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

MINUTES
BOARD OF COMMISSIONERS – REGULAR MEETING
September 15, 2026, at 7:00 PM

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

And by Zoom: https://us06web.zoom.us/j/98831083439
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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 Lindsey)**
The meeting was called to order by President Lindsey. Board Clerk Rita called roll and confirmed quorum. Present were:

Commissioners:	John Lindsey, Warren Roos, Emily Amy, and Greta Eoff
Staff:	Board Clerk Cherie Rita, Fire Chief David Stiles, Battalion Chief Patrick Fish, and Firefighter/Association President Jon Lee
Public:	None

Commissioner McIsaac joined the meeting at 7:03 PM.

2. **Public Comment**
None

3. **Old Business**
   a. **Weed Abatement Report (Firefighter Lee)**
   Firefighter Lee reported that weed abatement inspections and reinspections are completed and all are now in compliance.

4. **New Business**
   a. **Discussion / Action – Standing Committee – Reports and Minutes**
      i. **Lillard Hall Committee – Roos, Eoff**
         1. **Hall Financial and Rental Reports**
         Commissioner Amy noted a typographical error in the entries for the December 11-13 event; noting that the column regarding security deposit receipt date indicates pre-2025-2027. This will be corrected prior to next report so that all read 2025. She also asked about the "credit" in the deposit column. Clerk Rita noted that it was for return of a bounced rental check, which had since been paid.

2. **Approve August 18, 2026, Committee Meeting Minutes**
Need to change identification of Cherie Rita from "Board Clerk" to "Administration Assistant to the Fire Chief." Should add to section 5.c.i – "… mail after signature."

Commissioner Amy noted that work with respect to Lillard Hall should be charged to Lillard Hall and no payroll had been allocated in the Lillard Hall FYE 2027 adopted budget.

Clerk Rita noted that Yolo County has begun reporting the funds we have on hand for Lillard Hall.

Commissioner Amy noted that if she remembered correctly the Hall was the sole user of the propane use budgeted for in the Hall budget. Chief Stiles noted that the backup generator for the Station runs 15 minutes at a time once a week, so uses a nominal amount of propane compared to the Hall.

Motion:	To approve August 18, 2026, Lillard Hall Committee meeting Minutes as corrected
By:	Commissioner McIsaac
Second:	Commissioner Roos
Discussion:	No further discussion

Motion passed unanimously.

3. **Report From September 14, 2026, Committee Meeting**
Commissioner Eoff advised that the three main objectives of the September 14th meeting were: rental policies update (as provided in the packet), CPI related increase for Lillard Hall kitchen rental (letter sent to lessee), and long-term use of the Hall (including ADA compliance issues).

Commissioner Roos noted that the Committee should also still be trying to find fundraising options; the topic was considered briefly again at that meeting, as well.

Bath remodel consideration is an ongoing topic, with the last estimate for remodel coming in at around $40,000.

4. **Discussion / Action – Adopt Proposed Revisions to *Lillard Hall Use/Rental Policies* Document**
After some discussion and various suggested changes for a revised draft, this item was tabled until staff can get input from YCPARMIA regarding their recommended insurance coverage minimum requirements.

5. Fire Chief's Report (Chief Stiles)

a. Incidents for August 2026
Not much change in response levels from the prior month.

b. Staffing Updates
One of the Reserve Firefighters is transitioning to an On-Call position.

c. Grant Updates
Chief Stiles reported that the prior pre-employment physicals did not meet the SAFER Grant requirements; they need to be NFPA 1582 compliant. The Department will need to have all Reserve Firefighters report to Dignity Health for the remaining parts of the pre-employment physicals. To date, as far as Chief Stiles has determined, we have received $2,423.00 from the Grant as reimbursement for the previous physicals. This amount must be returned to FEMA in some manner, likely as credits in future reimbursement costs; additionally, the Federal Government is withholding payment of our current reimbursement request.

Chief Stiles has worked with Dignity Health's Occupational Health department to update our pre-employment physical requirements to meet NFPA 1582 guidelines. The new cost of pre-employment physicals will be $670.00 (up from $302.00); higher for individuals in the 40's, 50's, 60's etc, as more testing requirements are set forth in NFPA 1852 for individuals over certain ages. Total pre-employment physicals for some individuals could cost more than $1,000.00. Between current members completing the required physical, any anticipated new members who would need to complete pre-employment physicals, and upcoming annual physicals, we could end up with an additional cost of $7,000.00 for physicals this fiscal year that have not been budgeted for.

d. Miscellaneous
Chief Stiles reported he had completed several miscellaneous minor repairs. He noted that we are waiting on some parts for E330. He advised that he spent the majority of the past month paying bills while the Board Clerk was on vacation.

In addition to the above, Chief Stiles reported he has also been working on winterizing Lillard Hall and ordering parts to move the downspouts and put in ADA-compliant door thresholds.

Commissioner McIsaac asked if the Department was subject to OSHA inspections, etc. Chief Stiles replied that we are. Commissioner McIsaac advised that he brought it up because he had only recently become aware of some of OSHA's record retention requirements regarding exposures and other health-related issues. Chief Stiles advised that he was aware of those requirements.

6. Assistant Chief's Report (AC Beoshanz)
Not present.

7. Fire Fighter's Association Report (President Lee)
President Lee reported that the Department would be holding an Open House on October 10, 2026; maybe between 9:00 AM and 1:00 or 2:00 PM. This Open House is scheduled during Fire Prevention Week. Fire Department staff will also be visiting Fairfield School sometime during that week.

President Lee advised that this year's Holiday Dinner would be held on December 6; time

yet to be determined. We will be doing the gift game again.

8. **Board Clerk's Report (Clerk Rita)**
   a. **Informational**
      i. **Trial Balance – FYE 2026 – Period 12 – Not Closed**
      Commissioner McIsaac asked about the closing balance for clothing and personnel supplies, noting it was 32% over budget. Chief Stiles noted that a good portion of that is reimbursable. Clerk Rita advised that even once those amounts are reimbursed, it will not be obvious in that reporting category as Yolo County (local government) accounting principals do not allow the amounts refunded to be credited directly to that account. To see the true amount reimbursed, would need to look at the revenue accounts. Chief Stiles noted that we accepted more Reserve Firefighters and career staff than anticipated, as well, which drove the cost up.

      ii. **Trial Balance – FYE 2027 – Period 2 – Not Closed**
      No questions.

      iii. **FYE 2027 Deposits to Date**
      Commissioner Eoff asked about the unclaimed property. Clerk Rita noted that the checks simply arrived one day; she had had no clue that we had any overpayment to Recology or that we had an unclaimed insurance payment as we do not routinely check for unclaimed property.

   b. **Discussion / Action – West Plainfield Fire Protection District Bill Review / Payment Ratification**
   Motion: Ratify payment of the bills as presented
   By: Commissioner Amy
   Second: Commissioner Roos
   Discussion: No discussion
   Motion passed unanimously.

   c. **Discussion / Action – Approve August 18, 2026, Board Meeting Minutes**
   Change [sic] to reference to actual document under revision.

   Motion: Approve August 18, 2026, Board meeting Minutes, as corrected
   By: Commissioner Roos
   Second: Commissioner Amy
   Discussion: No further discussion
   Motion passed unanimously.

9. **Open Forum**
   Commissioner Lindsey reminded everyone that this was Commissioner Amy's last Board meeting. He and the other Board members thanked Commissioner Amy for her years of service and wished her well in her future endeavors.

10. **Next Regular Board Meeting on October 20, 2026, Unless Another Date is Agreed Upon**
    The next regular Board meeting was confirmed to be October 20, 2026.

11. Meeting Adjourned (President Lindsey)

Motion: Adjourn the meeting
By: Commissioner Lindsey
Second: Commissioner Amy
Discussion: None
Motion passed unanimously.

President Lindsey adjourned the meeting at 8:16 PM.

Approved: October 20, 2026

JOHN LINDSEY, President / Commissioner

CHERIE RITA, Board Clerk