



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

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**MINUTES - STANDING COMMITTEE – LILLARD HALL – MEETING  
January 10, 2024, at 10:15 AM**

Held:  
West Plainfield Fire Station  
24901 County Road 95  
Davis, CA 95616

**1. Call the Meeting to Order (Chair Amy)**

Meeting called to order by Chair Amy at 10:17 AM (had to wait for station radio traffic to clear).

Present were:

Commissioners: Emily Amy  
Warren Roos  
Staff: Hall Manager Ned Sykes

**2. Public Comment**

NONE.

**3. Discussion / Action - Kitchen Remodel Progress Report (Hall Manager Sykes)**

Discussed the kitchen remodel progress. Manager Sykes reported that to date about \$17,000 has been spent. The items yet to be completed are (i) installation of the roll-up door and (ii) relocation of the electrical panel.

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

All present discussed necessary capital improvements. Manager Sykes is to (i) follow up on the installation of emergency exit lights and to query and determine if a crash bar is required on the north door. If the north door does not need to be an emergency exit, it may not require the crash bar.

**5. Discussion / Action - Restroom Remodel (All)**

There has been no progress on the plans because of the holidays. Commissioner Roos will speak to the architect soon. Prior to having work done on the plans he will confirm with the architect that the restroom count noted on the sketch provided will meet Code for the occupancy.

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

**a. Adopt Draft 2023-2024 Budget for Board Consideration**

Motion: Accept the draft Lillard Hall budget as presented  
Motion By: Commissioner Roos  
Second By: Commissioner Amy

Motion passed unanimously.

**7. Discussion / Action – Maintenance (Chair Amy)**

- a. The HVAC system was serviced by Blake's. It was given a clean bill of health. They were unable to check the air conditioning because it was too cold outside, that will need to be done later.
- b. Manager Sykes reported that he cleaned the gutters.

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- c. Manager Sykes asked about renting a large floor cleaning machine to clean the floor. It needs more than hand mopping to get it clean. He has hand-mopped several times but is not satisfied with the cleanliness of it. He is going to research a few additional options.

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

Manager Sykes provided the following updates:

- a. Fairfield School is renting the Hall on January 26, 2024. Manager Sykes indicated he needs to speak with Department personnel to make sure that the dumpster will not be full on that date. Commissioner Roos asked about locking the dumpster to prevent passers-by from putting their garbage into it. There is a lock, but it is found unlocked sometimes.
- b. When asked about the status of Fly Fishers renting the Hall for their meetings, Manager Sykes reported that they have yet to meet to make the decision.
- c. Son Chong's business is up and going. Mr. Chong is happy with how things have gone.
- d. A large rent payment was received from Jenny Keifer.

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

- a. Commissioner Amy asked Manager Sykes about submitting timecards on time. He reported he does not need a calendar; he has that already. For the last pay period he had not planned to submit a timecard, because he was not charging time for attending commission meetings. Commissioner Roos indicated he needs to include that time on his timecard, and Amy agreed, though they appreciated the gesture. It is important to track and report all time. Commissioner Amy suggested that he could scan and email his timecard, he did not need to come in person.
- b. There was a brief discussion about the new bank, First Northern. Both Commissioner Roos and Manager Sykes were impressed with the friendliness of the staff there.

**10. Calendar (Chair Amy)**

**a. The next Lillard Hall Committee meeting to be determined**

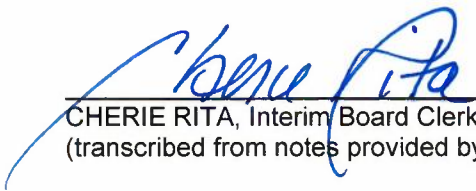
The next Lillard Hall Committee meeting is scheduled for February 14, 2024, at 10:15 AM.

**11. Adjourn Meeting (Chair Amy)**

Chair Amy adjourned the meeting at 10:55 AM.

Approved: January 16, 2024

  
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EMILY AMY, Chair

  
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CHERIE RITA, Interim Board Clerk  
(transcribed from notes provided by Chair Amy)