



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

BOARD OF COMMISSIONERS – REGULAR MEETING - MINUTES October 18, 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 1903 hours. Board Clerk Hall 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 Bravo, Captain Patrick Fish, Lillard Hall Manager Brenda Gonzalez, Board Clerk Carly Hall, Firefighter and Association President Jon Lee, Firefighter Peter Maggenti

Guests: None

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 (AC Stiles)

AC Stiles reported that the County accepted the LAFCO recommendations. However, since then, there has been no action to report. AC Stiles advised there is a small subcommittee meeting on October 20, 2022, to discuss the parameters for disbursing the funds and programs that will be funded with them.

4. Lillard Hall

a. Manager Report (Hall Manager Gonzalez)

Hall Manager Gonzalez presented her report. Commissioner Amy questioned

the return check fee listed on the report. Hall Manager Gonzalez stated that one renter never received the deposit refund that the Hall issued to them. Vice President Yeager placed a stop payment on the check and the Hall issued a new check to the renter.

Chief Rita questioned the “awaiting rental fee” items listed on the report. Hall Manager Gonzalez advised she believed she may have received them (or at least some of them) but that she hadn’t had a chance to review go through all the payments received and awaiting deposit before the report was submitted.

b. Discussion / Action – Recommendations from Committee (Commissioner Amy)

Commissioner Amy reported there was a Lillard Hall committee meeting on October 16, 2022, and they discussed two items. One will be discussed under new business. The other item was a noise complaint issue that has come up.

Lillard Hall will be doing a trial run at an event later this month to incorporate a slight modification to the rental agreement policy to include that live bands, DJs, and music must cease no later than 11 p.m. and added that all windows and doors must be closed. Previously, the Hall Manager was verbally advising renters that the doors needed to be closed, but nothing was formally written into the policy. Commissioner Amy advised that committee members will be driving by the event to see if this helps with the noise levels and complaints. She also advised that the renters will be given the updated agreement to include the noise policy revisions. Current agreement terms include the ability to modify terms prior to an event, so the updated agreement will supersede prior signed agreements. The Hall Manager was also advised to notify the event security staff of the updated noise policy.

President McMullen questioned AC Stiles regarding a previous noise complaint he made against the Hall. AC Stiles advised that while working at the station he could hear the event at the Hall and it was extremely loud. He also advised that he lives nearby and can routinely hear events from his home as well. He added that there are many homes closer than his that are probably even more affected by the noise. President McMullen advised that he hopes the new plan will improve the noise complaints.

Chief Rita added that the minutes from the meeting will be available for review at the next Board meeting.

5. New Business

a. Discussion / Action – Volunteer Applications (Chief Rita)

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

Commissioner Amy asked if there had ever been a mass mailing to the district to recruit volunteers. She advised that she knows the staff does a lot of outreach but wondered if a mass mailing would increase awareness of the need for volunteers. Commissioner Guarino added that he likes the idea of a mailing, even if it didn’t get a large response, as it’s an interaction with

members of the district.

Chief Rita advised there was a mass mailing using a postcard pre-pandemic, around 2020, and they did not receive any applicants from it. AC Stiles advised that the Association has also been discussing as they get closer to the Proposition 218 educational period how to incorporate volunteer recruitment, potentially including a barbecue/townhall event.

Motion: Prepare and send a postcard mass mailing to all addresses within the district to notify them of the need for volunteer firefighters and invite them to contact us.

By: Amy

Second By: Stiles

Discussion: Vice President Yeager voiced his concern about the age of the district volunteer pool, whether those that are eligible would even have the availability to volunteer and whether the cost of a mass mailing is worth it. Commissioner Stiles responded that she believes it would be more cost effective to do the mass mailing than having to hire a fourth or fifth permanent staff member if they continue to not receive volunteer applicants.

Vote: Aye – McMullen, Guarino, Amy, Stiles

Nay – Yeager

b. Discussion / Action – Board Meetings (Commissioner Amy)

i. Zoom and In-Person Options

Commissioner Amy reported during the Lillard Hall committee meeting held on October 16, 2022, it was discussed there was a question about Zoom capabilities in the Hall with the current internet provider and advised that was why we were testing the Zoom capability during the Board meeting tonight. Commissioner Amy advised we had previously voted against having a Zoom option and there was no one present to advocate for the option. President McMullen questioned whether the test had any impact on the discussion for the Zoom option for our future meetings. Commissioner Amy advised no, the discussion for the Zoom option was still up for discussion.

President McMullen opened the topic for discussion. Captain Fish advised in his personal view he is in favor of having a Zoom option. Captain Bravo agreed and advised he believe it offers more community involvement and provides an opportunity for outreach. President McMullen added it was used during the pandemic. AC Stiles advised, as a member of the department and community, he's in favor as it's more commonplace to have hybrid (in-person and Zoom) meetings, especially when there is an important discussion item such as Proposition 218. He believes it also allows the District to be more community inclusive as well as gives Board members the opportunity to still attend if they are ill. Vice President Yeager added

it would provide some cost savings for board and staff if they had a Zoom option.

President McMullen questioned whether other districts are providing a Zoom option for their meetings. AC Stiles advised a Zoom option should be the standard regardless if other districts are doing it. President McMullen asked Chief Rita if we want to make a vote on the policy. Chief Rita advised she believes we should make it policy to have hybrid (in-person and Zoom) meetings. AC Stiles added that he was concurrently testing out the Zoom option with his phone and computer and everything was working accurately.

Commissioner Amy added that she doesn't feel we need to spend money on purchasing more equipment to improve the Zoom setup if it's working accurately as is. Commissioner Stiles added that cost will always be a factor as we become a more progressive district. Firefighter Lee added he would like the option. AC Stiles and Captain Fish advised there is probably existing equipment we can use to improve the Zoom setup.

Motion: Add interactive Zoom option to in-person meetings as soon as possible.
By: Stiles
Second By: Guarino
Discussion: None
Vote (by roll call): President McMullen – Aye
Vice President Yeager – Aye
Commissioner Guarino – Aye
Commissioner Amy – Aye
Commissioner Stiles – Aye

c. 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 advised that the minutes from the September 25, 2022, meeting were not included on this agenda and requested they be included on the November Board agenda. The Clerk advised they would be included.

iii. District Funding and Development Committee – Guarino, Stiles

AC Stiles advised that the committee met on October 10, 2022, regarding Proposition 218 with SCI, the group doing the engineering. Chief Rita added that the committee met first, separately, to discuss cost and scope of work while SCI came at the end of the meeting to discuss the process and timeline provided in the packet. Chief Rita

advised that balloting should start in March 2023. We will need to wait until the engineering report has been received to identify the parcels, then start outreach to parcel owners to encourage voting. Commissioner Amy asked if they want committee members or a single person from the District to do outreach. Chief Rita advised that they would wait for the engineering report before identifying the person or persons for outreach. No action needed at this time.

President McMullen excused the Lillard Hall Manager from the rest of the meeting.

iv. Lillard Hall Committee – Amy, Guarino

Commissioner Amy advised that during the October 16, 2022, committee meeting they discussed Hall maintenance issues. Hall Manger Gonzalez was tasked with getting quotes for filling and repairing cracks in the flooring, fixing the exterior door by the bathroom, and fixing the light in the parking lot at the South end of the Hall. Commissioner Amy also advised they discussed the internet speed and current provider but as of this evening everything seems to be working and no further equipment or change in provider is needed at this time.

d. Discussion / Action – Ad Hoc Committee Reports

i. LAFCO – Guarino, Yeager

No meeting; no report.

ii. Inspection Fees – Yeager, Amy

1. Discussion / Action – Approve Fees and Supporting Documents

Commissioner Amy advised that at the Board meeting on June 21, 2022, the Board indicated that they wanted more specific information regarding the Inspection Fee committee meeting that took place on May 3, 2022. The committee came to the decision of \$200 for the re-inspection fee, while the initial inspection would be free and used as an educational opportunity. The committee also researched with the county regarding adjusted fees already in place. Chief Rita advised there must be an ordinance along with documentation to justify the fee, a notice must be placed in the paper, along with two public hearings. If there is no pushback, the ordinance can be adopted. Chief Rita advised the inspection fees have not been updated since 2008.

2. Discussion / Action – Approve Ordinance Language

President McMullen questioned the occupancy permit language and asked if we are issuing permits. Chief Rita advised we are not issuing permits and the language should read post-installation inspection permit. President McMullen advised to amend the language. Commissioner Amy advised to remove permit language altogether from the documents, Chief Rita will revise as requested.

Commissioner Amy questioned if we have to charge fees as stated on the document or can we charge less. Chief Rita advised it's the only way to justify the increased fees and if we want to charge more later, we will have to start the justification and adoption process again. AC Stiles advised that the staff time and equipment were used to calculate the fees. Commissioner Guarino questioned if it has to be a fixed fee amount or can it be adjusted. Chief Rita advised we can charge less than what's stated in the document, but we can't charge more.

3. Discussion / Action – Approve Timeline and Move Forward with Adoption

Chief Rita advised that we might want to consider the Proposition 218 and inspection fee increase timelines as we proceed because if we don't move forward with the adoption tonight, we will be close to the Proposition 218 vote in March 2023. She questioned if we should move forward now or wait until after the Proposition 218 vote. Commissioner Amy requested that we not postpone any longer. Commissioner Stiles agreed and added that it will also get more information out to the community about our District and our financial challenges.

Motion: Approve the increased fees and supporting documents for fire sprinklers and business fire- and life-safety inspections. Approve the ordinance language as amended. Approve the timeline and move forward with the adoption process.

Motion By: Amy

Second By: Yeager

Discussion: Vice President Yeager questioned why we are publishing the notices in The Democrat and not The Enterprise. Commissioner Guarino asked what the difference in the publications were. Chief

Rita advised both are an option, but The Enterprise is more focused on Davis than the county. All agreed to continue using The Democrat to publish the notices.

Vote (by roll call): President McMullen – Aye
Vice President Yeager – Aye
Commissioner Guarino – Aye
Commissioner Amy – Aye
Commissioner Stiles – Aye

President McMullen thanked all staff for a great job and all their contributions adding that the language was easily understandable.

Chief Rita thanked President McMullen for providing input and help on finalizing the inspection form.

e. Discussion / Action – Liaison Reports

i. Fire Prevention / Investigation – McMullen

No meeting; no report.

ii. Training – Yeager

Firefighter Maggenti advised that training is going well and attendance has increased now that summer has ended. He advised that they will be setting up the training calendar in November for 2023 and will work with Willow Oak to schedule additional combined training sessions.

iii. Large Equipment / Facilities – McMullen

Chief Rita and AC Stiles advised they are still waiting on a part for the generator to be repaired and believe it's still under warranty.

iv. IHS – McMullen

Chief Rita advised Sacred Oaks had a grand opening. Apart from a small disruption by DQU tribe members, the opening went well.

President McMullen asked about the residency population. Chief Rita and Captain Bravo advised it was about two residents but maybe going up to four soon, with only females for now.

6. Fire Chief's Report (Chief Rita)

Chief Rita provided the first quarter report for Board members to review. She advised that OES hired Kristin Weivoda as the replacement for Dana Carey. Chief Rita stated

this could be an issue as she's not known to be inclusive of the rural districts. She advised Winters Fire District his hiring a new Chief and she will be on the interview panel.

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

Association President Lee reported that the Association had a fundraising event at Hooby's Farm on October 15, 2022, where over 100 people attended; they are still awaiting income from all of the donations. He advised the next event will be their annual holiday dinner in December.

Vice President Yeager advised he attended a recent townhall where community members complained about the lack of fire departments at the county fair and questioned why no members attended the townhall on behalf of the Association. President Lee advised he was not aware there was a townhall. Vice President Yeager encouraged President Lee to complain to the county fair board about their lack of inclusion of fire departments. President Lee advised he did not feel that it would help the situation but may hinder their participation even more. Captain Fish added that several members attended a meeting with the county fair board and felt that they weren't being heard. Captain Bravo believes the issue is the fair has more costs and having a booth that doesn't produce income for the fair wasn't in their best interest.

8. Clerk's Report

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

President McMullen questioned the transportation cost of \$900 for the LN Curtis invoice. AC Stiles and Captain Bravo advised that it was for the transportation of very heavy equipment and that they had priced out the new part versus shipping cost and this was the cheaper option.

President McMullen asked what the LEAF invoice was for, and Chief Rita advised it was for the copier lease. Commissioner Amy asked to review a physical copy of the US Bank Statement.

Motion: Approve payment of bills totaling \$4,884.21.
Motion By: Yeager
Second By: Guarino
Discussion: None
Vote: Approved unanimously.

b. Approval of September 20, 2022, Board Meeting Minutes

Motion: Approve September 20, 2022, Board Meeting Minutes.
Motion By: Yeager
Second By: Amy
Discussion: None
Vote: Approved unanimously.

c. Approval of September 29, 2022, Special Board Meeting Minutes

Motion: Approve September 29, 2022, Special Board Meeting Minutes.

Motion By: Guarino

Second By: Amy

Discussion: None

Vote: Approved unanimously.

Commissioner Amy thanked the Clerk for her good minutes. President McMullen added his thanks as well.

9. Open Forum

NONE

10. Next regular Board meeting on November 15, 2022, unless another date is agreed upon

President McMullen confirmed the next meeting date as November 15, 2022.

11. Meeting Adjourned (President McMullen)

Motion: Adjourn meeting.

By: Guarino

Second By: Amy

Discussion: None.

Vote: Approved unanimously.

Meeting adjourned at 2022 hours.

Minutes approved: _____

President James McMullen

Board Clerk Carly Hall

c. Approval of September 29, 2022, Special Board Meeting Minutes

Motion: Approve September 29, 2022, Special Board Meeting Minutes.
Motion By: Guarino
Second By: Amy
Discussion: None
Vote: Approved unanimously.

Commissioner Amy thanked the Clerk for her good minutes. President McMullen added his thanks as well.

9. Open Forum

NONE

10. Next regular Board meeting on November 15, 2022, unless another date is agreed upon

President McMullen confirmed the next meeting date as November 15, 2022.

11. Meeting Adjourned (President McMullen)

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

Meeting adjourned at 2022 hours.

Minutes approved: November 15, 2022



President James McMullen



Board Clerk Carly Hall