



## 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 September 19, 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 (President McMullen)

Meeting called to order at 1900 hours. Board Clerk Hall called roll and confirmed there was a quorum.

Present were:

Commissioners: James McMullen, Jim Yeager, Emily Amy, Beth Stiles, and Warren Roos

Department Members: Assistant Chief David Stiles, Captain Scott Bravo, Captain Patrick Fish, Firefighter and Association President Jon Lee, Hall Manager Ned Sykes, and Board Clerk Carly Hall

#### 2. Public Comment

NONE

#### 3. Old Business

##### a. Update – Weed Abatement (President Jon Lee)

Association President Lee reported they completed the third inspection and sent out letters but have not completed the fourth inspection yet.

President McMullen advised that he or Assistant Chief Stiles would forward an email to Association President Lee regarding an abandoned structure on County Road 31 and Russell.

Vice President Yeager advised there is a neighborhood complaint letter coming regarding the abatement inspections. Commissioner Amy advised that it was just one neighbor, not the whole neighborhood.

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

Assistant Chief Stiles reported that the Committee received the guidelines from the County on the process of how the Districts can obtain the funds. The guidelines will go to the Board of Supervisors in October 2023 for review of the percentage of fund distributions and the funding structure.

**4. Lillard Hall**

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

Hall Manager Sykes advised his report is in the packet and the accounting is up to date. He advised the Quinceañera canceled due to not being able to hold the event past 10 p.m. He also advised he received a baptism inquiry, but they aren't in the District and there are no hourly rates available, only 10-hour slots.

**5. New Business**

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

Assistant Chief Stiles advised they are still working with the applicant mentioned at the August 2023 Board meeting; the application is going through the process.

**b. Discussion / Action – Sale or Trade-In and Purchase of Apparatus (Assistant Chief Stiles)**

Assistant Chief Stiles advised this is a continuation of the discussion from the August 2023 Board meeting regarding the fleet update.

**i. Purchase 2005 Westates Freightliner Quick Attack (Grass) (to Replace W230) for \$149,000.00 (plus applicable taxes)**

Assistant Chief Stiles advised he identified a new (to the District) vendor, Brindlee Mountain, that buys and resells fire apparatus. He was able to visit their site and look at the potential apparatus for purchase, a 2005 Westates Freightliner Quick Attack to replace W230, for \$149,000.00. He advised there are some repairs and tests required, but these are included in the purchase price and includes all repairs needed within the first year. He added that it has a stainless-steel body that allows for chassis replacement providing future savings.

Vice President Yeager questioned if Assistant Chief Stiles believed the apparatus was well maintained as there are 42 items listed for repair. Assistant Chief Stiles advised they are very minor/cosmetic repairs, but the apparatus drives well, and he has no concerns about the items identified for repair. Vice President Yeager advised it seems like it would be better to purchase something new.

Commissioner Roos questioned why the apparatus was for sale if it was in good shape. Assistant Chief Stiles advised that the company replaced it with a new rig.

This item was tabled to allow for the Board to hear Item 5(b)ii.

**ii. Sell (or Trade-In) W230 for No Less Than \$174,000.00 (less pump test cost if traded in)**

Assistant Chief Stiles advised he reached out to several area stations

to try to sell W230, but no one is in a financial position to be able to purchase at this time. He received an offer from Brindlee Mountain to purchase W230 at \$174,000.00 less the pump test cost. He believes it is a fair offer and, if traded in for the Westates Freightliner, would be picked up while the other rig is delivered.

Commissioner Amy asked where the \$25,000.00 in revenue would be deposited if the trade-in option was selected. Assistant Chief Stiles advised he and Chief Rita discussed to keep it set aside.

Commissioner Stiles advised that both agreements list David instead of Davis as our city. Assistant Chief Stiles advised he will have the vendor correct.

Motion: Trade in W230 for No Less Than \$174,000.00 (Less Pump Test Cost) and Purchase 2005 Westates Freightliner Quick Attack for \$149,000 (Plus Applicable Taxes).

Motion By: Amy

Second By: Yeager

Vote: Approved unanimously

Commissioner Amy advised she would like to see the \$25,000.00 revenue saved. President McMullen thanked Assistant Chief Stiles for a great job.

**c. Discussion / Action – Review Quotes and Award / Authorize Work (Assistant Chief Stiles)**

Assistant Chief Stiles advised there are quotes in the packet for the Board to review. These quotes are for upgrades, maintenance and repairs needed in the station and the money being spent is from 218 funding of \$77,000.00.

**i. Door Replacement – Office and Day Room into Apparatus Bay**

Assistant Chief Stiles advised the door replacement quote from Sacs Door & Gate Corp is to replace the “people” doors. He advised the current doors used to be fire-rated, but no longer meet the standards. The new doors will be fire-rated and need to be replaced before the other repairs can take place.

Motion: Authorize Door Replacement – Office and Day Room into Apparatus Bay.

Motion By: Yeager

Second By: Stiles

Vote: Approved unanimously

**ii. Flooring Replacement – Office, Kitchen, Day Room / Sleeping Quarters, Bathroom**

Captain Bravo advised the Empire Flooring quote was missing from the packet but would print.

President McMullen set this item in abeyance until the missing quote was printed and available for review.

Captain Bravo provided copies of the Empire Flooring quote to the Board for review. He advised the big difference between the quotes was that Empire wants to glue the floor down, but Kalanetra and Valley Floors would not.

The commissioners discussed in length that the quotes / contracts need to be detailed in their scope of work prior to the station starting work so that we are getting everything we need in our scope of work at the agreed price.

Commissioner Roos questioned what company Captain Bravo would prefer to go with. Captain Bravo advised that he and Chief Rita preferred Empire Flooring.

Motion: Authorize Flooring Replacement – Office, Kitchen, Day Room / Sleeping Quarters, Bathroom with Empire Flooring.

Motion By: Stiles

Second By: Roos

Vote: Approved unanimously

**iii. Interior Painting and Drywall Repair – Office, Kitchen, Day Room / Sleeping Quarters, Bedroom Bathroom, Including Doors**

Assistant Chief Stiles advised there was a separate packet of quotes relating to interior painting and drywall repair.

Commissioner Amy questioned why the JMC had quote, item 2, relating to bathroom interior pipes was not included on the Reynolds quote. Assistant Chief Stiles advised it was not part of the scope, but JMC included it.

This item was put into abeyance to finish hearing Item 5(c)ii.

Commissioner Amy advised that she wants to be sure the scope of work is detailed and specific in the signed proposal with the chosen vendor prior to work starting.

Motion: Authorize Interior Painting and Drywall Repair – Office, Kitchen, Day Room / Sleeping Quarters, Bedroom, Bathroom, Including Doors with specific scope of work detailed in the signed proposal.

Motion By: Amy  
Second By: Roos  
Vote: Approved unanimously

**d. Discussion / Action – Standing Committees – Reports**

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

No meeting; no report.

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

No meeting; no report.

Vice President Yeager advised they would schedule a meeting once Chief Rita returns from vacation to review the budget.

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

Commissioner Amy reported that the Committee had two meetings since the last Board meeting. They received the signed lease from the County and Mr. Chong. She advised the Committee also discussed remodeling the bathrooms but there is a County requirement that is holding up the process. She advised the Committee plans to meet before the October 2023 Board of Supervisors meeting to discuss. She added they discussed what to do to attract more renters and found the all-day rental fee was a hindrance to potential renters so there is an item to adjust the fees to hourly.

**1. Approve August 17, 2023, Committee Meeting Minutes**

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

Motion By: Amy

Second By: Roos

Vote: Approved unanimously

**2. Approve September 6, 2023, Committee Meeting Minutes**

Motion: Approve September 6, 2023, Committee Meeting Minutes.

Motion By: Amy

Second By: Roos

Vote: Approved unanimously

**3. Discussion / Action – Approve Opening a Separate, New Bank Account to Hold Lillard Hall Rental / Lease Deposits**

Commissioner Amy advised that per County Counsel and the lease agreement with Mr. Chong, we need to keep the lease deposits in a separate account and proposes we open a separate account with First Northern Bank. She advised if we approve opening the new account, we need to designate

signers.

The commissioners discussed at length who the signers should be and where the account should be kept. After much discussion a motion was made.

Motion: Approve Opening a Separate, New Bank Account to Hold Lillard Hall Rental / Lease Deposits at First Northern Bank and have all commissioners designated as signers.

Motion By: Amy

Discussion: Commissioner Roos questioned if that included Chief Rita as a signer and Commissioner Amy advised it does not.

Second By: Roos

Vote: Approved unanimously

Commissioner Amy requested to add an agenda item to the October 2023 Board meeting regarding the signers for the Lillard Hall Bank of America account. The Clerk advised that it would be added.

**4. Discussion / Action – Approve Changes to Lillard Hall Use / Rental Policies *Rental Fee and Security Deposit* Section**

Commissioner Amy advised that the Committee is proposing new fees and language for the *Rental Fee and Security Deposit* section of the Lillard Hall Use / Rental Policy.

Commissioner Stiles questioned what happens if the event goes over the rental duration and advised the policy still shows the premises must be cleaned / vacated by 11:00 p.m.

Commissioner Amy advised the Hall Manager will handle the rental duration.

Motion: Approve Changes to Lillard Hall Use / Rental Policies *Rental Fee and Security Deposit* Section.

Motion By: Amy

Second By: Roos

Vote: Approved unanimously

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

No meeting; no report.

Commissioner Stiles advised that they would schedule a meeting

when Chief Rita gets back from vacation.

**e. Discussion / Action – Ad Hoc Committees – Reports**

**i. LAFCO – Yeager, Roos**

Vice President Yeager advised that the Committee reviewed all recommendations provided by LAFCO and they responded with the memo included in the packet. He added that the Committee can be sunsetted.

**ii. Solar – Stiles, Roos**

Commissioner Stiles reported that our grant application was not approved but has been working with Supervisor Frerichs office to discuss potential funding from the County.

Assistant Chief Stiles advised he will follow up on getting additional information regarding leasing.

**f. 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.

**6. Discussion / Action – Approve Policy and Procedure Updates (Assistant Chief Stiles)**

Assistant Chief Stiles advised there was a memo in the packet with policies and procedures that had been previously approved by the Board but were notified by FEMA that we needed to modify some of the language in order to qualify for grants.

Commissioner Amy had a question relating to the wording in Policy 214 Section 3. The Clerk advised the only proposed amendment for Policy 214 was Section 2.

**a. Policy 213 – Asset Management**

**b. Policy 214 – Purchasing and Procurement**

**c. Policy 1002 – Assignments and Promotions**

**d. Policy 1003 – Position Descriptions**

**e. Procedure 200 – Physical Asset Management**

**f. Procedure 202 – Purchasing and Procurement**

Motion: Approve Policy and Procedure Updates to Policy 213, Policy 214, Policy 1002, Policy 1003, Procedure 200, and Procedure 202.

Motion By: Yeager

Second By: Amy  
Vote: Approved unanimously

**7. Discussion / Action – Approve Policy and Procedures (Assistant Chief Stiles)**

Assistant Chief Stiles advised these were new policies and procedures.

**a. Policy 204 – California Fair Political Practices Commission Filings**

No discussion.

**b. Policy 212 – Purchase Card**

Assistant Chief Stiles advised this was presented at the August 2023 Board meeting but was tabled to have the grammar and spelling errors corrected. This is the updated version.

**c. Policy 1001 – Performance Evaluations**

No discussion.

**d. Procedure 1000 – Personnel Evaluations**

Commissioner Amy questioned what the expected timeline was for last bullet point of Section 2. Assistant Chief Stiles advised the timeline would vary due to the different staff shifts, he would advise in a few weeks.

Motion: Approve Policy 204, Policy 212, Policy 1001, and Procedure 1000.

Motion By: Amy

Second By: Stiles

Vote: Approved unanimously

**8. Fire Chief's Report (Assistant Chief Stiles)**

Assistant Chief Stiles advised the report was in the packet. The Clerk reported on the ledgers from the County.

Assistant Chief Stiles advised that AT&T service had been failing and was not being maintained. He advised that with assistance from Captain Fish, they've moved over to a VOIP system. If the system goes down, it routes calls directly to the shift phone, so there is always coverage should an outage occur.

President McMullen proposed a temporary appointment of Assistant Chief Stiles to Chief in Chief Rita's absence. Commissioner Amy advised she assumed Assistant Chief Stiles already took over Chief Rita's duties in her absence. There was much discussion as to if this was required and determined it was unnecessary.

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

Association President Lee advised the Flea Market is being held on October 14, 2023, and will be putting out signs this week. He advised the volunteers will also be selling food at the Hooby's cornhole tournament. He advised that the annual dinner is being planned and will send an email soon once they decide on a date.



**10. Clerk's Report**

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

Motion: Approve the payment of bills totaling \$10,009.21.  
Motion By: Amy  
Second By: Stiles  
Vote: Approved unanimously

**b. Discussion / Action – Approval of August 15, 2023, Regular Board Meeting Minutes**

Motion: Approve August 15, 2023, Regular Board Meeting Minutes.  
Motion By: Yeager  
Second By: Roos  
Vote: Approved unanimously

**c. Discussion / Action – Approval of August 30, 2023, Special Board Meeting Minutes**

Motion: Approve August 30, 2023, Special Board Meeting Minutes.  
Motion By: Roos  
Second By: Stiles  
Vote: Approved unanimously

**11. Open Forum**

Vice President Yeager advised he located the scrapbook and gave it to Chief Rita who might scan it.

Commissioner Roos advised he would like to update the District photos and update the website with more dynamic portraits.

Captain Fish read the Department's *Mission Statement*, indicating his disagreement with the amount of time the Board spends relating to Lillard Hall and that it does not support the District's *Mission Statement*.

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

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

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

Motion: Adjourn meeting  
By: Stiles  
Second By: Yeager  
Vote: Approved unanimously

Meeting adjourned at 2051 hours.

Minutes approved:

*James McMullen*  
James McMullen (Dec 27, 2023 15:20 PST)

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Board President James McMullen

*Carly Hall*  
Carly Hall (Dec 28, 2023 11:05 PST)

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Board Clerk Carly Hall










# Board - 09-19-2023 - Minutes - Approved

Final Audit Report

2023-12-28

Created:	2023-12-21
By:	Carly Hall (wpfpd@westplainfieldfire.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA0Hd_AgUD1BARkcEbZEcjH1QtoU1X8C6e

## "Board - 09-19-2023 - Minutes - Approved" History

-  Document created by Carly Hall (wpfpd@westplainfieldfire.com)  
2023-12-21 - 6:44:21 PM GMT- IP address: 98.97.57.95
-  Document emailed to James McMullen (jmcmullen@wpfd.net) for signature  
2023-12-21 - 6:45:50 PM GMT
-  Carly Hall (wpfpd@westplainfieldfire.com) replaced signer Carly Hall (wpfpd@westplainfieldfire.com) with Carly Hall (clerk@wpfd.net)  
2023-12-21 - 6:46:36 PM GMT- IP address: 98.97.57.95
-  Email viewed by James McMullen (jmcmullen@wpfd.net)  
2023-12-26 - 11:57:44 PM GMT- IP address: 66.249.88.1
-  Document e-signed by James McMullen (jmcmullen@wpfd.net)  
Signature Date: 2023-12-27 - 11:20:26 PM GMT - Time Source: server- IP address: 71.135.148.129
-  Document emailed to Carly Hall (clerk@wpfd.net) for signature  
2023-12-27 - 11:20:27 PM GMT
-  Email viewed by Carly Hall (clerk@wpfd.net)  
2023-12-28 - 7:04:43 PM GMT- IP address: 66.249.84.68
-  Document e-signed by Carly Hall (clerk@wpfd.net)  
Signature Date: 2023-12-28 - 7:05:46 PM GMT - Time Source: server- IP address: 98.97.57.95
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2023-12-28 - 7:05:46 PM GMT