



## West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

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### AGENDA BOARD OF COMMISSIONERS – REGULAR MEETING April 15, 2025, 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 Roos)
2. Public Comment
3. Old Business
  - a. Weed Abatement Report (Firefighter Lee)
  - b. Discussion / Action - Update on DQU 218 Assessment Question Raised by DQU Representatives; Action, if Any After Discussion (Lindsey)
4. New Business
  - a. Discussion / Action – Approve Revision to Policy 204 – California Fair Political Practices Commission Filings (Interim Clerk Rita) **(Pg 3-4)**
  - b. Discussion / Action – Approve Revision to Procedure 1004 – Background Investigation and Medical Evaluation or Re-evaluation (Chief Stiles) **(Pg 5-7)**
  - c. Discussion / Action – Approve Procedure 1005 – Promotions and Hiring (Chief Stiles) **(Pg 8-10)**
  - d. Discussion / Action – Standing Committee – Reports and Minutes
    - i. Lillard Hall Committee – **Amy**, Roos
      1. Hall Manager Report **(Pg 11-13)**
    - ii. Budget and Benefits Committee – **Stiles**, Lindsey
      1. Discussion / Action – Assign Dates for First Board Hearing Regarding FYE 2026 Budget and Assessment Levy and Required Public Hearing
      2. Discussion / Action – Approval of Postcard Language for First Mailing **(Pg 14-17)**
      3. Approval of March 27, 2025, Meeting Minutes **(Pg 18-20)**

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April 15, 2025  
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5. Fire Chief's Report (Chief Stiles)
  - a. Incidents for March 2025 (Pg 21-27)
  - b. Staffing Updates
  - c. Grant Updates
6. Assistant Chief's Report (AC Beoshanz)
  - a. Development Impact Fee Update
7. Fire Fighter's Association Report (President Lee)
8. Interim Board Clerk's Report
  - a. Informational
    - i. Trial Balance – FYE 2025 – Period 9 – Closed (Pg 28)
    - ii. FYE 2025 Deposits to Date (Pg 29-30)
  - b. Discussion / Action – West Plainfield Fire Protection District Bill Review / Payment Ratification (Pg 31)
  - c. Discussion / Action - Approval of March 18, 2025, Regular Board Meeting Minutes (Pg 32-39)
9. Open Forum
10. Next Regular Board Meeting on May 20, 2025, Unless Another Date is Agreed Upon
11. Meeting Adjourned (President Roos)

# California Fair Political Practices Commission Filings

## 204.1 PURPOSE AND SCOPE

The purpose of this policy is to provide a uniform method for complying with the Fair Political Practices Commission (FPPC) requirements, for designated members to report all potential economic conflicts of interest to the District.

## 204.2 POLICY

It is the policy of the West Plainfield Fire Department to comply with state requirements, and designate certain job classifications as required to file a Statement of Economic Interests (Government Code § 87300).

## 204.3 PROCEDURE

The District requires certain job classifications to file a Statement of Economic Interests (Government Code § 87300). These job classifications have been identified based on the opportunity for personal gain that could result from official actions as a member of this department.

## 204.4 DEPARTMENT RESPONSIBILITIES

The Department Board Clerk (hereinafter "Conflict of Interest Filing Officer") shall be responsible for administering the filings in accordance with applicable laws.

All Statement of Economic Interests filings shall be screened for compliance by the Conflict of Interest Filing Officer. Members in designated classifications are required to disclose certain economic interests, which may include investments, interests in real property, income and business interests. All information provided by members on the Statement of Economic Interests is a matter of public record.

### 204.4.1 FILING REQUIREMENTS

Members in designated job classifications must file the following type of statements:

- Assuming office statement within 30 days after assuming office
- Annual statement due by April 1 each year
- Leaving office statement within 30 days after leaving the position

### 204.4.2 FILING PROCESS

The filing process is administered by the Conflict of Interest Filing Officer and includes the following procedures:

- A Statement of Economic Interests form and filing instructions shall be distributed annually to designated department members. Additionally, forms shall be sent to designated members upon notice of appointment or termination.

### California Fair Political Practices Commission Filings

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- A completed Statement of Economic Interests shall be returned to the Conflict of Interest Filing Officer by the date indicated on the instructions.
- The Conflict of Interest Filing Officer shall screen the Statement of Economic Interests for completeness, potential conflicts of interest and to ensure all designated members have filed a statement, in accordance with FPPC regulations.
- Upon completion of the screening process, the Conflict of Interest Filing Officer shall retain the original for a period of time in accordance with the FPPC and the department's established records retention schedules.
- A list of all department members with potential conflict situations will be compiled and maintained by the Conflict of Interest Filing Officer.
- Any change to the FPPC filing process shall be submitted to the governing body for review and approval.

#### 204.4.3 REPORTING REQUIREMENTS

All members in the designated classifications are required to report potential conflicts of interest **even if they are not in a designated classification**. All members are disqualified from participating in government decisions in which they have, or appear to have, a financial interest (Government Code § 87100). When a potential conflict of interest situation arises, it must be reported immediately through the chain of command to the member's immediate supervisor and then the Conflict of Interest Filing Officer. [Required reporting is limited to interests held in assets whose primary place of business is located in the West Plainfield Fire Protection District.](#)

#### 204.4.4 DESIGNATED CLASSIFICATIONS

The West Plainfield Fire Department has designated the following classifications as required to complete a Statement of Economic Interests document in accordance with FPPC regulations:

- Board of Fire Commissioners of the West Plainfield Fire Protection District
- Fire Chief of the West Plainfield Fire Department

## Background Investigation and Medical Evaluation or Re-Evaluation

### 1004.1 BACKGROUND INVESTIGATION

The individual assigned to perform any background investigation shall, at a minimum:

- (a) Provide to the candidate the Department specific form *Request for Live Scan Service* (Federal and State Level).
- (b) Contact the candidate's references.
- (c) Review publicly available information on social media platforms.

After the Department's California Custodian of Records receives the CORI report from the Department of Justice, a copy shall be provided to the candidate.

### 1004.2 PRE-EMPLOYMENT MEDICAL EVALUATION

The candidate shall be scheduled for the following evaluations:

- (a) Physical examination
- (b) **Audiometric test**
- (c) Drug screen
- (d) Respirator clearance evaluation
- (e) Spirometry evaluation/test

The completed report shall be provided to the Fire Chief. The Fire Chief shall provide a copy of the report to the candidate.

### 1004.3 DOJ CUSTODIAN OF RECORDS / SECURITY OF BACKGROUND INVESTIGATION INFORMATION

The Department shall have one Custodian of Records approved by the Department of Justice.

The Custodian of Records authorized by the California Department of Justice shall:

- (a) Complete training as follows:
  1. Before first access
  2. Each year thereafter
  3. Within 30 days of any security event (NOTE: all involved users, if any, shall also complete the training)
  4. When required by system changes
- (b) Securely keep training records for at least 3 years
- (c) Securely keep all records electronically on an encrypted drive; no records shall be copied to other types of media

*Background Investigation and Medical Evaluation or Re-Evaluation*

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- (d) Shred any paper records
- (e) Drives that contained records shall be wiped using a NIST SP 800-88 compliant method
- (f) Set up security measures on any computer authorized for use to access records, including, but not limited to:
  - 1. Password protection at logon (computer and websites)
    - (a) The password must be unique
    - (b) The password shall not be stored unencrypted
  - 2. Multi-factor authentication on website logins
  - 3. Install and run antivirus and malicious code software
  - 4. Spam and spyware protection must be implemented on organizational email systems, removable media, and internet access points
  - 5. Set up the following controls:
    - (a) Automatically update system and all other software
    - (b) "Lock screen" after 5 minutes of inactivity (NIST 800-171 Control 3.1.10)
    - (c) Separate computer user login
  - 6. Encrypt hard drives
- (g) Investigate suspicious activity or suspected violations
  - 1. Immediately notify the California Department of Justice of any suspicious activity or suspected violations
  - 2. Immediately notify the President of the Board of Fire Commissioners
  - 3. Report the findings to both the California Department of Justice and the President of the Board of Fire Commissioners; the report shall include the following:
    - (a) Date of the incident
    - (b) Location of the incident
    - (c) Systems affected
    - (d) Method of detection
    - (e) Description of the incident
    - (f) Actions Taken / Resolution
    - (g) Date and contact information for the Custodian of Records
  - 4. Take necessary actions as determined by the investigation

The Custodian of Records is authorized to use his/her personal device(s) provided any such device adheres to the above security protocols.

*Background Investigation and Medical Evaluation or Re-Evaluation*

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**1004.4 SECURITY OF MEDICAL EVALUATION OR RE-EVALUATION INFORMATION**

The Fire Chief shall maintain a candidate/member's medical evaluation, re-evaluation, and other protected medical information as outlined above in Section 1004.3.

Any paper records shall be scanned into the appropriate secure electronic folder and then shredded. The candidate/member shall be provided a copy of any record generated by fit-testing machines utilized by the Department.

Revised Procedure  
DRAFT

## Promotions and Hiring

### 1005.1 SCOPE

This section shall cover the procedures utilized to offer promotional opportunities to members to fill open positions and for hiring to fill an open position when necessary. This section memorializes the processes in place before January 1, 2024.

Corresponding Policies:

- Records Management
- Recruitment and Selection of Fire Suppression Personnel
- Assignments and Promotions
- Position Descriptions

Corresponding Procedures:

- Personnel Evaluations
- Background Investigation and Medical Evaluation and Re-Evaluation

### 1005.2 OFFERING PROMOTIONAL OPPORTUNITY TO FILL OPEN POSITIONS

The District's policy is to fill open positions, whether career, reserve, or volunteer, with qualified current members. The process is outlined below.

- (a) Review the position description and qualifications for any necessary updates.
- (b) Publicize the promotional opportunity by creating, and sending to all current Department members, a Memo announcing the promotional opportunity and outlining the steps to take if interested. Members shall be given no less than one week to respond.
- (c) Calendar the due date for receipt of interest in the promotional opportunity.
- (d) At the end of the response period, identify qualified candidates and:
  1. Except as may be exempted under Policy 1002, solicit written recommendations from a qualified candidate's supervisor(s).
  2. Interview the qualified candidates.
  3. Create a promotional list for the position.
  4. Award the promotion if recommended.
  5. Notify the Board and all members of the outcome.

If the open position remains unfilled, proceed to the hiring process outlined below.



## Promotions and Hiring

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### 1005.3 HIRING TO FILL OPEN POSITIONS

In the event a position remains open after any promotional opportunity has ended and if there are no qualified internal candidates for an open position, the process for filling the open position is outlined below.

- (a) If a list has been developed for a particular position, the Fire Chief shall first consider hiring from such list. If a particular list is not used, the Fire Chief shall document the reason(s) for not using such existing list.
- (b) If the Fire Chief has determined not to use an existing list or if there is no such list, then:
  1. Review the position description and qualifications for any necessary updates.
  2. At a minimum, and after insuring the Job Description, Job Flyer, and Application Form are up-to-date, publicize the position at least in the following locations:
    - (a) District website (free)
    - (b) Indeed (subscription period)
    - (c) Blast email by Yolo County Fire Chiefs Association clerk (free)
    - (d) Anywhere else appropriate and cost free
    - (e) As otherwise directed by the Board or Fire Chief
  3. Interview the qualified candidates.
  4. Create a list for the position.
  5. Send Contingent Offer to selected candidate.
- (c) If the position remains unfilled, move on to the next candidate on the list or start the process over.

### 1005.4 CONTINGENT OFFER ACCEPTED

Once the Fire Chief or Fire Chief's designee has received the accepted contingent offer, the Fire Chief or designee shall notify the Department's California Department of Justice Custodian of Records of the pending background check results. Upon receipt of all background check results, the Custodian of Records shall notify the Fire Chief or designee of the results.

If the successful candidate passes the background check, the candidate shall be scheduled for the medical evaluations and drug screenings, in addition to the Hepatitis B testing and vaccination if so requested.

If the successful candidate passes the medical evaluation and drug screening portion of the process, the Fire Chief shall provide written notice of removal of the contingencies and shall notify the Board and all members of the new hire. In addition to providing written notice to the candidate of the removal of the contingencies, the Fire Chief shall provide to the new hire copies of all necessary new hire paperwork. New hire paperwork includes, but is not limited to, IRS Forms I9 and W2, State form DE4 and DLSE 2810.5 Notice, and worker's compensation forms and notices.

*Promotions and Hiring*

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**1005.5 SUPPORTING DOCUMENTATION**

All supporting documentation for the above processes shall be stored electronically. This includes, but is not limited to, all PDF email copies related to the particular process, copies of current job flyers/descriptions, advertising copy, signed offer and acceptance letters, etc. A separate electronic folder shall be created for each promotional opportunity or hiring process.

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LILLARD HALL RENTALS 2025

Date	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
01/08/25	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
01/09/25	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
01/14/25	User	Celebration of Life	WPPFD Resident	No	250		No	800	01/08/25	01/27/25		Yes	01/08/25	No	
01/14/25	4H	Meeting	WPPFD Resident	No			No					N / A		No	
01/15/25	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
01/16/25	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
01/22/25	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
01/23/25	User	Dog Training - Rescheduled	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
02/05/25	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
02/06/25	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
02/11/25	4H	Meeting	WPPFD Resident	No			No					N / A		No	
02/12/25	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
02/13/25	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
02/19/25	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
02/20/25	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
03/02/25	User	WPPFD Pancake Breakfast	WPPFD Resident												
03/08/25	User	Fundraiser Dinner	Other - Over 8 hours (Daily)	No	960	02/06/25	No	800	12/05/24	03/18/25	800	Yes	02/10/25	Yes	02/10/25
03/11/25	4H	Meeting	WPPFD Resident	No			No					N / A		No	
04/08/25	4H	Meeting	WPPFD Resident	No			No					N / A		No	
04/12/25	User	WPPFD Flea Market	WPPFD Resident												
05/04/25	User	Wedding Reception	WPPFD Resident	Yes	400		No	800	09/09/24			Yes		Yes	
05/10/25	User	First Communion	Other - Over 8 hours (Daily)	Yes	960		No	1,500	02/11/25			Yes		Yes	

LILLARD HALL - REPORT FIRST NORTHERN BANK OPERATING ACCOUNT

Date	Check #	Payment	Deposit	Balance	Payable To	From	Purpose	
01/13/25			1,182.00	9,226.87		Son Chong, Jennie Keifer, Brenda Duncan	Rental Fees - January / Celebration of Life	Deposited
01/27/25	1018	404.72		8,822.15	WPFPD		PG&E / Payroll - Dec/Jan	Cleared
02/12/25			1,032.00	9,854.15		Son Chong, Jennie Keifer	Rental Fee - February	Deposited
02/14/25			1,060.00	10,914.15		Jennie Keifer, Fly Fishers	Rental Fees	Deposited
02/18/25	1019	777.02		10,137.13	WPFPD		PG&E/Payroll - Jan/Feb	Cleared
03/13/25			1,032.00	11,169.13		Son Chong, Jennie Keifer	Rental Fees - March	Deposited
03/18/25	1020	796.81		10,372.32	WPFPD		PG&E/Payroll - Feb/Mar	Cleared
04/10/25			1,532.00	11,904.32		Son Chong, Jennie Keifer, Jackie Lundy	Rental Fees	Deposited

LILLARD HALL - REPORT FIRST NORTHERN BANK SECURITY DEPOSITS ACCOUNT

Date	Check	Payment	Deposit	Balance	Payable To	From	Purpose	
11/22/23			1,500.00	1,500.00		Son Chong	Security Deposit	Deposited
01/03/24			2,500.00	4,000.00		Lillard Hall Fund	Security Deposits - Fly Fishers (1500), Fairfield School (800), Jennie Keifer (200)	Deposited
01/24/24			1,500.00	5,500.00		Liliana Castaneda	Security Deposit - 1/27/24 Reception	Deposited
01/30/24	1001	800.00		4,700.00	Fairfield Elementary		Deposit Refund	Cleared
01/30/24	1002	1,500.00		3,200.00	Liliana Castaneda		Deposit Refund	Cleared
03/12/24	1003	1,500.00		1,700.00	Fly Fishers Davis		Deposit Refund	Cleared
03/12/24	1004	0.00		1,700.00			VOIDED CHECK	VOID
04/01/24		39.43		1,660.57			Check Charge from 12/06/23	Paid
05/30/24			1,539.43	3,200.00		Amanda Barajas/Lillard	Security Deposit / Check Charge Reimbursement	Deposited
08/07/24	1005	1,500.00		1,700.00	Amanda Barajas		Deposit Refund	Cleared
09/20/24			800.00	2,500.00		Jackie Lundy	Security Deposit - 5/4/25 Reception	Deposited
12/27/24			800.00	3,300.00	Fly Fishers Davis		Security Deposit - 3/8/25 Fundraiser Dinner	Deposited
01/13/25			800.00	4,100.00		Brenda Duncan	Security Deposit - 1/14/25 Celebration of Life	Deposited
01/27/25	1007	800.00		3,300.00	Brenda Duncan		Deposit Refund	Cleared
02/14/25			1,500.00	4,800.00		Jose Gonzalez	Security Deposit - 5/10/25 First Communion	Deposited
03/18/25	1008	800.00		4,000.00	Fly Fishers Davis		Deposit Refund	



## West Plainfield Fire Protection District

(530) 756-0212 westplainfieldfire.gov  
24901 County Road 95, Davis, CA 95616

### 2026 Fiscal Year Budget

The process will begin May 20, 2025. There will be a minimum of two Board meetings. At the first meeting, on May 20, the Board will make an initial determination about a CPI increase, if any, and adopt a draft budget. Before the Board adopts a final budget, the Board will hold the required public hearing on the matter, anticipated to be June 17, 2025, at which time either the original determination will be adopted or the Board can decide to make changes based on feedback.

Agendas, meeting packets, and minutes are posted on the webpage as they become finalized and available. Please check the meetings section of our webpage for updates.

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NOTE: The continued assessment will appear on your 25-26 property tax bill and annually thereafter. There will be an annual public hearing regarding consideration of any CPI increases. Look for future mailings with date and time.



**West Plainfield Fire Protection District**

24901 County Road 95  
Davis, CA 95616

2026 Fiscal Year Budget  
(see reverse)

[clerk@westplainfieldfire.gov](mailto:clerk@westplainfieldfire.gov)  
[chief@westplainfieldfire.gov](mailto:chief@westplainfieldfire.gov)

PROOF

## Fire Protection and Emergency Services Assessment (218)

### 1304.1 POLICY

It is the West Plainfield Fire Protection District's policy to be more transparent than required by law with respect to managing the Fire Protection and Emergency Services Assessment (218 assessment) approved by District property owners in fiscal year ended 2024 (California Government Code § 50078 et. seq.).

### 1304.2 ANNUAL REVIEW AND LEVY

The Board of Fire Commissioners must determine the continued need for levy of the 218 assessment each fiscal year. In order to levy the assessment each year, determinations must be made and a formal resolution must be adopted prior to the end of July each year. The process will usually begin with the regular Board meeting in May. A minimum of two meetings will be held and the resolution may be adopted at the end of the second meeting. The meetings shall be held as follows:

- The first, to (a) confirm the continued need for levy of the 218 assessment, (b) make an initial determination about a CPI increase, if any, and (c) adopt a draft, preliminary budget.
- The second, to hold the required public hearing on the matter; at this meeting either the original determinations will be adopted or the Board may decide to make changes based on public feedback.

### 1304.3 TRANSPARENCY AND PUBLIC NOTICE

The Board shall:

- Mail notice of the initial regular Board meeting during which consideration of continued 218 assessment, any CPI increase, and levy of any assessment begins and shall:
  - Take the steps necessary to obtain current mailing lists from the Yolo County Assessor each year.
  - Mail the at least three weeks prior to the initial Board meeting.
  - Include in the notice the Board meeting dates of the (a) initial meeting and (b) anticipated second, public hearing.
  - Include in the notice the West Plainfield Fire Department website URL and the Board Clerk and Fire Chief email addresses.
  - Insure that the Board meeting Agendas and supporting documents are available at the Fire Station and on the West Plainfield Fire Department website as required by the Brown Act (California Government Code § 54950 et seq.).



*Fire Protection and Emergency Services Assessment (218)*

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- Post notice of the Board of Fire Commissioners meeting and public hearing dates on the West Plainfield Fire Department Facebook page and its other social media platforms.
- Publish the Public Hearing notice required by law prior to the Board meeting during which public comment regarding the 218 assessment will be heard.

The Board may decide to hold additional meetings or send out additional mailings at its discretion.

Reference Material



## West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

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### MINUTES STANDING COMMITTEE – BUDGET AND BENEFITS March 27, 2025 at 5:00 PM

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

**1. Call the meeting to order (Chair Stiles)**

Chair Stiles called the meeting to order at 5:03 PM. Present were:

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

**2. Public comment**

NONE

**3. Update FYE 2024 Final Revenue and Appropriations Adjustments (All)**

Chief Stiles reported there was nothing new to report; but he anticipated the corrections would be made by the close of Period 9.

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

**a. Review FYE 2025 Periods 1 through 8 Receipts and Expenditures; Consider Adjustments Among GL Accounts**

Chief Stiles thought perhaps there needed to be adjustment among the GL accounts 500100, 500110, and 500120. AA Rita advised that the County was most interested in seeing that each of the different sections (Salary and Benefits, Services and Supplies, etc) not be overdrawn. At this time there are no adjustments to be made between GL accounts.

Chief Stiles reported that he had just been made aware of an incoming invoice for work never invoiced by I505 Trucking. He reminded the members that this was for when the engine was gone for several months while the company tried to figure out how to replace the obsolete part, up to and including having one manufactured. After much time had passed, he decided to research it himself and was able to get replacement part information within a few hours of searching for it and after a few telephone calls. He has no idea what the invoice amount will be. However, given that he finally had to provide to the company all the information necessary to get

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the new parts and get the job finished, he will be protesting the invoice if it comes back too high for the job.

**b. FYE 2026 218 Postcard Language**

Commissioner Lindsey felt the draft language hit the right tone. After reviewing the District policy, it was determined that the postcard needs to contain meeting date information. AA Rita pointed out that if necessary the Board can begin those considerations as late as the June Board meeting.

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The Committee recommends that the Board confirm the first Board meeting date at which it will begin its determination of the assessment amount to be levied. If the decision is made that the May meeting is that meeting, then the postcard will be updated and processed for mailing as soon after the April Board meeting as possible.

**c. Continue Identification of FYE 2026 Deferred Maintenance and Other Projects Expected to Impact YFE 2026 Budget Appropriations**

Chief Stiles reported that Captain Osborn had received quotes between \$19,000 and \$21,000 for replacing the current HVAC system with mini-splits.

Chair Stiles noted that since the last review of the projects list replacing the shower insert had been added. Chief Stiles reported that it should cost less than \$2,000.00 to replace the current insert. Chair Stiles asked about making the shower a bit bigger. Chief Stiles will speak with staff about that as it would mean losing some storage space in the bathroom. Chief Stiles noted that replacing it this fiscal year will put the District a bit over the amount budgeted for deferred maintenance, but that it needed to be done soon.

**d. Continue Identification of Other Items Expected to Impact FYE 2026 Budget Revenues and Appropriations**

Chief Stiles reported he is calculating whether we should begin SCBA bottle and pack replacements now and gradually, rather than applying for, and hoping to receive, a grant to replace them all when they get closer to their recommended replacement dates. He will have more information soon.

Chief Stiles noted that he has been looking at used apparatus with which to replace E30. He further noted that it is time that the District must consider paying for replacement apparatus over time as it would not be wise to completely deplete the capital asset replacement reserve. It appears that the cost for a used E30 replacement apparatus would be between \$350,000 and \$400,000, compared to new at between \$900,000 and \$1,000,000, plus. Commissioner Lindsey asked what we might expect to receive for E30;

MINUTES - STANDING COMMITTEE – BUDGET AND BENEFITS

March 27, 2025

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Chief Stiles expects we might be able to get between \$75,000 and \$100,000.

**5. Calendar**

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

Chair Stiles noted that her time would be severely limited in the next several months. Chief Stiles noted that he will be gone May 6 through May 15.

The next two Budget and Benefits Committee meetings will be held on April 26, 2025, at 11:00 AM, and on May 17, 2025, at 3:00 PM.

**6. Adjourn (Chair Stiles)**

Chair Stiles adjourned the meeting at 6:15 PM.

Approved: April 25, 2025

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WARREN ROOS, President

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CHERIE RITA, Interim Board Clerk

Filter statement

Filters **Alarm Date Range** 3/1/25 to 3/31/25 | **Is Locked** true | **Is Active** true

# Fire Index - Incident Type Breakdown

This measure comes from the ESO Fire Index. See national performance at: <https://www.eso.com/resources/fire-index/>

Count of Total Incidents & Exposures

Count of Incidents  
**12**  
Additional Exposures **0**

Aid Given/Received

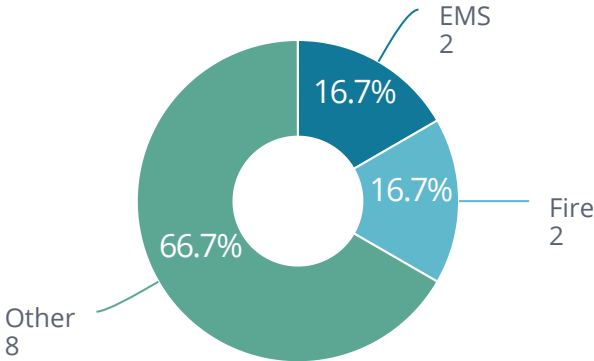
Aid Given  
**5**  
Aid Received **1**

2024 Fire Index - Incident Types Apr 10, 2025 11:00:44 AM [Fire Incidents](#)

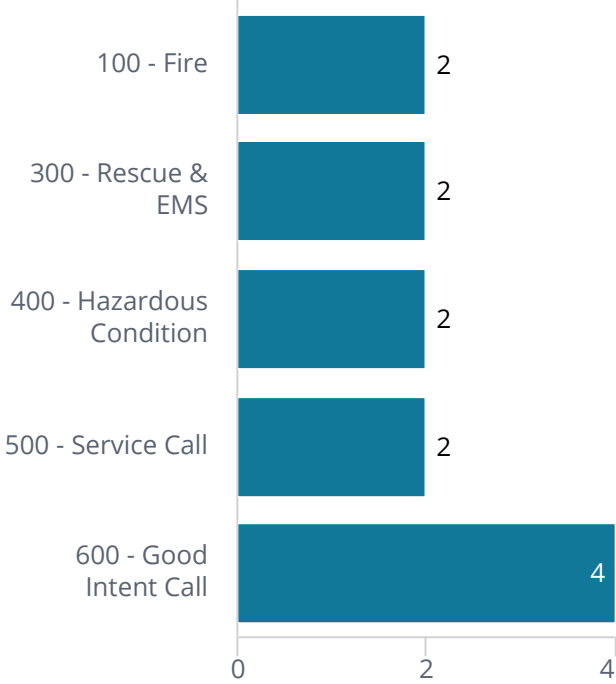
Filter statement

Filters **Alarm Date Range** 3/1/25 to 3/31/25 | **Is Locked** true | **Is Active** true

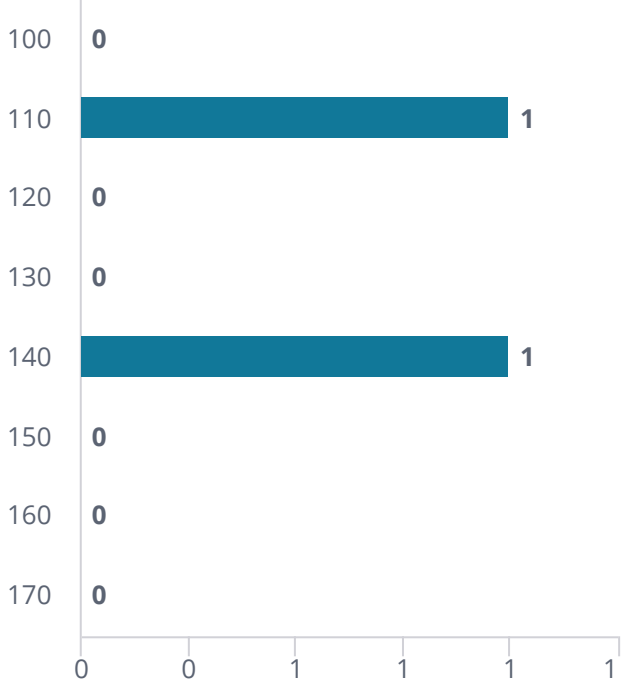
EMS/Fire Incident Breakdown



Count of Incidents by Incident Type



Count of Fire Incidents by Type



2024 Fire Index - Incident Types Apr 10, 2025 11:00:44 AM [Fire Incidents](#)

Filter statement

Filters **Alarm Date Range** 3/1/25 to 3/31/25 | **Is Locked** true | **Is Active** true

Incident Details

Incident Number	Time in Alarm DateTime	Incident Type Group	Incident Type Code	Incident Type
WPL2500037	03/01/2025 16:43:28	100 - Fire	143	Grass fire
WPL2500038	03/01/2025 23:15:29	500 - Service Call	571	Cover assignment, standby, moveup
WPL2500039	03/03/2025 21:04:41	600 - Good Intent Call	611	Dispatched & canceled en route
WPL2500040	03/04/2025 15:00:11	100 - Fire	111	Building fire
WPL2500041	03/06/2025 17:17:14	400 - Hazardous Condition	444	Power line down
WPL2500042	03/09/2025 09:38:07	500 - Service Call	571	Cover assignment, standby, moveup
WPL2500043	03/20/2025 15:39:39	600 - Good Intent Call	600	Good intent call, other
WPL2500044	03/21/2025 21:22:13	600 - Good Intent Call	611	Dispatched & canceled en route
WPL2500045	03/26/2025 08:15:46	300 - Rescue & EMS	322	Motor vehicle accident with injuries
WPL2500046	03/28/2025 11:39:23	300 - Rescue & EMS	324	Motor vehicle accident with no injuries.
WPL2500047	03/29/2025 15:06:01	400 - Hazardous Condition	412	Gas leak (natural gas or LPG)
WPL2500048	03/30/2025 01:49:45	600 - Good Intent Call	611	Dispatched & canceled en route

Filter statement

Filters **Alarm Date Range** 3/1/25 to 3/31/25 | **Is Locked** true | **Is Active** true

# Fire Resources - Personnel and Units

Total Incidents

Count of Incidents

12

Average Time On Scene

Average Time On Scene

89m:01s

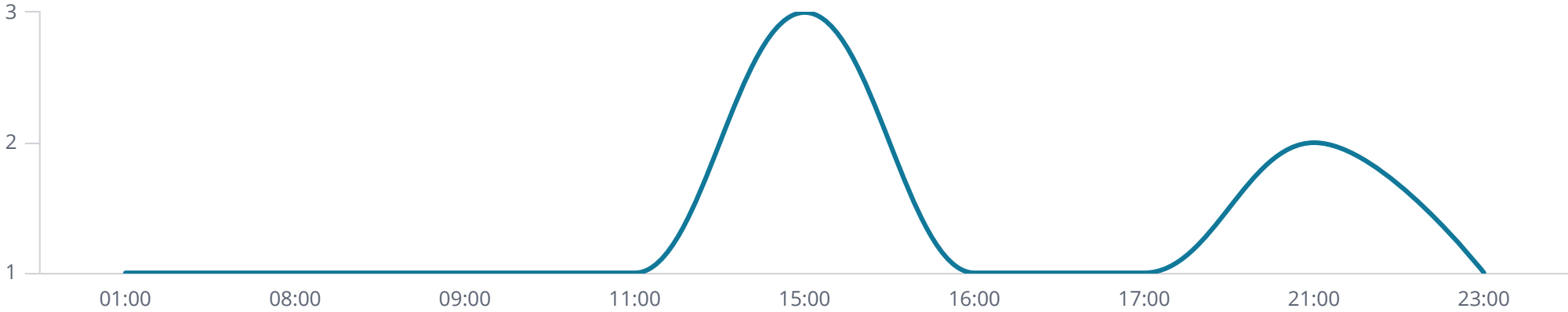


Fire Resources - Personnel and Units (call volume) Apr 10, 2025 10:54:24 AM [Fire Incidents](#)

Filter statement

Filters      **Alarm Date Range** 3/1/25 to 3/31/25 | **Is Locked** true | **Is Active** true

Call Volume over Time



Fire Resources - Personnel and Units (call volume) Apr 10, 2025 10:54:24 AM [Fire Incidents](#)

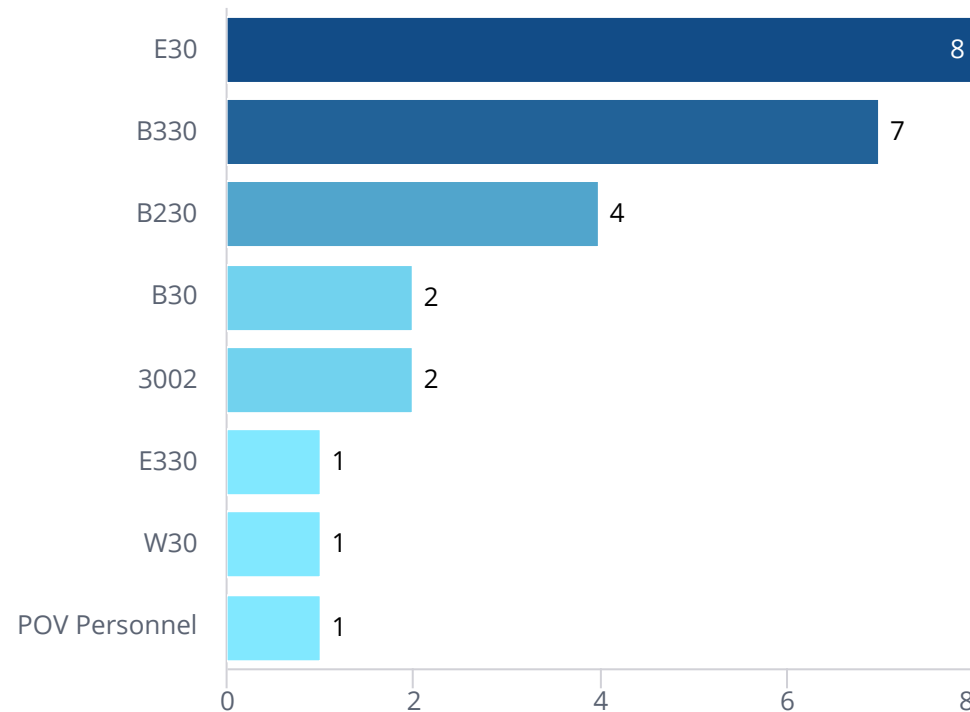
Filter statement

Filters **Alarm Date Range** 3/1/25 to 3/31/25 | **Is Locked** true | **Is Active** true

Breakdown of Calls by Unit

Unit Name	Percentage of Calls	Average Time at Scene
3002	16.7%	35m:59s
B230	33.3%	38m:45s
B30	16.7%	41m:18s
B330	58.3%	46m:22s
E30	66.7%	76m:53s
E330	8.3%	00m:50s
POV Personnel	8.3%	18m:21s
W30	8.3%	
<b>Grand Total</b>	<b>100.0%</b>	<b>48m:33s</b>

Count of Calls by Unit



Fire Resources - Personnel and Units (call volume) Apr 10, 2025 10:54:24 AM [Fire Incidents](#)

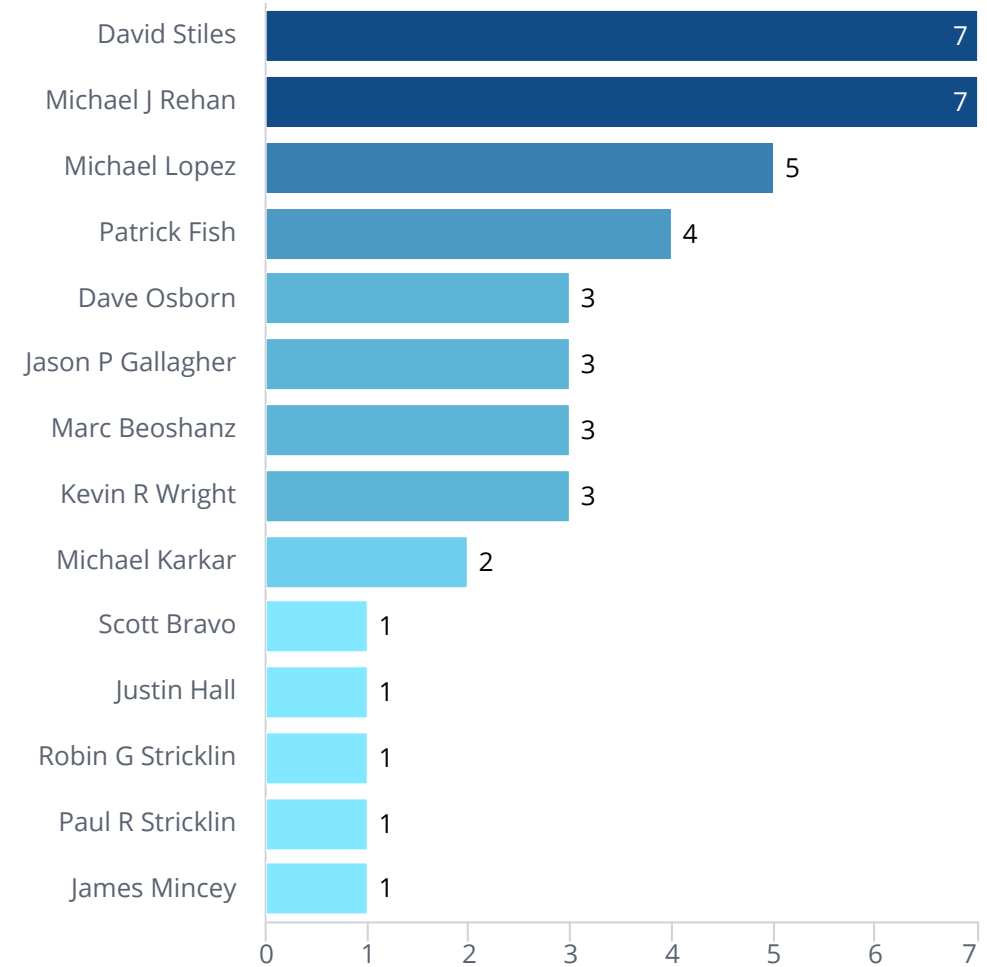
Filter statement

Filters **Alarm Date Range** 3/1/25 to 3/31/25 | **Is Locked** true | **Is Active** true

Percentage of Calls by Personnel

Unit Personnel Name	Percentage of Calls	
	03/2025	Grand Total
Dave Osborn	25.0%	25.0%
David Stiles	58.3%	58.3%
James Mincey	8.3%	8.3%
Jason P Gallagher	25.0%	25.0%
Justin Hall	8.3%	8.3%
Kevin R Wright	25.0%	25.0%
Marc Beoshanz	25.0%	25.0%
Michael J Rehan	58.3%	58.3%
Michael Karkar	16.7%	16.7%
Michael Lopez	41.7%	41.7%
Patrick Fish	33.3%	33.3%
Paul R Stricklin	8.3%	8.3%
Robin G Stricklin	8.3%	8.3%
Scott Bravo	8.3%	8.3%
Grand Total	100.0%	100.0%

Breakdown of Calls by Personnel



WEST PLAINFIELD FIRE PROTECTION DISTRICT  
FYE 2025 TRIAL BALANCE

Acct #	Account Name	Adopted	P9 - Closed	% of Adopted
400100	PROPERTY TAXES - CURRENT SECURED	366,700.00	382,842.14	104.4%
400101	PROPERTY TAXES - CURRENT UNSECURED	27,700.00	23,765.65	85.8%
400111	PROPERTY TAXES - PRIOR UNSECURED	400.00	324.78	81.2%
400120	SUPPLEMENTAL PROPERTY TAXES - CURRENT		3,408.28	
400121	SUPPLEMENTAL PROPERTY TAXES - PRIOR			
400500	OTHER TAXES - SALES & USE TAX			
403100	INVESTMENT EARNINGS - POOL	500.00	9,177.22	1835.4% *
403214	RENTS & CONCESSIONS - OTHER			
410050	ST-HIGHWAY PROPERTY RENTALS			
410250	STATE - HOMEOWNERS PROPERTY TAX RELIEF		805.40	10.3%
410900	STATE - OTHER		55,687.99	651.9%
420103	FEDERAL - OTHER - HOMELAND SECURITY		(166.07)	
420900	FEDERAL - OTHER		8,432.48	
430020	OTHER GOVT AGENCY - OTHER CO-CITIES			
430022	OTHER COUNTIES & CITIES - YOLO	127,810.00	77,394.88	60.6%
430070	OTHER TRIBAL - YOCHA DEHE CAPITAL			
440003	SPECIAL ASSESSMENT	242,452.00	243,569.22	100.5%
440600	OTHER CHRGS FOR SERVICES - FIREFIGHTERS / OTHER		14,369.36	183.3%
440690	OTHER CHRGS FOR SERVICES		191.20	2.4%
450302	OTHER MISC - DONATION			
450307	OTHER MISC - CONTRIBUTION/GRANTS-NONGOV		822.00	10.5%
450900	OTHER MISC REVENUES	18,300.00	459.50	2.5%
460000	SALE OF CAPITAL ASSETS			
	Total Estimated Revenue	783,862.00	821,084.03	104.7%
	Estimated Fund Balance Available (from FYE 2024)	155,755.00		
	<b>TOTAL FINANCING SOURCES</b>	<b>939,617.00</b>	<b>821,084.03</b>	

Acct #	Account Name	Adopted	P9 - Closed	% of Adopted
500100	REGULAR EMPLOYEES	361,456.00	257,262.14	71.2%
500110	EXTRA HELP	64,638.00	25,808.74	39.9%
500120	OVERTIME	27,385.00	63,682.57	232.5%
501110	SOCIAL SECURITY TAX	29,476.00	21,497.86	72.9%
501120	MEDICARE TAX	6,802.00	5,027.75	73.9%
501160	LEAVE BUYOUT			
501170	UNEMPLOYMENT INSURANCE	4,535.00	1,967.74	43.4%
501180	WORKER'S COMPENSATION INSURANCE	51,137.00	51,371.00	100.5%
501190	OTHER EMPLOYEE BENEFITS	32,800.00	8,863.02	27.0%
510010	CLOTHING & PERSONAL SUPPLIES	50,454.00	32,204.55	63.8%
510012	AGRICULTURAL SUPPLIES	400.00		0.0%
510020	COMMUNICATIONS	3,482.00	1,352.05	38.8%
510030	FOOD	400.00		0.0%
510040	HOUSEHOLD EXPENSE	9,805.00	16,379.83	167.1%
510051	INSURANCE - PUBLIC LIABILITY		9,025.00	
510052	INSURANCE - FIRE & EXTENDED			
510053	INSURANCE - OTHER	27,243.00	16,757.95	94.6%
510070	MAINTENANCE - EQUIPMENT	29,643.00	7,621.55	25.7%
510071	MAINTENANCE - BULDGS & IMPROVEMENTS	45,786.00	26,160.39	57.1%
510080	MEDICAL, DENTAL & LAB SUPPLIES	2,000.00	270.71	13.5%
510090	MEMBERSHIPS	2,625.00	2,042.08	77.8%
510100	MISC EXPENSE			
510102	MISC EXPENSE - CREDIT CARD SERVICE CHARGES	20.00	8.73	43.7%
510110	OFFICE EXPENSE	2,000.00		0.0%
510111	OFFICE EXPENSE - POSTAGE	500.00		0.0%
510112	OFFICE EXPENSE - PRINTING	500.00	353.54	70.7%
510160	PUBLICATIONS & LEGAL NOTICES	500.00	95.90	19.2%
510170	RENTS & LEASES - EQUIPMENT	1,440.00	1,430.14	99.3%
510180	TRAINING	2,000.00	1,100.00	55.0%
510190	MINOR EQUIPMENT	9,052.00	2,582.19	28.5%
510200	TRANSPORTATION & TRAVEL			
510201	TRANSPORTATION & TRAVEL - FUEL	12,000.00	6,598.86	55.0%
510220	UTILITIES	11,677.00	10,236.08	87.7%
510251	PROF & SPEC SVC - AUDITING & ACCOUNTING	400.00	597.00	149.3%
510252	PROF & SPEC SVC - INFORMATION TECH SERVICES	15,890.00	13,047.98	82.1%
510254	PROF & SPCE SVC - FISCAL AGENT FEES		204.05	2.4%
510255	PROF & SPEC SVC - MEDICAL, DENTAL & LAB	4,350.00	1,867.00	42.9%
510256	PROF & SPEC SVC - LEGAL SERVICES			
510275	PROF & SPEC SVC - OTHER	6,950.00	6,333.57	91.1%
510288	SPEC DEPT EXPENSE - OTHER		835.45	9.8%
530021	BUILDINGS & IMPROVEMENTS		13,126.66	153.7%
530070	EQUIPMENT	17,000.00	76,120.65	447.8%
590100	APPROPRIATIONS FOR CONTINGENCY	19,873.00	0.00	0.0%
	Total Appropriations	<b>854,219.00</b>	<b>681,832.73</b>	<b>79.8%</b>
	Additions to Capital Asset Replacement Reserve	81,398.00		
	Additions to WPPFD -QSEHRA Reserve	4,000.00		
	<b>TOTAL FINANCING USES</b>	<b>939,617.00</b>	<b>% of FY</b>	<b>66.7%</b>

100000	CASH IN TREASURY	243,898.07	
304001	FUND BALANCE-ASSIGNED-CAPITAL ASSET REPLACEMENT	290,289.95	**
304002	FUND BALANCE-ASSIGNED-ACCRUED LEAVE	31,896.66	**
304003	FUND BALANCE-ASSIGNED-GENERAL RESERVE	159,825.00	
309999	UNASSIGNED	255,005.91	

\* Received note from County (P7) regarding issue with this account; no idea how it impacts this number; has not changed since P7 report

\*\* These have been corrected

**WEST PLAINFIELD FIRE PROTECTION DISTRICT**

24901 County Road 95, Davis, CA 95616

(530) 756-0212

**DATED:** April 15, 2025  
**TO:** Board of Fire Commissioners  
**FROM:** Budget & Benefits Committee Chair Commissioner Beth Stiles  
 Interim Board Clerk Cherie Rita  
**SUBJECT:** Deposits FYE 2025 To Date - Informational

GL Acct(s)	Deposit Date	Details	Amount
450307	07/26/24	Grant Reimburse - PRISM / YCPARMIA	822.00
440600	08/14/24	Fire Recovery USA 1528171	349.44
450900	08/23/24	Cal Card Rebate FYE 2024 Q4	196.74
Various	09/06/24	LH - Reimb PGE 07/15/24 PPE 06/29/24 07/13/24 07/27/24	1,154.52
510040	09/20/24	Quill Refund - Overpayment	80.11
410900	10/02/24	Strike Team - Sites (labor, equipment, admin surcharge)	10,231.34
410900	10/02/24	CA VFC 7GF23126	5,028.61
Various	10/11/24	LH - Reimb PGE 08/10/24 09/12/24 PPE 08/10/24 08/24/24 09/07/24	1,555.76
440600	10/16/24	Fire Recovery USA 1720380	469.56
Various	11/08/24	LH - Reimb PGE 10/12/24 PPE 09/21/24 10/05/24 10/19/24	972.48
440600	11/18/24	Fire Recovery USA 1720355 1649275	650.52
440690	11/18/24	Coopers LLP - Document Production	11.20
430022	11/18/24	PO5259 (Well Generator) - Reimburse Contractor	12,668.00
430022	11/18/24	PO5259 (Well Generator) - Reimburse Misc - Final	821.88
430022	11/20/24	Fire Sustainability Q1 FYE 2025	31,952.50
440690	12/04/24	Permit BR24-239 - New SFD	180.00
410900	12/09/24	Strike Team - Park (labor, admin surcharge)	17,165.65
410900	12/09/24	Cal Card Rebate FYE 2025 Q1	152.52
440600	01/03/25	Fire Recovery USA 1775045 1775076	1,006.20
Misc	12/16/24	LH - Reimburse PGE 11/12/24 PPE 11/02/24 11/16/24	732.90
440600	01/03/25	Airport - FYE 24 Period 1 Period 2	8,635.00
Misc	01/03/25	LH - Reimburse PGE 12/17/24 PPE 11/30/24 12/14/24	895.08
410900	01/03/25	Strike Team - Point (labor, equipment, admin surcharge)	519.82
410900	01/03/25	Strike Team - Boone (labor, admin surcharge)	5,608.13
440600	01/17/25	Fire Recovery USA 1775128	469.56
510010	01/17/25	LN Curtis Refund (INV805093 and INV804547)	29.93
410900	01/23/25	Strike Team - Line (labor, admin surcharge, equipment)	15,182.44
Misc	02/07/25	LH - Reimburse PGE 01/13/2025 PPE 12/28/24 01/11/2025	404.72
440600	02/19/25	Fire Recovery USA 1785270 and 1720441	2,079.40
440600	02/19/25	Airport - FYE 25 Period 1	2,391.60
430022	02/19/25	Fire Sustainability Q2 FYE 2025	31,952.50
Misc	02/26/25	LH - Reimburse PGE 02/11/2025 PPE 01/25/2025 02/08/2025	777.02
450900	02/24/25	Cal Card Rebate FYE 2025 Q2	110.24
440600	03/10/25	Fire Recovery USA 1853928	195.00

**WEST PLAINFIELD FIRE PROTECTION DISTRICT**

24901 County Road 95, Davis, CA 95616

(530) 756-0212

**DATED:** April 15, 2025  
**TO:** Board of Fire Commissioners  
**FROM:** Budget & Benefits Committee Chair Commissioner Beth Stiles  
 Interim Board Clerk Cherie Rita  
**SUBJECT:** Deposits FYE 2025 To Date - Informational

420900	03/10/25	OTS Grant Reimbursement (EM25013-2)	76,121.00
Misc	03/28/25	LH - Reimburse PGE 03/13/2025 PPE 02/22/2025 03/08/2025	796.81
			<b>\$232,370.18</b>

**SUMMARY**

Grant Reimbursements	95,461.49
Airport	11,026.60
Fire Recovery	5,219.68
Lillard Hall Reimbursements	7,289.29
Strike Team	48,707.38
Cal Card Rebates	459.50
Fire Sustainability - Yolo County	63,905.00
Permit Fees	180.00
Other	121.24
<b>\$232,370.18</b>	

**WEST PLAINFIELD FIRE PROTECTION DISTRICT**

24901 County Road 95, Davis, CA 95616

(530) 756-0212

**DATED:** April 15, 2025  
**TO:** Board of Fire Commissioners  
**FROM:** Budget & Benefits Committee Chair Commissioner Beth Stiles  
 Interim Board Clerk Cherie Rita  
**SUBJECT:** Bills Paid Since Last Report - For Board Ratification

GL Acct	Vendor	Invoice Date	Purpose	Total	Details
510010 - Allstar Fire Equipment		03/26/25	Clothing - PPE Structure	8,704.75	Coat and Pant (Beoshanz, Bravo, Osborn)
510010 - Allstar Fire Equipment		03/26/25	Clothing - PPE Structure	11,606.34	EMW-2021-FG-01803 - Coat and Pant (x4)
510040 - Quill LLC		03/17/25	Supplies - Household	156.22	Paper products, toiletries, cleaning supplies
510070 - I-505 Truck & Trailer Repair		03/31/25	Maintenance - Apparatus	5,785.27	E30 (clutch fan, labor, and water pump labor only)
510070 - I-505 Truck & Trailer Repair		04/07/25	Maintenance - Apparatus	407.62	E30 (water pump kit)
510070 - Pisani's Auto Parts		03/25/25	Maintenance - Apparatus	9.44	B330 (wipers)
510070 - Yolo Diesel Repair		03/18/25	Maintenance - Apparatus	856.33	Annual (W30)
510070 - Yolo Diesel Repair		03/20/25	Maintenance - Apparatus	504.71	Annual (E330)
510070 - Yolo Diesel Repair		03/21/25	Maintenance - Apparatus	517.21	Annual (E30)
510170 - LEAF		03/21/25	Lease - Equipment	118.64	Copier 03/25
510180 - Jason Gallagher		03/22/25	Expense - Training	300.00	D/O 1A (Gallagher J)
510190 - The Radio Guys		03/22/25	Batteries - Other	201.20	Battery (Motorola APX600)
510255 - Dignity Health - Woodland Clinic		12/13/24	Pre-Employment - Medical	75.00	EMW-2021-FG-01803 - Hep B
510255 - Dignity Health - Woodland Clinic		12/13/24	Pre-Employment - Medical	65.00	EMW-2021-FG-01803 - Spirometry Test
				<b><u>29,307.73</u></b>	<b>TOTAL NON US BANK SUBMITTED FOR PAYMENT</b>



## West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

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### MINUTES BOARD OF COMMISSIONERS – REGULAR MEETING March 18, 2025, 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 (Vice-President Roos)

Meeting called to order by Vice-President Roos at 7:00 PM. The Board Clerk called roll and confirmed the presence of a quorum. Present were:

Commissioners: Warren Roos, Beth Stiles, Emily Amy, and John Lindsey

Staff: Fire Chief David Stiles, Assistant Chief Marc Beoshanz,  
Association President/Firefighter Jon Lee, and Interim Board  
Clerk Cherie Rita

Via Zoom: Willow Oak Fire Chief Marcus Klinkhammer, Winters Fire Chief  
Jack Snyder, and Retired West Plainfield Fire Captain Tom  
Stiles (joined at 7:35 PM)

Public: Iron Road, Chief of Security at DQU, and Chase Covington

#### 2. Public Comment

Iron Road, Chief of Security for DQU, stated that he wanted to speak about the 218 assessment for the DQU parcel. He noted that they had been to many different County departments in search of a waiver of the assessment as they were a non-profit and did not own the land. He reported that except for himself, the property was unoccupied. Iron Road also wanted to know who enforces payment of the assessment in the event they are unable to make the payment.

The Board listened to Iron Road's concerns and assured him that he had come to the appropriate place regarding final resolution of the matter, but that the matter could not be resolved at that meeting as it was not on the Agenda. Commissioner Lindsey assured Iron Road that someone from the Board would get back to DQU on the matter as soon as it could be researched.



Iron Road left the meeting.

Chief Stiles suggested it might be a good idea to appoint a liaison to work with Yolo County Counsel and DQU's representatives. Commissioner Lindsey expressed his agreement to serve as such liaison and presiding member Roos appointed him to that liaison position. Fire Chief Stiles and Clerk Rita will ensure that Commissioner Lindsey has all pertinent information.

Chase Covington stated that the invoice for cost recovery associated to the incident involving his tractor remains incorrectly address to him as an individual. He provided the correct billing name and address to the Board Clerk in writing.

Chase Covington left the meeting.

### **3. Old Business**

#### **a. Solar Project Report (Commissioner Roos)**

Commissioner Roos updated the Board on the status of his attempts to get approval for installing solar on our leasehold. He has made no progress due to lack of productive response from the County and no response to date from the FAA.

Chief Stiles reported he had been made aware of a possible funding opportunity by Supervisor Frerich's executive assistant Tara Thronson. The Yolo County Community Climate Action Fund is going to take grant applications in early May. This may be an opportunity to receive funds up to \$30,000 towards a solar system or other energy-saving items. There is an informational Zoom meeting soon that he will be attending. There is a total of \$171,000 available. He will forward the information to Commissioners Roos and Stiles.

### **4. New Business**

#### **a. Discussion / Action – Elect President and Vice-President of the Board (Board Clerk)**

Vice-President Roos opened the discussion to nominations for President of the Board and nominated Commissioner Amy; Commissioner Amy declined the nomination. Commissioner Lindsey nominated Commissioner Roos. He agreed to accept the nomination, but noted that he would be doing things differently and more collaboratively and meeting rules would be more relaxed. There were no other nominations and he called for the vote, which was unanimous. Commissioner Roos will serve as President of the Board.

President Roos opened the discussion to nominations for Vice-President of the Board. Commissioner Amy nominated Commissioner Stiles. There were no other nominations. President Roos called for the vote, which was unanimous. Commissioner Stiles will serve as Vice-President of the Board.

**b. Discussion / Action – Fill Open Personnel Committee Board Member Position (President)**

President Roos asked if anyone was interested in filling the open Personnel Committee Board member position. Commissioner Lindsey was the sole member to express interest. President Roos appointed Commissioner Lindsey to the open Personnel Committee Board member position. This committee now consists of Commissioners Amy, chair, and Lindsey.

**c. Discussion / Action – Adopt FEMA SAFER Grant Recruitment and Retention Program Document Entitled *FEMA SAFER GRANT – RECRUITMENT AND RETENTION PROGRAM QUALIFICATIONS AND REQUIREMENTS; ALLOWABLE REIMBURSEMENTS* With Effective Date of June 31, 2022**

Chief Stiles advised the Board that FEMA requires this document to qualify for reimbursement of costs under the SAFER grant the District received. He reported that FEMA had seen the draft and approved the language in it.

Commissioner Amy had several questions, mostly surrounding why in some sections of the document volunteer firefighters were included and in others they were excluded. Chief Stiles responded that the stipend section only applies to reserve firefighters; reimbursement for station wear, medical evaluations, and structural personal protective equipment was allowable also for the volunteers.

Motion: Adopt FEMA SAFER Grant Recruitment and Retention Program Document Entitled FEMA SAFER Grant – Recruitment and Retention Program Qualifications and Requirements; Allowable Reimbursements, with an effective date of June 31, 2022, as presented

By: Commissioner Amy

Second: Commissioner Stiles

Discussion: No further discussion

Motion passed unanimously.

**d. Discussion / Action – Adopt Revision to Policy 1000 (Recruitment and Selection of Fire Suppression Personnel) by Adding New Section 1000.10 Entitled *FEMA SAFER GRANT – RECRUITMENT AND RETENTION PROGRAM***

Motion: Revise Policy 100 ((Recruitment and Selection of Fire Suppression Personnel) by adding new Section 1000.10 entitled *FEMA SAFER Grant – Recruitment and Retention Program*, as presented

By: Commissioner Amy

Second: Commissioner Stiles

Discussion: None  
Motion passed unanimously.

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

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

**1. Hall Manager Report**

No questions were asked.

**2. Approval of March 5, 2025, Meeting Minutes**

Commissioner Stiles pointed out a spelling error at Section 3.c. in the second paragraph: “walk though” should be “walk through.”

Motion: Approve the March 5, 2025, Lillard Hall meeting minutes, as corrected

By: Commissioner Amy

Second: Commissioner Stiles

Discussion: No further discussion

Motion passed unanimously.

**f. Discussion / Action – Burn Permits and Fees (Commissioner Roos)**

Commissioner Roos noted he requested this be placed on the Agenda to explore ways to generate revenues related to burn permits and infractions regarding burning. He asked what other districts did regarding burn permits and holding residents accountable if they do not get one.

Chief Stiles noted that we do not issue residential burn permits, nor does any other district. Yolo Solano Air Quality Management (AQM) issues and enforces agricultural burn permits. Our District can seek recovery for illegal burns, both residential and agricultural, through our cost recovery program. Chief Stiles reported that the Department typically will attempt to educate our residents before we resort to cost recovery or turning them over to AQM. Firefighter Lee noted that it also important to note the difference between burn days and non-burn days.

Commissioner Roos thanked Chief Stiles for the information.

**g. Discussion / Action – Open Fire Commissioner Seat**

Commissioner Roos asked if anyone had heard anything or had anyone they could encourage to apply. He reported he had talked with several District residents at the recent flood control meeting but did not think anyone had applied.

Chief Stiles reported that he had met with Supervisor Frerichs recently on other matters and Supervisor Frerichs had mentioned they have one

applicant, which Chief Stiles believes was a result of Commissioner Roos speaking with residents at the flood control meeting. He and AC Beoshanz have another potential candidate with whom they are speaking.

Supervisor Frerichs told Chief Stiles that he hopes to have the position filled by the District's May Board meeting.

**h. Discussion / Action – Consider Hiring a Professional Fund Raiser**

Commissioner Roos asked what everyone thought about hiring a professional fund raiser. There was not much enthusiasm expressed, largely because of the percentage usually taken by any such company. AC Beoshanz reminded everyone that when the Department was holding the beer booth fund raiser at the Yolo County Fair we still made decent money despite the very high fees paid to the fairgrounds.

Commissioner Amy said she could not make a good decision without more information. Commissioner Roos asked if the Board would be open to him getting more information, including costs and fees payable to the fund raiser company. By consensus, Commissioner Roos will do some more research and get some estimates.

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

**a. Incidents for February 2025**

**b. Staffing Updates**

**c. Grant Updates**

There were no questions regarding the February 2025 incident report.

Chief Stiles reported the following:

- i. Firefighter Lopez will complete his probationary period on March 25 and Firefighter Wright will complete his on April 17. He needs to do some calculations to find out when Firefighter Wright will complete his probation.
- ii. There are currently five reserves working shifts. One of them is still completing his training packet. He has made offers to three additional people and has one more application that he and Captain Osborn are reviewing.
- iii. He hopes to open the promotional opportunity for the Battalion Chief – Volunteer position by the end of this month.
- iv. The OTS grant funding request has been processed and we have received reimbursement. SAFER grant compliance is ongoing. He and Captain Bravo have been working through what documentation

FEMA needs and the formatting they require.

- v. Captain Ozborn is taking over the completion of the training center.
- vi. Our JOA has approached the Yolo County Fire Chiefs Association about taking over, and has taken over, the county Training Officer's responsibilities. We will each have our Training Officers work on monthly training resources for the county departments, including quarterly county-wide evolutions.
- vii. He reported that he has met with our JOA partners regarding their development impact fee programs. They will be sending him information on their programs.
- viii. During the previously mentioned meeting with Supervisor Frerich's he also spoke with him about the accounting issues we have been having with the county, as well as several issues that were brought forward at the flood control meeting earlier that month.
- ix. He reported that everyone should have received their annual weed abatement postcard. He will be working with Firefighter Jon Lee on when to begin the inspections. He noted he has observed several properties already working on abatement.
- x. Finally, he reported that the annual apparatus maintenance is ongoing and should be completed soon.

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

**a. Development Impact Fee Update**

See above discussion.

**b. Ditch Burn Update**

AC Beoshanz reported that the weather had precluded performing the potential ditch burn in our District. He noted, however, that we had assisted Willow Oak and Madison Fire Departments with some similar burning in their districts.

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

President Lee reported that the Department had a successful Pancake Breakfast. He confirmed that the Flea Market will be held on April 12 and reported that he has only five spots left open: two inside and three outside. He does have some ability to add spots, if necessary. The Association will have breakfast burritos and BBQ sandwiches for sale.

**8. Interim Board Clerk's Report**

Clerk Rita reminded the Board that she had forwarded two training opportunities to the members: FDAC's annual conference and a Brown Act training to be put on by Yolo County.

Clerk Rita reported that she had received several of the completed Form 700s and had spoken to those who had yet to return them. She also notified the Board that she was looking into where to get the Board's required ethics and sexual harassment prevention training, as well as new Board member training. The most promising would be to add each Member to the Fire Department's Vector Solutions Training module, provided cost-free by YCPARMIA.

**a. Informational**

**i. Trial Balance – FYE 2025 – Period 8 – Closed**

**ii. FYE 2025 Deposits to Date**

No questions were asked.

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

Motion: Ratify payment of District bills as reported

By: Commissioner Stiles

Second: Commissioner Lindsey

Discussion: None

Motion passed unanimously.

**c. Discussion / Action - Approval of February 18, 2025, Regular Board Meeting Minutes**

Motion: Approve February 18, 2025, regular Board meeting Minutes as presented

By: Commissioner Amy

Second: Commissioner Roos

Discussion: None

Motion passed unanimously.

**9. Open Forum**

Commissioner Stiles reported that retired Fire Chief Cherie Rita would be recognized for her service at the Yolo County Board of Supervisors meeting on March 25. Retired Chief Rita noted that it would likely occur between 9:00 and 9:30 AM.

**10. Next Regular Board Meeting on April 15, 2025, unless another date is agreed upon**

The next regular Board meeting was confirmed for April 15, 2025.

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**11. Meeting Adjourned (President Roos)**

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

Meeting adjourned at 8:03 PM by President Roos.

Approved: April 15, 2025

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WARREN ROOS, President

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CHERIE RITA, Interim Board Clerk

DRAFT