



## West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

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### BOARD OF COMMISSIONERS – REGULAR MEETING DECEMBER 19, 2023 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. Old Business
  - a. Update – Weed Abatement (Firefighter Jon Lee)
  - b. Update – Yolo County Fire Sustainability Committee (AC Stiles)
4. New Business
  - a. Discussion / Action – Vote to Fill Vice President Position (President McMullen)
  - b. Discussion / Action – Contract with Yolo County Department of Financial Services to Prepare SCO Financial Report (Chief Rita)
  - c. Discussion / Action – Bill Payment Process Changes (Chief Rita)
  - d. Discussion / Action – Board Position on Supporting Candidates and / or Legislation (Chief Rita)
  - e. Discussion / Action – Standing Committee – Reports
    - i. Lillard Hall Committee – **Amy**, Roos
      1. Manager Report (Hall Manager Sykes)
      2. Discussion / Action – Approve December 13, 2023, Minutes
    - ii. Budget and Benefits Committee – **Stiles**, Roos
      1. Discussion / Action – Ratify Committee's Recommendation to Increase Pay Rate for On-Call Driver/Operator from \$18.00 per Hour to \$20.00 per Hour
    - iii. Personnel Committee – **Amy**, Roos
      1. Filling Board Clerk Position – Update Only – No Meeting
  - f. Discussion / Action – Ad Hoc Committee Report – Solar – **Stiles**, Roos

- g. Discussion / Action – Liaison Reports
  - i. Fire Prevention / Investigation – McMullen
  - ii. Large Equipment / Facilities – McMullen
- 5. Fire Chief’s Report (Chief Rita)
  - a. Staffing
  - b. Other Items Not Otherwise Addressed Elsewhere During Meeting
- 6. Fire Fighter’s Association Report (President Jon Lee)
- 7. Clerk’s Report (Board Clerk Hall)
  - a. Clerk’s Resignation
  - b. Discussion / Action – West Plainfield Fire Protection District Bill Review / Ratification
  - c. Discussion / Action - Approval of November 21, 2023, Regular Board Meeting Minutes
- 8. Open Forum
- 9. Next regular Board meeting on January 16, 2024, unless another date is agreed upon
- 10. Meeting Adjourned (President McMullen)



# County of Yolo

www.yolocounty.org

**CHAD RINDE, CPA**  
Chief Financial Officer

**TOM HAYNES**  
Assistant Chief Financial Officer

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## DEPARTMENT OF FINANCIAL SERVICES

625 Court Street, Room 102  
PO BOX 1268  
WOODLAND, CA 95776  
PHONE: (530) 666-8190  
FAX: (530) 666-8215  
DFS @ yolocounty.org

- Financial Strategy Leadership
- Budget & Financial Planning
- Treasury & Finance
- Tax & Fee Collection
- Financial Systems Oversight
- Accounting & Financial Reporting
- Internal Audit
- Procurement

October 28, 2023

West Plainfield Fire Protection District  
24901 County Road 95  
Davis, CA 95616

Re: Local Agencies Financial Transaction Report for 2022-23

California Government Code Section 53891 requires local agencies to electronically submit a Financial Transaction report to the State Controller's Office by January 31, 2024. The State Controller publishes information from this report for use by the Legislature and other interested parties. The agency should provide underlying data from audited financial statements prepared in accordance with generally accepted accounting principles, if available.

The Yolo County Department of Financial Services' (DFS) staff may prepare this report, and file it electronically, for fiscal year ending June 30, 2023 on behalf of the district at an estimated cost of \$306. However, the district has the option of having their own staff prepare this report, contract with an accountant, or engage the county DFS staff to prepare the report. **Please return the attached Statement of Intent by November 15, 2023 to notify us of your decision.**

DFS will be using our hourly rates for Accounting and Auditing services as approved by the Board of Supervisors in the Master Fee process. Our existing rate is \$102 per hour per the last master fee schedule dated June 28, 2023.

Should you elect to engage DFS staff to prepare your report, we may need to contact you during the process to resolve any issues or questions that may arise during the process.

If you have any questions or concerns, please contact me at [mark.krummenacker@yolocounty.org](mailto:mark.krummenacker@yolocounty.org).

Sincerely,

Mark Krummenacker  
Department of Financial Services

Special District  
 SCO Financial Transaction Reports for 22-23  
**Report Preparation Consent Form**

Return this letter by November 15, 2023 signed by an authorized signor from your Board or management authorized to obligate your district for its reporting choice.

District Name: West Plainfield Fire Protection District  
 County Cost Estimate: \$306 (3 hours @ \$102/ hour)

Please mark the appropriate box:

Financial Report	District staff	Contractor	County staff
Special District Financial Transaction Report	X		

Audit Firm:	NONE
Anticipated Audit Completion date for _____	

If you select County staff to prepare your report, this letter is understood by the Department of Financial Services to be an engagement of services. Please include a copy of your agency's minutes approving such action. Should the actual amount of time required by county staff be in excess of our estimate, we will consult with the agency and agree to revised terms. Financial Services will charge your respective fund after distribution of your SCO Financial Transactions report and provide you with an invoice for your records.

\_\_\_\_\_  
 Authorized Signor

12/19/2023  
 \_\_\_\_\_  
 Date

**Please return by November 15, 2023:**

Email: [mark.krummenacker@yolocounty.org](mailto:mark.krummenacker@yolocounty.org)

# Report Required Information Form

If District accepts proposal, please complete and send back to me the following:

Report preparation District contact: CHERIE RITA, Fire Chief 530.902.0434 chief@wpfd.net  
Name Phone email

District Official who will sign cover page: James McMullen jmcullen@wpfd.net  
Name Contact (email)

District mailing address: 24901 County Road 95, Davis, CA 95616

Members of Governing Board as of June 30, 2023:

First Name	MI	Last Name	Title
<u>James</u>	<u></u>	<u>McMullen</u>	<u>Board President</u>
<u>Jim</u>	<u></u>	<u>Yeager</u>	<u>Board member</u>
<u>Emily</u>	<u></u>	<u>Amy</u>	<u>Board member</u>
<u>Beth</u>	<u></u>	<u>Stiles</u>	<u>Board member</u>
<u>Warren</u>	<u></u>	<u>Roos</u>	<u>Board member</u>
<u></u>	<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>

Other District Officials as of June 30, 2023:

<u></u>	<u></u>	<u></u>	<u>Secretary</u>
<u></u>	<u></u>	<u></u>	<u>Treasurer</u>
<u></u>	<u></u>	<u></u>	<u>Counsel</u>
<u></u>	<u></u>	<u></u>	<u>Manager</u>
<u></u>	<u></u>	<u></u>	<u>Other please specify</u> <u></u>

Independent Auditor:

Firm Name: None

Engagement Partner:     
First Name Last Name Phone Number



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

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**MINUTES - STANDING COMMITTEE – LILLARD HALL – MEETING  
December 13, 2023 at 10:15 AM**

Held:  
West Plainfield Fire Station  
24905 County Road 95  
Davis, CA 95616

**1. Call the Meeting to Order (Chair Amy)**

Meeting called to order at 10:25 AM by Chair Amy. Present were:

Commissioners: Emily Amy and Warren Roos (arrived 11:20 AM)  
Staff: Hall Manager Ned Sykes and Fire Chief Cherie Rita

**2. Public Comment**

NONE

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

Manager Sykes reported that the project is currently expected to come in under the identified amount and will mostly be completed by December 17, 2023. Once the project is completed, Manager Sykes will develop, with input by Mr. Chong, a procedure for use of the kitchen by others.

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

Those present roughly estimated the current cost of the identified projects.

**5. Discussion / Action - Restroom Remodel (All)**

Commissioner Roos had not yet joined the meeting so, initially, this item was to be moved to the January meeting. The meeting went on to the next topic and was revisited when Commissioner Roos joined. To get a solid estimate for the remodel, all agreed that it would be necessary to have an architectural plan/drawing. Commissioner Roos indicated he has received a quote of \$2,000 for preparation of the appropriate drawings, a discounted price. Chair Amy asked for consensus that the drawing/plan should be ordered. All agreed.

**6. Discussion / Action - New Checking Accounts (Chair Amy)**

This item was heard out of order after the meeting was called to order. Chair Amy reported that she had ordered checks and deposit stamps for each of the two accounts at First Northern Bank. The plan is to transfer several thousand to the new operating account and use that account moving forward. Additionally, Manager Sykes will identify the security deposits now held in the Bank of America account and transfer them to the First Northern Bank deposit account. After a month or so, Manager Sykes is to close the Bank of America account and transfer the remaining funds to the new operating account at First Northern Bank.

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

Those present reviewed the revised budget and further revisions were made. Chief Rita will update the draft budget for review by the Committee at its next meeting, with the goal of submitting it to the Board for approval in January.

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

Manager Sykes reported nothing needs maintenance at this time. He will continue to clean the Hall as the kitchen remodel progresses.

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

Manager Sykes reported that the Fly Fishers group is interested in using the Hall the 4<sup>th</sup> Tuesday of each month for their meetings. This use would result in income of \$1,200 annually for those meetings. The Fly Fishers had reported to Manager Sykes, however, that they had concerns about internet speed, as the last time the Fly Fishers had used the Hall they did not have fast Wi-Fi. Those present reassured Manager Sykes that with the new internet provider that was no longer an issue.

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

NONE

**11. Calendar (Chair Amy)**

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

Chair Amy scheduled the next Committee meeting for January 10, 2024, at 10:15 AM.

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

Chair Amy adjourned the meeting at 11:42 AM.

APPROVED December 19, 2023

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EMILY AMY, Chair and Commissioner

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CHERIE RITA, Recorder and Fire Chief

# West Plainfield Fire Department (CA)

Davis, CA

This report was generated on 12/13/2023 2:00:57 PM



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

Start Date: 11/01/2023 | End Date: 11/30/2023

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	# APP.	# PERS.
11/01/2023	2023-211	27717 County Road 92f CIR	651 - Smoke scare, odor of smoke	B Shift	2	3
11/02/2023	2023-212		321 - EMS call, excluding vehicle accident with injury	B Shift	2	3
11/03/2023	2023-213	30092 Buckeye RD	172 - Cultivated orchard or vineyard fire	C Shift	1	4
11/04/2023	2023-214	38483 County Road 16a CIR	111 - Building fire	B Shift	1	1
11/04/2023	2023-215	18111 County Road 94b CIR	571 - Cover assignment, standby, moveup	B Shift	1	3
11/09/2023	2023-216	County Road 98	324 - Motor vehicle accident with no injuries.		3	4
11/11/2023	2023-217		321 - EMS call, excluding vehicle accident with injury	A Shift	4	8
11/13/2023	2023-218	County Road 93a	142 - Brush or brush-and-grass mixture fire	B Shift	2	3
11/16/2023	2023-219	County Road 98	324 - Motor vehicle accident with no injuries.	C Shift	3	4
11/18/2023	2023-220		321 - EMS call, excluding vehicle accident with injury	A Shift	3	6
11/18/2023	2023-221	116 E Baker ST	111 - Building fire	A Shift	1	5
11/18/2023	2023-222	County Road 27	324 - Motor vehicle accident with no injuries.	A Shift	5	6
11/18/2023	2023-223	County Road 93	321 - EMS call, excluding vehicle accident with injury	A Shift	5	7
11/21/2023	2023-225	County Road 99W	611 - Dispatched & cancelled en route	B Shift	1	1
11/23/2023	2023-226	700 Main ST	571 - Cover assignment, standby, moveup	A Shift	1	5
11/23/2023	2023-227	30092 County Road 31A	141 - Forest, woods or wildland fire	A Shift	2	5
11/23/2023	2023-228	Winters	321 - EMS call, excluding vehicle accident with injury	A Shift	1	4



# West Plainfield Fire Department (CA)

Davis, CA

This report was generated on 12/13/2023 2:00:57 PM



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

Start Date: 11/01/2023 | End Date: 11/30/2023

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	# APP.	# PERS.
11/23/2023	2023-229	Winters	321 - EMS call, excluding vehicle accident with injury	A Shift	1	4
11/23/2023	2023-230	Winters	321 - EMS call, excluding vehicle accident with injury	A Shift	1	2
11/23/2023	2023-231	Winters	321 - EMS call, excluding vehicle accident with injury	A Shift	1	2
11/23/2023	2023-232	Winters	321 - EMS call, excluding vehicle accident with injury	A Shift	1	3
11/24/2023	2023-233	27643 County Road 88	141 - Forest, woods or wildland fire	A Shift	1	4
11/24/2023	2023-234	30092 County Road 31A	141 - Forest, woods or wildland fire	A Shift	1	4
11/24/2023	2023-235	700 Main ST	571 - Cover assignment, standby, moveup	A Shift	1	4
11/26/2023	2023-236	4513 Putah Creek RD	611 - Dispatched & cancelled en route	B Shift	1	4
11/28/2023	2023-237	35795 Yellowstone AVE	600 - Good intent call, other		2	3
11/30/2023	2023-238	County Road 27	140 - Natural vegetation fire, other	A Shift	2	3

**TOTAL # INCIDENTS: 27**

Return to FRUSA [Print](#)

RefNumber	Fire Department	Status	State	Run Date	Run Number	NFIRS	Created	Last Modified	Paid Date	Last Name	Insurance	Payment Name	Touches	Invoiced	Received	FD%
1451748	West Plainfield Fire Department	Payment Received	CA	07/06/2023	2023-117	131	08/01/2023	09/28/2023	09/28/2023	██████	State Farm	STATE FARM	9	813.00	813.00	634.14
1469506	West Plainfield Fire Department	Payment Received	CA	08/16/2023	2023-153	322	08/26/2023	10/11/2023	10/11/2023	██████	State Farm	STATE FARM	13	667.00	667.00	520.26
1501259	West Plainfield Fire Department	Payment Received	CA	09/22/2023	WPL-2023-176	322	10/07/2023	12/01/2023	11/30/2023	██████	State Farm	STATE FARM	13	667.00	250.00	195.00
1469507	West Plainfield Fire Department	Payment Received	CA	08/18/2023	2023-158	324	08/26/2023	12/05/2023	12/04/2023	██████	Mercury Insurance	MERCURY INSURANCE	13	584.00	584.00	455.52
1501258	West Plainfield Fire Department	Payment Received	CA	09/19/2023	CA-WPL 2023-174	322	10/07/2023	12/12/2023	12/11/2023	.	United Financial Casualty / (Driver: Rama Santoshni Shanna)	PROGRESSIVE	17	1,481.00	1,481.00	1,155.18
													<b>Paid Total:</b>	4,212.00	3,795.00	2,960.10

## Fund/Account Trial Balance

Period 05\_2024  
 Accounting Entity 1000 - Yolo County  
 Fund 8061 - WEST PLAINFIELD FIRE PROTECTION DISTRICT  
 Budget Unit All Budget Units Top Level  
 Cost Center All Cost Centers Top Level  
 Claiming Details All Dept Details Top Level  
 Revenue Source All Revenue Source Top Level

Accounting Entity	Fund	Fund Description	Account	Sub Account	Account Description	Beginning Balance	Activity	Activity CB
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	100000		CASH IN TREASURY	8,961.66	(47,406.92)	(38,445.26)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	101113		RESTRICTED CASH-WPF FPD CAPITAL ASSET REPLACEMENT	204,328.61	-	204,328.61
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	101114		RESTRICTED CASH-WPF FPD ACCRUED LEAVE	18,367.66	-	18,367.66
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	103100		CASH ON HAND	2,335.01	-	2,335.01
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	111010		PROP TAX RECEIVABLE-CURRENT SECURED	(14.44)	609,700.56	609,686.12
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	111090		PROP TAX RECEIVABLE-CURRENT SECURED SUPPL	2,923.16	(1,494.74)	1,428.42
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	113001		DUE FROM OTHER GOV-JE	65,902.59	-	65,902.59
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	150000		PREPAID EXPENSE	5,208.72	-	5,208.72
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	181100		BUILDING & IMPROVEMENT	166,345.62	-	166,345.62
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	181200		IMPROVEMENT OTHER THAN BUILDING	27,567.00	-	27,567.00
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	181400		EQUIPMENT	1,243,452.99	-	1,243,452.99
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	182100		ACCUMULATED DEPRECIATION-BLDG & IMPRV	(97,146.25)	(570.73)	(97,716.98)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	182200		ACCUMULATED DEPRECIATION- IMPRV OTHR THAN BL	(20,587.85)	(104.16)	(20,692.01)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	182400		ACCUMULATED DEPRECIATION-EQUIPMENT	(865,907.01)	(3,706.37)	(869,613.38)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	190200		FUTURE LONG TERM DEBT REQUIRE	15,326.03	-	15,326.03
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	202000		OTHER ACCOUNTS PAYABLE	(1,215.35)	-	(1,215.35)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	230000		COMPENSATED ABSENSES (LT)	(15,326.03)	-	(15,326.03)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	301005		FUND BALANCE-NONSPEND-PREPAID EXPENSE	(5,208.72)	-	(5,208.72)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	304001		FUND BALANCE-ASSIGNED-CAPITAL ASSET REPLACEMENT	(203,737.31)	-	(203,737.31)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	304002		FUND BALANCE-ASSIGNED-ACCRUED LEAVE	(18,306.68)	-	(18,306.68)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	304003		FUND BALANCE-ASSIGNED-GENERAL RESERVE	(159,825.00)	-	(159,825.00)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	309999		UNASSIGNED	(105,783.62)	-	(105,783.62)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	300100		NET INVESTMENT IN CAPITAL ASSETS	(453,724.50)	4,381.26	(449,343.24)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	400100		PROPERTY TAXES-CURRENT SECURED	-	(366,696.90)	(366,696.90)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	400101		PROPERTY TAXES-CURRENT UNSECURED	-	(27,122.15)	(27,122.15)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	400111		PROPERTY TAXES-PRIOR UNSECURED	-	(296.97)	(296.97)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	403100		INVESTMENT EARNINGS-POOL	(988.70)	-	(988.70)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	403199		GASB 31 FAIR MARKET VALUE - DFS ONLY	(12,740.00)	-	(12,740.00)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	410250		STATE-HOMEOWNERS PROPERTY TAX RELIEF	-	(226.78)	(226.78)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	440003		SPECIAL ASSESSMENT	-	(243,003.66)	(243,003.66)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	440600		OTHER CHARGES FOR SERVICES-FIREFGHTR SERVICES	(1,876.92)	-	(1,876.92)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	440690		OTHER CHARGES FOR SERVICES	(180.00)	-	(180.00)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	450900		OTHER MISCELLANEOUS REVENUES	(123.04)	(1,277.30)	(1,400.34)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	500100		REGULAR EMPLOYEES	76,360.39	26,973.29	103,333.68
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	500120		OVERTIME	2,776.36	2,150.00	4,926.36
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	501110		SOCIAL SECURITY TAX	4,906.51	1,482.89	6,389.40
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	501120		MEDICARE	1,147.50	417.88	1,565.38
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	501170		UNEMPLOYMENT INSURANCE	386.22	461.50	847.72
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	501180		WORKERS' COMP INSURANCE	70,242.00	-	70,242.00
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	510010		CLOTHING & PERSONAL SUPPLIES	9,346.22	9,323.04	18,669.26
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	510020		COMMUNICATIONS	1,440.66	417.75	1,858.41
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	510030		FOOD	239.73	39.46	279.19
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	510040		HOUSEHOLD EXPENSE	1,076.20	605.47	1,681.67
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	510053		INSURANCE-OTHER	12,395.00	-	12,395.00
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	510070		MAINTENANCE-EQUIPMENT	8,550.71	10,150.89	18,701.60

### Fund/Account Trial Balance

1000 - Yolo County	8061	WEST PLAINFIELD FIRE PRO1510071	MAINTENANCE-BUILDING IMPROVEMENT	254.52	20,446.78	20,701.30
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PRO1510080	MEDICAL, DENTAL, & LAB SUPPLIES	321.75	-	321.75
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PRO1510090	MEMBERSHIPS	425.00	-	425.00
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PRO1510100	MISCELLANEOUS EXPENSE	305.76	-	305.76
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PRO1510102	MISCELLANEOUS EXPENSE-CREDIT CARD SERVICE CHARGES	1.37	0.68	2.05
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PRO1510110	OFFICE EXPENSE	839.33	24.27	863.60
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PRO1510112	OFFICE EXPENSE-PRINTING	331.53	191.89	523.42
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PRO1510120	IT SERVICE-DEPARTMENT SYSTEM MAINTENTAINCE	65.47	-	65.47
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PRO1510170	RENTS AND LEASES - EQUIPMENT	667.71	253.28	920.99
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PRO1510171	RENTS & LEASES-BUILDING & IMPROVEMENTS	538.13	-	538.13
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PRO1510180	TRAINING	453.28	-	453.28
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PRO1510190	MINOR EQUIPMENT	4,460.78	1,679.62	6,140.40
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PRO1510201	TRANSPORTATION & TRAVEL-FUEL	1,385.93	1,494.87	2,880.80
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PRO1510220	UTILITIES	2,098.29	553.91	2,652.20
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PRO1510252	PROFESSIONAL & SPECIAL SERVICES-INFO TECH SERVICES	571.02	286.56	857.58
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PRO1510255	PROFESSIONAL & SPECIAL SERVICES-MEDICAL, DENTAL, LAB	-	803.00	803.00
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PRO1510275	PROFESSIONAL & SPECIAL SERVICES-OTHER	385.00	67.83	452.83
				0.00		



## West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

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**DATED** December 19, 2023

**TO** Board of Fire Commissioners

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

**SUBJECT** Bills Paid Since Last Report - For Board Ratification

Napa Auto Parts (Pisanis) - DEF (B30, 230, 330) / Supplies	\$102.48
Napa Auto Parts (Pisanis) - W30 Repair	4.39
Burton's Fire - W30 Step	2,580.26
MES - SCBA Cylinder	1,656.48
Yolo County Environmental Health - CUPA	331.00
Radio Guys - Belt Clip / Battery (Minitor VI)	44.92
Napa Auto Parts (Pisanis) - Tools / Supplies	44.28
Lehr - G30 Parts	1,034.57
US Bank (statement)	
Recology - 11/13/23	\$390.03
Vista Print - Capt Snyder Business Cards	28.73
PG&E - Station and Hall (10/09/23-11/05/23)	830.47
Home Depot - Remodel/Deferred Maintenance	-278.06
AT&T (FirstNet) - Apparatus Connectivity	246.61
Salsbury Industries - Bathroom Lockers	998.71
Alhambra - Bottled Water	64.93
Wizix (Stanton) - Toner	19.50
HRA Platform (Take Command) - QSEHRA Fee	160.00
Home Depot - Remodel/Deferred Maintenance	-47.28
Google - Email/Digital Storage	240.00
Wizix (Stanton) - Maintenance	54.45
Vonage - Office Phone	16.01
Starlink - Internet	120.00
Adobe - Subscription	19.99
Home Depot - Remodel/Deferred Maintenance	137.54
Home Depot - Remodel/Deferred Maintenance	74.53
YC Central Landfill - Ceiling Tiles and Debris	47.20
Woodland Home Center - Plumbing	3.77
Home Depot - Remodel/Deferred Maintenance	86.75
Home Depot - Remodel/Deferred Maintenance	52.14
Woodland Home Center - Plumbing	47.42
Galls - Embroidery (Mendoza, Rehan, Wright)	49.32
Home Depot - Remodel/Deferred Maintenance	119.22
Home Depot - Remodel/Deferred Maintenance	-101.95
Home Depot - Remodel/Deferred Maintenance	42.12
Amazon - Dryer Vent	61.08
Galls - Embroidery (Snyder)	11.41
DMV - Water 30 Title Replacement	25.53
Home Depot - Remodel/Deferred Maintenance	147.54
Total US Bank (statement)	<u>3,667.71</u>
<b>TOTAL</b>	<b><u><u>\$9,466.09</u></u></b>



## West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

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### BOARD OF COMMISSIONERS – REGULAR MEETING – MINUTES November 21, 2023 at 7:00 PM

Held at  
24901 County Road 95  
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, Emily Amy, Beth Stiles, and Warren Roos

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

Joined via Zoom: Department Member Captain Tom Stiles

#### 2. **Public Comment**

NONE

#### 3. **Old Business**

##### a. **Update – Weed Abatement (President Jon Lee)**

Association President Lee reported that weed abatement has been completed.

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

Assistant Chief Stiles reported that there is no update for our District and that the County is currently working with the Districts where the 218 vote failed.

#### 4. **New Business**

##### a. **Discussion / Action – Vice President Yeager Resignation (President McMullen)**

##### i. **Acknowledgment of Service**

President McMullen advised he believed the Board should acknowledge Vice President Yeager's service to the District as a Commissioner as well as a volunteer firefighter since 1972.

Commissioner Roos suggested a letter or a gift from the Board.

Chief Rita advised she will look up the total years of service provided by Vice President Yeager.

President McMullen advised the Board, in the past, recognized retiring members at Board meetings and asked Chief Rita to order a plaque we could present to him at the next Board meeting.

Commissioner Amy advised that the Board never recognized Commissioner Guarino for his service after his term ended. President McMullen requested to also acknowledge Commissioner Guarino's service.

Motion: Order plaques acknowledging their service to the District for retired Commissioner Richard Guarino and Vice President Jim Yeager to present at the December 2023 Board meeting

Motion By: Amy

Second By: Roos

Vote: Approved unanimously

**ii. Committee and Liaison Reassignments**

President McMullen advised that we needed to reassign the Committee and Liaison positions Vice President Yeager previously held.

Training Liaison: President McMullen asked the Board if anyone wanted to take over the Training Liaison position. Commissioner Amy asked what the position would entail. Assistant Chief Stiles advised the Liaison doesn't have much responsibility with Training directly rather they receive updates from staff and then report those to the Board.

Commissioner Amy questioned if the position was necessary. Board and staff discussed and determined this position was no longer needed.

Motion: Dissolve the Training Liaison position

Motion By: Roos

Second By: Stiles

Vote: Approved unanimously

Personnel Committee: President McMullen asked Commissioner Roos if he would take on this position. Commissioner Roos advised he could.

Commissioner Stiles added that the Committee members are reassigned at the beginning of the year.

Commissioner Roos asked if not having the position filled until the new year would impede the District. Chief Rita advised it would and it should be filled at least temporarily.

Commissioner Roos advised that he would fill the position as the interim until new assignments are given in 2024.

**iii. Filling Open Vice President Position**

President McMullen advised that the Vice President position needs to be filled and an election should be held to select it.

Motion: Elect Commissioner Warren Roos as the new Vice President of the West Plainfield Fire Protection District Board of Commissioners

Motion By: Amy

Second By: Stiles

Vote: Approved unanimously

**b. Discussion / Action – Approve Revised Policy 701 – Personal Communication Devices (Chief Rita)**

Chief Rita advised that since we have switched our phone service to Vonage and acquired a Duty Phone for backup, they needed to amend the policy.

Motion: Approve Revised Policy 701 – Personal Communication Devices

Motion By: Amy

Second By: Roos

Vote: Approved unanimously

**c. Discussion / Action – Standing Committees – Reports**

**i. Lillard Hall Committee – Amy, Roos**

**1. Manager Report (Hall Manager Sykes)**

Hall Manager Sykes advised his report was in the packet and there were no changes. Commissioner Amy requested if the report could be limited to the last six months.

Hall Manager Sykes advised the Hall is currently under construction, but all work should be completed prior to the holiday dinner in December. Commissioner Stiles asked what work was left to be completed. Hall Manager Sykes advised there was still electrical, floor sink, window, floor, and counters.



**2. Approve November 8, 2023, Committee Meeting Minutes**

Motion: Approve November 8, 2023, Committee Meeting Minutes

Motion By: Amy

Second By: Roos

Vote: Approved unanimously

Commissioner Stiles asked if there was a budget for the priority list. Commissioner Amy advised not yet, but these are expected to take place over the next ten plus years.

**ii. Budget and Benefits Committee – Stiles, Roos**

**1. Discussion / Action – Approve November 15, 2023, Minutes**

Motion: Approve November 15, 2023, Committee Meeting Minutes

Motion By: Stiles

Second By: Roos

Vote: Approved unanimously

**2. Discussion / Action – Approve Revised FY 2023-2024 Budget**

Chief Rita advised the fiscal year 2023-24 budget has been revised to include the new fund numbers (these were changed by County in July 2023), and the P&L line position was moved.

Commissioner Amy asked where 218 funds were reflected. Chief Rita advised they were on Line 4 – Parcel and Assessment.

Commissioner Stiles advised that the Revenue also looks like more because of the truck trade in.

Chief Rita advised salary and benefits have been increased and the calculation is shown on Page 23 of the Board Packet. She advised it was kept mostly the same and included the new hires.

Commissioner Amy asked how overtime was budgeted. Chief Rita advised it's not overtime, it's ten days of FLSA pay that is built in per pay cycle. Commissioner Roos asked what FLSA stands for. President McMullen advised it stands for Fair Labor Standards Act.

Chief Rita advised on Page 21 was the approved appropriations for FY23 and added a column for fixed costs on Pages 24-25. She advised this included revising costs for

turnouts/clothing. She advised the budget will be in flux due to new hires and capital improvements.

Motion: Approve Revised Fiscal Year 2023-2024  
Budget

Motion By: Amy

Second By: Stiles

Vote: Approved unanimously

**iii. Personnel Committee – Amy**

No meeting; no report.

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

No meeting; no report.

Commissioner Stiles advised there was some discussion regarding about this during the Budget and Benefits meeting. Commissioner Roos advised he would follow up again with the contractor.

**e. Discussion / Action – Liaison Reports**

**i. Fire Prevention / Investigation – McMullen**

Assistant Chief Stiles advised he took a crew out to do a residential sprinkler inspection. He advised if we had adopted Development Impact Fees, we would have charged for the service call.

Commissioner Amy advised she thought we had approved it.

Assistant Chief Stiles advised we only approved it for business, not residential.

Chief Rita advised that the process to adopt a Development Impact Fee would likely be similar to the 218.

**ii. Training – Vacant**

No meeting; no report.

Chief Rita advised there was a joint training with Winters Fire Protection District. Assistant Chief Stiles advised Winters and Willow Oak would like to continue doing joint trainings. He also advised they are looking into a grant opportunity.

**iii. Large Equipment / Facilities – McMullen**

Assistant Chief Stiles advised delivery of the new apparatus will likely be sometime next month.

**5. Fire Chief's Report (Chief Rita)**

**a. Staffing**

**i. Volunteers**

Chief Rita advised she received a volunteer enquiry from

Antonia Pesola, a District resident.

**ii. Reserve Sharing**

Chief Rita advised they received interest from one person that lives in Auburn and Captain Osborn will reach out to him regarding joining as a Reserve. There is talk also about sharing Reserves between Winters Fire and West Plainfield Fire.

**iii. Any Other**

Chief Rita advised all staff are doing well and helping with the Station updates.

**b. Progress Report on Deferred Maintenance / Capital Improvement Projects**

Chief Rita advised there are a few more things to order but will not start additional capital improvement projects until next year.

**c. Report from Yolo County Fire Chief's Association Meeting**

Chief Rita advised the Yolo County Fire Chief's Association wants to incorporate into a 501(c)(3) and may want to do a PAC, but it's still in discussion. She advised that in the past the District has not supported endorsing candidates and only rarely endorsed/supported legislation. Chief Rita advised she would like to have a more in-depth conversation about the Board's position on those matters at the December meeting. Commissioner Amy requested Chief Rita and Assistant Chief Stiles to provide a list of their pros and cons. Chief Rita requested the same from the Board.

**d. Other Items Not Otherwise Addressed Elsewhere During Meeting**

Airport: Chief Rita advised that she met with Ryan Pistoichini from the County and he advised he is open to getting the District additional funding for training and supplies. She advised she pushed for inspections. Mr. Pistoichini advised he would be considering allowing inspections for private and County-owned hangars. Chief Rita advised she will meet with him again in December.

Email Addresses: Chief Rita advised per the policy all Commissioners should have department emails. She advised everyone but Commissioner McMullen has one but not all are using it as their primary method of communication for District matters, they are using their personal emails.

Commissioner Roos advised he doesn't know how to set it up. Chief Rita advised she can send instructions and can help where he needs it.

The Board and staff discussed in length the legal necessity of using the department email versus personal. Per Captain Fish and Firefighter Lee it's best to use the department issued email and it keeps the Freedom of Information Act out of your personal email. Chief Rita advised she will be issuing department email to Commissioner McMullen.

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

Association President Lee advised that the Holiday dinner email went out; please RSVP when you can.

**7. Clerk’s Report**

**a. Clerk’s Resignation**

Board Clerk Hall advised that her resignation letter was in the Board packet.

Commissioner Amy advised she had a discussion with the Clerk regarding her resignation and advised that the new County accounting system is more time consuming than the previous system, adding to the workload.

Board Clerk Hall advised since the Board only approves invoices once a month, as opposed to as they are received and approved, it creates more work in a short period of time instead of being spread out.

Commissioner Amy advised it would be logical to have someone from the Budget and Benefits Committee to approve invoices outside of the Board meeting. President McMullen asked Commissioner Stiles if she would be willing to take on that role. Commissioner Stiles advised she would not be able to take on that additional responsibility at this time.

President McMullen asked the Board Clerk if she would be willing to put her resignation in abeyance and work with Chief Rita on what duties can be transferred or moved. Board Clerk Hall agreed.

**b. Discussion / Action – Approval of December 2023 Bills by Budget and Benefits Chair Stiles and Chief Rita Due to Last Warrant Run December 15, 2023**

Board Clerk Hall advised that the last warrant run of the calendar year is the week of December 17, 2023, prior to the December meeting and requires all invoices to be entered into the County system by close of business on December 15, 2023, or they will not be paid until 2024.

Motion: Authorize Approval of December 2023 Bills by Budget and Benefits Chair Stiles and Chief Rita Due to Last Warrant Run December 15, 2023

Motion By: Amy

Second By: Stiles

Vote: Approved unanimously

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

Commissioner Roos questioned the painting hourly cost. Chief Rita advised the charge is exactly as it was quoted. Assistant Chief Stiles advised it was the work of 2-4 people over six days.

Motion: Approve the payment of bills totaling \$46,696.21

Motion By: Amy  
Second By: Stiles  
Vote: Approved unanimously

**d. Discussion / Action – Approval of October 17, 2023, Regular Board Meeting Minutes**

Motion: Approve October 17, 2023, Regular Board Meeting Minutes  
Motion By: Roos  
Second By: Stiles  
Vote: Approved unanimously

**8. Open Forum**

NONE

**9. Next regular Board meeting on December 19, 2023, unless another date is agreed upon**

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

**10. Meeting Adjourned (President McMullen)**

Motion: Adjourn meeting  
By: Amy  
Second By: Roos  
Vote: Approved unanimously

Meeting adjourned at 2022 hours.

Minutes approved:

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Board President James McMullen

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Board Clerk Carly Hall