



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

**BOARD OF COMMISSIONERS – REGULAR MEETING
MARCH 19, 2024, 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. Lillard Hall Manager Report (Manager Sykes) **(Pg 3-6)**
4. Weed Abatement Report (Firefighter Lee)
5. Old Business
 - a. Discussion / Action - Board Position on Supporting Legislation, Regulations, Codes, Standards, Etc (Chief Rita)
 - b. Discussion / Action – Withdraw from Take Command Services Agreement (Chief Rita) **(Pg 7)**
 - c. Discussion / Action – Adopt Policies (Chief Rita)
 - i. Policy 205 – Liability Claims (new) **(Pg 8)**
 - ii. Policy 1202 – Committees (new) **(Pg 9-10)**
6. New Business
 - a. Discussion / Action – Adopt Policies and Procedures (Chief Rita)
 - i. Policy 1201 – Meetings (revised) **(Pg 11-18)**
 - ii. Procedure 1004 – Background Investigation and Medical Evaluation or Re-Evaluation (new) **(Pg 19-21)**
 - b. Discussion / Action – Revise References to EMR/CPR/AED in Policy 1003 – Position Descriptions (including its resource documents) - from EMR/CPR/AED to FA/CPR/AED (Chief Rita)
 - c. Discussion / Action – Standing Committee – Reports
 - i. Lillard Hall Committee – **Amy, Roos**
 1. Discussion / Action – Adopt Lillard Hall Budget (Chair Amy) **(Pg 22)**

Agenda – Board Meeting – Regular
March 19, 2024
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2. Discussion / Action – Approve February 14, 2024, Meeting Minutes **(Pg 23-24)**
 - ii. Budget and Benefits Committee – **Stiles**, Roos (no meeting)
 - iii. Personnel Committee – **Amy**, Roos (no meeting)
- d. Discussion / Action – Liaison Reports
 - i. Fire Prevention / Investigation – McMullen
 - ii. Large Equipment / Facilities – McMullen
 - iii. Discussion / Action – Duties of and Continued Need for Liaisons (All)
7. Fire Chief's Report (Chief Rita) **(Pg 25-29)**
 - a. Staffing
 - b. JOA **(Pg 28)**
 - c. Tablet Command **(Pg 29)**
 - d. Other Items Not Otherwise Addressed Elsewhere During Meeting
8. Fire Fighter's Association Report (President Lee)
9. Clerk's Report (Interim Board Clerk)
 - a. Discussion / Action – West Plainfield Fire Protection District Bill Review / Ratification **(Pg 30-32)**
 - b. Discussion / Action - Approval of January 16, 2024, Regular Board Meeting Minutes **(Pg 33-39)**
 - c. Discussion / Action – Approval of February 27, 2024, Special Board Meeting Minutes **(Pg 40-41)**
10. Open Forum
11. Next regular Board meeting on April 16, 2024, unless another date is agreed upon
12. Meeting Adjourned (President McMullen)

LILLARD HALL - REPORT
BANK OF AMERICA CHECKING

Date	Check	Payment	Deposit	Balance	Payable To	From	Purpose	
11/21/23	531	675.42		11,827.50	West Plainfield FPD		PG&E / Payroll	Cleared
12/18/23	533	82.03		11,745.47	Edward Sykes		Expense Reimbursement	Cleared
12/18/23	534	319.50		11,425.97	Recology		Garbage - October	Cleared
12/18/23	535	905.54		10,520.43	WPFPD		PG&E / Payroll	Cleared
12/18/23	661	2,500.00		8,020.43	WPFPD - Deposits		Moving Deposits to New Account	Cleared
12/18/23	662	5,000.00		3,020.43	WPFPD - Operating		Moving Funds to New Operating Account	Cleared
				3,020.43				
				3,020.43				
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LILLARD HALL - REPORT
 FIRST NORTHERN BANK SECURITY DEPOSITS ACCOUNT

Date	Check	Payment	Deposit	Balance	Payable To	From	Purpose	
11/22/23			1,500.00	1,500.00		Son Chong	Security Deposit	Deposited
12/06/23		39.43			FNB		Check Charge	Paid
01/03/24			2,500.00	4,000.00		Lillard Hall Fund	Security Deposits - Fly Fishers (1500), Fairfield School (800), Jennie Keifer (200)	Deposited
01/24/24			1,500.00	5,500.00		Liliana Castaneda	Security Deposit - 1/27/24 Reception	Deposited
01/30/24	1001	800.00		4,700.00	Fairfield Elementary		Deposit Refund	Cleared
01/30/24	1002	1,500.00		3,200.00	Liliana Castaneda		Deposit Refund	Cleared
03/12/24	1003	1,500.00		1,700.00	Fly Fishers Davis		Deposit Refund	
03/12/24	1004	0.00		1,700.00			VOIDED CHECK	
				1,700.00				
				1,700.00				
				1,700.00				
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				1,700.00				

LILLARD HALL - REPORT
RENTALS

Date(s)	Applicant Organization	Event Type	Applicant Type	Rent Due	Security Deposit Due	Ins Cert Required	Date Cert Provided	Guard Required
01/03/24	User	Dog Training	Other - Duration 3-8 hours	No	N / A	Yes	05/21/23	No
01/04/24	User	Dog Training	Other - Duration 3-8 hours	No	N / A	Yes	05/21/23	No
01/10/24	User	Dog Training	Other - Duration 3-8 hours	No	N / A	Yes	05/21/23	No
01/10/24	User	Dog Training	Other - Duration 3-8 hours	No	N / A	Yes	05/21/23	No
01/11/24	User	Dog Training	Other - Duration 3-8 hours	No	N / A	Yes	05/21/23	No
01/17/24	User	Dog Training	Other - Duration 3-8 hours	No	N / A	Yes	05/21/23	No
01/18/24	User	Dog Training	Other - Duration 3-8 hours	No	N / A	Yes	05/21/23	No
01/23/24	User	Dog Training	Other - Duration 3-8 hours	No	N / A	Yes	05/21/23	No
01/24/24	User	Dog Training	Other - Duration 3-8 hours	No	N / A	Yes	05/21/23	No
01/25/24	User	Dog Training	Other - Duration 3-8 hours	No	N / A	Yes	05/21/23	No
01/26/24	Fairfield School	Fundraiser Dinner	WPPFD Resident	No	No	Yes	01/11/24	Yes
01/27/24	User	Memorial Reception	Other - Duration 3-8 hours	No	No	Yes	01/15/24	No
02/01/24	User	Dog Training	Other - Duration 3-8 hours	No	N / A	Yes	05/21/23	No
02/07/24	User	Dog Training	Other - Duration 3-8 hours	No	N / A	Yes	05/21/23	No
02/08/24	User	Dog Training	Other - Duration 3-8 hours	No	N / A	Yes	05/21/23	No
02/13/24	4H	Meeting	WPPFD Resident	No	No	N / A		No
02/14/24	User	Dog Training	Other - Duration 3-8 hours	No	N / A	Yes	05/21/23	No
02/15/24	User	Dog Training	Other - Duration 3-8 hours	No	N / A	Yes	05/21/23	No
02/21/24	User	Dog Training	Other - Duration 3-8 hours	No	N / A	Yes	05/21/23	No
02/22/24	User	Dog Training	Other - Duration 3-8 hours	No	N / A	Yes	05/21/23	No
02/28/24	User	Dog Training	Other - Duration 3-8 hours	No	N / A	Yes	05/21/23	No
03/03/24	WPPFD Volunteers	Pancake Breakfast	WPPFD Personnel	N / A	N / A	N / A		N / A
03/09/24	Fly Fishers of Davis	Fundraiser Dinner	Other	No	No	Yes	01/31/24	Yes
03/12/24	4H	Meeting	WPPFD Resident	No	No	N / A		No
03/13/24	Yolo County	Community Meeting	Other	N / A	N / A	N / A		Yes
04/03/24	User	Dog Training	Other - Duration 3-8 hours	No	N / A	Yes	05/21/23	No
04/04/24	User	Dog Training	Other - Duration 3-8 hours	No	N / A	Yes	05/21/23	No
04/09/24	4H	Meeting	WPPFD Resident	No	No	N / A		No
04/10/24	User	Dog Training	Other - Duration 3-8 hours	No	N / A	Yes	05/21/23	No
04/11/24	User	Dog Training	Other - Duration 3-8 hours	No	N / A	Yes	05/21/23	No
04/17/24	User	Dog Training	Other - Duration 3-8 hours	No	N / A	Yes	05/21/23	No
04/18/24	User	Dog Training	Other - Duration 3-8 hours	No	N / A	Yes	05/21/23	No
04/24/24	User	Dog Training	Other - Duration 3-8 hours	No	N / A	Yes	05/21/23	No
04/25/24	User	Dog Training	Other - Duration 3-8 hours	No	N / A	Yes	05/21/23	No
04/27/24	WPPFD Volunteers	Flea Market	WPPFD Personnel	N / A	N / A	N / A		N / A
05/14/24	4H	Meeting	WPPFD Resident	No	No	N / A		No

5.3 Interest. The Account shall not bear interest.

ARTICLE VI **TERM AND TERMINATION**

6.1 Term of Agreement. This Agreement shall become effective on the Effective Date, and shall remain in force until termination of this Agreement by either Party, either by written notice delivered to the other Party or through other means of cancellation made available to Client by TCH.

6.2 Effect of Termination. If this Agreement is terminated for any reason:

(a) Each Party agrees and acknowledges that the obligations of such Party to provide the Services, or to cause the Services to be provided, hereunder shall immediately cease.

(b) The obligations under Article IV to pay the applicable Fees for Services provided prior to the effective date of termination or expiration shall survive the expiration or termination of this Agreement for any reason

ARTICLE VII **MISCELLANEOUS**

7.1 Notices. All notices, demands and other communications required or permitted to be given to any Party under this Agreement shall be in writing and any such notice, demand or other communication shall be deemed to have been duly given when delivered by hand, courier or overnight delivery service or, if mailed, two Business Days after deposit in the mail, certified or registered mail, return receipt requested and with first-class postage prepaid, or in the case of facsimile notice, when sent and transmission is confirmed, and, regardless of method, addressed to the Party at its address, facsimile number or e-mail address (or at such other address, facsimile number or e-mail address as the Party shall furnish the other Party in accordance with this Section 11.3):

(a) If to TCH:

Take Command Insurance Agency, Inc.
5477 Glen Lakes Dr.
Suite 110
Dallas, TX 75231
operations@takecommandhealth.com

Liability Claims

205.1 PURPOSE AND SCOPE

This policy provides guidelines for the management of all claims, including but not limited to personal injury and property loss or damage, filed against the West Plainfield Fire Protection District or the Department. References in this policy to "West Plainfield Fire Protection District" or "the District" shall include the West Plainfield Fire Department.

205.2 POLICY

It is the policy of the West Plainfield Fire Protection District to evaluate and resolve claims in a timely manner.

205.3 RESPONSIBILITY

The Fire Chief or President of the Board, or their designee (hereinafter "risk managers"), shall receive, investigate and evaluate any claim for loss or damage received by the West Plainfield Fire Protection District.

Any member of this District who becomes aware of any potential for a claim or lawsuit, or who receives a formal written claim against the District, shall forward the information to the risk managers as soon as practicable.

205.4 RESPONSE TO CLAIMS

The risk managers will investigate all claims for money or damages received and will resolve claims as appropriate and within guidelines approved by the Board of Fire Commissioners.

If a claim is deficient or incomplete, the risk managers should notify the claimant within 20 days and specify the defects (Government Code § 910.8).

The risk managers should ensure the claim is accepted or rejected within 45 days. Notice of acceptance or rejection should be given to the complainant in writing and in compliance with state law. If a claim is rejected because it was filed late, the notice should state that the claim was returned as untimely but that the claimant may apply promptly to the Board of Fire Commissioners for a leave to file a late claim (Government Code § 912.4; Government Code § 913; Government Code § 911.3).

The Board of Fire Commissioners risk-manager should ensure an application for permission to file a late claim is acted upon within 45 days (Government Code § 911.6).

Committees

1202.1 POLICY

It is the Policy of the Board of Fire Commissioners to form standing or ad hoc committees as necessary. Each committee shall have at least one technical advisor assigned to it, typically a West Plainfield Fire Department staff member.

1202.2 AD HOC COMMITTEES

The President of the Board shall appoint any such Ad Hoc Committees as may be deemed necessary or advisable by the President. The purpose of an Ad Hoc Committee and the time allowed to accomplish that purpose shall be outlined at the time of appointment. An Ad Hoc Committee shall be considered dissolved when its purpose has been accomplished or when the timeframe for its existence has expired, whichever occurs first.

- An Ad Hoc Committee shall be comprised solely of members of the Board and shall consist of less than a majority of Board Members.
- An Ad Hoc Committee may make recommendations to the Board.
- The Board may not delegate any decision-making power to an Ad Hoc Committee.
- An Ad Hoc Committee shall meet on an as-needed basis and shall not have a meeting schedule fixed by charter, ordinance, resolution, or formal action of the Board.

1202.3 STANDING COMMITTEES

The following shall be Standing Committees of the Board:

- Budget and Benefits
- Personnel
- Lillard Hall

The President of the Board shall appoint and publicly announce the members of the Standing Committees for the ensuing year no later than the Board's regular meeting in January.

Standing Committees may be assigned to review District functions, activities, and operations, as specified below. Said assignment may be made by the President of the Board or a majority vote of the Board. Any recommendations from Standing Committees shall be submitted to the Board via a written report. All meetings of Standing Committees are subject to the requirements of all applicable open meeting laws, including but not limited to the Brown Act.

- The Budget and Benefits Committee shall be concerned with the financial health and management of District funds, including the preparation of an annual budget, determination of benefits, authorization (and payment) of expenditures, and locating and securing funding sources. Funding sources include, but are not limited to, cost recovery options and grant opportunities.

Committees

- The Personnel Committee shall be concerned with the functions, activities, operations, compensation, and welfare of the Board Clerk, Hall Manager, and Fire Chief.
- The Lillard Hall Committee shall be concerned with the functions, activities, operations, and financial health of Lillard Hall with a focus on limiting liability to, and the financial burden on, the District.

The President of the Board may establish additional Standing Committees as needs warrant.

1202.4 BOARD PRESIDENT AS COMMITTEE MEMBER

Due to the size of the West Plainfield Fire Protection District Board of Fire Commissioners, the President of the Board shall accept at least one Standing Committee assignment each year. The President may also, and is encouraged to, serve on an Ad Hoc Committee as assigned.

Meetings

1201.1 POLICY

It is the Policy of the West Plainfield Fire Protection District Board of Fire Commissioners to hold regular monthly meetings on the third Tuesday of each month, unless another date is agreed upon. The Board may also hold special and emergency meetings as necessary. Additionally, a Committee Chair may set and hold meetings as appropriate. As used herein "presiding member" shall refer to the President of the Board, Vice-President, or the Chair of the committee.

1201.2 ATTENDANCE AT MEETINGS

Members of the Board of Fire Commissioners are expected to and shall attend all regular, special, and emergency meetings of the Board unless there is good cause for absence.

To be counted as present for any meeting, Board Members must be present for the duration of the meeting.

Good cause for absence, including late arrivals or early departures, includes vacations, temporary illness or other unavoidable circumstances of which the presiding member is notified prior to the meeting. Good cause also includes Board authorized meeting absences such as attendance at a conference directly related to the functions and interests of the District or at the meeting of another public agency in order to participate in an official capacity.

A Board Member who will be absent for good cause may notify the presiding member by electronic transmission (email), telephone communication, or letter. The presiding member shall notify the Board Clerk of all absences that are excused for good cause. The minutes shall indicate whether an absence was excused.

A vacancy on the Board of Fire Commissioners shall occur if a Board Member is absent from three consecutive regular meetings without good cause, except as otherwise provided for by law or as authorized by this section.

1201.3 MEETING PREPARATION

Board members shall thoroughly prepare themselves to discuss agenda items at meetings of the Board.

A member may request information from staff before meetings.

- (a) Requests by individual members for substantive information and/or research from District or Department staff will be channeled through either the Board Clerk or Fire Chief as appropriate.
- (b) The Fire Chief shall provide the requested information to the Board Clerk.
- (c) The Board Clerk shall be responsible for providing the requested information to all Board members.

Meetings

If writings are distributed to a majority of the Board in connection with an agenda item, those writings shall be made available to the public in the manner required by law.

1201.4 ABSTENTIONS AND FAILURE TO VOTE

A Board member should not abstain from the Board's decision-making responsibilities unless a personal or financial conflict of interest exists. Members abstaining due to a disqualifying conflict of interest will not be counted as part of a quorum and will be considered absent for the purposes of determining the outcome of a vote on the matter. Members who fail to vote in the absence of a declared conflict of interest will be counted as part of a quorum and in effect consent that a majority of the quorum will determine the outcome of a vote on the matter.

1201.5 RULES OF ORDER

All meetings shall commence at the time stated on the agenda. The presiding member shall conduct meetings in a manner consistent with the policies of the District. ~~These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules -- Robert's Rules of Order.~~ The Board shall conduct its meetings under the formalized Robert's Rules of Order and as otherwise outlined below. By motion made, seconded, and approved by a majority vote, the President of the Board may at any regular or special Board meeting (a) temporarily suspend these rules in whole or in part, (b) amend these rules in whole or in part, or (c) both.

1201.5.1 BOARD MEMBER CONDUCT

Board members:

- (a) Shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at any meeting.
- (b) Shall defer to the President of the Board for conduct of meetings of the Board or the Chair of any committee, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed.
- (c) May request for inclusion into the meeting minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or a dissenting vote).

1201.5.2 AGENDA AND ACTION ITEM PRESENTATION DURING MEETINGS

The placement of an item on the agenda shall not be deemed a requirement that the items proceed in any particular order. The presiding member, with concurrence of a majority of the Board, or the remaining committee member if the meeting is a committee meeting, may alter the order in which agenda items shall be considered for discussion and/or action.

Action items shall be brought before and considered by the Board by motion in accordance with this policy.

1201.5.3 CONDUCT OF MEETINGS

A. GENERALLY

Meetings

Meetings shall be conducted as follows:

- The meetings shall be conducted in an open, fair, and orderly manner.
- The public shall be given ample opportunity to participate in the meetings as set forth below.
- Due process principles shall apply to quasi-judicial proceedings, or as otherwise required by law.
- The meetings shall proceed in a manner that facilitates decision-making and problem-solving.

Public comment on items on the agenda, and general public comment regarding matters within the jurisdiction of the Board or committee, shall be allowed as follows:

- Five minutes may be allotted to each speaker and a maximum of 20 minutes to each subject.
- The presiding member may allow additional time per speaker and per subject comment period when necessary for a full and fair proceeding.
- No disruptive conduct shall be permitted at any meeting.
- Persistence in disruptive conduct shall be grounds for summary termination, by the presiding member, of that person's privilege of address.

Willful disruption of any of meeting shall not be permitted. If the presiding member finds that there is willful disruption of any meeting, the presiding member may do the following:

- Notify the disrupting parties to immediately stop the conduct and that they will be asked to leave the meeting if the behavior continues.
- If the behavior continues after notice, order the disrupting parties out of the room and conduct the Board or committee business without them present.
- In cases of extreme disruption, clear the room of all members of the public and conduct the Board or committee business without them present.
- Duly accredited representatives of the news media whom the presiding member finds not to have participated in the disruption shall be permitted to remain in the meeting.

B. PRODUCTIVE DIALOG AND OBTAINING THE FLOOR

Generally, the presiding member may direct that any Board or staff member desiring to speak should address the presiding member and, upon recognition by the presiding member, may continue to address the subject under discussion. Board members and staff are encouraged to engage in productive dialog and the presiding member may choose to allow open dialog without the need to be recognized by the presiding member.

C. MOTIONS

Any Board member, including the presiding member, may make a motion. A motion shall be brought and considered as follows:

Meetings

- A Board member makes a motion, another seconds it, and the presiding member restates the motion.
- Once the motion has been restated by the presiding member, it is open to discussion and debate.
- After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the presiding member will call for the vote.

D. SECONDARY MOTIONS

Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made by other Board members and considered before voting on the main motion. Some examples:

- Motion to Amend - A main motion may be amended before it is voted on, either by the consent of the members who moved and seconded, or by a new motion and second.
- Motion to Table - A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the members.
- Motion to Postpone - A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the members.
- Motion to Refer to Committee - A main motion may be referred to either an ad hoc or standing committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the members.
- Motion to Close Debate and Vote Immediately - As provided above, any Board member may move to close debate and immediately vote on a main motion.
- Motion to Adjourn - A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the members before voting on a main motion.

1201.6 BROWN ACT COMPLIANCE - OPEN MEETING REQUIREMENTS

The Legislature adopted the Brown Act, commonly referred to as California's "Open Meetings Laws" in 1964. The Brown Act is contained in Government Code § 54950 et seq. The Brown Act is broadly construed and compliance is constitutionally mandated.

All meetings of the Board of Fire Commissioners shall comply with the Brown Act.

- Meetings occur whenever the majority of the Board members, including newly appointed members prior to assuming office, meet to discuss District business.
- All Board meetings shall be open and freely accessible to the public, including those with disabilities.
- Meetings through the use of intermediaries, serial communications, or emails are prohibited.
- The Board shall only take action during a properly noticed meeting.

Meetings

Additionally, standing committees created by formal action of the Board shall comply with the Brown Act.

1201.7 MEETING AGENDA

The Board Clerk, shall in cooperation with the Board President or the committee Chair, prepare an agenda for each regular and special meeting of the Board of Fire Commissioners and for any standing committee meeting in accordance with the Brown Act.

1201.7.1 ADDITION OF AGENDA ITEMS

Any Board member or the Fire Chief may contact the Board Clerk and request an item to be placed on the agenda no later than 5:00 P.M. on the day prior to the required posting date for that agenda. Any Department member requesting an addition to an agenda shall make such request through the Fire Chief.

Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Boards, subject to the following conditions:

- (a) The request must be in writing and be submitted to the Board Clerk together with supporting documents and information, if any, at least seven business days prior to the date of the meeting.
- (b) The Board Clerk shall be the sole judge of whether the public request is or is not a "matter directly related to District business."
- (c) The Board Clerk shall determine the timing of when the item will be placed on the agenda.
- (d) The public member requesting the agenda item may appeal the Board Clerk's decision at the next regular meeting of the Board. Any Board member may request that the item be placed on the agenda of the Board's next regular meeting.
- (e) No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this section.
- (f) The Board of Fire Commissioners may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

1201.7.2 AGENDA ITEM DESCRIPTIONS

All agendas shall include an unambiguous description of each item on the agenda to be discussed, including closed session items. The Board shall ensure that the description gives notice to the public of the essential nature of business to be considered.

1201.8 MEETING MINUTES AND AUDIO / VIDEO RECORDINGS

The Board Clerk, or designee, shall prepare and keep minutes of all regular and special meetings of the Board of Fire Commissioners. The Chair of a committee, or designee, shall prepare and keep minutes of standing committee meetings. All regular Board of Fire Commissioners' meetings shall

Meetings

also be available via recorded Zoom or similar meeting software and the recordings maintained as provided below.

1201.8.1 MEETING MINUTES

A copy of draft meeting minutes (regular, special, or committee) shall be included in the meeting agenda packet for the next regular Board meeting. Once approved, the Board Clerk shall scan and post the approved minutes on the District's website and upload them to the appropriate electronic file folder. The electronic copy shall be maintained according to the Records Management Policy and the original shall be maintained for one year.

In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

- Date, place and type of each meeting.
- Directors present and absent by name.
- Administrative staff present by name.
- Call to order.
- Time and name of late arriving Board members.
- Time and name of early departing Board members.
- Names of Board members absent during any agenda item upon which action was taken.
- Summary record of staff reports.
- Summary record of public comment regarding matters not on the agenda, including names of commentators.
- Approval of the minutes or modified minutes of preceding meetings.
- Approval of financial reports.
- Complete information as to each subject of the Board's deliberation.
- Record of the vote of each Board member on every action item for which the vote was not unanimous.
- Resolutions and ordinances described as to their substantive content and sequential numbering.
- Record of all contracts and agreements, and their amendment, approved by the Board.
- Approval of the annual budget.
- Approval of all polices, rules and/or regulations.
- Approval of all dispositions of District assets.
- Approval of all purchases of District assets.
- Time of meeting's adjournment.

Meetings

1201.8.2 AUDIO / VIDEO RECORDINGS

The recorded meeting file shall be stored electronically and shall be available to the public upon request. Such recordings shall be available for a minimum of 60 days after the meeting.

1201.9 TYPES OF MEETINGS

1201.9.1 REGULAR MEETING

Regular meetings of the Board of Fire Commissioners shall be held on the third Tuesday of each calendar month at 7:00 PM at Lillard Hall, 24905 County Road 95, Davis, California 95616. The date, time and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board, or such other time as the Board may determine due to a change in District needs and circumstances.

1201.9.2 SPECIAL MEETING

Special meetings of the Board of Fire Commissioners may be called by the President of the Board or by a majority of the Board.

- All Board members shall be notified of the special meeting and the purpose or purposes for which it is called.
- Notice of the meeting shall be in writing, received by all Board members at least 72 hours prior to the meeting.
- An agenda shall be prepared and posted at least 72 hours before the meeting and shall be delivered with the notice of the special meeting to the Board members.
- Notice of the meeting shall be provided to any entity or person who has requested to receive notices of meetings by serving a copy of the agenda at least 72 hours before the meeting.
- Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

1201.9.3 EMERGENCY MEETING

In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Fire Commissioners may hold an emergency special meeting as provided in the Brown Act (Government Code § 54950 et seq). An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the Board.

- When possible, notice shall be provided to any entity or individual requesting notice at least one hour before the meeting.
- Actions taken during an emergency meeting shall be by roll call vote.
- The Board may meet in closed session if agreed to by 2/3 vote of the members present, or if less than 2/3 present, by unanimous vote.
- Following an emergency meeting, the minutes of the meeting, a list of persons notified or attempted to be notified of the meeting, and actions taken must be posted for ten (10) days in the District office.

Meetings

1201.9.4 ADJOURNED MEETING

A majority vote of the quorum of the Board may adjourn any Board meeting at any place in the agenda to a time and place specified in the order of adjournment. If no quorum is present or no Board members are present at any regular or adjourned regular meeting, the President of the Board or the Board Clerk may declare the meeting adjourned to a stated time and place. Notice of the adjourned meeting shall be posted on or near the door of the meeting within 24 hours after the adjournment and the adjourned meeting shall be noticed in the same manner as a special meeting.

1201.9.5 ANNUAL ORGANIZATION MEETING

The Board of Fire Commissioners shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a President and Vice President from among its members to serve during the coming calendar year. If the District has hired a Board Clerk such individual shall serve as Board Clerk. If the position of Board Clerk is open, the President of the Board will appoint someone to serve in such position until it is filled.

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Background Investigation and Medical Evaluation or Re-Evaluation

1004.1 BACKGROUND INVESTIGATION

The individual assigned to perform any background investigation shall, at a minimum:

- (a) Provide to the candidate the Department specific form *Request for Live Scan Service* (Federal and State Level).
- (b) Contact the candidate's references.
- (c) Review publicly available information on social media platforms.

After the Department's California custodian of records receives the CORI report from the Department of Justice, a copy shall be provided to the candidate.

1004.2 PRE-EMPLOYMENT MEDICAL EVALUATION

The candidate shall be scheduled for the following evaluations:

- (a) Physical examination
- (b) Audiometric test
- (c) Drug screen
- (d) Respirator clearance evaluation
- (e) Spirometry evaluation/test

The completed report shall be provided to the Fire Chief. The Fire Chief shall provide a copy of the report to the candidate.

1004.3 DOJ CUSTODIAN OF RECORDS / SECURITY OF BACKGROUND INVESTIGATION INFORMATION

The Department shall have one Custodian of Records approved by the Department of Justice.

The Custodian of Records authorized by the California Department of Justice shall:

- (a) Complete training as follows:
 - 1. Before first access
 - 2. Each year thereafter
 - 3. Within 30 days of any security event (NOTE: all involved users, if any, shall also complete the training)
 - 4. When required by system changes
- (b) Securely keep training records for at least 3 years
- (c) Securely keep all records electronically on an encrypted drive; no records shall be copied to other types of media

Background Investigation and Medical Evaluation or Re-Evaluation

- (d) Shred any paper records
- (e) Drives that contained records shall be wiped using a NIST SP 800-88 compliant method
- (f) Set up security measures on any computer authorized for use to access records, including, but not limited to:
 - 1. Password protection at logon (computer and websites)
 - (a) The password must be unique
 - (b) The password shall not be stored unencrypted
 - 2. Multi-factor authentication on website logins
 - 3. Install and run antivirus and malicious code software
 - 4. Spam and spyware protection must be implemented on organizational email systems, removable media, and internet access points
 - 5. Set up the following controls:
 - (a) Automatically update system and all other software
 - (b) "Lock screen" after 5 minutes of inactivity (NIST 800-171 Control 3.1.10)
 - (c) Separate computer user login
 - 6. Encrypt hard drives
- (g) Investigate suspicious activity or suspected violations
 - 1. Immediately notify the California Department of Justice of any suspicious activity or suspected violations
 - 2. Immediately notify the President of the Board of Fire Commissioners
 - 3. Report the findings to both the California Department of Justice and the President of the Board of Fire Commissioners; the report shall include the following:
 - (a) Date of the incident
 - (b) Location of the incident
 - (c) Systems affected
 - (d) Method of detection
 - (e) Description of the incident
 - (f) Actions Taken / Resolution
 - (g) Date and contact information for the Custodian of Records
 - 4. Take necessary actions as determined by the investigation

The Custodian of Records is authorized to use his/her personal device(s) provided any such device adheres to the above security protocols.

Background Investigation and Medical Evaluation or Re-Evaluation

1004.4 SECURITY OF MEDICAL EVALUATION OR RE-EVALUATION INFORMATION

The Fire Chief shall maintain a candidate/member's medical evaluation, re-evaluation, and other protected medical information as outlined above in Section 1004.3.

Any paper records shall be scanned into the appropriate secure electronic folder and then shredded. The candidate/member shall be provided a copy of any record generated by fit-testing machines utilized by the Department.

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**WEST PLAINFIELD FIRE PROTECTION DISTRICT
BUDGET - LILLARD HALL FYE 2024**

INCOME / USE OF ASSETS

Guaranteed Income	
Son Chong	9,000.00
Other Rental Income	
Other	2,000.00
Fly Fishers	400.00
Dog Training	9,600.00
Use of Assets	2,757.00
TOTAL INCOME / USE OF ASSETS	<u>23,757.00</u>

LIABILITIES

CalNet (internet)	303.00
Recology (garbage)	1,654.00
PGE	4,750.00
Payroll	7,200.00
Bank Fees	100.00
Supplies	250.00
Kitchen Remodel	5,400.00
Restroom Remodel Plans	2,000.00
Repairs and Maintenance	300.00
Rental and Deposit Refunds	1,800.00
TOTAL LIABILITIES	<u>23,757.00</u>

CAPITAL PROJECTS (listed in priority) - Rough Estimates

Exit Signs (Wiring and Signs)	4,000.00
Restroom Remodel	20,000.00
Floor	20,000.00
Hall NE Door	3,400.00
Roof	6,000.00
Parking Lot	2,000.00
Paint - Exterior	30,000.00
Paint - Interior	15,000.00
Window Treatments	2,000.00
Lighting	3,500.00
HVAC	12,000.00
Kitchen Upgrades	40,000.00
	<u>157,900.00</u>

ASSETS (07/01/23)

BofA Checking Account ending 8654	15,181.83
FNB Operating Account	0.00
FNB Security Deposits Account	0.00
	<u>15,181.83</u>

ADOPTED BY LILLARD HALL COMMITTEE
January 10, 2024



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

**MINUTES - STANDING COMMITTEE – LILLARD HALL – MEETING
February 14, 2024, at 10:15 AM**

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

1. Call the Meeting to Order (Chair Amy)

The meeting was called to order at 10:17 AM by Chair Amy.

Present were:

Committee Members/Commissioners: Emily Amy and Warren Roos
Staff: Hall Manager Ned Sykes, Fire Chief Cherie Rita, and
Assistant Chief Stiles (for short periods)

2. Public Comment

NONE

3. Discussion / Action - Kitchen Remodel Progress Report (Hall Manager Sykes)

Hall Manager Sykes reported that so far the remodel has cost \$16,890.47. He further reported that the roll-up window between the kitchen and rental space has been installed, there has been no movement on the final electrical, and purchase and installation of the lighted exit sign installation remains to be completed (including moving electrical to accommodate them). He is waiting for those items to be completed and will then get the receipts from Mr. Chong.

4. Discussion / Action - Capital Improvements Update (Chair Amy)

Hall Manager Sykes reported that purchase and installation of the lighted exit signs is proceeding with the kitchen remodel. The rain has further deteriorated the parking lot and the roof in the Hall is leaking in at least 3 places.

After some discussion, it was decided that the roof repairs would be budgeted for and occur next fiscal year. Chair Amy felt that the current budget could pay for gravel for the parking lot now. It was agreed that Manager Sykes would contact several companies for the best price for delivery and spreading of 3 transfer loads of gravel. Assistant Chief Stiles agreed to bring his equipment over and prepare the parking lot surface for gravel delivery. Manager Sykes was directed to get the estimates and provide them to the committee members for award. It was estimated that it might cost between \$2,000 and \$2,500.

5. Discussion / Action - Restroom Remodel Next Steps (All)

Commissioner Roos reported that we now have plans. With those plans we can begin to determine the project cost and next steps. Commissioner Roos will obtain some rough estimates for project cost. Once we have a rough estimate, we can determine how we must proceed with getting quotes or if we have to/want to use the County's bid process. Chief Rita reported that the County has several lists of approved contractors we could use if we don't have to use the County's bid process; we need to make sure we request the correct list.



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

6. Discussion / Action – Lillard Hall Budget / Financials (Chair Amy and Chief Rita)

Hall Manager Sykes reported he had been asked by Lessee Chong if he could make direct deposits of his monthly lease payment; he can. Chair Amy will assist Manager Sykes with getting the appropriate information for Mr. Chong.

Manager Sykes reported that there was one outstanding check against the Bank of America account, one for reimbursement to the District. Unfortunately, he cannot check whether it has cleared until he gets the next bank statement. Chief Rita can check to see the status of the deposit with the County, but reported she had been having difficulty processing the deposits herself and needed the County to submit the requests; they are still catching up after the holidays.

After some discussion, it was decided that Chair Amy would work with Manager Sykes to set up restricted online access to the new accounts that would allow Manager Sykes to review the status of transactions and balances between the arrival of bank statements.

7. Discussion / Action – Maintenance (Chair Amy)

There was no additional discussion.

8. Discussion / Action – Rental Updates (Hall Manager Sykes)

Hall Manager Sykes reported that the 4-H had not submitted Rental Agreement paperwork for some time. He is working with them to get an Application submitted for this year's use.

9. Open Forum – Other Hall Business (Chair Amy)

a. Discussion / Action – Response to Letter Regarding “Community Use” of Hall

The draft response was discussed. The committee members agreed that Chair Amy would send the response as drafted.

Chief Rita suggested that it might be a suitable time to look at the rental categories again. The way the current agreement is written a business located in the District does not qualify for the “resident” rate; as noted in the email to which the Committee is currently responding. Chair Amy will put that on the Agenda later in the year.

10. Calendar (Chair Amy)

a. The next Lillard Hall Committee meeting to be determined

After a brief discussion, it was decided that the next meeting would be scheduled as needed.

11. Adjourn Meeting (Chair Amy)

Meeting adjourned by Chair Amy at 10:58 AM.

Date Approved: March 19, 2024

EMILY AMY, Chair and Commissioner

CHERIE RITA, Acting Board Clerk



West Plainfield Fire Department (CA)

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

Start Date: 01/01/2024 | End Date: 02/29/2024

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP	# PERS
01/02/2024	2024-001		321 - EMS call, excluding vehicle accident with injury	C Shift	0- WPL - West Plainfield Station 30 Response Area	3	4
01/02/2024	2024-002	23501 County Road 95	550 - Public service assistance, other	C Shift	0- WPL - West Plainfield Station 30 Response Area	3	5
01/08/2024	2024-003	6238 Silveyville RD	611 - Dispatched & cancelled en route	C Shift	810- DIX - Special Call or Mutual Aid to Dixon	1	2
01/10/2024	2024-004		352 - Extrication of victim(s) from vehicle	A Shift	0- WPL - West Plainfield Station 30 Response Area	2	4
01/14/2024	2024-005	County Road 29a	444 - Power line down	C Shift	261- WNF-WPL - Borderline Call Winters & West Plainfield	2	3
01/18/2024	2024-008	211 1st ST	611 - Dispatched & cancelled en route	B Shift	No Zone Selected	2	4
01/21/2024	2024-010		321 - EMS call, excluding vehicle accident with injury	C Shift	320- DVS-WPL - Borderline Call Davis & West Plainfield	1	3
01/22/2024	2024-011	18111 CountY Road 94B	571 - Cover assignment, standby, moveup	A Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	6
01/23/2024	2024-012		321 - EMS call, excluding vehicle accident with injury		0- WPL - West Plainfield Station 30 Response Area	4	5
01/24/2024	2024-013		321 - EMS call, excluding vehicle accident with injury	B Shift	261- WNF-WPL - Borderline Call Winters & West Plainfield	2	3
01/25/2024	2024-014		321 - EMS call, excluding vehicle accident with injury	B Shift	0- WPL - West Plainfield Station 30 Response Area	3	4
01/29/2024	2024-016		352 - Extrication of victim(s) from vehicle	A Shift	261- WNF-WPL - Borderline Call Winters & West Plainfield	2	3
01/29/2024	2024-017		321 - EMS call, excluding vehicle accident with injury	A Shift	0- WPL - West Plainfield Station 30 Response Area	4	5
02/01/2024	2024-018	33750 Russell BLVD	561 - Unauthorized burning		No Zone Selected	3	3
02/01/2024	2024-019	34931 Colonia Feliz	736 - CO detector activation due to malfunction		No Zone Selected	4	5
02/02/2024	2024-020	County Road 27	561 - Unauthorized burning	C Shift	102- WDL-WPL - Borderline Call Woodland & West Plainfield	2	3

West Plainfield Fire Department (CA)



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

Start Date: 01/01/2024 | End Date: 02/29/2024

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP	# PERS
02/03/2024	2024-021	237 Red Bud LN	611 - Dispatched & cancelled en route	A Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	4
02/04/2024	2024-022		321 - EMS call, excluding vehicle accident with injury	A Shift	0- WPL - West Plainfield Station 30 Response Area	3	5
02/04/2024	2024-023	33250 31 CIR	813 - Wind storm, tornado/hurricane assessment	A Shift	0- WPL - West Plainfield Station 30 Response Area	3	4
02/04/2024	2024-024	County Road 98	813 - Wind storm, tornado/hurricane assessment	A Shift	320- DVS-WPL - Borderline Call Davis & West Plainfield	3	4
02/04/2024	2024-025	33245 Russell BLVD	813 - Wind storm, tornado/hurricane assessment	A Shift	0- WPL - West Plainfield Station 30 Response Area	3	4
02/04/2024	2024-026	37495 County Road 29	324 - Motor vehicle accident with no injuries.	A Shift	0- WPL - West Plainfield Station 30 Response Area	4	5
02/04/2024	2024-027	37580 County Road 28	445 - Arcing, shorted electrical equipment	A Shift	102- WDL-WPL - Borderline Call Woodland & West Plainfield	3	4
02/04/2024	2024-028	County Road 31	445 - Arcing, shorted electrical equipment	A Shift	0- WPL - West Plainfield Station 30 Response Area	2	4
02/04/2024	2024-029	34000 County Road 31	813 - Wind storm, tornado/hurricane assessment	A Shift	0- WPL - West Plainfield Station 30 Response Area	1	2
02/05/2024	2024-030	County Road 29A	444 - Power line down	A Shift	261- WNF-WPL - Borderline Call Winters & West Plainfield	2	3
02/05/2024	2024-031	County Road 31	445 - Arcing, shorted electrical equipment	A Shift	0- WPL - West Plainfield Station 30 Response Area	4	5
02/05/2024	2024-032	County Road 95	813 - Wind storm, tornado/hurricane assessment	A Shift	0- WPL - West Plainfield Station 30 Response Area	2	3
02/05/2024	2024-033	County Road 95	363 - Swift water rescue	A Shift	701- WOF-WPL - Borderline Call Willow Oak & West Plainfield	2	3
02/07/2024	2024-036	County Road 31	444 - Power line down		00- WPL Out - West Plainfield Mutual Aid Out of District	2	3
02/09/2024	2024-037	37007 Russell BLVD	553 - Public service	A Shift	0- WPL - West Plainfield Station 30 Response Area	1	3

West Plainfield Fire Department (CA)



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

Start Date: 01/01/2024 | End Date: 02/29/2024

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP	# PERS
02/15/2024	2024-38	30600 Russell BLVD	611 - Dispatched & cancelled en route	A Shift	260- WNF Auto - Automatic Aid Winters (Not Borderline)	2	2
02/16/2024	2024-39	18111 94b CIR	571 - Cover assignment, standby, moveup	A Shift	703- WOF Auto - Automatic Aid Willow Oak (Not Borderline)	1	2
02/17/2024	2024-040	County Road 31	622 - No incident found on arrival at dispatch address	A Shift	0- WPL - West Plainfield Station 30 Response Area	4	5
02/18/2024	2024-41	28852 MAIN ST	111 - Building fire	B Shift	177- MDS-WOF-WPL - Borderline Call Madison, Willow Oak, & West Plainfield	1	5
02/18/2024	2024-42	County Road 27	324 - Motor vehicle accident with no injuries.	B Shift	701- WOF-WPL - Borderline Call Willow Oak & West Plainfield	2	3
02/21/2024	2024-43	24920 96 CIR	542 - Animal rescue	A Shift	0- WPL - West Plainfield Station 30 Response Area	3	8
02/27/2024	2024-044	County Road 31	131 - Passenger vehicle fire		0- WPL - West Plainfield Station 30 Response Area	2	3
02/27/2024	2024-045	700 Main ST	571 - Cover assignment, standby, moveup	A Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	3
02/27/2024	2024-046		321 - EMS call, excluding vehicle accident with injury	A Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	3

TOTAL # INCIDENTS: 40

West Plainfield FPD 2022 MSR Recommendations

Financial Ability MSR Recommendation(s)

1. West Plainfield FPD should consider adoption of a special assessment to increase revenues to provide funding for 24/7 operations, facilities, apparatus replacement, equipment needs and to maintain adequate reserves.
2. West Plainfield FPD should consider adopting a develop impact fee.
3. The West Plainfield FPD should develop an adopt a capital improvement plan that includes a plan for how the FPD will fund it.
4. The West Plainfield FPD should update its reserve policy to guide the Fire Commission in maintenance of adequate reserves.
5. The West Plainfield FPD Fire Commission should receive regular financial reports (quarterly or mid-year at a minimum) that provide a clear and complete picture of the agency's budget status and assets and liabilities, fully disclosing both positive and negative financial information.

Shared Services MSR Determination Recommendation

6. Additional items that should be included as a required element of the JOA are apparatus/equipment standardization, shared reserve apparatus, and cooperative purchasing. These efficiencies are currently either optional or not included in the JOA.

Accountability, Structure and Efficiencies MSR Recommendation(s)

7. Willow Oak and West Plainfield FPDs should provide for a coordinated and more uniform level of service and operation through either: (1) a Joint Operation Agreement (JOA); or (2) agency merger/consolidation. The goal for coordinated/joint operations in each Area is to achieve a similar service standard, efficient use of resources, consistent training/testing/reporting, standardization, and improved coordination during incident response. If any of these agencies enter into a JOA and fail to make reasonable efforts in good faith to promote these goals, a LAFCo reorganization to combine FPDs should be initiated if its determined consolidation would promote better service to the public and be a more efficient and effective utilization of resources.
8. Once the Area 3 JOA is operating successfully, combining the JOAs for Areas 1 and 3 into one larger JOA should be considered (in the 3 to 5-year timeframe).
9. The West Plainfield FPD should adopt, or update existing, policies related to meeting attendance, conduct, responsibilities of officers, and personnel (including employee/volunteer promotions, performance evaluations, drug and alcohol policies, payroll processing, etc.) In addition, accounting and financial policies should be developed to include general accounting, processing, and recording of disbursements and receipts, allowable expenditures, employee and commission travel and expense reimbursements, capital assets, debt and borrowing, credit card use, etc. LAFCo will provide policy templates for FPD use.
10. Yolo County should review agency finances with each dependent FPD each year to review agency finances, comparing budgets to actuals, comparing actuals to prior years, analyzing significant differences or changes, and determining if the reports appear reasonable.
11. Dependent special districts are not legally required to maintain a website. The West Plainfield FPD has a website but received a 27% transparency score for best practices in 2021. Please see the report at <https://www.yololafco.org/yolo-local-government-website-transparency-scorecards> for where improvements are needed.



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

MEMO

TO: Board of Commissioners
FROM: Patrick Fish, Fire Captain
DATE: 3/19/24
SUBJECT: Tablet Command Brief & Budget Allocation

Tablet Command is an innovative incident management platform designed to streamline emergency response operations. It offers real-time collaboration, intuitive interfaces, and customizable features to enhance communication and decision-making during critical incidents. Tablet Command is specifically tailored to align with the Incident Command System (ICS), ensuring seamless integration with existing emergency response protocols and enabling efficient coordination among responders.

We are amongst the 15 fire agencies participating in this countywide implementation. This program will enhance the operational effectiveness of all agencies in Yolo County by putting critical information directly into the hands of responders with a standardized interface to allow everyone in the county to visualize the incident during response.

The costs associated with the implementation and first year licensing have been covered by Yolo Emergency Services Agency (YEMSA). Yolo OES is orchestrating the procurement process and serving as a single point of billing for all agencies in Yolo County. The project team is working with Yolo OES to identify sustainable funding for future years of the service. Agencies are being asked to allocate funds in their budgets to support the cost of the platform. This represents a worst case scenario and allows the service to be sustainable should a gap in countywide funding occur.

The annual share for West Plainfield is **\$5,467**.

In conjunction with this implementation, we are working with T-Mobile to provide new iPads at no cost for all department vehicles that are equipped with the service. A network comparison between T-Mobile and FirstNet was conducted within the district. A total of 19 locations were tested on both carriers and T-Mobile outperformed FirstNet in all but 2 locations. In those two locations, T-Mobile still had adequate service. The annual cost of T-Mobile is roughly \$1,000 less than that of FirstNet, not including the \$2,500 value of replacing our current 5 iPads.



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

DATED March 19, 2024

TO Board of Fire Commissioners

FROM Budget & Benefits Committee Chair Commissioner Beth Stiles
Board of Fire Commissioners Acting Clerk Cherie Rita
Fire Chief Cherie Rita

SUBJECT Bills Paid Since Last Report - For Board Ratification
Deposits to Date FYE 2024

Bills Paid

AllStar Fire (4 structure coats, 4 structure pants)	\$13,318.00
Burton's (E30 - Gauge)	150.46
Burton's (E30 Pressure Gauge)	132.96
DaRold DeSigns (E330 decals)	829.96
Dignity Health (Mincey)	49.00
Dignity Health (Mincey)	78.00
Dignity Health (Paganelli)	49.00
Dignity Health (Paganelli)	78.00
InterState Oil (propane - 153 gallons)	422.28
LEAF (copier lease)	106.78
LN Curtis (E330 - Mclead)	185.65
Pisani's (E30 - Coolant Leak)	51.46
Pisani's (E30 - curb marker lights)	18.76
Pisani's (E30 marker lights & pump switch; station supplies)	18.84
Quill (cleaning products)	16.01
Quill (cleaning products, batteries, paper products, 1-in binders x8)	177.43
Quill (cleaning products, paper products)	55.21
Quill (paper (case))	39.67
Quill (cleaning brush (apparatus))	13.12
Quill (Pens)	28.42
Radio Guys (E330 - Mag Mic)	84.73
Radio Guys (E330 - radio charger; portable batteries (x2) / antenna (x3))	555.51
Reiss Electric (washer, dryer and mini-fridge outlet installation)	2,700.00
US Bank (statement - 02/13/2024)	
PGE (01/12/24 statement)	1,095.72
Alhambra (Primo Water - 5 gallon bottles x3)	30.97
ATT (FirstNet - W30, B30, B330, E30, B230, duty phone)	246.65
Backgroundchecks.com (Mincey)	76.97
Take Command (HRA platform fee) (February)	140.00
Google (January email/storage)	243.87
Alhambra (Primo Water)	39.46
Vonage (January/February)	16.15
Starlink (February)	120.00
Backgroundchecks.com (Betz)	79.98
Adobe (February/March)	19.99
Wixiz (Stanton) (January overage/ February billing)	79.22
Amazon (outdoor lockable message board)	185.51
Tractor Supply (weed killer)	194.39
Home Depot (E330 shore power parts)	85.49
Durawear (E330 vehicle charger)	325.73
Sams Club (cleaning supplies)	48.02
Total US Bank (statement - 02/13/2024)	3,028.12

SUBJECT Bills Paid Since Last Report - For Board Ratification
Deposits to Date FYE 2024

Bills Paid (Continued)

US Bank (statement - 03/13/2024)		
Backgroundchecks.com (Wong)	53.80	
Alhambra (Primo Water - 5 gallon bottles x4)	47.95	
Recology (January)	410.87	
PGE (02/13/24 statement)	1,317.65	
ATT (FirstNet - W30, B30, B330, E30, B230, duty phone)	246.65	
Clark Pest Control (regular service)	126.00	
Take Command (HRA Platform) (March)	140.00	
Google (February email/storage)	251.99	
Alhambra (Primo Water - 5 gallon bottles x 4)	39.46	
Zoom (030624 thru 030525)	159.90	
Vonage (020624 thru 030524)	16.15	
Recology (February)	410.87	
Wizix (maintenance - 394 bw 80 color)	44.76	
Starlink (030224 thru 040124)	120.00	
Adobe (030824 thru 040724)	19.99	
Tractor Supply (vegetation killer)	172.79	
Home Depot (E30 Ice Chest parts)	29.53	
Total US Bank (statement - 03/13/2024)		3,608.36
TOTAL		<u>\$25,795.73</u>

Deposits

08/09/2023	Compex - Record Production	\$15.00
08/14/2023	LH Payroll and PGE Reimbursement	758.17
08/28/2023	Cal Card Rebate - Q2	108.04
09/08/2023	LH Payroll and PGE Reimbursement; DO 1B Training	606.49
09/22/2023	LH Payroll Reimbursement	278.83
10/11/2023	LH Payroll Reimbursement	179.25
10/20/2023	LH Payroll, PGE & Amazon Reimbursement	1,374.29
11/22/2023	LH Payroll, PGE & Mileage Reimbursement	675.42
11/22/2023	Fire Recovery USA 1501259	195.00
11/22/2023	Fire Recovery USA 1469507	455.52
11/22/2023	Fire Recovery USA 1501258	1,155.18
11/24/2023	Cal Card Rebate - Q3	122.90
01/17/2024	Fire Recovery USA	\$1,805.70
01/24/2024	LH Payroll, PGE & Recology Reimbursement	905.54
01/24/2024	Cash from W230 swap with E330	25,000.00
02/28/2024	Fire Sustainability Q1 and Q2	63,905.00
02/28/2024	LH Payroll and PGE Reimbursement	1,482.28
03/06/2024	CA DMV Registration Overpayment Refund	1,952.00
03/13/2024	Fire Recovery USA 1547463	325.26
03/13/2024	Fire Recovery USA 1552253	1,930.89
TOTAL		<u>\$103,230.76</u>

Fund/Account Trial Balance					
West Plainfield Fire Protection District - Period 8 - Closed					
Account	Account Description	Beginning Balance	Activity	Activity CB	Adopted Budget
400100	PROPERTY TAXES-CURRENT SECURED	(366,696.90)	-	(366,696.90)	(354,000.00)
400101	PROPERTY TAXES-CURRENT UNSECURED	(27,507.81)	(184.57)	(27,692.38)	(27,600.00)
400111	PROPERTY TAXES-PRIOR UNSECURED	(348.92)	(3.07)	(351.99)	(400.00)
400120	SUPPLEMENTAL PROPERTY TAXES CURRENT	154.44	-	154.44	-
400500	OTHER TAX-SALES & USE TAXES	6,549.00	-	6,549.00	-
403100	INVESTMENT EARNINGS-POOL	(2,983.88)	-	(2,983.88)	(500.00)
403199	GASB 31 FAIR MARKET VALUE - DFS ONLY	(12,740.00)	-	(12,740.00)	-
410050	STATE-HIGHWAY PROPERTY RENTALS	(4.26)	-	(4.26)	-
410250	STATE-HOMEOWNERS PROPERTY TAX RELIEF	(755.94)	-	(755.94)	-
420900	FEDERAL-OTHER	1,952.00	-	1,952.00	-
430022	OTHER COUNTIES & CITIES-YOLO COUNTY	-	(63,905.00)	(63,905.00)	(127,810.00)
440003	SPECIAL ASSESSMENT	(243,003.66)	-	(243,003.66)	(242,103.00)
440600	OTHER CHARGES FOR SERVICES-FIREFGHTR SERVICES	(3,682.62)	-	(3,682.62)	-
440690	OTHER CHARGES FOR SERVICES	(180.00)	-	(180.00)	-
450900	OTHER MISCELLANEOUS REVENUES	(1,400.34)	-	(1,400.34)	(190,759.00)
460000	SALE OF CAPTIAL ASSETS	(174,000.00)	-	(174,000.00)	(174,000.00)
	ESTIMATED FUND BALANCE AVAILABLE	-	-	-	(8,497.00)
			TOTAL ACTIVITY	(888,741.53)	
			TOTAL BUDGETED		(1,125,669.00)
500100	REGULAR EMPLOYEES	180,205.75	24,836.00	205,041.75	275,981.00
500110	EXTRA HELP	672.00	-	672.00	-
500120	OVERTIME	5,367.56	4,850.40	10,217.96	57,693.00
501110	SOCIAL SECURITY TAX	10,743.39	1,840.56	12,583.95	21,689.00
501120	MEDICARE	2,653.29	430.45	3,083.74	5,005.00
501170	UNEMPLOYMENT INSURANCE	2,450.19	134.66	2,584.85	3,337.00
501180	WORKERS' COMP INSURANCE	70,242.00	-	70,242.00	70,242.00
501190	OTHER EMPLOYEE BENEFITS	-	-	-	28,800.00
510010	CLOTHING & PERSONAL SUPPLIES	18,729.99	13,518.63	32,248.62	97,496.00
510012	AGRICULTURAL SUPPLIES	-	194.39	194.39	-
510020	COMMUNICATIONS	2,654.77	382.80	3,037.57	6,752.00
510030	FOOD	279.19	-	279.19	400.00
510040	HOUSEHOLD EXPENSE	5,400.42	1,018.42	6,418.84	19,710.00
510053	INSURANCE-OTHER	12,395.00	-	12,395.00	12,395.00
510070	MAINTENANCE-EQUIPMENT	19,367.85	2,341.49	21,709.34	32,666.00
510071	MAINTENANCE-BUILDING IMPROVEMENT	35,197.15	-	35,197.15	47,364.00
510080	MEDICAL, DENTAL, & LAB SUPPLIES	321.75	-	321.75	1,000.00
510090	MEMBERSHIPS	425.00	-	425.00	2,980.00
510100	MISCELLANEOUS EXPENSE	305.76	-	305.76	-
510102	MISCELLANEOUS EXPENSE-CREDIT CARD SERVICE CHARG	9.61	0.67	10.28	25.00
510110	OFFICE EXPENSE	863.60	-	863.60	4,500.00
510111	OFFICE EXPENSE-POSTAGE	-	-	-	500.00
510112	OFFICE EXPENSE-PRINTING	523.42	-	523.42	857.00
510120	IT SERVICE-DEPARTMENT SYSTEM MAINTAINANCE	685.44	263.86	949.30	-
510160	PUBLICATIONS & LEGAL NOTICES	-	-	-	750.00
510170	RENTS AND LEASES - EQUIPMENT	1,158.27	106.78	1,265.05	3,000.00
510171	RENTS & LEASES-BUILDING & IMPROVEMENTS	538.13	-	538.13	-
510180	TRAINING	549.28	-	549.28	2,000.00
510190	MINOR EQUIPMENT	11,079.18	3,394.20	14,473.38	25,310.00
510201	TRANSPORTATION & TRAVEL-FUEL	4,000.77	-	4,000.77	10,500.00
510220	UTILITIES	4,712.71	1,210.15	5,922.86	15,000.00
510251	PROFESSIONAL & SPECIAL SERVICES-AUDITING & ACCOUN	-	396.00	396.00	200.00
510252	PROFESSIONAL & SPECIAL SERVICES-INFO TECH SERVICE	1,157.58	140.00	1,297.58	9,787.00
510254	PROFESSIONAL & SPECIAL SERVICES-FISCAL AGENT FEES	35.58	-	35.58	-
510255	PROFESSIONAL & SPECIAL SERVICES-MEDICAL, DENTAL, L/	1,014.00	254.00	1,268.00	3,360.00
510256	PROFESSIONAL & SPECIAL SERVICES-LEGAL SERVICES	-	-	-	500.00
510275	PROFESSIONAL & SPECIAL SERVICES-OTHER	697.86	156.95	854.81	1,520.00
526020	TAXES & ASSESSMENTS	-	-	-	11,113.00
530021	BUILDINGS & IMPROVEMENTS	-	-	-	86,250.00
530070	EQUIPMENT	1,656.48	(1,656.48)	-	-
530071	EQUIPMENT-VEHICLE	149,000.00	-	149,000.00	149,000.00
590010	APPROPRIATIONS FOR CONTINGENCY	-	-	-	27,700.00
	ADDITIONS TO CAPITAL ASSET REPLACEMENT RESERVE	-	-	-	80,000.00
	ADDITIONS TO ACCRUED LEAVE RESERVE	-	-	-	10,287.00
			TOTAL ACTIVITY	598,906.90	
			TOTAL BUDGETED		1,125,669.00



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

**BOARD OF COMMISSIONERS – REGULAR MEETING - MINUTES
JANUARY 16, 2024, at 7:00 PM**

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

Held by Zoom: <https://us06web.zoom.us/j/98831083439>

1. Call the Meeting to Order and Establish Quorum (Vice President Roos)

Vice President Roos called the meeting to order at 7:00 PM.

Interim Board Clerk Rita called roll and confirmed there was a quorum present.

Present were:

Commissioners: Emily Amy, Warren Roos, and Beth Stiles

Staff: Fire Chief Cherie Rita, Assistant Fire Chief Dave Stiles, Fire Captains Scott Bravo and Patrick Fish, Firefighter and Association President Jon Lee

Others: Fire Chief Marcus Klinkhammer, Willow Oak Fire, and Fire Chief Jack Snyder, City of Winters Fire Department (both via Zoom)

2. Public Comment

NONE

3. Old Business

a. Discussion / Action - Board Position on Supporting Legislation, Regulations, Codes, Standards, Etc (Chief Rita)

Chief Rita reported that County Counsel had not responded. This item will be placed on February's agenda.

b. Discussion / Action –Waiver of Requirement for Security Guard at West Plainfield Volunteer Firefighter Association Pancake Breakfast Fundraiser

Commissioner Amy pointed out that there is a process in the Hall policy document for applying for and granting waivers.

Association President Lee indicated that the Association was interested in offering alcoholic beverages for sale at the Pancake Breakfast on March 3. One of the considerations was whether it would be feasible if the Association had to hire and pay for security guards. He reported that they would be getting an ABC license and there would be trained personnel handling the sales.

Motion: Waive the requirement that the West Plainfield Volunteer Firefighter Association provide a security guard at the pancake

breakfast fundraiser if alcohol will be served

By: Amy
Second: Roos

Motion passed unanimously.

4. New Business

a. Discussion / Action – Approve Replacement of Current Joint Operating Agreement with Willow Oak with Updated Joint Operating Agreement with Willow Oak and City of Winters Fire Department (Chief Rita)

Commissioner Amy asked what prompted the addition. Chief Rita reported that Chief Snyder had approached her about entering into a Joint Operating Agreement (JOA) with West Plainfield and she had suggested that they join the current JOA with Willow Oak. Commissioner Amy then asked if “officials” included the Board. Chief Rita replied yes. Commissioner Amy then expressed concern that the insurance limit of \$1,000,000 per accident was too low given costs to replace apparatus are rising. Chair Roos asked if either Chief Klinkhammer or Chief Snyder had comments. Chief Klinkhammer added that each year they go through YCPARMIA to update coverage on current apparatus and limits can be increased for each District or Department as needed. Chief Rita reported that our District does have more coverage than that. The Board Clerk requested a response from Chief Snyder, but he was not available at the time. Chief Rita reminded the Board the District can insure to whatever limit it wants, but it must be a minimum of \$1,000,000. Lastly, Commissioner Amy asked about the Notices section of the JOA. It currently says that Notices must be sent via email and US mail. She asked if it really should be “and/or” instead. Chief Rita noted that County Counsel and Winters counsel have reviewed it and that section had not been changed. Chief Rita pointed out that email can fail.

Motion: Replace the current Joint Operating Agreement with Willow Oak with updated Joint Operating Agreement with Willow and City of Winters fire departments, as presented

By: Amy
Second: Roos

Motion passed unanimously.

b. Discussion / Action – Approve Policies (Chief Rita)

It was agreed to review and discuss each item individually, then make one motion regarding adoption.

i. Policy 205 – Liability Claims (new)

Commissioner Amy asked about the applicable law and whether the District needed its own policy in the Board section of the Manual. She noted it also seemed to cover only certain types of claims and was concerned it wasn’t broad enough. Chief Rita pointed out that personal injury has a broader definition. Commissioner Roos asked whether we need additional coverage. Commissioner Amy asked if the Commissioners were covered. Chief Rita reported they were. Chief Rita was directed to check with County Counsel to see if the District needed its own policy and whether this was adequate. This item will be added to the February meeting agenda.

ii. Policy 211 – Solicitation of Funds (new)

Commissioner Amy and Association President Lee were concerned about the effect on Association fundraising if adopted as written. In particular, Section 211.2.

Motion: Remove the third paragraph from Section 211.2
By: Amy
Second: Roos
Motion passed unanimously.

Commissioner Amy expressed concern with the timeline for depositing funds after an event. She requested that the language in Section 211.4(e) be changed to: “Funds raised should be deposited within 3 business days.”

Motion: Modify Section 211.4(e) as requested
By: Amy
Second: Roos
Motion passed unanimously.

iii. Policy 318 – Hazardous Materials Response (replaces prior directive)
No one had any changes.

iv. Policy 319 – News Media Relations (new)
No one had any changes.

v. Policy 321 – Child Abuse Reporting (new)
No one had any changes.

vi. Policy 322 – Disposition of Valuables (new)
No one had any changes.

vii. Policy 324 – Adult Abuse (new)
No one had any changes.

viii. Policy 327 – National Fire Incident Reporting System (new)
No one had any changes.

ix. Policy 331 – Unmanned Aerial Systems (new)
No one had any changes.

x. Policy 701 – Personal Communication Devices (revision)
Chief Rita noted these revisions were suggested by the Lexipol service. No one had any changes.

xi. Policy 801 – Release of Records (new)
Commissioner Amy noted that the numbering at Section 801.4(b) needed to be fixed.

xii. Policy 803 – Patient Medical Record Security and Privacy (new)
No one had any changes.

xiii. Policy 1200 – Composition of the Board (new)

Chief Rita advised the Board that the language for the Section 1200 policies was taken from California Special District Policies and not from the Lexipol service. Commissioner Roos asked Chief Rita if there was any update on filling the vacant Board seat. Chief Rita reported it was not on the Board of Supervisors upcoming agenda but they did have more meetings before our next Board meeting. No one had any changes.

xiv. Policy 1201 – Meetings (new)

No one had any changes.

xv. Policy 1202 – Committees (new)

Commissioner Roos stated he did not feel it was right to present this policy without the Board President here as it changed the Board President's duties.

Commissioner Amy did provide some language changes for Section 1202.3 regarding the definition of the Budget and Benefits Committee, specifically requesting that "oversight" be changed to "payment." Commissioner Amy also commented on 1202.4, specifically regarding liaisons and the President being assigned to liaison spots. Chief Rita reported that any Board member could be a liaison. There was a broad discussion about liaison positions, with Assistant Chief Stiles noting that the items currently assigned to liaisons would typically go through the Fire Chief or the Chief of Operations and then to the appropriate Board member if necessary; but would certainly be reported on at Board meetings.

Several options for proceeding were discussed, ultimately leading to the below motion.

Motion: Adopt Policy numbers 318, 319, 321, 322, 324, 327, 331, 701 as revised; move Policies 205 and 1202 to the February agenda; and add a discussion about the use of liaison positions to the February agenda with possible change in kinds and use

By: Stiles

Second: Roos

Motion passed unanimously.

c. Discussion / Action – Standing Committee – Reports

i. Lillard Hall Committee – Amy, Roos

1. Manager Report (Hall Manager Sykes)

Hall Manager Sykes presented his report. Commissioner Amy commented that she had expected the Lillard Hall budget to be on the agenda for Board approval. Chief Rita reported she had not included it yet as she was checking with County Counsel to see if the whole Board needed to approve it. Chair Amy requested that it be placed on the next agenda. Commissioner Amy also requested that the Hall Manager report be moved back to the beginning of

the Agenda.

2. Discussion / Action – Approve January 10, 2024, Minutes

Motion: Approve the January 10, 2024, minutes as drafted

By: Amy

Second: Stiles

Motion passed unanimously.

ii. Budget and Benefits Committee – Stiles, Roos

1. Discussion / Action – Approval January 11, 2024, Minutes

Commissioner Amy asked about the recommendation to cancel Take Command, the QSEHRA manager. Specifically, she wants to make sure that there is no cost to withdraw. Chief Rita was directed to review the contract and make sure there was no monetary penalty. Chief Rita indicated that she did want to get through the first few months of 2024 anyway.

Assistant Chief Stiles reported that if we are awarded the FEMA grant for a new compressor system, our match would be 5%. Chief Rita reported we had not yet purchased the wildland coats, pants, shelters, helmets, goggles and shrouds; our match for those is 50%.

Motion: Approve the January 11, 2024, minutes as drafted

By: Stiles

Second: Roos

Motion passed unanimously.

iii. Personnel Committee – Amy, Roos

1. Discussion / Action – Approve January 11, 2024, Minutes

Motion: Approve the January 11, 2024, minutes as drafted

By: Amy

Second: Stiles

Motion passed unanimously.

d. Discussion / Action – Ad Hoc Committee Report – Solar – Stiles, Roos

Nothing to report.

Motion: Remove this item from the agenda

By: Stiles

Second: Roos

Motion passed unanimously.

e. Discussion / Action – Liaison Reports

i. Fire Prevention / Investigation – McMullen

Commissioner McMullen not present.

ii. Large Equipment / Facilities – McMullen

Commissioner McMullen not present. Assistant Chief Stiles reported that he is still working on the modifications to put E330 in service. He also reported that the annual ladder testing had just been completed that day and all the ladders have passed inspection. Several needed new halyards, which were replaced.

5. Fire Chief's Report (Chief Rita)

a. Staffing

We have one candidate in the process of background checks and medical evaluation for an On-Call Driver/Operator position.

b. Airport

Met with Ryan Pistochini, General Services Manager for Yolo County. He seemed willing to find money for training and equipment purchases. He indicated he has been slowly introducing the idea of fire inspections in all hangers to the private hanger owners at the Airport meetings. He is not yet ready to push inspections, even of the public hangers. Mr. Pistochini will draft an agreement for our review.

c. Other Items Not Otherwise Addressed Elsewhere During Meeting

Staff are looking for grant funding to upgrade our compressor system.

The Yolo County Fire Chiefs Association is moving forward with incorporating. In the meantime, the Association will be endorsing both Mary Sandy and Angel Barajas in their bids for election and re-election, respectively.

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

President Lee reminded everyone that the Pancake Breakfast would be on March 3, 2024. Now that the requirement for a security guard has been removed, he will ensure that someone takes the necessary Alcohol Beverage Control training and will assign someone to manage the bar.

President Lee further reported that he was working on scheduling another flea market for April.

7. Clerk's Report (Interim Board Clerk)

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

Motion: Ratify the payment of bills as reported

By: Amy

Second: Stiles

Motion passed unanimously.

b. Discussion / Action - Approval of December 19, 2023, Regular Board Meeting Minutes

Commissioner Amy requested that the draft minutes be corrected at Page 4, in the first full paragraph, to read: "As requested, Chief Rita presented a list of pros and cons. Commissioner Amy was concerned about the amount of time and research that would be necessary to educate oneself on candidates and legislation."

Motion: Approve December 19, 2023, minutes as requested to be corrected by Commissioner Amy
By: Amy
Second: Stiles
Motion passed unanimously.

8. Open Forum

For those members that had known him, Dave Stiles advised everyone that Jim Mehlshau, a former volunteer, had passed away.

9. Next regular Board meeting on February 20, 2024, unless another date is agreed upon

Commissioner Amy indicated that she may not be at the February meeting. The next meeting date was confirmed as February 20, 2024.

10. Meeting Adjourned (Vice President Roos)

Motion: Adjourn meeting
By: Stiles
Second: Roos
Motion passed unanimously.

Vice Present Roos adjourned the meeting at 8:15 PM.

Date approved: March 19, 2024

WARREN ROOS
Vice President and Commissioner

CHERIE RITA
Interim Board Clerk and Fire Chief



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

**BOARD OF COMMISSIONERS – SPECIAL MEETING - MINUTES
FEBRUARY 27, 2024, at 4:00 PM**

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

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

President McMullen called the meeting to order at 4:00 PM. Interim Board Clerk Rita called roll and confirmed a quorum. Present were:

Commissioners: James McMullen, Warren Roos, and Emily Amy (one Board seat remains empty)

Staff: Fire Chief Cherie Rita, acting Board Clerk Cherie Rita

Absent: Commissioner Beth Stiles

2. Public Comment

NONE

3. New Business

a. Discussion / Action – Contract #5318 with Benjamin Electric for \$52,668.00 – Well Generator and Installation (Chief Rita)

i. Approve the Contract

Chief Rita advised that though staff had solicited bids for this project, we had been informed by Yolo County General Services that they would be advertising and awarding the contract and we would then approve and sign it. Chief Rita reported that the bid amount was not much different than the lowest bid staff had obtained. Commissioner Amy had several questions about the contract language, which Chief Rita advised was part of the County contracts and we could not change it.

Motion: Approve Contract #5318 as presented.

By: Commissioner Amy.

Seconded by: Commissioner Roos.

Discussion: No further.

Approved: Unanimously.

ii. Designate Authorized Signer

Chief Rita advised that though her name was on a signatory, it could be lined through and changed. After some discussion it was deemed to be okay for Chief Rita to sign.

Motion: Authorize Chief Rita to sign the Contract.
By: Commissioner Roos
Seconded by: Commissioner Amy
Discussion: No further.
Approved: Unanimously.

4. Open Forum

Commissioner Roos advised that he has been speaking with possible Board member candidates. He will continue to reach out to people. Chief Rita reported that she will be setting up a table with information about the position, including applications. She indicated that members will be identifying, and speaking with, likely candidates at the Department's annual Pancake Breakfast Fundraiser. Commissioner McMullen reminded everyone that the applicant must reside in the District. Chief Rita reminded everyone that this appointment will not be for a full term, but rather this appointment to the Board will last only as long as the seat that had been vacated.

Commissioner Amy reported that she would likely be attending the Fire District Association of California Certificate of Achievement board member training on March 15 and 16 in Williams, noting that registration closes on March 8. President McMullen and Vice President Roos did not recall having received notice of that training. President McMullen asked that Interim Board Clerk Rita forward the email to all Board members, making sure they know about the class and letting them know the cost for the class is reimbursable as a training expense. Commissioner Amy also suggested that if anyone else wanted to go it might be good to carpool.

5. Next regular Board meeting on March 19, 2024, unless another date is agreed upon

The next regular Board meeting was confirmed for March 19, 2024.

6. Meeting Adjourned (President McMullen)

Motion: Adjourn meeting.
By: Commissioner Amy
Seconded by: Commissioner Roos
Discussion: No further.
Approved: Unanimously.

Date Approved: March 19, 2024

JAMES F. McMULLEN, Board President

CHERIE RITA, Interim Board Clerk