



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

BOARD OF COMMISSIONERS – REGULAR MEETING – MINUTES August 15, 2023 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 1900 hours. Board Clerk Hall called roll and confirmed there was a quorum.

Present were:

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

Department Members: Chief Cherie Rita, Assistant Chief David Stiles, Captain Scott Bravo, Captain Patrick Fish, Firefighter and Association President Jon Lee, Hall Manager Ned Sykes, and Board Clerk Carly Hall

2. Public Comment

NONE

3. Old Business

a. Update – Weed Abatement (Chief Rita)

Association President Lee reported there were 35 non-compliant properties and upon the second inspection, only had to send letters to 18 properties. At this time, a third inspection hasn't been done yet. However, he did receive calls from four homeowners requesting information on how to comply and he's been able to walk two of those properties with the homeowners. President McMullen and Chief Rita thanked Association President Lee for his efforts.

b. Update – Yolo County Fire Sustainability Committee (Assistant Chief Stiles)

Assistant Chief Stiles advised there is nothing new to report on the Committee, they are waiting for the budget to be finalized and should have more information to report on after that.

4. Lillard Hall

a. Manager Report (Hall Manager Sykes)

Hall Manager Sykes advised his report is in the packet. He advised he met with an upcoming Hall rental group having a quinceañera and provided them

with the new rules. He advised he will also be attending the event in case there are any issues. He added he's receiving calls and inquiries, but no new rentals.

5. New Business

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

Chief Rita advised there's one applicant who is a district resident, he is older but would like to try the full volunteer training. She advised there are new job descriptions later in the packet, that indicate he would need to be able to pass a physical exam.

b. Discussion / Action – Standing Committees – Reports

i. Personnel Committee – Amy, Yeager

No meeting; no report.

ii. District Funding and Development Committee – Yeager, Stiles

No meeting; no report.

iii. Lillard Hall Committee – Amy, Roos

Commissioner Amy reported that the Committee received the Lease back from County Counsel and they will meet with Mr. Chong to get his signature. She advised the next meeting will be held on August 17, 2023.

iv. Budget and Benefits Committee – Stiles, Roos

No meeting; no report.

c. Discussion / Action – Ad Hoc Committees – Reports

i. LAFCO – Yeager, Roos

No meeting; no report.

Chief Rita advised she sent a Doodle poll out to try to set up a meeting to review the LAFCO findings from the 2022 Municipal Services Review.

ii. Solar – Stiles, Roos

Commissioner Stiles advised there has been no response from Supervisor Frerich's office with respect to any grant opportunities.

Assistant Chief Stiles advised he will follow up on getting additional information regarding leasing.

d. Discussion / Action – Liaison Reports

i. Fire Prevention / Investigation – McMullen

Assistant Chief Stiles reported there are no current investigations. He advised he has watched the footage from the most recent Woodland fire and will follow up with the Woodland Fire Marshall.

ii. Training – Yeager

No meeting; no report.

iii. Large Equipment / Facilities – McMullen

Chief Rita passed around a Memo from Assistant Chief Stiles regarding fleet changes. Assistant Chief Stiles reviewed the items in the Memo. He advised he would like to make changes within the fleet to ensure there are vehicles available for coverage when one is out for repair.

1. Discussion / Action – Staff Recommended Changes to Fleet

Assistant Chief Stiles recommends working with Captain Bravo to replace B230 and sell W230, the large water tender because it's too slow and big to access most properties within the District and is the most high-risk vehicle in the fleet.

President McMullen asked Chief Rita if she supported these recommendations, and she advised she did. President McMullen agreed as well.

Motion: Approve Staff Recommended Changes to Fleet.
By: Yeager
Second by: Amy
Vote: Approved unanimously

e. Discussion / Action – Authorize QSEHRA Benefits (Chief Rita)

Chief Rita reviewed the information on the QSEHRA benefits she had provided in previous meetings and advised that the Board needed to act.

Commissioner Amy had several questions regarding the plan administrator, Take Command, such as what happens to the funds should the administrator become insolvent, whether they are listed under the State of California Insurance Commission, and what the cost to the district is. Chief Rita advised if Take Command becomes insolvent, the plan will get transferred to a new insurance company, and they are registered in California with the State of California Insurance Commission. Chief Rita also advised that the estimated cost for three employees is \$100 in fees per month, but it depends on how many employees sign up. Once the employees enroll, they will have a final cost.

i. Discussion / Action – Approve Monthly Contribution Amount (Staff Recommends \$400.00 per month)

Motion: Approve Monthly Contribution Amount of \$400.00 per Employee.
By: Amy

Second by: Stiles
Vote: Approved unanimously

ii. Discussion / Action – Approval Roll-Over of Remaining QSEHRA Balance to Retiree HRA Account on Employee Separation

Motion: Approve Roll-Over of Remaining QSEHRA Balance to Retiree HRA Account on Employee Separation.

By: Amy
Second by: Stiles
Vote: Approved unanimously

iii. Discussion / Action – Enter into Service Agreement with Take Command for Administration of QSEHRA

Motion: Enter into Service Agreement with Take Command for Administration of QSEHRA.

By: Stiles
Second by: Yeager
Vote: Approved unanimously

f. Discussion / Action – Adopt Policies (Chief Rita)

i. Policy 212 – Purchase Card

Chief Rita advised per the FEMA grant agreement audit the purchase card policy needs to be re-worded in order to allow us to use it to make purchases under Federal grants.

Commissioner Amy asked if only officers get cards. Chief Rita advised that was correct.

Commissioner Amy advised she would prefer only a few employees have cards, as the more cards there are, the more opportunities for fraud. Chief Rita and Assistant Chief Stiles advised we only have five cards right now and alerts are set on each card for potentially fraudulent charges. Chief Rita monitors the account as administrator, being in the program at least twice a month. Additionally, Chief Rita advised that each card has a set limit of spending each month.

Commissioner Stiles advised of spelling and grammatical errors. Chief Rita will make the requested corrections.

Chief Rita requested to have the policy tabled until the next meeting. President McMullen and the Board agreed.

ii. Policy 300 – Incident Management (Replaces SOP – ICS – Prior Directives)

Commissioner Amy asked if there was something previously written on this or a current practice in place. Chief Rita advised there is a current process, but it needs to be codified.

Commissioner Amy asked for clarification on the acronyms SRA and FRA listed in the policy. Assistant Chief Stiles advised SRA is for State Responsibility Area, FRA, Federal. Our District is an LRA, or Local Response Area.

Motion: Approve Policy 300 – Incident Management.
By: Yeager
Second by: Stiles
Vote: Approved unanimously

iii. Policy 302 – Fire Ground Accountability (Replaces Section 515)

Motion: Approve Policy 302 – Fire Ground Accountability.
By: Yeager
Second by: Amy
Vote: Approved unanimously

iv. Policy 303 – Rapid Intervention Two-In Two-Out (Replaces Sections 525, 530, 535)

President McMullen asked if this policy was consistent with State law. Chief Rita advised it is.

Motion: Approve Policy 303 – Rapid Intervention Two-In Two-Out.
By: Yeager
Second by: Stiles
Vote: Approved unanimously

v. Policy 316 – Safely Surrendered Baby Law (new)

Chief Rita advised there is no current policy on this but wanted a policy in place to provide direction to staff in the event a baby is dropped off at the station anyway.

President McMullen asked if we were a designated site and Chief Rita advised we were not and had no plans to become one.

Motion: Approve Policy 316 – Safely Surrendered Baby Law.
By: Amy
Second by: Stiles
Vote: Approved unanimously

vi. Policy 317 – Abandoned Infants (new)

Motion: Approve Policy 317 – Abandoned Infants.
By: Amy
Second by: Stiles
Vote: Approved unanimously

vii. Policy 800 – Records Management (new)

Chief Rita advised this is in compliance with the State recommended guidelines.

Commissioner Stiles advised of spelling and grammatical errors. Chief Rita will make the requested corrections.

Motion: Approve Policy 800 – Records Management with the requested corrections.

By: Stiles

Second by: Yeager

Vote: Approved unanimously

viii. Policy 1000 – Recruitment and Selection of Fire Suppression Personnel (new)

Commissioner Amy advised this hiring policy is different than what the District had been previously following. Chief Rita advised that based on her discussion with Commissioner Roos, Fire Suppression Personnel should be hired by the Fire Chief. Commissioner Amy agreed.

Motion: Approve Policy 1000 – Recruitment and Selection of Fire Suppression Personnel.

By: Stiles

Second by: Yeager

Vote: Approved unanimously

ix. Policy 1003 – Position Descriptions (new)

Chief Rita advised this policy includes reference to the newly drafted position descriptions and classifications and updates to others in Firefighter positions and classifications.

Commissioner Stiles advised of spelling and grammatical errors. Chief Rita will make the requested corrections.

Motion: Approve Policy 1003 – Position Descriptions with the requested corrections.

By: Stiles

Second by: Amy

Vote: Approved unanimously

x. Policy 1003 – Position Descriptions – Attachment – Firefighter Position and Classifications (replaces all Firefighter Positions and Classifications)

Chief Rita advised the attachment includes newly drafted position descriptions and classifications and updates to others in Firefighter positions and classifications.

Motion: Approve Policy 1003 – Attachment – Firefighter Position and Classifications (replacing all Firefighter Positions and Classifications).
By: Amy
Second by: Stiles
Vote: Approved unanimously

g. Discussion / Action – Procedure Approval and Adoption by Fire Chief and Assistant Chief of Operations (Chief Rita)

Chief Rita would like Board authorization for the Chief and Assistant Chief to take over the approval and adoption process for operational fire suppression procedures. However, the administrative policy and procedures would stay with the Board. She advised everyone will still need to review and sign the procedures and if there are any questions, they can be brought to the Board.

Motion: Approve Procedure Approval and Adoption by Fire Chief and Assistant Chief of Operations.
By: Amy
Second by: Stiles
Vote: Approved unanimously

h. Discussion / Action – Adopt Resolution 23-07 – A Resolution Approving Department of Forestry and Fire Protection Agreement #7GF23126 (Chief Rita)

Chief Rita advised the Resolution number on the Agenda is incorrect as 23-007 and is actually 23-07.

Vice President Yeager questioned why he and Commissioner Amy were signatories and not President McMullen. Chief Rita advised that the State directs that someone other than the individual set to sign the Agreement (in this case the Board President) to sign the resolution, so she chose the next most senior Board members.

Motion: Adopt Resolution 23-07 – A Resolution Approving Department of Forestry and Fire Protection Agreement #7GF23126.
By: Amy
Second by: Stiles
Vote (by roll): President McMullen – Aye
Vice President Yeager – Aye
Commissioner Amy – Aye
Commissioner Stiles – Aye
Commissioner Roos – Absent

i. Discussion / Action – Initiative #21-0042A1 (AKA #1935) on November

2024 Ballot (Chief Rita and Assistant Chief Stiles)

Chief Rita advised that the California State Firefighters Association has requested members to provide a letter opposing this Jarvis initiative on the November ballot.

After much discussion that this could possibly have an impact on 218, President McMullen recommended to table this item until more information could be provided. The Board agreed.

j. Discussion / Action – Authorization to Hire 3 Firefighters (Chief Rita)

Chief Rita advised since our 218 passed, we should be expecting additional funding for the Fiscal Year 2023-24 tax roll, and this means we can fund three additional firefighter positions. She added since 218 passed in two other districts, she recommends starting the recruitment and hiring process as soon as possible to try to get the best candidates before another district hires them. She advised due to the new policy she needs the Board's authorization.

Motion: Authorize the Hiring of Three Firefighters.

By: Stiles

Second by: Amy

Vote: Approved unanimously

6. Fire Chief's Report (Chief Rita)

Chief Rita provided a handout with the claims that were entered into the new recovery hub but advised some will likely not get paid.

Board Clerk Hall advised that the County implemented a new accounting platform and reviewed the new report layout with the trial balance for Fiscal Year 2022-23.

Chief Rita advised there are capital improvement projects on Page 78 of the Board packet, and they are listed in order of priority. She advised 218 should provide an additional \$70,000 available for improvements each year.

President McMullen asked if these projects would affect Lillard Hall. Assistant Chief Stiles advised that they will work with Hall Manager Sykes to reduce the impact on rentals and events.

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

Association President Lee advised they will not be attending the beer booth at the fair this year but are looking into other fundraising options. At this time, they have another flea market planned for October 14, 2023.

8. Clerk's Report

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

Board Clerk Hall advised that the US Bank Statement had been received

earlier in the day and was now included in the bill packet.

President McMullen asked about the E30 repair. Assistant Chief Stiles advised that the truck needed air conditioning repair and had a power steering issue.

Motion: Approve the payment of bills totaling \$10,543.49
Motion By: Amy
Second By: Yeager
Vote: Approved unanimously

b. Approval of July 18, 2023, Board Meeting Minutes

Commissioner Amy requested that the members of the public be listed as attendees and provided the names of the members who spoke. Board Clerk Hall advised she would make these corrections.

Motion: Approve July 18, 2023, Board Meeting Minutes with the requested amendment.
Motion By: Amy
Second By: Yeager
Vote: Approved unanimously

9. Open Forum

President McMullen advised that he was very proud of the district citizens' support.

10. Next regular Board meeting on September 19, 2023, unless another date is agreed upon

President McMullen confirmed the next meeting date as September 19, 2023.


Chief Rita advised she would not be in attendance.

11. Meeting Adjourned (President McMullen)

Motion: Adjourn meeting
By: Yeager
Second By: Stiles
Vote: Approved unanimously

Meeting adjourned at 2047 hours.

Minutes approved:


Board President James McMullen


Board Clerk Carly Hall






Board - 08-15-2023 - Minutes - Signed

Final Audit Report

2024-03-04

Created:	2024-03-04
By:	Member WPPFD (wpfpd@westplainfieldfire.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAj22AOQcmugHXuq09mCtOH7A8FYZ8aZIJ

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-  Document created by Member WPPFD (wpfpd@westplainfieldfire.com)
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