



## West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

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### BOARD OF COMMISSIONERS – REGULAR MEETING – MINUTES June 20, 2023 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 (Vice President Yeager)

Meeting called to order at 1900 hours. Chief Rita, acting as Board Clerk for this meeting, called roll and confirmed there was a quorum.

Present were:

Commissioners: Jim Yeager, Emily Amy, and Beth Stiles

Department Members: Chief Cherie Rita, Assistant Chief David Stiles, Captain Patrick Fish, Hall Manager Ned Sykes

Joined via Zoom: Captain Scott Bravo

#### 2. Public Comment

NONE

#### 3. Old Business

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

Chief Rita advised that weed abatement has been completed and notices of violations have been mailed out.

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

Assistant Chief Stiles advised that at the County Board of Supervisors meeting they mentioned the funds had been set aside but did not discuss a definitive amount.

Vice President Yeager asked which other districts were participating and Assistant Chief Stiles advised it was Dunnigan, Madison, Willow Oak, and Esparto.

Chief Rita advised that the Farm Bureau recently sent a letter to the Board of Supervisors against the ballot measure calculations regarding agricultural land. Vice President Yeager suggested that since they are such a powerful organization, they could perhaps influence the Board in the event the measures fail. Assistant Chief Stiles stated that he believed the Board of Supervisors would not be swayed by the Farm Bureau's opinion.

**4. Lillard Hall**

**a. Manager Report (Hall Manager Sykes)**

Hall Manager Sykes reported that things have been quiet. He's received inquiries about availability, but no new rentals at this time. He also advised that the rental report is not up to date; it's missing Kiefer's information, but he has updated the document and will provide a current report in July.

Commissioner Amy requested that group names be included on the reports so that we can see what groups are not being charged rental fees. Hall Manager Sykes advised he can update the report to reflect this information.

**5. New Business**

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

Chief Rita reported that there were no new volunteer firefighter applications. Vice President Yeager asked if she had any thoughts on why. Chief Rita advised that they have inquiries, but no applications are turned in. Staffing, no matter the type (volunteer, career, reserve) is down everywhere.

**b. Discussion / Action – Standing Committee Reports**

**i. Personnel Committee – Amy, Yeager**

**1. Approval of June 17, 2023, Committee Meeting Minutes**

Commissioner Amy reported that the committee met for a closed session and the minutes are in the packet for review.

Motion: Approve June 17, 2023, Committee Meeting Minutes.

Motion By: Amy

Second By: Stiles

Vote: Approved unanimously.

**ii. District Funding and Development Committee – Yeager, Stiles**

Vice President Yeager reported that they held a few public meetings and about four of the same people attended all the meetings. He advised most of the discussion was about the assessment rate for irrigated lands. He asked Chief Rita how many ballots we've received back. Chief Rita advised about 31% of the mailed ballots had been received back but it's starting to slow down a bit. She advised she spoke with Jeannette Henson from SCI and was advised the typical ballot response is about 10-20% over the survey response and we received 38% of the surveys back.

**1. Discussion / Action – Adopt Resolution 23-05 – A Resolution Establishing and Implementing a Program to Charge Mitigation Rates for the Deployment of**

**Emergency and Non-Emergency Services by the Fire Department for Services Provided/Rendered by/for the West Plainfield Fire Department**

Vice President Yeager advised that this resolution would allow the District to charge for services provided during an accident, which we are not currently doing, and it has zero cost to the District to implement but could provide an additional source of revenue. He advised there's data in the Board packet from Willow Oak, who has been using it and it's provided quite a bit of extra funding for them.

Commissioner Amy advised she would like to remove the words car, automobile, or automotive, and replace them with vehicle to be sure it's inclusive of trucks, motorcycles, tractors, etc.

Chief Rita advised that they used the suggested language from the company. She also advised that this will be for residents and non-residents alike, especially when it comes to "illegal" fires, such as illegal control burns and arson.

Motion: Adopt Resolution 23-05 – A Resolution Establishing and Implementing a Program to Charge Mitigation Rates for the Deployment of Emergency and Non-Emergency Services by the Fire Department for Services Provided/Rendered by/for the West Plainfield Fire Department with the recommended changes.

Motion By: Amy

Second By: Stiles

Vote: Approved unanimously.

**2. Discussion / Action – Approve Contract with Fire Recovery USA LLC for Cost Reimbursement Billing for Provision of Certain Services**

Chief Rita advised that the motion needs to be approved and should include identification of the contract signer.

Motion: Approve Contract with Fire Recovery USA LLC for Cost Reimbursement Billing for Provision of Certain Services to be signed by Vice President Yeager.

Motion By: Amy

Second By: Stiles

Vote: Approved unanimously.

**3. Approval of May 19, 2023, Committee Meeting Minutes**

Motion: Approve May 19, 2023, Committee Meeting Minutes.  
Motion By: Stiles  
Second By: Amy  
Vote: Approved unanimously.

**iii. Lillard Hall Committee – Amy, Roos**

Commissioner Amy advised there was no meeting but advised that the lease agreement was submitted to County Counsel. She reported she had just received the information necessary for the addendum. She advised the Committee is waiting until they get the authorization from the County to sublet the space before moving forward.

**iv. Budget and Benefits Committee – Stiles, Roos**

Chief Rita advised that based on the May 2023 Board meeting authorization, she contacted the company that would supply the QSEHRA contract for the monthly employee contribution, but they sent a contract for health benefits. She reached out to them to try to get a corrected contract but didn't hear back in time for the Board meeting. She advised there is also an issue between the suggested employee benefit amount versus the IRS maximum they need to try to reconcile. She will follow up with them to be able to present the contract at the July 2023 Board meeting.

Commissioner Amy asked Chief Rita to advise what this employee benefit package provides. Chief Rita advised that since we don't offer health insurance to our employees, most get it through their spouses' plans or pay out of pocket. This allows the employee to use this contribution towards that out-of-pocket health insurance expense. She advised it can be rolled over to a retiree HRA when the employee separates from the District.

Commissioner Amy requested that each Board member have ample time to thoroughly read and review any contract before it's presented for the Board to sign.

**1. Discussion / Action – Approve a \$400.00 Monthly Contribution to QSEHRA for Each Full-Time Employee**

This item will be moved to the July 2023 Board meeting.

**2. Discussion / Action – Approve Contract with Take Command for Administration of QSEHRA Contributions to Full-Time Employees**

This item will be moved to the July 2023 Board meeting.

### 3. Discussion / Action – Adopt 2023-2024 Budget

Motion: Adopt 2023-24 Budget.

Motion By: Stiles

Second By: Amy

Discussion: Commissioner Amy asked what the decrease in Accrued Leave Reserve was. Chief Rita advised that we have enough in our reserve to cover all of the full-time employees' accrued leave, should they need to use it during the fiscal year. She added that it was decreased because there was a greater need in our budget for it elsewhere.

Commissioner Amy asked what the estimated Fund Balance was. Chief Rita advised it is the difference between the estimated revenues versus actual revenues and the estimated expenses versus actual expenditures from 2022-23, plus the difference between the estimated and actuals from 2021-2022.

Commissioner Amy asked why there's no budget for overtime, but we have it on our ledgers every month. Chief Rita advised that she factors overtime, sick, accrued leaves, and leave coverages into the salary line, but the County breaks it down into two lines on the ledgers.

Commissioner Amy asked about the additional \$400 employee benefit and where that was allocated to the budget. Chief Rita advised it's under Other Employee Benefits.

Commissioner Amy asked if PPE was covered under 501010 and Chief Rita confirmed it was. Commissioner Amy then questioned if the amount allocated would be enough for the new replacement PPE requirements. Chief Rita advised that they have until 2026 before the PPE must be replaced. She also advised we are applying for grants to provide additional funding for this need. Commissioner Amy asked if Captain Bellerive's PPE had been purchased yet. Per Chief Rita and Assistant Chief Stiles, he has been able to use some existing PPE and some other items have been purchased for him.

Commissioner Amy asked if the staff saw anything critical that was missing from the budget. Assistant Chief Stiles advised the Reserve accounts should be higher and we have deferred a lot of maintenance for the station.

Vote: Approved unanimously.

**4. Approval of June 7, 2023, Committee Meeting Minutes**

Motion: Approve June 7, 2023, Committee Meeting Minutes.

Motion By: Stiles

Second By: Amy

Vote: Approved unanimously.

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

**i. LAFCO – Yeager, Roos**

No meeting; no report.

Vice President Yeager asked if we could remove this item from the agenda. Chief Rita advised she would recommend looking at the last report before removing it.

Commissioner Amy asked if we addressed all their findings. Chief Rita advised that we started adding the budget item to our packets and that was the biggest item. She advised we are also addressing another part of their findings regarding the policies and procedures updated.

**ii. Solar – Stiles, Roos**

No meeting; no report.

Commissioner Stiles advised there's no update yet on the application. Chief Rita advised the County committee did meet but no decision was made during the meeting. They are looking at other options for the District.

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

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

Commissioner McMullen was not present. Assistant Chief Stiles advised there was nothing to report.

**ii. Training – Yeager**

Commissioner Yeager had nothing. Chief Rita advised that after a meeting with Willow Oak Fire, we will be making changes to the

training schedule and training more often with them.

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

Assistant Chief Stiles advised there was nothing major, but there is a recall for warranty work on one of the apparatus.

**e. Discussion / Action – Policies and Procedures Updates (Chief Rita)**

Chief Rita advised that she and Assistant Chief Stiles are still working on updating the policies and procedures, but there's nothing new to present today. She advised that she likely won't have anything new to present until the August 2023 Board meeting.

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

Chief Rita had nothing additional to report.

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

Association President Lee was absent. Chief Rita reported that the Association still plans another Flea Market later this year.

**8. Clerk's Report**

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

Commissioner Amy asked Assistant Chief Stiles why the CalFire training invoice was for 17 people. He advised that we hosted the training and then were reimbursed by non-District attendees for their portion.

Commissioner Amy asked what the ESO invoice was for. Chief Rita advised that it is our reporting software and CAD link that we pay for annually.

Commissioner Amy asked what the MES invoice was for. Assistant Chief Stiles advised it's for our SCBA testing.

Motion: Approve the payment of bills totaling \$12,551.85.  
Motion By: Amy  
Second By: Stiles  
Vote: Approved unanimously.

**b. Discussion / Action – Authorize Board Clerk and Fire Chief to Send LEAF Invoices to the County for Payment Between Board Meetings**

Chief Rita advised that Board Clerk gets the invoice after the Board meeting but it's due before our next Board meeting. If it is not paid prior to the next Board meeting, we incur a late fee. Currently, the Board Clerk will submit the invoice for President McMullen's approval, then Chief Rita signs it, then the invoice is submitted to the County to pay it. This will avoid that so we can

streamline the process.

Motion: Authorize Board Clerk and Fire Chief to send LEAF invoices to the County for Payment between Board meetings.

Motion By: Amy

Second By: Stiles

Vote: Approved unanimously.

**c. Approval of May 16, 2023, Board Meeting Minutes**

Vice President Yeager advised there is an amendment to Item 3(a) to change the wording from “different rain” to “abundant rainfall” and “creates different grass growth” to “created dense and high growth”.

Motion: Approve May 16, 2023, Board Meeting Minutes with the amendment.

Motion By: Amy

Second By: Stiles

Vote: Approved unanimously.

**9. Open Forum**

Vice President Yeager asked if we would know who the ballots are from when opening the ballots. Chief Rita advised that the Clerk will be able to see it, but it will be tabulated into a spreadsheet. Commissioner Stiles added that we will probably be able to identify who they are based on how much weight their vote carries (as far as parcel ownership goes). Chief Rita advised that anyone opening the ballots can see the name, but only the Clerk will be counting the ballots. Commissioner Amy reiterated it's not a secret ballot.

**10. Next regular Board meeting on July 18, 2023, unless another date is agreed upon**

Vice President Yeager confirmed the next meeting date as July 18, 2023.

**11. Meeting Adjourned (Vice President Yeager)**

Motion: Adjourn meeting.

By: Amy

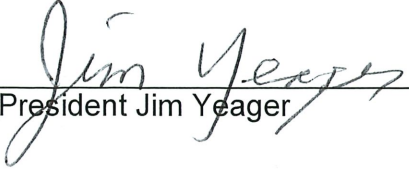
Second By: Stiles

Vote: Approved unanimously.

Meeting adjourned at 2012 hours.

Minutes approved: July 18, 2023



  
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Vice President Jim Yeager

  
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Acting Board Clerk Chief Cherie Rita