



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

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**MEETING MINUTES**  
**STANDING COMMITTEE – BUDGET AND BENEFITS**  
**December 5, 2025, at 5:00 PM**

In Person  
Fire Station  
24901 County Road 95  
Davis, CA 95616

**1. Call Meeting to Order (Chair Stiles)**

Chair Stiles called the meeting to order at 5:00 PM. Present were:

Committee Members: Commissioners Beth Stiles and John Lindsey  
Department Staff: Fire Chief David Stiles and Cherie Rita, Administrative Assistant to the Fire Chief

**2. Public Comment - NONE**

**3. Discussion / Action and Recommendations to Board, if Any (All)**

**a. Review FYE 2025 Period 12 Ending Balances (FYE Closed)**

Chief Stiles provided the Trial Balance for FYE 2025, as closed. He noted that Yolo County had returned roughly \$22,000 to the GL account associated with the 218 receipts and that the \$4,000 that should have been set aside in a reserve/restricted fund for the QSEHRA monies did not occur. Chief Stiles further noted that he had a meeting with Mr. Bowen at Yolo County Department of Financial Services scheduled for the following Thursday and would be discussing those items with him.

**b. Review FYE 2026 Budget Use and Revenues Received to Date**

Chief Stiles provided the Trial Balance sheet for FYE 2026, Period 4, which has not yet closed. He noted that with the balances were looking good so far but advised we will have a clearer picture later in the budget cycle.

Commissioner Stiles asked how the recent resignations of two of our career firefighters might impact the budget with respect to payout of accrued vacation and holiday leave for each. After some rough calculations, and considering usage to date and the fact that the new hires would have a lower wage, Chief Stiles reported that it should have very little impact on the Budget.

**c. Consider Further Adjustments to FYE 2026 Budget**

Chief Stiles presented the proposed revisions to the FYE 2026 Budget. These adjustments are necessitated by the unanticipated increase in the Special Assessments revenues received, the sale of the old utility vehicle, purchase of a used, replacement utility vehicle, and purchase a used engine to replace the 2003 E30 as the first-out engine. He also noted that he

slightly increased training since we have two officers working on earning their State Fire Training Fire Officer certification; he noted that he had agreed the Department would pay for half and that the classes must be completed through a community college.

Commissioner Stiles asked how much had been spent on the modifications to the E30 replacement engine. Chief Stiles noted that to date we have spent roughly \$1,500. He advised that he anticipates spending approximately \$2,500 total on the minor modifications and noted that we still had expenses for the hose reel, foam system, and decal purchases/installations; all of which should be under the originally estimated \$20,000.

The Committee's recommendation to the Board is to adopt the revised FYE 2026 Budget as presented, increasing total Financing Sources/Uses from \$961,276 to \$1,363,276, and adjusting between GL accounts to address the changes in revenues and expenditures.

**d. 218 Direct Charge Invoices**

**i. Review, Revise, and Finalize Direct Charge Invoices**

By consensus Commissioners Stiles and Lindsey approved the draft invoices as presented.

**ii. Determine and Implement Next Steps**

Cherie Rita advised it might be a good idea for Chief Stiles and Clerk Rita to ask for copies of the Sacred Oaks and DQU property tax statements for this current fiscal year to determine the amounts due. By consensus Commissioners Stiles and Lindsey directed the Fire Chief and Board Clerk to determine the current amounts due and to them prepare and send the appropriate invoices.

**4. Calendar**

**a. The Next Budget and Benefits Committee Meeting to be Determined**

Unless an earlier meeting becomes necessary, the Board Clerk will schedule the next Budget and Benefits Committee Meeting in April 2026 after Budget FYE 2026 Period 9 is reported by the Yolo County Department of Financial Services to have been closed.

**5. Adjourn (Chair Stiles)**

Chair Stiles adjourned the meeting at 5:34 PM.

Approved: December 16, 2025

  
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BETH STILES, Chair/Commissioner

  
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CHERIE RITA, Board Clerk