



## West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

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### STANDING COMMITTEE – LILLARD HALL – COMMITTEE MEETING - MINUTES December 26, 2022 @ 11:00 AM

Held  
Lillard Hall  
24905 County Rd 95  
Davis, CA 95616

#### 1) Call the Meeting to Order (Chair Amy)

Meeting called order at 10:59 AM by Chair Amy. Present were:

Commissioners: Emily Amy and Richard Guarino

Staff: Fire Chief Cherie Rita

Others: Patrick Fish

#### 2) Public Comment

Patrick Fish commented that he didn't feel fully heard at the Board meeting, having been cut short, so wanted to reiterate his concerns about the Hall, as follows:

- Issues have been going on for years
- Board / Committee has been reactive and Board time could be better spent elsewhere
- Music too loud, supposed to end at 11:00, doesn't always
- Supposed to be gone by Midnight, aren't always
- No repercussions to renters as policies aren't enforced
- Disruptive to staff and neighbors
- Front area riddled with trash, alcohol bottles – not a good image
- Safety issues with the unsupervised use of alcohol, especially given remote area
- No onsite oversight by Hall Manager and security firms seems to be friends with renters and not looking out for our interests
- Renting as we are does not serve the District's mission
- District is subsidizing water and propane
- Recommends: (1) not renting to out-of-district residents and (2) rethink immediate hiring of new Hall Manager

Commissioner Amy asked if Mr. Fish he had the statement in a written format that could be sent to the committee. He indicated he did and would.

#### 3) Discussion / Action – Hall Manager Search

Commissioner Amy noted that we may need a slight revision to the job description to make it clear that on-site supervision during events is necessary. Commissioner Amy suggested that we post job position on District

webpage and maybe the County Jobs page. Chief Rita will post on webpage and check into County Jobs page.

**4) Discussion / Action – Hall Rentals**

**a) Status of scheduled and outstanding requests**

There are some requests in email that had not been responded to. Hall calendar seemed to be up-to-date except for the dog group times, which had not yet been received. Chief Rita will update the calendar with those dates once they are received. Members matched completed applications with entries on the calendar, but was unable to find an application for the March entry.

Commissioner Amy directed Chief Rita to respond to any outstanding and new requests that responses will be delayed and to update the email with an away message to that effect. Chief Rita was also directed to respond to Yolo County and 4-H and confirm their requested dates.

Commissioner Guarino agreed to do walk throughs after events.

**b) Clean up by renters**

Continues to be an issue. Though the prior Hall Manager reported she had talked to renters, it is clear that more needs to be done.

**5) Discussion / Action – Review Documents Passed on from Manager Gonzalez**

Members and Chief Rita reviewed the documents provided by Hall Manager; they seem to be incomplete with respect to repair quotes and go back to only Feb 2020; more in-depth review needs to occur. The Hall Manager did not provide any electronic files.

**6) Discussion / Action – Review Accounting (invoices & checks paid)**

Located unpaid Recology invoice. The prior Manager had paid some Recology invoices, so Commissioner Amy directed Chief Rita to contact Recology to make sure payment is up-to-date and if not get it paid. As invoices come in, Chief Rita is directed to get checks signed and get them paid.

One outstanding rental fee check (dog group at \$500) had been received. Commissioner Amy will deposit it.

**7) Discussion / Action – Hall Maintenance**

- a) Grinding / repair of cracks in flooring**
- b) North door**
- c) Oven**
- d) Light**
- e) Other**

There were no quotes found in the documents turned over by the prior Manager, nor were there any in email. Commissioner Amy directed Fire Chief Rita to contact the prior Manager regarding status of obtaining quotes.

Other repairs might include: bathrooms and kitchen, in general

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8) **Open Forum**

Nothing. Commissioner Amy did recap next steps as follows:

- Commissioner Amy to: (1) deposit check and (2) check with Firefighter Jon Lee regarding possible applicant for manager position
- Commissioner Guarino to perform the walkthroughs after events
- Chief Rita to: (1) monitor Hall email (2) call Recology and pay bills (3) confirm dates with 4H and the County, (4) set up auto response for email, and (5) post job

9) **Calendar**

- a) **The next Lillard Hall Committee meeting to be determined as necessary**

No meeting was set.

10) **Adjourn (Chair Amy)**

Minutes approved:

January 17, 2023

James Yeage  
Vice President James Yeage

Carly Hall  
Board Clerk Carly Hall