



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

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**MINUTES - STANDING COMMITTEE – PERSONNEL**  
**January 11, 2024, at 5:15 PM**

Held:  
Fire Station  
24901 County Road 95  
Davis CA, 95616

- 1. Call the Meeting to Order (Chair Amy)**  
Chair Amy called the meeting to order at 5:15 PM.

Present were:

Commissioners: Emily Amy and Warren Roos

Staff: Fire Chief Cherie Rita and Fire Captain Scott Bravo

- 2. Public Comment**  
NONE

- 3. Discussion / Action - Board Clerk Position – Plan of Action (Chair Amy)f**

Chair Amy reported that our candidate had withdrawn. She asked Chief Rita where she had advertised and whether she had provided the position information to the County jobs platform. Chief Rita reported that due to the timing and the fact she had been talking with Chief Klinkhammer about possibly sharing the position with Willow Oak Fire, whose long-time Clerk was retiring in August 2024, she had not done any formal advertising. Commissioners Amy and Roos and Chief Rita all reported they had reached out to various individuals about the position, but none had been interested.

Since hearing that our candidate had withdrawn, Chief Rita had been informed by Chief Klinkhammer that they had hired a Clerk (April Guse) to work with their current Clerk until the current Clerk retires. Chief Rita provided our Clerk job description to Ms. Guse, who will consider the position but would like to revisit the idea of shared duties with Willow Oak and West Plainfield in a few months, after she gets a feel for what the position entails. Captain Bravo pointed out that Willow Oak's Clerk processes their payroll and would be able to take over ours as well.

Fire Chief Rita noted that as the position was part-time, people interested in the position were hard to find. Chair Amy noted that one huge benefit of the position was the ability to work remotely, except for the monthly Board meeting. Commissioner Roos pointed out that now that businesses such as McDonald's

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would be paying \$20.00 per hour, we will likely need to adjust our rate of pay. Commissioner Amy concurred but indicated it would likely be next fiscal year before we could do so.

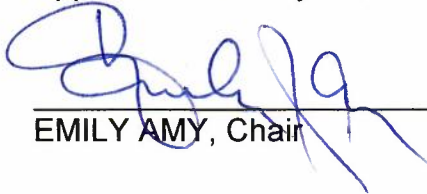
Chief Rita offered to serve as Interim Clerk until the position can be filled. Commissioner Roos asked about compensation; Commissioner Amy reported Chief Rita had been paid last time she acted as interim and should be this time as well. Chief Rita will serve as Interim Board Clerk and receive compensation at the current rate for the Clerk Position.

Chair Amy instructed Chief Rita to contact April Guse on April 1, 2024, regarding the position. If April Guse is interested in the position, then Chief Rita will schedule a Personnel Committee meeting as soon thereafter as possible.

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

Chair Amy adjourned the meeting at 5:33 PM.

Approved: January 16, 2024

  
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EMILY AMY, Chair

  
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CHERIE RITA, Interim Board Clerk