



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

MINUTES BOARD OF COMMISSIONERS – REGULAR MEETING September 17, 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>
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)**
President McMullen called the meeting to order at 7:00pm. Board Clerk, Kytiana Sayer-Peterson, confirmed that a quorum was present.

Present Were:
Captain Scott Bravo, Firefighter Association President John Lee, Chief Rita, Supervisor Lucas Frerichs, Kytiana Sayer-Peterson
VIA Zoom: Chief of Winters Fire Jack Snyder
Commissioners: Emily Amy, John Lindsey, Warren Roos, James McMullen, Beth Stiles
2. **Public Comment - NONE**
3. **Weed Abatement Report (Firefighter Lee)**
Inspected all properties and they have come to compliance, with incoming rain there is no anticipated fire danger through October.

Commissioner Amy inquired if the Standing Agenda item “Weed Abatement Report” may be removed until the next fire season February of 2025. Bring back to February meeting to discuss mailings necessitated.

Board reached consensus to bring item to the February Regular board meeting, and to remove standing item from Agenda until that time.
4. **Old Business**
 - a. **Discussion / Action - Approval of Policy 802 - Subpoenas and Summons (Chief Rita)**
Sent to County Counsel for review and approval and received approval August 21st.

Motion: Approve policy 802
By: Commissioner Amy
Second: Commissioner Stiles
Motion carried unanimously.

5. New Business

a. Discussion / Action – Standing Committee – Reports

i. Lillard Hall Committee – Amy, Roos

1. Hall Manager Report

Nothing new to report on history and rentals. Overview of Bank accounts provided. There were no questions from the board on these materials.

2. Discussion / Action – Approval of September 11, 2024 Minutes

Motion: Approve September 11th Lillard Hall Committee Meeting Minutes
By: Commissioner Amy
Second: Commissioner Roos
Motion carries unanimously.

ii. Personnel Committee – McMullen, Amy

1. Discussion / Action – Approval of August 20, 2024 Minutes

For Item 3.A, insert the word “day”.

Motion: Approve Minutes of August 20th Personnel Committee Meeting
By: Commissioner Amy
Second: Commissioner Lindsey
Motion Carries unanimously.

6. Fire Chief's Report (Chief Rita)

Provided are reports, waiting on the Financial Report from the county.

Commissioner Amy inquired about frequency of smoke detection malfunction calls and how they originate.

Chief Rita replied that the calls are from the alarm companies with smoke detectors within the system. Employees will either reset or disarm the unit, up to the property owner/manager to get necessary repairs.

Durango thank you letter should be sent to Woodland, city and fire Department. Official recognition requested for the Thank you letter.

Board Clerk Kytiana asked by board consensus to send thank you letter.

Discussed opportunities to contain a piece that catches fire regularly, identified a good address to send mailings to.

Firefighter Lee indicated that an issue is the “Do Not Trespass” Sign on the property

entryway. Assume that it is unoccupied. Firefighter Lee will reach out to the property owner on the north side to ask if it is alright to access to conduct inspections.

Agreement with Airport prepared for McMullen's signature.

A recent tractor fire on road 31 and 95 that is farmed by a fire chief from another district was billed through recovery hub. Staff was unable to identify cause, Owner has asked to waive recovery fee. District does get some funding from lease holds, the cost of the fee ranges between \$700.00-\$800.00. Understanding is that the tractor was sitting for 4-6 hours and it had caught fire for an undetermined reason. AC Stiles investigated and was unable to identify origin.

Commissioner Amy mentioned that it may not behoove of the district to waive the fee as it may show to others that the District is able to make an exception.

Commissioner Roos proposed that the District Waives half of the fee.

Commissioner Stiles proposes to not waive the fee as there are human resources expensed to report to the site of the fire.

Commissioner Lindsey inquired if there may be another avenue to acquire funding to waive this fee?

Chief Rita clarifies that there is no direct funding available from the district for the farmer affected unless the fee is waived and this would be unaccounted for revenue.

Commissioner Amy inquired where this revenue is coded to within the districts accounting.

Chief Rita replies that there is a line item related to unsecured funding for this revenue item.

Recommendation from Chief Rita to put on the October Regular meeting agenda to discuss officially and make a decision.

Decision to vote on fee Waiver deferred to the October Agenda.

Backend incident reported from Engine at the San Bernardino county fire.

On Monday, Chief Rita sent out promotions for the fire captain spot, and started process to fill firefighter positions by promotion. Both are running concurrently and will end Friday at 5:00pm.

Two firefighters have completed firefighter training, one is considering reserve but will continue training with the department in the foothills. One firefighter completed training today and will be in service shortly.

Chief Rita will send an email for the correct date and location for the meeting.

Celebration of Life for Jo Yeager at 12:00 pm September 27th Saint James, reception to follow service.

District Resident Passed away, they are located on Russel on the westside of Road 95. Directed in obituary that others make donations to the fire department.

Commissioner Roos inquired about Training with Assistant Chief Stiles. Chief Rita replied that training has begun as a shadow period

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

Chief Rita reported on his behalf that there is no current updates for the Assistants Chief Report.

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

Firefighter Lee confirmed that the Association has scheduled holiday dinner on Sunday, December 15th, and have moved the pinning and retirement ceremony for Chief Rita and incoming Chief (current Assistant Chief) Stiles.

9. Clerk's Report

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

Commissioner Amy inquired about what is included with Bill Ratification

Chief Rita and Board Clerk Kytiana replied that the bill review and ratification includes accounts payable and receivable for that month's period. These items have been preliminarily reviewed and approved by the Budget and Benefits Committee

Motion: Ratification of the Bill Review

By: Commissioner Amy

Second: Commissioner Stiles

Motion approved by unanimous consensus.

b. Discussion / Action – Approval of August 20, 2024 Regular Board Meeting Minutes

Headings July 16th to be moved to August 20th.

Page 3, 5th paragraph down, correct spelling of necessitated.

Page 7, item 6, second paragraph rewording of sentence regarding 218 Item 8 Firefighter Lee "Lee".

Chief Rita, Footer on Pgs 2- end need to be removed. Modify formatting on bottom of page 6. Approval section located at the bottom.

Item 10, Page 8, "Tara Thronson".

Motion: Approve Minutes from August 20th Regular board meeting

By: Commissioner Amy

Second: Commissioner Roos

Motion carries unanimously.

c. Discussion / Action – Approval of September 11, 2024 Board Meeting Minutes

Motion: Approve September 11 Board meeting minutes

By: Commissioner Stiles

Second: Commissioner Lindsey

Motion carries unanimously.

10. Open Forum

President McMullen addresses and thanks Supervisor Lucas Frerichs for joining the meeting and asks if he would like to address the board.

Supervisor Lucas Frerichs provides the board an update on the district and states that 11 or 12 districts in the county are working to pass 218, looking forward to continued movement in the fire sustainability movement. Frerichs wanted to see if there were any issues that the board would like to raise to the district.

Supervisor Frerichs commented on the proposed idea to improve district sustainability regarding solar implementation.

Frerichs informed the board that he would like to continue to maintain a relationship with the district and continues to advocate for the district.

Commissioner Stiles inquired about the other districts progress related to 218.

Supervisor Frerichs confirmed that there is a formula to assign the dollars to all, and the aim is to be supportive of districts that did not obtain their 218. Frerichs would like to ensure that it is a fair playing field, and expressed appreciation for the energy that went into getting the 218 passed.

Commissioner Roos inquired if there are individuals that live in “no-mans-land” Heard from SCI Consultant that this is one of the only counties in the state that has dedicated funds to the districts, they also indicated that the 218 process in the County is inspiring other countries to pursue their 218 and begin the process. Frerichs confirmed that what is being done at this district/county level is gaining attention.

Captain Bravo read a written piece regarding compensation and high turnover.

Captain Bravo thanks Commissioner Stiles for attempting to improve compensation within the constraints of the budget.

Commissioner Roos proposes that the board discuss amongst themselves how to improve the retention within the district of Staff.

Commissioner Roos assures that he will discuss privately with Captain Bravo to find a solution.

11. Next regular Board meeting on October 15, 2024, unless another date is agreed upon

Meeting date will remain the same as presented by consensus.

12. Meeting Adjourned (President McMullen)

Motion: Adjourn the meeting
By: Commissioner Amy
Second: Commissioner Roos
Motion approved to adjourn the meeting at 7:53pm

Minutes Approved: October 15, 2024



JAMES McMULLEN, President / Commissioner



CHERIE RITA, Interim Board Clerk
(signed October 26, 2024)