Abatement (Chief Rita)
  - b. Update – Yolo County Fire Sustainability Committee (AC Stiles / Chief Rita)
4. Lillard Hall
  - a. Manager Report (Hall Manager Gonzalez) (Page 3)
5. New Business
  - a. Discussion / Action – Volunteer Applications (Chief Rita)
  - b. Discussion / Action – Adopt Resolution 22-03 – Resolution Authorizing District to Access State and Federal Level Summary Criminal History Information for Employment (Chief Rita) (Pages 4-5)
  - c. Discussion / Action – Standing Committees – Reports
    - i. Budget and Benefits Committee – **Yeager**, Guarino
    - ii. Personnel Committee – **Amy**, Yeager
      1. Approval of January 8, 2022, Committee Meeting Minutes (Pages 6-7)
      2. Approval of January 15, 2022, Committee Meeting Minutes (Page 8)
      3. Approval of August 13, 2022, Committee Meeting Minutes (Pages 9-10)
      4. Approval of September 25, 2022, Committee Meeting Minutes (Pages 11-12)

- iii. District Funding and Development Committee - **Guarino**, Stiles
  1. Approval of November 22, 2021, Committee Meeting Minutes (Pages 13-14)
  2. Approval of January 3, 2022, Committee Meeting Minutes (Pages 15-16)
- iv. Lillard Hall Committee – **Amy**, Guarino
  1. Approval of January 4, 2022, Committee Meeting Minutes (Pages 17-18)
  2. Approval of June 2, 2022, Committee Meeting Minutes (Pages 19-20)
  3. Approval of October 16, 2022, Committee Meeting Minutes (Pages 21-22)
  4. Approval of November 13, 2022, Committee Meeting Minutes
- d. Discussion / Action – Ad Hoc Committees – Reports
  - i. LAFCO – **Guarino**, Yeager
  - ii. Inspection Fees – **Yeager**, Amy
- e. Discussion / Action – Liaison Reports
  - i. Fire Prevention / Investigation – McMullen
  - ii. Training – Yeager
  - iii. Large Equipment / Facilities – McMullen
  - iv. IHS – McMullen
6. Fire Chief’s Report (Chief Rita) (Pages 23-26)
7. Fire Fighter’s Association Report (President Jon Lee)
8. Clerk’s Report
  - a. Discussion / Action – West Plainfield Fire Protection District Bill Review / Approval (Page 27)
  - b. Approval of October 18, 2022, Board Meeting Minutes (Pages 28-36)
9. Open Forum
10. Next Meetings
  - a. Special Board meeting on November 22, 2022
  - b. Special Board meeting on November 29, 2022
  - c. Regular Board meeting on December 20, 2022, unless another date is agreed upon
11. Meeting Adjourned (President McMullen)

Lillard Hall Reservations - November 2022

Date	Name	Event Date	Status	Deposit	Rental Fee	Total Due	Event Type	Active/Inactive
8/23/22		10/29/22	Paid	\$800	\$800	\$1,600	Birthday Party	Active
8/24/22		5/27/23	Awaiting Rental Fee	\$800	\$800	\$1,600	Birthday Party	Active
8/27/22		10/12/22	Paid		\$50	\$50	Meeting	Active
8/27/22		10/13/22	Paid		\$50	\$50	Meeting	Active
8/27/22		10/19/22	Paid		\$50	\$50	Meeting	Active
8/27/22		10/20/22	Paid		\$50	\$50	Meeting	Active
8/27/22		10/26/22	Paid		\$50	\$50	Meeting	Active
8/27/22		10/27/22	Paid		\$50	\$50	Meeting	Active
8/27/22		10/30/22	Paid		\$50	\$50	Meeting	Active
9/21/22		9/23/23	Paid	\$800	\$800	\$1,600	Birthday Party	Active
9/22/22		12/10/22	Paid	\$800	\$800	\$1,600	Meeting	Active
9/22/22		12/11/22	Paid		\$800	\$800	Meeting	Active
10/10/22		7/15/23	Paid	\$800	\$800	\$1,600	Birthday Party	Active
8/27/22		11/2/22	Paid		\$50	\$50	Meeting	Active
8/27/22		11/9/22	Paid		\$50	\$50	Meeting	Active
8/27/22		11/10/22	Paid		\$50	\$50	Meeting	Active
8/27/22		11/16/22	Paid		\$50	\$50	Meeting	Active
8/27/22		11/17/22	Paid		\$50	\$50	Meeting	Active
8/27/22		11/23/22	Paid		\$50	\$50	Meeting	Active
8/27/22		11/30/22	Paid		\$50	\$50	Meeting	Active
8/27/22		12/1/22	Awaiting Rental Fee		\$50	\$50	Meeting	Active
11/1/22		11/12/22	Paid	\$800	\$800	\$1,600	Wedding	Active
22				\$4,800	\$6,350	\$11,150		

Lillard Hall Deposits - November 2022

Date	Name	Event Date	Description	Amount
10/20/22		October 2022	Rental Fee	\$350.00
11/1/22		11/12/22	Deposit	\$800.00
11/1/22		11/12/22	Rental Fee	\$800.00
11/10/22		November 2022	Rental Fee	\$350.00
4				\$2,300.00

Account Balance

10/20/22

\$19,030.28

Running Balance

As of 10/16/2022

\$18,122.76

Lillard Hall Expenses - November 2022

Date	Expense	Description	Invoice #	Amount	Paid Date	Check No.
10/18/22	Recology	Garbage	Acct# 2376675	\$764.44	9/30/22	611
10/15/22	West Plainfield Fire Protection District	sement & Hall Manager Reimbursement		\$641.17	10/15/22	612
10/18/22	Brenda Gonzalez	all Manager Reimbursement		\$178.14	7/15/22	613
10/30/22	Nicolas Madera	Deposit Refund		\$800.00	10/30/22	614
11/1/22	Cal.Net	Hall Internet	Acct# 35241	\$106.24	11/1/22	615
11/11/22	Recology	Garbage	Acct# 2376675	\$380.22	10/31/22	616
11/11/22	Woodland Electrical Inc	Light Post Repair	INV# 3568	\$230.00	11/3/22	617
11/11/22	West Plainfield Fire Protection District	sement & Hall Manager Reimbursement		\$378.59	11/1/22	618
8				\$3,478.80		



**RESOLUTION NO. 22-03**  
**Criminal History Access**

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) authorize cities, counties, districts and joint powers authorities to access state and local summary criminal history information for employment, licensing or certification purposes; and

WHEREAS, Penal Code Section 11105(b)(11) authorizes cities, counties, districts and joint powers authorities to access federal level criminal history information by transmitting fingerprint images and related information to the Department of Justice to be transmitted to the Federal Bureau of Investigation; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) requires that there be a requirement or exclusion from employment, licensing, or certification based on specific criminal conduct on the part of the subject of the record; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) requires the city council, board of supervisors, governing body of a city, county or district or joint powers authority to specifically authorize access to summary criminal history information for employment, licensing, or certification purposes.

NOW THEREFORE BE IT RESOLVED, that the West Plainfield Fire District is hereby authorized to access state and federal level summary criminal history information for employment including volunteers and contract employees and may not disseminate the information to any entity; and

BE IT FURTHER RESOLVED that the District shall not consider a person who has been convicted of a violent or serious felony or serious misdemeanor eligible for employment (including volunteers and contract employees if applicable).

The Clerk of the of West Plainfield Fire Protection District shall certify as to the adoption of this Resolution.

CERTIFICATION: PASSED, APPROVED, AND ADOPTED on November 15, 2022.

AYE:

NO:

\_\_\_\_\_  
Board Clerk



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**Re: West Plainfield Fire District - Request for Federal Level of Service**

1 message

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Eric Wilson <ewilson@westplainfieldfire.com>  
To: Cherie Rita <chief@westplainfieldfire.com>

Wed, Sep 21, 2022 at 1:46 PM

I did some research and spoke with Oz and here is a synopsis of what I learned regarding "Serious Misdemeanors"

The State of California has several criminal convictions which may be imposed as a misdemeanor or felony at the Judge's discretion. These serious misdemeanors are also referred to as "Wobblers"

State of California "Serious Misdemeanors" = (Wobblers)

**COMMON "WOBBLER" OFFENSES IN CALIFORNIA**

**California Penal Code Section 32** - Accessory After the Fact

**California Penal Code Section 136.1** - Dissuading a Witness

**California Penal Code Section 186.10** - Money Laundering

**California Penal Code Section 191(c)(1) and (2)** - Vehicular Manslaughter

**California Penal Code Section 243(c)** - Battery on Police with Injury

**California Penal Code Section 243.4** - Sexual Battery

**California Penal Code Section 245(a)(1)** - Assault with Deadly Weapon

**California Penal Code Section 261.5** - Statutory Rape

**California Penal Code Section 270** - Child Neglect

**California Penal Code Section 271** - Child Endangerment

**California Penal Code Section 422** - Criminal Threats

**California Penal Code Section 273.5** - Corporal Injury on Spouse

**California Penal Code Section 459** - Burglary

**California Penal Code Section 470** - Forgery

**California Penal Code Section 487** - Grand Theft

**California Penal Code Section 496** - Receiving Stolen Property

**California Penal Code Section 503** - Embezzlement

**California Penal Code Section 646.9(a)** - Stalking

**California Penal Code Section 25850(a)** - Carry Loaded Firearm in Public

**California Vehicle Code 23153** – DUI Causing Injury

**West Plainfield Fire Protection District**

**24901 County Road 95, Davis, California 95616 (530)756-0212**

**STANDING COMMITTEE – PERSONNEL – MINUTES**

**January 8, 2022 at 4:00 PM**

Held at:  
West Plainfield Fire Department  
Station 30  
24901 County Road 95  
Davis CA, 95616

1. Call the meeting to order

The meeting was called to order by Chair Guarino at 1602 hours. Present were:

Board Members: Guarino and Amy

Staff: Fire Chief Rita / Interim Board Clerk

2. Public comment

No public comment.

3. Discussion/Action

a. Hiring - Career Company Officer

- i. Obtain Consensus to Hold Interviews ASAP using same process as most recent hiring

By consensus the committee members agreed that we should use the same process as we used for the last hire.

Chief Rita asked if either member would like to see any changes to the interview questions. Neither committee member did. But, Commissioner Amy asked that the Clerk provide the questions to the committee members a few days before the interviews.

Additionally, the committee members asked the Clerk to make sure the meeting started at least a half hour before the first interview.

b. Hiring – Board Clerk (was on agenda as Hall Manager)

Because this committee does not take independent action, it was determined to proceed regarding the Board Clerk position in order to make additional recommendations to the Board regarding recruitment and hiring.

i. Review job description

After review of the current Board Clerk job description, the members recommend:

- Change Section 210.04 – “a basic working knowledge of Microsoft Word and Adobe products” to “a basic working knowledge of Microsoft Office Suite and Adobe products”
- Add new sections:
  - o 210.06 – Reimbursement for mileage
  - o 210.07 – 90-day probationary period, with a 45-day progress meeting; annual evaluation

ii. Determine recommended process

Because we have some time to fill the position, the committee recommends utilizing free methods to advertise and publicize the position. Possible locations: Facebook, Next Door-West Plainfield, bulletin boards around the area, and the fire department’s lighted sign.

4. Open Forum  
Nothing.

5. Calendar

a. The next Personnel Committee meeting to be determined

No date set.

6. Adjourn Meeting  
Meeting adjourned at 1636 hours.

**West Plainfield Fire Protection District**

**24901 County Road 95, Davis, California 95616 (530)756-0212**

**STANDING COMMITTEE – PERSONNEL – MINUTES  
January 15, 2022 at 1:00 PM**

Held at:  
Lillard Hall  
24905 County Road 95  
Davis CA, 95616

1. Call the meeting to order

The meeting was called to order at 1:10 PM. Present were:

Board members: Guarino, Amy  
Staff: Chief Rita, BC Wilson, and Captain Bravo

2. Public comment

None.

3. Interview Candidates – Full Time Career – Closed Session – 1:30 PM

The meeting was closed at 1:30 PM for interview of 2 candidates. The meeting was reopened at 2:47 PM, with the following report: staff will offer both candidates the opportunity to join the department as relief firefighters. The Fire Chief will invite the committee's recommended candidate for a full-time position to the February board meeting. BC Wilson will meet with staff and to determine a potential start date for any new hire.

4. Calendar

- a. The next Personnel Committee meeting to be determined  
No new meeting date set.

5. Adjourn Meeting

The meeting was adjourned at 2:49 PM.

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Chair – Personnel Committee

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Board Clerk





**STANDING COMMITTEE – PERSONNEL – MEETING - MINUTES**  
**August 13, 2022 at 3:30 PM**  
**Continued to August 14, 2022 at 2:00 PM**

Held:  
Lillard Hall  
24905 County Road 95  
Davis CA, 95616

**1. Call the meeting to order**

The meeting was called to order at 3:42 PM by Chair Amy  
Present were: Commissioners Emily Amy (Chair) and Jim Yeager  
Fire Chief Cherie Rita

**2. Public comment**

None

Chief Rita reported that she had mistakenly not confirmed the interview date and time with the Candidate. Chief Rita was able to talk with the Candidate and confirm Sunday, August 14, 2022, at 2:00 PM as the new time for interviews.

**3. Meeting Continued**

Chair Amy continued this meeting to Sunday, August 14, 2022, at 2:00 PM

**4. Meeting Reopened**

Meeting called back to order on August 14, 2022, by Chair Amy, at 1:43 PM.

Present were: Commissioners Emily Amy (Chair) and Jim Yeager  
Candidate 1 (Carly Hall); no other candidates

No public comment.

**5. Interview Candidates – Part-Time Board Clerk – Closed Session – 2:00 PM**

- a. Candidate 1**
- b. Candidate 2**
- c. Candidate 3**

Reopened session at 2:35 PM.

The Personnel Committee recommends to the Board that it hire Carly Hall as the Board Clerk, starting pay at \$18.00 per hour.

**6. Calendar**

**a. The next Personnel Committee meeting to be determined**

The next meeting will be scheduled as needed.

**7. Adjourn Meeting**

Meeting adjourned at 2:39 PM.

Approved: \_\_\_\_\_

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Chair Emily Amy

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Interim Board Clerk Cherie Rita  
(August 13, 2022 present; August 14,  
2022, as provided by Chair Amy)



**STANDING COMMITTEE – PERSONNEL – MEETING MINUTES**  
**September 25, 2022 at 1:30 PM**

Held At:  
24901 County Road 95  
Davis CA, 95616

**1. Call the meeting to order**

The meeting was called to order at 1337 hours by Chair Amy. Present were:  
Committee Members: Commissioners Emily Amy and (via telephone) Jim Yeager  
Support Staff: Chief Cherie Rita, Assistant Chief Dave Stiles, and Fire Captain Scott Bravo

**2. Public Comment - NONE**

**3. Discussion / Action**

**a. Status of Search for Full-time Career Shift Firefighter (Shift C)**

Chief Rita updated those present on the status of the search for the full-time career shift firefighter (Shift C – Company Office) replacement. The search has been ongoing since June of 2022. Ten individuals expressed interest in the position, only three of which actually submitted an application. Of those one did not have an EMT certificate and likely could not get it, one was from Tulare County, and the other is on our list from our most recent recruitment.

**b. Recommendation to Board Regarding Filling the Open Full-time Position**

After discussing the pros and cons of waiting to see if we get more applications from the most recent broadcast of the open position and whether or not we needed to actually undertake more interviews (since we do have list from the prior round of interviews), the Committee makes the following recommendations to the Board:

- 1 – The Board move to fill the open position now, from the prior list
- 2 – Offer the position to the next member on our current list, as follows:  
Rank: Lieutenant  
Hourly: \$16.50

Chair Amy directed Chief Rita to schedule a Special Board Meeting to hear the Committee's recommendations regarding filling the open position.

**4. Calendar**

- a. The next Personnel Committee meeting to be determined**  
No further meetings are currently scheduled.

**5. Adjourn Meeting**

Chair Amy adjourned the meeting at 1356 hours.

Approved: \_\_\_\_\_, 2022

\_\_\_\_\_  
Chair Emily Amy

\_\_\_\_\_  
Taken/Prepared by Chief Cherie Rita

DRAFT

# West Plainfield Fire Protection District

24901 County Road 95, Davis, California 95616 (530)756-0212

## **STANDING COMMITTEE – FUNDING AND DEVELOPMENT – MINUTES November 22, 2021 @ 1:00 PM**

Held at  
West Plainfield Fire Department  
Station 30  
24901 County Road 95  
Davis CA, 95616

1. Call the meeting to Order and Establish Quorum

The meeting was delayed due to problems downloading the drought grant templates, but was eventually called to order by Chair Yeager. Present were: Commissioners Yeager and Guarino, AC Stiles, and Captain Bravo.

2. Public comment - None

3. Old Business

- a. Update – Discussion & Review of Previous Meeting (Commissioner Yeager)
- b. Update – Airport FFA Grants (Captain Bravo)
- c. Update – Other Airport Grants (Commissioner Hjerpe)
- d. Update – Drought Related Grants (AC Stiles, Captain Bravo, Commissioner Yeager)

Captain Bravo reiterated that we need support from Airport management to pursue any of the available FFA grants. Commissioner Hjerpe reported that there had been money available from the County for Airport projects, but there was nothing currently available. By consensus the committee members decided not to pursue any Airport grants at this time and to set aside the previously drafted grant request for equipment and foam caches on the Airport.

The committee members determined that the most important grant at the present is the DWR grant the department has begun with the assistance of the County. A long discussion was held about the needs: generator (diesel vs propane). AC Stiles felt a diesel vault would be the best, as far as performance. The specifications were provided to Captain Bravo so he could obtain the necessary estimate for the grant paperwork.

Reimbursement for the work previously done with respect to the well was not possible through the DWR grant; however, the County asked that we send them the invoices as there may be some County monies available for reimbursement or partial reimbursement of those funds.

4. New Business – Other Grants

Other grant opportunities were discussed: E30 replacement and air filtration, but with a full agenda, those items were put off until the next meeting.

5. Open Forum - Nothing

6. Calendar

- a. The next Funding and Development meeting on December 21, 2021, unless another date is agreed upon

No follow up meeting was scheduled at this meeting.

7. Meeting Adjourned (Commissioner Yeager) – meeting adjourned.

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Chair Yeager

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Interim Clerk Rita  
(as provided by Chair Yeager)

**West Plainfield Fire Protection District**

**24901 County Road 95, Davis, California 95616 (530)756-0212**

**STANDING COMMITTEE – FUNDING AND DEVELOPMENT – MINUTES  
January 3, 2022 at 10:00 am**

Held at  
West Plainfield Fire Department  
Station 30  
24901 County Road 95  
Davis CA, 95616

1. Call the meeting to order

Chair Yeager called the meeting to order at 10:02 AM. Present were: Commissioners Yeager and Hjerpe, Chief Rita, Assistant Chief Stiles, Battalion Chief Wilson, and Captain Bravo.

2. Public Comment

None.

3. Discussion/Action – Review all Grants / Identify Other Concerns

- Well Generator Project (DWR)

AC Stiles updated the committee members regarding the change from a vault (diesel option) because of the additional permitting, environmental, and other concerns and increased costs associated with diesel versus propane.

Captain Bravo told the committee he hoped to have the estimates in by Friday and the templates turned in shortly thereafter.

Chief Rita will forward to the grant writers the letter from County Counsel identifying our status as local government with authority necessary to apply for and manage grants.

- Prior Well Work

Monies for any of the work previously done to the well will need to be found elsewhere in the County, if at all.

- Exhaust Grant (AFG)

This grant application has been submitted. It is a 10% match on approximately \$75,000. We had originally been going to submit for a filter system, but they are

not favored in AFG grants, so changed it to a request for a capture system.

- Radio Grant – Regional – Lead Agency: Woodland

This is the third time the region has submitted this grant. Would get 800/P25 compliant portable radios. Would be a 10% match. If we got the grant, we would have to buy chargers.

- Yocha De He – Replace E30

AC Stiles has just recently started working on this, having reached out to a vendor. He determined that submissions are now online.

- SAFER Grant – Reserves (4 years)

There is no match for this grant, but it would expire in 4 years. Captain Bravo and AC Stiles are just starting work on this; it is due soon.

- Office of Traffic Safety – Extrication Equipment

We are taking a regional approach to this grant, but so far only Willow Oak is interested. We would be the lead agency; if only part of the grant gets funded, we'd be the district to benefit. This grant application is also in the early stages.

- Solar

Several departments are considering solar. AC Stiles indicated that we should keep the County apprised of our progress as there may be some funds available.

4. Open Forum

Nothing presented.

5. Calendar

No new date selected; the next Funding and Development Committee meeting to be set as necessary.

6. Adjourn

The meeting was adjourned at 11:00 AM.



## West Plainfield Fire Protection District

24901 County Road 95, Davis, California 95616 (530) 756-0212

### Standing Committee – Lillard Hall – Minutes January 4, 2022

Held:  
West Plainfield Fire Station  
24901 County Road 95  
Davis CA, 95616

1. Call to Order

The meeting was called to order at 4:15pm by Commissioner Yeager

Commissioners: Commissioner Emily Amy, Commissioner Jim Yeager

Staff: Fire Chief Cherie Rita (arrived near end of meeting), Assistant Chief Dave Stiles, Battalion Chief Eric Wilson, Hall Manager Brenda Gonzalez

2. Public Comment

None

3. Discussion/Action – Review problems with previous rentals

The committee discussed the event that took place on November 20, 2021.

Commissioner Amy asked if the renter had been present during the time of the event, extra charges that were brought on to the Hall, and whether the septic tank was damaged and needed repairs:

- AC Stiles stated that he was the on duty at the time of the event and was in communication with an older gentleman.
- Hall Manager Gonzalez confirmed that the renter was present at the time of the event and detailed everything that went wrong during the event which included:
  - Incident involving a van driving over the Station and Hall septic tanks
  - Incidents involving renters being disrespectful to staff
  - Renter not leaving the property past 1:00 am
  - Renter failing to properly clean the property
  - Renter overflowing the Hall dumpster
  - Renter failing to return Hall keys November 21, 2021 at 1:00 pm.
  - Captain Bravo having to call Yolo County Sherriff to remove renters from property on November 21, 2021

Hall Manager Gonzales reported to the committee that prior to the event, the renter submitted an application to host a baby shower at the Hall. The renter submitted all necessary documentation, insurance certificate, security contract, and deposit/rental fee.

Hall Manager Gonzalez added that she was quoted \$300 for the cleaner to come and perform a deep cleaning of the Hall and that Recology had not billed extra for the overflowing dumpster.

4. Review Lillard Hall Rental Policy

a. Discussion/Action – Draft Suggested Revisions to Rental Policy

The Committee went through the Rental Policies and proposed the changes outlined in the attached draft.

b. Discussion/Action – Enforcement to New Policy

The committee discussed that the rental policy needs to be clear about the following:

- **THAT WEST PLAINFIELD FIRE PROTECTION DISTRICT RESERVES THE RIGHT TO CANCEL OR SUSPEND ANY EVENT FOR JUST CAUSE, INCLUDING, BUT NOT LIMITED TO: THE CONSUMPTION OF ALCOHOLIC BEVERAGES BY MINORS, DISORDERLY CONDUCT, VANDALISM, DESTRUCTION OF PROPERTY OR THE VIOLATION OF ANY CONDITIONS CONTAINED IN THIS AGREEMENT.**
- **FAILURE TO MEET USE AND RENTAL POLICY TERMS WILL RESULT IN FOREFITURE OF SECURITY DEPOSIT.**

5. Discussion/Action - Other Concerns or Needs for the Hall

Commissioner Yeager recommended adding bollards to prevent cars driving into the grassy area by the Hall.

Commissioner Yeager also suggested more lighting be added to the parking lot.

6. Open Forum

None

7. Calendar

Next Lillard Hall Committee meeting to be determined.

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Chairman, Lillard Hall Committee

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Interim Board Clerk  
(prepared by Hall Manager Gonzalez)



## West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

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### MINUTES - STANDING COMMITTEE – LILLARD HALL

June 2, 2022 @ 4:00 PM

Held:  
Lillard Hall  
24901 County Rd 95  
Davis, CA 95616

1) Call the Meeting to Order

Meeting was called to order by Commissioner Amy at 4:04 pm.

Present: Commissioner Emily Amy, Chair  
Commissioner Richard Guarino  
Hall Manager Brenda Gonzalez

2) Public Comment

None

3) Discussion / Action – Revisions to Hall User Agreement – Meetings

Definition – See page 3 of the Lillard Hall Use/Rental Policies, under Application Approval. Revise item 2 to read as follows:

2. A meeting defined as an event lasting no longer than two hours, hosted by an entity, with no food or beverage service. Additional two-hour block is available for an additional fee, with manager approval.

Fees – See page 4 of the Lillard Hall Use/Rental Policies, under Rental Fee and Security Deposit. Revise Meeting Rental fee to: \$50 per 2-hour block; Security Deposit to \$200\*; and add below: \* Non-profit meeting may request a waiver on the deposit; upon approval of Hall Manager.

4) Discussion – Paying Bills

Per Hall Manager, Recology was shown paid on the May Manager's report under Lillard Hall Expenses: paid April 29, 2022, in the amount of \$1,135.66, check number #588. The Hall Manager indicated she has not received any Recology invoice since that one.

WiFi (CalNet) has been paid and will be shown on the June Manager's report.

Received Fire Dept reimbursement invoice Monday, will write check and coordinate with Commissioner Guarino for a signature on Friday.

Reviewed the need for Manager to submit timecards on time.

5) Open Forum

Commissioner Amy brought up the women's toilet in need of repair. It has not been shutting off for over a month, this is hard on both pump and septic system. Hall Manager is to schedule a plumber for the repair.

6) Calendar

**a) The next Lillard Hall Committee meeting to be determined as necessary**

None scheduled at this time.

7) Adjourn

Meeting adjourned at 4:56 PM by Commissioner Amy.

Approved \_\_\_\_\_

\_\_\_\_\_  
Commissioner Emily Amy

\_\_\_\_\_  
Finalized by Interim Clerk Rita

DRAFT



**West Plainfield Fire Protection District**  
24901 County Road 95, Davis, CA 95616 (530) 756-0212

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STANDING COMMITTEE – LILLARD HALL – COMMITTEE MEETING - MINUTES  
October 16, 2022 @ 1:30 PM

Held:  
Lillard Hall  
24901 County Rd 95  
Davis, CA 95616

1) Call the Meeting to Order (Chair Amy)

The meeting was called to order at 1:29 PM by Chair Amy. Present were: Commissioners Emily Amy and Richard Guarino; Hall Manager Brenda Gonzalez; and Fire Chief Cherie Rita and Firefighter / Volunteer Association President Jon Lee.

2) Public Comment

Firefighter Lee reported that Fly Fishers and 4-H representatives had talked with him about lack of response to their attempts to communicate with the Hall Manager. Hall Manager Gonzalez will reach out to each of them, but reported that she believed she had been waiting for an additional communication from 4-H which she had not received. Firefighter Lee also noted that it might be beneficial to give the renters the key to the dumpster, along with the key to the Hall. The Committee directed Hall Manager Gonzalez to provide the dumpster key to the renters when she gives them the Hall key.

3) Discussion / Action – Hall Maintenance

a) Obtain quotes for grinding / repair of cracks in flooring

It was reported that there have been some complaints regarding the cracks in the floors. The committee directed Hall Manager Gonzalez to obtain several quotes to grind and fill the cracked areas.

b) North door repair

The North door by the bathrooms needs repair. Hall Manager Gonzalez was directed to try to find a handyman to fix it. It was acknowledged that Hall Manager Gonzalez may need to find a contractor to make the fix.

c) Any other maintenance

It was noted that the parking lot light (on the pole) was not working. Hall Manager Gonzalez was directed to have an electrician come out to fix it.

4) Discussion / Action – Internet

a) Current contract

Hall Manager Gonzalez reported that the current contract is with CalNet and that she had upgraded the contract to faster speeds. The contract price for CalNet is \$102 per month. Fire Chief Rita reported that StarLink would cost at least \$116 per month, maybe more if StarLink decided the Hall was a business.

b) Speed

Fire Chief Rita checked the speeds: CalNet (in the Hall) = 9 / 3 and StarLink (in the Station) = 40 / 12.

c) Possible changes

Fire Chief Rita indicated that the CalNet speed should be sufficient to allow for Zoom meetings. The committee recommends that the Zoom connection be tested at the upcoming Board of Commissioners meeting. During discussion of the options, both Fire Captain Fish and Firefighter Lee wanted to make the Committee members aware that the CalNet option would be more prone to being down than would the StarLink option.

5) Discussion / Action – Additional Revisions to Hall User Agreement – Meetings

a) Noise

There was general discussion about noise levels and how far away the music could be heard. Fire Chief Rita reported that she had been notified that the music at one event had been louder than music being performed at Hoobys Farm, interfering with enjoyment of the music being provided there. Several more examples were provided by those present.

Fire Chief Rita reported that there is no Noise Ordinance in Yolo County, nor by law, could there be one. However, that does not preclude this Committee from setting noise levels.

Committee members and/or staff will drop by the next Hall event featuring music to check out sound levels.

b) Hours

After much discussion, it was decided to leave the hours as they are.

c) Any other changes

The Committee changed the Hall use / rental policies to require that all doors and windows must be closed while music is playing. Hall Manager Gonzalez will meet with all current contract holders to provide the updated rules.

6) Open Forum

Hall Manager reported there had been some issues with Department staff interacting with Hall renters. Fire Chief Rita reported the matter had been addressed.

7) Calendar

a) The next Lillard Hall Committee meeting to be determined as necessary

The next meeting was scheduled for November 6, 2022, at 1:30 PM at Lillard Hall.

8) Adjourn (Chair Amy)

Meeting adjourned by Chair Amy at 2:30 PM.

Minutes approved November 15, 2022

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Commissioner Emily Amy, Chair

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Carly Hall, Board Clerk

# West Plainfield Fire Department (CA)

Davis, CA

This report was generated on 11/7/2022 1:59:08 PM



## Basic Incident Info with Number of Responding Apparatus and Personnel for Date Range

Start Date: 10/01/2022 | End Date: 10/31/2022

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
10/01/2022	2022-223	24189 Aviation AVE	700 - False alarm or false call, other	B Shift	No Zone Selected	3	3
10/02/2022	2022-224	Cr 27	611 - Dispatched & cancelled en route	B Shift	170- MDS-WPL - Borderline Call Madison & West Plainfield	3	2
10/05/2022	2022-225	33250 County Road 31	322 - Motor vehicle accident with injuries	C Shift	No Zone Selected	4	5
10/05/2022	2022-226	34670 County Road 29 CIR	510 - Person in distress, other	A Shift	0- WPL - West Plainfield Station 30 Response Area	2	3
10/07/2022	2022-227	County Road 31	551 - Assist police or other governmental agency	B Shift	No Zone Selected	2	5
10/10/2022	2022-228	Russell BLVD	324 - Motor vehicle accident with no injuries.	C Shift	261- WNF-WPL - Borderline Call Winters & West Plainfield	4	7
10/11/2022	2022-229	Russell BLVD	140 - Natural vegetation fire, other	A Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	3	4
10/12/2022	2022-230	805 Wiegand WAY	611 - Dispatched & cancelled en route	A Shift	810- DIX - Special Call or Mutual Aid to Dixon	3	4
10/12/2022	2022-231	31606 County Road 29a CIR	321 - EMS call, excluding vehicle accident with injury	A Shift	261- WNF-WPL - Borderline Call Winters & West Plainfield	5	8
10/13/2022	2022-232	County Road 31	352 - Extrication of victim(s) from vehicle	Relief Firefighter	261- WNF-WPL - Borderline Call Winters & West Plainfield	2	4
10/14/2022	2022-233	County Road 31	324 - Motor vehicle accident with no injuries.	B Shift	261- WNF-WPL - Borderline Call Winters & West Plainfield	3	5
10/15/2022	2022-234	Russell BLVD	321 - EMS call, excluding vehicle accident with injury	C Shift	0- WPL - West Plainfield Station 30 Response Area	3	4
10/15/2022	2022-235	24390 Aviation AVE	321 - EMS call, excluding vehicle accident with injury	C Shift	0- WPL - West Plainfield Station 30 Response Area	1	2
10/17/2022	2022-236	County Road 29	324 - Motor vehicle accident with no injuries.	A Shift	0- WPL - West Plainfield Station 30 Response Area	2	6

Only REVIEWED incidents included.

Agenda - 11-15-2022 - Board - Regular



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DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
10/18/2022	2022-237	County Road 27	700 - False alarm or false call, other	A Shift	701- WOF-WPL - Borderline Call Willow Oak & West Plainfield	3	6
10/19/2022	2022-238	35498 County Road 29	321 - EMS call, excluding vehicle accident with injury	A Shift	0- WPL - West Plainfield Station 30 Response Area	3	4
10/21/2022	2022-239	33250 County Road 31	321 - EMS call, excluding vehicle accident with injury	C Shift	0- WPL - West Plainfield Station 30 Response Area	3	6
10/21/2022	2022-240	County Road 27	322 - Motor vehicle accident with injuries	C Shift	702- WOF-WDL-WPL - Borderline Call Willow Oak, Woodland, & West Plainfield	3	6
10/24/2022	2022-241	34545 Creeksedge RD	622 - No incident found on arrival at dispatch address	A Shift	0- WPL - West Plainfield Station 30 Response Area	2	4
10/26/2022	2022-242	116 E Baker ST	111 - Building fire	B Shift	260- WNF Auto - Automatic Aid Winters (Not Borderline)	1	2
10/26/2022	2022-244	37636 County Road 28	324 - Motor vehicle accident with no injuries.	B Shift	0- WPL - West Plainfield Station 30 Response Area	3	4
10/28/2022	2022-245	36360 County Road 30	445 - Arcing, shorted electrical equipment	C Shift	0- WPL - West Plainfield Station 30 Response Area	2	3
10/28/2022	2022-246	23125 County Road 96	631 - Authorized controlled burning	C Shift	0- WPL - West Plainfield Station 30 Response Area	3	4
10/29/2022	2022-247	24390 AVIATION AVE	321 - EMS call, excluding vehicle accident with injury	A Shift	0- WPL - West Plainfield Station 30 Response Area	4	4

**TOTAL # INCIDENTS: 24**

Only REVIEWED incidents included.

Agenda - 11-15-2022 - Board - Regular



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Doc Id: 928  
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# Income Statement

6223-0053-02751-8060 62235327518060 WEST PLAINFIELD FIRE DIST OPER

Account Nbr	Description	Period Amount	Period Budget	Pct Of Budget	Year To Date Amount	Year To Date Budget	Pct Of Budget
NETFUND/POST	NET FUND BALANCE						
REVENUES	REVENUES						
TAXES	TAXES						
PROPERTY TAX	PROPERTY TAX						
400100-0000	PROP TAXES-CURRENT SECURED	0.00	0.00	0.00	0.00	340,000.00-	0.00
400101-0000	PROP TAXES-CURRENT UNSECURED	0.00	0.00	0.00	0.00	28,000.00-	0.00
400111-0000	PROP TAXES-PRIOR UNSECURED	55.41-	0.00	0.00	142.19-	400.00-	35.55
	Total PROPERTY TAX	55.41-	0.00	0.00	142.19-	368,400.00-	.04
	Total TAXES	55.41-	0.00	0.00	142.19-	368,400.00-	.04
REVUSEMONEY	REVENUE FROM USE OF MONEY AND						
400700-0000	INVESTMENT EARNINGS-POOL	0.00	0.00	0.00	0.00	500.00-	0.00
400705-0000	GASB 31 FMV - DFS ONLY	0.00	0.00	0.00	12,336.00-	0.00	0.00
	Total REVENUE FROM USE OF MONE	0.00	0.00	0.00	12,336.00-	500.00-	2467.20
CHG FOR SVCS	CHARGES FOR SERVICES						
403610-0000	OTH CHRG FR SVC-FIREFGHTR SVC	31,232.87-	0.00	0.00	39,982.38-	0.00	0.00
403699-0000	OTHER CHARGES FOR SERVICES	0.00	0.00	0.00	0.00	60,000.00-	0.00
	Total CHARGES FOR SERVICES	31,232.87-	0.00	0.00	39,982.38-	60,000.00-	66.64
OTHRFINANSRC	OTHER FINANCING SOURCES						
405000-0000	SALE OF CAPTIAL ASSETS	0.00	0.00	0.00	0.00	5,000.00-	0.00
	Total OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	5,000.00-	0.00
	Total REVENUES	31,288.28-	0.00	0.00	52,460.57-	433,900.00-	12.09
EXPENDITURES	EXPENDITURES						
SALARY&BEN	SALARIES AND EMPLOYEE BENEFITS						
SALARY&WAGES	SALARY AND WAGES						
500100-0000	REGULAR EMPLOYEES	22,110.19	0.00	0.00	69,379.28	205,137.00	33.82
500110-0000	EXTRA HELP	0.00	0.00	0.00	0.00	44,960.00	0.00
500120-0000	OVERTIME	887.78	0.00	0.00	12,541.65	4,153.00	301.99
500130-0000	STANDBY TIME	0.00	0.00	0.00	0.00	30,000.00	0.00
	Total SALARY AND WAGES	22,997.97	0.00	0.00	81,920.93	284,250.00	28.82
EMPBENEFITS	EMPLOYEE BENEFITS						
500320-0000	OASDI	1,427.59	0.00	0.00	5,080.82	18,000.00	28.23
500330-0000	FICA/MEDICARE	333.88	0.00	0.00	1,188.26	4,200.00	28.29
500380-0000	UNEMPLOYMENT INSURANCE	283.58	0.00	0.00	509.71	3,000.00	16.99
500390-0000	WORKERS' COMP INSURANCE	0.00	0.00	0.00	47,140.00	30,000.00	157.13
500400-0000	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	12,000.00	0.00
	Total EMPLOYEE BENEFITS	2,045.05	0.00	0.00	53,918.79	67,200.00	80.24
	Total SALARIES AND EMPLOYEE BE	25,043.02	0.00	0.00	135,839.72	351,450.00	38.65
SERVSUPPLIES	SERVICES AND SUPPLIES						
501010-0000	CLOTHING & PERSONAL SUPPLIES	13.35	0.00	0.00	12,372.85	20,000.00	61.86
501020-0000	COMMUNICATIONS	364.14	0.00	0.00	1,087.24	3,600.00	30.20
501030-0000	FOOD	51.40	0.00	0.00	278.83	223.00	125.04
501040-0000	HOUSEHOLD EXPENSE	0.00	0.00	0.00	3,547.11	10,920.00	32.48
501051-0000	INSURANCE-PUBLIC LIABILITY	0.00	0.00	0.00	0.00	6,000.00	0.00
501052-0000	INSURANCE-FIRE & EXTENDED	0.00	0.00	0.00	0.00	2,000.00	0.00
501053-0000	INSURANCE-OTHER	0.00	0.00	0.00	9,684.00	100.00	9684.00
501070-0000	MAINTENANCE-EQUIPMENT	236.99	0.00	0.00	398.56	30,000.00	1.33
501071-0000	MAINTENANCE-BLDG IMPROVEMENT	0.00	0.00	0.00	239.37	8,500.00	2.82
501080-0000	MED, DENTAL, & LAB SUPPLIES	0.00	0.00	0.00	0.00	2,500.00	0.00

# Income Statement

GL293 Date 11/11/22  
Time 12:26

Company 1000 - YOLO COUNTY  
Income Statement  
For Period 4 Through 4 Ending October 31, 2022

USD

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Fiscal Year 2023 Budget

5

6223-0053-02751-8060

62235327518060

WEST PLAINFIELD FIRE DIST OPER

Account Nbr	Description	Period Amount	Period Budget	Pct Of Budget	Year To Date Amount	Year To Date Budget	Pct Of Budget
501090-0000	MEMBERSHIPS	0.00	0.00	0.00	2,487.25	2,000.00	124.36
501100-0000	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	0.00
501102-0000	MISC EXP-CREDIT CARD SVC CHRGS	1.35	0.00	0.00	8.14	200.00	4.07
501110-0000	OFFICE EXPENSE	64.54	0.00	0.00	3,760.78	5,490.00	68.50
501111-0000	OFFICE EXP-POSTAGE	0.00	0.00	0.00	0.00	500.00	0.00
501112-0000	OFFICE EXP-PRINTING	0.00	0.00	0.00	0.00	100.00	0.00
501151-0000	PROF & SPEC SVC-AUDITG & ACCTG	0.00	0.00	0.00	0.00	300.00	0.00
501152-0000	PROF & SPEC SVC-INFO TECH SVC	14.99	0.00	0.00	129.96	100.00	129.96
501155-0000	PROF & SPEC SVC-MED,DENTAL,LAB	0.00	0.00	0.00	0.00	1,000.00	0.00
501156-0000	PROF & SPEC SVC-LEGAL SVC	0.00	0.00	0.00	0.00	500.00	0.00
501165-0000	PROF & SPEC SVC-OTHER	24.00	0.00	0.00	24.00	500.00	4.80
501180-0000	PUBLICATIONS AND LEGAL NOTICES	0.00	0.00	0.00	479.00	500.00	95.80
501190-0000	RENTS AND LEASES - EQUIPMENT	60.77	0.00	0.00	198.11	3,120.00	6.35
501205-0000	TRAINING	0.00	0.00	0.00	0.00	2,000.00	0.00
501210-0000	MINOR EQUIPMENT	235.90	0.00	0.00	317.84	3,000.00	10.59
501251-0000	TRASNP & TRAVEL-FUEL	0.00	0.00	0.00	3,924.62	15,000.00	26.16
501260-0000	UTILITIES	1,284.94	0.00	0.00	2,812.60	12,000.00	23.44
	Total SERVICES AND SUPPLIES	2,352.37	0.00	0.00	41,750.26	130,653.00	31.96
CAPITALASSET	CAPITAL ASSETS						
503070-0000	EQUIPMENT	0.00	0.00	0.00	0.00	15,000.00	0.00
	Total CAPITAL ASSETS	0.00	0.00	0.00	0.00	15,000.00	0.00
CONTINGENCY	APPROPRIATION FOR CONTINGENCIE						
503300-0000	APPROPRIATION FOR CONTINGENCY	0.00	0.00	0.00	0.00	20,000.00	0.00
	Total APPROPRIATION FOR CONTIN	0.00	0.00	0.00	0.00	20,000.00	0.00
	Total EXPENDITURES	27,395.39	0.00	0.00	177,589.98	517,103.00	34.34
	Total NET FUND BALANCE	3,892.89-	0.00	0.00	125,129.41	83,203.00	150.39



## West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

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November 15, 2022

Auditor-Controller  
625 Court Street  
Woodland, CA 95695

This letter is to inform you that the West Plainfield Fire Protection District's Board of Commissioners has approved for payment the bills listed below:

Advantage Gear 11/03/2022	1,496.83
CalNet (ATT) 10/24/2022	96.73
Entemann-Rovin Co. 11/10/2022	84.83
Interstate Oil Company 10/26/2022	1,494.09
LEAF 10/21/2022	102.01
LN Curtis and Sons 10/1/2022	330.74
Municipal Emergency Services 11/06/2022	796.49
Pisani's 10/14/2022	38.59
Quill.com 10/21/2022	152.66
Sterling May 10/17/2022	21.59
US Bank Statement 10/13/2022	2,631.50
Western Extrication Specialists 10/28/2022	890.00
YCPARMIA 10/31/2022	732.04
Total:	<u><u>\$8,868.10</u></u>



**BOARD OF COMMISSIONERS – REGULAR MEETING - MINUTES**  
**October 18, 2022 at 7:00 PM**

Held at  
24905 County Road 95, Lillard Hall  
Davis, CA 95616  
and via Zoom

**1. Call the Meeting to Order and Establish Quorum (President McMullen)**

Meeting called to order at 1903 hours. Board Clerk Hall called roll and confirmed there was a quorum.

Present were:

Commissioners: James McMullen, Jim Yeager, Richard Guarino, Emily Amy, and Beth Stiles

Department Members: Chief Cherie Rita, Assistant Chief David Stiles, Captain Bravo, Captain Patrick Fish, Lillard Hall Manager Brenda Gonzalez, Board Clerk Carly Hall, Firefighter and Association President Jon Lee, Firefighter Peter Maggenti

Guests: None

**2. Public Comment**

NONE

**3. Old Business**

**a. Update – Weed Abatement (Chief Rita)**

No update at this time.

**b. Update – Yolo County Fire Sustainability Committee (AC Stiles)**

AC Stiles reported that the County accepted the LAFCO recommendations. However, since then, there has been no action to report. AC Stiles advised there is a small subcommittee meeting on October 20, 2022, to discuss the parameters for disbursing the funds and programs that will be funded with them.

**4. Lillard Hall**

**a. Manager Report (Hall Manager Gonzalez)**

Hall Manager Gonzalez presented her report. Commissioner Amy questioned

the return check fee listed on the report. Hall Manager Gonzalez stated that one renter never received the deposit refund that the Hall issued to them. Vice President Yeager placed a stop payment on the check and the Hall issued a new check to the renter.

Chief Rita questioned the “awaiting rental fee” items listed on the report. Hall Manager Gonzalez advised she believed she may have received them (or at least some of them) but that she hadn’t had a chance to review go through all the payments received and awaiting deposit before the report was submitted.

**b. Discussion / Action – Recommendations from Committee (Commissioner Amy)**

Commissioner Amy reported there was a Lillard Hall committee meeting on October 16, 2022, and they discussed two items. One will be discussed under new business. The other item was a noise complaint issue that has come up.

Lillard Hall will be doing a trial run at an event later this month to incorporate a slight modification to the rental agreement policy to include that live bands, DJs, and music must cease no later than 11 p.m. and added that all windows and doors must be closed. Previously, the Hall Manager was verbally advising renters that the doors needed to be closed, but nothing was formally written into the policy. Commissioner Amy advised that committee members will be driving by the event to see if this helps with the noise levels and complaints. She also advised that the renters will be given the updated agreement to include the noise policy revisions. Current agreement terms include the ability to modify terms prior to an event, so the updated agreement will supersede prior signed agreements. The Hall Manager was also advised to notify the event security staff of the updated noise policy.

President McMullen questioned AC Stiles regarding a previous noise complaint he made against the Hall. AC Stiles advised that while working at the station he could hear the event at the Hall and it was extremely loud. He also advised that he lives nearby and can routinely hear events from his home as well. He added that there are many homes closer than his that are probably even more affected by the noise. President McMullen advised that he hopes the new plan will improve the noise complaints.

Chief Rita added that the minutes from the meeting will be available for review at the next Board meeting.

**5. New Business**

**a. Discussion / Action – Volunteer Applications (Chief Rita)**

Chief Rita reported that no new volunteer applications had been received.

Commissioner Amy asked if there had ever been a mass mailing to the district to recruit volunteers. She advised that she knows the staff does a lot of outreach but wondered if a mass mailing would increase awareness of the need for volunteers. Commissioner Guarino added that he likes the idea of a mailing, even if it didn’t get a large response, as it’s an interaction with

members of the district.

Chief Rita advised there was a mass mailing using a postcard pre-pandemic, around 2020, and they did not receive any applicants from it. AC Stiles advised that the Association has also been discussing as they get closer to the Proposition 218 educational period how to incorporate volunteer recruitment, potentially including a barbecue/townhall event.

Motion: Prepare and send a postcard mass mailing to all addresses within the district to notify them of the need for volunteer firefighters and invite them to contact us.

By: Amy

Second By: Stiles

Discussion: Vice President Yeager voiced his concern about the age of the district volunteer pool, whether those that are eligible would even have the availability to volunteer and whether the cost of a mass mailing is worth it. Commissioner Stiles responded that she believes it would be more cost effective to do the mass mailing than having to hire a fourth or fifth permanent staff member if they continue to not receive volunteer applicants.

Vote: Aye – McMullen, Guarino, Amy, Stiles

Nay – Yeager

## **b. Discussion / Action – Board Meetings (Commissioner Amy)**

### **i. Zoom and In-Person Options**

Commissioner Amy reported during the Lillard Hall committee meeting held on October 16, 2022, it was discussed there was a question about Zoom capabilities in the Hall with the current internet provider and advised that was why we were testing the Zoom capability during the Board meeting tonight. Commissioner Amy advised we had previously voted against having a Zoom option and there was no one present to advocate for the option. President McMullen questioned whether the test had any impact on the discussion for the Zoom option for our future meetings. Commissioner Amy advised no, the discussion for the Zoom option was still up for discussion.

President McMullen opened the topic for discussion. Captain Fish advised in his personal view he is in favor of having a Zoom option. Captain Bravo agreed and advised he believe it offers more community involvement and provides an opportunity for outreach. President McMullen added it was used during the pandemic. AC Stiles advised, as a member of the department and community, he's in favor as it's more commonplace to have hybrid (in-person and Zoom) meetings, especially when there is an important discussion item such as Proposition 218. He believes it also allows the District to be more community inclusive as well as gives Board members the opportunity to still attend if they are ill. Vice President Yeager added

it would provide some cost savings for board and staff if they had a Zoom option.

President McMullen questioned whether other districts are providing a Zoom option for their meetings. AC Stiles advised a Zoom option should be the standard regardless if other districts are doing it. President McMullen asked Chief Rita if we want to make a vote on the policy. Chief Rita advised she believes we should make it policy to have hybrid (in-person and Zoom) meetings. AC Stiles added that he was concurrently testing out the Zoom option with his phone and computer and everything was working accurately.

Commissioner Amy added that she doesn't feel we need to spend money on purchasing more equipment to improve the Zoom setup if it's working accurately as is. Commissioner Stiles added that cost will always be a factor as we become a more progressive district. Firefighter Lee added he would like the option. AC Stiles and Captain Fish advised there is probably existing equipment we can use to improve the Zoom setup.

Motion: Add interactive Zoom option to in-person meetings as soon as possible.  
By: Stiles  
Second By: Guarino  
Discussion: None  
Vote (by roll call): President McMullen – Aye  
Vice President Yeager – Aye  
Commissioner Guarino – Aye  
Commissioner Amy – Aye  
Commissioner Stiles – Aye

### **c. Discussion / Action – Standing Committee Reports**

#### **i. Budget and Benefits Committee – Yeager, Guarino**

No meeting; no report.

#### **ii. Personnel Committee – Amy, Yeager**

No meeting; no report.

Commissioner Amy advised that the minutes from the September 25, 2022, meeting were not included on this agenda and requested they be included on the November Board agenda. The Clerk advised they would be included.

#### **iii. District Funding and Development Committee – Guarino, Stiles**

AC Stiles advised that the committee met on October 10, 2022, regarding Proposition 218 with SCI, the group doing the engineering. Chief Rita added that the committee met first, separately, to discuss cost and scope of work while SCI came at the end of the meeting to discuss the process and timeline provided in the packet. Chief Rita

advised that balloting should start in March 2023. We will need to wait until the engineering report has been received to identify the parcels, then start outreach to parcel owners to encourage voting. Commissioner Amy asked if they want committee members or a single person from the District to do outreach. Chief Rita advised that they would wait for the engineering report before identifying the person or persons for outreach. No action needed at this time.

President McMullen excused the Lillard Hall Manager from the rest of the meeting.

**iv. Lillard Hall Committee – Amy, Guarino**

Commissioner Amy advised that during the October 16, 2022, committee meeting they discussed Hall maintenance issues. Hall Manger Gonzalez was tasked with getting quotes for filling and repairing cracks in the flooring, fixing the exterior door by the bathroom, and fixing the light in the parking lot at the South end of the Hall. Commissioner Amy also advised they discussed the internet speed and current provider but as of this evening everything seems to be working and no further equipment or change in provider is needed at this time.

**d. Discussion / Action – Ad Hoc Committee Reports**

**i. LAFCO – Guarino, Yeager**

No meeting; no report.

**ii. Inspection Fees – Yeager, Amy**

**1. Discussion / Action – Approve Fees and Supporting Documents**

Commissioner Amy advised that at the Board meeting on June 21, 2022, the Board indicated that they wanted more specific information regarding the Inspection Fee committee meeting that took place on May 3, 2022. The committee came to the decision of \$200 for the re-inspection fee, while the initial inspection would be free and used as an educational opportunity. The committee also researched with the county regarding adjusted fees already in place. Chief Rita advised there must be an ordinance along with documentation to justify the fee, a notice must be placed in the paper, along with two public hearings. If there is no pushback, the ordinance can be adopted. Chief Rita advised the inspection fees have not been updated since 2008.



## 2. Discussion / Action – Approve Ordinance Language

President McMullen questioned the occupancy permit language and asked if we are issuing permits. Chief Rita advised we are not issuing permits and the language should read post-installation inspection permit. President McMullen advised to amend the language. Commissioner Amy advised to remove permit language altogether from the documents, Chief Rita will revise as requested.

Commissioner Amy questioned if we have to charge fees as stated on the document or can we charge less. Chief Rita advised it's the only way to justify the increased fees and if we want to charge more later, we will have to start the justification and adoption process again. AC Stiles advised that the staff time and equipment were used to calculate the fees. Commissioner Guarino questioned if it has to be a fixed fee amount or can it be adjusted. Chief Rita advised we can charge less than what's stated in the document, but we can't charge more.

## 3. Discussion / Action – Approve Timeline and Move Forward with Adoption

Chief Rita advised that we might want to consider the Proposition 218 and inspection fee increase timelines as we proceed because if we don't move forward with the adoption tonight, we will be close to the Proposition 218 vote in March 2023. She questioned if we should move forward now or wait until after the Proposition 218 vote. Commissioner Amy requested that we not postpone any longer. Commissioner Stiles agreed and added that it will also get more information out to the community about our District and our financial challenges.

Motion:

Approve the increased fees and supporting documents for fire sprinklers and business fire- and life-safety inspections. Approve the ordinance language as amended. Approve the timeline and move forward with the adoption process.

Motion By:  
Second By:  
Discussion:

Amy  
Yeager  
Vice President Yeager questioned why we are publishing the notices in The Democrat and not The Enterprise. Commissioner Guarino asked what the difference in the publications were. Chief

Rita advised both are an option, but The Enterprise is more focused on Davis than the county. All agreed to continue using The Democrat to publish the notices.

Vote (by roll call):  
President McMullen – Aye  
Vice President Yeager – Aye  
Commissioner Guarino – Aye  
Commissioner Amy – Aye  
Commissioner Stiles – Aye

President McMullen thanked all staff for a great job and all their contributions adding that the language was easily understandable.

Chief Rita thanked President McMullen for providing input and help on finalizing the inspection form.

#### **e. Discussion / Action – Liaison Reports**

##### **i. Fire Prevention / Investigation – McMullen**

No meeting; no report.

##### **ii. Training – Yeager**

Firefighter Maggenti advised that training is going well and attendance has increased now that summer has ended. He advised that they will be setting up the training calendar in November for 2023 and will work with Willow Oak to schedule additional combined training sessions.

##### **iii. Large Equipment / Facilities – McMullen**

Chief Rita and AC Stiles advised they are still waiting on a part for the generator to be repaired and believe it's still under warranty.

##### **iv. his – McMullen**

Chief Rita advised Sacred Oaks had a grand opening. Apart from a small disruption by DQU tribe members, the opening went well.

President McMullen asked about the residency population. Chief Rita and Captain Bravo advised it was about two residents but maybe going up to four soon, with only females for now.

#### **6. Fire Chief's Report (Chief Rita)**

Chief Rita provided the first quarter report for Board members to review. She advised that OES hired Kristin Weivoda as the replacement for Dana Carey. Chief Rita stated

this could be an issue as she's not known to be inclusive of the rural districts. She advised Winters Fire District his hiring a new Chief and she will be on the interview panel.

## 7. Fire Fighter's Association Report (President Jon Lee)

Association President Lee reported that the Association had a fundraising event at Hooby's Farm on October 15, 2022, where over 100 people attended; they are still awaiting income from all of the donations. He advised the next event will be their annual holiday dinner in December.

Vice President Yeager advised he attended a recent townhall where community members complained about the lack of fire departments at the county fair and questioned why no members attended the townhall on behalf of the Association. President Lee advised he was not aware there was a townhall. Vice President Yeager encouraged President Lee to complain to the county fair board about their lack of inclusion of fire departments. President Lee advised he did not feel that it would help the situation but may hinder their participation even more. Captain Fish added that several members attended a meeting with the county fair board and felt that they weren't being heard. Captain Bravo believes the issue is the fair has more costs and having a booth that doesn't produce income for the fair wasn't in their best interest.

## 8. Clerk's Report

### a. Discussion / Action – West Plainfield Fire Protection District Bill Review / Approval

President McMullen questioned the transportation cost of \$900 for the LN Curtis invoice. AC Stiles and Captain Bravo advised that it was for the transportation of very heavy equipment and that they had priced out the new part versus shipping cost and this was the cheaper option.

President McMullen asked what the LEAF invoice was for, and Chief Rita advised it was for the copier lease. Commissioner Amy asked to review a physical copy of the US Bank Statement.

Motion: Approve payment of bills totaling \$4,884.21.  
Motion By: Yeager  
Second By: Guarino  
Discussion: None  
Vote: Approved unanimously.

### b. Approval of September 20, 2022, Board Meeting Minutes

Motion: Approve September 20, 2022, Board Meeting Minutes.  
Motion By: Yeager  
Second By: Amy  
Discussion: None  
Vote: Approved unanimously.

**c. Approval of September 29, 2022, Special Board Meeting Minutes**

Motion: Approve September 29, 2022, Special Board Meeting Minutes.  
Motion By: Guarino  
Second By: Amy  
Discussion: None  
Vote: Approved unanimously.

Commissioner Amy thanked the Clerk for her good minutes. President McMullen added his thanks as well.

**9. Open Forum**

NONE

**10. Next regular Board meeting on November 15, 2022, unless another date is agreed upon**

President McMullen confirmed the next meeting date as November 15, 2022.

**11. Meeting Adjourned (President McMullen)**

Motion: Adjourn meeting.  
By: Guarino  
Second By: Amy  
Discussion: None.  
Vote: Approved unanimously.

Meeting adjourned at 2022 hours.

Minutes approved: \_\_\_\_\_

\_\_\_\_\_  
President James McMullen

\_\_\_\_\_  
Board Clerk Carly Hall