



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

BOARD OF COMMISSIONERS – REGULAR MEETING NOVEMBER 21, 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. Old Business
 - a. Update – Weed Abatement (Firefighter Jon Lee)
 - b. Update – Yolo County Fire Sustainability Committee (AC Stiles)
4. New Business
 - a. Discussion / Action – Vice President Yeager Resignation (President McMullen)
 - i. Acknowledgment of Service
 - ii. Committee and Liaison Reassignments
 - iii. Filling Open Vice President Position
 - b. Discussion / Action – Approve Revised Policy 701 – Personal Communication Devices (Chief Rita)
 - c. Discussion / Action – Standing Committee – Reports
 - i. Lillard Hall Committee – **Amy**, Roos
 1. Manager Report (Hall Manager Sykes)
 2. Discussion / Action – Approve November 8, 2023, Minutes
 - ii. Budget and Benefits Committee – **Stiles**, Roos
 1. Discussion / Action – Approve November 15, 2023 Minutes
 2. Discussion / Action – Approve Revised FY 2023-2024 Budget
 - iii. Personnel Committee – **Amy** – NO MEETING

- d. Discussion / Action – Ad Hoc Committee Report – Solar – **Stiles**, Roos
- e. Discussion / Action – Liaison Reports
 - i. Fire Prevention / Investigation – McMullen
 - ii. Training – Vacant – NO REPORT
 - iii. Large Equipment / Facilities – McMullen
- 5. Fire Chief’s Report (Chief Rita)
 - a. Staffing
 - i. Volunteers
 - ii. Reserve Sharing
 - iii. Any Other
 - b. Progress Report on Deferred Maintenance / Capital Improvement Projects
 - c. Report from Yolo County Fire Chief’s Association Meeting
 - d. Other Items Not Otherwise Addressed Elsewhere During Meeting
- 6. Fire Fighter’s Association Report (President Jon Lee)
- 7. Clerk’s Report (Board Clerk Hall)
 - a. Clerk’s Resignation
 - b. Discussion / Action – Approval of December 2023 Bills by Budget and Benefits Chair Stiles and Chief Rita Due to Last Warrant Run December 15, 2023
 - c. Discussion / Action – West Plainfield Fire Protection District Bill Review / Approval
 - d. Discussion / Action - Approval of October 17, 2023, Regular Board Meeting Minutes
- 8. Open Forum
- 9. Next regular Board meeting on December 19, 2023, unless another date is agreed upon
- 10. Meeting Adjourned (President McMullen)

Personal Communication Devices

701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued by the Department or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs) and similar wireless two-way communications and/or portable Internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games and accessing sites or services on the Internet.

701.2 POLICY

The West Plainfield Fire Department allows members to utilize department-issued PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on-duty, or used off-duty in any manner reasonably related to the business of the Department, will be subject to monitoring and inspection consistent with the standards set forth in this policy.

The inappropriate use of a PCD while on-duty may impair member safety. Additionally, members are advised and cautioned that the use of a personally owned PCD either on-duty or off-duty for business-related purposes may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable public records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

701.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any PCD issued by the Department and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities.

The Department reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Department, including any department-issued PCD or personally owned PCD that has been used to conduct department-related business. This includes records of all keystrokes or Web-browsing history made on the PCD. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through department PCDs or networks.

West Plainfield Fire Department

Policy Manual

Personal Communication Devices

701.4 DEPARTMENT-ISSUED PCD

Depending on a member's assignment and the needs of the position, the Department may, at its discretion, issue a PCD. Department-issued PCDs are provided as a convenience to facilitate on-duty performance only, unless otherwise authorized by the Fire Chief or the authorized designee. Such devices and the associated telephone number, if any, shall remain the sole property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause. Except as provided in Section 701.6 below, the telephone numbers associated with any department-issued PCD shall not generally be distributed to individuals who are not members of the Department. Notwithstanding the preceding, the telephone number associated with any PCD identified as the "duty phone" may be given to a career member's family members or to members of affiliated fire departments for the purpose of conducting business or for those authorized personal purposes outlined below.

Unless a member is expressly authorized by the Fire Chief or the authorized designee for off-duty use of the PCD, the PCD will either be secured in the workplace at the completion of duty or will be turned off when leaving the workplace.

701.5 PERSONALLY OWNED PCD

Members who carry a personally owned PCD while on duty are subject to the following conditions and limitations:

- (a) Carrying a personally owned PCD is a privilege, not a right.
- (b) The Department accepts no responsibility for loss of or damage to a personally owned PCD.
- (c) The PCD and any associated services shall be purchased, used and maintained solely at the member's expense.
- (d) The device should not be used for work-related purposes except in exigent circumstances (e.g., unavailability of radio, land-based, or other department communications network communications). Members will have a reduced expectation of privacy when using a personally owned PCD in the workplace and have no expectation of privacy with regard to any department business-related communication.
- (e) The device shall not be utilized to record or disclose any department business-related information, including photographs, video or the recording or transmittal of any information or material obtained or made accessible as a result of employment or appointment with the Department, without the express authorization of the Fire Chief or the authorized designee.
- (f) Use of a personally owned PCD constitutes consent for the Department to access the PCD to inspect and copy data to meet the needs of the Department, which may include litigation, public records retention and release obligations and internal investigations. If the PCD is carried on-duty, members will provide the Department with the telephone number of the device.

~~Except with prior express authorization from their supervisors, members~~ Members are not obligated or required to carry, access, monitor or respond to electronic communications using a

West Plainfield Fire Department

Policy Manual

Personal Communication Devices

personally owned PCD while off-duty, except when required by policy or expressly directed by a supervisor to do so. In all cases and unless on approved leave, non-volunteer members of the Department must respond to hire-back requests when contacted via text or by messaging apps provided by the Department and required for use by such members. ~~. If a member is in an authorized status that allows for appropriate compensation consistent with policy or existing collective bargaining agreements, or if the member has prior express authorization from his/her supervisor, the member may engage in business-related communications.~~ Should members engage in such authorized off-duty communications ~~or work~~, they shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate compensation. ~~Members who independently document off-duty related business activities in any manner shall promptly provide the with a copy of such records to ensure accurate record keeping.~~

701.6 USE OF PCD

The following protocols shall apply to ALL PCDs ~~that are carried while on-duty or used to conduct business.~~ A PCD shall not be carried in a manner that allows it to be visible while in uniform, ~~unless it is in an approved carrier.~~

- (a) ~~All PCDs in the workplace shall be set to silent or vibrate mode.~~ They may not be used to conduct personal business while on duty on-duty except for brief personal communications (e.g., inform family of extended hours or in case of a family emergency).
- (b) ~~Members shall endeavor to limit their use of PCDs to authorized break times, unless an emergency exists. Members may use a PCD to communicate with other personnel in situations where the use of radio, land-based, or other communications network communications is either impracticable or not feasible. Members are prohibited from taking pictures, audio or video recordings or making copies of any such picture or recording media unless it is directly related to official business. Disclosure of any such information to any third party through any means, without the express authorization of the or the authorized designee, may result in discipline.~~ They may not be used to access social networking sites for any purpose that is not official department business.
- (c) They may not be used to harass, threaten, coerce, or otherwise engage in inappropriate conduct ~~with any third party is prohibited~~. Any member having knowledge of such conduct shall promptly notify a supervisor.

The following additional protocols shall apply to all department-owned PCDs:

- (a) The PCD identified as the "duty phone" shall:
 1. Be carried by the Company Officer in its approved case or stored by the bedside at night.
 2. Not be set to silent or vibrate mode.
 3. Use the option to mask the number to the Department number when placing outgoing calls.
- (b) They shall be used to take pictures, make audio or video recordings, and make copies of any such picture or recording for all purposes directly related to official

West Plainfield Fire Department

Policy Manual

Personal Communication Devices

department business. Disclosure of any such information to any third party through any means, without the express authorization of the Fire Chief or the authorized designee, may result in discipline.

The following additional protocols shall apply to all **personally-owned** PCDs:

- (a) All shall be set to silent or vibrate mode.
- (b) Their use shall be limited to authorized break times unless an emergency exists.
- (c) They may be used to communicate with other personnel in situations where the use of department-owned PCDs or radio, land-based, or other department communications network communications are either impracticable or not feasible.
- (d) Without prior authorization, they may not be used to take pictures, make audio or video recordings, or make copies of any such picture or recording directly related to official department business. Disclosure of any such information obtained during authorized use to any third party through any means, without the express authorization of the Fire Chief or the authorized designee, may result in discipline.

701.7 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.
- (b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.
 - (a) An investigation into improper conduct should be promptly initiated when circumstances warrant.
 - (b) Before conducting any administrative search of a member's personally owned device, supervisors should consult with the Fire Chief or the authorized designee.

701.8 OFFICIAL USE

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other department communications network.

701.9 USE WHILE DRIVING

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Firefighters operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Except in an emergency, members who are operating vehicles that are not equipped with lights and siren shall not use a PCD while driving unless the device is specifically designed and

West Plainfield Fire Department

Policy Manual

Personal Communication Devices

configured to allow hands-free use (Vehicle Code § 23123(a)). Such use should be restricted to business-related calls or calls of an urgent nature. No member shall write, send or read a text-based communication on a PCD while driving (Vehicle Code § 23123.5).

Members should not utilize a personally owned PCD when responding to an emergency or when engaged in an emergency incident.

DRAFT REVISIONS

LILLARD HALL - REPORT - ACCOUNTING

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
02/12/23	634		17,916.37	VOIDED		VOIDED CHECK
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
03/01/23		150.00	18,461.07	Deposit	Yolo County	Rental
03/07/23		800.00	19,261.07	Deposit	Fly Fishers	Rental
03/13/23	637	800.00	18,461.07	Tristan Leong	Fly Fishers	Deposit Refund
03/13/23	638	390.03	18,071.04	Recology Davis		Garbage
03/13/23	639	106.84	17,964.20	Edward Sykes		Expense Reimbursement
03/21/23	640	101.24	17,862.96	Cal.net Inc.		Internet
03/24/23	641	122.08	17,740.88	West Plainfield FPD		PG&E Reimbursement
03/24/23	642	258.92	17,481.96	West Plainfield FPD		Hall Manager Compensation 2/12 - 2/25
03/29/23	643	816.60	16,665.36	West Plainfield FPD		Hall Manager Compensation 2/26 - 3/25
04/03/23		500.00	17,165.36		Jennie Keifer	April Rental
04/03/23		6.00	17,159.36	BofA		Service Fees 1/20/23 - 3/21/23
04/03/23	644	800.00	16,359.36	Jennie Keifer		Deposit Refund
04/03/23	645	800.00	15,559.36	Cesar Jimenez		Deposit Refund - Canceled Event
04/10/23		800.00	16,359.36		Fairfield School	Security Deposit - 4/28 Fundraiser
04/10/23		800.00	17,159.36		Jennie Keifer	Rent - May
04/18/23	646	318.69	16,840.67	West Plainfield FPD		Hall Manager Compensation 3/26 - 4/8
04/18/23	647	101.24	16,739.43	Cal.net Inc.		Internet
04/18/23	648	109.31	16,630.12	West Plainfield FPD		PG&E Reimbursement
04/18/23	649		16,630.12	VOIDED		VOIDED CHECK
04/26/23	650	390.03	16,240.09	Recology Davis		Garbage
04/26/23	651	61.83	16,178.26	Edward Sykes		Expense Reimbursement
04/26/23		3.00	16,175.26	BofA		Service Fees 3/22/23 - 4/18/23
05/08/23	652	395.03	15,780.23	Recology Davis		Garbage
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
05/16/23	655	637.34	14,241.65	West Plainfield FPD		Hall Manager Compensation 4/9-5/6
05/18/23		3.00	14,238.65	BofA		Service Fee
05/24/23		800.00	15,038.65		Jennie Keifer	Rent - June
06/07/23	656	434.12	14,604.53	West Plainfield FPD		PG&E Reimbursement / Manager Salary
06/20/23		3.00	14,601.53	BofA		Service Fee
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

LILLARD HALL - REPORT - ACCOUNTING

06/29/23		800.00	14,581.83		Geri Orthmeyer	Deposit - 7/29/2023 Retirement Party	Deposited
06/29/23		600.00	15,181.83		Jennie Keifer	Rent - July	Deposited
07/10/23	511	199.17	14,982.66	West Plainfield FPD		Hall Manager Salary 6/4-6/17	Cleared
07/10/23	512	390.03	14,592.63	Recology Davis		Garbage	Cleared
07/18/23	513	101.24	14,491.39	Cal.net Inc.		Internet	Cleared
07/18/23	514	258.92	14,232.47	West Plainfield FPD		Hall Manager Salary 6/18-7/1	Cleared
			14,232.47				
07/21/23		400.00	14,632.47		Geri Orthmeyer	Rent - 7/29 Retirement Party	Deposited
07/21/23		800.00	15,432.47		Jennie Keifer	Rent - August	Deposited
	515			VOIDED			VOIDED
	516			VOIDED			VOIDED
07/31/23	517	800.00	13,832.47	Geri Orthmeyer		Deposit Refund - 7/29 Retirement Party	Cleared
07/31/23	518	725.00	13,107.47	Woodland Electrical		Parking Lot Light Repair	Cleared
07/31/23		3.00	13,104.47	BofA		Service Fee	Paid
08/15/23	519	390.03	12,714.44	Recology Davis		Garbage	Cleared
08/15/23	520	101.24	12,613.20	Cal.net Inc.		Internet - Septemer 2023	Cleared
08/15/23	521	758.17	11,855.03	West Plainfield FPD		PG&E Reimbursement / Manager Salary	Cleared
08/21/23	522	54.19	11,800.84	Edward Sykes		Expense Reimbursement	Cleared
08/21/23	523	426.49	11,374.35	West Plainfield FPD		PG&E Reimbursement / Manager Salary	Cleared
08/21/23		3.00	11,371.35	BofA		Service Fee	Paid
09/18/23	524	390.03	10,981.32	Recology Davis		Garbage	Cleared
09/18/23	525	278.83	10,702.49	West Plainfield FPD		Payroll 8/27-9/9	Cleared
09/18/23	526	800.00	9,902.49	Maria Orozco		Deposit Refund - Canceled Event	Cleared
09/21/23		1,000.00	10,902.49		Brenda Duncan	Rent/Deposit - 9/20 Memorial	Deposited
09/21/23		1,200.00	12,102.49		Jennie Keifer	Rent - Sep/Oct	Deposited
09/25/23	527	800.00	11,302.49	Brenda Duncan		Deposit Refund - 9/20 Memorial	Cleared
09/28/23	528	179.25	11,123.24	West Plainfield FPD		Payroll 8/13-8/26	Cleared
10/13/23		400.00	11,523.24		Son Chong	Rent - October (Cash Portion)	Deposited
10/13/23		3.00	11,520.24	BofA		Service Fee - 9/19/23	Paid
10/17/23	529	390.03	11,130.21	Recology Davis		Garbage - September	
10/17/23	530	1,374.29	9,755.92	WPPFD		Computer/Payroll/PG&E	
10/19/23		3.00	9,752.92	BofA		Service Fee	Paid
11/08/23	532	350.00	9,402.92	Dan Figueroa		Floor Plan Drawing	
11/13/23		800.00	10,202.92		Jennie Keifer	Rent - December	
11/13/23		1,500.00	11,702.92		Fly Fishers of Davis	Deposit - 3/9/24 Event	
11/13/23		800.00	12,502.92		Fairfield Elementary	Deposit - 1/26/24 Event	

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	
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	
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								
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	WPPFD Volunteers	Fundraiser Flea Market	WPPFD 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	WPPFD 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	WPPFD Resident	No			N / A					N / A		No	
05/10/23	WPPFD	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	WPPFD	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	WPPFD	Driver Operator Class		N / A			N / A								
05/21/23	WPPFD	Driver Operator Class		N / A			N / A								

Invoice emailed 01/09; vendor forms emailed 02/06

Rent: check # 1840 for \$800

SD: check # 2493 for \$800

Invoice, Application and Policy emailed 02/07

See emails of 01/31 (w/ Q for Amy) and 01/24

LILLARD HALL - REPORT - RENTALS

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	WPPFD 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	WPPFD Resident	No	07/18/23	No	06/26/23	07/31/23	800	Yes	07/07/23	Yes	07/23/23
08/02/23	User	Dog Training	Other	No		N / A			Yes	05/21/23	No		
08/03/23	User	Dog Training	Other	No		N / A			Yes	05/21/23	No		
08/08/23	4H	Meeting	WPPFD Resident	No		No			N / A	No			
08/16/23	User	Dog Training	Other	No		N / A			Yes	05/21/23	No		
08/17/23	User	Dog Training	Other	No		N / A			Yes	05/21/23	No		
08/22/23	User	Dog Training	Other	No		N / A			Yes	05/21/23	No		
08/29/23	User	Dog Training	Other	No		N / A			Yes	05/21/23	No		
08/30/23	User	Dog Training	Other	No		N / A			Yes	05/21/23	No		
08/31/23	User	Dog Training	Other	No		N / A			Yes	05/21/23	No		
09/12/23	4H	Meeting	WPPFD Resident	No		No			N / A	No			
09/13/23	User	Dog Training	Other	No	08/21/23	N / A			Yes	05/21/23	No		
09/14/23	User	Dog Training	Other	No	08/21/23	N / A			Yes	05/21/23	No		
09/20/23	User	Celebration of Life	WPPFD Resident	No		No			Yes	09/01/23	No		
09/20/23	User	Dog Training	Other	No	08/21/23	N / A			Yes	05/21/23	No		
09/21/23	User	Dog Training	Other	No	08/21/23	N / A			Yes	05/21/23	No		
09/27/23	User	Dog Training	Other	No	08/21/23	N / A			Yes	05/21/23	No		
09/28/23	User	Dog Training	Other	No	08/21/23	N / A			Yes	05/21/23	No		
10/10/23	4H	Meeting	WPPFD Resident	No		No			N / A	No			
10/11/23	User	Dog Training	Other	No	08/21/23	N / A			Yes	05/21/23	No		
10/12/23	User	Dog Training	Other	No	08/21/23	N / A			Yes	05/21/23	No		
10/18/23	User	Dog Training	Other	No	08/21/23	N / A			Yes	05/21/23	No		
10/19/23	User	Dog Training	Other	No	08/21/23	N / A			Yes	05/21/23	No		
10/25/23	User	Dog Training	Other	No	08/21/23	N / A			Yes	05/21/23	No		
10/26/23	User	Dog Training	Other	No	08/21/23	N / A			Yes	05/21/23	No		
12/06/23	User	Dog Training	Other	No	10/25/23	N / A			Yes	05/21/23	No		
12/07/23	User	Dog Training	Other	No	10/25/23	N / A			Yes	05/21/23	No		
12/12/23	4H	Meeting	WPPFD Resident	No		No			N / A	No			
12/13/23	User	Dog Training	Other	No	10/25/23	N / A			Yes	05/21/23	No		
12/14/23	User	Dog Training	Other	No	10/25/23	N / A			Yes	05/21/23	No		
12/17/23	WPPFD Volunteers	WPPFD Holiday Dinner	WPPFD Personnel	N / A		N / A							
12/20/23	User	Dog Training	Other	No	10/25/23	N / A			Yes	05/21/23	No		
12/21/23	User	Dog Training	Other	No	10/25/23	N / A			Yes	05/21/23	No		
12/27/23	User	Dog Training	Other	No	10/25/23	N / A			Yes	05/21/23	No		
12/28/23	User	Dog Training	Other	No	10/25/23	N / A			Yes	05/21/23	No		
		Meeting	Yes	50		Yes	200		Yes		Yes		
		Meeting	Yes	50		Yes	200		Yes		Yes		



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

**MINUTES - STANDING COMMITTEE – LILLARD HALL – MEETING
November 8, 2023 at 10:15 AM**

Held:
Lillard Hall
24905 County Road 95
Davis, CA 95616

1. Call the Meeting to Order (Chair Amy)

The meeting was called to order by Chair Amy at 10:17 AM.

Present were:

Commissioners:

Emily Amy and Warren Roos

Staff:

Hall Manager Ned Sykes and Fire Chief Cherie Rita

Other:

Volunteer Firefighter and District Resident Bay Warland

2. Public Comment

NONE

3. Discussion / Action - Kitchen Remodel Progress Report (Chair Amy)

Mr. Chong is scheduled to begin work on plumbing upgrades/improvements sometime around November 20, 2023. Some electrical work has been completed already.

In addition to a potential bathroom remodel, those present identified the need to install lighted emergency exit signs that will illuminate if the power goes out. This would require pulling electricity to each exit. Chair Amy will investigate whether we can install battery-operated signs that remain lit at all times and still meet the code requirements.

4. Discussion / Action - Capital Improvements (Chair Amy)

a. Identify and Prioritize Necessary Improvements

The group identified and prioritized necessary improvements as follows:

- i. Illuminated "exit" signs
- ii. Restroom remodel
- iii. Floor
- iv. Northeast Hall Door
- v. Roof
- vi. Parking Lot
- vii. Paint Exterior
- viii. Paint Interior
- ix. Window Coverings
- x. Lighting
- xi. HVAC
- xii. Kitchen Upgrades

b. Restroom Remodel

Commissioner Roos asked if Hall Manager had paid for the site drawing yet. Hall Manager Sykes replied he had not yet paid it as he had been waiting for new checks, which had now arrived. Manager Sykes indicated he would get that invoice paid right away.

i. Update

Chair Amy provided a simple overlay of a proposed addition to the current bathrooms. The addition would be built at the South end of the current bathrooms and would perhaps meet the ADA lavatory requirements for a building this size.

Chief Rita reported that seated capacity had been determined by Chief Stiles to be a bit over 200 individuals. Chair Amy did not want to increase the current occupancy above the 150 now posted as it could perhaps trigger additional lavatory or other modifications. Chief Rita noted that for Pancake Breakfast fundraiser purposes, the 150 occupancy should not be lowered.

For purposes of obtaining grant or other funding, those present estimated that the cost of the remodel might be as high as \$50,000. Without official drawings or knowing what exactly will be required, it is difficult to estimate the cost accurately.

ii. Ordering or Developing Plans or Blueprints

Without knowing what exactly the remodel requirements, if any, might be, now is not the time to incur the cost of ordering or developing plans or blueprints.

c. Identify Funding Sources

The group identified the following possible funding sources:

- i. County Grants
- ii. Donors
- iii. Yocha De He Grant
- iv. State and/or Federal Grants focused on accessibility

5. Update on Opening New Checking Accounts (Chair Amy)

Chair Amy reported that she and Commissioner McMullen had so far been the only ones to sign documents at the Bank. Commissioner Roos reported that he had but had neglected to notify Chair Amy. Commissioner Stiles and Clerk Hall still need to sign, but both have been experiencing scheduling issues.

NOTE: Item 9 was heard here.

6. Discussion / Action – Development of Lillard Hall Budget (Chair Amy and Chief Rita)

Chair Amy asked that the Liability category “Misc – Cleaning, Repairs, Bank Fees, Misc” be broken into (i) repairs and maintenance, (ii) janitorial, and (iii) bank fees. It was also noted that an adjustment needed to be made to the anticipated income from Mr. Chong for the FYE 24, as he did not begin his rental until October. See revised draft Budget attached.

7. Discussion / Action – Maintenance (Chair Amy)

Manager Sykes reported that the tree pruning was done and that he needs to clean the gutters again. Discussion turned to what kind of maintenance the parking lot might need right now. It was decided to let the first rains happen and then determine whether it might need additional gravel, etc.

Talking about priorities above at Item 4a prompted a discussion about when the Hall heating/cooling systems had last been serviced. No one could remember the last service date. Chair Amy directed Manager Sykes to get the systems serviced.

8. Discussion / Action – Rental Updates (Hall Manager Sykes)

Manager Sykes reported that Fairfield School was renting the Hall at the end of January and the Fly Fishers were renting again in March, both of whom have made their deposits. He reported that he was also taking with someone who might want to rent the Hall in June for a graduation party; but, had nothing official yet.

9. Open Forum – Other Hall Business (Chair Amy)

This item was heard out of order between Items 6 and 7 so that Ms. Warland could leave the meeting.

Ms. Warland requested that she be allowed to borrow 6-8 tables and chairs for those tables for a Woodland Health Care fundraiser on either December 2 or 9 (the date had not yet been firmed up). There was much discussion about past practice regarding loaning tables and chairs. For instance, surrounding fire departments have borrowed them for fundraisers, the Aviation Committee borrows them for their meetings at Davis Flight Support, and members occasionally borrow them, as well. All agreed that tables and chairs should be available for those uses and for use as requested by Ms. Warland.

The current Lillard Hall Use Policy covers use of the Hall and tables and chairs in the Hall. There is no formal policy or writing governing removing tables and chairs from the Hall to be used elsewhere.

Chair Amy directed Hall Manger Sykes to develop a Request Form for loan of tables and chairs at locations other than on Hall premises. Requests may only be made by a West Plainfield Fire Protection District member or by an affiliated entity (i.e., Airport, Davis Flight Support, UC Davis Fire Department, etc.) The form shall include the following provisions:

- a. Check in and check out procedures
- b. The requirement that should the opportunity to rent the Hall arise and there would be insufficient chairs and tables for such event if the loan were made, the loan shall be cancelled
- c. If during the check in process damage is noted that was not recorded at time of check out, the damaged item shall be replaced or repaired, as determined by the Hall Manager

10. Calendar (Chair Amy)

a. The next Lillard Hall Committee meeting to be determined

The next Lillard Hall Committee meeting will be held on December 13, 2023, at 10:15 AM.

11. Adjourn Meeting (Chair Amy)

Chair Amy adjourned the meeting at 11:41 AM.

Approved: November 21, 2023

EMILY AMY, Committee Chair and Commissioner

Recorder CHERIE RITA, Fire Chief

Fund/Account Trial Balance

Period 01_2023
 02_2023
 03_2023
 04_2023
 05_2023
 06_2023
 07_2023
 08_2023
 09_2023
 10_2023
 11_2023
 12_2023
 Accounting Entity 1000 - Yolo County
 Fund 8061 - WEST PLAINFIELD FIRE PROTECTION DISTRICT
 Budget Unit All Budget Units Top Level
 Cost Center All Cost Centers Top Level
 Claiming Details All Dept Details Top Level
 Revenue Source All Revenue Source Top Level

Accounting Entity	Fund	Fund Description	Account	Sub Account	Account Description	Beginning Balance	Activity	Activity CB
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	100000		CASH IN TREASURY	235,862.77	(15,989.40)	219,873.37
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	100099		CASH GASB 31 FAIR MARKET VALUE DFS ONLY	(12,336.00)	(404.00)	(12,740.00)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	101113		RESTRICTED CASH-WPF FPD CAPITAL ASSET REPLACEMENT	199,588.85	4,148.46	203,737.31
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	101114		RESTRICTED CASH-WPF FPD ACCRUED LEAVE	26,544.43	(5,537.75)	21,006.68
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	103100		CASH ON HAND	-	1,876.92	1,876.92
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	111010		PROP TAX RECEIVABLE-CURRENT SECURED	-	(14.44)	(14.44)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	111090		PROP TAX RECEIVABLE-CURRENT SECURED SUPPL	(39.23)	2,962.39	2,923.16
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	112001		ACCOUNTS RECEIVABLE-JE	2,469.01	(2,469.01)	-
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	113001		DUE FROM OTHER GOV-JE	-	66,360.68	66,360.68
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	150000		PREPAID EXPENSE	-	5,208.72	5,208.72
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	181100		BUILDING & IMPROVEMENT	97,149.28	69,196.34	166,345.62
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	181200		IMPROVEMENT OTHER THAN BUILDING	27,567.00	-	27,567.00
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	181400		EQUIPMENT	1,243,452.99	-	1,243,452.99
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	182100		ACCUMULATED DEPRECIATION-BLDG & IMPRV	(92,819.98)	(2,043.39)	(94,863.37)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	182200		ACCUMULATED DEPRECIATION- IMPRV OTHR THAN BL	(18,921.17)	(1,250.00)	(20,171.17)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	182400		ACCUMULATED DEPRECIATION-EQUIPMENT	(805,041.21)	(46,040.32)	(851,081.53)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	190200		FUTURE LONG TERM DEBT REQUIRE	8,720.70	6,605.33	15,326.03
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	200000		ACCOUNTS PAYABLE	-	(404.59)	(404.59)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	200001		ACCOUNTS PAYABLE-JE	(6,651.71)	1,795.44	(4,856.27)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	202000		OTHER ACCOUNTS PAYABLE	(1,215.35)	-	(1,215.35)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	205500		ACCRUED PAYROLL-GROSS	(12,626.90)	3,732.04	(8,894.86)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	206000		DUE TO OTHER GOVERNMENTS	(1,120.00)	1,120.00	-
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	230000		COMPENSATED ABSENCES (L/T)	(8,720.70)	(6,605.33)	(15,326.03)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	301005		FUND BALANCE-NONSPEND-PREPAID EXPENSE	-	(5,208.72)	(5,208.72)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	304001		FUND BALANCE-ASSIGNED-CAPITAL ASSET REPLACEMENT	(199,588.85)	(4,148.46)	(203,737.31)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	304002		FUND BALANCE-ASSIGNED-ACCRUED LEAVE	(26,544.43)	5,537.75	(21,006.68)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	304003		FUND BALANCE-ASSIGNED-GENERAL RESERVE	(159,825.00)	-	(159,825.00)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	309999		UNASSIGNED	(44,517.59)	3,819.43	(40,698.16)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	300100		NET INVESTMENT IN CAPITAL ASSETS	(451,386.91)	(19,862.63)	(471,249.54)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	400100		PROPERTY TAXES-CURRENT SECURED	-	(353,556.96)	(353,556.96)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	400101		PROPERTY TAXES-CURRENT UNSECURED	-	(27,665.23)	(27,665.23)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	400111		PROPERTY TAXES-PRIOR UNSECURED	-	(522.06)	(522.06)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	400120		SUPPLEMENTAL PROPERTY TAXES CURRENT	-	(4,767.63)	(4,767.63)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	403100		INVESTMENT EARNINGS-POOL	-	(8,450.49)	(8,450.49)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	403199		GASB 31 FAIR MARKET VALUE - DFS ONLY	-	404.00	404.00
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	410050		STATE-HIGHWAY PROPERTY RENTALS	-	(3.42)	(3.42)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT	410250		STATE-HOMEOWNERS PROPERTY TAX RELIEF	-	(1,605.52)	(1,605.52)

Fund/Account Trial Balance

1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT410900	STATE-OTHER	-	(15,208.65)	(15,208.65)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT420103	FEDERAL OTHER-HOMELAND SECURITY	-	(65,902.59)	(65,902.59)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT440600	OTHER CHARGES FOR SERVICES-FIREFGHTR SERVICES	-	(86,117.27)	(86,117.27)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT440690	OTHER CHARGES FOR SERVICES	-	(563.00)	(563.00)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT450302	OTHER MISCELLANEOUS-DONATION	-	(25.00)	(25.00)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT450900	OTHER MISCELLANEOUS REVENUES	-	(395.04)	(395.04)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT500100	REGULAR EMPLOYEES	-	224,884.87	224,884.87
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT500120	OVERTIME	-	30,034.67	30,034.67
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT501110	SOCIAL SECURITY TAX	-	15,805.01	15,805.01
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT501120	MEDICARE	-	3,696.34	3,696.34
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT501170	UNEMPLOYMENT INSURANCE	-	2,249.35	2,249.35
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT501180	WORKERS' COMP INSURANCE	-	48,039.13	48,039.13
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT510010	CLOTHING & PERSONAL SUPPLIES	-	17,010.26	17,010.26
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT510020	COMMUNICATIONS	-	4,097.80	4,097.80
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT510030	FOOD	-	688.28	688.28
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT510040	HOUSEHOLD EXPENSE	-	7,708.54	7,708.54
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT510053	INSURANCE-OTHER	-	9,684.00	9,684.00
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT510070	MAINTENANCE-EQUIPMENT	-	15,155.31	15,155.31
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT510071	MAINTENANCE-BUILDING IMPROVEMENT	-	3,256.98	3,256.98
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT510080	MEDICAL, DENTAL, & LAB SUPPLIES	-	458.04	458.04
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT510090	MEMBERSHIPS	-	2,650.17	2,650.17
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT510102	MISCELLANEOUS EXPENSE-CREDIT CARD SERVICE CHARGES	-	26.63	26.63
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT510110	OFFICE EXPENSE	-	3,836.71	3,836.71
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT510111	OFFICE EXPENSE-POSTAGE	-	63.00	63.00
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT510112	OFFICE EXPENSE-PRINTING	-	857.18	857.18
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT510160	PUBLICATIONS AND LEGAL NOTICES	-	601.96	601.96
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT510170	RENTS AND LEASES - EQUIPMENT	-	1,245.23	1,245.23
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT510180	TRAINING	-	1,400.00	1,400.00
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT510190	MINOR EQUIPMENT	-	20,760.66	20,760.66
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT510201	TRANSPORTATION & TRAVEL-FUEL	-	9,241.77	9,241.77
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT510220	UTILITIES	-	10,194.54	10,194.54
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT510252	PROFESSIONAL & SPECIAL SERVICES-INFO TECH SERVICES	-	379.88	379.88
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT510254	PROFESSIONAL & SPECIAL SERVICES-FISCAL AGENT FEES	-	(8.97)	(8.97)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT510255	PROFESSIONAL & SPECIAL SERVICES-MEDICAL, DENTAL, LAB	-	338.00	338.00
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT510275	PROFESSIONAL & SPECIAL SERVICES-OTHER	-	(366.00)	(366.00)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT526601	PAYMENTS TO OTHER GOVERNMENT INSTITUTIONS	-	281.00	281.00
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT530071	EQUIPMENT-VEHICLE	-	(1,473.28)	(1,473.28)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROT530021	BUILDINGS & IMPROVEMENTS	-	69,196.34	69,196.34
				0.00		



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

STANDING COMMITTEE – BUDGET AND BENEFITS – MINUTES
November 15, 2023 at 4:00 PM

Held in Person
Lillard Hall
24905 County Road 95
Davis, CA 95616

1. Call the meeting to order (Chair Stiles)

Chair Stiles called the meeting to order at 4:07 PM.

Present were:

Commissioners: Beth Stiles and Warren Roos

Staff: Chief Cherie Rita and Assistant Chief Dave Stiles

2. Public comment

NONE

3. Discussion / Action – FYE 2024 Budget (All)

a. Review Current Budget Usage

Chief Rita noted that revenues won't really start to populate the budget reports until after the first of the year, but that all, including our share of the \$1.5 million to be allocated by the County to the Department, are now available. Appropriations (expenditures) were current as the first quarter of 2024.

Chief Rita reported that she had requested YCPARMIA prepare a 10-year loss history for us. Commissioner Roos asked if we knew how much all the claims amounted to. Commissioner Stiles asked about when claims would start being removed. Assistant Chief Stiles mentioned that, while seemingly expensive, the coverage has been good for our members.

Commissioner Roos asked about self-insuring, but after some discussion and using Fire Captain Rita's lung surgery and another member's shoulder surgery, the cost could potentially be even greater.

b. Draft Revisions to Previously Adopted FYE 2024 Budget

Chief Rita reported that she had added a column to the draft budget to show those items representing our fixed cost of doing business, along with the projects and grant projects to be completed in this FYE 2024. Chief Rita also prepared several supplemental documents more clearly identifying those items and their associated cost. During the discussions that ensued, Chief Rita noted a revision to the supplement document that concerned accrued leave, the general reserve, and salaries; when identifying the revenues, Chief Rita noted that the non-stable revenues had also been included. When removing those, the amount necessary to meet the County's recommended general reserve amount decreased that amount from \$358,156 to \$216,381.

Chief Rita reported that the draft presented was not a balanced budget as she wanted input about where to put the remaining funds.

STANDING COMMITTEE – BUDGET AND BENEFITS – MINUTES

November 15, 2023 at 4:00 PM

Page 2

Everyone started by reviewing the Revenue estimates. Chief Rita noted she updated it to show addition of the 218 funds and the promised County funds, as well as sale of the water tender. During the meeting, the Revenue estimates were modified to show receipt of grant funds for the well project, which is anticipated to be completed this fiscal year.

Next to be reviewed and discussed was the section on salaries and benefits. Chief Rita reported that with the exception of adding the new hires, she had not otherwise changed this section. She did request, however, that the Board consider putting some of the remaining funds that had yet to be budgeted toward a pay increase from \$18.00 to at least \$19.00 per hour for our on-call driver/operators (formerly relief firefighters. Chair Stiles asked Chief Rita to recalculate salaries and benefits with on-call driver/operators receiving \$20.00 per hour. After discussing the difference, it was decided to recommend to the Board that on-call driver/operators receive an increase from \$18.00 per hour to \$20.00 per hour.

The current budget for salaries and benefits will increase next year by approximately \$100,000 because the calculations for this year include only a partial year for the new hires. Something to keep in mind when discussing possible raises. Chief Rita further pointed out that we had recently raised salaries and provided the QSEHRA benefits, which is partly why the *Estimated Fund Balance Available* on the *Revenue* worksheet had decreased. And the new hires probationary periods will not end until early next fiscal year.

After the changes to payroll and other adjustments, the balance remaining to still be allocated to a fund was \$7,700. It was agreed that this amount should be allocated to the appropriations fund (Account 590100).

c. Recommendations to Board, if any

The committee recommends that the Board:

- i. Approve salary increase from \$18.00 per hour to \$20.00 per hour for those members classified as on-call driver/operators, effective the next full pay period.
- ii. Adopt the revised 2023-2024 budget as modified (see attached).

4. Calendar

a. The next Budget Committee meeting to be determined

The next meeting is scheduled for January 11, 2024, at 4:00 PM.

5. Adjourn (Chair Stiles)

Chair Stiles adjourned the meeting at 5:20 PM.

Approved: November 21, 2023

EMILY AMY, Committee Chair and Commissioner

Recorder CHERIE RITA, Fire Chief

YOLO COUNTY AUDITOR-CONTROLLER
FIRE DISTRICT BUDGET WORKSHEET - APPROPRIATIONS - SCHEDULE B
FISCAL YEAR: 2023 - 2024
DISTRICT NAME: West Plainfield Fire Protection District (8061)

Account #	Account Name	Approved Appropriations 2023 - 2024	Actual Appropriations FYE 2023	Appropriations thru 9/30/2023	Appropriations Fixed Costs	Revised Appropriations 2023 - 2024
500100	REGULAR EMPLOYEES	255,650	225,298	55,554	275,981	275,981
500110	EXTRA HELP					
500120	OVERTIME		30,034	1,307	57,693	57,693
500130	STANDBY TIME					
500160	LEAVE BUYOUT					
501100	RETIREMENT					
501110	SOCIAL SECURITY (was OASDI)	16,617	15,830	3,527	21,689	21,689
501120	FICA / MEDICARE TAX	3,835	3,702	825	5,005	5,005
501130	HEALTH INSURANCE					
501170	UNEMPLOYMENT INSURANCE	2,557	2,261	33	3,337	3,337
501180	WORKER'S COMPENSATION INSURANCE	70,242	47,882	70,242	70,242	70,242
501190	OTHER EMPLOYEE BENEFITS	14,400				28,800
	TOTAL SALARY & BENEFITS	363,301				462,747

DRAFT REVISIONS BUDGET

YOLO COUNTY AUDITOR-CONTROLLER
FIRE DISTRICT BUDGET WORKSHEET - APPROPRIATIONS - SCHEDULE B
FISCAL YEAR: 2023 - 2024
DISTRICT NAME: West Plainfield Fire Protection District (8061)

Account #	Account Name	Approved Appropriations 2023 - 2024	Actual Appropriations FYE 2023	Appropriations thru 9/30/2023	Appropriations Fixed Costs	Revised Appropriations 2023 - 2024
510010	CLOTHING & PERSONAL SUPPLIES	38,496	16,762	4,587	59,000	97,496
510020	COMMUNICATIONS	4,798	3,896	1,048	1,954	6,752
510030	FOOD	400	650	164		400
510040	HOUSEHOLD EXPENSE	6,615	7,318	931	12,392	19,710
510051	INSURANCE - PUBLIC LIABILITY					
510052	INSURANCE - FIRE & EXTENDED					
510053	INSURANCE - OTHER	12,395	9,684	12,395	12,395	12,395
510071	MAINTENANCE - BULDGS & IMPROVEMENTS	8,500	3,130	255	38,864	47,364
510079	MAINTENANCE - EQUIPMENT	15,000	15,135	7,507	17,531	32,666
510080	MEDICAL, DENTAL & LAB SUPPLIES	1,000	458			1,000
510090	MEMBERSHIPS	2,250	2,650	375	2,980	2,980
510100	MISC EXPENSE					
510102	MISC EXPENSE - CREDIT CARD SERVICE CHARGES		25	2		25
510110	OFFICE EXPENSE	4,500	3,836	461		4,500
510111	OFFICE EXPENSE - POSTAGE	500				500
510112	OFFICE EXPENSE - PRINTING	600	857	332		857
510140	BOARD MEETING STIPENDS					
510160	PUBLICATIONS & LEGAL NOTICES	750	601			750
510170	RENTS & LEASES - EQUIPMENT	3,000	1,245	238	1,527	3,000
510171	RENTS & LEASES - BLDGS & IMPROVEMENTS					
510180	TRAINING	2,000		135		2,000
510190	MINOR EQUIPMENT	3,000	20,760	4,461	4,550	25,310
510200	TRANSPORTATION & TRAVEL					
510201	TRANSPORTATION & TRAVEL - FUEL	10,500	9,241	1,386		10,500
510220	UTILITIES	12,000	9,511	1,535	13,381	15,000
510251	PROF & SPEC SVC - AUDITING & ACCOUNTING	200				200
510252	PROF & SPEC SVC - INFORMATION TECH SERVICES	0	379	452	9,787	9,787
510254	PROF & SPCE SVC - FISCAL AGENT FEES		8			
510255	PROF & SPEC SVC - MEDICAL, DENTAL & LAB	800	338		2,560	3,360
510256	PROF & SPEC SVC - LEGAL SERVICES	500				500
510275	PROF & SPEC SVC - OTHER	500	366	176	1,020	1,520
510282	SPEC DEPT EXP - ELECTION SUPPLIES & SERVICES					
510288	SPEC DEPT EXP - OTHER					
	TOTAL SERVICES & SUPPLIES	128,304				298,572

YOLO COUNTY AUDITOR-CONTROLLER
FIRE DISTRICT BUDGET WORKSHEET - APPROPRIATIONS - SCHEDULE B
FISCAL YEAR: 2023 - 2024
DISTRICT NAME: West Plainfield Fire Protection District (8061)

Account #	Account Name	Approved Appropriations 2023 - 2024	Actual Appropriations FYE 2023	Appropriations thru 9/30/2023	Appropriations Fixed Costs	Revised Appropriations 2023 - 2024
525015	RETIRE LTD - CAPITAL LEASE OBLIGATION					
525030	RETIRE LTD - OTHER					
525060	INTEREST - LTD - OTHER					
526020	TAXES & ASSESSMENTS				11,113	11,113
526035	VOLUNTEER FIREMEN					
526040	CONTRIBUTION TO NON-COUNTY AGENCIES					
526200	CITY OF DAVIS					
526601	PAYMENTS TO OTHER GOV INSTITUTIONS		281			
	TOTAL OTHER CHARGES	0				11,113
530000	LAND					
530021	BUILDINGS & IMPROVEMENTS		69,196			86,250
530010	EASEMENTS - NON DEPRECIABLE					
530070	EQUIPMENT					
530072	EQUIPMENT - VEHICLE	10,000			149,000	149,000
	TOTAL CAPITAL ASSETS	10,000				235,250
590100	APPROPRIATIONS FOR CONTINGENCY	20,000				27,700
	TOTAL APPROPRIATIONS	523,579				1,035,382
	ADDITIONS TO GENERAL RESERVE					
	ADDITIONS TO CAPITAL ASSET REPLACEMENT RESERVE				80,000	80,000
	ADDITIONS TO ACCRUED LEAVE RESERVE					10,287
	TOTAL FINANCING USES *	523,579				1,125,669

Increase Decrease

ACCRUED LEAVE

	Vacation thru 10/13/23	Holiday thru 10/13/23	Sick thru 10/13/23	Hourly	Total w/o Sick	Total w Sick
Bravo	340.60	105.00	311.60	22.50	10,026.00	17,037.00
Osborn	112.00	105.00	272.00	21.50	4,665.50	10,513.50
Snyder	5.50	3.00	5.60	20.00	170.00	282.00
218 - Rehan	5.50	3.00	5.60	18.00	153.00	253.80
218 - Wright	5.50	3.00	5.60	18.00	153.00	253.80
218 - Mendoza	5.50	3.00	5.60	18.00	153.00	253.80
					15,320.50	28,593.9000
					18,306.68	18,306.6800
					-2,986.18	10,287.2200

GENERAL RESERVE

	2023-2024	One Half
Estimated Revenue	752,413.00	376,206.50
06/30/23 Balance	159,825.00	159,825.00
To bring to County recommended 50%		216,381.50

FUND BALANCE AVAILABLE (FBA)

	Actual 22/23
Revenue	507,621.00
Appropriations	499,124.00
FBA	8,497.00

SALARIES / PER CALL - REMAINDER (9 MO) 2023/24 FY

	Annual Hrs	Per hour	Approved 23/24	Total	With New Hires - No Additional		With New Hires - Potential	
					Additional	Total	Additional	Total
Clerk hours (avg 48 hr mo)	576	Per hour	18.50	10,656.00	18.50	10,656.00	18.50	10,656.00
Volunteers (avg 3) x Calls (300)	900	Per call	17.00	15,300.00	17.00	15,300.00	17.00	15,300.00
Full time hours - CO	2,920	Per hour	22.50	65,700.00	22.50	65,700.00	23.00	67,160.00
Full time hours - CO	2,920	Per hour	21.50	62,780.00	21.50	62,780.00	22.00	64,240.00
Full time hours - CO	2,190	Per hour	20.00	43,800.00	20.00	32,850.00	21.00	34,492.50
Full time hours FLSA - CO	152	Per hour	33.75	5,132.81	33.75	5,132.81	34.50	5,246.88
Full time hours FLSA - CO	152	Per hour	32.25	4,904.69	32.25	4,904.69	33.00	5,018.75
Full time hours FLSA - CO	114	Per hour	30.00	3,421.88	30.00	2,566.41	31.50	2,694.73
218 - Full time hours - FF	2,190	Per hour	18.00	29,565.00	18.00	29,565.00	18.00	29,565.00
218 - Full time hours - FF	2,190	Per hour	18.00	29,565.00	18.00	29,565.00	18.00	29,565.00
218 - Full time hours - FF	2,190	Per hour	18.00	29,565.00	18.00	29,565.00	18.00	29,565.00
218 - Full time hours FLSA - FF	114	Per hour	27.00	2,309.77	27.00	2,309.77	27.00	2,309.77
218 - Full time hours FLSA - FF	114	Per hour	27.00	2,309.77	27.00	2,309.77	27.00	2,309.77
218 - Full time hours FLSA - FF	114	Per hour	27.00	2,309.77	27.00	2,309.77	27.00	2,309.77
Cover hours - Vac + Holiday	864	Per hour	18.50	15,984.00	20.00	17,280.00	20.00	17,280.00
Cover hours - Military Leave	468	Per hour			20.00	9,360.00	20.00	9,360.00
Cover hours - Sick	576	Per hour	18.50	10,656.00	20.00	11,520.00	20.00	11,520.00
				238,335.38		333,674.20		338,593.15
OT	57,693.20						Difference	4,918.95
REGULAR	275,981.00							

218 - BENEFITS

	Monthly	Employees	Cost Per / Per Month	Annual Cost	Difference
QSEHRA Fee per Each	20.00	6	160.00	1,440.00	
Platform Fee - Flat	40.00				
QSEHRA	400.00	6	2,400.00	28,800.00	
QSEHRA	450.00	6	2,700.00	32,400.00	3,600.00
QSEHRA	500.00	6	3,000.00	36,000.00	7,200.00

**YOLO COUNTY AUDITOR-CONTROLLER
 FIRE DISTRICT BUDGET WORKSHEET - NOTES
 FISCAL YEAR: 2023 - 2024
 DISTRICT NAME: West Plainfield Fire Protection District (8061)**

FUND BALANCES (Sept 30 2023)

101113	Capital Asset Replacement		203,737
101114	Accrued Leave		21,006

REVENUES

450900	Exhaust Grant Reimbursement	65,736	
	One-Time Funding Reimbursement	35,773	
	VFA Grant (Turnouts)	5,000	
	Yolo County Grant (Well Generator)	81,250	
	Reserve Turnout Reimbursement	3,000	190,759
3	Sale Price of W230		174,000
4	218 - Assessment Total	243,003	
	Less anticipated adjustments	500	
	Less \$1 per parcel (396 parcels)	400	242,103

APPROPRIATIONS

SALARY AND BENEFITS

500120 Includes OT for Military Leave Cover

SERVICES AND SUPPLIES

510010	218 - Turnouts - Rehan	7,000	
	218 - Turnouts - Wright	7,000	
	218 - Turnouts - Mendoza	7,000	
	Turnouts - AFG (Bravo, M)	7,000	
	Turnouts - VFA Grant	10,000	
	218 - Turnouts - Begin OSHA Replacements	21,000	59,000
510020	Starlink - monthly	1,505	
	Vonage - monthly	202	
	AT&T Mobile - monthly	247	1,954
510040	Recology - monthly	4,786	
	Alhambra - monthly	400	
	218 - Washer & Dryer	1,799	
	218 - Lockers - Bathroom	1,300	
	218 - Nightstands	3,191	
	218 - Curtains and Blinds	616	
	218 - Bathroom Countertop	300	12,392
510071	Clark - monthly	1,430	
	218 - Lawn Space	750	
	218 - Electrical	2,700	139,371
	218 - Man Doors into Bay x2	6,848	
	218 - Paint - Interior	11,005	
	218 - Flooring	14,370	
	218 - Ceiling Tiles	1,761	38,864
510079	218 - W30 Step	2,430	
	218 - Apparatus Annual - E30	2,970	
	218 - Apparatus Annual - W30	2,013	
	218 - Apparatus Annual - B30	307	
	218 - Apparatus Annual - B230	307	
	218 - Apparatus Annual - B330	307	
	218 - Apparatus Annual - U30	185	

**YOLO COUNTY AUDITOR-CONTROLLER
 FIRE DISTRICT BUDGET WORKSHEET - NOTES
 FISCAL YEAR: 2023 - 2024
 DISTRICT NAME: West Plainfield Fire Protection District (8061)**

	218 - Pump Tests (x3)	1,853	
	Primer Pump Replacement - E30	2,000	
	218 - SCBA Maintenance	1,556	
	218 - Extinguisher Service - annual	128	
	218 - Ladder Testing - annual	1,606	
	218 - Bladder Tank	1,870	17,531
		<hr/>	
510090	FDAC	250	
	CSFA	2,555	
	NFPA	175	2,980
		<hr/>	
510170	LEAF	1,527	1,527
510190	SCBA Parts	550	
	Used Apparatus Modifications	4,000	4,550
		<hr/>	
510220	PGE avg monthly	10,638	
	Propane avg annual	2,743	13,381
		<hr/>	
510252	Adobe - monthly	280	
	Microsoft - annual	110	
	Zoom - annual	165	
	Doodle - annual	0	
	218 - Google (email) - annual	4,320	
	Field Ops	292	
	218 - Florian Works	1,000	
	Vector (YCAPARMIA Insurance Benefit)	0	
	Lexipol (YCAPARMIA Insurance Benefit)	0	
	ESO	3,620	9,787
		<hr/>	
510255	Pre-employment Medical	676	
	218 - Pre-employment Medical	1,014	
	218 - Fit Test Medical	174	
	Fit Test Medical	696	2,560
		<hr/>	
510275	218 - Background Checks (all suppression classes)	1,020	1,020
526020	218 - Taxes - Washer/Dryer	113	
	Taxes - Apparatus	11,000	11,113
		<hr/>	
530021	Well Generator Project (Grant)	86,250	86,250
530072	Purchase W230 Replacement Apparatus	149,000	149,000
			<hr/>
			551,281
 ADDITIONS TO CAPITAL ASSET REPLACEMENT RESERVE			
	218 - Addition	70,000	
	W230 Sale / Used App Purchase Remaining	10,000	80,000
		<hr/>	

West Plainfield Fire Department (CA)



This report was generated on 11/16/2023 10:18:30 AM

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

Start Date: 10/01/2023 | End Date: 10/30/2023

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
10/01/2023	2023-183	[REDACTED]	321 - EMS call, excluding vehicle accident with injury	A Shift	0- WPL - West Plainfield Station 30 Response Area	3	4
10/02/2023	2023-184	County Road 92E	324 - Motor vehicle accident with no injuries.	B Shift	0- WPL - West Plainfield Station 30 Response Area	2	2
10/05/2023	2023-185	26127 County Road 96 CIR	554 - Assist invalid	C Shift	0- WPL - West Plainfield Station 30 Response Area	3	3
10/05/2023	2023-186	County Road 97	621 - Wrong location		701- WOF-WPL - Borderline Call Willow Oak & West Plainfield	2	2
10/05/2023	2023-187	[REDACTED]	321 - EMS call, excluding vehicle accident with injury		0- WPL - West Plainfield Station 30 Response Area	3	3
10/06/2023	2023-188	County Road 31	322 - Motor vehicle accident with injuries	Relief Firefighter	0- WPL - West Plainfield Station 30 Response Area	4	4
10/07/2023	2023-189	38 E Main ST	611 - Dispatched & cancelled en route	Relief Firefighter	260- WNF Auto - Automatic Aid Winters (Not Borderline)	2	4
10/12/2023	2023-190	County Road 98	622 - No incident found on arrival at dispatch address	A Shift	102- WDL-WPL - Borderline Call Woodland & West Plainfield	2	2
10/12/2023	2023-192	County Road 31	611 - Dispatched & cancelled en route	A Shift	0- WPL - West Plainfield Station 30 Response Area	1	2
10/13/2023	2023-193	35750 County Road 29	118 - Trash or rubbish fire, contained	A Shift	0- WPL - West Plainfield Station 30 Response Area	4	5
10/15/2023	2023-194	25400 County Road 96	143 - Grass fire	B Shift	0- WPL - West Plainfield Station 30 Response Area	4	5
10/16/2023	2023-195	Carlsbad AVE	622 - No incident found on arrival at dispatch address	Relief Firefighter	0- WPL - West Plainfield Station 30 Response Area	2	7
10/17/2023	2023-196	Russell BLVD	322 - Motor vehicle accident with injuries	Relief Firefighter	00- WPL Out - West Plainfield Mutual Aid Out of District	2	6
10/21/2023	2023-198	County Road 27	322 - Motor vehicle accident with injuries	B Shift	702- WOF-WDL-WPL - Borderline Call Willow Oak, Woodland, & West Plainfield	3	4

Only REVIEWED incidents included.

West Plainfield Fire Department (CA)



This report was generated on 11/16/2023 10:18:30 AM

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

Start Date: 10/01/2023 | End Date: 10/30/2023

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
10/21/2023	2023-199	Russell Blvd	324 - Motor vehicle accident with no injuries.	B Shift	0- WPL - West Plainfield Station 30 Response Area	1	1
10/21/2023	2023-200	[REDACTED]	321 - EMS call, excluding vehicle accident with injury	B Shift	0- WPL - West Plainfield Station 30 Response Area	2	3
10/22/2023	2023-201	801 Dutton ST	611 - Dispatched & cancelled en route	C Shift	No Zone Selected	1	4
10/22/2023	2023-202	700 Main ST	571 - Cover assignment, standby, moveup		No Zone Selected	1	4
10/23/2023	2023-203	909 W Grant AVE	111 - Building fire	C Shift	No Zone Selected	1	5
10/25/2023	2023-204	County Road 95	542 - Animal rescue	A Shift	0- WPL - West Plainfield Station 30 Response Area	3	4
10/27/2023	2023-205	County Road 98	413 - Oil or other combustible liquid spill	B Shift	702- WOF-WDL-WPL - Borderline Call Willow Oak, Woodland, & West Plainfield	3	4
10/30/2023	2023-207	543 College City RD	700 - False alarm or false call, other	C Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	1
10/30/2023	2023-208	18111 County Road 94B RD	571 - Cover assignment, standby, moveup	A Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	2
10/30/2023	2023-209	County Road 29	622 - No incident found on arrival at dispatch address	A Shift	261- WNF-WPL - Borderline Call Winters & West Plainfield	2	4
10/30/2023	2023-210	[REDACTED]	311 - Medical assist, assist EMS crew	A Shift	0- WPL - West Plainfield Station 30 Response Area	3	6

TOTAL # INCIDENTS: 25

Only REVIEWED incidents included.

RefNumber	Fire Department	Status	State	Run Date	Run Number	NFIRS	Created	Last Modified	Paid Date	Last Name	Insurance	Payment Name	Touches	Invoiced	Received	FD%	
1451740	West Plainfield Fire Department	Payment Received	CA	07/06/2023	2023-117	131	08/01/2023	09/28/2023	09/28/2023	██████	State Farm	STATE FARM	9	813.00	813.00	634.14	
1469506	West Plainfield Fire Department	Payment Received	CA	08/16/2023	2023-153	322	08/26/2023	10/11/2023	10/11/2023	██████	State Farm	STATE FARM	13	667.00	667.00	520.26	
													Paid Total:	1,480.00	1,480.00	1,154.40	
1501258	West Plainfield Fire Department	Confirm the Receipt of Invoice	CA	09/19/2023	CA-WPL 2023-174	322	10/07/2023	11/15/2023		.	United Financial Casualty / (Driver: Rama Santoshni Sharma)		14	1,481.00	0.00	0.00	
1528171	West Plainfield Fire Department	Confirm the Receipt of Invoice	CA	11/09/2023	CA-WPL 23-216	324	11/12/2023	11/14/2023		██████	Geico		5	584.00	0.00	0.00	
1448407	West Plainfield Fire Department	Follow Up	CA	07/27/2023	WPL2300137	100	07/27/2023	11/06/2023		██████	Cornelius Kasbergen		15	2,692.00	0.00	0.00	
1469516	West Plainfield Fire Department	Invoiced Direct	CA	08/25/2023	WPL-2300-162	324	08/26/2023	10/31/2023		██████	21st Century Insurance		13	584.00	0.00	0.00	
1469510	West Plainfield Fire Department	On Hold	CA	08/16/2023	2023-154	352	08/26/2023	11/13/2023		██████	Infinity Insurance Company		20	2,424.00	0.00	0.00	
1446798	West Plainfield Fire Department	On Hold	CA	07/18/2023	2023-128	324	07/25/2023	09/22/2023		██████	Geico		12	584.00	0.00	0.00	
1501259	West Plainfield Fire Department	Payment Approved	CA	09/22/2023	WPL-2023-176	322	10/07/2023	10/25/2023		██████	State Farm		11	667.00	0.00	0.00	
1469507	West Plainfield Fire Department	Requesting Information	CA	08/18/2023	2023-158	324	08/26/2023	10/20/2023		██████	Mercury Insurance		10	584.00	0.00	0.00	
1428826	West Plainfield Fire Department	Sent To Collections	CA	06/26/2023	2023-109	131	07/02/2023	10/13/2023		██████	Guadalupe Mez Ma		10	1,149.50	0.00	0.00	
													Unpaid Total:	0.00	0.00	0.00	
													Department Total:	12,229.50	1,480.00	1,154.40	West Plainfield

November 13, 2023

Dear Chief Rita and Board,

Please accept this letter as formal notification that I am resigning from my position as Board Clerk with West Plainfield Fire Protection District. My last day will be December 31, 2023.

Thank you so much for the opportunity to work in this position for the last year. I've greatly enjoyed and appreciated the opportunities I've had while working with West Plainfield. I recently received a promotion with Yolo County and, unfortunately, it does not provide me with adequate time to fulfill the Board Clerk duties.

During these last few weeks, I'll do everything possible to wrap up my duties and train other staff members. Please let me know if there's anything else I can do to help during the transition.

I wish the Fire District continued success.

Sincerely,

A handwritten signature in black ink, appearing to read "Carly Hall". The signature is written in a cursive, flowing style.

Carly Hall

Clerk Request

Approval of December 2023 Bills by Budget and Benefits Chair Stiles and Chief Rita Due to Last Warrant Run December 15,2023

- Yolo County’s last check run for December 2023 will be on December 21, 2023.
- Yolo County requires all invoices to be entered no later than close of business on Friday, December 15, 2023, no exceptions.
- West Plainfield Fire Protection District’s Board meeting is scheduled for December 19, 2023.
- If we do not make this check run, the next check run for Yolo County will be January 4, 2024.

< December 2023 >						
SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6
< January 2024 >						
SU	MO	TU	WE	TH	FR	SA
31	1	2	3	4	5	6



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

November 21, 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:

Advantage Gear 10/24/2023	5,160.13
Allstar Fire Equipment 10/20/2023	3,527.60
Burton's Fire 11/15/2023 & 11/17/2023	3,782.60
Carly Hall 11/10/2023	42.05
CommLine 09/05/2023	1,455.00
Dignity Health (Woodland Clinic) 09/26/2023 - 10/17/2023	803.00
Interstate Oil 11/02/2023	1,494.87
LEAF 10/21/2023 & 11/21/2023	269.28
LEHR 10/10/2023	224.62
LN Curtis and Sons 10/10/2023 & 10/25/2023	635.31
Quill 11/02/2023, 11/03/2023, 11/06/2023, 10/11/2023	215.44
Reynolds Painting 11/12/2023	11,004.13
Sacs Door & Gate 09/29/2023	6,848.00
Silke Communications 07/20/2023 & 11/07/2023	1,317.36
Stabler's A-1 Appliance 11/16/2023	1,910.76
US Bank 11/13/2023	5,151.61
Working Fire Furniture 11/07/2023	2,870.45
Total:	<u><u>\$46,712.21</u></u>



BOARD OF COMMISSIONERS – REGULAR MEETING – MINUTES
October 17, 2023 at 7:00 PM

Held at
24905 County Road 95, Lillard Hall
Davis, CA 95616
and via Zoom

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

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

Present were:

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

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

Joined via Zoom: Department Member Captain Tom Stiles

2. Public Comment

NONE

3. Old Business

a. Update – Weed Abatement (President Jon Lee)

Association President Lee reported that of the original 38 properties they inspected there were only eight properties left to resolve abatement issues. He advised they are working with the property owners to help resolve them.

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

Assistant Chief Stiles reported that the County will finalize funding per the Committee meeting items included in the Board Packet.

4. Lillard Hall

a. Manager Report (Hall Manager Sykes)

Hall Manager Sykes advised his report is in the packet and the accounting is up to date. He advised that the Hall will be closed for November to provide a temporary location while the station is being remodeled. He advised they received one new rental application for a graduation.

5. New Business

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

Chief Rita advised that George House's stepdaughter, Olive, has a pending application and there was one other person interested in volunteering, but had not received an application yet. She advised they are currently onboarding a Reserve Firefighter, Michael Bravo.

b. Discussion / Action – Live Scan Fees – Member or Employer Pays (Chief Rita)

Chief Rita proposed who pays Live Scan and background check fees, the employer or employee? Currently the District has been paying these.

Assistant Chief Stiles advised the industry standard is the employer. Chief Rita advised the District will continue paying the fees.

c. Discussion / Action – Approve Policies and Procedures (Chief Rita)

The Board considered these as a whole. President McMullen asked the Board members to identify any corrections and ask any questions, then they would vote on the group.

i. Policy 201 – Emergency Action Plan and Fire Prevention Plan (New)

Commissioner Amy advised of correction needed to Agency name on Page 34.

ii. Policy 203 – Training Policy (New)

No comments, changes, or corrections.

iii. Policy 900 – Illness and Injury Prevention Program (Updates and Replaces Current Plan and Forms)

Commissioner Amy advised of correction needed for 900.3, Page 51, the use of prevention plan versus program. Chief Rita advised she will make it uniform.

Commissioner Amy advised on the Accident/Injury Investigation Report, Page 97, it's missing the date and time when it was reported to the supervisor. Chief Rita advised she will add it.

iv. Policy 1011 – Discriminatory Harassment (Replaces Page 17 of *Prior Directives Document*)

Commissioner Amy advised on Page 108 it refers to second Fire Chief but should be changed to Assistant Fire Chief. Chief Rita will update.

v. Policy 1012 – Conduct and Behavior (New)

No comments, changes, or corrections.

- vi. **Policy 1013 – Personnel Complaints (Replaces Page 17 of *Prior Directives Document*)**
No comments, changes, or corrections.
- vii. **Policy 1019 – Grievance Procedure (Replaces Page 17 of *Prior Directives Document*)**
No comments/changes or corrections.
- viii. **Procedure 201 – Purchase Card (new)**
No comments, changes, or corrections.
- ix. **Procedure 1001 – Personnel Complaints (Replaces Page 17 of *Prior Directives Document*)**
No comments, changes, or corrections.
- x. **Procedure 1002 – Administrative Investigations and Interviews (Replaces Page 17 of *Prior Directives Document*)**
No comments, changes, or corrections.
- xi. **Procedure 1003 – Discipline (Replaces Page 17 of *Prior Directives Document*)**
No comments, changes, or corrections.

Motion: Approve Policies 201, 203, 900, 1011-1013, and 1019, and Procedures 201 and 1001-1003 with the requested changes

Motion By: Amy

Second By: Yeager

Vote: Approved unanimously

d. Discussion / Action – Standing Committees – Reports

i. Personnel Committee – Amy, Yeager

No meeting; no report.

Commissioner Amy questioned with the new procedures, does this committee need to continue or could it be closed as a standing committee and become an ad hoc committee. Commissioner Yeager advised he disagrees; it should remain a standing committee.

President McMullen questioned what positions would be reviewed by the Personnel Committee. Chief Rita advised it would be for the Board Clerk and Fire Chief. She added the committee can be taken off the agenda and added as needed.

President McMullen questioned if the committee would still handle discipline hearings and Chief Rita confirmed that was correct.

Commissioner Stiles added that the committee should also review the Lillard Hall Manager. Commissioner Amy advised that's handled by the Lillard Hall Committee. Chief Rita agreed with Commissioner Stiles as the Hall Manager is a District employee and splitting the assignment of evaluations, etc., could lead to confusion and differences in how evaluations were performed. Assistant Chief Stiles advised maybe including the Hall Manager to the committee's scope should be a future discussion.

ii. District Funding and Development Committee – Yeager, Stiles

No meeting; no report.

Commissioner Stiles recommended this committee become an ad hoc committee or combine with the Budget and Benefits committee. Chief Rita advised she agreed it should be combined with the Budget and Benefits Committee. Vice President Yeager advised he agreed it's no longer needed. Commissioner Amy advised they should merge.

Motion: Merge the District Funding and Development Committee with the Budget and Benefits Committee. The members would be Commissioner Stiles and Roos.

Motion By: Stiles

Second By: Amy

Vote: Approved unanimously

iii. Lillard Hall Committee – Amy, Roos

1. Approve October 4, 2023, Committee Meeting Minutes

Motion: Approve October 4, 2023, Committee Meeting Minutes.

Motion By: Amy

Second By: Roos

Vote: Approved unanimously

2. Discussion / Action – Approve New Signers for Lillard Hall Bank of America Bank Account

Commissioner Amy advised this item is no longer needed as they will close the Bank of America account and move all Lillard Hall accounts to First Northern Bank.

iv. Budget and Benefits Committee – Stiles, Roos

No meeting; no report.

Chief Rita advised once the first quarter has closed, they will schedule a meeting.

e. Discussion / Action – Ad Hoc Committees – Reports

i. Solar – Stiles, Roos

Commissioner Stiles reported that there is no movement from the previous report.

Commissioner Roos advised that he called the contractor mentioned in the previous meeting but has not received a response and will try again.

f. Discussion / Action – Liaison Reports

i. Fire Prevention / Investigation – McMullen

No meeting; no report.

ii. Training – Yeager

No meeting; no report.

iii. Large Equipment / Facilities – McMullen

Assistant Chief Stiles advised a pump test has been scheduled for W230 before delivery of the new apparatus. Vice President Yeager questioned when the delivery is expected, and Assistant Chief Stiles advised likely at the end of November.

Chief Rita advised that in reading the September 2023 minutes, there was a request to have the revenue from the sale of W230 put into the capital asset replacement reserve fund. She advised some of the \$25,000 has to be used to pay sales tax and for upgrades to the new apparatus, but the rest will be put into the capital asset replacement reserve fund.

6. Fire Chief's Report (Chief Rita)

Chief Rita advised all new hires passed background checks and medical clearance. They started training earlier this week on October 16, 2023. She has requested for them to attend a Board meeting when they can so they can meet the Board members. She invited all Board members to stop by the station and meet the new members.

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

Association President Lee reported that the Flea Market held on October 14, 2023, made about \$300. He advised the Holiday Dinner will be held on December 17, 2023, where there will be a happy hour, gift exchange, and dinner. He has reserved Lillard Hall and catering. Association President Lee also advised they are looking into other fundraising avenues like a rib cook off; Willow Oak had great success with theirs. Commissioner Stiles questioned how much was raised at the Hooby's event, he advised \$700.

8. Clerk's Report

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

Commissioner Roos questioned what the Vonage bill is for. Board Clerk Hall advised it's the new phone system that uses the internet. He questioned what happens if the internet goes down. Assistant Chief Stiles advised there is a backup cell phone, all calls would be routed directly to that.

Vice President Yeager questioned why we purchased turnouts from All Star and not Curtis. Assistant Chief Stiles advised All Star has better pricing.

Motion: Approve the payment of bills totaling \$10,457.65.
Motion By: Yeager
Second By: Stiles
Vote: Approved unanimously

b. Discussion / Action – Approval of September 19, 2023, Regular Board Meeting Minutes

Motion: Approve September 19, 2023, Regular Board Meeting Minutes.
Motion By: Amy
Second By: Stiles
Vote: Approved unanimously

9. Open Forum

NONE

10. Next regular Board meeting on November 21, 2023, unless another date is agreed upon

Commissioner Roos proposed other dates but withdrew his proposal.

President McMullen confirmed the next meeting date as November 21, 2023.

11. Meeting Adjourned (President McMullen)

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

Meeting adjourned at 1948 hours.

Minutes approved:

Board President James McMullen

Board Clerk Carly Hall