



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

BOARD OF COMMISSIONERS – REGULAR MEETING – MINUTES May 16, 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, Beth Stiles and Warren Roos

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, Board Clerk Carly Hall

Guest: Jeanette Hynson from SCI Consulting Group

Joined via Zoom: Tom Stiles

2. Public Comment

NONE

3. Old Business

a. Update – Weed Abatement (Chief Rita)

Association President Jon Lee advised he will be starting the weed abatement project on May 17, 2023. Vice President Yeager advised that the different rain we've had this year creates different grass growth.

Item 3(b) was moved to after Item 4(a).

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

This item was heard after Item 4(a) and before Item 5(a).

Assistant Chief Stiles advised there's no update for now and likely not again until after the 218 process has been completed.

4. Lillard Hall

a. Manager Report (Hall Manager Sykes)

This item was heard after Item 3(a) and before Item 3(b).

Hall Manager Sykes provided an update on his ongoing projects and current rental agreements. He advised he is getting quotes for the light fixture and it should be fixed by the next meeting in June. He added that he's been averaging about one rental inquiry a week for two months, but he hasn't been receiving any replies after he follows up. Commissioner Roos asked if Hall Manager Sykes has advertised in the Democrat yet, but he advised he had not tried advertising in newspapers yet.

5. New Business

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

Chief Rita advised that there were no new volunteer firefighter applications and advised that the administrative assistant volunteer stopped responding.

b. Discussion / Action – Standing Committee Reports

i. Personnel Committee – Amy, Yeager

No meeting; no report.

ii. District Funding and Development Committee – Yeager, Stiles

Vice President Yeager advised that they held a few meetings including two public meetings for the 218 Assessment Ballot with a total of 15 attendees. He advised that Assistant Chief Stiles set up a table with the Firefighters' PPE to show the public what the District uses, and he thought that made a tremendous impact on the public's understanding of the financial needs. Vice President Yeager also spoke with Chamberlain, a large District landowner who advised he doesn't believe he needs a lot of fire assistance due to the irrigated lands.

Chief Rita advised she thought the public meetings went well and one person complained, but Assistant Chief Stiles took them aside and went over the ballot and District needs. Assistant Chief Stiles advised he felt like spending that extra time with them helped change their mind.

Commissioner Amy is also concerned about the disparity between the cost of irrigated versus pasture lands.

Jeanette Hynson, from SCI, advised that cost-wise, the damage and replacement cost for irrigated land is much more expensive than an open range where the grass will just burn down. She also added that the Assessor's office doesn't always differentiate between the two, so they have to manually update them on the chart. Commissioner Stiles asked if they could also add a chart listing for multi-family

properties. Ms. Hynson advised they would do that.

Commissioner Roos advised that we need to really emphasize to the residents that we need to save our station and the ballots and literature. Ms. Hynson advised it would need to be approved by County Counsel first. Commissioner Roos asked if we could put it on the website or do a newspaper interview. Ms. Hynson advised that she will check with County Counsel regarding the website, but that an interview would be okay as long as it's factual and shows both sides of a yes or no vote, but you can't tell people to vote a specific way.

Chief Rita advised there were two resolutions to vote on if there were no other questions.

1. Discussion / Action – Adopt Resolution 23-03 – A Resolution Adopting Proposition 218 Assessment Ballot Proceedings

Commissioner Amy advised that the abbreviation of “Cal. Const. art.” in Section B of the Resolution we should use the full language of “California Constitution Article” instead. Ms. Hynson advised resolution can be amended with full language.

Commissioner Amy asked about Section E-Item 3 regarding multiple owners and how the voting would work. Ms. Hynson advised that is only for when the owners disagree, then they must request new ballots from the District and then SCI would mail out multiple ballots, one for each owner.

Motion: Adopt Resolution 23-03 – A Resolution Adopting Proposition 218 Assessment Ballot Proceedings with an amendment to use full language in Section B.

Motion By: Yeager
Second By: Stiles
Vote (by roll call): President McMullen – Aye
Vice President Yeager – Aye
Commissioner Amy – Aye
Commissioner Stiles – Aye
Commissioner Roos – Aye

2. Discussion / Action – Adopt Resolution 23-04 – A Resolution Initiating Proceedings, Providing Intention to Levy Assessments, Preliminarily Approving Engineer's Report, and Providing for Notice of Hearing, and the Mailing of Assessment Ballots for the West Plainfield Fire Protection District, Fire Protection and Emergency Response Services Assessment

Motion: Adopt Resolution 23-04 – A Resolution Initiating Proceedings, Providing Intention to Levy Assessments, Preliminarily Approving Engineer’s Report, and Providing for Notice of Hearing, and the Mailing of Assessment Ballots for the West Plainfield Fire Protection District, Fire Protection and Emergency Response Services Assessment.

Motion By: Yeager
Second By: Amy
Vote (by roll call): President McMullen – Aye
Vice President Yeager – Aye
Commissioner Amy – Aye
Commissioner Stiles – Aye
Commissioner Roos – Aye

iii. Lillard Hall Committee – Amy, Roos

1. Approval of April 27, 2023, Committee Meeting Minutes

This item was heard after Item 5(b)iii(2) and before Item 5(b)iv.

Commissioner Amy advised she spoke with the Board Clerk and there is a correction on Page 1 of the Minutes to change Ms. Chong to Mr. Chong.

Motion: Approve April 27, 2023, Committee Meeting Minutes with correction.

Motion By: Amy

Second By: Yeager

Vote: President McMullen, Vice President Yeager, Commissioner Amy, and Commissioner Roos voted aye. Commissioner Stiles did not respond. Approved by majority.

Commissioner Amy advised she will discuss some modifications to the women’s restroom with Hall Manager Sykes to make it ADA compliant, but that it may be able to fit a janitorial closet with a mop sink.

2. Discussion / Action – Draft Lease – Common Grounds – and Next Steps

This item was heard after Item 5(b)iii and before Item 5(b)iii(1).

Assistant Chief Stiles questioned how the monthly expenses are calculated. Commissioner Amy explained how the monthly expenses are calculated and that after the \$600.00

per month credit against the loan payment, \$400.00 would remain as income. Assistant Chief Stiles asked if the \$400.00 would cover the cost of electricity with the new tenant in the Hall. President McMullen questioned if he was asking as a District member or a citizen. Assistant Chief Stiles clarified he was asking as a citizen and advised the Committee should have an electrical engineer do an analysis. An interactive discussion was occurring between Commissioner Amy and Assistant Chief Stiles and several others when President McMullen started to speak while Assistant Chief Stiles was still speaking.

Assistant Chief Stiles left the meeting.

Commissioner Stiles advised she wanted it noted that President McMullen rudely interrupted Assistant Chief Stiles.

Associate President Jon Lee advised the kitchen would need to be renovated to be up to code. Hall Manager Sykes advised it is an opportunity for someone else to pay for the renovations.

Chief Rita advised the PG&E bill for August 2022 was \$377.00 and we just received notice that the rates are going up again. Commissioner Stiles questioned how many events were held last August and, if we added everyday use, that would increase our PG&E bill quite a bit. She questioned if renovating and leasing the Hall out would be worth it.

Commissioner Roos asked Commissioner Stiles why she is opposed to other Hall uses. He added he's new to the Board and isn't aware of the history. Commissioner Stiles advised the Hall should be used as a training facility and not an event center. The events jeopardize the firefighters' safety and ability to respond to emergencies for the district residents.

Commissioner Roos questioned if the District can absorb the cost of running the Hall without any revenue. Hall Manager Sykes advised that the Hall currently has an operational cost of \$5,000.00 per year.

Motion: Approve the Draft Lease with Common Grounds and allow the Committee to move forward with the next steps.
Motion By: Amy
Second By: Roos
Vote (by roll call): President McMullen – Aye
Vice President Yeager – Aye
Commissioner Amy – Aye

Commissioner Stiles – No
Commissioner Roos – Aye

Associate President Jon Lee left the meeting.

iv. Budget and Benefits Committee – Stiles, Roos

Commissioner Stiles advised that in the May meeting, they discussed an increase in the wage for relief firefighters, but it was missed on the April 18, 2023, Board agenda. It is now on the agenda for approval.

1. Discussion / Action – Approve Raise for Relief Firefighters to \$18.00 per Hour (to begin first full pay period in July 2023)

Motion: Approve Raise for Relief Firefighters to \$18.00 per Hour (to begin first full pay period in July 2023).

Motion By: Stiles

Second By: Roos

Vote: Approved unanimously.

c. Discussion / Action – Ad Hoc Committee Reports

i. LAFCO – Yeager, Roos

No meeting; no report.

ii. Solar – Stiles, Roos

No meeting; no report.

d. Discussion / Action – Liaison Reports

i. Fire Prevention / Investigation – McMullen

No meeting; no report.

ii. Training – Yeager

Vice President Yeager advised that Firefighter Maggenti is no longer with the department, but that all staff have come together to assist with training. Chief Rita advised that Captain Osborn will now be the point of contact for training and he is currently working with Willow Oak Fire Protection District to get a new training program in place.

iii. Large Equipment / Facilities – McMullen

No meeting; no report.

e. Discussion / Action – Policies and Procedures Updates – Lexipol (Chief Rita)

Chief Rita advised that she and Assistant Stiles were using Lexipol to update the policies and procedures. Each month they will present new or updated items in groups. Each policy will state if it's a best practice or state mandated. This is the second batch for Board review.

President McMullen requested an amendment to Policy 914.3 (a) as discussed with Chief Rita.

- i. **Approve Policy 200 – Organizational Structure (new)**
- ii. **Approve Policy 208 – Minimum Staffing Levels (new and replaces 410.01)**
- iii. **Approve Policy 213 – Physical Asset Management (new)**
- iv. **Approve Policy 214 – Purchasing and Procurement (new)**
- v. **Approve Policy 301 – Emergency Response (replaces 510 and portions of 615)**
- vi. **Approve Policy 306 – Response Time Standards (new)**
- vii. **Approve Policy 700 – Use of Department-Owned and Personal Property (new)**
- viii. **Approve Policy 701 – Personal Communication Devices (new)**
- ix. **Approve Policy 703 – Use of Department Vehicles (new)**
- x. **Approve Policy 710 – Non-Official Use of Department Property (new)**
- xi. **Approve Policy 914 – Personal Protection Equipment (new)**
- xii. **Procedure 200 – Physical Asset Management (new)**
- xiii. **Procedure 202 – Purchasing and Procurement (new)**

Motion: Approve and adopt policies 200, 208, 213, 214, 301, 306, 700, 701, 703, 710, 914, and procedures 200 and 202 with one amendment.

Motion By: Yeager

Second By: Roos

Vote: Approved unanimously.

Commissioner Amy commented that the Board appreciates the staff's time for taking this project on and knows it's a lot of work. Commissioner Roos advised he agrees.

6. Fire Chief's Report (Chief Rita)

Chief Rita advised her reports are in the packet. She advised she ordered business cards for President McMullen and asked if any other Commissioners wanted to order any; all declined.

Chief Rita advised that Assistant Chief Stiles had likely just resigned and, if so, would expect at least two more to do so if that were the case. Commissioner Roos questioned if it would be helpful for the Board members to reach out.

Captain Bravo commented that the District is continuing to lose top responders.

Commissioner Stiles advised that the Board, except for Commissioner Amy, failed to recognize Assistant Chief Stiles' achievement as Firefighter of the Year and that the Board does not appreciate how much he gives to the District.

Commissioner Amy advised that the Board does appreciate what Assistant Chief Stiles does and sees his hard work and the value he adds to the District.

Vice President Yeager advised he will reach out to Assistant Chief Stiles. President McMullen added he will reach out as well.

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

Association President Lee was absent to provide the report.

8. Clerk's Report

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

Motion: Approve the payment of bills totaling \$73,078.65.

Motion By: Amy

Second By: Roos

Vote: Approved unanimously.

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

Commissioner Amy advised there is an amendment to Item 6(b)iii changing "District would provide" to "District would credit".

Motion: Approve April 18, 2023, Board Meeting Minutes with the amendment.

Motion By: Amy

Second By: Stiles

Vote: Approved unanimously.

9. Open Forum

NONE

10. Next regular Board meeting on June 20, 2023, unless another date is agreed upon

President McMullen confirmed the next meeting date as June 20, 2023. Board Clerk Hall will be absent for the June meeting. Commissioner Roos advised he will not be able to attend the June or July meetings.

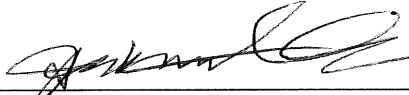
Chief Rita advised that we will need Commissioners at the July 18, 2023, Board meeting to move forward with a resolution if the ballot measure passes.

11. Meeting Adjourned (President McMullen)

Motion: Adjourn meeting.
By: Yeager
Second By: Amy
Vote: Approved unanimously.

Meeting adjourned at 2018 hours.

Minutes approved: June 20, 2023



President James McMullen



Board Clerk Cary Hall