



## 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 July 19, 2022 at 7:00 PM

Held at  
24901 County Road 95, Lillard Hall  
Davis, CA 95616

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Held also via Zoom

#### 1. **Call the Meeting to Order and Establish Quorum (President McMullen)**

Meeting called to order at 1901 hours. Interim Board Clerk Rita called roll and confirmed there was a quorum.

Present were:

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

Department Members: Chief Cherie Rita, Assistant Chief Dave Stiles (via Zoom), BC Eric Wilson, Lillard Hall Manager Brenda Gonzalez, Captain Scott Bravo (via Zoom), Captains Tom Stiles and Patrick Fish, Firefighter and Association President Jon Lee, Trainee Firefighter Nat Farver

Guests: Tanya Meyer, Yolo County Fire Safe Council; Carol Beoshanz; and former Commissioners Ed Beoshanz and Charles Hjerpe

President McMullen introduced, and the Board welcomed, newly-appointed Commissioner Beth Stiles.

#### 2. **Public Comment**

NONE

#### 3. **Recognize Retired Commissioners Ed Beoshanz and Charles Hjerpe (President McMullen)**

President McMullen presented each of Ed Beoshanz and Charles Hjerpe, former West Plainfield Fire Protection District Commissioners, with a plaque. The Board and those present all thanked them for their service. Former Commissioner Ed Beoshanz presented the District with several photographs of the Department from the early days.

#### 4. **Presentation by Tanya Meyer, Yolo County Fire Safe Council**

Ms. Meyer introduced herself and talked about the Yolo County Fire Safe Council.

She left several brochures about the program, including her contact information. There was some discussion about how the Council might benefit our District, as it is not in a high-fire zone or part of the State Responsibility Area. Ms. Meyer indicated that she and AC Stiles had discussed the possibility of monies for projects to clear out Putah Creek. Ms. Meyer is open to hearing other about other possible projects.

**5. Old Business**

**a. Update - Weed Abatement (BC Wilson)**

BC Wilson indicated that the annual 2022 Weed Abatement mass inspections were completed. There remain no properties that fit the criteria for potential forced abatement. Staff will continue to respond to complaints as received and will continue to work with District residents to ensure properties remain compliant.

**b. Update – Yolo County Fire Sustainability Committee (AC Stiles)**

AC Stiles reported that the County had canceled the committee meeting. He reported that County staff members on the Committee remain unlikely to take any meaningful action until they have received the final LAFCO report and recommendations.

**6. Lillard Hall**

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

Hall Manager Gonzalez presented her financial report.

Ms. Gonzalez indicated that she had purchased the external lighting and it was awaiting installation. The lights that were purchased do not need electricity, so installation should be straightforward. Fire Department staff will install the lights.

Chief Rita reported she had spoken with Recology and discovered that both the Hall and the Station were billed under the same account number. Chief Rita stated she had talked with Hall Manager Gonzalez about getting the two accounts separated.

Commissioner Amy asked Manager Gonzalez if she had received the Hall Agreement changes; she had not. Interim Clerk Rita indicated she would forward the final version of the Agreement to the Hall Manager.

Commissioner Amy noted that the new Agreement should be the one the Hall Manager is using for new events.

**7. New Business**

**a. Discussion / Action - Volunteer Applications (BC Wilson) – NONE**

BC Wilson reported that despite the notation on the Agenda that there were no new applications, we had received and accepted one: in-District resident Nat Farver. BC Wilson introduced Trainee Farver to the Board. The Board welcomed Trainee Farver.

**b. Approval of FY 2022-2023 Special Districts Authorization Form (Chief Rita)**

Fire Chief Rita informed the Board that the document is the annual authorization we provide to the County, just updated for this year as a result of changes in staff and Board members.

By Consensus: The Board approved the form as presented and all Board members signed it. Chief Rita will obtain the remaining signatures and forward the form to the Yolo County Department of Financial Services.

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

As a result of the appointment of Beth Stiles to the empty Board seat, President McMullen made the following changes in committee assignments:

Standing Committee – District Funding:

Substitute Commissioner Amy with Commissioner Stiles

Ad Hoc Committee – Solar:

Substitute Commissioner McMullen with Commissioner Stiles

**i. Budget and Benefits Committee – Yeager, Guarino**

No meeting; no report.

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

No meeting; no report.

**iii. District Funding and Development Committee - Guarino, Amy**

No meeting; but both members, along with Chief Rita and Assistant Chief Stiles did attend the 218 Workshop held at Willow Oak Hall. Commissioner Amy reported that, while the feasibility study regarding passage of a 218 measure is being paid for by the County, as of the date of that meeting the cost of holding the vote on the measure would be borne by our District. AC Stiles indicated that the County Fire Sustainability Committee was working on getting the cost of the

vote covered by the County also.

**iv. Lillard Hall Committee – Amy, Guarino**

No meeting; no report.

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

**i. LAFCO – Guarino, Yeager**

No meeting; no report.

**ii. Solar – Guarino, McMullen**

No meeting. Chief Rita reported she is waiting for a summary of the bids received, then will have the committee chair call a meeting.

**iii. Inspection Fees – Yeager, Amy**

**1. Approval of July 13, 2022 Meeting Minutes**

Commissioner Amy pointed out several places to correct in the minutes.

Motion: To approve the July 13, 2022, minutes as corrected.

By: Guarino

Second By: Yeager

Discussion: President McMullen asked that the record reflect that this approval of the minutes does not approve any of the Board recommendations therein.

Vote: Approved unanimously.

**2. Action / Discussion on Committee Recommendations**

**a. Take the next steps to adopt a re-inspection fee of \$200 per re-inspection**

**b. Prior to the first inspection, send an educational / heads-up letter to the business which includes, but is not limited to:**

**i. A checklist of items to be inspected**

**ii. Window of time during which the initial inspection will occur, with instructions to contact the station if that timeframe won't work for the business**

- iii. **Statement that initial inspection is at no charge, but that each re-inspection, if any, will be charged at \$200**
- c. **Allow 14 days for corrections, except those that pose an immediate threat to life**
- d. **Adopt policy that District will not charge on first re-inspection if such re-inspection is due to the need to correct an item noted, but not on the checklist**
- e. **Adopt policy that allows for alternate methods to prove corrections: receipt copies with photos, etc.**
- f. **Investigate using the same company as Willow Oak does to do our collections; maybe even add vehicle accident fees, later**
- g. **Limit inspections to licensed businesses that allow public access or have fire hazards (fuel storage, hay processing, etc.)**
- h. **Consider permit fees: fuel storage, plan review, sprinkler inspections, assembly, etc.**

After some discussion regarding the above recommendations, the remainder of this item was tabled pending review and update of the recommendations. President McMullen and BC Wilson will work on drafting appropriate paperwork.

Commissioner Stiles asked how we enforce the citations. Commissioner McMullen and BC Wilson explained that the first step would be to cite the business, requiring immediate compliance, with a reinspection within 14 days. If the business remains in violation, next steps would include involving the Code Enforcement department at Yolo County, then on to County Counsel to file a complaint in court if the business is still not in compliance.

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

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

AC Stiles reported that the fire at 95A was determined to be unintentional, but undetermined as to cause.

**ii. Training – Yeager**

Nothing to report.

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

Commissioner McMullen had nothing to report. Chief Rita thanked AC Stiles for his repairs to the office door leading into the apparatus bay.

**iv. IHS – McMullen**

Commissioner McMullen had nothing to report. BC Wilson indicated that training on fire systems inspections was scheduled for later in July. He also reported that the last he had heard was that Sacred Oaks would be accepting patients in September.

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

Chief Rita reported that Yocha Dehe Fire has a 2004 Ford Excursion they are retiring later this year and are willing to pass it along to another fire department in Yolo County at no charge. After talking with AC Stiles and investigating its condition, Chief Rita contacted Chief Rameriz at Yocha Dehe Fire and expressed interest in acquiring the vehicle. It would replace the current Utility, for which we still have an offer to purchase if we want to sell.

**9. Battalion Chief's Report (BC Wilson)**

BC Wilson responded to Commissioner Amy's question at the last Board meeting about why not all incidents appear on the incident reports presented to the Board: the reporting software we use will not populate an incident into reports such as provided in our Board packets if the incident reporting, including fire investigation, was not marked as completed.

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

Association President Lee reported that the Association, after much research, had purchased an ice machine for the District. He further reported that it appeared that the Association's fundraiser at the Yolo County Fair Beer Booth would likely not happen this year.

**11. Clerk's Report (Interim Clerk Rita)**

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

Motion: Approve payment of bills totaling \$13,068.01.

Motion By: Amy

Second By: Yeager

Discussion: Commissioner Yeager questioned the invoice from the State of California. Chief Rita reported it was for payment of the fines levied by CalOsha.

Discussion: Commissioner Amy had a question about the CalFire invoices; Chief Rita explained those amounts had been reimbursed to us already by those who were receiving the certificates as a result of classes taught by AC Stiles  
Vote: Passed unanimously

**e. Approval of May 17, 2022 Board Meeting Minutes (Interim Clerk Rita)**

Motion By: Amy  
Second By: Yeager  
Motion: Approve minutes of the May 17, 2022, Board meeting, as presented  
Discussion: None  
Vote: Passed unanimously

Interim Clerk Rita reported that she had begun posting the job flyer for the Clerk position. She will continue to find places to post it.

**10. Open Forum**

Nothing

**11. Next regular Board meeting on July 19, 2022, unless another date is agreed upon**

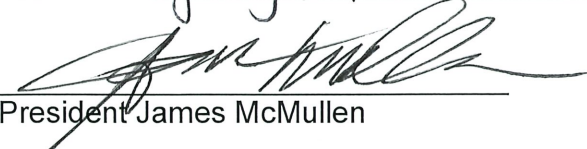
Next regular Board meeting confirmed for July 19, 2022.

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

Motion By: Guarino  
Second By: Yeager  
Motion: Adjourn the meeting  
Discussion: None  
Vote: Passed unanimously

Meeting adjourned.

Approved: July 19, 2022

  
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President James McMullen

  
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Interim Board Clerk Cherie Rita