



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

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

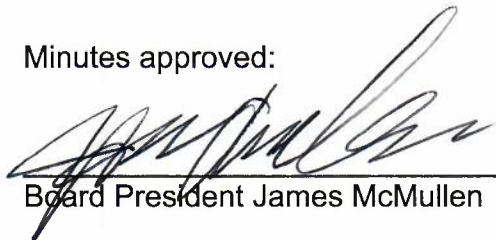
9. Next regular Board meeting on December 19, 2023, unless another date is agreed upon
President McMullen confirmed the next meeting date as December 19, 2023.

10. Meeting Adjourned (President McMullen)

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

Meeting adjourned at 2022 hours.

Minutes approved:


Board President James McMullen


Board Clerk Carly Hall