



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

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**BOARD OF COMMISSIONERS – REGULAR MEETING  
OCTOBER 18, 2022 at 7:00 PM**

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

1. Call the Meeting to Order and Establish Quorum (President McMullen)
2. Public Comment
3. Old Business
  - a. Update - Weed Abatement (Chief Rita)
  - b. Update – Yolo County Fire Sustainability Committee (AC Stiles)
4. Lillard Hall
  - a. Manager Report (Hall Manager Gonzalez)
  - b. Discussion / Action on Recommendations from Committee, if any
5. New Business
  - a. Discussion / Action - Volunteer Applications (Chief Rita)
  - b. Discussion / Action – Board Meetings
    - i. Zoom and In-Person Options
  - c. Discussion / Action – Standing Committees – Reports
    - i. Budget and Benefits Committee – **Yeager**, Guarino
    - ii. Personnel Committee – **Amy**, Yeager
    - iii. District Funding and Development Committee - **Guarino**, Stiles
    - iv. Lillard Hall Committee – **Amy**, Guarino
  - d. Discussion / Action – Ad Hoc Committee Reports
    - i. LAFCO – **Guarino**, Yeager
    - ii. Inspection Fees – **Yeager**, Amy (Pages 3-11)
      1. Discussion / Action – Approve Fees and Supporting Documents
      2. Discussion / Action – Approve Ordinance Language
      3. Discussion / Action – Approve Timeline and Move Forward with Adoption

- e. Discussion / Action – Liaison Reports
  - i. Fire Prevention / Investigation – McMullen
  - ii. Training – Yeager
  - iii. Large Equipment / Facilities – McMullen
  - iv. IHS – McMullen
- 6. Fire Chief’s Report – (Chief Rita) (Pages 12-13)
- 7. Fire Fighter’s Association Report (President Jon Lee)
- 8. Clerk’s Report
  - a. Discussion / Action – West Plainfield Fire Protection District Bill Review / Approval (Page 14)
  - b. Approval of September 20, 2022, Board Meeting Minutes (Pages 15-25)
  - c. Approval of September 29, 2022, Special Board Meeting Minutes (Pages 26-28)
- 9. Open Forum
- 10. Next regular Board meeting on November 15, 2022, unless another date is agreed upon
- 11. Meeting Adjourned (President McMullen)



Business Owner:

Our records indicate that you are operating a business within the jurisdictional boundaries of the West Plainfield Fire Protection District. Commercial businesses and certain other entities within the District are required to permit an annual fire inspection to ensure that the business maintains a reasonable degree of life safety for the safety of our citizens and firefighting personnel.

Fire Department personnel will be conducting an inspection at your business or entity sometime in the next few weeks. **Inspectors will need access to all areas of your property. A list of the common violations they will be checking for during your inspection is enclosed; this list is not all-inclusive, as they will check for any life safety hazards during the inspection. It is recommended you perform a self-inspection immediately.** We are unable to provide a specific date or time for these inspections, other than “sometime during the next few weeks,” as we must remain flexible in order to respond to emergency calls for service. If you have a specific date and time you are unavailable in the coming weeks, or if you have any other conflict, please contact the Fire Department’s on-duty Officer at the number listed above.

**There is no charge for this initial inspection; however, if any violations are found, a \$200.00 re-inspection fee may be charged.**

We appreciate your cooperation in helping us keep you, your business, and our citizens and firefighters safe.





## **INSPECTIONS - BUSINESS COMMON VIOLATIONS (non-inclusive)**

### Building

- Address must be posted – it shall be posted to be plainly legible from the road fronting your property with minimum height of 4” with contrasting color of structure
- Provide and prominently display NFPA 704 placards, when required by permit, plainly legible from the road fronting your property

### Electrical

- Discontinue use of extension cords in lieu of permanent wiring
- Discontinue use of non-approved multi plug adapters (must be UL listed)
- Replace/repair covers on electrical service panel or outlet boxes
- Maintain wiring in good condition and protect from damage
- Electrical panel and equipment shall have a minimum of 36” clearance front, 30” sides and 78” above

### Fire Protection

- Provide fire extinguisher(s) no further than 75’ of travel between (2A10BC minimum)
- Extinguishers must be visually inspected monthly, serviced annually, and hydrostatically tested every 6 years
- Provide an additional approved Class and size of fire extinguishers as required by hazard
- Maintain integrity of fire doors, occupancy, and area separation walls
- Fire Sprinkler Systems shall be inspected, tested, and maintained
- Extinguishers must be accessible and located appropriately for aviation facilities
- Commercial Kitchen Hood Systems shall be cleaned by a qualified individual at intervals listed in CFC 607.3.3.

### Storage and Housekeeping

- Clear exits, aisles, corridors and under stairs
- Reduce storage height to at least 2 feet below ceiling in buildings not protected by sprinklers
- Secure and identify compressed gas cylinders
- Remove combustible storage, waste, trash, and/or weeds
- Remove or store waste material and oily rags in approved / UL listed closed metal container(s)
- Follow approved safety precautions for handling and storage of hazardous materials

### Exiting and Signage

- Exit doors to have approved hardware
- Exit signs must be visible



**BUSINESS INSPECTION NOTICE**

**Business Name:** \_\_\_\_\_ **Business Phone:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_ **Inspection By:** \_\_\_\_\_

**1 BUILDING**

**Cleared Date**

<input type="checkbox"/>	a	Address must be posted (shall be posted to be plainly legible from road fronting the property with minimum height of 4" with contrasting color of structure) (CFC 505.1)	
<input type="checkbox"/>	b	Provide and prominently display NFPA 704 placards, when required by permit, plainly legible from the road fronting the property (CFC 5003.5-5003.6)	

**2 ELECTRICAL**

**Cleared Date**

<input type="checkbox"/>	a	Discontinue use of extension cords in lieu of permanent wiring (CFC 604.5)	
<input type="checkbox"/>	b	Discontinue use of non-approved multi plug adapters (must be UL listed) (CFC 604.4)	
<input type="checkbox"/>	c	Replace/repair covers on electrical service panel or outlet boxes (CFC 604.6)	
<input type="checkbox"/>	d	Maintain wiring in good condition and protect from damage (CFC 604.1)	
<input type="checkbox"/>	e	Electrical panel and equipment shall have a minimum of 36" clearance front, 30" sides and 78" high (CFC 605.3)	

**3 FIRE PROTECTION**

**Cleared Date**

<input type="checkbox"/>	a	Provide fire extinguisher(s) (2A10BC min.) spaced no further than 75' of travel (CFC 906.1)	
<input type="checkbox"/>	b	Fire extinguishers must be visually inspected monthly, serviced annually, and hydrostatically tested every 6 years (CFC 906.2)	
<input type="checkbox"/>	c	Provide additional approved class and size of fire extinguishers as required by hazard (CFC 906.2)	
<input type="checkbox"/>	d	Aviation only: fire extinguishers must be accessible and located appropriately (CFC 2005.7)	
<input type="checkbox"/>	e	Fire Sprinkler Systems: must be inspected, tested and maintained (CFC 903.5)	
<input type="checkbox"/>	f	Commercial Kitchen Hood and Range Hood Systems: must be cleaned by a qualified individual at intervals listed in CFC 607.3.3, service tags required	
<input type="checkbox"/>	g	Maintain integrity of fire doors and occupancy and area separation walls (CFC 703.1 and 705.2)	

**4 STORAGE AND HOUSEKEEPING**

**Cleared Date**

<input type="checkbox"/>	a	Remove storage from exits, aisles, corridors and under stairs (CFC 1031.1 and 1011.7.3)	
<input type="checkbox"/>	b	Reduce storage height to at least 2 feet below ceiling in buildings not protected by sprinklers (CFC 315.3.1)	
<input type="checkbox"/>	c	Secure and identify compressed gas cylinders (CFC 5303.5.3 and 5303.4)	
<input type="checkbox"/>	d	Remove combustible storage, waste, trash and/or weeds (CFC 304)	
<input type="checkbox"/>	e	Store waste material and oily rags in approved/listed closed metal container (CFC 301.1)	
<input type="checkbox"/>	f	Follow approved safety precautions for handling and storage of hazardous materials (CFC 5003.9 and 5003.9.10)	

**5 EXITING AND SIGNAGE**

**Cleared Date**

<input type="checkbox"/>	a	Exit doors to have approved hardware	
<input type="checkbox"/>	b	Exit signs must be visible	

**Comments / Additional Items:**

\_\_\_\_\_ A reasonable degree of life safety exists as of the date and time of this inspection. Thank you.

\_\_\_\_\_ You are hereby directed to correct the above-noted conditions immediately upon receipt of this notice. A re-inspection to determine if you have complied will be conducted on or after \_\_\_\_\_. Please call prior to this date with any date or time on or after that date that your business will be unavailable for re-inspection. **Failure to comply may result in the need for additional re-inspections and you will incur a \$200.00 fee for each such additional re-inspection.**

Received by (print and sign): \_\_\_\_\_

**WEST PLAINFIELD FIRE PROTECTION DISTRICT  
TIME SCHEDULE FOR ADOPTING  
AN ORDINANCE TO  
UPDATE AND ADD FEES FOR SERVICES  
(Prepared 10/xx/22)**

- October 25            First Publication in Daily Democrat of Notice of Public Hearing re:  
adoption of ordinance
- at least 5 days between first and second publication
- October 31            Second Publication in Daily Democrat of Notice of Public Hearing  
re: adoption of ordinance
- No later than  
October 31            Mail the notice to any interested party who has filed a written  
request for mailing notice of any meeting on new or increased fees
- No later than  
November 5            Have available to the public the data indicating the cost or  
estimated costs required to provide the service for which the fee is  
to be charged, the revenue sources anticipated to provide the  
service, and the bases of the allocation of the costs to the various  
service users
- November 22            First reading of ordinance to consider any objections or protests to  
the proposed fee (read out loud the ordinance in its entirety)
- November 29            Second reading of ordinance to again consider any objections or  
protests to the proposed fee (read out loud the ordinance in its  
entirety)
- Can adopt at this meeting
- December 1            Publish the adopted ordinance in the Daily Democrat
- December 30            Ordinance is effective (30 days after its adoption)

**WEST PLAINFIELD FIRE PROTECTION DISTRICT  
NOTICE OF PUBLIC HEARING**

**NOTICE IS HEREBY GIVEN** that the Board of Commissioners of the West Plainfield Fire Protection District will hold a public hearing on November 22, at 7:00 pm, at Lillard Hall, 24905 County Road 95, Davis, California.

The purpose of this hearing is to consider adoption of an ordinance updating, and adding to, the fees charged by the West Plainfield Fire Protection District for various services provided by the District, including but not limited to post-installation sprinkler inspection and inspection and/or reinspection of businesses located within the Fire Protection District boundaries. Detailed cost and allocation data is available to the public concerning the proposed ordinance, including the cost or estimated cost of providing the service for which each fee is proposed to be charged, the revenue sources anticipated to provide the service (including general fund revenues), and the bases of the allocation of the cost of the service to the various service users. This information is available for review at the West Plainfield Fire Department Station, 24901 County Road 95, Davis, California.

All interested persons are invited to attend and be heard at the time of the hearing. Written comments may be mailed to the West Plainfield Fire Protection District Board of Commissioners, 24901 County Road 95, Davis, CA 95616. Written comments should be mailed so that they are received by November 22, 2022.

Additional information regarding the proposed ordinance and fee schedule may be obtained at the West Plainfield Fire Department, 24901 County Road 95, Davis, California, between the hours of 8:30 am and 4:30 pm, Monday through Friday, or by calling the West Plainfield Fire Department at (530) 756-0212.

Dated: October \_\_\_\_, 2022

\_\_\_\_\_  
Chair, Board of Commissioners  
West Plainfield Fire Protection District

Posted \_\_\_\_\_ at three (3) places within the District by  
\_\_\_\_\_ (print name and title).

DRAFT



**WEST PLAINFIELD FIRE PROTECTION DISTRICT  
COUNTY OF YOLO, STATE OF CALIFORNIA**

**ORDINANCE NO. 22-\_\_\_\_\_**

**(An ordinance adopting a revised schedule of District fees)**

The Board of Fire Commissioners of the West Plainfield Fire Protection District ("District"), County of Yolo, State of California, HEREBY ORDAINS AS FOLLOWS:

SECTION 1. FINDINGS. The Board of Fire Commissioners finds as follows:

- A. Incorporated herein is a proposed Fee Schedule for various services provided by the District.
- B. This Board has held at least one public meeting regarding the proposed Fee Schedule, at which oral or written presentations could be made, and the Board heard and considered any objections or protests to the proposed Fee Schedule.
- C. At least ten (10) days before the meeting, the District made available to the public the data indicating the cost or estimated cost required to provide the service for which the fee is proposed to be charged, the revenue sources anticipated to provide the service (including general fund revenues), and the bases of the allocation of the costs to the various fees.
- D. The District also published notice, pursuant to Section 6066 of the Government Code, once a week for two successive weeks before the meeting, of its intention to establish the schedule of fees. The notice stated the time and place of the meeting, including a general explanation of the matter to be considered, a statement that the required data is available, and a description of that data.
- E. The District also mailed the notice, at least fourteen (14) days before the meeting, to any interested party who filed a written request for mailed notice of any meeting on new or increased fees.

**WEST PLAINFIELD FIRE PROTECTION DISTRICT**

**ORDINANCE NO. 22-\_\_\_\_\_**

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- F. Based upon the data made available to the public, and all information presented to this Board during its consideration of the proposed Fee Schedule, each of the service fees set forth in the proposed Fee Schedule do not exceed the cost reasonably borne by the District in providing that service.
  
- G. The District needs to adopt, impose and collect the fees set forth in the attached fee schedule in order to provide the services for which each of the fees will be charged, and each of those services is necessary to promote the public health, safety and welfare. Revenues available from other sources, including but not necessarily limited to property tax revenues, are insufficient to pay for such services, and, without the additional revenues estimated to be available from these fees, the District would not have sufficient revenues to provide such services, to the detriment of the public health, safety and welfare.
  
- H. The projected total cost of providing the fire sprinkler post-installation inspection services is estimated at \$\_\_\_\_\_ per fire sprinkler permit (residential) and \$\_\_\_\_\_ per fire sprinkler permit (commercial), an increase from \$180 (residential) and \$300 (commercial).
  
- I. The projected total cost of providing life-safety inspections at District businesses is estimated at \$\_\_\_\_\_ per inspection or reinspection, for which we do not currently collect fees.
  
- J. By charging fees for the identified services, the District will increase the property tax revenues and revenues from other non-fee sources that are available for fire protection and other services provided by the District, thereby enhancing the public health, safety and welfare.

**SECTION 2. ADOPTION OF FEE SCHEDULE.** The following Fee Schedule is hereby adopted:

- \$\_\_\_\_\_ per fire sprinkler permit (residential)
- \$\_\_\_\_\_ per fire sprinkler permit (commercial)
- \$\_\_\_\_\_ per life-safety inspection and/or reinspection at District Businesses

**WEST PLAINFIELD FIRE PROTECTION DISTRICT  
ORDINANCE NO. 22-\_\_\_\_\_**  
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The fees shall be effective December 30, 2022.

SECTION 3. EFFECTIVE DATE/PUBLICATION. This ordinance shall take effect and be in force thirty (30) days following its adoption and, prior to the expiration of fifteen (15) days after its adoption, it shall be published once in the DAILY DEMOCRAT, a newspaper of general circulation, printed and published in the County of Yolo.

PASSED AND ADOPTED by the Board of Fire Commissioners of the West Plainfield Fire Protection District, County of Yolo, California, this 29<sup>th</sup> day of November 22, 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Chairperson, Board of Commissioners  
West Plainfield Fire Protection District

ATTEST:

\_\_\_\_\_  
Clerk, Board of Commissioners  
West Plainfield Fire Protection District

# West Plainfield Fire Department (CA)

Davis, CA

This report was generated on 10/15/2022 10:25:50 AM



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

Start Date: 09/01/2022 | End Date: 09/30/2022

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
09/01/2022	2022-199	County Road 97	324 - Motor vehicle accident with no injuries.	B Shift	701- WOF-WPL - Borderline Call Willow Oak & West Plainfield	3	5
09/01/2022	2022-200	County Road 97	324 - Motor vehicle accident with no injuries.	B Shift	702- WOF-WDL-WPL - Borderline Call Willow Oak, Woodland, & West Plainfield	2	4
09/02/2022	2022-201	24390 Aviation AVE	321 - EMS call, excluding vehicle accident with injury	B Shift	0- WPL - West Plainfield Station 30 Response Area	3	6
09/02/2022	2022-202	24390 Aviation AVE	462 - Aircraft standby	B Shift	0- WPL - West Plainfield Station 30 Response Area	1	1
09/03/2022	2022-203	24290 AVIATION AVE	321 - EMS call, excluding vehicle accident with injury	C Shift	No Zone Selected	4	6
09/03/2022	2022-204	18111 County 94B	900 - Special type of incident, other	C Shift	9998- OES - Statewide Mutual Aid	1	1
09/03/2022	2022-205	700 Main ST	571 - Cover assignment, standby, moveup	C Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	5
09/04/2022	2022-206	County Road 31	324 - Motor vehicle accident with no injuries.	C Shift	0- WPL - West Plainfield Station 30 Response Area	4	4
09/05/2022	2022-207	35795 RUSSELL BLVD	322 - Motor vehicle accident with injuries	A Shift	0- WPL - West Plainfield Station 30 Response Area	5	7
09/06/2022	2022-208	County Road 95	322 - Motor vehicle accident with injuries	A Shift	0- WPL - West Plainfield Station 30 Response Area	4	5
09/06/2022	2022-209	33250 County Road 31 CIR	140 - Natural vegetation fire, other	A Shift	260- WNF Auto - Automatic Aid Winters (Not Borderline)	6	9
09/06/2022	2022-210	33250 County Road 31	500 - Service Call, other	A Shift	0- WPL - West Plainfield Station 30 Response Area	2	2
09/06/2022	2022-211	33250 County Road 31	500 - Service Call, other	A Shift	0- WPL - West Plainfield Station 30 Response Area	3	3
09/09/2022	2022-212	1550 Spring Lake CT	900 - Special type of incident, other		9998- OES - Statewide Mutual Aid	1	1
09/12/2022	2022-213	County Road 31	324 - Motor vehicle accident with no injuries.	A Shift	320- DVS-WPL - Borderline Call Davis & West Plainfield	2	3

Only REVIEWED incidents included.

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DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
09/23/2022	2022-214	19380 County Road 98	651 - Smoke scare, odor of smoke	A Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	1
09/23/2022	2022-215	County Road 96	444 - Power line down	A Shift	0- WPL - West Plainfield Station 30 Response Area	2	5
09/24/2022	2022-216	33245 Russell BLVD	321 - EMS call, excluding vehicle accident with injury	A Shift	0- WPL - West Plainfield Station 30 Response Area	3	4
09/24/2022	2022-217	County Road 29	622 - No incident found on arrival at dispatch address	A Shift	322- DVS-WDL-WPL - Borderline Call Davis, Woodland & West Plainfield	1	7
09/24/2022	2022-218	411 Edwards ST	611 - Dispatched & cancelled en route	A Shift	260- WNF Auto - Automatic Aid Winters (Not Borderline)	1	5
09/25/2022	2022-219	9415 Stevenson Bridge RD	112 - Fires in structure other than in a building	B Shift	810- DIX - Special Call or Mutual Aid to Dixon	2	6
09/26/2022	2022-220	Cr 94a	138 - Off-road vehicle or heavy equipment fire	B Shift	No Zone Selected	5	8
09/26/2022	2022-221	18111 94b CIR	571 - Cover assignment, standby, moveup	B Shift	No Zone Selected	1	3
09/30/2022	2022-222	33250 County Road 31	150 - Outside rubbish fire, other	A Shift	0- WPL - West Plainfield Station 30 Response Area	3	3

**TOTAL # INCIDENTS: 24**

Only REVIEWED incidents included.

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## West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

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October 18, 2022

Auditor-Controller  
625 Court Street  
Woodland, CA 95695

This letter is to inform you that the West Plainfield Fire Protection District's Board of Commissioners has approved for payment the bills listed below:

CalNet (ATT) 09/24/2022	52.94
Interstate Oil Company 09/19/2022	218.46
LEAF 09/20/2022	60.77
LN Curtis and Sons 09/20/2022	2,082.33
Pisani's 09/07/2022 & 10/14/2022	236.59
Quill.com 09/20/2022	54.64
US Bank Statement 10/13/2022	2,178.48

Total: \$4,884.21



**BOARD OF COMMISSIONERS – REGULAR MEETING - MINUTES**  
**September 20, 2022 at 7:00 PM**

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

**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, Battalion Chief Eric Wilson, Board Clerk Carly Hall, Firefighter and Association President Jon Lee, Fire Captain Patrick Fish

Guests: None

Vice President Yeager introduced, and the Board welcomed, newly appointed Board Clerk Carly Hall.

**2. Public Comment**

NONE

**3. Old Business**

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

BC Wilson reported that there is no update on weed abatement.

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

AC Stiles reported that the meeting was canceled due to council turnover and a new meeting was scheduled for Friday, September 23, 2022. Vice President Yeager asked if AC Stiles believed the committee to be functional. VP Yeager questioned if other districts were involved, and AC Stiles advised there are four to five other districts participating. Commissioner Amy questioned when we would get a response from the consultant for the Proposition 218 Project; she thought it was supposed to be within 30 days. AC Stiles advised they had not heard back yet.

**c. Discussion / Action – Adopt Resolution 22-01 – Resolution Declaring Volunteers as Employees While Performing Voluntary Service Without Pay (Chief Rita)**

Chief Rita discussed the resolution declaring volunteers as employees while performing voluntary service without pay and advised she believed this was originally passed in 2016. However, there was no record of the signed resolution. Chief Rita, therefore, was re-presenting the resolution to the Board for signature since it was recently brought up during a previous discussion regarding the beer booth event.

Vice President Yeager questioned if YCPARMIA would cover the non-firefighting volunteers under our regular liability coverage. Chief Rita advised that YCPARMIA would not cover such volunteers under our regular liability coverage and the resolution was their recommendation in order to get non-firefighting volunteers and/or their family members covered at events.

Commissioner Stiles questioned if adopting the resolution will increase our coverage cost. Chief Rita advised that the cost is determined by claims and personnel salary, so it may increase our risk, but will likely not increase our cost unless there is an injury.

Motion: Adopt Resolution 22-01 declaring volunteers as employees while performing voluntary service without pay.  
By: Amy  
Second By: Guarino  
Discussion: Commissioner Amy added a comment that it was pertinent to adopt the resolution because without coverage, the District could be sued.  
Vote: Approved unanimously.

**4. Lillard Hall**

**a. Manager Report (Chief Rita for Hall Manager Gonzalez)**

Chief Rita presented the Hall Manger’s financial report and advised the Board that Hall Manager Gonzalez had contacted her to let her know she shouldn’t be at the meeting as she was sick. There was no discussion or questions.

**5. New Business**

**a. Discussion / Action - Volunteer Applications (BC Wilson) – NONE**

BC Wilson reported that there were no new applications. He advised volunteer firefighter Kevin Keegan resigned due to time requirements and



availability. BC Wilson reported that he received one inquiry from a person living in Davis, who is in the process of getting their EMT license. BC Wilson encouraged the applicant to visit the station and learn about the District, also advising that we could assist them in obtaining their EMT license. However, he had not heard back from the applicant yet.

**b. Discussion / Action – Modify 2022/23 Fiscal Year Budget to Balance Revenues and Financing Uses (Chief Rita)**

- **Increase Account 501030 from \$200.00 to \$223.00**
- **Increase total Service and Supplies from \$130,630.00 to \$130,653.00**
- **Increase total Appropriations from \$517,080.00 to \$517,103.00**
- **Increase total Financing Uses from \$517,080.00 to \$517,103.00**

Chief Rita requested a motion to modify the adopted 2022/23 Fiscal Year Budget to balance revenues and financing uses. The county office advised the increase is needed to balance the budget.

Motion: Per Chief Rita’s recommendation, modify the adopted 2022/23 Fiscal Year budget to balance revenues and financing uses by increasing Account 501030 from \$200.00 to \$223.00, increasing total Service and Supplies from \$130,630.00 to \$130,653.00, increasing total Appropriations from \$517,080.00 to \$517,103.00, and increasing total Financing Uses from \$517,080.00 to \$517,103.00.

By: Amy  
Second By: Guarino  
Discussion: None  
Vote: Approved unanimously.

**c. Discussion / Action – Adopt Resolution 22-02 – Resolution Approving the Department of Forestry and Fire Protection Agreement #7GF22125 (Chief Rita)**

Chief Rita discussed the resolution approving the Department of Forestry and Fire Protection Agreement accepting the awarded grant. She advised that the resolution is required to formally accept the grant for new radios they applied for and were awarded; it is a 50% match, with our portion being at least \$9,763.00.

Vice President Yeager questioned if we are eligible for the grant even if we aren’t in the CalFire jurisdiction. Chief Rita advised that the grant is available for all volunteer fire service programs. AC Stiles added that the District applies for grants through the Department of Forestry and Fire Protection every year.

Motion: Adopt Resolution 22-02 approving the Department of Forestry and Fire Protection Agreement #7GF22125.  
By: Guarino  
Second By: Amy  
Discussion: Fire Captain Fish commented there was a typo in the District name at the end of the document. Chief Rita advised she will correct it before it's signed.  
Vote: Approved unanimously.

**d. Discussion / Action – Accept AFG Award EMW-2021-FG-08007 (Exhaust System) (Chief Rita)**

Chief Rita discussed the AFG Award EMW-2021-FG-08007 and advised the FEMA awarded amount is \$68,699.21 and we are required to contribute 5%, or \$3,434.97, for a total approved grant of \$72,134.18. This grant will be used to install an exhaust extraction system in the apparatus bay and provided a copy of the cost proposed. Chief Rita advised there may be additional costs relating to electrical. BC Wilson added the District applied for an additional grant through DWR to cover those costs as part of the work to be performed if that grant is awarded, but we are still waiting to hear the results of the application.

Motion: Accept AFG Award EMW-2021-FG-08007.  
By: Guarino  
Second By: Stiles  
Discussion: Commissioner Amy added that the Board thanks the staff for doing all the legwork on these grants.  
Vote: Approved unanimously.

**e. Discussion / Action – BC Wilson Resignation (BC Wilson)**

**i. Proposal by Fire Department Officers (Chief Rita)**

BC Wilson discussed that he is resigning from his position due to a recent change in opportunity to expand his other employment doing public safety background checks. This will allow him to go full-time with his other employer and he discussed with Chief Rita that he will stay on as a relief firefighter.

Chief Rita advised that she discussed BC Wilson's resignation with the other officers, and they are recommending to keep the position unfilled. She provided the Board with a draft of duties and how they will be split between staff, the officers, and the clerk. Chief Rita added that she will be retiring from her full-time employment at the end of the month, which will allow her to more time to help with the duties as well. She is proposing to take the money from the position and use it to start the reserve program and to increase relief firefighter pay to \$17 per hour.

Vice President Yeager questioned if all officers and staff agree with the distribution of duties. Chief Rita advised that everyone is aware and on board, however Captain Bravo hasn't seen the latest draft yet with his assigned duties.

VP Yeager questioned who will be in charge of weed abatement. Chief Rita advised that prevention will continue with Captain Osborne and the C Shift staff member, when the position is filled, along with other officers as well as Firefighter Lee.

AC Stiles added that the reserve program stipend program will not impact salary or workers' compensation.

Commissioner Stiles questioned if we still had an application for a grant to cover this. AC Stiles advised that there is a four year grant we applied for to cover the cost, but we are still waiting to hear back on the application.

VP Yeager questioned the assignment of the clerk for payroll and if it was time consuming. BC Wilson advised it usually takes half an hour every two weeks.

Commissioner Amy questioned what Vector Solutions was. BC Wilson advised it used to be Target Solutions which is an online training software we use. AC Stiles added that we track our trainings and hours using that program.

VP Yeager advised no vote required and if there were no further questions, advised that we move forward with the proposals presented by staff and the officers.

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

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

No meeting; no report.

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

No meeting; no report.

**iii. District Funding and Development Committee – Guarino, Stiles**

**1. Approval of September 8, 2022, Committee Meeting Minutes**

Commissioner Guarino advised there were no action items to report from the September 8, 2022, meeting.

Motion: Approve September 8, 2022, Committee Meeting minutes with the amendment to include Firefighter Farver.

By: Guarino

Second By: Stiles

Discussion: None

Vote: Approved unanimously.

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

No meeting; no report.

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

**i. LAFCO – Guarino, Yeager**

Vice President Yeager advised that there was an agenda item from the August 2022 meeting that was moved to the September 2022 agenda to vote on, but it is missing from this Board meeting's agenda.

Chief Rita advised that there is no item to vote on and that the committee needs to meet still before there is anything to review or recommend.

**ii. Solar – Guarino, Stiles**

**1. Approval of September 5, 2022, Committee Meeting Minutes**

Chief Rita advised that the committee met and since then Commissioner Stiles and Chief Osborne have received additional information so they will be meeting again to review it.

Motion: Approve September 5, 2022, Committee Meeting minutes.

By: Guarino

Second By: Stiles

Discussion: None

Vote: Approved unanimously.

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

BC Wilson reported to the Board that he met with President McMullen virtually and made the recommended changes to some of the documents. Chief Rita has reviewed the recommendations but wants to discuss with President McMullen before any further action. BC Wilson and Commissioner Amy have drafted a letter for the next meeting, which needs further revisions. Chief Rita advised an ordinance will also be required.

**iv. UC Properties – Yeager, Guarino**

Vice President Yeager reported to the Board that there has been no maintenance done at the UC Preserve and UC Davis is nonresponsive. He advised we'll keep watching the properties for any change. Chief Rita questioned if it needs to remain on the agenda. VP Yeager advised since it is an ad hoc committee, it is no longer needed on the agenda at this time.

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

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

AC Stiles advised there is nothing to report in President McMullen's absence.

**ii. Training – Yeager**

Vice President Yeager advised there is nothing to report.

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

BC Wilson advised there is an issue with the generator which may be covered under warranty. He has calls out to get it repaired.

**iv. IHS – McMullen**

BC Wilson reported to the Board that Sacred Oaks has an online billing program that should help streamline invoicing and payment. He submitted an invoice for payment and received confirmation of payment within six days. He advised the facility is open and running, but only averages three residents. This facility is for females only and males will go to a facility in Hemet. BC Wilson advised that we are now required to be accompanied by Sacred Oaks staff while our members are on the premises. He also added that there will be an open house at Sacred Oaks on October 14, 2022.

Vice President Yeager questioned if the smaller resident numbers mean less staffing and less funding. BC Wilson advised that Sacred Oaks experienced a break in while they were understaffed, so now they are staffed 24 hours a day. He added that funding is no issue as the funding is in place regardless of the number of residents.

Commissioner Amy questioned why Sacred Oaks inspections were not listed under the draft of duties provided by Chief Rita earlier. Chief Rita advised that the Sacred Oaks inspections fall under prevention services.

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

Chief Rita advised there was nothing to report that hadn't previously been covered but added that county OES leadership has recently changed. She added there were two meetings held yesterday and today but she was unable to attend them due to short notice. AC Stiles advised he was able to attend today's meeting virtually. Chief Rita advised that Dana Carey and her Planner are no longer with OES. AC Stiles reported the county's Deputy Chief Administrative Officer will oversee OES until Ms. Carey's open position is filled. He advised it doesn't seem that there is a plan in place. Chief Rita advised there is a trend with county staffing issues and abrupt replacement of key personnel.

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

Regarding the open company officer shift, Commissioner Amy asked if more candidates might become available as CalFire season slows. BC Wilson and AC Stiles both advised that it will not help as seasonal firefighters will go on unemployment. They also added that CalFire firefighters receive CalPERS.

BC Wilson advised that staff have stepped up and been filling the vacant shifts and have only had one mandatory shift to fill. He added that staff will go back to the old schedule in October with two on, four off.

Vice President Yeager questioned if they were getting enough volunteers on calls for back up. BC Wilson advised numbers were down, but it's not surprising. He recommended that we look into ramping up the reserve program and recruit more in district volunteers to resolve this issue. AC Stiles added they would like to see three to five people per call.

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

Association President Lee reported that the Association is having a cornhole tournament and barbecue at Hooby's Brewing on October 15, 2022. It will be fundraising event with shirts for sale and Hooby's will contribute a portion of their beer sales to the Association.

Commissioner Amy questioned if the Association would be doing the fall flea market event this year. AP Lee advised they will not be having it, but there may be one in the spring.

Vice President Yeager questioned the Association's funds. AP Lee advised there are some funds, but with coordination and timing, they are hoping to raise more funds through volunteer events. He added they try to help the department as needs arise.

## 9. Clerk's Report

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

Commissioner Amy questioned the invoice from Symbol Arts. AC Stiles advised it was to order patches as we ran out and they ordered the least amount which was 300. He added there was no change to the patch design.

Vice President Yeager questioned the amount of the YCPARMIA invoice. Chief Rita advised she discussed the increase with YCPARMIA, and they indicated the increase was due to claims and an increase in payroll since last year. She advised she is still researching the payroll issue and believes they may be miscalculating it. She advised the invoice will need to be paid until she can resolve the payroll issue. She added that claims will fall off each year and we should see a decrease.

Commissioner Stiles questioned if the AFG Award funds would help offset the cost. Chief Rita advised the AFG Award will not be used for that.

Motion: Approve payment of bills totaling \$67,469.34.  
Motion By: Amy  
Second By: Guarino  
Discussion: None  
Vote: Approved unanimously.

### b. Approval of August 16, 2022, Board Meeting Minutes

Commissioner Amy proposed an amendment to the minutes to correct wording for Item 5diii to state: Commissioner Amy provided feedback regarding the Proposition 218 benefits and assessment information meeting she and Commissioner Guarino attended.

Motion: Approve August 16, 2022, minutes as amended.  
Motion By: Guarino  
Second By: Stiles  
Discussion: None  
Vote: Approved unanimously.

## 10. Open Forum

AC Stiles questioned the Lillard Hall CalNet bill and advised that the Lillard Hall Committee investigate getting services through Starlink. Fire Captain Fish advised he also believes Starlink would be better and more cost effective. AC Stiles added it would allow for the option to hold virtual meetings and provide more reliability for the space. Commissioner Amy will review.

AP Lee reported that he attended the most recent Flood Control meeting and they are requesting a letter from the Commissioners to support a grant on flood control. He advised that Vice President Yeager recently provided pictures of district flooding. AP Lee advised it is an active committee that can provide fire department support. Commissioner Amy added that sloughs and natural drainage have been leveled out by landowners.

Fire Captain Fish questioned if there was going to be an option for attending meetings by Zoom. Commissioner Amy advised they voted that a Zoom option would only be provided on an as needed basis. Fish asked how the public can attend the meetings if they can't attend in public. Chief Rita recommended Zoom for staff, volunteer and increased public participation. Amy advised she didn't feel that there was an urgent need for it and there was no one in attendance advocating for it when it was previously on the agenda. Fish advised attending meetings virtually is the new normal and we should consider it. Vice President Yeager advised to add it to the October agenda for re-review.

Vice President Yeager advised there is a scrapbook missing from the station that held all of the items and minutes from around 1920-1930. He requested AP Lee to ask at his next meeting if anyone had seen it as it may have been loaned out and not returned.

Vice President Yeager advised that we need to get updated staff and member pictures for the website. BC Wilson advised he will arrange this and get the website updated.

## 11. Next regular Board meeting on October 18, 2022, unless another date is agreed upon

Vice President Yeager confirmed the next meeting date as October 18, 2022.



**12. Meeting Adjourned (Vice President Yeager)**

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

Meeting adjourned at 2023 hours.

Minutes approved: \_\_\_\_\_

\_\_\_\_\_  
President James McMullen

\_\_\_\_\_  
Board Clerk Carly Hall

DRAFT



**BOARD OF COMMISSIONERS – SPECIAL MEETING - MINUTES**  
**September 29, 2022 at 6:00 PM**

Held at  
24901 County Road 95  
Davis, CA 95616

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

Meeting called to order at 1800 hours. Board Clerk Hall called roll and confirmed there was a quorum.

Present were:

Commissioners: James McMullen, Jim Yeager (by phone), Richard Guarino, Emily Amy, and Beth Stiles

Department Members: Chief Cherie Rita, Captain Scott Bravo, Board Clerk Carly Hall, Firefighter and Association President Jon Lee

Guests: Jose Santana Ponce Rangel

**2. Public Comment**

NONE

**3. New Business**

**a. Discussion / Action – Fill Open Career Company Officer Position (Commissioner Amy)**

Commissioner Amy advised the Board is meeting to fill the open Career Company Officer position with candidate Jose Santana Ponce Rangel. President McMullen requested a copy of Candidate Rangel's resume; Chief Rita provided a copy of his resume along with a letter of recommendation. President McMullen reviewed, and Commissioner Amy advised that the Personnel Committee met regarding options to fill the C Shift vacancy and introduced the candidate. Candidate Rangel introduced himself to the Board and staff. Commissioner Amy advised that the Personnel Committee reviewed the candidate list and recommended to hire from the list, advising that Candidate Rangel was top of the list. President McMullen opened questioning of the candidate to the commissioners.

Vice President Yeager advised that he interviewed the candidate and believes he is the best qualified person to fill the vacancy as he ranked high on the list, he's worked for Willow Oak and Sacramento City as well and as

a reserve firefighter and paramedic He added that the candidate is available to fill the position quickly and this will help relieve staffing issues.

Commissioner Stiles questioned the candidate's current responsibilities with Willow Oak and how he feels about working alone in 48-72 hour shifts. Candidate Rangel advised that he is a firefighter and paramedic with Willow Oak, he was quartermaster with Big Sur, and lieutenant with Sacramento City. He feels comfortable working alone for long periods of time.

President McMullen questioned the candidate's proximity to the station, drive time, EMT level and maintenance, intention to continue working with Willow Oak as a reserve, continuing education, comfort level with downtime. Candidate Rangel advised he currently lives in Woodland and it takes him 15 minutes to get to the station. He is a licensed paramedic and will maintain his license. If he were hired, he would want to discuss with Willow Oak on continuing with the reserves if scheduling allows. He currently has an AA in Paramedicine, an AS in Fire Services, and will discuss attaining his bachelors with his school. He advised he is okay with downtime as it will allow him to work on station projects, mapping the district, and keeping supplies up to date.

Motion: To offer the open full-time company officer, career position to Jose Santana Ponce Rangel at the rank of Lieutenant, at the rate of \$16.50 per hour, assigned to C Shift, contingent upon passing background and with restricted duties until a medical evaluation is passed, to start as soon as possible after that.

President McMullen moved to amend the motion to leave the assignment to Chief Rita.

Commissioner Amy amended her motion to remove the assigned shift language.

By: Amy  
Second By: Yeager  
Discussion: None  
Vote: Approved unanimously.

**i. Closed Session, if necessary**

Not needed.

**ii. Reopen Session**

Not needed.

**iii. Report Out of Closed Session**

Not needed.

**4. Open Forum**

NONE

**5. Next regular Board meeting on October 18, 2022, unless another date is agreed upon**

President McMullen confirmed the next meeting date as October 18, 2022.

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

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

Meeting adjourned at 1816 hours.

Minutes approved: \_\_\_\_\_

\_\_\_\_\_  
President James McMullen

\_\_\_\_\_  
Board Clerk Carly Hall