



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

BOARD OF COMMISSIONERS – REGULAR MEETING - MINUTES
May 21, 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 (President McMullen)**
The meeting was called to order at 7:01 PM by President McMullen.

Clerk of the Board, Kytiana Sayer-Peterson, called role and confirmed that a quorum was present.

Present were:

Commissioners: President James McMullen, Commissioner Beth Stiles, Commissioner Emily Amy, Commissioner Warren Roos, and Commissioner John Lindsey
Staff: Board Clerk Kytiana Sayer-Peterson, Assistant Chief Dave Stiles, and Captain Scott Bravo
Public: West Plainfield Fire Protection District Resident and Property Owner Duane Chamberlain, and Representative from SCI Consulting Group Jeanette Hynson

- 2. Public Comment**
NONE

- 3. Discussion / Action – Hire Board Clerk Candidate Kytiana Sayer-Peterson**
Commissioner Amy, Chair of Personnel Committee, introduced Board Clerk candidate Kytiana Sayer-Peterson. Kytiana works for the California Society of Health-System Pharmacists (CSHP) in a similar capacity, engaged with two boards. Personnel committee puts forth candidate as the Clerk of the board for the West Plainfield Fire Protection District (WFPD).

Motion: Accept Kytiana Sayer-Peterson put forth by the Personnel Committee for the Role of Clerk of the Board
By: Commissioner Amy
Second: Commissioner Roos

Discussion: NONE
Motion passed unanimously

4. **Presentations - Service Plaques for Retired Commissioners Richard Guarino and Jim Yeager (President McMullen)**

Retired Commissioner Yeager was not able to be present at Lillard Hall, however he is honored to accept the Plaque. McMullen asks for a volunteer among the commissioners to deliver the plaque to Retired Commissioner Yeager's home.

There was no opposition among the commissioners to deliver Retired Commissioner Yeager's plaque to his home.

Retired Commissioner Richard Guarino accepted plaque for 12 years of service from 2011-2020.

Commissioner Amy volunteers to take Retired Commissioner Yeager's plaque to his home.

5. **Weed Abatement Report (Firefighter Lee)**

Firefighter Lee was not present at Lillard Hall, Assistant Chief Dave Stiles presented the information on the Weed Abatement Report on his behalf.

Firefighter Lee has begun inspections and they are ongoing. Lee hopes to finish primary round of inspections by May 31st.

6. **New Business**

a. **Discussion / Action – E30 Replacement – Preapproval (AC Stiles)**

Apparatus Replacement plan following the NFPA guidelines is ongoing within budget review. NFPA's recommendation is that a frontline apparatus is in service for approximately 10 years before moving to reserve. The current frontline engine for WFPD is 21 years old which is reaching the end of the current NFPA's recommended lifespan.

AC Stiles is weighing replacement options with consideration of financial solvency. Stiles addresses to commissioners the current estimated amount of apparatuses and details inflation percentages with manufacturers increasing from 3-5% inflation rates historically, 5-8% inflation rates within the last 3-5 years, and up to 14-17% inflation rates last year, and are projecting a 20% inflation of costs for future years. Estimating costs amount to a total of 8.3 million unfunded dollars.

Considering the inflated cost for apparatus, may not expect carrying a fleet of the same size as current. AC Stiles conservatively estimates a total of 5.5-6 million dollars projected in expense for apparatus replacement.

There is a structural deficit in funding for apparatus replacement, at current around \$70,000 each fiscal year is allocated towards Capital Assessment Replacement Fund projected through Fiscal Year (FY) 2048. As notes within the Capital Assessment Replacement Fund projections, with the purchase of Engine 1 in FYE 29, WFPD can expect an estimated cost of 1.49 million dollars with a balance deficit of \$836,123.00. The deficit projections continue through the fiscal years as additional replacements are necessitated.

Capital Assessment Replacement Fund inputs were reassessed displaying over \$200,000.00 per FY in income to the fund will be required to offset the apparatus replacement over the coming Fiscal Years.

Discussion ensued addressing replacement options, options presented by AC Stiles include:

- Purchase and Finance over 15 years. Yearly costs would be equal to or greater than what we are currently able to set aside, however, this would entail little to no funding for replacements following the 15 year time period. This option does not account for savings needed for other large equipment replacement needs. Can investigate becoming self- or grant-funded over the next 5-8 years to cover other large equipment replacement.
- Buy New.
- Look for grant opportunities, many agencies have tried AFG grant funding. It is unlikely that we would be considered. Also consider private donors.
- Consider finding an apparatus 10 years old or newer that has undergone depreciation. Typical depreciation of these units represents a \$35,000.00 loss in value each year. With this option may still need to consider tertiary funding sources, however, this option may allow flexibility to grow Replacement Fund.
- Repower/Refurbish current engine. Time estimated up to a year for refurbishment. AC Stiles asserts that this option is not preferable/viable.

AC Stiles asks the Board of Commissioners for thoughts on the best course of action with provided options. Encourages the board to also consider external funding, or look at depreciated apparatus, however external funding will likely not cover full costs and will require financing.

Commissioner Amy inquires of AC Stiles what the goal is for replacement timeline. Stiles replies that they are looking for a replacement within the next 2 years. Some manufacturers have long build times for the ordered apparatus and can expect percentage of increase in due amount over time of build.

Commissioner Amy inquires what the cost would be to rebuild existing apparatus. AC Stiles replies that NFPA requirements would necessitate a full engine replacement in order to base age of the apparatus or replace/repower with a new chassis.

Commissioner Roos inquires if there is any residual value in the apparatus when the old one is decommissioned. Stiles replies that there is and surmises that market prices may be between \$80,000-\$100,000.

President McMullen asks Chief Stiles to reference again the quoted NFPA standard. Chief Stiles asserts that the NFPA reference codes to 1901.

Commissioner Lindsey inquires if there is value in keeping old apparatus in reserve due to manufacturer delays and troubleshooting decommissioned time while apparatus is in service. AC Stiles replies that there can be value added, however old apparatus can be a liability regarding discarding later and depreciating re-sell value.

Commissioner Roos clarifies that the repair and out of service time will become excessive for maintenance comparable to a newer apparatus. Chief Stiles articulates that this information is difficult to anticipate in advance and can differ depending on each apparatus.

Commissioner Amy's initial reaction is to watch for a used apparatus as opposed to a new apparatus. AC Stiles speaks in support of this option

Commissioner Stiles speaks in support of Commissioner Amy's statement to watch for used apparatus to be open if additional funding is not attained.

Commissioner Lindsey inquires if a new apparatus would be more reliable as opposed to watching for a used apparatus. AC Stiles responds that anything less than 10 years old should face less system failures. However, the longevity of a unit has proven to have more long-term reliability for older model apparatus and newer apparatus have newer systems that encounter additional failures including emission system standards.

Commissioner Stiles inquires about the duration of time typical for a pre-approval for purchase of an apparatus, additionally asking if it is possible to hold an order while board deliberates or is it best practice to have a pre-approval. Chief Stiles replies that it would be best to have preapproval to hold during deliberations.

Public comment received on this item following discussion from Duane Chamberlain stating the newer engines are equipped with sensors for air

pollution, 20-year-old engine will continue to run. Chamberlain explains that the engine will shut itself down for air pollution and will not serve as well as an older engine. Chamberlain inquires of Chief Stiles of compliance with fire apparatus regulations given the trends of newer apparatus being faulty with regard to maintenance and emission-controlled apparatus operations. AC Stiles replies that the industry is currently leaning towards adoption of electric/hybrid apparatuses.

b. **Discussion / Action – Adopt Resolution 24-0x – Resolution of Intention to Continue Assessments for Fiscal Year 2024-25, Preliminarily Approving the Engineer's Report, and Providing for Notice of Public Hearing for the West Plainfield Fire Protection District, Fire Protection and Emergency Response Services Assessment (SCI)**

President McMullen opens discussion with Commissioner Amy.

Commissioner Amy details old list of Board of Commissioners on the report as a major error on report. Report requires correction of retired, new, and promoted commissioners list. Representative from SCI Consulting Group addresses the Board of Commissioners and reminds the board that the report is available for preliminary approval as an internal function and assures that the mentioned changes will be made and re-submitted. Representative apologizes for oversight and reminds the board that they will be back during June meeting if the board moves forward with the resolution to provide notice of public hearing.

Motion: Approve resolution as written with correction to the engineers report as mentioned and move forward with public hearing at the June meeting.

By: Commissioner Amy

Second: Commissioner Stiles

Discussion: Chief Stiles reminds the board that this process is a part of the annual requirements for the 218.

Motion passed unanimously

c. **Discussion / Action – Adopt Preliminary Fiscal Year 2024 / 2025 District Budget (Commissioner Stiles)**

Commissioner Stiles details that the budget committee has met twice to determine budget. Included in their considerations were the 218, personnel resources, and a large adjustment regarding upcoming building maintenance. Reorganized priorities to actively focus on roof sealing and painting the station. Deferred other maintenance to following year. Electricity costs were brought up as the expense was high. Discussing solar options to offset electricity monthly costs. Looking for a grant or looking to Yolo County for financing to pursue solar options. Another area of the budget details, not adding additional radios, will not be budgeted for this year as the district

cannot afford updating although current inventory is not meeting all requirements.

Bravo inquiries about PGE costs, Stiles replies that the combined costs between station and hall electricity amounts to over \$1,100.00 a month.

Commissioner Stiles determines that overall, the budget is balanced, to still have revenue to use for services, with gaps in long-term funding needs.

Commissioner Amy inquires where shed will be located. AC Stiles replies that the shed will be located on the north side on site.

Commissioner Stiles motions that the board approves the tentative 2024/2025 budget.

Motion: Approve the tentative 2024/2025 budget for final approval at the June meeting
By: Commissioner Stiles
Second: Commissioner Roos
Discussion: No Discussion
Motion passed unanimously

d. Discussion / Action – Adopt Procedure 1005 – Leaves and Absences – Career Staff (AC Stiles)

Chief working on policy for leaves and absences, looking for direction from staff on how to sign up and get approval for Vacation Time. Proposes vacation time to be assessed in 6-month increments with a 4-month sign up period prior to that 6-month time incremental range.

Commissioner Amy inquires 1005.4 what is compassionate leave and is it paid? AC Stiles replies that it is compensated. Commissioner Amy inquires how it differentiates between vacation or sick leave. AC Stiles replies that it is paid leave deducted from 'sick leave' time includes bereavement and compassionate time off. Commissioner Amy replies that the State of California implemented language in January 2024 regarding compassionate leave.

Commissioner Amy recommends to postpone until the next meeting to establish language specific to this section pursuant to the changes recently made by the State of California.

Bravo speaks on behalf of career staff Packet was released under 72 hours ago. Nothing stands out as valuable to pay attention to, update from past where there were minimal policies on leave/bereavement.

Board is under consensus to defer item to June meeting.

e. **Discussion / Action - Standing Committee Appointments (President McMullen)**

Lindsey to replace commissioner Roos on Budget Committee. Roos has stepped down from the Personnel Committee, replaced by McMullen. Board committee makeup will consist of the below:

Budget and Benefits Committee - Commissioner Stiles (Chair) and Commissioner Lindsey

Personnel Committee - Commissioner Amy (Chair) and President McMullen

Lillard Hall Committee - Commissioner Amy (Chair) and Commissioner Roos

Board thanks Commissioner Amy for chairing two of the committees of the Board.

f. **Discussion / Action – Standing Committee – Reports**

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

1. **Hall Manager Report**

Includes Bank account balances, funds in and out, and Rental Report.

Commissioner Amy takes questions on the report. No questions on this item.

2. **Discussion / Action – Approval of May 15, 2024, Minutes**

Minutes came later. Not a part of the packet, but were provided after.

No Questions on this item.

Motion: Approve minutes of May 15th Hall Manager Report

By: Commissioner Amy

Second: Commissioner Roos

Motion passed unanimously

3. **Discussion / Action – Adopt Preliminary Lillard Hall Budget for Fiscal Year 2024 / 2025**

Commissioner Amy notes that did include CPI increase written into contract going into effect in September. Needed

to verify, estimated 2.25 increase, will need to confirm the increase. Won't know exact number until late in the summer. Numbers this year are looking lower than the preceding year.

Additionally, Commissioner Amy did not include 2.25 increase into the kitchen instead allocated to repairs and maintenance category. Kitchen remodel costs in at around \$21,000.00 already received payback (noted in minutes) by the end of the budget year will be closer to \$15,000.00. Include funds in repairs and maintenance and continue at \$600.00 for Kitchen remodel deduction fund allocations.

Motion: Approve the Preliminary Lillard Hall Budget for Fiscal Year 2024 / 2025
By: Commissioner Amy
Second: Commissioner Stiles
Discussion: No Discussion
Motion passed unanimously

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

1. **Discussion / Action - Approval of April 26, 2024 Minutes**

Motion: Approve April 26, 2024, Budget and Benefits Committee meeting minutes in combination with May 7, 2024, Budget and Benefits Committee meeting minutes.
By: Commissioner Stiles
Second: Commissioner Roos
Discussion: No Discussion
Motion passed unanimously

2. **Discussion / Action – Approval of May 7, 2024 Minutes**

Approved in combination with prior item 6.f.ii.1.

3. **Discussion / Action – Creation of Additional Restricted Fund – Non-Leave Benefits**

Funds that carry over within their account require a line item created in budgetary ledger to show funds at the end of the year as they transfer into that account. Item 3.b on the May 7, 2024, Budget and Benefits Committee minutes.

Commissioner Amy inquires if this will be an account that indicates to the county to separate these funds. AC Stiles replies that the WPFDD will budget that, whatever is unused

will be transferred into a reserve account through a county transfer.

Motion: Create an additional restricted fund for the Non-Leave Benefits
By: Commissioner Stiles
Second: Commissioner Roos
Discussion: No Discussion
Motion passed unanimously

iii. **Personnel Committee – Amy, Roos**

1. **Discussion / Action – Approval of April 17, 2024 Minutes**

Motion: Approve April 17, 2024, Personnel Committee meeting minutes in combination with April 25, 2024, Personnel Committee meeting minutes
By: Commissioner Amy
Second: Commissioner Lindsey
Discussion: No Discussion
Motion passed unanimously

2. **Discussion / Action – Approval of April 25, 2024 Minutes**
Approved in combination with prior item 6.f.iii.1.

3. **Discussion / Action – Adopt Revised Policy 1003 – Position Descriptions – Attachment: Position Description – Board Clerk**

Do not require the Board Clerk to attend all the Committee Meetings. The Clerk does not need to be present at those meetings and will need to make corrections in the job description. Making changes to the Job Description in these sections: Policy 1003 Pages 73-77 in Meeting Packet.

Motion: Approve revisions in Job Description for the Board Clerk.
By: Commissioner Amy
Second: Commissioner Stiles
Discussion: No Discussion
Motion passed unanimously

4. **Discussion – Fire Chief Replacement Process / Timeline**
Chief Rita has formally given notice that she will be stepping down at the end of the year.

Discuss process for selection of the new Fire Chief. Started consideration in three people in house that are interested in the position. Things that have been submitted so far will be considered when the selection process has begun. This evening only the process will be determined as this item has not been done for a long time and the process will need to be clarified.

Chief Rita, through Commissioner Amy, suggested sending out 360 Evaluations to the whole department. Commissioner Amy proposes a locked steel box with a slot in front of the department to avoid mailing to receive these materials.

The Personnel Committee may reach out to receive additional materials from parties that have expressed interest.

Commissioner Amy opens the floor to discussion among the commissioners in terms of recommendations for process.

Stiles speaks in support of receiving feedback. Surmises that information will be brought forward that isn't normally included (eg., praise, opportunities to improve) would be nice to have when deciding. Inquires how or timeframe for that hiring process. Commissioner Amy inquires about the timeline and when a hire would need to be made. Commissioner Amy replies that there needs to be a shadowing period. The committee can utilize the same questions from past 360 evaluations, populate with the names of those that have expressed interest and allow evaluations for two weeks. Commissioner Amy states that the Board would have a special meeting to do an Interview Panel before the end of June to provide a candidate recommendation to the board/make a final determination. Special meeting likely before the end of June.

Commissioner Roos suggests entertaining the idea of recusal if any candidates should have a family member on the board. AC Stiles replies that Yolo County Counsel has advised that if it is an unpaid position and/or no-stipend position, there is no recusal process required to be implemented.

Commissioner Amy asks the board if they are comfortable with moving forward.

Commissioner Roos confirms timeline of decision by July, Commissioner Amy confirms a tentative decision by July and in place by August for shadowing time and sharing of information.

Captain Bravo inquires if there will be a cross check to ensure that all that have applied meet the minimum requirements. If an individual were to be inclined to participate in the process as a candidate, but did not meet the minimum requirements, would the Personnel Committee continue to do evaluations on those individuals? Commissioner Amy determines that she will meet with Chief Rita to discuss that and consider whether to include candidates that don't meet the minimum requirements in the evaluation stage for candidates/applicants. Commissioner Amy thanks Captain Bravo for bringing this to the attention of the Board and Personnel Committee members.

Commissioner Amy thanks everyone for their input.

7. **Assistant Chief's Report (Assistant Chief Stiles)**

No further to report. Chief Rita did include a copy of the incidents responded to within the meeting packet.

Commissioner Amy inquires about a note on the incidents that she does not typically see on the report, curious what a 553 Public Service entails or covers. AC Stiles details that a public assist or public service is a catch all or umbrella category including any service call for the public that does not have another existing reporting code. Series of codes are broken down by type of service, something that doesn't apply to most other code series will become attributed to public service (eg, goat herding).

8. **Fire Fighter's Association Report (President Lee)**

Captain Bravo presents report on behalf of President Lee. No items to report. No discussion received on the Item.

9. **Clerk's Report**

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

Commissioner Amy inquires of Assistant Chief Stiles of the longevity of some of AV pads, glucose strips, and other items. AC Stiles states that most items will expire within a year or two and will be replaced on their expiration date. Even if unused will need to be replaced to replenish expired stock.

Motion: Approve the Bill Packet as presented
By: Commissioner Amy
Second: Commissioner Roos
Discussion: No Discussion
Motion passed unanimously

b. Discussion / Action - Approval of April 16, 2024, Regular Board Meeting Minutes

President McMullen asks the board if there are any corrections in the meeting minutes.

Commissioner Amy asks a question about Item 5.a, noticed that there was not a dollar amount listed in what was said to be approved at the meeting which was \$199.00 would like dollar amount to be listed in the minutes. Commissioner Amy asks if the other board members have a recollection of the cost for purchasing a template from the QSEHRA plan template. Commissioner Stiles speaks in agreement that the recollected dollar amount is accurate but does not specifically remember.

Commissioner Amy infers that the feeling of the board is that the dollar amount does not need to be included in the minutes? Commissioner Amy continues with next meeting minutes' item at Page 83 Section 6.b, requests to change "specially" to 'specifically.' Commissioner Amy continues to next item of the minutes at Page 85 Section 6.d.iv, requests to change "Commissioner Am" to 'Commissioner Amy.'

Motion: Approve the April 16, 2024, Regular Board meeting minutes as corrected
By: Commissioner Amy
Second: Commissioner Lindsey
Discussion: No Discussion
Motion passed unanimously

10. Open Forum

Commissioner Roos brings to the attention of the board a past discussion of seizure of personal computers in the event of a legal dispute. If hardware were to be seized, would result in great concern. Would prefer to not be required to have additional/ separate hardware specifically for WPF. In the event of a lawsuit or legal incident requiring seizure of personal hardware, there would need to be systems in place to avoid this if there is any possibility. This could include issuance of hardware for board communications. Commissioner Roos urges the board to take this item into serious consideration.

Commissioner Lindsey asserts that, in his experience, it is unlikely that a device would be seized. There would be a reason directly related to the legal matter at

hand. Data can be obtained; however, a physical device is unlikely to be seized. Additionally, the information that can be used in the legal dispute has to be requested and related to the case.

Commissioner Amy reflects the conversation also including utilization of personal email addresses. And in that case the full email would be able to be used in the search.

Commissioner Lindsey advises that they could potentially do a keyword search. Additionally advises that there is unlikely to be a scenario for a blanket discovery request, this would be the determinations of the legal parties at play. It is a reasonable concern, however diligence from the board to be mindful about limited communications and adherence to detailed filing systems is import.

Commissioner Amy reflects concerns from past conversations regarding the data more so than the device itself.

Commissioner Lindsey speaks from his experience in the legal field with past experiences on data acquisitions detailing that it is typically a fight to obtain materials in this way.

Commissioner Amy clarifies that the recommendation was to utilize provided devices specifically for Board/District Activities to protect personal devices. President McMullen asks of Commissioner Stiles the Board had discussed providing hardware to Board members for board related activities/communications. Commissioner Stiles asserts that the Board had discussed looking at the budget for room to accommodate the expense of the hardware and was not able to implement it.

Commissioner Amy proposes old tablets as a potential avenue, to which Assistant Chief Stiles replies that they will become available over time as they are replaced.

Commissioner Lindsey reminds the board that the data would be within the Google or Microsoft Cloud as opposed to on a device itself if a file is located on that device. Commissioner Lindsey asserts that this is a good thing for the board to consider.

President McMullen states that he would like to be informed when the tablets are made available. Assistant Chief Stiles to touch base with Captain Fish to get a timeline on the tablets for the board to utilize.

Commissioner Lindsey advises the board to be consistent when managing data.

Commissioner Roos inquires if there is a preemptive measure that can be taken to protect the board. Commissioner Lindsey will investigate options to take precautionary measures.

Captain Bravo career firefighters met on May 2, 2024, and provided Chief Rita a petition for recognition. Captain Bravo and Chief Rita received an email request for local rules by May 28, 2024. Captain Bravo reads the letter provided. Bravo has not been able to find any local rules related and wanted to put this on the Board's radar.

Commissioner Roos asks what the board needs to understand of the request made. Captain Bravo identifies the main request as identifying any rules applicable to this item of coming to either board or district when forming a bargaining unit.

Commissioner Amy reflect on a few sections of policy that may be applicable to bargaining units, doesn't recall where the policy was located.

Captain Bravo Lexipol policy approvals November-January 2024 there were discussions regarding Bargaining Units.

Commissioner Amy asserts that the language might be within those policies.

Commissioner Lindsey proposes looking at Lexipol policies to get further direction.

Commissioner Lindsey will be out the 10th-19th of June, may be able to Zoom into June 18, 2024, meeting if possible.

Defer Special Meeting until after June 19, 2024.

11. Next regular Board meeting on June 18, 2024

12. Meeting Adjourned (President McMullen)

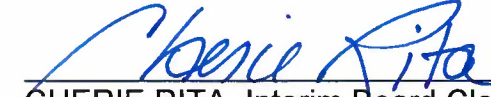
Motion: To adjourn
By: Commissioner Roos
Second: Commissioner Lindsey
Discussion: No Discussion
Motion passed unanimously

Meeting Adjourned at 9:00 PM

Minutes approved: June 24, 2024



JAMES McMULLEN
President / Commissioner



CHERIE RITA, Interim Board Clerk
(signed October 23, 2024)