



## West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

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### MINUTES - STANDING COMMITTEE – LILLARD HALL – MEETING February 14, 2024, at 10:15 AM

Held @  
West Plainfield Fire Station  
24901 County Road 95  
Davis, CA 95616

**1. Call the Meeting to Order (Chair Amy)**

The meeting was called to order at 10:17 AM by Chair Amy.

Present were:

Committee Members/Commissioners: Emily Amy and Warren Roos  
Staff: Hall Manager Ned Sykes, Fire Chief Cherie Rita, and  
Assistant Chief Stiles (for short periods)

**2. Public Comment**  
NONE

**3. Discussion / Action - Kitchen Remodel Progress Report (Hall Manager Sykes)**

Hall Manager Sykes reported that so far the remodel has cost \$16,890.47. He further reported that the roll-up window between the kitchen and rental space has been installed, there has been no movement on the final electrical, and purchase and installation of the lighted exit sign installation remains to be completed (including moving electrical to accommodate them). He is waiting for those items to be completed and will then get the receipts from Mr. Chong.

**4. Discussion / Action - Capital Improvements Update (Chair Amy)**

Hall Manager Sykes reported that purchase and installation of the lighted exit signs is proceeding with the kitchen remodel. The rain has further deteriorated the parking lot and the roof in the Hall is leaking in at least 3 places.

After some discussion, it was decided that the roof repairs would be budgeted for and occur next fiscal year. Chair Amy felt that the current budget could pay for gravel for the parking lot now. It was agreed that Manager Sykes would contact several companies for the best price for delivery and spreading of 3 transfer loads of gravel. Assistant Chief Stiles agreed to bring his equipment over and prepare the parking lot surface for gravel delivery. Manager Sykes was directed to get the estimates and provide them to the committee members for award. It was estimated that it might cost between \$2,000 and \$2,500.

**5. Discussion / Action - Restroom Remodel Next Steps (All)**

Commissioner Roos reported that we now have plans. With those plans we can begin to determine the project cost and next steps. Commissioner Roos will obtain some rough estimates for project cost. Once we have a rough estimate, we can determine how we must proceed with getting quotes or if we have to/want to use the County's bid process. Chief Rita reported that the County has several lists of approved contractors we could use if we don't have to use the County's bid process; we need to make sure we request the correct list.



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**6. Discussion / Action – Lillard Hall Budget / Financials (Chair Amy and Chief Rita)**

Hall Manager Sykes reported he had been asked by Lessee Chong if he could make direct deposits of his monthly lease payment; he can. Chair Amy will assist Manager Sykes with getting the appropriate information for Mr. Chong.

Manager Sykes reported that there was one outstanding check against the Bank of America account, one for reimbursement to the District. Unfortunately, he cannot check whether it has cleared until he gets the next bank statement. Chief Rita can check to see the status of the deposit with the County, but reported she had been having difficulty processing the deposits herself and needed the County to submit the requests; they are still catching up after the holidays.

After some discussion, it was decided that Chair Amy would work with Manager Sykes to set up restricted online access to the new accounts that would allow Manager Sykes to review the status of transactions and balances between the arrival of bank statements.

**7. Discussion / Action – Maintenance (Chair Amy)**

There was no additional discussion.

**8. Discussion / Action – Rental Updates (Hall Manager Sykes)**

Hall Manager Sykes reported that the 4-H had not submitted Rental Agreement paperwork for some time. He is working with them to get an Application submitted for this year's use.

**9. Open Forum – Other Hall Business (Chair Amy)**

**a. Discussion / Action – Response to Letter Regarding “Community Use” of Hall**

The draft response was discussed. The committee members agreed that Chair Amy would send the response as drafted.

Chief Rita suggested that it might be a suitable time to look at the rental categories again. The way the current agreement is written a business located in the District does not qualify for the “resident” rate; as noted in the email to which the Committee is currently responding. Chair Amy will put that on the Agenda later in the year.

**10. Calendar (Chair Amy)**

**a. The next Lillard Hall Committee meeting to be determined**

After a brief discussion, it was decided that the next meeting would be scheduled as needed.

**11. Adjourn Meeting (Chair Amy)**

Meeting adjourned by Chair Amy at 10:58 AM.

Date Approved: March 19, 2024

  
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EMILY AMY, Chair and Commissioner

  
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CHERIE RITA, Acting Board Clerk