



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

**MINUTES - STANDING COMMITTEE – LILLARD HALL
October 4, 2023 at 10:15 AM**

Held at
Fire Department
24901 County Road 95
Davis, CA 95616

1. Call the Meeting to Order (Chair Amy)

Chair Amy called the meeting to order at 10:15 AM. Present were:

Commissioners: Emily Amy and Warren Roos

Staff: Hall Manager Ned Sykes and Fire Chief Cherie Rita

2. Public Comment

NONE

3. Discussion / Action – Kitchen Remodel Progress (Chair Amy)

The kitchen remodel has begun. Mr. Chong believes he has found someone to prepare the necessary drawings and other paperwork for the County. Hall Manager Sykes reported that Mr. Chong is currently using the premises.

Hall Manager Sykes asked about how to proceed regarding the old fire extinguisher hood. His recommendation is to leave the motor on the roof, caulking around the motor on the roof and sealing off the hole in the kitchen. All agreed that was best.

Hall Manager Sykes also reported that Mr. Chong has been unable to obtain \$1.5 million in insurance coverage because the building is not classified as a commercial building; therefore, the most coverage Mr. Chong can get is \$1 million. Commissioner Amy suggested that Hall Manager Sykes recommend to Mr. Chong that he try to get an umbrella policy for the remainder.

4. Discussion / Action – Restroom Remodel (Chair Amy)

The first thing we need to do is recalculate the Hall's occupancy, as requirements are based on that. We can also set the occupancy lower than the maximum. Commissioner Amy would like to see occupancy posted at no more than 140 persons. It could be that because the Hall is not sprinkled, the occupancy may be lower than currently posted.

5. Discussion / Action – Fire Department Use of Hall During Station Remodel (Chair Amy)

Chief Rita indicated that Department staff will begin moving items into the Hall after the last rental on October 26. Station painting is scheduled for the week of November 6; flooring, week of November 13. Hall Manager Sykes will notify renters that there will be no rentals during November.

6. Discussion / Action – Review Hall Rental Policy/Use Agreement (All)

a. Possible Additional Revisions

There was a brief discussion regarding the matter brought up by the full Board of Commissioners: what happens if the hourly rental goes over the hours booked. Upon review of the current policy, it was determined that penalty in such an event is already set forth in the policy. Consequently, no change to the policy document is required for that purpose. Commissioner Amy asked if anyone else had anything they thought should be reviewed and/or changed in the current policy. No one did.

b. **Other Rental-Related Discussion**

Hall Manager Sykes reported he had a few inquiries lately but has not yet followed up on them. He indicated there is really nothing else to discuss.

7. **Discussion / Action – Signatories on Checking Account (Chair Amy)**

Commissioner Amy reported she was waiting for the approved Board minutes so she can set up the account that will hold the security deposits.

With respect to the additional signatories on the checking (operating) account, Commissioner Amy reported that she had no response during the Board meeting about who to add to this account. Therefore, she will make the decision and notify the Board members.

8. **Discussion / Action – Development of Lillard Hall Budget (Chair Amy)**

All reviewed the numbers previously provided by both Hall Manager Sykes and Chief Rita. Chief Rita will formalize the numbers into a budget format for consideration by the Committee at its next meeting.

Chair Amy and Chief Rita noted that the Committee also needs to develop a capital improvement plan.

9. **Discussion / Action – Maintenance (Chair Amy)**

Hall Manager Sykes reported he was in the process of trimming the trees. He further reported that the toilet in the men's bathroom has not been marked as "out of order". He will get the necessary parts and get it repaired.

10. **Open Forum – Other Hall Business (Chair Amy)**

Chief Rita asked about entry into the Hall now that the kitchen is closed off. Mr. Chong has provided the keypad information to Hall Manager Sykes. Hall Manager Sykes will make sure that renters have the appropriate keys for entry either through the double doors or the bathroom hall exterior door.

Commissioner Roos will check with someone he knows and see if he can get an estimate for drawings that will be required by the County.

11. **Calendar (Chair Amy)**

a. **The next Lillard Hall Committee meeting to be determined**

Chair Amy set the next Committee meeting for November 8, 2023, at 10:15 AM.

12. **Adjourn Meeting (Chair Amy)**

Chair Amy adjourned the meeting at 11:23 AM.

Minutes approved: October 17, 2023


EMILY AMY, Committee Chair / Commissioner


CHERIE RITA, Minutes Recorder / Fire Chief