



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

AGENDA BOARD OF COMMISSIONERS – REGULAR MEETING November 19, 2024, 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 (Vice President Roos)
2. Public Comment
3. Old Business
 - a. Discussion / Action - Fire Recovery Cost Exceptions (Asst Chief Stiles)
 - b. Update - Development Impact Fee (Asst Chief Stiles)
4. New Business
 - a. Discussion / Action – Review and Possibly Accept a Proposal for Repair and Maintenance of Fire Station Roof (Commissioner Stiles)
 - b. Discussion / Action – Correct Scrivener’s Error in Policy 1003 - Position Description - Chief Officer - Volunteer (Excluding Fire Chief) (Chief Rita)
 - c. Discussion / Action – Revise Policy 1003 - Position Description - Non-Safety – Administrative Assistant to the Fire Chief (Chief Rita)
 - d. Discussion / Action – Adopt Policies (Chief Rita)
 - i. Policy 314 – Trench Rescues
 - ii. Policy 315 – Carbon Monoxide Detector Activations
 - iii. Policy 325 – Traffic Collisions
 - iv. Policy 330 – Active Shooter and Other Violent Incidents
 - v. Policy 400 – Code Enforcement
 - vi. Policy 401 – Permits
 - vii. Policy 402 – Hazardous Materials Disclosures
 - viii. Policy 403 – Fire Inspections – Building Standards
 - ix. Policy 404 – Fire Inspections – Weed Abatement

- x. Policy 405 – Fire Investigations
- e. Discussion / Action – Adopt Procedure 203 - Mail, Packages, and Electronic Mail; Processing Work Product; Telephone Calls (Chief Rita)
- f. Discussion / Action – Standing Committee – Reports
 - i. Lillard Hall Committee – **Amy**, Roos
 - 1. Hall Manager Report
 - ii. Personnel Committee – **Amy**, McMullen
 - 1. Report on Status of Search for New Board Clerk
 - 2. Discussion / Action – Approval of October 15, 2024 Minutes
- 5. Fire Chief’s Report (Chief Rita)
 - a. Incidents for October 2024
 - b. Trial Balance – FYE 2024 – Closed
 - c. Trial Balance – FYE 2025 – Periods 1-4 – Not Closed
- 6. Assistant Chief’s Report (Asst Chief Stiles)
- 7. Fire Fighter’s Association Report (President Lee)
- 8. Interim Board Clerk’s Report
 - a. Discussion / Action – West Plainfield Fire Protection District Bill Review / Ratification
 - b. Discussion / Action - Approval of October 15, 2024 Regular Board Meeting Minutes
- 9. Open Forum
- 10. Next regular Board meeting on December 17, 2024, unless another date is agreed upon
- 11. Meeting Adjourned (Vice President Roos)