



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

**BOARD OF COMMISSIONERS – REGULAR MEETING
DECEMBER 20, 2022 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 (President McMullen)
2. Public Comment
3. Old Business
 - a. Update – Weed Abatement (Chief Rita)
 - b. Update – Yolo County Fire Sustainability Committee (AC Stiles)
 - c. Discussion / Action – Review Ordinance 22-01 – Inspection Fee Schedule Language for Possible Revisions (President McMullen)
4. Lillard Hall
 - a. Manager Report (Hall Manager Gonzalez)
5. New Business
 - a. Discussion / Action – Review Continued Uses for Lillard Hall
 - b. Discussion / Action – Agreement to Commit to 218 Study and Possible Vote on Implementation (AC Stiles)
 - c. Discussion / Action – Volunteer Applications (Chief Rita)
 - d. Discussion / Action – Committee Assignments (President McMullen)
 - e. Discussion / Action – Standing Committees – Reports
 - i. Budget and Benefits Committee – **Yeager**, Guarino
 - ii. Personnel Committee – **Amy**, Yeager
 - iii. District Funding and Development Committee – **Guarino**, Stiles
 - iv. Lillard Hall Committee – **Amy**, Guarino
 - f. Discussion / Action – Ad Hoc Committees – Reports
 - i. LAFCO – **Guarino**, Yeager
 - ii. Solar – **Guarino**, Stiles

- iii. Inspection Fees – **Yeager**, Amy
 - g. 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)
- 7. Fire Fighter’s Association Report (President Jon Lee)
- 8. Clerk’s Report
 - a. Discussion / Action – West Plainfield Fire Protection District Bill Review / Approval
 - b. Approval of November 22, 2022, Special Board Meeting Minutes
 - c. Approval of November 29, 2022, Special Board Meeting Minutes
- 9. Open Forum
- 10. Next regular Board meeting on January 17, 2023, unless another date is agreed upon
- 11. Meeting Adjourned (President McMullen)

**WEST PLAINFIELD FIRE PROTECTION DISTRICT
COUNTY OF YOLO, STATE OF CALIFORNIA**

ORDINANCE NO. 22-01

(An ordinance adopting a revised schedule of District fees)

The Board of Fire Commissioners of the West Plainfield Fire Protection District ("District"), County of Yolo, State of California, HEREBY ORDAINS AS FOLLOWS:

SECTION 1. FINDINGS. The Board of Fire Commissioners finds as follows:

- A. Incorporated herein is a proposed Fee Schedule for various services provided by the District.
- B. This Board has held at least one public meeting regarding the proposed Fee Schedule, at which oral or written presentations could be made, and the Board heard and considered any objections or protests to the proposed Fee Schedule.
- C. At least ten (10) days before the meeting, the District made available to the public the data indicating the cost or estimated cost required to provide the service for which the fee is proposed to be charged, the revenue sources anticipated to provide the service (including general fund revenues), and the bases of the allocation of the costs to the various fees.
- D. The District also published notice, pursuant to Section 6066 of the Government Code, once a week for two successive weeks before the meeting, of its intention to establish the schedule of fees. The notice stated the time and place of the meeting, including a general explanation of the matter to be considered, a statement that the required data is available, and a description of that data.
- E. The District also mailed the notice, at least fourteen (14) days before the meeting, to any interested party who filed a written request for mailed notice of any meeting on new or increased fees.

**WEST PLAINFIELD FIRE PROTECTION DISTRICT
ORDINANCE NO. 22-01
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- F. Based upon the data made available to the public, and all information presented to this Board during its consideration of the proposed Fee Schedule, each of the service fees set forth in the proposed Fee Schedule do not exceed the cost reasonably borne by the District in providing that service.

- G. The District needs to adopt, impose and collect the fees set forth in the attached fee schedule in order to provide the services for which each of the fees will be charged, and each of those services is necessary to promote the public health, safety and welfare. Revenues available from other sources, including but not necessarily limited to property tax revenues, are insufficient to pay for such services, and, without the additional revenues estimated to be available from these fees, the District would not have sufficient revenues to provide such services, to the detriment of the public health, safety and welfare.

- H. The projected total cost of providing the fire sprinkler post-installation inspection services is estimated at between \$243.00 and \$525.00 per fire sprinkler permit (residential) and between \$311.00 and \$875.00 per fire sprinkler permit (commercial), an increase from \$180 (residential) and \$300 (commercial).

- I. The projected total cost of providing fire- and life-safety inspections at District businesses is estimated at \$175.00 per inspection or reinspection, for which we do not currently collect fees.

- J. By charging fees for the identified services, the District will increase the property tax revenues and revenues from other non-fee sources that are available for fire protection and other services provided by the District, thereby enhancing the public health, safety and welfare.

SECTION 2. ADOPTION OF FEE SCHEDULE. The following Fee Schedule is hereby adopted:

\$243.00 per fire sprinkler permit (residential)
\$311.00 per fire sprinkler permit (commercial)

**WEST PLAINFIELD FIRE PROTECTION DISTRICT
ORDINANCE NO. 22-01
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\$200.00 per fire- and life-safety inspection and/or reinspection at District
Businesses

The fees shall be effective December 30, 2022.

SECTION 3. EFFECTIVE DATE/PUBLICATION. This ordinance shall take effect and be in force thirty (30) days following its adoption and, prior to the expiration of fifteen (15) days after its adoption, it shall be published once in the DAILY DEMOCRAT, a newspaper of general circulation, printed and published in the County of Yolo.

PASSED AND ADOPTED by the Board of Fire Commissioners of the West Plainfield Fire Protection District, County of Yolo, California, this 29th day of November, 2022, by the following vote:

AYES: Richard Guarino, Beth Stiles, Emily Ann, Jim Yeager,
James McMullen
NOES: none
ABSTAIN: none
ABSENT: none



Chairperson, Board of Commissioners
West Plainfield Fire Protection District

ATTEST:



Clerk, Board of Commissioners
West Plainfield Fire Protection District

Lillard Hall Reservations - November 2022

Date	Name	Event Date	Status	Deposit	Rental Fee	Total Due	Event Type	Active/Inactive
8/23/22		10/29/22	Paid	\$800	\$800	\$1,600	Birthday Party	Active
8/24/22		5/27/23	Awaiting Rental Fee	\$800	\$800	\$1,600	Birthday Party	Active
8/27/22		10/12/22	Paid		\$50	\$50	Meeting	Active
8/27/22		10/13/22	Paid		\$50	\$50	Meeting	Active
8/27/22		10/19/22	Paid		\$50	\$50	Meeting	Active
8/27/22		10/20/22	Paid		\$50	\$50	Meeting	Active
8/27/22		10/26/22	Paid		\$50	\$50	Meeting	Active
8/27/22		10/27/22	Paid		\$50	\$50	Meeting	Active
8/27/22		10/30/22	Paid		\$50	\$50	Meeting	Active
9/21/22		9/23/23	Paid	\$800	\$800	\$1,600	Birthday Party	Active
9/22/22		12/10/22	Paid	\$800	\$800	\$1,600	Meeting	Active
9/22/22		12/11/22	Paid		\$800	\$800	Meeting	Active
10/10/22		7/15/23	Paid	\$800	\$800	\$1,600	Birthday Party	Active
8/27/22		11/2/22	Paid		\$50	\$50	Meeting	Active
8/27/22		11/9/22	Paid		\$50	\$50	Meeting	Active
8/27/22		11/10/22	Paid		\$50	\$50	Meeting	Active
8/27/22		11/16/22	Paid		\$50	\$50	Meeting	Active
8/27/22		11/17/22	Paid		\$50	\$50	Meeting	Active
8/27/22		11/23/22	Paid		\$50	\$50	Meeting	Active
8/27/22		11/30/22	Paid		\$50	\$50	Meeting	Active
8/27/22		12/1/22	Awaiting Rental Fee		\$50	\$50	Meeting	Active
11/1/22		11/12/22	Paid	\$800	\$800	\$1,600	Wedding	Active
22				\$4,800	\$6,350	\$11,150		

Lillard Hall Deposits - November 2022

Date	Name	Event Date	Description	Amount
10/20/22		October 2022	Rental Fee	\$350.00
11/1/22		11/12/22	Deposit	\$800.00
11/1/22		11/12/22	Rental Fee	\$800.00
11/10/22		November 2022	Rental Fee	\$350.00
4				\$2,300.00

Account Balance

10/19/22

\$19,030.28

Running Balance

As of 11/16/2022

\$18,122.76

Lillard Hall Expenses - November 2022

Date	Expense	Description	Invoice #	Amount	Paid Date	Check No.
10/18/22	Recology	Garbage	Acct# 2376675	\$764.44	9/30/22	611
10/15/22	West Plainfield Fire Protection District	sement & Hall Manager Reimbursement		\$641.17	10/15/22	612
10/18/22		all Manager Reimbursement		\$178.14	7/15/22	613
10/30/22		Deposit Refund		\$800.00	10/30/22	614
11/1/22	Cal.Net	Hall Internet	Acct# 35241	\$106.24	11/1/22	615
11/11/22	Recology	Garbage	Acct# 2376675	\$380.22	10/31/22	616
11/11/22	Woodland Electrical Inc	Light Post repair Consult	INV# 3568	\$230.00	11/3/22	617
11/11/22	West Plainfield Fire Protection District	sement & Hall Manager Reimbursement		\$378.59	11/1/22	618
8				\$3,478.80		

Lillard Hall Reservations - December 2022

Date	Name	Event Date	Status	Deposit	Rental Fee	Total Due	Event Type	Active/Inactive
8/24/22		5/27/23	Awaiting Rental Fee	\$800	\$800	\$1,600	Birthday Party	Active
9/21/22		9/23/23	Awaiting Rental Fee	\$800	\$800	\$1,600	Birthday Party	Active
9/22/22		4/1/23	Paid	\$800	\$800	\$1,600	Meeting	Active
9/22/22		4/2/23	Paid		\$800	\$800	Meeting	Active
10/10/22		7/15/23	Paid	\$800	\$800	\$1,600	Birthday Party	Active
8/27/22		11/2/22	Paid		\$50	\$50	Meeting-Recurring Deposit	Active
8/27/22		11/9/22	Paid		\$50	\$50	Meeting-Recurring Deposit	Active
8/27/22		11/10/22	Paid		\$50	\$50	Meeting-Recurring Deposit	Active
8/27/22		11/16/22	Paid		\$50	\$50	Meeting-Recurring Deposit	Active
8/27/22		11/17/22	Paid		\$50	\$50	Meeting-Recurring Deposit	Active
8/27/22		11/23/22	Paid		\$50	\$50	Meeting-Recurring Deposit	Active
8/27/22		11/30/22	Paid		\$50	\$50	Meeting-Recurring Deposit	Active
8/27/22		12/1/22	Awaiting Rental Fee		\$50	\$50	Meeting-Recurring Deposit	Active
8/27/22		12/7/22	Awaiting Rental Fee		\$50	\$50	Meeting-Recurring Deposit	Active
8/27/22		12/8/22	Awaiting Rental Fee		\$50	\$50	Meeting-Recurring Deposit	Active
8/27/22		12/14/22	Awaiting Rental Fee		\$50	\$50	Meeting-Recurring Deposit	Active
8/27/22		12/15/22	Awaiting Rental Fee		\$50	\$50	Meeting-Recurring Deposit	Active
8/27/22		12/21/22	Awaiting Rental Fee		\$50	\$50	Meeting-Recurring Deposit	Active
8/27/22		12/22/22	Awaiting Rental Fee		\$50	\$50	Meeting-Recurring Deposit	Active
8/27/22		12/27/22	Awaiting Rental Fee		\$50	\$50	Meeting-Recurring Deposit	Active
8/27/22		12/28/22	Awaiting Rental Fee		\$50	\$50	Meeting-Recurring Deposit	Active
8/27/22		12/29/22	Awaiting Rental Fee		\$50	\$50	Meeting-Recurring Deposit	Active
11/1/22		11/12/22	Paid	\$800	\$800	\$1,600	Wedding	Active
11/22/22		12/3/22	Paid	\$200	\$150	\$350	Meeting	Active
24				\$4,200	\$5,800	\$10,000		

Lillard Hall Deposits - December 2022

Date	Name	Event Date	Description	Amount
11/22/22		12/3/22	Deposit	\$200.00
11/22/22		12/3/22	Rental Fee	\$150.00
2				\$350.00

Account Balance

11/17/22

\$18,126.04

Running Balance

As of 12/16/2022

\$14,893.78

Lillard Hall Expenses - December 2022

Date	Expense	Description	Invoice #	Amount	Paid Date	Check No.
11/12/22		Deposit Refund		\$800.00	11/12/22	619
11/14/22	West Plainfield Fire Protection District	11-14-22 Bill		\$473.23	11/14/22	620
12/1/22	Cal.net	Hall Internet		\$106.24	12/1/22	621
12/1/22	Recology	Garbage		\$375.22	12/1/22	622
12/1/22		Deposit Refund		\$800.00	12/1/22	623
12/4/22		Deposit Refund		\$200.00	12/4/22	624
11/16/22	West Plainfield Fire Protection District	11/16/22 Bill		\$169.76	12/16/22	625
11/22/22	West Plainfield Fire Protection District	11/22/22 Bill		\$378.59	12/16/22	625
12/6/22	West Plainfield Fire Protection District	12/6/22 Bill		\$275.94	12/16/22	625
9				\$3,578.98		

December 19, 2022

Chief Cherie Rita

After much thought and consideration, I have decided to resign from my position as Hall Manager of Lillard Hall effective today. I enjoyed my time fulfilling my position as Hall Manager and enjoyed working alongside the West Plainfield Fire Protection District. Unfortunately, I no longer have the time to continue on with the demands of this position. I have left the Hall Files and Keys at the Station near the Staff Mailboxes. Please send my last check and W2 to my updated address: [REDACTED]

Sincerely,

Brenda Gonzalez

Brenda Gonzalez
[REDACTED]

LILLARD HALL USE/RENTAL POLICIES

Applicant Name _____ Event Date _____

USE AND RENTAL CONDITIONS

Following are the conditions for the use/rental of Lillard Hall, the surrounding lawns, and the public parking area:

1. The applicant must be at least 18 years of age.
2. If alcohol is to be served at the event the applicant must:
 - a. be at least 21 years of age and able to show current and valid identification upon request;
 - b. contract for and provide two uniformed security guards from a security company licensed by the California Department of Consumer Affairs, Bureau of Security and Investigative Services and provide a copy of the paid contract with the security firm (which contract shall include the company's state license number) to the Hall manager no later than 14 days prior to the event, or upon approval of the Application if the event date is within 14 days; and
 - c. no later than 14 days prior to the event, or upon approval of the Application if the event date is within 14 days, provide proof of insurance and a copy of the paid security firm contract to the Hall Manager.
3. Obtain liability insurance listing WPPFD as an additional insured for the use of the venue in the minimum amount of \$1,000,000.00 against property damage, personal injury, and wrongful death (insurance). Additional Event Insurance will be required if Bouncy Houses/Carnival Rides present at event.
4. If the event will have a live band, DJ or music, the applicant must provide two uniformed security guards from a security company licensed by the California Department of Consumer Affairs, Bureau of Security and Investigative Services and provide a copy of the paid contract with the security firm (which contract shall include the company's state license number) to the Hall manager no later than 14 days prior to the event, or upon approval of the Application if the event date is within 14 days. Security guards must remain on-site until the duration of the event. Security guards must also check-in with on-duty fire fighter upon arrival.
5. If the applicant is neither a resident of the West Plainfield Fire Protection District (WPPFD or District) nor District personnel, at the discretion of the Hall Manager the Hall Manager may require that the applicant appear before the Board of Commissioners (Board) for approval. NOTE: The Board meets monthly, typically on the 3rd Tuesday.
6. "Sub-leasing" of the Hall is not allowed (i.e., a resident of the WPPFD cannot apply for the use/rental of the Hall for another person who may be a non-district resident).

LILLARD HALL USE/RENTAL POLICIES

7. The applicant must attend, and personally supervise, the event and shall meet all conditions outlined herein, as appropriate to the event. Applicant must be reachable by phone at all times during the event.
8. The maximum permitted size of any group is 150.
9. The Hall may be reserved from 10:00 am to Midnight.
10. Events must vacate the premises by midnight. All applicants must secure and lock all windows and doors and turn off the lights, heater or air conditioner prior to vacating the premises.
11. No weapons of any kind allowed on premises.
12. All alcoholic beverages must remain inside the hall. No glass beverage containers will be permitted on Lillard Hall grounds.
13. Live bands, DJs and music must cease no later than 11:00 pm. While music is playing all doors and windows must be closed.
14. At no time shall any of the building exits and door/panic hardware (push bars) be obstructed by decorations, chairs, tables or any other item in any manner whatsoever.
15. All drapery and decorations must be inherently flame retardant or treated with State Fire Marshall approved fire retardant chemicals.
16. The use of nails, screws, tacks, staples, etc. is prohibited. Cellophane tape may be used to secure decorative materials to walls and tables only and all tape must be removed after the function. Tape is not to be applied to any painted surface. The use of straw, hay and similar materials is not permitted.
17. All fire department equipment and buildings are off limits.
18. Parking on the concrete to the west of the fire station house is not permitted under any circumstances; event parking is permitted only on the graveled area directly in front of the Hall.
19. Activities that violate federal, state or local laws, codes, standards or regulations are not permitted.
20. The WPPFD reserves the right to cancel or suspend any event for just cause, including, but not limited to: the consumption of alcoholic beverages by minors, disorderly conduct, vandalism, destruction of property or the violation of any conditions contained in this Agreement.
21. The WPPFD specifically reserves that right to seek recovery from the applicant for any damages to the premises, facilities, fixtures or furnishings.
22. The applicant is responsible for any damage caused during the event.
23. The WPPFD is not responsible for damage or loss of property, nor for claims arising from personal injury to, or death of, any guest of the applicant or the actions of any guest of the applicant.

LILLARD HALL USE/RENTAL POLICIES

24. Applicant agrees to respect and follow direction from all WPPFD staff.
25. Applicant agrees to indemnify and hold harmless the WPPFD, its officers, agents and employees from and against all loss or expense, including costs and attorney fees, by reason of liability imposed upon the WPPFD, including, but not limited to: bodily injury or death, damages to property, including loss of use thereof, arising out of or in consequence of the performance of the Agreement and these conditions, providing such injury or death to persons or damage to property is due or claimed to be due to the acts or omissions of the WPPFD, its officers, employees or agents.
26. Keys to the Hall will be supplied to the applicant as arranged by the Hall Manager.
27. The Hall Manager and one member of the Board may modify the Lillard Hall use/rental policies in specific instances as they deem appropriate.

APPLICATION PROCESS

The applicant should consult with the Hall Manager to determine if the Hall is available for rental. The applicant can also arrange to preview the facilities for suitability and limitations.

If the Hall is available, an "Application for the Use of Lillard Hall" must then be completed and presented to the Hall Manager. The Hall Manager shall review the application and approve or deny it as outlined below.

APPLICATION APPROVAL

The approval process depends on the type of activity, as outlined below:

1. A personal function (private party or event) hosted by a WPPFD personnel requires approval by the Hall Manager.
2. A meeting (defined as an event lasting no longer than two hours, hosted by an entity, with no food or beverage service). Additional 2-hour block available for additional fee with Manager approval.
3. Any other function (party or event hosted by or on behalf of an entity or a personal function hosted by a non-district resident) requires approval by the Hall Manager and one member of the Board.

RENTAL FEE AND SECURITY DEPOSIT

	<u>Rental Fee</u>	<u>Security Deposit</u>
Personal Function - WPPFD Personnel	None	\$800.00
Personal Function - WPPFD Resident	None	\$800.00
Meeting	\$50.00 per 2-hour block	\$200.00*
Other Function	\$800.00	\$800.00

The security deposit must be made no later than 7 days of application approval. The rental fee must be made no later than 21 days prior to the event, or upon approval of the Application if the event date is within 21 days. If the event is within 21 days of approval, the Hall Manager may require that payment be made by money order, cash, or cashier's check.

LILLARD HALL USE/RENTAL POLICIES

*A non-profit meeting may request a waiver on the deposit; upon approval of Hall Manager.

If payment is made by check, money order or cashier's check (check), two checks shall be presented to the Hall Manager: one for the rental fee and the other for the security deposit. Checks shall be made payable to the West Plainfield Lillard Hall Fund.

RETURN OF RENTAL SECURITY DEPOSIT

The applicant shall notify the Hall Manager of any cancellation as soon as possible. In order to receive a refund of the rental fee, the applicant must notify the Hall Manager of the cancellation at least 12 days prior to the scheduled event.

If the application states that alcohol will not be served and alcohol is found on the premises, and is determined to be associated with the event or anyone attending the event, the event will be immediately terminated and neither the security deposit will be returned to the applicant.

FORFEITURE OF RENTAL SECURITY DEPOSIT

The following actions can result in full or partial loss of the security deposit, as follows:

1. Lillard Hall premises must be vacated by Midnight on date of the event. Failure to comply WILL result in forfeiture of 100% of the security deposit.
2. Live bands, DJs and music must cease no later than 11:00 pm. Failure to comply MAY result in forfeiture of 100% of the security deposit, at the discretion of the Hall Manager.
3. While music is playing all doors and windows must be closed. Failure to comply MAY result in the following forfeitures of the security deposit, at the discretion of the Hall Manager, as follows:
 - a. Sound level below 85 decibels (measured at the frontage of the property) subject to 25% forfeiture of security deposit; and
 - b. Sound level above 85% decibels (measured at the frontage of the property) subject to 50% forfeiture of security deposit.

DAMAGE AND CLEANING; USE OF SECURITY DEPOSIT TO MAKE CORRECTIONS

Shortly after 1:00 pm the day following the event, the Hall Manager will inspect the premises. The entire security deposit will be refunded to the applicant only if the Hall Manager determines the following conditions have been met:

1. All debris has been deposited in the dumpster located in the parking area south of Lillard Hall and the lids are closed tightly.
2. All exterior grounds and parking lot were properly cleaned of debris immediately following termination of the event.
3. All decorations and materials used to affix the decorations have been properly removed.

LILLARD HALL USE/RENTAL POLICIES

4. All chairs and tables have been cleaned and properly restored.
5. The floors have been swept clean and wet mopped.
6. The bathrooms (including the sinks, toilets and floors) have been cleaned.
7. The kitchen sinks, counters, refrigerator, range, grill and floor have been cleaned.

The Hall Manager shall notify the applicant of any deficiencies and may allow the applicant to correct the deficiencies. If the applicant fails to correct the deficiencies within a 24-hour period, the Hall Manager shall use the security deposit to correct the deficiencies.

If the Hall Manager determines that additional cleaning or repairs are required the Security Deposit will be withheld until the cleaning is complete. The cost of the cleaning or repairs will be deducted from the deposit and the balance returned to the applicant.

If the cost to bring the premises back to its original condition exceeds the deposit amount, the applicant will be billed the excess charges. The applicant shall be denied further use of the Hall. If the applicant fails to pay the additional charges the WPPFD will take legal action to secure payment.

RIGHT TO CANCEL OR SUSPEND AN EVENT, IMPOSE ADDITIONAL PENALTIES

THE WPPFD RESERVES THE RIGHT TO CANCEL OR SUSPEND ANY EVENT FOR JUST CAUSE, INCLUDING, BUT NOT LIMITED TO: THE CONSUMPTION OF ALCOHOLIC BEVERAGES BY MINORS, DISORDERLY CONDUCT, VANDALISM, DESTRUCTION OF PROPERTY OR THE VIOLATION OF ANY CONDITIONS CONTAINED IN THIS AGREEMENT.

FAILURE TO MEET ANY OTHER USE AND RENTAL POLICY TERM AND CONDITION MAY RESULT IN FOREFITURE OF SECURITY DEPOSIT, AT THE DISCRETION OF THE HALL MANAGER.

I, _____, applicant herein, have read and understand the above Lillard Hall Use/Rental Policies.

Signature _____ Date _____

LILLARD HALL USE/RENTAL POLICIES

CONTRACT ADDENDUM Required for all users after June 23, 2021

All users of Lillard Hall will follow any posted rules at the Hall, and the most recent guidelines set by California Department of Public Health (CDPH), the State of California and/or Yolo County. The following websites will provide the most recent guidelines and information.

California Department of Public Health
www.cdph.ca.gov

State of California
www.covid19.ca.gov

Yolo County
www.yolocounty.org

Signature _____

Date _____

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	359,803.15-	340,000.00-	105.82	359,803.15-	340,000.00-	105.82
400101-0000	PROP TAXES-CURRENT UNSECURED	27,096.67-	28,000.00-	96.77	27,096.67-	28,000.00-	96.77
400111-0000	PROP TAXES-PRIOR UNSECURED	237.57-	400.00-	59.39	237.57-	400.00-	59.39
	Total PROPERTY TAX	387,137.39-	368,400.00-	105.09	387,137.39-	368,400.00-	105.09
	Total TAXES	387,137.39-	368,400.00-	105.09	387,137.39-	368,400.00-	105.09
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						
STATAREV	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	240.83-	0.00	0.00	240.83-	0.00	0.00
	Total STATE REVENUE	244.25-	0.00	0.00	244.25-	0.00	0.00
	Total INTERGOVERNMENTAL REVENU	244.25-	0.00	0.00	244.25-	0.00	0.00
CHG FOR SVCS	CHARGES FOR SERVICES						
403610-0000	OTH CHRG FR SVC-FIREFGHTR SVC	53,621.98-	0.00	0.00	53,621.98-	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	53,621.98-	60,000.00-	89.37	53,621.98-	60,000.00-	89.37
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	454,156.51-	433,900.00-	104.67	454,156.51-	433,900.00-	104.67
EXPENDITURES	EXPENDITURES						
SALARY&BEN	SALARIES AND EMPLOYEE BENEFITS						
SALARY&WAGES	SALARY AND WAGES						
500100-0000	REGULAR EMPLOYEES	84,011.71	205,137.00	40.95	84,011.71	205,137.00	40.95
500110-0000	EXTRA HELP	0.00	44,960.00	0.00	0.00	44,960.00	0.00
500120-0000	OVERTIME	13,626.45	4,153.00	328.11	13,626.45	4,153.00	328.11
500130-0000	STANDBY TIME	0.00	30,000.00	0.00	0.00	30,000.00	0.00
	Total SALARY AND WAGES	97,638.16	284,250.00	34.35	97,638.16	284,250.00	34.35
EMPBENEFITS	EMPLOYEE BENEFITS						
500320-0000	OASDI	6,053.57	18,000.00	33.63	6,053.57	18,000.00	33.63
500330-0000	FICA/MEDICARE	1,415.76	4,200.00	33.71	1,415.76	4,200.00	33.71
500380-0000	UNEMPLOYMENT INSURANCE	695.09	3,000.00	23.17	695.09	3,000.00	23.17
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	56,036.46	67,200.00	83.39	56,036.46	67,200.00	83.39
	Total SALARIES AND EMPLOYEE BE	153,674.62	351,450.00	43.73	153,674.62	351,450.00	43.73
SERVSUPPLIES	SERVICES AND SUPPLIES						
501010-0000	CLOTHING & PERSONAL SUPPLIES	14,762.16	20,000.00	73.81	14,762.16	20,000.00	73.81
501020-0000	COMMUNICATIONS	1,495.17	3,600.00	41.53	1,495.17	3,600.00	41.53
501030-0000	FOOD	351.65	223.00	157.69	351.65	223.00	157.69
501040-0000	HOUSEHOLD EXPENSE	4,387.49	10,920.00	40.18	4,387.49	10,920.00	40.18

West Plainfield Fire Department (CA)

Davis, CA

This report was generated on 12/19/2022 10:38:38 PM



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

Start Date: 11/01/2022 | End Date: 11/30/2022

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
11/01/2022	2022-248	33100 County Road 31	551 - Assist police or other governmental agency	B Shift	0- WPL - West Plainfield Station 30 Response Area	3	5
11/01/2022	2022-249	31985 Russell BLVD	321 - EMS call, excluding vehicle accident with injury	B Shift	260- WNF Auto - Automatic Aid Winters (Not Borderline)	3	4
11/03/2022	2022-250	33100 County Road 31	551 - Assist police or other governmental agency	C Shift	0- WPL - West Plainfield Station 30 Response Area	1	3
11/03/2022	2022-251	700 Main ST	571 - Cover assignment, standby, moveup	C Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	4
11/03/2022	2022-252	31985 Russell BLVD	321 - EMS call, excluding vehicle accident with injury	C Shift	260- WNF Auto - Automatic Aid Winters (Not Borderline)	2	4
11/04/2022	2022-253	25535 County Road 95	321 - EMS call, excluding vehicle accident with injury	A Shift	0- WPL - West Plainfield Station 30 Response Area	3	5
11/05/2022	2022-254	33898 Russell BLVD	510 - Person in distress, other	A Shift	0- WPL - West Plainfield Station 30 Response Area	3	7
11/07/2022	2022-255	County Road 31	611 - Dispatched & cancelled en route	B Shift	0- WPL - West Plainfield Station 30 Response Area	5	5
11/13/2022	2022-256	803 W Grant AVE	121 - Fire in mobile home used as fixed residence	B Shift	260- WNF Auto - Automatic Aid Winters (Not Borderline)	1	7

TOTAL # INCIDENTS: 9

Income Statement

GL293 Date 12/19/22
Time 22:48

Company 1000 - YOLO COUNTY
Income Statement
For Period 1 Through 5 Ending November 30, 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	1,754.19	30,000.00	5.85	1,754.19	30,000.00	5.85
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	13.50	200.00	6.75	13.50	200.00	6.75
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	144.95	100.00	144.95	144.95	100.00	144.95
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	709.82	500.00	141.96	709.82	500.00	141.96
501190-0000	RENTS AND LEASES - EQUIPMENT	296.11	3,120.00	9.49	296.11	3,120.00	9.49
501205-0000	TRAINING	0.00	2,000.00	0.00	0.00	2,000.00	0.00
501210-0000	MINOR EQUIPMENT	380.56	3,000.00	12.69	380.56	3,000.00	12.69
501251-0000	TRASNP & TRAVEL-FUEL	5,418.71	15,000.00	36.12	5,418.71	15,000.00	36.12
501260-0000	UTILITIES	3,397.78	12,000.00	28.31	3,397.78	12,000.00	28.31
	Total SERVICES AND SUPPLIES	49,587.61	130,653.00	37.95	49,587.61	130,653.00	37.95
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	203,262.23	517,103.00	39.31	203,262.23	517,103.00	39.31
	Total NET FUND BALANCE	250,894.28-	83,203.00	301.54-	250,894.28-	83,203.00	301.54-



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

December 14, 2022

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:

CalNet (ATT) 11/24/2022	46.51
Chandler Electric 11/23/2022	325.00
LEAF 11/20/2022	128.84
LN Curtis and Sons 12/05/2022	385.84
Municipal Emergency Services 12/02/2022	1,184.74
Patrick Fish 11/14/2022	300.65
Quill 12/02/2022	19.29
Scott's PPE Recon 07/01/2022	580.15
Silke Communications 12/09/2022 & 12/16/2022	20,015.09
US Bank Statement 12/13/2022	1,824.65
Western Extrication Specialists 11/26/2022	1,619.45
Yolo County Environmental Health 12/05/2022	281.00
Total:	<u><u>\$26,711.21</u></u>



BOARD OF COMMISSIONERS – SPECIAL MEETING - MINUTES
November 22, 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 1900 hours. Board Clerk Hall called roll and confirmed there was a quorum.

Present were:

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

Department Members: Board Clerk Carly Hall

Guests: None

2. Public Comment

NONE

3. New Business

a. Ordinance 22-01 – Adopting a Revised Schedule of District Fees

i. Read Ordinance (Board Clerk)

The ordinance was read by the Board Clerk.

ii. Discussion/Action – Consider Any Objections or Protests

There were no objections or protests presented.

President McMullen wanted it noted for clarity that the ordinance verbiage reads as if the fire department is issuing the permits as part of the inspection process.

Commissioner Amy located and read the minutes of the October 18, 2022, Board meeting for Item 5(d)(ii)(2): "President McMullen questioned the occupancy language 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 the permit language altogether from the documents, Chief Rita will revise as requested."

Commissioner Stiles advised that the ordinance language indicates post-installation inspection permit.

President McMullen advised he would like to revisit this topic at the December 2022 regular Board meeting.

4. Old Business

a. Discussion / Action – Lillard Hall – Adopt Revisions to Rental Agreement / Use Policy (Commissioner Amy)

Commissioner Amy reviewed her changes in the Lillard Hall Rental Agreement, specifically noting the changes in fines on Page 4.

Motion: Adopt the revisions of the Lillard Hall Rental Agreement and Use Policy.
Motion By: Amy
Second By: Guarino
Discussion: None
Vote: Approved unanimously.

5. Clerk's Report

a. Approval of November 15, 2022, Board Meeting Minutes

Commissioner Amy advised that the minutes need to be corrected for Item 5(c)(iv) to reflect Commissioner Stiles was questioning rentals from outside the district, specifically. The Clerk advised they would be amended.

Motion: Approve November 15, 2022, Board Meeting Minutes with the amendment.
Motion By: Amy
Second By: Guarino
Discussion: None
Vote: Approved unanimously.

6. Open Forum

President McMullen advised that we review the Committee assignments at the December Board meeting and requested that the commissioners consider what committees they would like to be on.

7. Next Meetings

a. Special Board meeting on November 29, 2022

b. Regular Board meeting on December 20, 2022

President McMullen confirmed the next meeting date as November 29, 2022.

8. Meeting Adjourned (President McMullen)

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

Meeting adjourned at 1924 hours.

Minutes approved: _____

President James McMullen

Board Clerk Carly Hall

DRAFT



BOARD OF COMMISSIONERS – SPECIAL MEETING - MINUTES
November 29, 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 1900 hours. Board Clerk Hall called roll and confirmed there was a quorum.

Present were:

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

Department Members: Board Clerk Carly Hall

Guests: None

2. Public Comment

NONE

3. New Business

NONE

4. Old Business – Ordinance 22-01 – Adopting a Revised Schedule of District Fees

a. Read Ordinance (Board Clerk)

The ordinance was read by the Board Clerk.

b. Discussion / Action – Consider Any Objections or Protests

There were no objections or protests presented.

c. Discussion / Action – Adopt Ordinance

Motion: Adopt Ordinance 22-01, a Revised Schedule of District Fees.

By: Yeager

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

President McMullen added a statement that when the ordinance language refers to a permit, it's referring to a building permit issued by the County of Yolo, not the fire district.

5. Open Forum
NONE

6. Next Regular Board Meeting on December 20, 2022

President McMullen confirmed the next meeting date as December 20, 2022.

President McMullen requested Vice President Yeager to chair the January 2023 meeting in his absence. Vice President Yeager confirmed.

7. Meeting Adjourned (President McMullen)

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

Meeting adjourned at 1910 hours.

Minutes approved: _____

President James McMullen

Board Clerk Carly Hall