



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

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**MINUTES - BOARD OF COMMISSIONERS – REGULAR MEETING  
June 21, 2022 at 7:00 PM**

Held  
24905 County Road 95, Lillard Hall  
Davis, CA 95616

**1. Call the Meeting to Order and Establish Quorum (President McMullen)**

The meeting was called to order by President McMullen at 1900 hours.

Present were:

Commissioners: James McMullen, Jim Yeager, Richard Guarino, and Emily Amy (the fifth seat is still vacant)

Staff: Chief Cherie Rita, Captains Dave Osborn and Patrick Fish, Hall Manager Gonzalez; AC Chief Dave Stiles arrived at 1912 hours

Guests: West Plainfield Fire Association President Jon Lee, Willow Oak Fire Chief Marcus Klinkhammer, and Willow Oak Assistant Chief Jon Guse, prospective volunteer Kevan Keegan

**2. Public Comment**

NONE

**3. Old Business**

President McMullen suggested that Item 3d be moved to the top of the Agenda to accommodate the guests. By consensus, Item 3d was heard first.

**d. Update – Joint Operations Agreement with Willow Oak Fire Protection District (Chief Rita)**

**i. Introduction – Fire Chief Marcus Klinkhammer, Willow Oak Fire**

Chief Klinkhammer introduced himself. He indicated he and his Board were excited about the Joint Operation Agreement and looked forward to enhanced and continued operations. Chief Klinkhammer indicated the Willow Oak Board is willing to meet with the West Plainfield Fire Board at any time. President McMullen asked if any Board member had any questions for Chief Klinkhammer; there were none.

**ii. Introduction – Asst Fire Chief Jon Guse, Willow Oak Fire**

Assistant Chief Guse introduced himself. He indicated that he was pleased and excited to be moving forward with the Agreement and looking forward to joint drills and operations. He reported that already we had coordinated and participated in several mutual drills, with more in the works. President McMullen asked if any Board member had any questions for Assistant Chief Guse; there were none.

Both Chief Klinkhammer and Assistant Chief Guse left the meeting.

**a. Update - Weed Abatement (BC Wilson)**

BC Wilson was not present; he was on vacation. Chief Rita indicated his full report was available in the packet. Commissioner Yeager reported he had contacted the irrigation district about the dried overgrowth along the canal running adjacent to Creeksedge Road. The irrigation district will be mowing soon. Commissioner Amy asked about the next steps for the properties that remain non-compliant. Chief Rita indicated that BC Wilson will review the status of those properties upon his return and if necessary, send the appropriate additional notices.

**b. Update – Yolo County Fire Sustainability Committee (AC Stiles)**

AC Stiles reported that there wasn't much new to report; still waiting on the LAFCO report. He reminded the Board that Chief Rita had sent out an email regarding the upcoming LAFCO board meeting at which the draft would be presented.

**c. Update – Commissioner Hjerpe and Beoshanz Recognition (Chief Rita)**

After much discussion, the Board members concurred that the best way to make the presentation of the plaques to Retired Commissioners Ed Beoshanz and Charles Hjerpe would be to invite them to the next Board meeting. Interim Clerk Rita will contact each of them with the invitation. An alternative method of presentation will be discussed at the next meeting should either, or both, not attend.

**e. Discussion / Action – Holiday Leave – Paid Out Monthly (as adopted) vs Allowed to Accrue with Vacation Leave**

Chief Rita indicated that the Budget and Benefits Committee (Chair Yeager and Member Guarino) met the previous evening, so there was no draft of meeting minutes to present. The committee recommendation is to change how Holiday Pay is provided to career staff. Instead of paying it out 3 hours

each pay period (72 hours annually), Holiday Pay would be banked at 3 hours each pay period, with a 144-hour cap on the accrual. It would result in creation and tracking of an additional bank, but Chief Rita indicated that would not be a problem.

Motion By: Guarino  
Second By: Yeager  
Motion: Holiday Pay to accrue monthly for a total 72 hours per annum, with a 144-hour cap  
Discussion: None  
Vote: Passed unanimously

#### 4. Lillard Hall

##### d. Manager Report (Hall Manager Gonzalez)

Hall Manager Gonzalez presented her report. There had two memorial services during the past month: Corcoran and Smith. AC Smith's daughter, Heather, donated leftover snacks, plates, napkins, etc., to the West Plainfield Fire Association. Hall Manger Gonzalez also reported she had gotten the Exit sign installed but would likely be replacing it.

Commissioner Yeager reported he had tried to show people the display boards during the Smith memorial but couldn't because the large cooler was in front of it. Manager Gonzalez will get the cooler moved and noted it is very easy to move as it is on wheels.

Commissioner Amy asked about the outstanding Hall rental fees due from Jennie K. Manager Gonzalez indicated that those had since been paid. Commissioner Amy asked Manager Gonzalez to confirm that she typically gets fees before events, which Manager Gonzalez confirmed.

Commissioner Amy noted that the bank balance reported in the Hall Manger report was always a month behind. Commissioner Amy requested that, instead of providing the balance from the bank statement, in further reports the Hall Manager provide the current balance from the check ledger kept by the Hall Manager.

Commissioner Yeager asked about the purchase and installation of the outside lights that had been approved some time ago. Hall Manager Gonzalez indicated she had purchased them and just needed help getting them installed. They do not require electricity. Chief Rita indicated staff could probably assist with the installation.

Commissioner Yeager noted that the garbage bin for the Hall was located at the far South end of the parking lot. He requested it be moved to the end of the Hall. The Hall Manager will contact Recology about getting it moved the next time they empty it.

**5. New Business**

**d. Discussion / Action - Volunteer Applications (Chief Rita)**

**i. Kevan Keegan**

Chief Rita introduced potential new volunteer Kevan Keegan. Mr. Keegan's application needs Board approval because of where he resides. Mr. Keegan introduced himself and spoke a bit about why he wanted to join the Department, including his plans to get his EMT and enroll in a fire academy. President McMullen asked Mr. Keegan if he had been informed of all the requirements; Mr. Keegan indicated he had.

Motion By: Guarino  
Second By: Amy  
Motion: Accept Kevan Keegan as a volunteer firefighter  
Discussion: None  
Vote: Passed unanimously

President McMullen welcomed Mr. Keegan to the Department.

**e. Discussion / Action – Sale of 1994 Model 9 (AC Stiles)**

AC Stiles reported that he had received an offer for the 1994 Model 9 surplus engine from Randy Dunn, who had heard about it from Nate Kane, one of our prior volunteer firefighters. Mr. Dunn offered \$5,000, plus reimbursement of the cost of batteries to get it running; otherwise, the offer, was "as is".

Motion By: Guarino  
Second By: Amy  
Motion: Approve sale of 1994 Model 9 to Randy Dunn for \$5,000.00, plus reimbursement of cost of batteries; otherwise, sale is "as is"  
Discussion: None  
Vote: Passed unanimously

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

**i. Budget and Benefits Committee – Yeager, Guarino**

**1. Discussion / Action – Adopt 2022-2023 Budget**

Commissioner Yeager reported that the Budget and Benefits Committee had met the prior evening regarding the draft budget. Commissioner Yeager commended Chief Rita for the many hours she spends on preparation of the budget each year and for her guidance in the process. The remaining Board members also offered their appreciation.

The Committee recommends approving the draft budget as presented.

Motion By: Guarino  
Second By: Yeager  
Motion: Approve FY 2022-2023 budget as presented: \$517,080 total financing uses  
Discussion: None  
Vote: Passed unanimously

**ii. Personnel Committee – Amy, Yeager**

There was no meeting. However, Chief Rita reported that Lieutenant Latour had resigned, with his last day having been the prior Saturday. Chief Rita had advised the Personnel Committee members of the resignation and the steps being taken to find a replacement.

President McMullen asked about the candidate from the list, Anthony Brown. Chief Rita reported that Mr. Brown had been offered the position but declined it for monetary reasons as his current position was now slated to continue until the middle of next year and he needed the extra benefits.

Chief Rita reported that staff had begun advertising and would keep the Committee and Board advised regarding the search.

**iii. District Funding and Development Committee - Guarino, Amy**

No meeting; no report.

**iv. Lillard Hall Committee – Amy, Guarino**

**1. Discussion / Action – Approve June 2, 2022 minutes (Commissioner Amy)**

Motion By: Guarino  
Second By: Amy  
Motion: Approve June 2, 2022, committee minutes as presented  
Discussion: None  
Vote: Passed unanimously

**2. Discussion / Action – Alter Hall Agreement language to amend Meeting Fees to \$50 per 2-hour block and add a \$200 deposit for meetings (Commissioner Amy)**

Motion By: Amy  
Second By: Guarino  
Motion: Approve changes to the Hall Agreement language as outlined in the draft presented  
Discussion: None

Vote: Passed unanimously

**g. Discussion / Action – Ad Hoc Committee Reports**

**i. LAFCO – Guarino, Yeager**

The committee met to review the draft LAFCO report as it pertained to West Plainfield Fire Protection District. The Committee members had only a few changes to the draft, which Chief Rita was instructed to pass on to Christine Crawford at LAFCO. Chief Rita confirmed she had passed them on to Ms. Crawford. Chief Rita also reported that the entire draft MSR is scheduled to be presented to the LAFCO Board on June 30, 2022, at 9:00 AM. That meeting will be in person and have a Zoom component, as well. Chief Rita encouraged everyone to attend if possible.

**ii. Solar – Guarino, McMullen**

No meeting; no report. Chief Rita updated the Board on the status of getting quotes: at least one remains outstanding.

**iii. Inspection Fees – Yeager, Amy**

No meeting. Chair Yeager asked about staff members as he was having trouble getting a date. Chief Rita indicated that BC Wilson and Chief Stiles should be sufficient staff members at the meeting.

**h. Discussion / Action – Liaison Reports**

**i. Fire Prevention / Investigation – McMullen**

Nothing to report.

**ii. Training – Yeager**

Nothing to report.

**iii. Large Equipment / Facilities – McMullen**

Nothing to report.

**iv. IHS – McMullen**

Chief Rita reported that the opening date had been pushed out again and that BC Wilson was working with Commissioner McMullen to get training set up for those staff members that need it to ensure we perform our inspections correctly.

**6. Fire Chief's Report (Chief Rita)**

Nothing to report that had not already been reported.

**7. Battalion Chief's Report (BC Wilson)**

BC Wilson was not present; but had provided his written report. There was discussion about the fire at Three Palms Nursery. Commissioner Amy noted that there was nothing in the report regarding that fire; that incident, along with several others, were skipped over. Chief Rita will investigate as to why. Commissioner Amy asked that an updated report be provided. AC Stiles provided information about the Three Palms fire, including the status of the fire investigation.

Commissioner Yeager suggested that perhaps the Board needs to meet with UC Davis about better management of the property to the South of the incident that started at Three Palms, at a minimum. He cited several training burns in that area that had also created problems for the Department and the residents surrounding the property. AC Stiles suggested there were different recommendations that could be made that shouldn't impact the UC programs on those parcels.

President McMullen created an ad hoc committee to review the situation and meet with UC representatives regarding the prevention concerns surrounding those parcels: Commissioners Yeager (chair) and Guarino, with AC Stiles (staff).

AC Stiles left the meeting.

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

President Lee reported that:

- the Association has received several large donations: Three Palms, Corcoran family (x2), and Animal Care Clinic (owned by a resident on Creeksedge Road)
- the Beer Booth is still on, with Captains Fish and Bravo administering it
- the Association has agreed to pay for the Department's G-email accounts for the next year (Google has done away with our free subscription); a savings of up to \$1,200 to the District
- the Association is also looking into purchasing a commercial-grade ice machine

**9. Clerk's Report (Interim Clerk Rita)**

**d. Discussion / Action – West Plainfield Fire Protection District Bill  
Review / Approval**

Motion By: Guarino

Second By: Yeager

Motion: Approve payment of bills as presented (total amount of \$10,405.02)

Discussion: Commissioner Amy had a question about the CalFire invoices; Chief Rita explained those amounts had been reimbursed to us already by those who were receiving the certificates as a result of classes taught by AC Stiles  
Vote: Passed unanimously

**e. Approval of May 17, 2022 Board Meeting Minutes (Interim Clerk Rita)**

Motion By: Amy  
Second By: Yeager  
Motion: Approve minutes of the May 17, 2022, Board meeting, as presented  
Discussion: None  
Vote: Passed unanimously

Interim Clerk Rita reported that she had begun posting the job flyer for the Clerk position. She will continue to find places to post it.

**10. Open Forum**

Nothing

**11. Next regular Board meeting on July 19, 2022, unless another date is agreed upon**

Next regular Board meeting confirmed for July 19, 2022.

**12. Meeting Adjourned (President McMullen)**

Motion By: Guarino  
Second By: Yeager  
Motion: Adjourn the meeting  
Discussion: None  
Vote: Passed unanimously

Meeting adjourned.

Approved: July 19, 2022

  
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President James McMullen

  
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Interim Board Clerk Cherie Rita