

b. Approval of December 20, 2022, Board Meeting Minutes

Motion: Approve December 20, 2022, Board Meeting Minutes.
Motion By: Guarino
Second By: Stiles
Discussion: None
Vote: Approved unanimously.

Commissioner Amy advised the Clerk did a great job on the minutes.

9. Open Forum

Captain Fish advised that he's disappointed in prioritizing the hiring of the Lillard Hall Manager. He believes this position should wait to be filled once the Lillard Hall Ad Hoc Committee decides the uses of the Hall. He added he doesn't believe we need a Hall Manager at all, he believes the Hall could be set up like an Air BnB where there's a lockbox on the door and we hire a cleaner to come in after. Captain Fish doesn't feel like this is an appropriate use of District time and added that even though Lillard Hall is set up separately from the District, the Hall is still using District resources.

Vice President Yeager questioned if Commissioner Amy had anything to add to the discussion. She advised she did not.

Captain Bravo advised that he is saddened by the priorities of the District and it makes him feel insignificant as a staff member. He added the District should be focusing on funding for fire protection.

10. Next regular Board meeting on February 21, 2023, unless another date is agreed upon

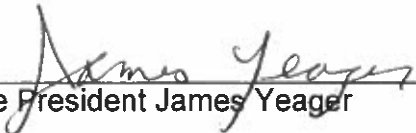
Vice President Yeager confirmed the next meeting date as February 21, 2023.

11. Meeting Adjourned (Vice President Yeager)

Motion: Adjourn meeting.
By: Guarino
Second By: Amy
Discussion: None.
Vote: Approved unanimously.

Meeting adjourned at 2033 hours.

Minutes approved: February 21, 2023



Vice President James Yeager



Board Clerk Cary Hall



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

BOARD OF COMMISSIONERS – REGULAR MEETING – MINUTES January 17, 2023 at 7:00 PM

Held at
24905 County Road 95, Lillard Hall
Davis, CA 95616
and via Zoom

1. Call the Meeting to Order and Establish Quorum (Vice President Yeager)

Meeting called to order at 1900 hours. Board Clerk Hall called roll and confirmed there was a quorum.

Present were:

Commissioners: Jim Yeager, Richard Guarino, Emily Amy, and Beth Stiles

Department Members: Chief Cherie Rita, Assistant Chief David Stiles, Captain Patrick Fish, Firefighter and Association President Jon Lee, Firefighter Peter Maggenti, and Board Clerk Carly Hall

Guests: Jeanette Hynson from SCI Consulting Group and Ned Sykes

Joined via Zoom: Captain Scott Bravo, Captain Dave Osborn, and Captain Tom Stiles

2. Public Comment

NONE

3. Old Business

a. Update – Weed Abatement (Chief Rita)

Chief Rita advised they are preparing the mailing campaign, but likely won't send it out until March 2023 due to the recent rains.

b. Update – Yolo County Fire Sustainability Committee (Assistant Chief Stiles)

Vice President Yeager advised that he would like to take the next item out of order and come back to this item. All agreed.

After Item 3C was completed, the Board returned to Item 3B.

Assistant Chief Stiles advised that the committee is meeting at the end of January 2023 to finalize the process and guidelines. They are preparing a letter to County staff to support 218.

Chief Rita advised that even if the District ultimately doesn't want to participate, the 218 process doesn't cost the District any money and recommends that we continue. Assistant Chief Stiles agreed and advised we should continue to pursue 218 and see how close we are to passing; if it fails, and maybe reassess in order to pass.

Vice President Yeager questioned if the Committee believes 218 will pass, adding his concern with the public agency and multi-parcel owner votes. Assistant Chief Stiles agreed with the concern as we have a majority of public agency-owned parcels in our District and that is the biggest unknown. However, he added that no vote isn't a vote. If the public agencies don't vote, it doesn't count against us.

c. Update / Discussion – 218 Study (Jeanette Hynson, SCI Consultant)

Vice President Yeager introduced Jeanette Hynson, a consultant from SCI, to present her findings and recommendations.

Ms. Hynson previously provided a copy of the Engineering Report and this was included in the Board packet. Additionally, she passed out a timeline document to highlight important dates we should be aware of. She provided a brief overview of the process going forward now that we have identified all of the parcels and property owners in the District.

Ms. Hynson advised that prior to the August 10, 2023, deadline we must submit the Engineering Report for review and feedback. Two resolutions will need to be submitted for the Board meeting in May 2023: one for finalizing the Engineering Report and the other to call for the mailing of ballots. She advised one ballot will go out to each property owner with all parcels listed, if they own multiple. SCI will assist with outreach and provide materials to ensure District resident buy-in. Ms. Hynson advised that if 218 passes, the District could see revenue funds as soon as January 2024.

Vice President Yeager questioned what happened to the funds if 218 doesn't pass. Ms. Hynson advised that the funds wouldn't exist as this would create a new revenue source. If 218 doesn't pass, there's no revenue.

Commissioner Amy questioned the item in the Engineering Report that shows public entities are not exempt from voting. Ms. Hynson advised that was correct and since UC Davis is the largest parcel owner in the District, it would be in the District's best interest to start a conversation with them.

Chief Rita advised that she forwarded questions via email to Ms. Hynson from the Funding and Development Committee meeting minutes. Ms. Hynson advised that some of them were just general corrections. Regarding proposed services and improvements, she advised they are increasing firefighter staff and training, and improving maintenance and replacement of apparatus and equipment. Regarding lowering the factor for public properties, she advised that it's not a possibility as it would make the assessment vulnerable to loopholes and could jeopardize funding.

Ms. Hynson advised that we need to start talking to the community and

District members about 218 and its benefits. She advised it would be helpful to build a website and use social media to get information out to the public.

Association President Jon Lee advised there are two community events coming up that would allow volunteers to connect with residents but would need talking points from SCI to share at these events.

4. Lillard Hall

a. Manager Report (Commissioner Amy)

Commissioner Amy advised that she received outstanding deposits and has caught up on outstanding invoices for Lillard Hall.

i. Discussion / Action – Hire Hall Manager – Candidate as Recommended by Committee

Commissioner Amy introduced Hall Manager Candidate Ned Sykes who met with the Lillard Hall Committee and interviewed for the position.

Mr. Sykes gave some background on his experience with facility management and advised he likes to be hands-on and has experience promoting events.

Commissioner Amy opened the discussion to the Board for questions.

Vice President Yeager asked for additional detail regarding Mr. Sykes' experience. Mr. Sykes advised that he's worked with the City of Davis and the Veteran's Memorial Center; he's managed theaters and was a building supervisor for 10 years. For the last 20 years, he's worked in promotion and events, specifically, marketing. If he was offered the position and accepted, Mr. Sykes advised he would like to work toward making Lillard Hall a space for meetings and workshops such as church groups and 12-step programs. He would reach out to those groups, create promotional materials for Lillard Hall, and advertise on social media.

Mr. Sykes added that he understands the parties provide larger revenues but understands from the Committee that these have been causing issues. He's concerned with the maintenance of the building and advised that the current way Lillard Hall is run leads to challenges. He believes that there should be someone from Lillard Hall at all events to manage the facility. He questioned if the Board was open to changes. He also added that he is currently a caretaker and may not always be available and questioned if there would be a second person as a backup. Mr. Sykes also questioned how many hours that would require versus the current job description of 10 hours a week.

Commissioner Stiles asked Mr. Sykes if he had actual building maintenance experience. Mr. Sykes advised while working for the City of Woodland he would coordinate event setup with vendors and rentals. While working at the theater it was a different setup than working with events, but he did have experience coordinating repairs and remodels. He is able to do minor repairs himself.

Commissioner Stiles answered Mr. Sykes' question regarding a backup person. She advised there would be no backup person and suggested he not schedule events when he's not available.

Motion: Offer Ned Sykes the position of Lillard Hall Manager at \$18.00 an hour.
Motion By: Amy
Second By: Guarino
Vote (by roll call): Vice President Yeager – Aye
Commissioner Guarino – Aye
Commissioner Amy – Aye
Commissioner Stiles – Nay

Commissioner Amy offered Ned Sykes the position of Lillard Hall Manager. Mr. Sykes advised he will review the offer and contact Commissioner Amy with his decision.

5. New Business

a. Discussion / Action – Volunteer Applications (Chief Rita)

Chief Rita advised that no new volunteer applications had been received.

b. Discussion / Action – Standing Committee Reports

i. Budget and Benefits Committee – Stiles, Guarino

Commissioner Stiles advised that the Committee met to update the staff benefits. She advised it should have been included on the agenda for a vote. Chief Rita advised this will be added to the February 2023 agenda. Commissioner Stiles added that they also discussed PPE and building maintenance.

Commissioner Stiles advised that the Committee will be meeting monthly to adjust the budget before every Board meeting to ensure that we are in alignment with current funding.

- 1. Approval of January 6, 2023, Committee Meeting Minutes**
- 2. Approval of January 13, 2023, Committee Meeting Minutes**

Motion: Approve January 6 and January 13, 2023, Committee Meeting Minutes.
Motion By: Stiles
Second By: Guarino
Vote: Approved unanimously.

ii. Personnel Committee – Amy, Yeager

Commissioner Amy advised that the Committee met earlier in the evening to review the progress of Board Clerk Hall. She advised she will have minutes at the February 2023 meeting.

iii. District Funding and Development Committee – Yeager, Stiles

Vice President Yeager advised that they will set up additional meetings now that they have their questions answered by SCI.

Chief Rita asked if the Board would give the Committee authorization to settle on a final number. All Board members agreed.

Commissioner Amy advised that it seemed like SCI was going to find a point person, but it doesn't seem like that's happening. She questioned how it's being decided on who is doing outreach. Assistant Chief Stiles advised it would be up to each Board to select a point person and SCI would help educate that person. Commissioner Amy added that with UC Davis being the biggest stakeholder, the point person should be carefully selected in order to be effective.

Vice President Yeager added his concern about UC Davis as well. Assistant Chief Stiles advised he would reach out to SCI as they have UC experience.

Captain Bravo added that he believes Chief Rita is the face of the District and would be a good point person for the District.

1. Approval of January 13, 2023, Committee Meeting Minutes

Motion: Approve January 13, 2023, Committee Meeting Minutes.

Motion By: Stiles

Second By: Guarino

Vote: Approved unanimously.

iv. Lillard Hall Committee – Amy, Guarino

Commissioner Amy advised that everything from their meetings was already covered under Item 4 and there was nothing further to report.

1. Approval of December 26, 2022, Committee Meeting Minutes

2. Approval of January 4, 2023, Committee Meeting Minutes

Motion: Approve December 26, 2022, and January 4, 2023, Committee Meeting Minutes.

Motion By: Amy

Second By: Guarino

Vote: Approved unanimously.

c. Discussion / Action – Ad Hoc Committee Reports

i. LAFCO – Yeager, Guarino

No meeting; no report.

Chief Rita added that she will schedule a meeting as soon as possible, but it would likely be some time with all the other meetings and projects she's attending and working on.

ii. Solar – Stiles, Guarino

No meeting; no report.

Commissioner Stiles added that the Committee is still waiting to hear back on grant applications.

iii. Lillard Hall (Continued Uses) – Yeager, Guarino

Chief Rita added that there was much discussion at the January 11, 2023, meeting but nothing was decided. Vice President Yeager advised there is another meeting at the end of January 2023.

1. Approval of January 11, 2023, Committee Meeting Minutes

Chief Rita advised that the minutes were not prepared in time for this meeting but will be available at the February 2023 meeting.

d. Discussion / Action – Liaison Reports

i. Fire Prevention / Investigation – McMullen

No meeting; no report.

ii. Training – Yeager

No meeting; no report.

iii. Large Equipment / Facilities – McMullen

No meeting; no report.

iv. IHS – McMullen

No meeting; no report.

6. Fire Chief's Report (Chief Rita)

Chief Rita advised there was nothing new to report.

7. Fire Fighter’s Association Report (President Jon Lee)

Association President Jon Lee advised there are two community events that have been tentatively scheduled. The first one will be on March 5, 2023, for a pancake breakfast; and the second one will be in April 2023 for a flea market event. He needs to discuss the costs for funding with association members as the prices for food have recently increased.

Commissioner Amy advised to let her know what the dates are because she is missing some of the bookings and paperwork for events. President Lee advised he will confirm the dates with the volunteers and reach out to her to confirm Lillard Hall’s availability.

8. Clerk’s Report

The Clerk reported that there were two projects that she is currently working on. The first is the annual State Controller’s Office (SCO) Financial Transaction Report (FTR). The County wanted to charge the District \$306 to complete the report; however, after discussing with Chief Rita, this was a project we wanted to keep in-house to help keep costs down. Mark Krummenaker agreed to assist in reviewing the draft of the FTR prior to submitting it to the SCO. The Clerk advised she will work with him to complete the report and submit it to the State before January 31, 2023.

The Clerk advised that she received a Public Information Records request on January 9, 2023, for the following three items:

1. All documents and costs that relate to all maintenance and upgrades performed on Lillard Hall for the past 20 years.
2. An accounting of all revenues generated by Lillard Hall for the last 20 years.
3. Copy of the Zoom recording for the December 20, 2022, West Plainfield Board of Commissioners meeting.

The Clerk advised that she’s reached out to County Counsel regarding the request and was informed that we are required to provide everything we have in our possession. The Clerk advised that she has responded to the request and provided a copy of the Zoom recording. She is currently working on obtaining documents for the other two items in the request.

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

Vice President Yeager questioned the invoice regarding the engine repairs and asked if they were able to fix the issue. Assistant Chief Stiles advised that it did resolve the issue.

Motion: Approve the payment of bills totaling \$10,220.71.
Motion By: Guarino
Second By: Amy
Discussion: None
Vote: Approved unanimously.