



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

---

**BOARD OF COMMISSIONERS – REGULAR MEETING  
JANUARY 17, 2023 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 (Vice President Yeager)
2. Public Comment
3. Old Business
  - a. Update – Weed Abatement (Chief Rita)
  - b. Update – Yolo County Fire Sustainability Committee (AC Stiles)
  - c. Update / Discussion – 218 Study (SCI Consultant)
4. Lillard Hall
  - a. Manager Report (Commissioner Amy) (Page 3)
    - i. Discussion / Action – Hire Hall Manager – Candidate as recommended by Committee
5. New Business
  - a. Discussion / Action – Volunteer Applications (Chief Rita)
  - b. Discussion / Action – Standing Committees – Reports (Page 4)
    - i. Budget and Benefits Committee – **Stiles**, Guarino
      1. Approval of January 6, 2023, Committee Meeting Minutes (Pages 5-8)
      2. Approval of January 13, 2023, Committee Meeting Minutes (Page 9)
    - ii. Personnel Committee – **Amy**, Yeager
    - iii. District Funding and Development Committee – **Yeager**, Stiles
      1. Approval of January 13, 2023, Committee Meeting Minutes (Pages 10-11)
    - iv. Lillard Hall Committee – **Amy**, Guarino
      1. Approval of December 26, 2022, Committee Meeting Minutes (Pages 12-14)
      2. Approval of January 4, 2023, Committee Meeting Minutes (Page 15)

- c. Discussion / Action – Ad Hoc Committees – Reports
  - i. LAFCO – **Yeager**, Guarino
  - ii. Solar – **Stiles**, Guarino
  - iii. Lillard Hall (Continued Uses) – **Yeager**, Guarino
    - 1. Approval of January 11, 2023, Committee Meeting Minutes
- d. 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 16-18)
- 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 19)
  - b. Approval of December 20, 2022, Regular Board Meeting Minutes (Pages 20-33)
- 9. Open Forum
- 10. Next regular Board meeting on February 21, 2023, unless another date is agreed upon
- 11. Meeting Adjourned (Vice President Yeager)

LILLARD HALL REPORT  
JANUARY 17, 2023

	Rentals Booked					
<u>Reservations 2023</u>	<u>Renter</u>		<u>Booked</u>	<u>Deposit</u>	<u>Rent</u>	
18-Jan	Yolo Co		Query Dec 2022	na	\$100 due	
Jan multiple dates			Jan-23		\$100 ea due	
Feb multiple dates			Jan-23		\$100 ea due	
4-Mar	Fly Fishers of Davis		unknown	due	due	
Apr 1&2		- NACSV	9/22/2022	\$800	\$1,600	
27-May			8/24/2022	\$800	\$800 due	
23-Sep			9/21/2022	\$800	\$800 due	
monthly	4-H		Jan-23			
		No December statement was received from the bank				
		balance forward from Manager's report on 12/20/22				
		Payments & Deposits after 12/20/22				balance forward
<u>date transaction</u>	<u>Payee/payor</u>		<u>Description</u>		<u>Amount</u>	<u>\$14,893.78</u>
ck # 626	Void					
ck # 627	WPF		Dec PGE & final payroll	\$542.91	\$14,350.87	
ck # 628	Void					
12/26/22 ck # 629	Cal Net		Internet due 1/8/23	\$101.24	\$14,792.54	
12/27/2022 deposit			December rents	\$500.00	\$15,292.54	
ck # 630	Recology		waste removal due 1/20/23	\$380.22	\$14,912.32	

## WPL Committees and Liaisons – as of December 20, 2022

### Liaisons

Facilities and Large Equipment Liaison – McMullen  
Fire Prevention Liaison – McMullen  
Training Liaison – Yeager  
IHS - McMullen

### Standing Committees

Budget & Benefits Committee – **Stiles**, Guarino; staff: Rita  
Personnel Committee – **Amy**, Yeager; staff: Rita  
Funding and Development Committee - **Yeager**, Stiles; staff: Rita  
and Bravo  
Lillard Hall Committee – **Amy**, Guarino; staff: \_\_\_\_\_

### Ad Hoc Committees

LAFCO – **Yeager**, Guarino  
Solar – **Stiles**, Guarino  
Lillard Hall (Continued Uses) – **Yeager**, Guarino



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

---

**STANDING COMMITTEE – BUDGET AND BENEFITS – MEETING - MINUTES**  
**January 6, 2023 at 11:00 AM**

Held In Person  
West Plainfield Fire Department  
24901 County Road 95  
Davis, CA 95616

**1. Call the meeting to order (Chair Stiles)**

Chair Stiles called the meeting to order at 11:00 AM. Present were:

Commissioners: Beth Stiles and Richard Guarino  
Staff: Fire Chief Cherie Rita

**2. Public comment**  
NONE

**3. Discussion/Action**

**a. Review Current Budget Usage - FYE 2023 (All)**

Fire Chief Rita provided an overview of the process/requirements for our budget development and/or revisions, if necessary. All reviewed the usage as of December 31, 2022.

**b. Projected Budget Usage - Remainder of FYE 2023 (All)**

All present reviewed the anticipated uses. Fire Chief Rita noted that as we move further into the year, adjustments will likely need to be made. After some discussion, further adjustments were made to anticipated uses under the salaries category – to possibly increase salaries as of February 2023.

**c. Begin Work on Proposed Budget – FYE 2024 (All)**

All present reviewed the draft prepared by Chief Rita. Several adjustments were made regarding salaries, PPE, and building maintenance. Chair Stiles noted that we may need to make further adjustments for repairs to Lillard Hall.

**4. Calendar**

**a. The next Budget Committee meeting to be determined**  
February 17, 2023, at 11:00 AM

Meeting adjourned by Chair Stiles.

**YOLO COUNTY AUDITOR-CONTROLLER  
FIRE DISTRICT BUDGET WORKSHEET - APPROPRIATIONS - SCHEDULE B**

**FISCAL YEAR:**

**DISTRICT NAME:** West Plainfield Fire Protection District

Account #	Account Name	2022 - 2023 Appropriation	Actual 12/31/22	Estimated Additional 2022 - 2023	Total Estimated Use	Difference	Est Appropriations 2023 - 2024
500100	REGULAR EMPLOYEES	205,137	91,556.17	141,257.80	232,813.97		231,600 +
500110	EXTRA HELP	44,960			0.00		
500120	OVERTIME	4,153	21,073.05	29,502.27	50,575.32		
500130	STANDBY TIME	30,000			0.00		
500160	LEAVE BUYOUT	0			0.00		
500310	RETIREMENT	0			0.00		
500320	OASDI	18,000	6,983.02	9,776.23	16,759.25		16,212
500330	FICA / MEDICARE TAX	4,200	1,633.13	2,286.38	3,919.51		4,632
500340	HEALTH INSURANCE	0			0.00		
500380	UNEMPLOYMENT INSURANCE	3,000	792.95	1,110.13	1,903.08		2,316
500390	WORKER'S COMPENSATION INSURANCE	30,000	47,872.04		47,872.04		48,000
500400	OTHER EMPLOYEE BENEFITS	12,000			0.00		18,000 +
	<b>TOTAL SALARY &amp; BENEFITS</b>	<b>351,450</b>	<b>169,910.36</b>	<b>183,932.81</b>	<b>353,843.17</b>	<b>-2,393.17</b>	<b>320,760</b> N1

REVISED  
(Jan 9 2023)

**YOLO COUNTY AUDITOR-CONTROLLER  
FIRE DISTRICT BUDGET WORKSHEET - APPROPRIATIONS - SCHEDULE B**

**FISCAL YEAR:**

**DISTRICT NAME: West Plainfield Fire Protection District**

Account #	Account Name	2022 - 2023 Appropriation	Actual 12/31/22	Estimated Additional 2022 - 2023	Total Estimated Use	Difference	Est Appropriations 2023 - 2024
501010	CLOTHING & PERSONAL SUPPLIES	20,000	16,255.40	9,660.00	25,915.40		43,773
501020	COMMUNICATIONS	3,600	1,852.88	2,398.90	4,251.78		4,798
501030	FOOD	223	396.60	270.00	666.60		400
501040	HOUSEHOLD EXPENSE	10,920	4,782.00	3,431.43	8,213.43		6,615
501051	INSURANCE - PUBLIC LIABILITY	6,000			0.00		
501052	INSURANCE - FIRE & EXTENDED	2,000			0.00		
501053	INSURANCE - OTHER	100	9,684.00		9,684.00		11,621
501070	MAINTENANCE - EQUIPMENT	30,000	4,045.18	11,620.00	15,665.18		10,324
501071	MAINTENANCE - BULDGS & IMPROVEMENTS	8,500	519.49	1,375.84	1,895.33		17,000
501080	MEDICAL, DENTAL & LAB SUPPLIES	2,500			0.00		1,000
501090	MEMBERSHIPS	2,000	2,487.25		2,487.25		2,500
501100	MISCELLANEOUS	500			0.00		
501102	MISC EXPENSE - CREDIT CARD SVC CHARGES	200	25.05	20.00	45.05		
501110	OFFICE EXPENSE	5,490	3,760.78	600.00	4,360.78		5,203
501111	OFFICE EXPENSE - POSTAGE	500		1,200.00	1,200.00		500
501112	OFFICE EXPENSE - PRINTING	100		600.00	600.00		600
501151	PROF & SPEC SVC - AUDITING & ACCOUNTING	300		175.00	175.00		200
501152	PROF & SPEC SVC - INFORMATION TECH SERVICES	100	159.94	367.20	527.14		739
501154	PROF & SPCE SVC - FISCAL AGENT FEES	0			0.00		
501155	PROF & SPEC SVC - MEDICAL, DENTAL & LAB	1,000		800.00	800.00		800
501156	PROF & SPEC SVC - LEGAL SERVICES	500		500.00	500.00		500
501165	PROF & SPEC SVC - OTHER	500	24.00		24.00		500
501169	BOARD MEETING STIPENDS				0.00		
501180	PUBLICATIONS & LEGAL NOTICES	500	715.96	600.00	1,315.96		750
501190	RENTS & LEASES - EQUIPMENT	3,120	414.75	777.60	1,192.35		3,000
501191	RENTS & LEASES - BLDGS & IMPROVEMENTS				0.00		
501205	TRAINING	2,000			0.00		2,000
501210	MINOR EQUIPMENT	3,000	20,390.54	1,000.00	21,390.54		3,000
501232	SPEC DEPT EXP - ELECTION SUPPLIES & SERVICES				0.00		
501249	SPEC DEPT EXP - OTHER				0.00		
501250	TRANSPORTATION & TRAVEL				0.00		
501251	TRANSPORTATION & TRAVEL - FUEL	15,000	5,418.71	5,689.65	11,108.36		15,000
501260	UTILITIES	12,000	4,094.45	6,190.81	10,285.26		12,000
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>130,653</b>	<b>75,026.98</b>	<b>47,276.42</b>	<b>122,303.40</b>	<b>8,350</b>	<b>142,822</b>

**YOLO COUNTY AUDITOR-CONTROLLER  
FIRE DISTRICT BUDGET WORKSHEET - APPROPRIATIONS - SCHEDULE B**

**FISCAL YEAR:**

**DISTRICT NAME: West Plainfield Fire Protection District**

Account #	Account Name	2022 - 2023 Appropriation	Actual 12/31/22	Estimated Additional 2022 - 2023	Total Estimated Use	Difference	Est Appropriations 2023 - 2024
502031	RETIRE LTD - CAPITAL LEASE OBLIGATION						
502039	RETIRE LTD - OTHER						
502049	INTEREST - LTD - OTHER						
502080	TAXES & ASSESSMENTS						
502110	VOLUNTEER FIREMEN						
502120	CONTRIBUTION TO NON-COUNTY AGENCIES						
502121	CITY OF DAVIS						
502201	PAYMENTS TO OTHER GOV INSTITUTIONS		281.00		281.00		
	<b>TOTAL OTHER CHARGES</b>	<b>0</b>	<b>281.00</b>	<b>0.00</b>	<b>281.00</b>	<b>-281</b>	<b>0</b>
503000	LAND						
503020	BUILDINGS & IMPROVEMENTS			83,950.00	83,950.00		
503015	EASEMENTS - NON DEPRECIABLE						
503070	EQUIPMENT	15,000					
503071	EQUIPMENT - VEHICLE						
	<b>TOTAL CAPITAL ASSETS</b>	<b>15,000</b>	<b>0.00</b>	<b>83,950.00</b>	<b>83,950.00</b>	<b>-68,950</b>	<b>0</b>
<b>89-9900</b>	<b>APPROPRIATIONS FOR CONTINGENCY</b>	<b>20,000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20,000</b>	<b>20,000</b>
	<b>TOTAL APPROPRIATIONS</b>	<b>517,103</b>	<b>245,218.34</b>	<b>315,159.23</b>	<b>560,377.57</b>	<b>-43,275</b>	<b>483,582</b>
	ADDITIONS TO GENERAL RESERVE						0
	ADDITIONS TO CAPITAL ASSET REPLACEMENT RESERVE						0
	ADDITIONS TO ACCRUED LEAVE RESERVE						
	<b>TOTAL FINANCING USES *</b>	<b>517,103</b>	<b>245,218.34</b>	<b>315,159.23</b>	<b>560,377.57</b>	<b>-43,275</b>	<b>483,582</b>

- N1 For Salary & Benefits - is actual as of December 7, 2022
- N2 See previous two lines; budgeted \$8,000
- N3 County is putting Alhambra here
- N4 Annuals + another \$10k
- N5 Clark + another \$1k

- N6 Includes ESO
- N7 Software subscriptions (some also included in Office Expense, above)
- N8 This includes \$19,709.33 for Radios (grant - to be reimbursed \$9,763.78)
- N9 HazMat / CUPA

+ At \$22.00, \$21.00 and \$20.00 per hour & \$500/mo each health/retirement





**STANDING COMMITTEE – BUDGET AND BENEFITS – MEETING - MINUTES**  
**January 13, 2023 at 11:00 AM**

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

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

Meeting called to order by Chair Stiles at 11:00 AM

Present were: Commissioner Beth Stiles, Commissioner Richard Guarino, Fire Chief Cherie Rita, Captain Scott Bravo, and Lieutenant Jose Ponce-Rangel

**2. Public Comment**  
NONE

**3. Discussion/Action – Recommendation to Board Regarding Salaries and Benefits (Chair Stiles)**

This committee recommends a salary increase for each of the three career members, as follows: Lieutenant Ponce, \$20.00; Captain Osborn, \$21.00; and Captain Bravo, \$22.00 (per hour).

The committee further recommends an increase of supplemental benefits from \$350 per month (taxable) to \$500 per month (pre-tax), per full-time career staff, as soon as a cafeteria plan of benefits (health, dental, vision, retirement) can be implemented. Chief Rita will work with Commissioner Stiles and Chad Rinde, Yolo County, to get such a plan set up.

**4. Calendar**

- a. **The next Budget Committee meeting February 17, 2023, at 11:00 AM.**  
No change.

**5. Adjourn (Chair Stiles)**

Chair Stiles adjourned the meeting at 11:13 hours.



**STANDING COMMITTEE – FUNDING & DEVELOPMENT – MEETING - MINUTES**  
**January 13, 2023 at 11:15 AM**

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

**1. Call the meeting to order (Chair Yeager)**

The meeting was called to order by Chair Yeager

Present were: Commissioners Jim Yeager and Beth Stiles  
Fire Chief Cherie Rita, Capt. Scott Bravo, and Lt. Jose Ponce-Rangel

**2. Public comment**  
NONE

**3. Discussion/Action (All)**

**a. Review SCI draft Engineer's Report and Recommendations**

The committee members and Chief Rita had previously reviewed the document.

**b. Develop Questions for SCI**

- Pg 4 – 1<sup>st</sup> paragraph, last sentence – change to “is a combination department, primarily volunteer”
- Pg 4 – 3<sup>rd</sup> paragraph – change “over 200” to “almost 300”
- Pg 4 – 5<sup>th</sup> paragraph, last sentence – should we mention the public safety sales tax, of which we have received zero?
- Pg 14 – what happens if we take out the Type 6?
- Pg 18 – last paragraph – reference to “proposed services and improvements ..” – does this refer to increased coverage and our current inability to provide adequate replacement apparatus?
- Page 34 – 1<sup>st</sup> paragraph – can we lower the factor for these properties? though assume would then increase amount due from residences?
- Page 35 – 2<sup>nd</sup> to last paragraph – need to change – only have 1 fire station
- Page 39 – Table 10 – “County Fire” – there is no County fire – we get nothing from the County who oversees the department, utilizing the board of commissioners
- How do we know (pre-vote) who is questioning/has issues?
- How can SCI help with getting buy-in?
- Can SCI get us differences in insurance premiums? Farmland, in particular? This would likely be biggest argument for
- DQU is feds - can they come out of mailing? Guessing not

**4. Calendar**

- a. The next Funding and Development Committee meeting to be determined.**

None currently scheduled.

**5. Adjourn (Chair Yeager)**

Chair Yeager adjourned the meeting at 11:45 AM.



**STANDING COMMITTEE – LILLARD HALL – COMMITTEE MEETING -  
MINUTES  
December 26, 2022 @ 11:00 AM**

Held  
Lillard Hall  
24905 County Rd 95  
Davis, CA 95616

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

Meeting called order at 10:59 AM by Chair Amy. Present were:

Commissioners: Emily Amy and Richard Guarino

Staff: Fire Chief Cherie Rita

Others: Patrick Fish

**2) Public Comment**

Patrick Fish commented that he didn't feel fully heard at the Board meeting, having been cut short, so wanted to reiterate his concerns about the Hall, as follows:

- Issues have been going on for years
- Board / Committee has been reactive and Board time could be better spent elsewhere
- Music too loud, supposed to end at 11:00, doesn't always
- Supposed to be gone by Midnight, aren't always
- No repercussions to renters as policies aren't enforced
- Disruptive to staff and neighbors
- Front area riddled with trash, alcohol bottles – not a good image
- Safety issues with the unsupervised use of alcohol, especially given remote area
- No onsite oversight by Hall Manager and security firms seems to be friends with renters and not looking out for our interests
- Renting as we are does not serve the District's mission
- District is subsidizing water and propane
- Recommends: (1) not renting to out-of-district residents and (2) rethink immediate hiring of new Hall Manager

Commissioner Amy asked if Mr. Fish he had the statement in a written format that could be sent to the committee. He indicated he did and would.

**3) Discussion / Action – Hall Manager Search**

Commissioner Amy noted that we may need a slight revision to the job description to make it clear that on-site supervision during events is necessary. Commissioner Amy suggested that we post job position on District webpage and maybe the County Jobs page. Chief Rita will post on webpage and check into County Jobs page.

**4) Discussion / Action – Hall Rentals**

**a) Status of scheduled and outstanding requests**

There are some requests in email that had not been responded to. Hall calendar seemed to be up-to-date except for the dog group times, which had not yet been received. Chief Rita will update the calendar with those dates once they are received. Members matched completed applications with entries on the calendar, but was unable to find an application for the March entry.

Commissioner Amy directed Chief Rita to respond to any outstanding and new requests that responses will be delayed and to update the email with an away message to that effect. Chief Rita was also directed to respond to Yolo County and 4-H and confirm their requested dates.

Commissioner Guarino agreed to do walk throughs after events.

**b) Clean up by renters**

Continues to be an issue. Though the prior Hall Manager reported she had talked to renters, it is clear that more needs to be done.

**5) Discussion / Action – Review Documents Passed on from Manager Gonzalez**

Members and Chief Rita reviewed the documents provided by Hall Manager; they seem to be incomplete with respect to repair quotes and go back to only Feb 2020; more in-depth review needs to occur. The Hall Manager did not provide any electronic files.

**6) Discussion / Action – Review Accounting (invoices & checks paid)**

Located unpaid Recology invoice. The prior Manager had paid some Recology invoices, so Commissioner Amy directed Chief Rita to contact Recology to make sure payment is up-to-date and if not get it paid. As invoices come in, Chief Rita is directed to get checks signed and get them paid.

One outstanding rental fee check (dog group at \$500) had been received. Commissioner Amy will deposit it.

**7) Discussion / Action – Hall Maintenance**

- a) Grinding / repair of cracks in flooring**
- b) North door**
- c) Oven**
- d) Light**
- e) Other**

There were no quotes found in the documents turned over by the prior Manager, nor were there any in email. Commissioner Amy directed Fire Chief Rita to contact the prior Manager regarding status of obtaining quotes.

Other repairs might include: bathrooms and kitchen, in general

**8) Open Forum**

Nothing. Commissioner Amy did recap next steps as follows:

- Commissioner Amy to: (1) deposit check and (2) check with Firefighter Jon Lee regarding possible applicant for manager position
- Commissioner Guarino to perform the walkthroughs after events
- Chief Rita to: (1) monitor Hall email (2) call Recology and pay bills (3) confirm dates with 4H and the County, (4) set up auto response for email, and (5) post job

**9) Calendar**

**a) The next Lillard Hall Committee meeting to be determined as necessary**

No meeting was set.

**10) Adjourn (Chair Amy)**

DRAFT



**STANDING COMMITTEE – LILLARD HALL – MEETING - MINUTES**  
**January 4, 2023 at 10:30 AM**

Held:  
West Plainfield Fire Department  
24901 County Road 95  
Davis CA, 95616

**1. Call the meeting to order**

Commissioner Amy called the meeting to order at 10:30 AM. Present were:

Commissioners: Emily Amy and Richard Guarino  
Staff: Fire Chief Cherie Rita

**2. Public comment**

NONE

**3. Discussion / Action – Interview Candidate(s) for Open Lillard Hall Manager Position**

Commissioner Amy confirmed with Chief Rita that there was only one candidate, then went into closed session at 10:33 AM.

**a. Closed Session**

**i. Candidate 1**

Interview Candidate 1

**ii. Candidate 2**

**b. Reopen Session – Report Out of Closed Session**

Session reopened at 11:18 AM. Commissioner Amy will check Candidate 1's references. If the references check out, then Candidate 1 will be referred to the Board for hire, as soon as possible.

**4. Calendar**

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

None scheduled; to be set as needed.

**5. Adjourn Meeting**

Meeting adjourned by Commissioner Amy at 11:20 AM.

# West Plainfield Fire Department (CA)

Davis, CA

This report was generated on 1/12/2023 1:08:25 PM



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

Start Date: 12/01/2022 | End Date: 12/31/2022

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
12/01/2022	2022-258	410 Moody Slough RD	611 - Dispatched & cancelled en route	B Shift	260- WNF Auto - Automatic Aid Winters (Not Borderline)	1	3
12/04/2022	2022-259	1008 Hillview LN	311 - Medical assist, assist EMS crew	A Shift	No Zone Selected	2	5
12/08/2022	2022-260	24516 95 county road CIR	553 - Public service	C Shift	No Zone Selected	1	2
12/08/2022	2022-261	Cr 31	324 - Motor vehicle accident with no injuries.	C Shift	No Zone Selected	1	2
12/12/2022	2022-262	33100 31 CIR	321 - EMS call, excluding vehicle accident with injury	B Shift	0- WPL - West Plainfield Station 30 Response Area	3	4
12/18/2022	2022-263	26300 County Road 97	321 - EMS call, excluding vehicle accident with injury	B Shift	0- WPL - West Plainfield Station 30 Response Area	4	7
12/18/2022	2022-264	23641 County Road 91b CIR	321 - EMS call, excluding vehicle accident with injury	B Shift	260- WNF Auto - Automatic Aid Winters (Not Borderline)	3	7
12/18/2022	2022-265	32625 County Road 27 CIR	324 - Motor vehicle accident with no injuries.	B Shift	0- WPL - West Plainfield Station 30 Response Area	4	5
12/26/2022	2022-266	8 Betty CT	111 - Building fire		No Zone Selected	1	4
12/27/2022	2022-267	26880 Cassidy LN	311 - Medical assist, assist EMS crew	C Shift	No Zone Selected	3	5
12/28/2022	2022-269	37320 27 RD	324 - Motor vehicle accident with no injuries.	Relief Firefighter	No Zone Selected	3	4
12/29/2022	2022-270	25170 Aviation AVE	553 - Public service	A Shift	0- WPL - West Plainfield Station 30 Response Area	2	3
12/31/2022	2022-271	26810 County Road 97D	111 - Building fire	B Shift	260- WNF Auto - Automatic Aid Winters (Not Borderline) Call Davis	5	8
12/31/2022	2022-272	33250 County Road 31	813 - Wind storm, tornado/hurricane assessment	B Shift	0- WPL - West Plainfield Station 30 Response Area	1	1

**TOTAL # INCIDENTS: 14**



# Income Statement

6223-0053-02751-8060 62235327518060 WEST PLAINFIELD FIRE DIST OPER

Account Nbr	Description	Period Amount	Period Budget	Pct Of Budget	Year To Date Amount	Year To Date Budget	Pct Of Budget
NETFUND/POST	NET FUND BALANCE						
REVENUES	REVENUES						
TAXES	TAXES						
PROPERTY TAX	PROPERTY TAX						
400100-0000	PROP TAXES-CURRENT SECURED	359,560.15-	340,000.00-	105.75	359,560.15-	340,000.00-	105.75
400101-0000	PROP TAXES-CURRENT UNSECURED	27,631.90-	28,000.00-	98.69	27,631.90-	28,000.00-	98.69
400111-0000	PROP TAXES-PRIOR UNSECURED	355.90-	400.00-	88.98	355.90-	400.00-	88.98
	Total PROPERTY TAX	387,547.95-	368,400.00-	105.20	387,547.95-	368,400.00-	105.20
	Total TAXES	387,547.95-	368,400.00-	105.20	387,547.95-	368,400.00-	105.20
REVUSEMONEY	REVENUE FROM USE OF MONEY AND						
400700-0000	INVESTMENT EARNINGS-POOL	816.89-	500.00-	163.38	816.89-	500.00-	163.38
400705-0000	GASB 31 FMV - DFS ONLY	12,336.00-	0.00	0.00	12,336.00-	0.00	0.00
	Total REVENUE FROM USE OF MONE	13,152.89-	500.00-	2630.58	13,152.89-	500.00-	2630.58
INTGOVREVENU	INTERGOVERNMENTAL REVENUES						
STATEREV	STATE REVENUE						
401061-0000	ST-HIGHWAY PROPERTY RENTALS	3.42-	0.00	0.00	3.42-	0.00	0.00
401240-0000	ST-HOMEOWNERS PROP TAX RELIEF	802.76-	0.00	0.00	802.76-	0.00	0.00
	Total STATE REVENUE	806.18-	0.00	0.00	806.18-	0.00	0.00
	Total INTERGOVERNMENTAL REVENU	806.18-	0.00	0.00	806.18-	0.00	0.00
CHG FOR SVCS	CHARGES FOR SERVICES						
403610-0000	OTH CHRG FR SVC-FIREFGHTR SVC	85,762.04-	0.00	0.00	85,762.04-	0.00	0.00
403699-0000	OTHER CHARGES FOR SERVICES	0.00	60,000.00-	0.00	0.00	60,000.00-	0.00
	Total CHARGES FOR SERVICES	85,762.04-	60,000.00-	142.94	85,762.04-	60,000.00-	142.94
OTHRFINANSRC	OTHER FINANCING SOURCES						
405000-0000	SALE OF CAPTIAL ASSETS	0.00	5,000.00-	0.00	0.00	5,000.00-	0.00
	Total OTHER FINANCING SOURCES	0.00	5,000.00-	0.00	0.00	5,000.00-	0.00
	Total REVENUES	487,269.06-	433,900.00-	112.30	487,269.06-	433,900.00-	112.30
EXPENDITURES	EXPENDITURES						
SALARY&BEN	SALARIES AND EMPLOYEE BENEFITS						
SALARY&WAGES	SALARY AND WAGES						
500100-0000	REGULAR EMPLOYEES	100,021.13	205,137.00	48.76	100,021.13	205,137.00	48.76
500110-0000	EXTRA HELP	0.00	44,960.00	0.00	0.00	44,960.00	0.00
500120-0000	OVERTIME	21,125.55	4,153.00	508.68	21,125.55	4,153.00	508.68
500130-0000	STANDBY TIME	0.00	30,000.00	0.00	0.00	30,000.00	0.00
	Total SALARY AND WAGES	121,146.68	284,250.00	42.62	121,146.68	284,250.00	42.62
EMPBENEFITS	EMPLOYEE BENEFITS						
500320-0000	OASDI	7,511.10	18,000.00	41.73	7,511.10	18,000.00	41.73
500330-0000	FICA/MEDICARE	1,756.63	4,200.00	41.82	1,756.63	4,200.00	41.82
500380-0000	UNEMPLOYMENT INSURANCE	808.26	3,000.00	26.94	808.26	3,000.00	26.94
500390-0000	WORKERS' COMP INSURANCE	47,872.04	30,000.00	159.57	47,872.04	30,000.00	159.57
500400-0000	OTHER EMPLOYEE BENEFITS	0.00	12,000.00	0.00	0.00	12,000.00	0.00
	Total EMPLOYEE BENEFITS	57,948.03	67,200.00	86.23	57,948.03	67,200.00	86.23
	Total SALARIES AND EMPLOYEE BE	179,094.71	351,450.00	50.96	179,094.71	351,450.00	50.96
SERVSUPPLIES	SERVICES AND SUPPLIES						
501010-0000	CLOTHING & PERSONAL SUPPLIES	16,255.40	20,000.00	81.28	16,255.40	20,000.00	81.28
501020-0000	COMMUNICATIONS	1,852.88	3,600.00	51.47	1,852.88	3,600.00	51.47
501030-0000	FOOD	396.60	223.00	177.85	396.60	223.00	177.85
501040-0000	HOUSEHOLD EXPENSE	4,782.00	10,920.00	43.79	4,782.00	10,920.00	43.79

# Income Statement

GL293 Date 01/12/23  
Time 13:17

Company 1000 - YOLO COUNTY  
Income Statement  
For Period 1 Through 6 Ending December 31, 2022

USD

Page 2

Fiscal Year 2023 Budget

5

6223-0053-02751-8060

62235327518060

WEST PLAINFIELD FIRE DIST OPER

Account Nbr	Description	Period Amount	Period Budget	Pct Of Budget	Year To Date Amount	Year To Date Budget	Pct Of Budget
501051-0000	INSURANCE-PUBLIC LIABILITY	0.00	6,000.00	0.00	0.00	6,000.00	0.00
501052-0000	INSURANCE-FIRE & EXTENDED	0.00	2,000.00	0.00	0.00	2,000.00	0.00
501053-0000	INSURANCE-OTHER	9,684.00	100.00	9684.00	9,684.00	100.00	9684.00
501070-0000	MAINTENANCE-EQUIPMENT	4,370.18	30,000.00	14.57	4,370.18	30,000.00	14.57
501071-0000	MAINTENANCE-BLDG IMPROVEMENT	519.49	8,500.00	6.11	519.49	8,500.00	6.11
501080-0000	MED, DENTAL, & LAB SUPPLIES	0.00	2,500.00	0.00	0.00	2,500.00	0.00
501090-0000	MEMBERSHIPS	2,487.25	2,000.00	124.36	2,487.25	2,000.00	124.36
501100-0000	MISCELLANEOUS EXPENSE	0.00	500.00	0.00	0.00	500.00	0.00
501102-0000	MISC EXP-CREDIT CARD SVC CHRGS	25.05	200.00	12.53	25.05	200.00	12.53
501110-0000	OFFICE EXPENSE	3,760.78	5,490.00	68.50	3,760.78	5,490.00	68.50
501111-0000	OFFICE EXP-POSTAGE	0.00	500.00	0.00	0.00	500.00	0.00
501112-0000	OFFICE EXP-PRINTING	0.00	100.00	0.00	0.00	100.00	0.00
501151-0000	PROF & SPEC SVC-AUDITG & ACCTG	0.00	300.00	0.00	0.00	300.00	0.00
501152-0000	PROF & SPEC SVC-INFO TECH SVC	159.94	100.00	159.94	159.94	100.00	159.94
501155-0000	PROF & SPEC SVC-MED,DENTAL,LAB	0.00	1,000.00	0.00	0.00	1,000.00	0.00
501156-0000	PROF & SPEC SVC-LEGAL SVC	0.00	500.00	0.00	0.00	500.00	0.00
501165-0000	PROF & SPEC SVC-OTHER	24.00	500.00	4.80	24.00	500.00	4.80
501180-0000	PUBLICATIONS AND LEGAL NOTICES	715.96	500.00	143.19	715.96	500.00	143.19
501190-0000	RENTS AND LEASES - EQUIPMENT	414.75	3,120.00	13.29	414.75	3,120.00	13.29
501205-0000	TRAINING	0.00	2,000.00	0.00	0.00	2,000.00	0.00
501210-0000	MINOR EQUIPMENT	20,390.54	3,000.00	679.68	20,390.54	3,000.00	679.68
501251-0000	TRASNP & TRAVEL-FUEL	5,418.71	15,000.00	36.12	5,418.71	15,000.00	36.12
501260-0000	UTILITIES	4,094.45	12,000.00	34.12	4,094.45	12,000.00	34.12
	Total SERVICES AND SUPPLIES	75,351.98	130,653.00	57.67	75,351.98	130,653.00	57.67
OTHERCHARGES	OTHER CHARGES						
502201-0000	PAYMENTS TO OTH GOV INSTITUTIO	281.00	0.00	0.00	281.00	0.00	0.00
	Total OTHER CHARGES	281.00	0.00	0.00	281.00	0.00	0.00
CAPITALASSET	CAPITAL ASSETS						
503070-0000	EQUIPMENT	0.00	15,000.00	0.00	0.00	15,000.00	0.00
	Total CAPITAL ASSETS	0.00	15,000.00	0.00	0.00	15,000.00	0.00
CONTINGENCY	APPROPRIATION FOR CONTINGENCIE						
503300-0000	APPROPRIATION FOR CONTINGENCY	0.00	20,000.00	0.00	0.00	20,000.00	0.00
	Total APPROPRIATION FOR CONTIN	0.00	20,000.00	0.00	0.00	20,000.00	0.00
	Total EXPENDITURES	254,727.69	517,103.00	49.26	254,727.69	517,103.00	49.26
	Total NET FUND BALANCE	232,541.37-	83,203.00	279.49-	232,541.37-	83,203.00	279.49-



## West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

---

January 17, 2023

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:

Advantage Gear 12/13/2022	334.58
CalNet (ATT) 12/24/2022	40.33
Gonzalez Tires 12/22/2022	4,195.92
Interstate Oil 12/06/2022 & 01/02/2023	1,047.15
LEAF 12/21/2022	130.55
Quill 12/22/2022	40.52
Scott's PPE Recon 01/04/2023	148.00
Silke Communications 12/27/2022	157.66
US Bank Statement 01/13/2022	1,754.47
West Coast Frame & Collision 01/06/2023	2,371.53
Total:	<u><u>\$10,220.71</u></u>



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

---

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

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

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

Meeting called to order at 1904 hours. Chief Rita, acting as Board Clerk for this meeting, called roll and confirmed there was a quorum.

Present were:

Commissioners: James McMullen, Jim Yeager, Richard Guarino, Emily Amy, and Beth Stiles

Department Members: Chief Cherie Rita, Assistant Chief David Stiles, Captain Scott Bravo, Captain Patrick Fish

Guests: None

Joined via Zoom: Willow Oak Fire Protection District Fire Chief Marcus Klinkhammer

**2. Public Comment**

NONE

**3. Old Business**

**a. Update – Weed Abatement (Chief Rita)**

No update at this time.

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

Assistant Chief Stiles reported that the Committee met this month to discuss the funds set aside for this fiscal year. He advised that they discussed parameters and percentage of division for fund distribution amongst the districts. The Committee decided that all rural, non-contract districts, except for Winters Fire District, would have funds equally divided amongst them. Winters is included due to the fact that they are still supporting volunteer firefighters. The plan was taken to the Yolo County Board of Supervisors on December 6, 2022, for discussion. Upon recommendation by County staff, the Board decided to provide \$50,000 to fund the 218 ballot process. Additionally, the Board approved one-time funding to the districts at 60% of the \$300,000 leftover one-time 2022/2023 funds. This will be divided equally to the districts eligible for funding. The other 40% will be distributed based on

district call volume with the caveat that each district receiving these one-time 2022/2023 funds agree to go through the 218 ballot process. There were a few districts that said they don't think 218 will pass and some districts that said they were not interested in going through the process. Assistant Chief Stiles advised that the Board of Supervisors was adamant and voted unanimously that if a district chooses not to go through the process then that district will not receive any additional one-time funds. The discussion will go back to the Board of Supervisors in February 2023. Assistant Chief Stiles added that there is an upcoming smaller County Committee meeting by phone on December 22, 2022, and a regular in-person County Committee meeting in January 2023.

Vice President Yeager likened the Board's caveat to a hostage situation and Assistant Chief Stiles advised that the district funding comes from the self-taxation of district residents, not County funds. He advised that the funding from 218 would help our budget.

Vice President Yeager asked how much of the 60% funding would our district receive. Assistant Chief Stiles advised he did not have a copy of the spreadsheet, but he discussed it with Chief Klinkhammer earlier in the day and they determined it would be about \$29,000.

President McMullen asked what the anticipated funding from 218 would provide to the district. Assistant Chief Stiles advised that Chief Rita could probably better answer that question, but that they (SCI) are still processing our engineering study and we should have a final report in January 2023. He advised that SCI should be coming to the January 17, 2023, District Board meeting to present their findings.

Chief Rita added that SCI has provided a rough draft, but that as soon as the final report is available, she will let the Funding and Development Committee know.

**c. Discussion / Action – Review Ordinance 22-01 – Inspection Fee Language for Possible Revisions (President McMullen)**

President McMullen asked Chief Rita if she had anything to add, she advised that the item was added to the agenda per his request due to an issue with the language in the ordinance. Vice President Yeager advised that this item had already been voted on and should be removed from the agenda. President McMullen advised that this item had already been voted on and passed so there's no further discussion necessary.

Commissioner Amy advised that President McMullen had a question during the public readings of the Ordinance at the November 2022 Special Board meetings regarding the language referencing the word permits instead of inspections and that the language should specify that the County issues the permits, not the district. President McMullen agreed that was the issue he had with the language. Commissioner Amy advised that it was a correction that had been asked for before it was published but doesn't appear that it had been made.

Chief Rita advised that she had changed it and believes that the references to permit that President McMullen is referring to are in Section 2. Adoption of the Fee Schedule where it lists ‘fire sprinkler permit’ and that it’s not relating to the issuance of the permit, but the inspection relating to the permit. Commissioner Amy advised that’s what President McMullen wanted to be sure was clearly conveyed, that the County is issuing the permit. President McMullen confirmed and asked Chief Rita what we can do to correct the language. Per Chief Rita, because it’s already been adopted and published, we cannot change the wording of the Ordinance, but we can make it clear in the supporting documents. President McMullen asked Chief Rita to clarify what the supporting document was. Chief Rita advised supporting documents were items such as the Fee Justification document.

Motion: Provide clarification in the supporting documents of Ordinance 22-01 that indicate the permit is issued by Yolo County, not West Plainfield Fire Protection District, and that the District is doing inspections only.  
By: Amy  
Second By: Yeager  
Discussion: None  
Vote: Approved unanimously.

#### 4. Lillard Hall

##### a. Manager Report (Hall Manager Gonzalez)

Chief Rita advised that Hall Manager Gonzalez submitted her report along with her resignation letter. She advised Hall Manager Gonzalez would not be attending the meeting.

Vice President Yeager asked who will be performing her duties in her absence. Chief Rita advised that will be up to the Board to decide. Commissioner Stiles advised that this discussion is dependent on Item 5a and she doesn’t believe that Lillard Hall should remain open for rentals and if it doesn’t, then there wouldn’t be any duties to perform for Lillard Hall.

President McMullen questioned if the Board believes that Item 5a should be discussed prior to Item 4a and they agreed.

After Item 5a concluded Chief Rita recommended that while the Hall Manager position is vacant there should be no new events scheduled. She advised existing events can continue along with the 4H club meetings, once they’ve finalized their schedule. This will also allow time for the Lillard Hall Committee recommended maintenance to be completed.

President McMullen questioned Commissioner Amy’s thoughts on Chief Rita’s recommendation. Commissioner Amy advised that no matter what is decided going forward, we are going to need a Hall manager. There needs to be somebody that handles the business of the Hall, including paying bills and maintenance. She advised the Committee can’t handle the day-to-day business and that there needs to be a point person.

By: Amy  
Second By: Guarino  
Discussion: None  
Vote (by roll call): President McMullen – Aye  
Vice President Yeager – Aye  
Commissioner Guarino – Aye  
Commissioner Amy – Aye  
Commissioner Stiles – Nay

President McMullen questioned if Chief Rita would handle the advertisement in the absence of the Board Clerk. Chief Rita advised she would handle it and it will be managed through Hall funds.

Chief Rita proposed her recommendations again and asked if the Board could address them. Commissioner Amy advised Chief Rita to let potential renters know we will respond to their rental requests once we have a new Hall Manager in place. She added that it will likely be something the Lillard Hall Committee will need to review and address.

President McMullen asked for clarification regarding Commissioner Amy's response. Commissioner Amy advised that she would like the rental queries and responses to be handled through the Lillard Hall Committee until a manager is hired. The Board agreed.

## 5. New Business

### a. Discussion / Action – Review Continued Uses for Lillard Hall

Commissioner Stiles advised that if we continue to allow the public to rent Lillard Hall, they need to be part of our district or we should only make it available for fire district use and the 4H club as they are currently using it for their meetings. She advised she does not believe we should rent to non-district residents as there are continued issues and even though we recently updated our rental policy we need to further require renters to use our security, not someone of their choice. Commissioner Stiles added that the current rentals include a group that doesn't pay any fees but has dogs that leave feces in the building and people that bring in food, but we don't charge any extra cleaning fees.

Commissioner Yeager advised he could not hear the comments from Commissioner Stiles. President McMullen advised she was expressing her opinion over the use of the Hall. He added that the Hall has been in operation for over 50 years. President McMullen advised he believes this item should be turned over to an ad hoc committee that will research history and ownership, then determine what our continued use is going to be.

Commissioner Stiles questioned if we need an ad hoc committee when we have an existing Lillard Hall Committee. She added that she believes Commissioner Amy has made great and substantial changes while serving on the Lillard Hall Committee and that, perhaps, because of those changes Hall Manager Gonzalez resigned from her position. President McMullen questioned what Commissioner Stiles meant. Commissioner Stiles clarified

that because of the changes the Lillard Hall Committee has made, it's increased our standards and expectations for the Hall and Hall Manager position. She added, again, that she doesn't believe an ad hoc committee is necessary due to the existing Lillard Hall Committee.

Captain Fish advised that over the last few years, he's observed the Board respond to multiple issues that arise due to rental activity and he feels that the Board's time would be better spent focusing on managing the department and not the Hall. He doesn't feel that the Hall and rental events serve any purpose of the department's goals. He added that Lillard Hall has gained a reputation as a place the public can throw large parties that go on until midnight with loud music and alcohol, where they know there are no repercussions for breaking the rules. It's a disruption to the staff, and to the neighbors, and it doesn't benefit the public at all. It leaves our public-facing parking lot and fire department parking lot riddled with trash and alcohol containers. There are various safety issues with serving alcohol until midnight in a remote location with no public transit or rideshare infrastructure, guests being intoxicated on department grounds, interactions with staff, unsafe vehicle maneuvers, and discharging weapons. There's no onsite staff, so the on-duty firefighter(s) must try to locate the person in charge of the event and it's rarely a positive interaction that puts the fire department staff at risk. He reiterated that the Board managing the Hall doesn't serve the department's goals, so if we are going to continue Hall rentals, to only make it available to district residents or established organizations.

President McMullen questioned if Captain Fish was commenting as a member of the public. Captain Fish advised he was commenting as a district resident and as a Captain of the fire district. President McMullen questioned Chief Rita if this was also the opinion of the department. Chief Rita advised that Captain Fish can have his own opinion as a staff member, but that the department has no official position on the matter at this time.

Vice President Yeager added that years ago the Hall was in disrepair and the district has put in close to \$900,000 to complete the renovations and upgrades to make the building usable again. He added that the funding came from the parties and to use the Hall only for district use seems predatory. He advised that the maintenance of the Hall property comes only from the parties and that's why the Hall is maintained under a separate bank account and utilities from the district. He believes this creates a dilemma as to how we continue the maintenance of the building if we don't have a way to generate income.

Captain Fish requested to respond to Vice President Yeager. President McMullen advised he would allow it, but then the matter will be referred to the Lillard Hall Committee for further discussion and to make recommendations to the Board.

Captain Fish added that he believes the department itself is already subsidizing the Hall as far as water, adding that the well recently had to be replaced for \$40,000, and propane that's used to heat the building comes from the district funds; along with all of the time spent by the Board managing



it. Captain Fish questioned what the goal is of the fire department and how does it reflect the department serving the community.

Assistant Chief Stiles added that when the matter goes to the Committee that the meeting is well published so that we can have an increased response from the public. President McMullen agreed.

President McMullen posed to Commissioner Amy, chair of the Lillard Hall Committee, if she would like the issue taken to the Committee or if she feels it would be better addressed by an ad hoc committee as he had originally proposed. Commissioner Amy advised that it's an increased burden for a committee that already has a heavy working agenda and meeting rotation, and she would prefer it go to an ad hoc committee as the issue likely won't be resolved quickly.

President McMullen proposed Vice President Yeager lead the ad hoc committee as he is the most senior member of the Board and has great knowledge of the Hall's history. Vice President Yeager advised he feels that Commissioner Amy would be the best person to chair the ad hoc committee. Commissioner Amy reiterated she would not like to chair the committee. Commissioner Guarino volunteered to be on the committee. Vice President Yeager conceded that he would chair it.

Commissioner Stiles added if we are going to proceed with the ad hoc committee there needs to be a set schedule as she feels the continuous report of 'no meeting, no report' is not the best use of time. President McMullen agreed and advised Vice President Yeager to ensure there are set meeting dates and that the meetings are well published.

**b. Discussion / Action – Agreement to Commit to 218 Study and Possible Vote on Implementation (Assistant Chief Stiles / Chief Rita)**

Chief Rita advised that if we agree to the 218 study and SCI recommends we go out to a vote, we must commit to going out to a vote. She believes that a motion for a letter to the County would be sufficient to move forward.

Commissioner Amy advised she was pleased to hear that the County will be providing funding for the balloting portion as she was concerned that we didn't have funding beyond the study even though the County was requiring us to participate.

Motion: West Plainfield Fire Protection District would like to follow up on the 218 study, once received and agrees to go to ballot, if deemed appropriate.

By: Amy

Second By: Stiles

Discussion: None

Vote: Approved unanimously.

**c. Discussion / Action – Volunteer Applications (Chief Rita)**

Chief Rita reported that no new volunteer applications had been received.

**d. Discussion / Action – Committee Assignments (President McMullen)**

President McMullen advised the recommended committee assignments for 2023 are as follows:

Standing Committees

- Budget and Benefits Committee – **Yeager**, Guarino
- Personnel Committee – **Amy**, Yeager

Vice President Yeager advised he is on too many committees. President McMullen advised he's on two so far and questioned what his preference was. Vice President Yeager requested to stay on the Personnel Committee but be removed from Budget. President McMullen advised Vice President Yeager would be removed from the Budget Committee and asked Commissioner Stiles if she would like to be the chair and she agreed.

Proceeding with the recommendations, President McMullen advised the committee assignments for 2023 are as follows:

Standing Committees

- Budget and Benefits Committee – **Stiles**, Guarino
- Personnel Committee – **Amy**, Yeager
- Funding and Development Committee – **Yeager**, Stiles
- Lillard Hall Committee – **Amy**, Guarino

Ad Hoc Committees

- LAFCO – **Yeager**, Guarino
- Solar – **Stiles**, Guarino
- Inspection Fees – **Amy**, Yeager

Commissioner Amy advised that the Board needs to sunset the Inspection Fees Ad Hoc Committee as it's no longer needed. President McMullen advised the Board will sunset the Inspection Fees Ad Hoc Committee.

Liaisons

- Facilities and Large Equipment – McMullen
- Fire Prevention – McMullen
- Training – Yeager
- IHS – McMullen

President McMullen questioned if anyone had any requests to change committees and there were no further requests. He thanked all Board members for their service.

**e. 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.

Commissioner Amy added there will be a meeting soon regarding the Board Clerk's 45-day evaluation.

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

No meeting; no report.

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

No meeting; no report.

Commissioner Amy added the last update was reported during the November 2022 special Board meetings.

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

**i. LAFCO – Guarino, Yeager**

No meeting; no report.

**ii. Solar – Guarino, Stiles**

No meeting; no report.

Commissioner Stiles added that the Committee submitted the grant paperwork for cannabis funds through the County which will get selected in June or October 2023. She added that she also submitted grant paperwork for \$75,000 that would provide a 10% increase over the highest bid we received. However, the California Utilities Commission recently changed how solar will work on buildings starting in April 2023. If you add solar to a building, you no longer get 30 cents per kilowatt, you will only get eight cents unless you provide

a backup battery. She's trying to get further information on if the backup battery has to cover the entire system.

Commissioner Stiles is researching these changes and how they would apply to our solar costs. She advised a backup battery costs about \$15,000 and depending on the system, it could drastically increase costs. She added she's reached out to Chad Rinde at the County to see if she can amend the grant application. Additionally, Captain Osborn will be contacting the three companies we received bids from to get new quotes. This will help with obtaining a more strategic grant.

Commissioner Amy advised her understanding is that if we submit the report in the works to PG&E prior to the changes effective April 2023, even if we don't have the system installed yet, we could be grandfathered into the 30 cents per kilowatt program.

Assistant Chief Stiles advised it requires a signed contract with a vendor, engineering to be done, and a signed application to PG&E before April 2023. However, he's not sure when we will be guaranteed funding to be able to sign a contract for service.

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

No meeting; no report.

Commissioner Amy added we are sunseting the committee.

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

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

No meeting; no report.

**ii. Training – Yeager**

No meeting; no report.

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

No meeting; no report.

**iv. IHS – McMullen**

No meeting; no report.

Chief Rita advised we received a notice that our contract with Sacred Oaks had been canceled as of December 12, 2022. Chief Rita will be reaching out, along with President McMullen, to try to get a meeting scheduled with Sacred Oaks. She's also reached out to the County Supervisor to see if they can get involved. She added that during her discussion with the Supervisor's office, we had been misinformed in thinking that Sacred Oaks had a contract with the fire department for their center in Hemet, which they don't. The

Supervisor's office does not believe getting a new contract is likely to happen.

Chief Rita advised that once the month ends and all bills are entered, she will be doing an extensive review of the budget and the impact of losing this funding. She will be reaching out to the Budget Committee to meet in January 2023 to discuss her findings. Chief Rita added that all invoices have been submitted to Sacred Oaks for payment and County Counsel is also looking into the matter.

Commissioner Stiles questioned what occurred to cause the contract to be canceled. She added that she knew BC Wilson had been handling the contract but thought all issues had been resolved since he vacated the position. Chief Rita advised that they realized in July 2022 that the department needed to step up. However, the department was not able to get the training done along with the annual and semi-annual inspections until November 2022. She advised she was in communication with Sacred Oaks and sent them an improvement plan in October 2022, which would only have been a small portion of the contract, but they canceled the whole contract including standby, training, and responses.

Commissioner Stiles questioned, regarding responses, if Sacred Oaks has a medical emergency are we no longer responding there. Chief Rita advised we are responding. President McMullen added we are still responding to fire or medical emergency calls.

Commissioner Stiles advised she's extremely concerned with the impact on the budget and what that looks like for the employees as her understanding is the Sacred Oaks contract provided funding for 25% of our overall budget. Chief Rita advised she agrees.

President McMullen asked Chief Rita how much money we were losing due to the canceled contract. Chief Rita advised that the contract was for \$75,000 but we had only been billing about \$45,000 in previous years because Sacred Oaks hadn't been opened and operating yet, so we only billed for standby and all calls received. She added it could have been a larger hit to the budget if we had been billing for the full \$75,000.

President McMullen asked Chief Rita when does the revenue stop and how does that impact our current and future budget years. Chief Rita advised that's what the Budget Committee will be meeting on in January 2023.

Commissioner Stiles reiterated her concern for the significant impact on the budget and believes the other committee members need to be just as concerned. She added we've now lost a quarter of our budget, it's what keeps our three firefighters employed and our district staffed 24 hours a day. Additionally, as a volunteer station that doesn't have enough volunteers, we've now lost our budget for

any reserves.

Commissioner Amy asked for clarification on whom Commissioner Stiles was addressing: the committee or the commissioners. Commissioner Stiles advised she was addressing the commissioners. She also added that we need to be questioning the accountability of the Chief. Commissioner Amy advised that we should wait until the Budget Committee meeting in January 2023 to see where our budget is.

Commissioner Yeager asked for clarification of the discussion, advising that he understands Commissioner Stiles is stating we need that money, and it puts our budget in dire need. Commissioner Stiles confirmed. Commissioner Amy advised that we are all aware of what it does to our budget but we're not hyperbolic.

President McMullen advised he agrees with Commissioner Stiles it is a major impact on our budget and district. He requested that Chief Rita repeat the reason for the loss of the contract. Chief Rita advised that most of it was due to the inspections. She advised Sacred Oaks requested a phone call with her to discuss consolidating all their fire inspections into one. Chief Rita discussed this with President McMullen and did not see how it could be plausible, but that is Sacred Oaks' plan going forward.

President McMullen asked Commissioner Stiles if she had any further questions, she advised she did not and added that she believes other commissioners should also be asking questions. Chief Rita added that Commissioner Stiles was correct in her assertion relating to responsibilities and she should have followed up more closely with BC Wilson.

Captain Bravo questioned if the District is already on a shoestring budget what impact will losing that amount of funding have on himself and the staff. He added he's deeply concerned for his family, staff members, and their families. Chief Rita advised she acknowledges his concerns and understands them but, ultimately, needs to look at the numbers before she can understand the full impact of what this loss will have on the department and staff.

Assistant Chief Stiles advised that long-term, this is a huge impact and agrees with Commissioner Stiles. He added that short-term, with having the Battalion Chief position vacant for two months there's savings. And since there's no way now to fund that position over the next six months, that's additional savings. Regarding 24-hour staffing, he advised there's no way to cut that as we can't rely on the volunteers to fill those times, especially at night with drive time to get the apparatus and then out to a call. Assistant Chief Stiles advised he believes with a diligent budget we can get through the next year and added that we might get additional funding from the 218 process.

long-term, but we can get through at least the next year. He doesn't believe any drastic decisions need to be made for now and hopes that helps ease the staff's concerns for the time being until the budget can be resolved.

President McMullen asked Commissioner Stiles if she believes we are doing enough to address her concerns. Commissioner Stiles advised she believes that since Sacred Oaks is a government agency, the contract is lost. She advised we need to ensure that our budget is structurally sound, and that Commissioners need to familiarize themselves with the 218 process as that funding is now critical to obtain so that we do not end up a consolidated district.

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

Chief Rita advised we did get approved for the DWR grant for the generator and propane tank. However, after her first meeting today with the County, she advised it's going to be a long process and we may need to go back out to bid. She advised there was also a JOA meeting this week.

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

Assistant Chief Stiles reported in Association President Jon Lee's absence and advised there was nothing new to report. He also thanked everyone for attending the Association's holiday party.

**8. Clerk's Report**

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

Chief Rita reported in the absence of Board Clerk Hall. She advised that County required all final invoices for the year to be submitted by end of business on December 20, 2022. Since the Board did not meet until after that deadline, she worked with President McMullen and the Board Clerk to get the bill packet prepared, reviewed, approved, and submitted to the County prior to the deadline.

Commissioner Amy questioned what generator the Chandler Electric invoice was for. Chief Rita advised it was for the one at the station.

Commissioner Amy questioned what the batteries purchased from Western Extrication Specialists were for. Assistant Chief Stiles advised it was for replacement batteries that are in our existing extrication equipment.

Commissioner Yeager questioned the purchase of radios from Silke Communications. Assistant Chief Stiles advised the radios were purchased in agreement with the Cal Fire grant and that Cal Fire will reimburse 50% of the cost to purchase. It was a budgeted item, and the purchase provides the district with radios that are up to current communication standards.

Commissioner Amy questioned the purchase of boots for Ponce and Bravo from Municipal Emergency Services, there are three pairs of boots for only two staff members. Captain Bravo advised the third pair was already returned.

Commissioner Amy questioned what the hazmat fee was related to on the Yolo County Environmental invoice. Per Chief Rita and Captain Bravo, this is a standard annual fee we are charged.

Commissioner Amy added a comment regarding the \$300.65 costs relating to Zoom equipment for hybrid meetings, she advised it was a little more than she thought we would spend. She thought it would be about a third of that cost. Chief Rita advised that they researched equipment and that was the cheapest option. She added that the cost of everything has increased significantly.

Captain Bravo added, regarding increased costs, that Cal Fire adopted NFPA Cal OSHA standards. Assistant Chief Stiles advised that the new standards include NFPA PPE replacement schedules. President McMullen asked for clarification. Assistant Chief Stiles advised that these new standards would require all PPE items to be replaced after 10 years, starting January 1, 2023, allowing a two-year catch-up period due to PPE manufacturer delays and that all gear must comply by January 1, 2026. Captain Bravo advised that 26 sets of PPE gear will need to be purchased by January 1, 2026, and that needs to be factored into the budget.

Vice President Yeager questioned what the standard replacement has been. Assistant Chief Stiles advised NFPA requires 10 years but that wasn't what Cal OSHA required. However, starting January 1, 2023, we will need to comply.

President McMullen clarified for the Board that NFPA is a standard and Cal OSHA has codified the standard into Title VIII. Whereas NFPA is a standard, but not a requirement, Cal OSHA will now adopt it into code and require it to be complied with.

President McMullen questioned if we will be replacing all PPE. Assistant Chief Stiles advised we will be replacing a lot of it. They were going to have the less than 10-year-old PPE tested and inspected to be placed into the reserve program. However, that is no longer an option. So, now, we will be replacing PPE on an as-needed basis to comply.

Chief Rita added we are in a better position than most districts due to our robust replacement program led by Captain Bravo and thanked him.

Motion: Approve the payment of bills totaling \$26,711.21.

Motion By: Amy

Second By: Guarino

Discussion: None

Vote: Approved unanimously.



**b. Approval of November 22, 2022, Special Board Meeting Minutes**

Commissioner Amy questioned if Item 5 was missing the ‘l’ in ‘Item 5(c)(iv)’. Chief Rita and Commissioner Stiles confirmed it was in their copies of the minutes. Commissioner Amy advised it may be her printer.

Motion: Approve November 22, 2022, Special Board Meeting Minutes.  
Motion By: Guarino  
Second By: Amy  
Discussion: None  
Vote: Approved unanimously.

**c. Approval of November 29, 2022, Special Board Meeting Minutes**

Motion: Approve November 29, 2022, Board Meeting Minutes.  
Motion By: Guarino  
Second By: Yeager  
Discussion: None  
Vote: Approved unanimously.

**9. Open Forum**

NONE

**10. Next regular Board meeting on January 17, 2023, unless another date is agreed upon**

President McMullen confirmed the next meeting date as January 17, 2023.

President McMullen advised he will not be in attendance, but that Vice President Yeager has agreed to chair in his absence.

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

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

Meeting adjourned at 2022 hours.

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

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

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