



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

**BOARD OF COMMISSIONERS – REGULAR MEETING - MINUTES
DECEMBER 19, 2023, 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 7:01 PM.

Present were:

Commissioners: James McMullen, Emily Amy, Beth Stiles, and Warren Roos
Staff: Board Clerk Carly Hall, Fire Chief Cherie Rita, Assistant Chief Dave Stiles, Fire Captain Patrick Fish, Association President Firefighter Jon Lee, and Hall Manager Ned Sykes

2. Public Comment

NONE

3. Old Business

a. Update – Weed Abatement (Firefighter Jon Lee)

Firefighter Lee reported that the current round of inspections has ended and all have complied. Commissioner Amy asked when the new season would begin. Firefighter Lee advised that it would be March at the earliest. After some discussion it was decided by consensus that this item can come off the Agenda until March 2024.

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

Assistant Chief Stiles reported that there had been no recent meetings and did not expect any for a while. He requested that this item be removed from the Agenda and he will let the Clerk know when to put it back on. By consensus, the Clerk was advised to remove this item from the Agenda until advised by Assistant Chief Stiles.

4. New Business

a. Discussion / Action – Vote to Fill Vice President Position (President McMullen)

President McMullen asked why this was still on the Agenda as he thought it

had been settled at the last meeting with the interim appointment of Commissioner Roos as Vice President. Chief Rita reported that she had requested that the Clerk leave it on in case we got a new Board member. It can be removed.

b. Discussion / Action – Contract with Yolo County Department of Financial Services to Prepare SCO Financial Report (Chief Rita)

Chief Rita advised that neither she nor the Clerk had the ability to prepare this report and requested that the Board enter into the contract to have County staff prepare it.

Motion: Approve the Contract with the County to have County staff prepare the report
Motion by: Commissioner Amy
Seconded by: Commissioner Stiles
Discussion: There was some discussion about who would sign it as President McMullen's name was on the Contract. There was a motion to amend that motion to have Chief Rita sign it. Ultimately, that amendment to the motion was withdrawn and Chief Rita was directed to the document for President McMullen to sign that evening before he left.

Motion approved unanimously.

Commissioner Amy asked why it had not been presented sooner, given the deadline stated in the letter. Chief Rita advised it had been forgotten on the last Agenda but that County staff was aware and it was not an issue.

c. Discussion / Action – Bill Payment Process Changes (Chief Rita)

Chief Rita reported she and Clerk Hall had meet to review the current process for paying invoices and how it can be modified to reduce stress on the Clerk, still provide the County what they need, and pay invoices in a timelier manner. The findings and recommendations after this meeting are:

(1) Finding:
It is a significant burden to have to prepare and submit invoices for payment all at once after the Board meetings. It is also not necessary to prepare a separate claim form for each bill or to have all Board members approve their payment and sign the bill cover sheet the Clerk is currently providing each month.

Recommendation:
It is recommended that as bills come in they be approved by the Chair of the Budget and Benefit's Committee and the Clerk

for payment. The Clerk can then sign the invoice and submit it for payment. Then, at each Board meeting, the Clerk would present a list of the bills and amounts paid and the Board can ratify the payments.

Question from Commissioner Amy:

Why does the Board need to ratify the payments? Chief Rita responded that one of the LAFCO findings was that we need to more clearly identify in the Board minutes what financial actions the Board has taken and that the Board is aware of what is transpiring in our financials, from reviewing the financial statements to listing and acknowledging expenditures. Ratification of the actions with respect to bill payment would meet one of the requirements.

(2) Finding:

It is very time consuming for the Clerk to include all of the bill copies in a bill packet for the Board meeting, especially now that all Board members have online access if they want to review a bill copy.

Recommendation:

It is recommended that only a bill coversheet be provided in the Board packet, listing the payee and amount paid.

Motion:	Adopt the Fire Chief's recommendations regarding payment of bills
Motion by:	Commissioner Stiles
Seconded by:	Commissioner Roos
Discussion:	Question raised Commissioner Amy regarding what happens if we have no Clerk, as is the case now?

Amendment:	To change the approval for payment process to have bills approved by any two of the Clerk, Chair of the Budget and Benefits Committee, and Fire Chief
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Amendment by:	Commissioner Amy
Accepted by:	Commissioner Stiles
Discussion:	No further discussion
	Original motion approved unanimously; amendment to the motion approved unanimously.

d. Discussion / Action – Board Position on Supporting Candidates and /

or Legislation (Chief Rita)

As requested by the Board, Chief Rita presented a list of pros and cons. Chair Amy was concerned about the amount of time and research necessary to educate oneself on candidates and legislation.

The first question was whether it was legal for the Board to endorse candidates or legislation. There was some discussion around that. The end result was to ask County Counsel for a ruling. Chief Rita advised that she had anticipated the request and had sent an email to County Counsel.

Commissioner McMullen suggested that the item be broken into parts: supporting candidates and supporting legislation. He also noted that “legislation” was a very narrow term that didn’t include regulations, etc.

Motion: Separate the discussion into two topics:
endorsing candidates and endorsing legislation
Motion by: Commissioner Roos
Seconded by: Commissioner Stiles
Discussion: No further
Motion approved unanimously.

Commissioner Roos asked what other districts do. Assistant Chief Stiles stated that cities will abstain and he is not sure what other districts are doing. Chief Rita also did not know what other districts are doing. Commissioner Stiles read a prepared statement regarding the Board and politics, stating the Board should stay out of politics.

Commissioner Roos asked if the Board would need to be involved in any way in any PAC the Yolo County Fire Chiefs might form. Chief Rita responded that they would not need to be involved, but that people donating to any such PAC may not realize the PAC and the Board are separate entities.

Motion: The Board take the formal position of not
supporting candidates
Motion by: Commissioner Amy
Seconded by: Commissioner Roos
Discussion: No further
Motion approved unanimously.

There was brief discussion about the impact, or not, of our District supporting or opposing legislation. President McMullen tabled any motion regarding supporting legislation until we have a response from County Counsel.

Commissioner Stiles asked how requests for proposed legislation would be provided to the Board. Any request for support of legislation might come from various places: Yolo County Fire Chiefs Association, Fire Districts Association, etc. The language of the proposed legislation would be presented to the Board for consideration. Pros and cons would be considered from different sources, not just those provided by the sponsor of the legislation, proposition, etc.

e. Discussion / Action – Standing Committee – Reports

i. Lillard Hall Committee – Amy, Roos

1. Manager Report (Hall Manager Sykes)

Hall Manager Sykes advised that the cash balance provided in his report was for the Bank of America account. He is in the process of moving some funds to the First Northern accounts, from which he will now write checks. The Bank of America account will stay open until all checks written on it have cleared.

2. Discussion / Action – Approve December 13, 2023, Minutes

Motion: Approve the December 13, 2023, Lillard Hall Committee meeting minutes as presented

Motion by: Commissioner Amy

Seconded by: Commissioner Roos

Discussion: None

Motion approved unanimously and the raise is effective the first payroll period in 2024.

ii. Budget and Benefits Committee – Stiles, Roos

1. Discussion / Action – Ratify Committee's

Recommendation to Increase Pay Rate for On-Call Driver/Operator from \$18.00 per Hour to \$20.00 per Hour

Commissioner Stiles reported that our new career Firefighter position pay starts at \$18.00 hour; Company Officer, at \$20.00. The On-Call Driver Operators have the same training as the Company Officers. The revised budget does include the funds for a raise for the On-Call Driver Operator position.

Motion: Increase the Pay Rate for On-Call Driver/Operator from \$18.00 per hour to \$20.00 per hour

Motion by: Commissioner Stiles

Seconded by: Commissioner Roos

Discussion: No additional discussion

Motion approved unanimously and the raise is effective the first payroll period in 2024.

iii. Personnel Committee – Amy, Roos

1. Filling Board Clerk Position – Update Only – No Meeting

See Item 7 below.

f. Discussion / Action – Ad Hoc Committee Report – Solar – Stiles, Roos
No meeting; no report.

g. Discussion / Action – Liaison Reports

i. Fire Prevention / Investigation – McMullen

Nothing to report.

ii. Large Equipment / Facilities – McMullen

Chief Rita reported that W230 was gone and B30 was here. Assistant Chief Stiles reported that he was in the process of preparing it for service. He also reported that we had received the \$25,000.00 check. Chief Rita advised that the check had been presented to the County for deposit.

5. Fire Chief's Report (Chief Rita)

a. Staffing

Chief Rita reported that we have an on-call driver/operator candidate going through the background and medical clearances processes and two other individuals potentially interested in reserve positions. She also reported that she had just submitted the documents to LiveScan for the authorized record keeper for those reports and that she was waiting for confirmation that the program is in place.

b. Other Items Not Otherwise Addressed Elsewhere During Meeting

Chief Rita reported that she had rescheduled her meeting with General Services Manager Ryan Pistoichini regarding Airport services. The meeting is currently scheduled for December 20, 2023. Commissioner Stiles will also attend.

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

Association President Lee reported that the next Association fundraiser is the Pancake Breakfast on the first Sunday in March. He indicated the members were considering selling mixed drinks (Irish Coffee, Bloody Mary, Mimosa) and he may come back to the Commission for a waiver of the security guard requirement. The members are discussing whether to sell those items. Commissioner Roos asked about liability. President Lee responded that he would be getting an alcohol rider on the insurance and all servers would be trained per ABC rules; we would also probably have a licensed bartender.

Commissioner Roos asked about moving this item up on the Agenda so that Association President Lee did not have to sit through the entire meeting. After some discussion it was decided not to move the item as Association President Lee would likely sit through the meeting anyway so he can report to the Association. Mr. Lee thanked Commissioner Roos for the consideration.

7. Clerk's Report (Board Clerk Hall)

a. Clerk's Resignation

Commissioner Amy advised that this would be Clerk Hall's last meeting and last day. President McMullen, on behalf of the Board, expressed the Board's appreciation for all of her work and dedication during her time with us.

Commissioner Amy asked Chief Rita for an update on the search for a new clerk. Chief Rita reported that Willow Oak's clerk is retiring and she and Chief Klinkhammer had started discussion about sharing a Clerk. She further responded that Clerk Hall had recommended Julie Heath, also from the Department of Financial Services at Yolo County, and Ms. Heath had expressed her interest to Chief Rita interest in applying. Chair Amy directed Chief Rita to have Ms. Heath complete an Application and schedule a Personnel Committee meeting for an interview.

Chief Rita expressed willingness to serve, and will serve, as Interim Board Clerk again until a new clerk can be hired.

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

Motion: Ratify the bill payments
Motion by: Commissioner Amy
Seconded by: Commissioner Stiles
Discussion: None
Motion approved unanimously.

c. Discussion / Action - Approval of November 21, 2023, Regular Board Meeting Minutes

Motion: Approve the November 21, 2023, minutes as presented
Motion by: Commissioner Roos
Seconded by: Commissioner Amy
Discussion: None
Motion approved unanimously.

8. Open Forum
NONE

9. Next regular Board meeting on January 16, 2024, unless another date is agreed upon

The next meeting date was confirmed as January 16, 2024. President McMullen advised that he would be gone for meeting and that Commissioner Roos will preside over it.

10. Meeting Adjourned (President McMullen)

Motion: Adjourn the meeting
Motion by: Commissioner Amy
Seconded by: Commissioner Roos
Discussion: None
Motion approved unanimously.

President McMullen adjourned the meeting at 8:01 PM.

Approved: January 16, 2024



WARREN ROOS, Vice President



CHERIE RITA, Recorder