



## West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

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### BOARD OF COMMISSIONERS – REGULAR MEETING JULY 18, 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 (President McMullen)
2. Public Comment
3. New Business
  - a. Discussion / Action – Proposed Assessment
    - i. Open Public Hearing and Consideration of the Levy of Assessments for the Proposed West Plainfield Fire Protection District Fire Protection and Emergency Response Services Assessment (President McMullen)
      1. Introductory Comments and General Overview (President McMullen, Board Clerk Hall, Staff, and SCI Consultant)
      2. Public Hearing Procedures (President McMullen)
      3. Open Public Input (President McMullen)
      4. Last Call for Submittal of Ballots (President McMullen)
      5. Close Public Input (President McMullen)
      6. Board Discussion if any
    - ii. Close Public Hearing Regarding Levy of Assessments (President McMullen)
    - iii. Tabulate Ballots and Provide Results to Board President (Board Clerk Hall, Staff, and SCI Consultant)
    - iv. Announcement of Ballot Tabulation (President McMullen)
    - v. Discussion / Action (if Measure Passes) – Adopt Resolution 23-06 – A Resolution Approving Engineer’s Report, Confirming Diagram and Assessment, and Ordering Levy of the West Plainfield Fire Protection District, Fire Protection and Emergency Response Services Assessment for Fiscal Year 2023-24 (Pages 3-6)

- b. Discussion / Action – Adopt Resolution 23-07 – A Resolution of the West Plainfield Fire Protection District Identifying the Terms and Conditions for Fire Department Response While Away from Official Duty Station and Assigned to An Emergency Incident (Chief Rita) (Pages 7-8)
  - c. Discussion / Action – Volunteer Applications – NONE (Chief Rita)
  - d. Discussion / Action – Standing Committees – Reports
    - i. Personnel Committee – **Amy**, Yeager
    - ii. District Funding and Development Committee – **Yeager**, Stiles
    - iii. Lillard Hall Committee – **Amy**, Roos
      - 1. Manager Report (Hall Manager Sykes) (Pages 9-13)
      - 2. Approval of July 12, 2023, Committee Meeting Minutes (Pages 14-15)
    - iv. Budget and Benefits Committee – **Stiles**, Roos
      - 1. Update Regarding QSEHRA Offering (Chief Rita)
  - e. Discussion / Action – Ad Hoc Committees – Reports
    - i. LAFCO – **Yeager**, Roos
    - ii. Solar – **Stiles**, Roos
  - f. Discussion / Action – Liaison Reports
    - i. Fire Prevention / Investigation – McMullen
    - ii. Training – Yeager
    - iii. Large Equipment / Facilities – McMullen
  - g. Discussion / Action – Policies and Procedures Updates (Chief Rita)
- 4. Old Business
    - a. Update – Weed Abatement (Chief Rita)
    - b. Update – Yolo County Fire Sustainability Committee (AC Stiles)
  - 5. Fire Chief’s Report (Chief Rita) (Page 16)
  - 6. Fire Fighter’s Association Report (President Jon Lee)
  - 7. Clerk’s Report (Board Clerk Hall)
    - a. Discussion / Action – West Plainfield Fire Protection District Bill Review / Approval (Page 17)
    - b. Approval of June 20, 2023, Regular Board Meeting Minutes (Pages 18-25)
  - 8. Open Forum
  - 9. Next regular Board meeting on August 15, 2023, unless another date is agreed upon
  - 10. Meeting Adjourned (President McMullen)



## West Plainfield Fire Protection District

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### BEFORE THE BOARD OF COMMISSIONERS OF THE WEST PLAINFIELD FIRE PROTECTION DISTRICT

#### RESOLUTION NO. 23-06

#### A RESOLUTION APPROVING ENGINEER'S REPORT, CONFIRMING DIAGRAM AND ASSESSMENT, AND ORDERING LEVY OF THE WEST PLAINFIELD FIRE PROTECTION DISTRICT, FIRE PROTECTION AND EMERGENCY RESPONSE SERVICES ASSESSMENT FOR FISCAL YEAR 2023-24

WHEREAS, the West Plainfield Fire Protection District (the "District") Board of Fire Commissioners (the "Board") on May 16, 2023, ordered the initiation of the proceedings for the formation of an assessment to be known as the Fire Protection and Emergency Response Services Assessment (the "Assessment"), for the purpose of financing the cost of improved fire suppression (also referred to as fire protection) services, as further described herein, for all the properties within the boundaries of the District as specified in the Engineer's Report prepared by the Assessment Engineer, SCI Consulting Group; and

WHEREAS, said Board adopted Resolution No. 23-04 on May 16, 2023, a Resolution Initiating Proceedings, Providing Intention to Levy Assessments, Preliminarily Approving the Engineer's Report, and Providing for Notice of a Public Hearing and the Mailing of Assessment Ballots for the West Plainfield Fire Protection District, Fire Protection and Emergency Response Services Assessment within the boundaries of the District for the proposed Fire Protection and Emergency Response Services Assessment. The annual assessment rates for various types of real property within the proposed assessment, the total number of parcels to be assessed, and the total amount of annual assessment revenues contained within the Engineer's Report; and

WHEREAS, said Board, with the adoption of Resolution No. 23-04 further approved and filed an Engineer's Report, which includes: (1) a description of the increased fire protection and emergency response services to be funded with assessment proceeds; (2) an estimate of the annual cost of this service level increase including positions for additional personnel, equipment replacement and apparatus replacement described in the Engineer's Report; (3) a description of the assessable parcels of land within the District and proposed to be subject to the new assessment; (4) a description of the proportionate special and general benefits conferred on property by the proposed assessment; (5) a diagram and boundary map for the Assessment, and (6) a specification of the amount to be assessed upon various types of assessable land within the Assessment to fund the cost of improved fire protection and emergency response services. The Engineer's Report is incorporated herein by this reference; and

WHEREAS, said Board also adopted Resolution No. 23-03 on May 16, 2023 a Resolution Adopting Proposition 218 Assessment Ballot Proceedings Procedures and its requirements; and

WHEREAS, said Board has provided a 45-day written mailed notice and ballot to each record owner of assessable parcels of real property located within the boundaries of the proposed Fire Protection and Emergency Response Services Assessment, as set forth on the Assessment Diagram and Boundary Map, of a public hearing which was held at a regular meeting of the Board

of Commissioners on July 18, 2023, at 7:00 p.m. at the West Plainfield Fire Protection District located at, 24901 County Road 95, Davis, CA 95616 on the issue of whether the Fire Protection and Emergency Response Services Assessment should be formed and assessments levied and collected as proposed in the Engineer’s Report for fiscal year 2023-24 and for subsequent fiscal years; and

WHEREAS, the form of written mailed public notice of the public meeting contained the following information: (a) the total amount of assessments proposed to be levied within the Assessment for fiscal year 2023-24; (b) the assessment chargeable to each owner’s parcel; (c) the duration of the proposed assessment; (d) the reason for the assessment; (e) the basis upon which the amount of the proposed assessment was calculated; (f) the date, time and place of the public hearing as specified in this resolution; and (g) a summary of the voting procedures and the effect of a majority protest. The form of the written mailed public notice also included an Assessment ballot by which each property owner could express their support or opposition to the proposed assessment. The ballot indicated that it must be returned before the conclusion of the public input portion of the public hearing that began on July 18, 2023 in order to be valid and counted, and that all assessment ballots received by the Board Secretary (the “Tabulator”), would be tabulated by Board Secretary; and

WHEREAS, pursuant to the provisions of California Constitution Article XIII-D, an opportunity for protest has been afforded, and the assessment ballots mailed to owners of assessable real property within the proposed boundaries of the West Plainfield Fire Protection District, Fire Protection and Emergency Response Services Assessment, have been received and tabulated, with assessment ballots weighted according to the proportional financial obligation of each affected parcel.

WHEREAS, during the public hearing written protests and verbal protests were received, which the Board noted and has considered along with the other information received during the public hearing.

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE WEST PLAINFIELD PROTECTION DISTRICT AS FOLLOWS:

Section 1: The above recitals are true and correct.

Section 2: The canvass of the assessment ballots submitted by property owners is complete and certified by the Board Secretary, the Tabulator, and the votes cast are as follows:

Total Number of Valid Ballots Processed: \_\_\_\_\_  
Total Assessment Amount of Valid Ballots: \_\_\_\_\_

Total Assessment Amount of “Yes” Votes Processed: \_\_\_\_\_  
Total Percentage of “Yes” Ballots, Weighted by Assessment: \_\_\_\_\_

Total Assessment Amount of “No” Votes Processed: \_\_\_\_\_  
Total Percentage of “No” Ballots, Weighted by Assessment: \_\_\_\_\_

Total Assessment Amount of “Invalid” Ballots Processed: \_\_\_\_\_

Section 3: \_\_\_\_\_ assessment ballots were returned and received prior to the close of the public hearing that began on July 18, 2023. This represents a \_\_\_\_\_ ballot return rate on the \_\_\_\_\_ ballots mailed. Of the assessment ballots returned, \_\_\_\_\_ assessment ballots

were declared invalid, in that they were either not marked with a “Yes” or “No”, were marked with both a “Yes” and a “No”, were not signed, or the property ownership and barcode information was illegible.

Section 4: As determined by ballots cast, as weighted according to the amount of assessment for each parcel, \_\_\_\_\_% of the property owners cast ballots in support of the Fire Protection and Emergency Response Services Assessment. Since a majority protest, as defined by Article XIID of the California Constitution, did not exist, this Board thereby acquired jurisdiction to order the levy of assessment prepared by and made a part of the Engineer's Report to pay the costs and expenses thereof.

Section 5: The Final Engineer's Report for the Fire Protection and Emergency Response Services Assessment, together with the diagram and boundary map of the Assessment contained therein, and the proposed assessment roll for fiscal year 2023-24 are hereby confirmed and approved; and

Section 6: That based on the oral and documentary evidence including the Engineer's Report, offered and received at the public hearing, the Board expressly finds and determines that: (a) each of the several assessed lots and parcels of land within the Assessment will be specially benefited by the Services and Improvements (as described in the Engineer's Report) in at least the amount of the Assessment apportioned against such lots and parcels of land, respectively; and (b) that there is substantial evidence to support, and the weight of the evidence preponderates in favor of, said finding and determination as to special benefit to property with the Assessment from the Services to be financed with assessment proceeds; and

Section 7: That the Fire Protection and Emergency Response Services Assessment is hereby formed, and assessments consistent with the Engineer's Report are hereby levied, pursuant to Section 13914 of the California Health & Safety Code and Title 5, Division 1, Part 1, Article 3.6 of the California Government Code, “Fire Suppression Assessments”, beginning with Section 50078; and

Section 8: That assessments for fiscal year 2023-24 shall be levied at the rate of TWO HUNDRED NINETEEN DOLLARS AND SIXTY SIX CENTS (\$219.66) per single family equivalent benefit unit as specified in the Engineer's Report for fiscal year 2023-24 and set forth in the following table.

Property Type	Proposed Rate	Unit
Single Family	\$219.66	each
Multi-Family	\$91.14	res unit
Commercial/Industrial	\$1,633.23	acre
Office	\$430.56	acre
Storage	\$1,199.79	acre
Parking Lot	\$40.22	each
Vacant	\$29.41	each
Agriculture	\$5.58	acre
Range Land & Open Space	\$0.33	acre

With estimated total annual assessment revenues as set forth in the Engineer's Report; and

Section 9: That Fire Protection and Emergency Response Services to be financed with assessment proceeds described in the Engineer’s Report are hereby ordered; and

Section 10: That the assessments shall be levied annually.

Section 11: That the authorized maximum assessment to be levied each year for the Assessment shall only increase by a cost-of-living adjustment based on the annual change in the Consumer Price Index for All Urban Consumers in the San Francisco-Oakland-Hayward, not to exceed 5% per year.

Section 12: Immediately upon the adoption of this resolution, but in no event later than August 10 following such adoption, the Board shall file a certified copy of the Diagram and Assessment and a certified copy of this resolution with the Yolo County Auditor (“County Auditor”). Upon such filing, the County Auditor shall enter on the County assessment roll opposite each lot or parcel of land the amount of assessment thereupon as shown in the Assessment. The assessments shall be collected at the same time and in the same manner as County taxes are collected and all laws providing for the collection and enforcement of County taxes shall apply to the collection and enforcement of the assessments. After collection by the County, the net amount of the assessments, after deduction of any compensation due the County for collection, shall be paid to the District.

Section 13: The monies representing assessments collected shall be deposited in a separate fund established under the distinctive designation of the Fire Protection and Emergency Response Services Assessment. Funds collected from the Fire Protection and Emergency Response Services Assessment shall be expended only for the special benefit of parcels within the Fire Protection and Emergency Response Services Assessment.

Section 14: The Fire Protection and Emergency Response Services Assessment, as it applies to any parcel, may be corrected, cancelled or a refund granted as appropriate, by order of the Board of West Plainfield Fire Protection District by a determination from the Assessment Engineer that the Assessment should be revised to be consistent with the method of assessment established in the Engineer’s Report. Any such corrections, cancellations or refunds shall be limited to the current fiscal year.

PASSED AND ADOPTED by the Board of Commissioners of the West Plainfield Fire Protection District, this 18th day of July 2023 by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ATTEST

\_\_\_\_\_  
JAMES McMULLEN, Chair  
Board of Fire Commissioners

\_\_\_\_\_  
CARLY HALL, Clerk  
Board of Fire Commissioners



**RESOLUTION NO 23-07**

**A RESOLUTION OF THE WEST PLAINFIELD FIRE PROTECTION DISTRICT  
IDENTIFYING THE TERMS AND CONDITIONS FOR  
FIRE DEPARTMENT RESPONSE WHILE AWAY FROM OFFICIAL DUTY STATION  
AND ASSIGNED TO AN EMERGENCY INCIDENT**

WHEREAS, the WEST PLAINFIELD FIRE PROTECTION DISTRICT is a public agency located in the County of Yolo, State of California, and

WHEREAS, it is the WEST PLAINFIELD FIRE PROTECTION DISTRICT's desire to provide fair and legal payment to all its employees for time worked; and

WHEREAS, the WEST PLAINFIELD FIRE PROTECTION DISTRICT has in its employ, Fire Department personnel including: Fire Chief, Assistant Chief, Battalion Chief, Fire Captain, Engineer, Firefighter, EMT; and

WHEREAS, the WEST PLAINFIELD FIRE PROTECTION DISTRICT will compensate its employees portal to portal while in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response; and

WHEREAS, the WEST PLAINFIELD FIRE PROTECTION DISTRICT will compensate all its employees (Fire Chief, Assistant Chief, Battalion Chief, Fire Captain, Engineer, Firefighter, EMT) overtime in accordance with its current policies while in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident or pre-positioned for emergency response.

NOW, THEREFORE BE IT HERBY RESOLVED by the WEST PLAINFIELD FIRE PROTECTION DISTRICT that:

1. All Personnel (Fire Chief, Assistant Chief, Battalion Chief, Fire Captain, Engineer, Firefighter, EMT) shall be compensated according to the District's Personnel Rules and Regulations and/or other directive that identifies personnel compensation in the workplace, which includes payment of overtime at time and a half the individual's rate of pay as appropriate for that individual's position.
2. In the event a personnel classification does not have an assigned compensation rate, a "Base Rate" as set forth in an organizational policy, administrative directive or similar document will be used to compensate such personnel.
3. The WEST PLAINFIELD FIRE PROTECTION DISTRICT will maintain a current salary

survey or acknowledgement of acceptance of the "Base Rate" on file with the California Governor's Office of Emergency Services, Fire Rescue division.

- 4. Personnel will be compensated portal to portal beginning at the time of dispatch to the return to jurisdiction when equipment and personnel are in service and available for emergency response.
- 5. Fire Department response personnel include: Fire Chief, Assistant Chief, Battalion Chief, Fire Captain, Engineer, Firefighter, and EMT.

PASSED, APPROVED AND ADOPTED this 18<sup>th</sup> day of July 2023.

\_\_\_\_\_  
 JAMES McMULLEN, President  
 Board of Fire Commissioners

ATTEST:

\_\_\_\_\_  
 CARLY HALL, Clerk  
 Board of Fire Commissioners

I, CARLY HALL, Clerk of the Board hereby certify that the foregoing Resolution was duly passed at a regular meeting of the Board of Fire Commissioners of the WEST PLAINFIELD FIRE PROTECTION DISTRICT held on the 18<sup>th</sup> day of July 18, 2023, by the following vote on roll call:

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Absent: \_\_\_\_\_

\_\_\_\_\_  
 CARLY HALL, Clerk  
 Board of Fire Commissioners



## LILLARD HALL - REPORT - RENTALS

Date(s)	Applicant Organization	Event Type	Applicant Type	Rent Due	Amt Due	Date Paid	Security Deposit Due	SD Amt Due	Date Paid	Date Refunded	Refund Amt	Ins Cert Required	Date Cert Provided	Guard Required	Date Contract Provided
01/10/23	4H	Meeting	WPPFD Resident	No			Yes	800				Yes		No	
01/12/23	User	Dog Training	Other	No			Yes	200	08/25/22			Yes		No	
01/18/23	User	Dog Training	Other	No			N / A					N / A		Yes	
		Community Meeting													
01/18/23	Yolo County	Flooding	Meeting	No	100		Waived					No		No	
01/19/23	User	Dog Training	Other	No			N / A					N / A		No	
01/24/23	User	Dog Training	Other	No			N / A					N / A		No	
01/26/23	User	Dog Training	Other	No			N / A					N / A		No	
01/31/23	User	Dog Training	Other	No			N / A					N / A		No	
02/01/23	User	Dog Training	Other	No		01/31/23	N / A					N / A		No	
02/02/23	User	Dog Training	Other	No		01/31/23	N / A					N / A		No	
02/08/23	User	Dog Training	Other	No		01/31/23	N / A					N / A		No	
02/09/23	User	Dog Training	Other	No		01/31/23	N / A					N / A		No	
02/14/23	4H	Meeting	WPPFD Resident	No			N / A					N / A		No	
02/15/23	User	Dog Training	Other	No		01/31/23	N / A					N / A		No	
02/16/23	User	Dog Training	Other	No		01/31/23	N / A					N / A		No	
02/22/23	User	Dog Training	Other	No		01/31/23	N / A					N / A		No	
02/23/23	User	Dog Training	Other	No		01/31/23	N / A					N / A		No	
03/01/23	User	Dog Training	Other	No			N / A					N / A		No	
03/02/23	User	Dog Training	Other	No			N / A					N / A		No	
03/04/23	Fly Fishers of Davis	Fundraiser Dinner	Other	No			No		01/19/23	03/13/23	800	Yes	02/28/23	Yes	
03/05/23	WPPFD Volunteers	Fundraiser Breakfast	WPPFD Personnel	No			Waived					No		No	
03/08/23	User	Dog Training	Other	No			N / A					N / A		No	
03/09/23	User	Dog Training	Other	No			N / A					N / A		No	
03/14/23	4H	Meeting	WPPFD Resident	No			N / A					N / A		No	
03/15/23	User	Dog Training	Other	No			N / A					N / A		No	
03/16/23	User	Dog Training	Other	No			N / A					N / A		No	
03/22/23	User	Dog Training	Other	No			N / A					N / A		No	
03/23/23	User	Dog Training	Other	No			N / A					N / A		No	
		Community Meeting													
03/23/23	Yolo County	Flooding	Meeting	Yes	50		Waived					No		No	
03/29/23	User	Dog Training	Other	No			N / A					No		No	
04/01/23	NACSW	CE Workshop	Other	No		09/22/22	No		09/22/22			Yes	On File	No	
04/02/23	NACSW	CE Workshop	Other	No		09/22/22	No						On File	No	
04/06/23	User	Dog Training	Other	No		03/22/23	N / A					N / A			
04/11/23	4H	Meeting	WPPFD Resident	No			No					N / A		No	
04/12/23	WPPFD	Driver Operator Class		N / A			N / A								
04/15/23	WPPFD	Driver Operator Class		N / A			N / A								
04/16/23	WPPFD	Driver Operator Class		N / A			N / A								

### LILLARD HALL - REPORT - RENTALS

Date(s)	Applicant Organization	Event Type	Applicant Type	Rent Due	Amt Due	Date Paid	Security Deposit Due	SD Amt Due	Date Paid	Date Refunded	Refund Amt	Ins Cert Required	Date Cert Provided	Guard Required	Date Contract Provided
04/19/23	User	Dog Training	Other	No		03/22/23	N / A					N / A		No	
04/20/23	User	Dog Training	Other	No		03/22/23	N / A					N / A		No	
04/22/23	WPFDP Volunteers	Fundraiser Flea Market	WPFDP Personnel	N / A			N / A								
04/26/23	User	Dog Training	Other	No		03/22/23	N / A					N / A		No	
04/27/23	User	Dog Training	Other	No		03/22/23	N / A					N / A		No	
04/28/23	Fairfield School	Fundraiser Dinner	WPFDP Resident	No			No		04/10/23	05/08/23		Yes		Yes	
05/02/23	User	Dog Training	Other	No		04/10/23	N / A					N / A		No	
05/03/23	User	Dog Training	Other	No		04/10/23	N / A					N / A		No	
05/04/23	User	Dog Training	Other	No		04/10/23	N / A					N / A		No	
05/09/23	4H	Meeting	WPFDP Resident	No			N / A					N / A		No	
05/10/23	WPFDP	Driver Operator Class		N / A			N / A								
05/11/23	User	Dog Training	Other	No		04/10/23	N / A					N / A		No	
05/17/23	WPFDP	Driver Operator Class		N / A			N / A								
05/18/23	User	Dog Training	Other	No		04/10/23	N / A					N / A		No	
05/20/23	WPFDP	Driver Operator Class		N / A			N / A								
05/21/23	WPFDP	Driver Operator Class		N / A			N / A								
05/24/23	User	Dog Training	Other	No		04/10/23	N / A					N / A		No	
05/25/23	User	Dog Training	Other	No		04/10/23	N / A					N / A		No	
05/31/23	User	Dog Training	Other	No		04/10/23	N / A					N / A		No	
06/07/23	User	Dog Training	Other	No		05/12/23	N / A							No	
06/08/23	User	Dog Training	Other	No		05/12/23	N / A							No	
06/13/23	4H	Meeting	WPFDP Resident	No			No					N / A		No	
06/15/23	User	Dog Training	Other	No		05/12/23	N / A					Yes	05/21/23	No	
06/21/23	User	Dog Training	Other	No		05/12/23	N / A					Yes	05/21/23	No	
06/22/23	User	Dog Training	Other	No		05/12/23	N / A					Yes	05/21/23	No	
06/28/23	User	Dog Training	Other	No		05/12/23	N / A					Yes	05/21/23	No	
06/29/23	User	Dog Training	Other	No		05/12/23	N / A					Yes	05/21/23	No	
07/05/23	User	Dog Training	Other	No		06/20/23	N / A					Yes	05/21/23	No	
07/06/23	User	Dog Training	Other	No		06/20/23	N / A					Yes	05/21/23	No	
07/11/23	User	Dog Training	Other	No		06/20/23	N / A					Yes	05/21/23	No	
07/19/23	User	Dog Training	Other	No		06/20/23	N / A					Yes	05/21/23	No	
07/20/23	User	Dog Training	Other	No		06/20/23	N / A					Yes	05/21/23	No	
07/25/23	User	Dog Training	Other	No		06/20/23	N / A					Yes	05/21/23	No	
07/29/23	User	Retirement Party	WPFDP Resident	Yes	400		No		06/26/23			Yes		Yes	
08/02/23	User	Dog Training	Other	Yes	100		N / A					Yes	05/21/23	No	
08/03/23	User	Dog Training	Other	Yes	100		N / A					Yes	05/21/23	No	
08/08/23	4H	Meeting	WPFDP Resident	No			No					N / A		No	
08/16/23	User	Dog Training	Other	Yes	100		N / A					Yes	05/21/23	No	
08/17/23	User	Dog Training	Other	Yes	100		N / A					Yes	05/21/23	No	
08/22/23	User	Dog Training	Other	Yes	100		N / A					Yes	05/21/23	No	
08/29/23	User	Dog Training	Other	Yes	100		N / A					Yes	05/21/23	No	
08/30/23	User	Dog Training	Other	Yes	100		N / A					Yes	05/21/23	No	
08/31/23	User	Dog Training	Other	Yes	100		N / A					Yes	05/21/23	No	

## LILLARD HALL - REPORT - RENTALS

Date(s)	Applicant Organization	Event Type	Applicant Type	Rent Due	Amt Due	Date Paid	Security Deposit Due	SD Amt Due	Date Paid	Date Refunded	Refund Amt	Ins Cert Required	Date Cert Provided	Guard Required	Date Contract Provided
09/12/23	4H	Meeting	WPFPD Resident	No			No					N / A		No	
09/23/23	User	Quinceanera	Other	Yes	800		No	800	09/21/22			Yes		Yes	
10/10/23	4H	Meeting	WPFPD Resident	No			No					N / A		No	
11/14/23	4H	Meeting	WPFPD Resident	No			No					N / A		No	
12/12/23	4H	Meeting	WPFPD Resident	No			No					N / A		No	

LILLARD HALL - REPORT - ACCOUNTING

Date	Check #	Payment Amount	Deposit Amount	Balance	Payable To	From	Purpose	
01/18/23			700.00	16,931.06	Counter Credit			Deposited
01/19/23		3.00		16,928.06	BofA		Check image service fee	BE
01/19/23	631	101.24		16,826.82	CalNet - Winters		Internet - Feb 2023	Cleared
02/10/23	632	390.03		16,436.79	Recology		Garbage - 01/31/23	Cleared
02/10/23	633	120.42		16,316.37	West Plainfield FPD		Invoice(s): PGE 01/26/23	Cleared
			1,600.00	17,916.37	Deposit	Keifer and Fly Fishers	Rental and Security Deposit	Deposited
02/12/23	634			17,916.37	VOIDED		VOIDED CHECK	N/A
02/12/23	635	101.24		17,815.13	CalNet - Winters		Internet - Mar 2023	Cleared
02/21/23	636	104.06		17,711.07	West Plainfield FPD		Invoice(s): PGE 02/16/23	Cleared
03/01/23			600.00	18,311.07	Deposit	Keifer	Rental	Deposited
03/01/23			150.00	18,461.07	Deposit	Yolo County	Rental	Deposited
03/07/23			800.00	19,261.07	Deposit	Fly Fishers	Rental	Deposited
03/13/23	637	800.00		18,461.07	Tristan Leong	Fly Fishers	Deposit Refund	Cleared
03/13/23	638	390.03		18,071.04	Recology Davis		Garbage	Cleared
03/13/23	639	106.84		17,964.20	Edward Sykes		Expense Reimbursement	Cleared
03/21/23	640	101.24		17,862.96	Cal.net Inc.		Internet	Cleared
03/24/23	641	122.08		17,740.88	West Plainfield FPD		PG&E Reimbursement	Cleared
03/24/23	642	258.92		17,481.96	West Plainfield FPD		Hall Manager Compensation 2/12 - 2/25	Cleared
03/29/23	643	816.60		16,665.36	West Plainfield FPD		Hall Manager Compensation 2/26 - 3/25	Cleared
04/03/23			500.00	17,165.36		Jennie Keifer	April Rental	Deposited
04/03/23		6.00		17,159.36	BofA		Service Fees 1/20/23 - 3/21/23	Paid
04/03/23	644	800.00		16,359.36	Jennie Keifer		Deposit Refund	Cleared
04/03/23	645	800.00		15,559.36	Cesar Jimenez		Deposit Refund - Canceled Event	Cleared
04/10/23			800.00	16,359.36		Fairfield School	Security Deposit - 4/28 Fundraiser	Deposited
04/10/23			800.00	17,159.36		Jennie Keifer	Rent - May	Deposited
04/18/23	646	318.69		16,840.67	West Plainfield FPD		Hall Manager Compensation 3/26 - 4/8	Cleared
04/18/23	647	101.24		16,739.43	Cal.net Inc.		Internet	Cleared
04/18/23	648	109.31		16,630.12	West Plainfield FPD		PG&E Reimbursement	Cleared
04/18/23	649			16,630.12	VOIDED		VOIDED CHECK	N/A
04/26/23	650	390.03		16,240.09	Recology Davis		Garbage	Cleared
04/26/23	651	61.83		16,178.26	Edward Sykes		Expense Reimbursement	Cleared
04/26/23		3.00		16,175.26	BofA		Service Fees 3/22/23 - 4/18/23	Paid

**LILLARD HALL - REPORT - ACCOUNTING**

Date	Check #	Payment Amount	Deposit Amount	Balance	Payable To	From	Purpose	
05/08/23	652	395.03		15,780.23	Recology Davis		Garbage	Cleared
05/08/23	653	800.00		14,980.23	Fairfield School PTA		Deposit Refund	
05/16/23	654	101.24		14,878.99	Cal.net Inc.		Internet	Cleared
05/16/23	655	637.34		14,241.65	West Plainfield FPD		Hall Manager Compensation 4/9-5/6	Cleared
05/18/23		3.00		14,238.65	BofA		Service Fee	Paid
05/24/23			800.00	15,038.65		Jennie Keifer	Rent - June	Deposited
06/07/23	656	434.12		14,604.53	West Plainfield FPD		PG&E Reimbursement / Manager Salary	Cleared
06/20/23		3.00		14,601.53	BofA		Service Fee	Paid
06/20/23	657	172.09		14,432.44	West Plainfield FPD		PG&E Reimbursement/Fire Extinguishers	
06/20/23	658	159.34		14,273.10	West Plainfield FPD		Hall Manager Compensation 5/21-6/3	
06/20/23	659	390.03		13,883.07	Recology Davis		Garbage	
06/20/23	660	101.24		13,781.83	Cal.net Inc.		Internet	
06/29/23			800.00	14,581.83		Geri Orthmeyer	Deposit - 7/29/2023 Retirement Party	
06/29/23			600.00	15,181.83		Jennie Keifer	Rent - July	
07/10/23	511	199.17		14,982.66	West Plainfield FPD		Hall Manager Salary 6/4-6/17	
07/10/23	512	390.03		14,592.63	Recology Davis		Garbage	



**STANDING COMMITTEE – LILLARD HALL – MINUTES**  
**July 12, 2023 at 10:00 AM**

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

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

The meeting was called to order at 10:00 a.m.

Present:

Committee Members / Commissioners: Emily Amy and Warren Roos

Staff: Hall Manager Ned Sykes

**2. Public comment**

NONE

**3. Discussion / Action – Kitchen Lease / Remodel (Chair Amy)**

**a. Update from County Regarding Authority to Sublet (Chief Rita)**

Chair Amy reported that Chief Rita has not heard back from County Counsel regarding the lease. She advised the person that oversees the Airport is waiting for the okay from County Counsel before approving the District to enter into a sublet lease.

**b. Kitchen Lease**

Chair Amy advised that no additional action could occur on the lease until they receive approval from the County.

**4. Discussion / Action – Bathroom Remodel (Chair Amy)**

The bathroom remodel was discussed. Chair Amy will follow up with Supervisor Frerich's office regarding possible funding available from the County. She will also confirm that two all-gender ADA-compliant restrooms will meet the code requirements for the space.

**5. Discussion / Action – Rentals (Chair Amy)**

There was one new rental for August, and it will be a daytime/early evening retirement party.

The Hall Manager will start some "soft" online advertising targeting the desired uses of the space.

**6. Discussion / Action – Other Maintenance (Chair Amy)**

The repair of the parking lot light is scheduled for July 20, 2023.

**7. Open Forum – Other Hall Business (Chair Amy)**

The next meeting will include the Commissioners and Hall Manager in a closed session for a progress review of the Hall Manager.

**8. Calendar (Chair Amy)**

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

The next meeting date will be determined after a response is received from County Counsel and the County.

**9. Adjourn (Chair Amy)**

Chair Amy adjourned the meeting at 10:47 a.m.

Minutes Approved: \_\_\_\_\_

\_\_\_\_\_  
Emily Amy, Chair / Commissioner

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

# West Plainfield Fire Department (CA)

Davis, CA

This report was generated on 7/13/2023 5:16:04 PM



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

Start Date: 06/01/2023 | End Date: 06/30/2023

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
06/02/2023	2023-085	36720 County Road 30	622 - No incident found on arrival at dispatch address		0- WPL - West Plainfield Station 30 Response Area	3	5
06/03/2023	2023-087	38250 County Road 29	561 - Unauthorized burning	A Shift	322- DVS-WDL-WPL -	2	4
06/03/2023	2023-088	W Covell BLVD	500 - Service Call, other	A Shift	320- DVS-WPL - Borderline	1	2
06/03/2023	2023-089	[REDACTED]	321 - EMS call, excluding vehicle accident with injury		324- DVS-UCD-WPL - Borderline Call Davis, UC	3	6
06/04/2023	2023-90	[REDACTED]	321 - EMS call, excluding vehicle accident with injury	B Shift	260- WNF Auto - Automatic Aid Winters (Not Borderline)	2	7
06/04/2023	2023-91	[REDACTED]	321 - EMS call, excluding vehicle accident with injury	B Shift	170- MDS-WPL - Borderline Call Madison & West	3	4
06/05/2023	2023-92	CR 15B	140 - Natural vegetation fire, other	B Shift	00- WPL Out - West	1	1
06/07/2023	2023-093	[REDACTED]	321 - EMS call, excluding vehicle accident with injury	Relief Firefighter	0- WPL - West Plainfield Station 30 Response Area	3	5
06/10/2023	2023-94	County Road 29	611 - Dispatched & cancelled en route	A Shift	320- DVS-WPL - Borderline	1	5
06/12/2023	2023-095	County Road 98	352 - Extrication of victim(s) from vehicle	C Shift	702- WOF-WDL-WPL -	3	6
06/12/2023	2023-096	36720 County Road 30	611 - Dispatched & cancelled en route	C Shift	0- WPL - West Plainfield	2	3
06/13/2023	2023-097	S Interstate 5	324 - Motor vehicle accident with no injuries.	C Shift	00- WPL Out - West Plainfield Mutual Aid Out of	1	1
06/14/2023	2023-098	24830 County Road 95	541 - Animal problem	A Shift	0- WPL - West Plainfield	1	1
06/14/2023	2023-099	[REDACTED]	321 - EMS call, excluding vehicle accident with injury	A Shift	0- WPL - West Plainfield Station 30 Response Area	3	4
06/15/2023	2023-100	[REDACTED]	321 - EMS call, excluding vehicle accident with injury	A Shift	0- WPL - West Plainfield Station 30 Response Area	3	4
06/18/2023	2023-101	25534 County Road 98	611 - Dispatched & cancelled en route	B Shift	320- DVS-WPL - Borderline	4	5
06/21/2023	2023-102	35270 County Road 31	622 - No incident found on arrival at dispatch address	A Shift	0- WPL - West Plainfield Station 30 Response Area	2	2
06/22/2023	2023-103	County Road 27	322 - Motor vehicle accident with injuries	B Shift	701- WOF-WPL - Borderline	4	4
06/24/2023	2023-104	18552 96 RD	143 - Grass fire	C Shift	No Zone Selected	1	4
06/25/2023	2023-105	30998 CR 29A CIR	611 - Dispatched & cancelled en route	C Shift	No Zone Selected	2	2
06/25/2023	2023-106	[REDACTED]	321 - EMS call, excluding vehicle accident with injury	C Shift	No Zone Selected	4	7
06/26/2023	2023-107	31660 27 CIR	311 - Medical assist, assist EMS crew		No Zone Selected	2	3
06/26/2023	2023-108	101 Colby LN	611 - Dispatched & cancelled en route	C Shift	No Zone Selected	2	2
06/26/2023	2023-109	35750 29 CIR	131 - Passenger vehicle fire	C Shift	No Zone Selected	3	5
06/28/2023	2023-110	County Road 31	324 - Motor vehicle accident with no injuries.	B Shift	0- WPL - West Plainfield Station 30 Response Area	3	3
06/30/2023	2023-111	[REDACTED]	321 - EMS call, excluding vehicle accident with injury	B Shift	0- WPL - West Plainfield Station 30 Response Area	3	3

TOTAL # INCIDENTS: 26





## West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

July 18, 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:

FY 2022-23 Expenses	
Advantage Gear 06/05/2023	188.30
ATT (CalNet) 06/24/2023	61.60
Dignity Health (Woodland) 05/10/2023	169.00
Entenmann-Rovin 06/29/2023	247.80
Interstate Oil 06/22/2023	1,219.48
LEAF 06/20/2023	118.64
LN Curtis 06/20/2023	81.47
River City Fire Equipment 06/29/2023	95.10
US Bank Statement 07/13/2023	1,521.06
YCPARMIA 02/04/2023	156.79
<b>FY 2022-23 Expenses Total:</b>	<b>3,859.24</b>
FY 2023-24 Expenses	
CentralSquare Technologies 06/12/2023	291.06
NFPA Membership 06/02/2023	175.00
US Bank Statement 07/13/2023	341.33
Western Extrication Specialists 04/13/2023*	4,393.44
YCPARMIA 07/01/2023	82,637.00
<b>FY 2023-24 Expenses Total:</b>	<b>87,837.83</b>
<b>Total:</b>	<b><u><u>\$91,697.07</u></u></b>

\*Originally budgeted for FY23/24



**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: \_\_\_\_\_

\_\_\_\_\_  
Vice President Jim Yeager

\_\_\_\_\_  
Acting Board Clerk Chief Cherie Rita