



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

MINUTES
BOARD OF COMMISSIONERS – REGULAR MEETING
June 25, 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>
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 (Vice President Roos)

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

Board Clerk Kytiana Sayer-Peterson calls the roll and establishes a quorum. Present are:

Commissioners: Emily Amy, Beth Stiles, Warren Roos, and John Lindsey

Staff: Fire Chief Cherie Rita, Assistant Chief Dave Stiles, Fire Captain Patrick Fish

Via Zoom: Fire Captain Tom Stiles

2. Public Comment

No public comment.

3. Weed Abatement Report (Firefighter Lee)

Firefighter Jon Lee reports that the second inspections have been completed. Total of 9 properties still to check, 6 properties compliant, and 31 properties not compliant/in violation.

4. Old Business

a. Discussion / Action – QSEHRA Plan (Chief Rita)

i. Adopt Resolution 24-03 – A Resolution Adopting Revised Plan Document – West Plainfield Fire Protection District Qualified Small Employer Health Reimbursement Arrangement Plan (QSEHRA)

Discussion:

Commissioner Amy inquires about the access for those listed on the functions of the administrator, and asks for clarification on who may assist the Fire Chief in administering the plan.

Fire Chief Rita replies that later in the plan, certain functions such as eligibility confirmation are allocated to the plan administrator.

Commissioner Amy asserts that the role of Fire Chief has many responsibilities and questions if the Fire Chief would be able to conduct the administering of the plan without assistance.

Fire Chief Rita replies that “any agent including a subcontractor” could take

on some of these responsibilities under the assignment of the Fire Chief and while maintaining full confidentiality.

Motion: Adopt Resolution 24-03 as amended
By: Commissioner Amy
Second: Commissioner Roos
Discussion: No further discussion
In Favor: Commissioner Roos, Commissioner Amy, Commissioner Lindsey, Commissioner Stiles
Motion passes unanimously

ii. Approve QSEHRA Forms

1. Summary Plan Description

2. Questions and Answers

Motion: QSEHRA Forms Adopt Summary Plan and Questions and Answers
Discussion: No discussion
By: Commissioner Stiles
Second: Commissioner Amy
Motion passes unanimously

iii. Withdraw from Take Command Services Agreement

Motion: Withdraw from Take Command Services Agreement
By: Commissioner Lindsey
Second: Commissioner Roos
Discussion: No discussion
Motion passes unanimously

b. Discussion / Action – Adopt Procedure 1005 – Leaves and Absences – Career Staff (Chief Rita)

Fire Chief Rita made changes approved to section regarding Bereavement Leave and Sick Leave based on recommendations from Commissioner Amy.

Discussion:

Commissioner Amy inquires about item number 2 regarding maximum time off per request.

Fire Chief Rita confirms that item number 2 speaks towards the maximum time off that can be requested.

Motion: Adopt Procedure 1005 – Leaves and Absences – Career Staff as amended
By: Commissioner Roos
Second: Commissioner Lindsey
Discussion: No discussion
Motion passes unanimously

5. New Business

a. Solar for Station (Commissioner Roos)

Commissioner Roos addresses the progress on solar acquisition for the station.

Roos confirms that it has been difficult to get in contact with the nearby airport to

discuss the installation of solar in a way that would not impact the airport. He also states that it is not possible to parse out the solar energy to different meters, currently 4 meters operating. Will likely run energy, if acquired, to the most impacted meter.

Working on contacting airport to discuss impacts of solar panels on aviators.

b. Discussion / Action – Authorize Individuals Regarding Approval of Various Financial Transactions with Yolo County Department of Financial Services For Fiscal Year 2024-2024 (Form *Special Districts and Other Agencies Authorization Form – FY 2024-2025*) (Chief Rita)

Motion: Approve authorization of Individuals Regarding Approval of Various Financial Transactions with Yolo County Department of Financial Services For Fiscal Year 2024-2025

By: Commissioner Amy

Second: Commissioner Stiles

Motion passes unanimously and four Commissioner signatures acquired

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

i. Policy 1030 – Compensated Leave

Commissioner Amy was shocked at the amount of compensated leave provided to employees per month and brought this item to the Board's attention.

Commissioner Roos asks of the Board if less hours in compensated leave discourages employees from joining the West Plainfield Fire Protection District.

Chief Rita confirms that compensated leave includes sick leave time 11.2 hours a month and paid time off 17 hours a month.

Commissioner Amy also speaks on the high cap for sick leave time and recommends lowering the cap on the paid leave.

Assistant Chief Stiles recommends the Board to connect with the Firefighter Association being formed before making the change.

ii. Policy 1040 – Family and Medical Leave – Unpaid

iii. Policy 1041 – Military Leave

iv. Policy 1042 – Pregnancy Disability Leave

Motion: Approve Policies 1039, 1040, 1041, and 1042

By: Commissioner Amy

Second: Commissioner Stiles

Motion passes unanimously

d. Discussion / Action – Standing Committee – Reports

i. Lillard Hall Committee – Amy, Roos

1. Hall Manager Report

Report provided and projected on the screen from Lillard Hall. Lillard Hall will be meeting next on July 3rd 2024.

ii. Budget and Benefits Committee – Stiles, Lindsey

1. Discussion / Action - Approval of June 6, 2024 Minutes

Motion: Approve Budget and Benefits committee meeting minutes for June 6th 2024

By: Commissioner Roos

Second: Commissioner Stiles

Discussion: No discussion

Motions passes unanimously

iii. Personnel Committee – Amy, McMullen

1. Discussion / Action – Approval of June 5, 2024 Minutes

2. Discussion / Action – Approval of June 21, 2024 Minutes

360 evaluations back on July 8th 2024.

Commissioner Amy speaks towards the interviews to be scheduled and announces that 2 candidates have met the qualifications, the Personnel Committee will move forward with interviews after July 8th 2024.

Commissioner Stiles not available on Sunday or Monday, Hall is full Tuesday, Wednesday, and Thursday will reflect in calendar.

Commissioner Roos unavailable 12-16 of July.

Commissioner Lindsey unavailable weekends and July 26th.

Doodle poll will be sent to schedule interviews.

Motion: Approve Personnel committee meeting minutes for June 5th and June 21st 2024

By: Commissioner Roos

Second: Commissioner Stiles

Discussion: No discussion

Motion passes unanimously

6. Assistant Chief's Report (Assistant Chief Stiles)

New apparatus has a no start issue and has been sent to the shop for repairs, expecting to be back by mid-week next week. The repairs are covered under warranty. AC Stiles addresses that there is a Durango being donated that is ready to schedule pickup. Additionally, AC Stiles discusses the final inspection and acceptance of the generator.

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

Have not met, there is a meeting in July. Nothing to report at this time.

8. Clerk's Report

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

Motion: Ratify Bill Pay

By: Commissioner Amy

Second: Commissioner Stiles

Discussion: No discussion

Motion passes unanimously

b. Discussion / Action - Approval of May 21, 2024, Regular Board Meeting Minutes

Discussion:

Commissioner Roos sent corrections to minutes VIA email.

Commissioner Amy proposes the following corrections:

- May 21st Item 3 “Chair of Personnel Committee”
- “Firefighter Lee was not present and AC Stiles presented information”
- Personnel Committee “Personnel” without two ‘p’s
- Item 4 remove paragraph from budget and benefits committee (page 11)

Motion: Approve Minutes with corrections

By: Commissioner Amy

Second: Commissioner Roos

Discussion: No further discussion

Motion passes unanimously

c. Discussion / Action – Approval of June 5, 2024, Special Board Meeting Minutes

Discussion:

Commissioner Amy proposes the correction “Yolo Fire Protection District” and not Yolo County Fire.

Commissioner Roos sent corrections to Minutes VIA email.

Motion: Approve Minutes with corrections

By: Commissioner Lindsey

Second: Commissioner Roos

Motion passes unanimously

d. Discussion / Action – Approval of June 12, 2024, Special Board Meeting Minutes

Discussion:

Commissioner Amy inquires if Zoom attendees are listed as meeting attendees in a separate list. Commissioner Amy does notate those that were present VIA Zoom to be listed as Zoom attendees during the meeting.

Commissioner Amy proposes the following corrections: “Commissioner Amy did not recall email in April from Chief, for tonight had searched”

Motion: Approve Minutes with corrections

By: Commissioner Amy

Second: Commissioner Roos

Motion passes unanimously

9. Open Forum

Fire Chief Rita speaks towards current fire updates.

Fire Chief Rita asks for the consensus of the Board on sending/ mailing postcards for July public hearing to support transparency.

10. Next regular Board meeting on July 16, 2024, unless another date is agreed upon
Commissioner Roos confirms that the Board is moving forward with the July 16th meeting date.

11. Meeting Adjourned (Vice President Roos)


Motion: Adjourn the meeting
By: Commissioner Lindsay
Second: Commissioner Roos
Motion approved unanimously

Meeting adjourns at 8:02 PM.

Minutes approved: July 16, 2024



WARREN ROOS
Vice-President / Commissioner



CHERIE RITA, Interim Board Clerk
(drafted by Clerk Kytiana Sayer-Peterson)
(finalized by Interim Clerk Rita)
(signed November 13, 2024)