



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

AGENDA BOARD OF COMMISSIONERS – REGULAR MEETING January 21, 2025, at 7:00 PM

To be Held in Person at Lillard Hall
24905 County Road 95
Davis, CA 95616

To be 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)
2. Public Comment
3. Old Business
 - a. Consider Exemptions to Incident Cost Recovery (Chief Stiles)
4. New Business
 - a. Discussion / Action – Update Individuals Who are Authorized to Approve Various Financial Transactions with Yolo County Department of Financial Services For Fiscal Year 2024-2025 (Special Districts and Other Agencies Authorization Form – FY 2024-2025) (Interim Clerk Rita) **(Pg 3)**
 - b. Discussion / Action – Standing Committee – Reports and Minutes
 - i. Lillard Hall Committee – **Amy**, Roos
 1. Hall Manager Report **(Pg 4-6)**
 - ii. Budget and Benefits Committee – **Stiles**, Lindsey
 1. Approve Pay-per-Call/Stipend Increase for Volunteer Firefighters, effective as of January 1, 2025, as follows:
 - a. Non-Driver/Operator from \$16.00 to \$16.50
 - b. Driver/Operator from \$17.00 to \$17.50
 2. Approve Hiring Mark Krummenacker to Perform Audit(s) of the District's General Ledgers each Fiscal Year (Chief Stiles)
 3. Approval of January 9, 2025, Meeting Minutes **(Pg 7-10)**
5. Fire Chief's Report (Chief Stiles)
 - a. Staffing Update
 - b. Incidents for December 2024 **(Pg 11-12)**

Agenda – Board Meeting – Regular

January 21, 2025

Page 2

- c. Trial Balance – FYE 2025 – Period 6 – Closed **(Pg 13)**
 - d. Public Information Request Update
- 6. Assistant Chief's Report (AC Beoshanz)
- 7. Fire Fighter's Association Report (President Lee)
- 8. Interim Board Clerk's Report
 - a. Discussion / Action – West Plainfield Fire Protection District Bill Review / Ratification **(Pg 14; Pg 15 Deposit Information)**
 - b. Discussion / Action - Approval of December 17, 2024, Regular Board Meeting Minutes **(Pg 16-22)**
- 9. Open Forum
- 10. Next regular Board meeting on February 18, 2025, unless another date is agreed upon
- 11. Meeting Adjourned (President McMullen)

Special Districts and Other Agencies Authorization Form - FY 2024-2025

COUNTY OF YOLO
 DEPARTMENT OF FINANCIAL SERVICES
 P.O. BOX 1268
 WOODLAND, CA 95776
 (530) 666-8190

Fund:	8061
District Name:	West Plainfield Fire Protection District
Address:	24901 CR 95, Davis, CA 95616
Phone number:	(530) 756-0212
Contact:	Board Clerk

1	3	5	7	8	9				AUTHORIZED SIGNATURE OF EMPLOYEE
x	x	x		x					Signature: Print: James McMullen, Commissioner
x	x	x		x					Signature: Print: Warren Roos, Commissioner
x	x	x	x	x					Signature: Print: Beth Stiles, Commissioner
x		x		x					Signature: Print: Emily Amy, Commissioner
x	x	x		x					Signature: Print: John Lindsey, Commissioner
x	x	x	x						Signature: Print: David Stiles, Fire Chief
x	x	x	x						Signature: Print: Cherie Rita, Administrative Assistant to the Fire Chief
									Signature: Print: Marc Beoshanz, Assistant Chief of Operations

The persons listed above are authorized to perform the above duties on behalf of our governing board as approved in our Minutes recorded at a regular district meeting.

 Board President Signature Above
 James McMullen
 Print Name Above

1/21/2025
 Date

 Board Vice President Signature Above
 Warren Roos
 Print Name Above

1/21/2025
 Date

 Board Member Signature Above
 Beth Stiles
 Print Name Above

1/21/2025
 Date

 Board Member Signature Above
 John Lindsey
 Print Name Above

1/21/2025
 Date

LILLARD HALL - REPORT FIRST NORTHERN BANK OPERATING ACCOUNT

Date	Check #	Payment	Deposit	Balance	Payable To	From	Purpose	
11/22/23			400.00	400.00		Son Chong	Rent - November 2023	Deposited
12/06/23		39.43		360.57	First Northern Bank		Check Order	Cleared
12/13/23			400.00	760.57		Son Chong	Rent - December 2023	Deposited
01/03/24			5,000.00	5,760.57		Lillard Hall Fund - BofA	Transfer funds to new Operating Account	Deposited
01/08/24			2,000.00	7,760.57		Son Chong, Jennie Keifer, Fairfield School	Rent - January Dates	Deposited
01/20/24	1001	258.53		7,502.04	Blake's		HVAC General Maintenance	Cleared
01/24/24			600.00	8,102.04		Liliana Castaneda	Rent - Memorial Reception 1/27/24	Deposited
01/30/24	1002	2,627.00		5,475.04	Community Planning Services		Architecture Drawings - Bathrooms	Cleared
02/07/24			1,200.00	6,675.04		Son Chong, Jennie Keifer	Rent - February Dates	Deposited
02/13/24	1003	1,482.28		5,192.76	WPFPD		PG&E / Payroll 12/16/23-1/27/24	Cleared
02/26/24			960.00	6,152.76		Fly Fishers Davis	Rent - March 9 Event	Deposited
03/12/24			1,200.00	7,352.76		Son Chong, Jennie Keifer	Rent - March Dates	Deposited
03/12/24	1004	854.51		6,498.25	WPFPD		PG&E / Payroll 1/28/24-2/24/24	Cleared
03/21/24	1005	2,442.00		4,056.25	DJ B&E General Eng.		Parking Lot Gravel	Cleared
03/21/24			3,802.43	7,858.68		Lillard Hall	BofA Balance Transfer	Deposited
04/10/24			1,100.00	8,958.68		Son Chong, Jennie Keifer	Rent - April Dates	Deposited
05/06/24			1,200.00	10,158.68		Son Chong, Jennie Keifer	Rent - May Dates	Deposited
05/06/24	1006	1,525.37		8,633.31	WPFPD		PG&E/Payroll - March/April	Cleared
05/14/24	1007	39.43		8,593.88	WPFPD - Deposits		Check Charge Reimbursement	Cleared
05/14/24	1008	76.10		8,517.78	Edward Sykes		Expense Reimbursement - Supplies	Cleared
05/30/24			900.00	9,417.78		Jennie Keifer	Rent - May/June	Deposited
06/13/24			400.00	9,817.78		Son Chong	Rent - June	Deposited
06/25/24	1009	1,544.21		8,273.57	WPFPD		PG&E/Payroll - May/June	Cleared
07/11/24			1,000.00	9,273.57		Son Chong, Jennie Keifer	Rental Fee - July	Deposited
07/24/24			960.00	10,233.57		Amanda Barajas Wedding Reception	Rental Fee	Deposited
08/06/24			400.00	10,633.57		Son Chong	Rental Fee - August	Deposited
08/07/24	1010	21.41		10,612.16	Edward Sykes		Expense Reimbursement - Supplies	Cleared
08/08/24	1011	95.00		10,517.16	Blake's		A/C Diagnostic	Cleared
08/19/24	1012	1,154.52		9,362.64	WPFPD		PG&E/Payroll - June/July	Cleared
09/06/24			500.00	9,862.64		Son Chong, Jennie Keifer	Rental Fee - September	Deposited
10/02/24	1013	1,555.76		8,306.88	WPFPD		PG&E/Payroll - Aug/Sep	Cleared
10/11/24			932.00	9,238.88		Son Chong, Jennie Keifer	Rental Fee - October	Deposited
10/29/24	1014	972.48		8,266.40	WPFPD		PG&E/Payroll - Oct	Cleared
11/06/24			932.00	9,198.40		Son Chong, Jennie Keifer	Rental Fee - November	Deposited
12/03/24			932.00	10,130.40		Son Chong, Jennie Keifer	Rental Fee - December	Deposited
12/04/24	1015	732.90		9,397.50	WPFPD		PG&E/Payroll Oct/Nov	Cleared
12/04/24	1016	457.55		8,939.95	Edward Sykes		Expense Reimbursement - Blinds, Etc.	Cleared
12/27/24	1017	895.08		8,044.87	WPFPD		PG&E / Payroll - Dec	Cleared
01/13/25			1,182.00	9,226.87		Son Chong, Jennie Keifer, Brenda Duncan	Rental Fees - January / Celebration of Life	Deposited

Date	Applicant Organization	Event Type	Applicant Type	Rent Due	Amt Due	Date Paid	Security Deposit Due	SD Amt Due	Date Paid	Date Refunded	Refund Amt	Ins Cert Required	Date Cert Provided	Guard Required	Date Contract Provided
01/08/25	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
01/09/25	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
01/14/25	User	Celebration of Life	WPFPD Resident	No	250		No	800	01/08/25			Yes	01/08/25	No	
01/14/25	4H	Meeting	WPFPD Resident	No			No					N / A		No	
01/15/25	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
01/16/25	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
01/22/25	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
01/23/25	User	Dog Training - Rescheduled	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
02/11/25	4H	Meeting	WPFPD Resident	No			No					N / A		No	
03/02/25	User	WPFPD Pancake Breakfast	WPFPD Resident												
03/08/25	User	Fundraiser Dinner	Other - Over 8 hours (Daily)	Yes	960		No	800				Yes		Yes	
03/11/25	4H	Meeting	WPFPD Resident	No			No					N / A		No	
04/08/25	4H	Meeting	WPFPD Resident	No			No					N / A		No	
04/12/25	User	WPFPD Flea Market	WPFPD Resident												
05/04/25	User	Wedding Reception	WPFPD Resident	Yes	400		No	800	09/09/24			Yes		Yes	

LILLARD HALL - REPORT FIRST NORTHERN BANK SECURITY DEPOSITS ACCOUNT

Date	Check	Payment	Deposit	Balance	Payable To	From	Purpose	
11/22/23			1,500.00	1,500.00		Son Chong	Security Deposit	Deposited
01/03/24			2,500.00	4,000.00		Lillard Hall Fund	Security Deposits - Fly Fishers (1500), Fairfield School (800), Jennie Keifer (200)	Deposited
01/24/24			1,500.00	5,500.00		Liliana Castaneda	Security Deposit - 1/27/24 Reception	Deposited
01/30/24	1001	800.00		4,700.00	Fairfield Elementary		Deposit Refund	Cleared
01/30/24	1002	1,500.00		3,200.00	Liliana Castaneda		Deposit Refund	Cleared
03/12/24	1003	1,500.00		1,700.00	Fly Fishers Davis		Deposit Refund	Cleared
03/12/24	1004	0.00		1,700.00			VOIDED CHECK	VOID
04/01/24		39.43		1,660.57			Check Charge from 12/06/23	Paid
05/30/24			1,539.43	3,200.00		Amanda Barajas/Lillard	Security Deposit / Check Charge Reimbursement	Deposited
08/07/24	1005	1,500.00		1,700.00	Amanda Barajas		Deposit Refund	Cleared
09/20/24			800.00	2,500.00		Jackie Lundy	Security Deposit - 5/4/25 Reception	Deposited
12/27/24			800.00	3,300.00	Fly Fishers Davis		Security Deposit - 3/8/25 Fundraiser Dinner	Deposited
01/13/25			800.00	4,100.00	Brenda Duncan		Security Deposit - 1/14/25 Celebration of Life	Deposited



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

MINUTES STANDING COMMITTEE – BUDGET AND BENEFITS January 9, 2025 at 5:00 PM

Held In Person
Fire Station
24901 County Road 95
Davis, CA 95616

1. Call the meeting to order (Chair Stiles)

Chair Stiles called the meeting to order at 5:00 PM.

Present were:

Commissioners: Beth Stiles (Chair) and John Lindsey

Staff: Fire Chief Dave Stiles

Other: Retired Fire Chief Cherie Rita

2. Public comment

NONE

3. Discussion / Review of FYE 2024 Final Revenue and Appropriations (All)

Cherie Rita noted that this document had previously been presented to the entire Board. She reported that while preparing the annual State Controller Office report for fiscal year ended 2024, Mark Krummenacker, the person contracted to prepare and file the report, had contacted her about some irregularities he had identified, none of which should impact the final numbers, but he would not be sure until he had completed his review and the draft report:

- a. Potential mis-reporting of apparatus exchange
- b. Missing reserve fund allocations
- c. Some potentially irregular general ledger entries

Chief Stiles and Cherie Rita will update the Committee as an update becomes available.

Cherie Rita further reported that it might be beneficial to have Mark Krummenacker, who has indicated he is available for this purpose, perform informal audits of the District's general ledger entries twice a year.

4. Discussion / Action and Recommendations to Board, if Any (All)

a. Review FYE 2025 Periods 1 through 6 Receipts and Expenditures; Consider Adjustments Among GL Accounts

Chief Stiles reported that the salary and benefits section of this report was updated to reflect December's salary payments.

Commissioner Stiles had questions about several account balances, including the insurance entries, the maintenance categories, and what was included in minor tools and equipment. Chief Stiles noted that the entry for the station roof maintenance and sealing had been placed into a different GL account that it should have been and was working with the County to get it corrected. Chief Stiles will provide a summary report of GL account usage of those accounts in question at a future meeting.

Chief Stiles then went over the major appropriation items that had yet to be expended this year, which was mostly all the annual apparatus and equipment maintenance items. He also noted that revenues will continue to trickle in for property taxes and as grants get reimbursed, etc. Cherie Rita noted that at this point in the year, the amount shown as revenue in the secured property tax account is our share of the estimated taxes due for properties owned in the District. She reminded those present that the number may fluctuate a bit between now and the end of the fiscal year, but it should not be by much, whether or not all properties pay their taxes.

No adjustments among GL accounts is needed currently.

Given the report during the FYE 2024 budget review portion of this meeting, the Committee recommends to the Board that they hire Mark Krummenacker to perform informal audits of the District's general ledger entries twice a year.

b. Review / Analyze Changes to Minimum Wage in California

Chief Stiles reported that the minimum wage in California, upon which the District bases the volunteer firefighter stipends, increased from \$16.00 per hour to \$16.50 per hour. Chief Stiles recommends that the Board raise the stipends for volunteer firefighters, effective January 1, 2025, as follows:

- i. Non-Driver/Operator from \$16.00 to \$16.50
- ii. Driver/Operator from \$17.00 to \$17.50

Chief Stiles noted that the difference between the two was created to provide a monetary incentive for members to become driver/operators; though, he is not sure it worked. Cherie Rita noted that while it may not have resulted in many additional driver/operators it was still nice to have a differentiation due to the additional training required to become a driver/operator.

Chief Stiles added that the hourly rate of pay for those volunteers or reserves performing special assignments (Special Assignments – Volunteers/Reserves) is currently \$17.00 per hour and the Board might want to consider adjustments to it for the next fiscal year. Commissioner Stiles asked what those types of assignments would be. Chief Stiles and Cherie Rita provided examples: weed abatement and hose testing.

The Committee recommends that the Board raise the stipends for volunteer firefighters, effective January 1, 2025, as follows:

- i. Non-Driver/Operator from \$16.00 to \$16.50
- ii. Driver/Operator from \$17.00 to \$17.50

and during the development of the fiscal year 2025-2026 budget consider any adjustments to the rate of pay for those volunteers or reserves performing special assignments.

Chief Stiles also discussed pay rates in general and recommends that the District switch to a step schedule, which will be discussed at further Committee members for a formal recommendation to the Board. He also suggested that now that the career firefighters are obtaining their firefighter endorsements on their driver's licenses, the District might want to consider some level of pay enhancement, similar to the out-of-class pay now provided to firefighters who meet the qualifications to fill vacancies in the Company Office position due because of compensated leave use.

c. Finalize Timeline for FYE 2026 Budget Preparation, Necessary 218 Justifications, and Notifications to Public

Chief Stiles anticipated that the Committee would be able to begin productive draft budget preparation for FYE 2026 as early as March 2025, with the goal to have a final preliminary draft to the Board for the May meeting.

Pursuant to District Policy, it was decided to send out the initial 218 flyer during the last week of April 2025.

Chief Stiles reported that he should have formal direction from County Counsel on the necessary 218 steps for the FYE 2026 budget, including proper preparation of an engineering report if required, by the March meeting.

d. Begin Identification of FYE 2026 Deferred Maintenance and Other Projects Expected to Impact YFE 2026 Budget Appropriations

All present reviewed the status of the current list.

Chief Stiles would like to include retrofitting the station and apparatus bay lighting with LED lights and replacing the current HVAC system with mini-splits. Both should result in cost savings and a lowering of the electric demand, thus reducing the amount of solar panels that would need to be installed. He will research both items and have an update for the Committee at the next meeting; he will also probably have PGE come out and perform an energy audit.

No one else present had anything else to add. Discussion then turned to what priority and in what order to perform the items. No set priority or order was determined, but focus will be on the items that reduce costs and will be discussed further at the next Committee meeting.

e. Begin Identification of Other Items Expected to Impact FYE 2026 Budget Revenues and Appropriations

Chief Stiles will be asking staff for input on this matter and will have more information for the next Committee meeting. He has also been exploring professional squirrel eradication and has received a quote from Clark Pest Control; he will have more information on that by the next Committee meeting, as well.

No one else had any proposed additions at this time.

5. Calendar

a. The next Budget and Benefits Committee meeting to be determined

The next Budget and Benefits Committee meeting will be held on March 13, 2025, at 5:00 PM, at the Station.

6. Adjourn (Chair Stiles)

Meeting adjourned at 6:39 PM by Chair Stiles.

Minutes Approved: January 21, 2025

BETH STILES, Chair / Commissioner

CHERIE RITA, Interim Board Clerk

West Plainfield Fire Department (CA)

Davis, CA

This report was generated on 1/13/2025 11:02:20 AM



Basic Incident Info with Number of Responding Apparatus and Personnel for Date Range

Start Date: 12/01/2024 | End Date: 12/31/2024

DATE	INCIDENT #	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
12/01/2024	2024-285	118 - Trash or rubbish fire, contained	A Shift	0- WPL - West Plainfield Station 30 Response Area	4	5
12/02/2024	2024-286	321 - EMS call, excluding vehicle accident with injury	B Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	4	6
12/04/2024	2024-287	322 - Motor vehicle accident with injuries	C Shift	702- WOF-WDL-WPL - Borderline Call Willow Oak, Woodland, & West Plainfield	3	5
12/06/2024	2024-288	553 - Public service	A Shift	0- WPL - West Plainfield Station 30 Response Area	1	3
12/07/2024	2024-289	611 - Dispatched & cancelled en route	B Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	3
12/10/2024	2024-290	322 - Motor vehicle accident with injuries	C Shift	701- WOF-WPL - Borderline Call Willow Oak & West Plainfield	3	5
12/13/2024	2024-291	324 - Motor vehicle accident with no injuries.	B Shift	701- WOF-WPL - Borderline Call Willow Oak & West Plainfield	4	6
12/13/2024	2024-292	611 - Dispatched & cancelled en route	B Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	4
12/14/2024	2024-293	611 - Dispatched & cancelled en route	B Shift	320- DVS-WPL - Borderline Call Davis & West Plainfield	3	5

Only REVIEWED incidents included.

West Plainfield Fire Department (CA)

Davis, CA

This report was generated on 1/13/2025 11:02:20 AM



Basic Incident Info with Number of Responding Apparatus and Personnel for Date Range

Start Date: 12/01/2024 | End Date: 12/31/2024

DATE	INCIDENT #	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
12/14/2024	2024-294	622 - No incident found on arrival at dispatch address	B Shift	0- WPL - West Plainfield Station 30 Response Area	3	4
12/18/2024	2024-295	322 - Motor vehicle accident with injuries	A Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	4
12/22/2024	2024-296	321 - EMS call, excluding vehicle accident with injury	C Shift	0- WPL - West Plainfield Station 30 Response Area	4	5
12/26/2024	2024-297	554 - Assist invalid	B Shift	0- WPL - West Plainfield Station 30 Response Area	3	4
12/28/2024	2024-298	321 - EMS call, excluding vehicle accident with injury	C Shift	No Zone Selected	4	5

TOTAL # INCIDENTS: 14

**WEST PLAINFIELD FIRE PROTECTION DISTRICT
FYE 2025 TRIAL BALANCE**

Acct #	Account Name	Adopted	P6	% of Adopted
400100	PROPERTY TAXES - CURRENT SECURED	366,700.00	382,842.14	104.4%
400101	PROPERTY TAXES - CURRENT UNSECURED	27,700.00	23,680.10	85.5%
400111	PROPERTY TAXES - PRIOR UNSECURED	400.00	294.05	73.5%
403100	INVESTMENT EARNINGS - POOL	500.00	5,507.54	1101.5%
410250	STATE - HOMEOWNERS PROPERTY TAX RELIEF		805.40	10.3%
410900	STATE - OTHER		32,425.60	379.6%
430022	OTHER COUNTIES & CITIES - YOLO	127,810.00	45,442.38	35.6%
440003	SPECIAL ASSESSMENT	242,452.00	243,569.22	100.5%
440600	OTHER CHRGS FOR SERVICES - FIREFIGHTERS / OTHER		1,469.52	18.7%
440690	OTHER CHRGS FOR SERVICES		191.20	2.4%
450307	OTHER MISC - CONTRIBUTION/GRANTS-NONGOV		822.00	10.5%
450900	OTHER MISC REVENUES	18,300.00	349.26	1.9%
	Total Estimated Revenue	783,862.00	737,398.41	94.1%
	Estimated Fund Balance Available	155,755.00	157,142.84	100.9%
	TOTAL FINANCING SOURCES	939,617.00	894,541.25	95.2%

Acct #	Account Name	Adopted	P6	% of Adopted
500100	REGULAR EMPLOYEES	361,456.00	178,479.94	49.4%
500110	EXTRA HELP	64,638.00	16,902.74	26.1%
500120	OVERTIME	27,385.00	50,976.57	186.1%
501110	SOCIAL SECURITY TAX	29,476.00	15,273.42	51.8%
501120	MEDICARE TAX	6,802.00	3,572.04	52.5%
501170	UNEMPLOYMENT INSURANCE	4,535.00	985.19	21.7%
501180	WORKER'S COMPENSATION INSURANCE	51,137.00	51,371.00	100.5%
501190	OTHER EMPLOYEE BENEFITS	32,800.00	7,066.05	21.5%
510010	CLOTHING & PERSONAL SUPPLIES	50,454.00	31,768.00	63.0%
510012	AGRICULTURAL SUPPLIES	400.00		0.0%
510020	COMMUNICATIONS	3,482.00	1,021.62	29.3%
510030	FOOD	400.00		0.0%
510040	HOUSEHOLD EXPENSE	9,805.00	14,804.13	151.0%
510051	INSURANCE - PUBLIC LIABILITY		9,025.00	
510053	INSURANCE - OTHER	27,243.00	16,757.95	94.6%
510070	MAINTENANCE - EQUIPMENT	29,643.00	26,827.40	90.5%
510071	MAINTENANCE - BULDGS & IMPROVEMENTS	45,786.00	303.39	0.7%
510080	MEDICAL, DENTAL & LAB SUPPLIES	2,000.00		0.0%
510090	MEMBERSHIPS	2,625.00	250.00	9.5%
510102	MISC EXPENSE - CREDIT CARD SERVICE CHARG	20.00	8.08	40.4%
510110	OFFICE EXPENSE	2,000.00		0.0%
510111	OFFICE EXPENSE - POSTAGE	500.00		0.0%
510112	OFFICE EXPENSE - PRINTING	500.00	328.57	65.7%
510160	PUBLICATIONS & LEGAL NOTICES	500.00	95.90	19.2%
510170	RENTS & LEASES - EQUIPMENT	1,440.00	955.58	66.4%
510180	TRAINING	2,000.00	1,100.00	55.0%
510190	MINOR EQUIPMENT	9,052.00	2,211.03	24.4%
510201	TRANSPORTATION & TRAVEL - FUEL	12,000.00	5,027.59	41.9%
510220	UTILITIES	11,677.00	6,911.63	59.2%
510251	PROF & SPEC SVC - AUDITING & ACCOUNTING	400.00		0.0%
510252	PROF & SPEC SVC - INFORMATION TECH SERVIC	15,890.00	7,923.56	49.9%
510254	PROF & SPCE SVC - FISCAL AGENT FEES		204.05	2.4%
510255	PROF & SPEC SVC - MEDICAL, DENTAL & LAB	4,350.00	1,727.00	39.7%
510275	PROF & SPEC SVC - OTHER	6,950.00	6,223.57	89.5%
510288	SPEC DEPT EXPENSE - OTHER		391.00	4.6%
530021	BUILDINGS & IMPROVEMENTS		13,126.66	153.7%
530070	EQUIPMENT	17,000.00		0.0%
590100	APPROPRIATIONS FOR CONTINGENCY	19,873.00		0.0%
	Total Appropriations	854,219.00	471,618.66	55.2%
	Additions to Capital Asset Replacement Reserve	81,398.00		
	Additions to WPPFD -QSEHRA Reserve	4,000.00		
	TOTAL FINANCING USES	939,617.00	% of FY	50.0%

WEST PLAINFIELD FIRE PROTECTION DISTRICT
 24901 County Road 95, Davis, CA 95616 (530) 756-0212

DATED: January 21, 2025
TO: Board of Fire Commissioners
FROM: Budget & Benefits Committee Chair Commissioner Beth Stiles
 Interim Board Clerk Cherie Rita
SUBJECT: Bills Paid Since Last Report - For Board Ratification

GL Acct	Vendor	Invoice Date	Purpose	Total	Details
510010 - LN Curtis & Sons		11/25/24	Clothing - PPE Structure	1,674.23	EMW-2021-FG-01803 - Helmets (SP, SR, OE, WT)
510010 - LN Curtis & Sons		11/25/24	Clothing - PPE Structure	420.81	Helmet (Rehan)
510040 - Quill LLC		11/29/24	Supplies - Household	99.82	Copy paper
510040 - Quill LLC		11/17/24	Batteries - Mouse, keyboard, clock	16.95	3 volt
510040 - Quill LLC		11/17/24	Supplies - Household	140.13	Cleaning, paper products, toiletries
510040 - Quill LLC		11/19/24	Supplies - Office	44.50	Cleaning, paper products
510040 - Quill LLC		01/03/25	Supplies - Household	15.05	Toiletries
510040 - Quill LLC		12/31/24	Supplies - Household	175.43	Cleaning, paper products, toiletries
510070 - Pisani's Auto Parts		11/22/24	Equipment / Tools / Parts - Apparatus	24.98	E330 cabin air filter
510070 - Sterling May Company		12/05/24	Maintenance - Equipment	283.72	Chain saw
510070 - The Radio Guys		12/12/24	Equipment / Tools / Parts - Apparatus	30.00	Portable radio
510170 - LEAF		12/21/24	Lease - Equipment	118.64	Copier 12/24
510180 - City of Winters		12/05/24	Expense - Training	750.00	DO 1B (Gallagher and Wright)
510201 - Interstate Oil Company		12/06/24	Fuel - Diesel	950.19	Diesel (215 gal)
510220 - Interstate Oil Company		12/23/24	Utilities - Propane	776.66	Station (241.2 gal)
510255 - Dignity Health - Woodland Clinic		11/15/24	Pre-Employment - Medical	42.00	EMW-2021-FG-01803 - Spirometry (KM)
510255 - Dignity Health - Woodland Clinic		11/15/24	Pre-Employment - Medical	54.00	EMW-2021-FG-01803 - Drug Screen (KM)
510255 - Dignity Health - Woodland Clinic		11/15/24	Pre-Employment - Medical	78.00	EMW-2021-FG-01803 - Physical (KM)
510255 - Dignity Health - Woodland Clinic		11/15/24	Pre-Employment - Medical	127.00	EMW-2021-FG-01803 - Vaccine/Test (KM)
530070 - Western Extrication Specialists, Inc.		12/19/24	Equipment	76,120.65	EM25013 (spreader, cutter, combi-tool, cords, batteries)
510288 - Yolo County Environmental Health		12/02/24	Fee - Other	391.00	CUPA Part A HazMat Category 1
				82,333.76	TOTAL NON US BANK SUBMITTED FOR PAYMENT

GL Acct	Vendor	Invoice Date	Purpose	Total	Details
510020 - T-Mobile		10/21/24	IT - Internet / Data / Subscriptions	141.68	09/21/24 - 10/20/24
510020 - Vonage		12/05/24	Communications	15.61	11/06/24 - 12/05/24
510040 - Alhambra		11/21/24	Expense - Household	47.95	Water service
510040 - Alhambra		12/05/24	Expense - Household	47.95	Water service
510070 - Wizix		12/05/24	Maintenance - Equipment	51.47	Copier
510102 - PG&E		11/12/24	Fee - Credit Card	0.67	10/07/24 - 11/04/24
510102 - PG&E		11/12/24	Fee - Credit Card - Lillard Hall	0.68	10/07/24 - 11/04/24
510190 - Amazon Business		11/21/24	Equipment / Tools / Parts - Minor & Other	946.73	Surface Pro 2-in-1 laptop
510190 - Amazon Business		11/21/24	Equipment / Tools / Parts - Minor & Other	123.78	Surface Pro 2-in-1 keyboard
510201 - Arco		12/05/24	Fuel - Gasoline	50.23	Durango (87651 miles)
510220 - PG&E		11/12/24	Utilities - PGE	754.37	10/07/24 - 11/04/24
510220 - PG&E		11/12/24	Utilities - PGE - Lillard Hall	274.14	10/07/24 - 11/04/24
510252 - Adobe		12/08/24	IT - Internet / Data / Subscriptions	19.99	12/08/24 - 01/07/25
510252 - Google		11/30/24	IT - Internet / Data / Subscriptions	263.99	11/01/24 - 11/30/24
510252 - Starlink		12/02/24	IT - Internet / Data / Subscriptions	120.00	12/02/24 - 01/02/25
				2,859.24	US BANK STMT DATED 12/13/24 - SUBMITTED

GL Acct	Vendor	Invoice Date	Purpose	Total	Details
510010 - Mystery Ranch		12/12/24	Clothing - PPE Wildland	443.76	Wildland Pack (Bravo)
510020 - T-Mobile		11/21/24	IT - Internet / Data / Subscriptions	141.68	10/21/24 - 11/20/24
510070 - Wizix		01/06/25	Maintenance - Equipment	62.94	Copier (color coverage 105)
510071 - Clark Pest Control		12/23/24	Maintenance - Station and Grounds	134.00	Pest Away (ants)
510102 - PG&E		12/17/24	Fee - Credit Card	0.67	11/05/24 - 12/05/24
510102 - PG&E		12/17/24	Fee - Credit Card - Lillard Hall	0.68	11/05/24 - 12/05/24
510102 - Vonage		01/05/25	Communications	15.69	12/06/24 - 01/05/25
510190 - Amazon Business		12/17/24	Equipment / Tools / Parts - Minor & Other	48.04	PPE Dryer (heater attachment)
510190 - Amazon Business		12/17/24	Equipment / Tools / Parts - Minor & Other	72.06	PPE Dryer (heater)
510190 - Kimzey Welding		12/23/24	Equipment / Tools / Parts - Minor & Other	49.86	PPE Dryer (misc parts)
510220 - PG&E		12/17/24	Utilities - PGE	774.37	11/05/24 - 12/05/24
510220 - PG&E		12/17/24	Utilities - PGE - Lillard Hall	316.81	11/05/24 - 12/05/24
510252 - Adobe		01/08/25	IT - Internet / Data / Subscriptions	19.99	01/08/25 - 02/07/25
510252 - Google		12/31/24	IT - Internet / Data / Subscriptions	275.99	12/01/24 - 12/31/24
510252 - Microsoft 365		01/09/25	IT - Internet / Data / Subscriptions	99.99	Annual (2025)
510252 - Starlink		01/02/25	IT - Internet / Data / Subscriptions	120.00	01/02/25 - 02/02/25
510080 - WebStaurantStore.com		12/27/24	Supplies - Medical / EMS	176.02	BioWaste Can and Liners
				2,752.55	US BANK STMT DATED 01/13/2025 - SUBMITTED

NOTE: Association paid \$1,036.01 for new headlights for E30

WEST PLAINFIELD FIRE PROTECTION DISTRICT

24901 County Road 95, Davis, CA 95616

(530) 756-0212

DATED: January 21, 2025
TO: Board of Fire Commissioners
FROM: Budget & Benefits Committee Chair Commissioner Beth Stiles
 Interim Clerk Cherie Rita
SUBJECT: Deposits FYE 2025 To Date - Informational

GL Acct(s)	Deposit Date	Details	Amount
450307	07/26/24	Grant Reimburse - PRISM / YCPARMIA	822.00
440600	08/14/24	Fire Recovery USA 1528171	349.44
450900	08/23/24	Cal Card Rebate FYE 2024 Q4	196.74
Various	09/06/24	LH - Reimb PGE 07/15/24 PPE 06/29/24 07/13/24 07/27/24	1,154.52
510040	09/20/24	Quill Refund - Overpayment	80.11
410900	10/02/24	Sites Strike Team (labor, equipment, admin surcharge)	10,231.34
410900	10/02/24	CA VFC 7GF23126	5,028.61
Various	10/11/24	LH - Reimb PGE 08/10/24 09/12/24 PPE 08/10/24 08/24/24 09/07/24	1,555.76
440600	10/16/24	Fire Recovery USA 1720380	469.56
Various	11/08/24	LH - Reimb PGE 10/12/24 PPE 09/21/24 10/05/24 10/19/24	972.48
440600	11/18/24	Fire Recovery USA 1720355 1649275	650.52
440690	11/18/24	Coopers LLP - Document Production	11.20
430022	11/18/24	PO5259 (Well Generator) - Reimburse Contractor	12,668.00
430022	11/18/24	PO5259 (Well Generator) - Reimburse Misc - Final	821.88
430022	11/20/24	Fire Sustainability Q1 FYE 2025	31,952.50
440690	12/04/24	Permit BR24-239 - New SFD	180.00
410900	12/09/24	Park Strike Team (labor, admin surcharge)	17,165.65
410900	12/09/24	Cal Card Rebate FYE 2025 Q1	152.52
440600	12/16/24	Fire Recovery USA 1775045 1775076	1,006.20
Misc	12/16/24	LH - Reimburse PGE 11/12/24 PPE 11/02/24 11/16/24	732.90
440600	01/03/25	Airport - FYE 24 Period 1 Period 2	8,635.00
Misc	01/03/25	LH - Reimburse PGE 12/17/24 PPE 11/30/24 12/14/24	895.08
410900	01/03/25	Point Strike Team (labor, equipment, admin surcharge)	519.82
410900	01/03/25	Boone Strike Team (labor, admin surcharge)	5,608.13
440600	01/17/25	Fire Recovery USA 1775128	469.56
510010	01/17/25	LN Curtis Refund (INV805093 and INV804547)	29.93

TOTAL: \$102,359.45

Grant Reimbursements	19,340.49
Airport	8,635.00
Fire Recovery	2,945.28
Lillard Hall	5,310.74
Strike Team	33,524.94
Cal Card Rebates	349.26
Fire Sustainability - Yolo County	31,952.50
Permit Fees	180.00
Other	121.24
	<u><u>\$102,359.45</u></u>



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

MINUTES
BOARD OF COMMISSIONERS – REGULAR MEETING
December 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 7:00 PM. Acting Board Clerk Rita called roll and confirmed a quorum was present. Present were:

Commissioners: James McMullen, Warren Roos, Emily Amy, Beth Stiles, John Lindsey

Staff: Fire Chief, and Acting Board Clerk, Cherie Rita; Assistant Chief David Stiles; and Assistant Chief David Stiles

Via Zoom: Retired West Plainfield Firefighter Tom Stiles

Public: Chase Covington

2. Public Comment

Chase Covington introduced himself. He received an invoice for Fire Department response to a fire involving his tractor earlier in the year. He asked the Board to reconsider the invoice as he was contracted to work that field by the property owner and was not merely a person passing through the District. Mr. Covington also noted that the invoice had been directed to him, as an individual, instead of to his business. Commissioner Lindsay asked for the company name and directed staff to get the invoice re-billed to the company name; Mr. Covington confirmed that the address would remain the same.

After some questions of Mr. Covington by various Commissioners, the Board agreed to schedule a final Agenda item on the matter for the January 2025 meeting.

3. Old Business

a. Update - Development Impact Fee (Asst Chief Stiles)

Assistant Chief Stiles reported that he had not yet heard from County Counsel, but had started to gather information from other fire districts. President McMullen asked if Assistant Chief Stiles wanted the matter on January's Agenda. Assistant Chief Stiles requested that it be removed from the Agenda and he would notify the Board Clerk when he was ready to make a complete report, including recommendations for next steps in the process.

4. New Business

a. Discussion / Action – Enter Into Memorandum of Understanding Between the County of Yolo and Fire Protection Districts/Fire Departments (“Signatory Agencies”) for Reimbursement of Costs Associated with Tablet Command Service (Fire Captain Fish)

Fire Captain Fish refreshed the Board on the purpose of this Memorandum. He further advised that the charges to be assessed the District had been budgeted for the current fiscal year.

Commissioner Amy asked why our amount due was higher than Willow Oak's. Fire Captain Fish reported that each participating member was billed their portion of a flat rate for the service and then for each iPad on which the software was loaded and used; we have one more iPad, but Willow Oak may increase their numbers once the system is fully implemented and in place for a while.

Fire Captain Fish noted that each signatory agency will be required to sign it and make its share of the payment to continue access to the software.

Board President McMullen expressed appreciation to Fire Captain Fish for all his hard work on information systems management and implementation of programs.

Motion: Enter into Memorandum of Understanding Between the County of Yolo and Fire Protection Districts/Fire Departments (“Signatory Agencies”) for Reimbursement of Costs Associated with Tablet Command Service as presented

By: Commissioner Amy

Second: Commissioner Stiles

Discussion: No further discussion

Motion passed unanimously.

b. Discussion / Action – Hire Mark Krummenacker to Prepare and Submit the Required FYE 2024 State Controller's Office Financial Report Filing (Chief Rita)

Fire Chief Rita advised the Board that this report is due each year to the State Controller's Office. In the past the District has had either the County or Mark Krummenacker prepare it due to its complexity. Mr. Krummenacker

will charge \$200.00 and the County would charge \$300.00.

Commissioner Amy noted she had tried to find the form on the State Controller's website to see what it entailed, but could not. She asked what it included. Chief Rita reported that she and Assistant Chief Stiles had recently looked at the prior year's 12, or so, page document and noted the complexity of the required financial information. She noted that it is more than just looking at approved budget versus spending. Assistant Chief Stiles concurred that hiring someone familiar with our general ledger accounts would be better than trying to do it ourselves and money well spent.

Motion: Hire Mark Krummenacker to prepare and file the District's fiscal year end 2024 State Controller's Office Financial Report for \$200.00
By: Commissioner Amy
Second: Commissioner Roos
Discussion: No further discussion
Motion passed unanimously.

c. Discussion / Action - Real-time Incident Information for Board Members (Commissioner Roos)

Commissioner Roos was wondering if there is a way to keep the Board members informed of incidents that did not require real-time interaction with staff, who are already busy. Assistant Chief Stiles replied that Fire Captain Fish could better answer the question about the IT-side. He further explained that the programs members use have protected information in them. PulsePoint does not include such information.

Commissioner Roos would use the information to assist with his fundraising efforts. He feels "out of touch" between meetings. Chief Rita suggested visiting with staff more. Commissioner Roos noted he has, but that he did not want to burden staff with numerous visits. Commissioner Amy noted that the few times she has come by the Station that was not for a meeting, she feels like she is getting "danced around" because she believes they are trying to be super respectful of the fact she is a Commissioner; but it does depend on who is on duty.

Commissioner Amy went on to comment that her main feeling of disconnect centers around staffing changes. She noted she tried to look online, but she saw it was not updated. Chief Rita reported that due to all the recent turnover, that list online is, indeed, not up-to-date but will be updated after all the staffing changes in early January.

Fire Captain Fish confirmed all the applications used by staff contain protected information. He believes he could tweak an application to be more focused on Department incidents; he could also maybe set up email that pushes non-protected incident information to each Commissioner. Commissioner Roos noted he did not want to create a bunch of work for

staff and agreed with Commissioner Amy regarding reception by staff the few times he has gone to the Station.

d. Discussion / Action – Standing Committee – Reports

i. Lillard Hall Committee – Amy, Roos

1. Hall Manager Report

Commissioner Amy presented the Hall Manager's reports and asked for questions. There were none.

2. Discussion / Action – Approval of December 4, 2024, Minutes

Motion: Approve the December 4, 2024, Lillard Hall Committee meeting minutes as presented

By: Commissioner Amy

Second: Commissioner Roos

Discussion: None

Motion passed unanimously.

e. Discussion / Action – Elect President and Vice-President of the Board of Fire Commissioners for Calendar Year 2025 (Policy 1201, Section 1201.9.5) (President McMullen)

President McMullen asked the Board Clerk to solicit nominations and call for vote.

President

Interim Board Clerk Rita made three calls for nominations for President. After the last call for nominations, the nominees were identified as:

Commissioner McMullen (nominated by Commissioner Roos)

Commissioner Lindsey (nominated by Commissioner Stiles)

Interim Clerk Rita called for the vote, requesting that each Commissioner raise a hand to signify their vote.

Hand raised: Commissioners Amy, Roos, Lindsey, McMullen

Hand not raised: Commissioner Stiles

Commissioner McMullen elected by a vote of 4-1 to serve as President of the Board for calendar year 2025.

Vice-President

Interim Board Clerk Rita made three calls for nominations for Vice-President. After the last call for nominations, the nominees were identified as:

Commissioner Stiles (nominated by Commissioner Lindsey)

Commissioner Roos (nominated by Commissioner McMullen)

Interim Clerk Rita called for the vote, requesting that each Commissioner raise a hand to signify their vote.

Hand raised: Commissioners Amy, Roos, McMullen
Hand not raised: Commissioners Stiles and Lindsey

Commissioner Roos elected by a vote of 3-2 to serve as Vice-President of the Board for calendar year 2025.

5. Fire Chief's Report (Chief Rita)

a. Incidents for November 2024

Commissioner Amy asked about the incident "search for person in water." Assistant Chief Stiles advised this had been a mutual aid call to Winters for persons in the creek. There were no other questions.

b. Trial Balance – FYE 2025 – Periods 1-5 – Not Closed

Commissioner Amy asked about why the training account was only 17% used when we were more than a third of the way into the budget cycle. Assistant Chief Stiles indicated those monies are budgeted for training classes as they become available and for supplies for those classes. He pointed out that this Spring we would be purchased 20 or more boards for roof ventilation training, which would consume a substantial portion of the remaining monies. Chief Rita noted that the monies spent to date had been for several of our firefighters to take driver/operator classes so they could get their firefighter endorsement.

c. Public Information Request

Chief Rita reported that the attorney for DQU had sent her an email asking if they were exempt from the 218 assessment. She forwarded it to County Counsel for guidance and replied to the attorney as instructed by County Counsel.

Shortly after that the attorney replied, making a public information request for documentation about the ballot, etc. Chief Rita forwarded that to County Counsel, who replied. Since that reply, the attorney for DQU has asked how their assessment was calculated. County Counsel is working on that with SCI, who prepared the engineer's report. Chief Rita informed the Board that she expects to have the next request from the attorney for DQU be a request for reclassification and recalculation. Chief Rita will keep the Board informed.

d. Fire Incident Billing of Contractor Hired by Property Owner

Chief Rita reported this was addressed earlier in public comment, but suggested that consideration should include employees of property owners and not just agents of or contractors hired by property owners. By consensus, this item will appear one final time on the Agenda, for January's meeting.

In addition to the above, Chief Rita reported that one of the Department's reserves was moving out of state, but there are a couple in the application process.

Chief Rita further reported that she and Assistant Chief Stiles continue to meet and it is going well.

6. Assistant Chief's Report (Asst Chief Stiles)

Assistant Chief Stiles thanked Chief Rita for working with him, noting all the different nuances involved with the administrative paperwork.

Assistant Chief Stiles reported on the Office of Traffic Safety Grant status, noting that the equipment has been ordered and should be delivered later in the week. Staff will receive training that day and additional trainings will be scheduled to meet the grant program parameters. He reported we are meeting all the grant objectives to date and our first report will be due at the end of January.

Assistant Chief Stiles advised the Board that he had been working with Fire Chief Jack Snyder, Winters Fire, and Fire Chief Marcus Klinkhammer, Willow Oak Fire, on an AFG grant for replacement portable radios. While he does not have all the final numbers as it was just finalized and filed earlier that day, it will be a 5% match and our share is anticipated to be between \$7,000 - \$8,000, which is the cost of 1 radio; we applied for 18.

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

Fire Fighter's Association Present Jon Lee was not present. Fire Captain Patrick Fish advised the Board that President Lee had not provided any information to him to pass along to the Board.

Captain Fish thanked the Board for attending the holiday party. Several Board members expressed appreciation for having been invited to attend it.

8. Interim Board Clerk's Report

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

Interim Clerk Rita reported that she had recently received a check from the Airport for a bit over \$8,000.00 which covered the period November 1, 2023, through June 30, 2024. The report regarding deposits to date will be included in the January meeting packet.

Motion: Ratify bill payment as presented
By: Commissioner Amy
Second: Commissioner Stiles
Discussion: No further discussion
Motion passed unanimously.

b. Discussion / Action - Approval of November 19, 2024, Regular Board Meeting Minutes

Motion: Approve November 19, 2024, regular Board meeting minutes as presented
By: Commissioner Roos
Second: Commissioner Amy
Discussion: None
Motion passed unanimously.

9. Open Forum

Commissioner Roos reported that he finally had a reply from the County about solar panels at the station. Ryan Pistochini, Yolo County General Services Director, instructed him to contact the FAA about it. He will continue to work on it, but is not sure how long it take to get a response from the FAA.

10. Next regular Board meeting on January 21, 2025, unless another date is agreed upon

Commissioner Amy will not be at the January meeting; everyone else confirmed. Next regular Board meeting confirmed for January 21, 2025.

11. Meeting Adjourned (President McMullen)

Motion: Adjourn meeting
By: Commissioner Lindsey
Second: Commissioner Amy
Discussion: None
Motion passed unanimously.

Meeting adjourned at 7:58 PM by President McMullen.

Approved: January 21, 2025

JAMES McMULLEN, President
Board of Fire Commissioners

CHERIE RITA
Acting Board Clerk