



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

MINUTES BOARD OF COMMISSIONERS – REGULAR MEETING February 17, 2026, at 7:00 PM

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

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 Lindsey)

The meeting was called to order by President Lindsey at 7:01 PM. Board Clerk Rita called roll and confirmed a quorum was present. Present were:

Commissioners: John Lindsey, Emily Amy, and Beth Stiles

Staff: Board Clerk Cherie Rita, West Plainfield Firefighters Association
President / Firefighter Jon Lee, and Fire Captain Michael Rehan

Commissioners Warren Roos and Cork McIsaac and Fire Chief David Stiles were not present. Warren Roos joined via Zoom as a District resident.

2. Public Comment

NONE

3. Old Business

a. Discussion / Action – Adopt Policy *Ride-Along Program / Riding in Fire Apparatus (Policy 329) (new – revised draft)*

The main discussion centered around (1) the required training topics and whether the release document should be modified to include acknowledgement that an applicant had completed the required training and (2) impact on our insurance. Clerk Rita noted that confirmation of completing the required training would be evident in the test documents. Commissioner Lindsey will contact YCPARMIA regarding the insurance. This item will return at a later date.

4. New Business

a. Discussion / Action – Modify “Annual Evaluations” Section of *Position Descriptions / Classifications – Non-Safety (Policy 1003) for Classifications “Administrative Assistant to the Fire Chief – Volunteer” and “Hall Manager” (Clerk Rita and Chief Stiles)*

Clerk Rita noted that the changes were to re-assign the Hall Manager and Administrative Assistant to the Fire Chief evaluations from the Personnel Committee to the Lillard Hall Committee and Fire Chief, respectively.

Commissioner Amy noted that in the administrative assistant portion one reference to Personnel Committee remained; this should be changed to Fire Chief.

Motion: Adopt modifications to “Annual Evaluations” section of *Position Descriptions / Classifications – Non-Safety* (Policy 1003) for classifications “Administrative Assistant to the Fire Chief – Volunteer” and “Hall Manager”, with correction in the administrative assistant portion to change remaining reference of “Personnel Committee” to “Fire Chief,” and as otherwise presented

By: Commissioner Amy

Second: Commissioner Stiles

Discussion: No discussion

Motion approved unanimously.

b. Discussion / Action – Modify Policy *Purchase Card* at Section 212.3 “Authorized Users / User Limits” (Chief Stiles)

On behalf of Chief Stiles, Cherie Rita reported that Chief Stiles had requested this change to allow for additional purchase card issuance based on project and/or job need. As an example, Chief Stiles would like to issue a purchase card to Battalion Chief Fish, who oversees our technology services.

Motion: Adopt modifications to Policy *Purchase Card* at Section 212.3 as presented

By: Commissioner Stiles

Second: Commissioner Lindsey

Discussion: No discussion

Motion approved unanimously.

c. Discussion / Action – Adopt the Following Policies (Chief Stiles)

i. *Post-Incident Analysis* (Policy 209)

Commissioner Amy confirmed with staff that she correctly identified the acronym “IC” as “incident commander”. She would like to make sure that the first reference in the document is spelled out.

Commissioner Amy asked for some additional clarification in other parts of the draft document. There was a general discussion about when this Policy would be used and its importance to members’ mental health and for training purposes. Generally, this Policy codifies things the Department is already doing and does not pose any additional burden on those that would enforce it. Fire Captain Rehan spoke a bit about his post-incident analysis habits. Both Fire Captain Rehan and Firefighter Lee expressed their belief in the importance of this Policy.

Motion: Adopt Policy *Post-Incident Analysis* (Policy 209), adding definition of “IC” and as otherwise presented

By: Commissioner Amy

Second: Commissioner Stiles

Discussion: No further discussion

Motion approved unanimously.

ii. **Atmospheric Monitoring for Carbon Monoxide (Policy 308)**

This Policy codifies current practices.

Motion: Adopt Policy *Atmospheric Monitoring for Carbon Monoxide*
(Policy 308) as presented
By: Commissioner Stiles
Second: Commissioner Amy
Discussion: No further discussion
Motion approved unanimously.

d. **Discussion / Action – Standing Committee – Reports and Minutes**

i. **Lillard Hall Committee – Amy, Roos**

1. **Hall Manager Report**

Chair Amy reported that the Lillard Hall Committee had not met since the last regular Board meeting. No one had questions about the Hall Manager report.

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

1. **Approve February 2, 2026, Meeting Minutes**

Motion: Approve February 2, 2026, Personnel Committee
meeting Minutes as presented
By: Commissioner Amy
Second: Commissioner Lindsay
Discussion: No discussion
Motion approved unanimously.

5. **Fire Chief's Report (Chief Stiles)**

- a. **Incidents for January 2026**
- b. **Staffing Updates**
- c. **Grant Updates**
- d. **Miscellaneous**

Chief Stiles was absent. Cherie Rita, Administrative Assistant to the Fire Chief, reported that Chief Stiles had asked her to bring to the Board's attention that the incident reports were in a new format based on the changes to the national incident reporting database. Additionally, Chief Stiles wanted the Board to know that (i) he had one offer letter out to an individual interested in serving as a non-district resident volunteer, (ii) we have received the SAFER grant reimbursement, and (iii) the cleanout replacement and power wash of the septic line has been completed and that additional work is recommended on the metal pipe portion of the system (under the station floor).

6. **Assistant Chief's Report (AC Beoshanz)**

No report.

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

Association President Lee reported that the Pancake Breakfast preparations were proceeding, though he had not yet obtained all the door prizes. He then confirmed that the next Flea Market would be on April 18, 2026, the same date as UCD's Picnic Day celebrations. Finally, he reported that he had ordered all the jackets and shirts, which had

arrived and were being embroidered; they should be received by Friday and he will deliver them to each member.

8. Board Clerk's Report (Clerk Rita)

a. Informational

Clerk Rita reported that the California State Controller's Office *Special District Financial Transactions Report* prepared by Mark Krummenacker has been submitted and a copy was provided in the packet for everyone's information. Commissioner Amy noted that Commissioner McIsaac was incorrectly reported as the President and that "Jacob" is actually her middle name.

i. Trial Balance – FYE 2026 – Period 7 – Closed

Clerk Rita updated the Board on the amount reported in account 530021. Chief Stiles had previously reported to the Board that this amount would be moved to one of the services and supplies "maintenance" accounts. Because it is a capital expenditure, it will continue to be reported in account 530021 and the next Budget revision will adjust for that.

ii. FYE 2026 Deposits to Date

No one had questions about any of the deposits.

b. Discussion / Action – West Plainfield Fire Protection District Bill Review / Payment Ratification

Motion: Ratify payment of the District's bills as presented
By: Commissioner Amy
Second: Commissioner Stiles
Discussion: No discussion
Motion approved unanimously.

c. Discussion / Action – Approve January 20, 2026, Board Meeting Minutes

Commissioner Lindsey noted that on Page 4 of the draft Minutes, DVM should be corrected to DMV. Clerk Rita noted the correction.

Motion: Approve the January 20, 2026, Board meeting Minutes, with DVM corrected to DMV
By: Commissioner Lindsey
Second: Commissioner Stiles
Discussion: No further discussion
Motion approved unanimously.

9. Open Forum

Commissioner Beth Stiles informed the Board that she would not be applying for reappointment; her term expires on May 1, 2026. All present thanked her for her service.

10. Next Regular Board Meeting on March 17, 2026, Unless Another Date is Agreed Upon

The next regular Board meeting was confirmed for March 17, 2026. Commissioner Roos indicated he may need to attend via Zoom, but he should be available.

Commissioner Amy advised that she would not be at the May 19, 2026, regular Board

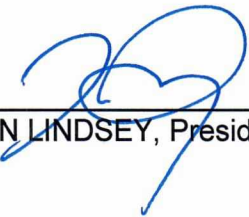
meeting.

11. Meeting Adjourned (President Lindsey)

Motion: Adjourn the meeting
By: Commissioner Lindsey
Second: Commissioner Amy
Discussion: None
Motion passed unanimously.

The meeting was adjourned at 7:47 PM.

Approved: March 17, 2026



JOHN LINDSEY, President



CHERIE RITA, Board Clerk