



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

BOARD OF COMMISSIONERS – REGULAR MEETING FEBRUARY 21, 2023 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 McMullen)
2. Public Comment
3. Old Business
 - a. Update – Weed Abatement (Chief Rita)
 - b. Update – Yolo County Fire Sustainability Committee (AC Stiles)
4. Lillard Hall
 - a. Manager Report (Commissioner Amy / Ned Sykes) ([Pages 4-7](#))
5. New Business
 - a. Discussion / Action – Volunteer Applications (Chief Rita)
 - b. Discussion / Action – Standing Committees – Reports
 - i. Budget and Benefits Committee – **Stiles**, Guarino
 1. Discussion / Action – Salary Increases – Effective February 12, 2023
 - a. Approval of Salary Increase for Lieutenant Ponce to \$20.00 per Hour
 - b. Approval of Salary Increase for Captain Osborn to \$21.00 per Hour
 - c. Approval of Salary Increase for Captain Bravo to \$22.00 per Hour
 2. Discussion / Action – Change in Benefits FROM Supplemental Benefits at \$350 per Month (Taxable) TO \$500 per Month (Pre-Tax) Cafeteria Plan Benefits (Health, Dental, Vision, Retirement) – Effective July 2, 2023
 - ii. Approval of February 17, 2023, Committee Meeting Minutes ([Pages 8-9](#))

- iii. Personnel Committee – **Amy**, Yeager
 - 1. Discussion / Action – Approval of Salary Increase for Board Clerk Hall to \$18.50 per Hour
 - 2. Approval of January 17, 2023, Committee Meeting Minutes ([Page 10](#))
- iv. District Funding and Development Committee – **Yeager**, Stiles
 - 1. Discussion / Action – Review and Approve
 - a. Survey Questions / Format
 - b. Information Document to Accompany Survey
 - 2. Approval of October 10, 2022, Committee Meeting Minutes ([Pages 11-13](#))
 - 3. Approval of January 27, 2023, Committee Meeting Minutes ([Pages 14-15](#))
 - 4. Approval of February 17, 2023, Committee Meeting Minutes ([Pages 16-17](#))
- v. Lillard Hall Committee – **Amy**, Guarino
 - 1. Approval of February 10, 2023, Committee Meeting Minutes ([Pages 18-21](#))
- c. Discussion / Action – Ad Hoc Committees – Reports
 - i. LAFCO – **Yeager**, Guarino
 - ii. Solar – **Stiles**, Guarino
 - iii. Lillard Hall (Continued Uses) – **Yeager**, Guarino
 - 1. Discussion / Action – Adopt or Modify Committee’s Recommendations (see draft Minutes) ([Page 22](#))
 - 2. Approval of January 11, 2023, Committee Meeting Minutes ([Pages 23-27](#))
 - 3. Approval of January 25, 2023, Committee Meeting Minutes ([Pages 28-32](#))
- d. Discussion / Action – Liaison Reports
 - i. Fire Prevention / Investigation – McMullen
 - ii. Training – Yeager
 - iii. Large Equipment / Facilities – McMullen
 - iv. IHS – McMullen
- 6. Fire Chief’s Report (Chief Rita) ([Pages 33-36](#)) ([DWR Well Contract Attachment](#))
- 7. Fire Fighter’s Association Report (President Jon Lee)
- 8. Clerk’s Report
 - a. Discussion / Action – West Plainfield Fire Protection District Bill Review / Approval ([Page 37](#))
 - b. Approval of January 17, 2023, Regular Board Meeting Minutes ([Pages 38-46](#))
- 9. Open Forum

10. Next regular Board meeting on March 21, 2023, unless another date is agreed upon
11. Meeting Adjourned (President McMullen)

LILLARD HALL - REPORT - ACCOUNTING

Date	Check #	Payment Amount	Deposit Amount	Balance	Purpose
08/23/22		30.00			Stop Payment Fee
08/29/22			3,200.00		
09/04/22	605	800.00			Refund Deposit
09/06/22			1,800.00		
09/15/22	606	1,393.65			Invoice(s): Payroll & PGE Aug 2022
09/20/22	607	756.23			Invoice(s): Payroll & PGE Sept 2022
09/20/22		3.00			Check image service fee
09/26/22			1,950.00		
09/28/22	608	416.44			Invoice(s): Payroll 09/30/22
10/15/22	612	641.17			Invoice(s): Payroll & PGE 10/14/22
10/19/22		3.00			Check image service fee
10/20/22				19,030.28	Beginning Balance - Bank Statement
08/24/22	604	800.00		18,230.28	
09/26/22	609	800.00		17,430.28	Refund Deposit
10/05/22	610	101.24		17,329.04	Internet - Oct 2022
10/18/22	611	765.44		16,563.60	Garbage
10/18/22	613	178.14		16,385.46	Reimburse: Motion lights (Home Depot)
10/30/22	614	800.00		15,585.46	Refund Deposit
11/01/22	615	106.24		15,479.22	Internet - Nov 2022
11/11/22	616	380.22		15,099.00	Garbage
11/11/22	617	230.00		14,869.00	Troubleshoot light pole
11/11/22	618	378.59		14,490.41	Invoice(s): Payroll 10/28/22
11/13/22	619	800.00		13,690.41	Refund Deposit
11/15/22	620	473.23		13,217.18	Invoice(s): Payroll 11/14/22
11/17/22		3.00		13,214.18	Check image service fee
12/01/22	621	106.24		13,107.94	Internet - Dec 2022
12/01/22	622	375.22		12,732.72	Garbage
12/01/22	623	800.00		11,932.72	Refund Deposit
12/04/22	624	200.00		11,732.72	Refund Deposit
12/05/22			5,850.00	17,582.72	
12/16/22	625	824.29		16,758.43	Invoice(s): 11/16/22, 11/22/22, 12/06/22

LILLARD HALL - REPORT - ACCOUNTING

Date	Check #	Payment Amount	Deposit Amount	Balance	Purpose
12/19/22		3.00		16,755.43	Check image service fee
	626			16,755.43	
12/26/22	627	542.91		16,212.52	
	628			16,212.52	
12/26/22	629	101.24		16,111.28	Internet - Jan 2023
12/27/22			500.00	16,611.28	Rental
12/30/22	630	380.22		16,231.06	Garbage - Past Due
01/18/23			700.00	16,931.06	
01/19/23		3.00		16,928.06	Check image service fee
01/19/23	631	101.24		16,826.82	Internet - Feb 2023
02/10/23	632	390.03		16,436.79	Garbage - 01/31/23
02/10/23	633	120.42		16,316.37	Invoice(s): PGE 01/26/23
			1,600.00	17,916.37	Rental and Security Deposit
02/12/23	634			17,916.37	
02/12/23	635	101.24		17,815.13	Internet - Mar 2023
02/21/23	636	104.06		17,711.07	Invoice(s): PGE 02/16/23

LILLARD HALL - REPORT - RENTALS

Date(s)	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
01/10/23	Meeting	WPPFD Resident	No			Yes	800				Yes		No	
01/12/23	Dog Training	Other	Yes	100		Yes	200	08/25/22			Yes		No	
01/18/23	Dog Training	Other	Yes	100		N / A					N / A		Yes	
Community Meeting														
01/18/23	Flooding	Meeting	Yes	100		Waived					No		No	
01/19/23	Dog Training	Other	Yes	100		N / A					N / A		No	
01/24/23	Dog Training	Other	Yes	100		N / A					N / A		No	
01/26/23	Dog Training	Other	Yes	100		N / A					N / A		No	
01/31/23	Dog Training	Other	Yes	100		N / A					N / A		No	
02/01/23	Dog Training	Other	Yes	100	01/31/23	N / A					N / A		No	
02/02/23	Dog Training	Other	Yes	100	01/31/23	N / A					N / A		No	
02/08/23	Dog Training	Other	Yes	100	01/31/23	N / A					N / A		No	
02/09/23	Dog Training	Other	Yes	100	01/31/23	N / A					N / A		No	
02/14/23	Meeting	WPPFD Resident	No			N / A					N / A		No	
02/15/23	Dog Training	Other	Yes	100	01/31/23	N / A					N / A		No	
02/16/23	Dog Training	Other	Yes	100	01/31/23	N / A					N / A		No	
02/22/23	Dog Training	Other	Yes	100	01/31/23	N / A					N / A		No	
02/23/23	Dog Training	Other	Yes	100	01/31/23	N / A					N / A		No	
03/01/23	Dog Training	Other	Yes	100		N / A					N / A		No	
03/02/23	Dog Training	Other	Yes	100		N / A					N / A		No	
03/04/23	Fundraiser Dinner	Other	Yes	800		Yes	800	01/19/23			Yes		Yes	
03/05/23	Fundraiser Breakfast	WPPFD Personnel	No			Waived					No		No	
03/08/23	Dog Training	Other	Yes	100		N / A					N / A		No	
03/09/23	Dog Training	Other	Yes	100		N / A					N / A		No	
03/14/23	Meeting	WPPFD Resident	No			N / A					N / A		No	
03/15/23	Dog Training	Other	Yes	100		N / A					N / A		No	
03/16/23	Dog Training	Other	Yes	100		N / A					N / A		No	
03/22/23	Dog Training	Other	Yes	100		N / A					N / A		No	
03/23/23	Dog Training	Other	Yes	100		N / A					N / A		No	
Community Meeting														
03/23/23	Flooding	Meeting	Yes	50		Waived					No		No	
03/29/23	Dog Training	Other	Yes	100		N / A					No		No	
04/01/23	CE Workshop	Other	Yes	800	09/22/22	Yes	800	09/22/22			Yes		No	
04/02/23	CE Workshop	Other	Yes	800	09/22/22	N / A					N / A		No	
04/11/23	Meeting	WPPFD Resident	No			No					N / A		No	

LILLARD HALL - REPORT - RENTALS

Date(s)	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
04/28/23	Fundraiser Dinner	WPFPD Resident	No			Yes	800				Yes		Yes	
05/09/23	Meeting	WPFPD Resident	No			N / A					N / A		No	
05/27/23	Quinceanera	Other	Yes	800		Yes	800	08/24/22			Yes		Yes	
06/13/23	Meeting	WPFPD Resident	No			No					N / A		No	
07/11/23	Meeting	WPFPD Resident	No			No					N / A		No	
08/08/23	Meeting	WPFPD Resident	No			No					N / A		No	
09/12/23	Meeting	WPFPD Resident	No			No					N / A		No	
09/23/23	Quinceanera	Other	Yes	800		Yes	800	09/21/22			Yes		Yes	
10/10/23	Meeting	WPFPD Resident	No			No					N / A		No	
11/14/23	Meeting	WPFPD Resident	No			No					N / A		No	
12/12/23	Meeting	WPFPD Resident	No			No					N / A		No	



STANDING COMMITTEE – BUDGET AND BENEFITS – MINUTES
February 17, 2023 at Noon

In Person
West Plainfield Fire
24901 County Road 95
Davis, CA 95616

1. Call the meeting to order (Chair Stiles)

Meeting called to order by Chair Stiles at Noon.

Present were:

Committee Members / Commissioners: Beth Stiles and Richard Guarino
Technical Support / Staff: Fire Chief Cherie Rita
Staff: Fire Captain Scott Bravo

2. Public comment
NONE

3. Discussion/Action (All)

a. Review Current Budget Usage - FYE 2023

Chief Rita noted that instead of purchasing fuel every two months, on average, we had been purchasing it monthly. Reasons cited: driver training, district familiarization of new members, increased call volume due to recent storms. Fuel price had also increased \$.37 a gallon between last month and this.

b. Projected Budget Usage - Remainder of FYE 2023

Reviewed the numbers, which had been revised based on January expenditures and anticipated remaining expenditures.

c. Continue Work on Proposed Budget – FYE 2024

Made one additional adjustment to balance anticipated revenue with anticipated expenditures. What is not currently accounted for is our share of a grant purchase, if awarded, of additional radios to complete all our radio needs for many years. Committee members agreed to leave it off and adjust for it, if necessary, if awarded and before purchase; Chief Stiles believes, and Commissioner Stiles concurs, we have a good change to get our share covered by the County.

d. Recommendations to Board, if any

Confirmed recommendation to increase salaries as recommended during

STANDING COMMITTEE – BUDGET AND BENEFITS – MINUTES

February 17, 2023

Page 2

prior meeting, effective as of February 12, 2023, and to offer \$500 toward cafeteria plan of benefits (pre-tax), but this wouldn't be effective until July 2, 2023.

4. Calendar

a. The next Budget and Benefits Committee meeting to be determined

The next meeting is scheduled for March 17, 2023, at Noon.

5. Adjourn (Chair Stiles)

Meeting adjourned by Chair Stiles at 12:30 PM.

Chair Beth Stiles, Commissioner

Cherie Rita, Fire Chief

DRAFT



STANDING COMMITTEE – PERSONNEL – MEETING - MINUTES
January 17, 2023 at 6:30 PM

Held:
Lillard Hall
24905 County Road 95
Davis CA, 95616

1. Call the meeting to order

Meeting called to order by Chair Amy.

Present: Commissioners Emily Amy and Jim Yeager
Board Clerk Carly Hall

2. Public comment

NONE

3. Closed Session

a. Discussion / Action – Review progress of Board Clerk position

Chair Amy closed the session at 6:31 PM.

Reopen session and report out of closed session

Chair Amy reopened the session at 6:49 PM.

The committee recommends that the Board increase the Board Clerk's compensation to \$18.50 per hour.

4. Adjourn Meeting

Meeting adjourned at 6:52 PM by chair Amy.

Chair Emily Amy, Commissioner

Prepared by Fire Chief Cherie Rita
(as reported by Chair Emily Amy)



COMMITTEE – STANDING – FUNDING & DEVELOPMENT - MINUTES
October 10, 2022, at 12:30 PM

Held At
24901 County Road 95
Davis, CA 95616

1. Call the Meeting to Order (Chair Guarino)

Meeting called to order by Chair Guarino.

Present were:

Committee Members/Commissioners: Richard Guarino and Beth Stiles

Staff: Fire Chief Cherie Rita and Assistant Chief
Dave Stiles

SCI: Jeanette Hynson

2. Public Comment

NONE

3. Discussion / Action – 218 Benefit Assessment – Follow Up – Long-Term Needs

- a. Staffing
- b. Facilities
- c. Equipment

Discussed all as a group. The items that had been identified in the sustainability document provided to the County remain unchanged, with the exception of cutting down on replacement of apparatus: replacing only E30, B30 and W30. At some point additional maintenance or build-out of the station will need to occur. The primary needs are apparatus replacement and increased staffing.

4. Discussion/Action – 218 Benefit Assessment – Meeting with SCI

- a. Engineer's report
- b. History
- c. Budgets
- d. Services
- e. Services currently provided
- f. Services to be provided
- g. Balloting timeline
- h. Any Other Challenges

Ms. Hynson reviewed the process, discussed what the engineer's report was designed to do, and provided the attached timeline document. We are to provide a proposed budget with desired items for FY 23-24. We identified for SCI the current services we provide: 24/7 coverage with career personnel, emergency response to all types of incidents, public education, weed abatement program, investigations, and inspections. We do not intend to expand the scope of services, but do want to increase number of career personnel per shift, as well as staff with reserve, stipend, firefighters.

The main challenge identified was the fact that so much land is owned by either the State, County, or Federal government. What isn't owned by those entities is largely used for farming. SCI indicated that usually a survey is sent to property owners, but she doubted it would be beneficial in our District due to the small number of residents. In any event, one could not be sent until we settle on a budget and finalize the factors per parcel.

5. Open Forum

Nothing.

6. Calendar

a. The next Funding and Development Committee meeting to be determined

No meeting set.

7. Adjourn

Meeting adjourned by Chair Guarino.

Chair Richard Guarino, Commissioner

Cherie Rita, Fire Chief

West Plainfield Fire Protection District
Draft Timeline for Proposition 218 Ballot Measure 2023

<u>Dates</u>	<u>Task</u>
January	Draft Engineer's Reports to Fire District
January	Large property owner outreach
January / February	Engineer's Report comments back from Fire District
February / March	Outreach materials to Fire District
March – July	Informational outreach to the public
April 3	Draft Resolutions and ballot materials to District
April 28	Engineer's Report and Ballot materials finalized
May 16	<u>Board Meeting</u> Consider two resolutions: Preliminarily approving the budget, assessment rate, Engineer's Report, and calling for the mailing of ballots Adopting Proposition 218 assessment ballot proceedings
May 17	Data and ballot materials to mail house
May 18 - 31	Ballots and public hearing notices printed
June 1	Ballots mailed (<i>must be mailed at least 45 days before public hearing</i>)
July 18	<u>Board Meeting</u> Public hearing and close of balloting period Ballot tabulation Accept tabulation results, consider resolution to levy assessments for 2023-24 (if measure passes)
Aug 10 2023	Assessment levies submitted to County Auditor for Fiscal Year 2023-24

Board meets 3rd Tuesday of every month.



STANDING COMMITTEE – FUNDING & DEVELOPMENT – MEETING - MINUTES
January 27, 2023 at NOON

In Person
West Plainfield Fire
24901 County Road 95
Davis, CA 95616

1. Call the meeting to order (Chair Yeager)

Meeting called to order by Chair Yeager at Noon.

Present were:

Committee Members / Commissioners:

Jim Yeager and Beth Stiles

Staff:

Fire Chief Cherie Rita and Fire Captain
Scott Bravo

2. Public comment

NONE

3. Discussion/Action (All)

a. Finalize Assessment Number

Chief Rita provided a list of the parcels with the factors and amounts that would be due from each parcel (or by each individual/company if more than one parcel owned). The document provided showed figures for assessment at \$450.23 per ESFE. Chief Rita had also pulled out those who would owe more than \$1,000.00. At the original assessment of \$450.23, 72.88% of the total parcels would owe more than \$1,000.00.

Chief Rita was able to make changes in the spreadsheet in the assessment per ESFE number based on different proposed changes to the budget. After much discussion and running of numbers, the committee settled on \$327.36 as the per ESFE number.

b. Identify Key Stakeholders

The key stakeholders would be those owing the most. The spreadsheet identified those individuals.

c. Develop Plan of Action

It was decided by those present that we should direct SCI to send out a survey re the likelihood of the assessment passing. Chair Yeager directed Chief Rita to let SCI know.

Chief Rita will also follow up with SCI to get the key talking points so we can all be talking about it in the same terms. Once we have that, we'll reach out to as many of the key stakeholders as we can.

Chief Rita and Commissioner Stiles will work with our County Supervisors to identify representatives for those entities we determine to be key stakeholders.

Chief Rita will recalculate the assessment amounts due for each parcel for the next committee meeting now that the number has been selected. At that time, the committee will be better able to identify the key stakeholders.

4. Calendar

- a. **The next Funding and Development Committee meeting to be determined.**

The next meeting is scheduled for February 10, 2023, at 1:00 PM.

5. Adjourn (Chair Yeager)

Meeting adjourned by Chair Yeager.

Chair Jim Yeager, Commissioner

Cherie Rita, Fire Chief



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

STANDING COMMITTEE – FUNDING & DEVELOPMENT – MINUTES
February 17, 2023 at 1:00 PM

In Person
West Plainfield Fire
24901 County Road 95
Davis, CA 95616

Via 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 (Chair Yeager)

Chair Jim Yeager called the meeting to order at 1:00 PM.

Present were:

Committee Members / Commissioners: Jim Yeager and Beth Stiles
Staff / Technical Assistance: Fire Chief Cherie Rita and Assistant
Chief Dave Stiles
Staff: Fire Captain Scott Bravo

2. Public comment

NONE

3. Discussion/Action (All)

Took 3.b. out of order.

b. Review / Revise Draft Survey Questions

All present went through the draft survey questions and information document that will accompany it. We made numerous changes that Chief Rita will forward to SCI for approval and request that SCI have revised drafts available for the Board meeting.

a. Identify Key Stakeholders

Chief Rita had prepared an analysis of amounts due per parcel. Those owing more than \$1,000 represent 73.39% of the vote; \$750, 76.57%; and, \$500, 85.85%.

The committee identified 16 key stakeholders and assigned individuals to each.

c. Develop Plan of Action

- Revise and send out survey and information sheet (and, per Commissioner Stiles, if we are allowed to, a volunteer application form) ASAP

- Begin reaching out to key stakeholders as soon as mailing sent
- Follow up with SCI regarding scheduling community meetings

d. Recommendations to Board, if any
NONE

4. Calendar

b. The next Funding and Development Committee meeting to be determined.

The next meeting is scheduled for March 17, 2023, at 1:00 PM.

5. Adjourn (Chair Yeager)

Meeting adjourned by Chair Yeager.

Chair Jim Yeager, Commissioner

Cherie Rita, Fire Chief



STANDING COMMITTEE – LILLARD HALL – MEETING - MINUTES
February 10, 2023 at 4:00 PM

Held:
24905 County Road 95
Davis CA, 95616

1. Call the meeting to order (Chair Amy)

Chair Amy called the meeting to order at 4:00 PM.

Present were:

Commissioners/Committee Members: Emily Amy and Richard Guarino
Staff: Fire Chief Cherie Rita

2. Public comment

NONE

3. Discussion / Action – Sykes Proposal (Amy)

a. Review

Reviewed the “project details” items one-by-one.

Identified as high priority were the following:

- Red reflective tape at floor cracks with > 1/8" lift
- Repair to north door lock
- White range oven repair
- Remove griddle/oven and relocate white range under hood (we will keep the griddle/oven and place it at the flea market for potential sale; otherwise, will scrap it)
- Quotes on grinding & filling floor cracks; will require Board approval and, depending on the amount of the quotes, may need to obtain three of them

Chair Amy noted Mr. Sykes incorrect use of the term “salary” in his proposal document. She will discuss this with him.

Chair Amy will respond to Mr. Sykes and request that he contact Fire Chief Rita to get started. A desk and computer in the office will be provided to manager Sykes, along with a file drawer.

b. Recommendation(s) to Board

NONE

4. Discussion / Action – Review Rentals / Status (Amy)

Reviewed the report prepared, and provided, by Chief Rita. Chief Rita will modify the listed rentals to show that the individual teaching the recurring classes has paid the entire security deposit.

5. Discussion / Action – Hall Maintenance (Amy)

a. Status

Assistant Chief Stiles joined the meeting at this point.

Multiple items were discussed as shown in Item 3 above. Items needing repair continue to need repair and no estimates have been solicited or received. Began discussion on how to make the bathrooms ADA compliant.

b. Recommendation(s) to Board

NONE

6. Open Forum – Other Hall Business

AC Stiles shared pictures of the Hall after the training group. Cleanup after each session continues to be an issue. Chair Amy directed Chief Rita to bring it to the attention of Ned Sykes when she meets with him. AC Stiles also shared pictures of the top of the wall outside the kitchen and the East side of the Hall; both need cleaning / cleanup.

Chair Amy directed Chief Rita to contact prior manager Katlyn Sinclair to find out what documents she was given when she became Hall Manager and what documents she passed on to manager Gonzalez.

Chief Rita noted, during her review of bank statements in preparation of the financial report, that the account is being charged \$3.00 month for check images. Given that the checks are written with copies, the committee members felt that this could be discontinued. In addition, Chief Rita reported she had been working with Commissioner Yeager to get online access to the account. This will allow for enrolling the Cal.Net, Recology, and District reimbursement invoices in bill pay. She noted that the current phone number associated with the account was a blocked number. After some discussion, Chair Amy directed Chief Rita to work with Commissioner Yeager (a signer on the account) to get it changed (details not provided here for security reasons).

AC Stiles examined the Hall's heating system and wanted it clarified that, in fact, the heater in the Hall uses propane and is not electric as repeatedly stated by Commissioner Yeager.

7. Calendar

a. The next Lillard Hall Committee meeting to be determined

None set.

8. Adjourn Meeting (Chair Amy)

Meeting adjourned by Chair Amy.

Chair Emily Amy, Commissioner

Cherie Rita, Fire Chief

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West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

January 16, 2023

(prepared by Chief Rita, AC Stiles, Captains Bravo and Stiles)

Recommendations re Changes to Lillard Hall Use:

- Events end no later than 2100 hours / out by 2200 hours
 - o Cleaned day/night of event
 - o Staff unlock doors at 0900 hours, lock at 2200 hours
- Event types
 - o Events hosted by district resident
 - o Fundraisers/annual dinners by non-profits and businesses
 - o Meetings, of any sort
 - o Classes/training
- Manager on property at time of event
 - o Events other than meetings
- Events with alcohol
 - o Hire/have bartender (but what requirements?)
- Security
 - o We provide preapproved list of companies
 - o We are the contractee, renter pays contract
- Rental and security deposits
 - o Consider increasing the security deposit
- Cleaning
 - o Add a cleaning fee (Willow Oak charges \$300)
 - o We hire cleaner
 - o No refund of this amount
- Enforcement
 - o Security deposit withhold
 - o Additional penalties:
 - Need to call sheriff = full withhold

Necessary repairs/upgrades, etc:

- Kitchen
- Bathrooms
- Floors (marked until repaired)
- Stove
- North, hall door
- Water for cleaning – outside North, hall door

January 25, 2023

(added by Chief Rita)

- Standard for additional insured liability is \$1M; new “gold” standard, \$2M
- There is an additional type of insurance – alcohol liability coverage – recommend we add this as additional requirement



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

**AD HOC COMMITTEE – LILLARD HALL – USES / CONTINUED USES – MINUTES
January 25, 2023 at 2:00 PM**

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

Held by Zoom: <https://us06web.zoom.us/j/98831083439>
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Dial by your location – (669) 900-6833 US (San Jose)
Meeting ID: 988 3108 3439

1. Call the meeting to order (Chair Yeager)

Meeting was called to order by Chair Yeager at 2:00 PM. Present were:

In Person:

Committee Members: James Yeager and Richard Guarino

Support Staff: Chief Cherie Rita

Department Members: Fire Captain Dave Osborn, Fire Captain Patrick Fish,
Firefighters Jon Lee, and Peter Maggenti

Via Zoom: District Resident Georgia Waid, an unidentified
individual on an iPhone, Assistant Chief Dave Stiles,
Fire Captain Scott Bravo, and Fire Captain Tom Stiles

2. Public Comment

NONE

3. Discussion – History of Hall and Community Uses (Chair Yeager)

The first hour was spent going over the history of the Hall that Commissioner Yeager could pull from Board minutes and uses over the years and most recently.

(Item 5 discussed out of order)

5. Discussion / Action – Revenues and Costs to Maintain Hall (Chair Yeager)

a. Current Fixed Costs

Generally: (i) manager pay, (ii) garbage, (iii) internet, (iv) electric. Chief Rita will get actual numbers for the next meeting. If use is changed, it may be possible to do away with a lot of the fixed costs.

b. Cost for Current Repairs

Have not yet received quotes for current repairs, all of which are well documented, except for any ADA compliance issues that need to be addressed. Those will be handled by the standing Lillard Hall committee.

c. Estimated Revenues

This topic was not addressed; but, as everyone acknowledged, revenues need to exceed expenses.

d. Revenue (or Lack of) and Costs to Maintain Hall

i. With rentals

ii. Without rentals

Same as above: not really addressed; but, everyone acknowledged revenues need to exceed expenses. The District budget, at this time, cannot absorb these costs, even to keep it running solely for Department use.

4. Discussion / Action – Complaints re Hall Rentals (All)

Fire Department staff wanted to reiterate the issues:

- No on-site oversight by Hall Manager during events, resulting in:
 - o Renters and guests encroaching on District property north of the Hall
 - o Gunfire
 - o Vandalism to District property
 - o Abuse of alcohol and potential drunk driving, jeopardizing staff and the public
 - o Events not ending on time
 - o Music playing too loudly AND past ending times
 - o Lax security
 - o Burnouts in the parking lot while renters and guests leave functions
 - o Confrontations between renters, guests, and on-duty personnel
 - o The need to call the Sheriff on several occasions
 - o Inconvenience/discomfort to neighbors and on-duty personnel
- Lax cleaning, resulting in:
 - o Dog hair in the kitchen area
 - o Parking lot and surrounding area littered with beer bottles and other trash
- No consequences for any infractions

Captain Bravo stated all the above are affecting the staff's health (inadequate sleep) and safety (gunfire), with the potential to adversely affect the ability to respond to requests for assistance. The cleanliness issues are likely affecting the public's perception of the Department.

a. Recent Changes to Rental/Use Policies

Commissioner Yeager thought perhaps the most recent changes had not

been allowed enough time to determine if they would make a difference.

b. Potential Additional Changes to Rental /Use Policies to Address Complaints

Chief Rita presented the committee with a document from the officers of the Department reiterating their concerns and suggesting a starting place for discussions regarding potential additional changes to use and policies. Commissioner Yeager accepted the document but did not want to have that discussion at this meeting, stating he had not intended to discuss this part at this meeting. As we were only an hour into the meeting, several of those in attendance questioned why Commissioner Yeager would not move forward with discussions as plenty of people were in attendance to move it forward. Commissioner Yeager never intended to take all these topics in one meeting, which was why he had scheduled two meetings. He directed everyone to write their suggestions and present them before the next meeting. Captain Fish asked why not, as it was on the agenda. Commissioner Yeager reiterated he was not ready to move forward and had agendaed the matter to be over two meetings.

Captain Bravo asked that we move forward to take it to the Board meeting next week. Commissioner Yeager again stated that he did not have suggestions in front of him to review for resolving the issues, that President McMullen also wanted to be involved, and that he was sticking to his plan to hold those discussions at the next meeting. Chief Rita also asked that the meeting continue as we already knew what suggestions we wanted to discuss. Again, Commissioner Yeager reiterated he wanted to study it further to get his ideas down. He also wants to have Commissioner Amy's input, as she has some ideas.

Prior to the meeting ending several people asked to be heard regarding their final thoughts and thoughts on changes, as follows:

Jon Lee:

- Address ADA issues (no grandfathering of this matter) and get maintenance done
- Someone other than Department staff at the event, as it is not the District staff's job to oversee the Hall renters
- Water faucet for cleaning at the North side of the building, outside
- Cleaning done right after the event
- Adding additional penalties

AC Stiles:

- Clean prior to leaving that night
- Keys are given same day and returned the same day
- Been lax in enforcement, which is the fault of the manager and committee,

which created all the problems

- District funds cannot subsidize the use of the Hall for non-residents, so funds need to be raised if use by non-residents continues to be allowed

Scott Bravo:

- Lack of cleanliness affects the public's perception of the District
- Draws focus away from the primary purpose of the District
- Community members only
- Events end no later than 2100
- Perhaps turn into a true community hall where only meetings are taking place
- Impact on personnel and neighbors cease immediately
- Needs to be addressed as rentals continue (unless meetings)

Chief Rita:

- Events of all types hosted by district resident
- Fundraisers/annual dinners by non-profits and businesses
- Meetings, of any sort
- Classes/training
- End 2100 hours; open for discussion
- Perhaps we hire the security company, so it is clear they answer to us
- Clean up the parking lot before leaving the premises

Guarino

- Community-only rentals
- Open to change and more information
- Hall useful to the community

Captain Bravo pointed out that Commissioner Amy is not part of this ad hoc committee, so does not understand why we need to wait for her. Commissioner Yeager responded that Commissioner Amy was also working on some changes and he wants to include those so that there is one complete package. AC Stiles asked that it be noted that the creation of this ad hoc committee, instead of putting this assignment with the standing committee, had unnecessarily and unfortunately complicated this process and hopes that it can be corrected moving forward if more work needs to be done.

6. Discussion / Action – Moving Forward

Commissioner Yeager asked that everyone present their thoughts in writing prior to the next ad hoc meeting regarding this matter. He will meet with Commissioner Amy prior to the next ad hoc meeting.

7. Calendar

- a. **The next Lillard Hall Ad Hoc Committee meeting is scheduled for January 25, 2023, at 2:00 PM, at Lillard Hall**
Confirmed.

8. Adjourn Meeting

Meeting was adjourned by Chair Yeager at 4:00 PM.

Chair Jim Yeager, Commissioner

Cherie Rita, Fire Chief

DRAFT



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

AD HOC COMMITTEE – LILLARD HALL – USES / CONTINUED USES – MINUTES
January 25, 2023 at 2:00 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 (Chair Yeager)

Meeting was called to order by Chair Yeager at 2:00 PM. Present were:

In Person:

Committee Members: James Yeager and Richard Guarino

Support Staff: Chief Cherie Rita

Department Members: Fire Lieutenant Jose Ponce and Firefighter Jon Lee

Via Zoom: Firefighter Peter Maggenti

2. Public comment

NONE

3. Discussion – History of Hall and Community Uses (Chair Yeager)

See prior meeting minutes.

4. Discussion / Action – Complaints re Hall Rentals (All)

a. Recent Changes to Rental/Use Policies

See prior meeting minutes.

b. Potential Additional Changes to Rental / Use Policies to Address Complaints

Chief Rita provided attendees with a document outlining recommendations from the Fire Department members (see attached). The Committee used it as starting point for discussions. After some discussion, the Committee recommends:

- i. Events end no later than 10:00 PM, with the renter and guests out by 11:00 PM.

- ii. Hall and grounds must be cleaned and inspected before the renter vacates the premises.
- iii. Events:
 - 1. Manager on the property at the time of the event (other than meetings); if not the entire event (recommended, especially when alcohol is present), then certainly at the end of the event.
 - a. Increase rental fee schedule to ensure adequate revenues; would also require the standing Lillard Hall committee to make recommendations as to a new fee schedule.
 - 2. Events with alcohol should be required to either:
 - a. Hire a licensed bartender; or
 - b. Require that the renter (or their designee) remain on premises for the duration of the event and must also complete and provide proof of completion of the California Alcohol and Beverage Control Board *California Responsible Beverage Service (RBS) Certification Course* which is the same certification the District's members are required to complete when serving at the Beer Booth at the Yolo County Fair. The current cost is \$15.
 - i. Add to the policy that the renter (or their designee) is responsible for cutting off alcohol service as necessary.
- iv. Security
 - 1. We will provide a list of approved security companies for renters. (NOTE: according to Commissioner Yeager, when Jo Yeager was renting out the Hall there was such a list. Chief Rita indicated she did not find a list in the document.)
 - 2. Require a clause in all security contracts, or a separate agreement with each security company, that makes it clear that security is there to protect the interests of the District as well as the renter and guests.
- v. Rental and security deposits
 - 1. Because costs are increasing, generally, consider increasing the security deposit; this would require the standing Lillard Hall committee to make recommendations regarding the new amount.
- vi. Cleaning / security deposit for cleaning
 - 1. No change; or
 - 2. We charge a set fee for cleaning and hire someone to clean after each event; this amount would be non-refundable. If the Board prefers this option, this would require the standing Lillard Hall committee to make recommendations regarding the new amount.

- vii. Enforcement / security deposit withhold
 1. Need to call the sheriff would equal full withholding of the security deposit and the event gets shut down.
 2. Add additional instances where a penalty/forfeiture would be applied. For instance, a percentage of the security deposit is withheld for each incremental period of time that an event goes over the scheduled end time.
 3. Identify types of violations that allow us to reject applications from certain renters.

This would require the standing Lillard Hall committee to make recommendations.
- viii. Insurance / Liability
 1. Chief Rita reported that she had contacted YCPARMIA regarding the standard for additional insured liability. YCPARMIA confirmed that \$1,000,000 is still the standard, but the new “gold” standard is \$2,000,000; the committee recommendation is to increase the requirement to \$1,500,000.
 2. YCPARMIA asked whether we require an “alcohol liability” rider; the committee recommends we add this requirement.

It was noted by Commissioner Yeager that all of the above really adds a lot of restrictions and costs and was worried it would reduce new rentals. Firefighter Lee suggested it could help cut down on all the issues. Commissioner Yeager asked Chief Rita if it would be acceptable for fire department staff and officers to continue all types of rentals to non-district residents if all the items recommended by this ad hoc committee are adopted; keeping rental fees for district residents or fire department members at zero. Chief Rita responded that she could not answer that as it had not been discussed with the staff and officers.

It was noted, again, that perhaps the changes already made by the Lillard Hall committee had not been given enough time to work.

Chief Rita reminded everyone that the purpose of this committee was to make recommendations regarding what kinds of uses, if any, continue for the Hall and under what circumstances/rules.

Given that, the committee recommends the Board consider the following and make a decision about the following, as well as all the above recommendations:

- ix. Event Rental Types and to Whom:
 1. District Resident or Fire Department Member
 - a. Continue all event types applied for by a district resident or fire department member.
 - b. Charge a fee if the decision is made to NOT rent to anyone else for any reason; or consider a small fee,

regardless.

- c. Continue to require renters (or their designee) to remain on premises for the duration of the event. Firefighter Lee pointed out that it's hard to keep track of this. Also, how do we know for sure if a renter is really a resident?
2. Others
 - a. With all the new restrictions in place, continue all rental types for a trial run; or
 - b. Restrict rentals to others for ONLY fundraisers/annual dinners by non-profits and businesses and allow meetings and classes/training; or
 - c. DO NOT RENT to others at all (not financially feasible at this time if the fire department wants to continue to use the Hall for its purposes).

Firefighter Lee further suggested that a rental fee for residents and department members be set either way. Chief Rita also recommends that a budget be developed for the Hall, as it is a District asset.

2. Discussion / Action – Revenues and Costs to Maintain Hall (Chair Yeager)

a. Current Fixed Costs

Chief Rita reported the following fixed costs:

- PGE since 2017 has ranged from a low of \$50 per month during COVID to a high of \$376, with an average of around \$250.
- The hall manager has been averaging 48 hours per month.
- Garbage just went up to \$390.03 a month.

b. Cost for Current Repairs

c. Estimated Revenues

d. Revenue (or Lack of) and Costs to Maintain Hall

i. With rentals

ii. Without rentals

See prior meeting minutes for the remaining. Confirmed the following need repair and/or upgrade:

- Kitchen (cabinets, hood, etc)
- Floors (marked until repaired)
- Stove
- North, hall door
- Water for cleaning – outside North, hall door
- ADA compliance in bathrooms, etc.

Added to the list of current fixed costs was the annual maintenance of the septic system.

3. Discussion / Action – Moving Forward

Forward the above recommendations to the Board for consideration.

4. Calendar

The next Lillard Hall Ad Hoc Committee is to be determined as necessary.

5. Adjourn Meeting

The meeting adjourned at 3:13 PM by Chair Yeager.

Chair Jim Yeager, Commissioner

Fire Chief Cherie Rita

DRAFT

West Plainfield Fire Department (CA)

Davis, CA

This report was generated on 2/16/2023 4:01:38 PM



Basic Incident Info with Number of Responding Apparatus and Personnel for Date Range

Start Date: 01/01/2023 | End Date: 01/31/2023

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
01/02/2023	2023-001	36999 Russell BLVD	553 - Public service	C Shift	0- WPL - West Plainfield Station 30 Response Area	1	1
01/03/2023	2023-002	County Road 31	311 - Medical assist, assist EMS crew	A Shift	320- DVS-WPL - Borderline Call Davis & West Plainfield	2	6
01/03/2023	2023-003	County Road 95A	553 - Public service	A Shift	0- WPL - West Plainfield Station 30 Response Area	2	5
01/05/2023	2023-004	County Road 96	510 - Person in distress, other	B Shift	0- WPL - West Plainfield Station 30 Response Area	2	5
01/08/2023	2023-005	Russell BLVD	500 - Service Call, other	C Shift	0- WPL - West Plainfield Station 30 Response Area	1	4
01/08/2023	2023-006	33250 County Road 31	444 - Power line down	C Shift	0- WPL - West Plainfield Station 30 Response Area	3	7
01/08/2023	2023-007	County Road 96	550 - Public service assistance, other	C Shift	No Zone Selected	3	7
01/08/2023	2023-008	24321 County Road 96	553 - Public service	C Shift	0- WPL - West Plainfield Station 30 Response Area	1	4
01/08/2023	2023-009	26320 County Road 98	321 - EMS call, excluding vehicle accident with injury	C Shift	0- WPL - West Plainfield Station 30 Response Area	3	7
01/08/2023	2023-010	36925 Russell BLVD	553 - Public service		0- WPL - West Plainfield Station 30 Response Area	1	1
01/08/2023	2023-011	County Road 31	622 - No incident found on arrival at dispatch address		0- WPL - West Plainfield Station 30 Response Area	3	6
01/10/2023	2023-012	34505 County Road 29	444 - Power line down	A Shift	0- WPL - West Plainfield Station 30 Response Area	2	4
01/12/2023	2023-013	County Road 98	611 - Dispatched & cancelled en route	B Shift	102- WDL-WPL - Borderline Call Woodland & West Plainfield	2	4
01/14/2023	2023-014	25535 County Road 95	321 - EMS call, excluding vehicle accident with injury		0- WPL - West Plainfield Station 30 Response Area	3	6
01/17/2023	2023-015	34670 County Road 29	554 - Assist invalid	A Shift	0- WPL - West Plainfield Station 30 Response Area	3	5
01/19/2023	2023-016	36277 County Road 29	321 - EMS call, excluding vehicle accident with injury	A Shift	0- WPL - West Plainfield Station 30 Response Area	3	6

Only REVIEWED incidents included.

Agenda - 02-21-2023 - Board Regular



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DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
01/20/2023	2023-017	31660 County Road 27	322 - Motor vehicle accident with injuries	C Shift	170- MDS-WPL - Borderline Call Madison & West Plainfield	2	6
01/22/2023	2023-018	24330 County Road 95	321 - EMS call, excluding vehicle accident with injury		0- WPL - West Plainfield Station 30 Response Area	2	4
01/22/2023	2023-019	29909 County Road 26	111 - Building fire		00- WPL Out - West Plainfield Mutual Aid Out of District	2	3
01/26/2023	2023-020	34545 Creeksedge RD	321 - EMS call, excluding vehicle accident with injury	C Shift	0- WPL - West Plainfield Station 30 Response Area	3	3
01/27/2023	2023-021	36277 County Road 29	321 - EMS call, excluding vehicle accident with injury	A Shift	0- WPL - West Plainfield Station 30 Response Area	2	4
01/27/2023	2023-022	County Road 27	324 - Motor vehicle accident with no injuries.	A Shift	702- WOF-WDL-WPL - Borderline Call Willow Oak, Woodland, & West Plainfield	3	5
01/29/2023	2023-023	26420 County Road 97	321 - EMS call, excluding vehicle accident with injury	B Shift	0- WPL - West Plainfield Station 30 Response Area	2	5
01/31/2023	2023-024	38335 Coounty Road 29	321 - EMS call, excluding vehicle accident with injury	C Shift	322- DVS-WDL-WPL - Borderline Call Davis, Woodland & West Plainfield	2	4

TOTAL # INCIDENTS: 24

Only REVIEWED incidents included.

Agenda - 02-21-2023 - Board Regular



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Doc Id: 948
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Income Statement

6223-0053-02751-8060 62235327518060 WEST PLAINFIELD FIRE DIST OPER

Account Nbr	Description	Period Amount	Period Budget	Pct Of Budget	Year To Date Amount	Year To Date Budget	Pct Of Budget
NETFUND/POST	NET FUND BALANCE						
REVENUES	REVENUES						
TAXES	TAXES						
PROPERTY TAX	PROPERTY TAX						
400100-0000	PROP TAXES-CURRENT SECURED	359,560.15-	340,000.00-	105.75	359,560.15-	340,000.00-	105.75
400101-0000	PROP TAXES-CURRENT UNSECURED	27,182.82-	28,000.00-	97.08	27,182.82-	28,000.00-	97.08
400111-0000	PROP TAXES-PRIOR UNSECURED	393.64-	400.00-	98.41	393.64-	400.00-	98.41
	Total PROPERTY TAX	387,136.61-	368,400.00-	105.09	387,136.61-	368,400.00-	105.09
	Total TAXES	387,136.61-	368,400.00-	105.09	387,136.61-	368,400.00-	105.09
REVUSEMONEY	REVENUE FROM USE OF MONEY AND						
400700-0000	INVESTMENT EARNINGS-POOL	2,176.54-	500.00-	435.31	2,176.54-	500.00-	435.31
400705-0000	GASB 31 FMV - DFS ONLY	12,336.00-	0.00	0.00	12,336.00-	0.00	0.00
	Total REVENUE FROM USE OF MONE	14,512.54-	500.00-	2902.51	14,512.54-	500.00-	2902.51
INTGOVREVENU	INTERGOVERNMENTAL REVENUES						
STATEREV	STATE REVENUE						
401061-0000	ST-HIGHWAY PROPERTY RENTALS	3.42-	0.00	0.00	3.42-	0.00	0.00
401240-0000	ST-HOMEOWNERS PROP TAX RELIEF	802.76-	0.00	0.00	802.76-	0.00	0.00
401340-0000	ST-OTHER	5,444.87-	0.00	0.00	5,444.87-	0.00	0.00
	Total STATE REVENUE	6,251.05-	0.00	0.00	6,251.05-	0.00	0.00
	Total INTERGOVERNMENTAL REVENU	6,251.05-	0.00	0.00	6,251.05-	0.00	0.00
CHG FOR SVCS	CHARGES FOR SERVICES						
403610-0000	OTH CHRG FR SVC-FIREFGHTR SVC	86,709.36-	0.00	0.00	86,709.36-	0.00	0.00
403699-0000	OTHER CHARGES FOR SERVICES	243.00-	60,000.00-	.41	243.00-	60,000.00-	.41
	Total CHARGES FOR SERVICES	86,952.36-	60,000.00-	144.92	86,952.36-	60,000.00-	144.92
OTHRFINANSRC	OTHER FINANCING SOURCES						
405000-0000	SALE OF CAPTIAL ASSETS	0.00	5,000.00-	0.00	0.00	5,000.00-	0.00
	Total OTHER FINANCING SOURCES	0.00	5,000.00-	0.00	0.00	5,000.00-	0.00
	Total REVENUES	494,852.56-	433,900.00-	114.05	494,852.56-	433,900.00-	114.05
EXPENDITURES	EXPENDITURES						
SALARY&BEN	SALARIES AND EMPLOYEE BENEFITS						
SALARY&WAGES	SALARY AND WAGES						
500100-0000	REGULAR EMPLOYEES	132,135.31	205,137.00	64.41	132,135.31	205,137.00	64.41
500110-0000	EXTRA HELP	0.00	44,960.00	0.00	0.00	44,960.00	0.00
500120-0000	OVERTIME	21,453.68	4,153.00	516.58	21,453.68	4,153.00	516.58
500130-0000	STANDBY TIME	0.00	30,000.00	0.00	0.00	30,000.00	0.00
	Total SALARY AND WAGES	153,588.99	284,250.00	54.03	153,588.99	284,250.00	54.03
EMPBENEFITS	EMPLOYEE BENEFITS						
500320-0000	OASDI	9,522.52	18,000.00	52.90	9,522.52	18,000.00	52.90
500330-0000	FICA/MEDICARE	2,227.05	4,200.00	53.03	2,227.05	4,200.00	53.03
500380-0000	UNEMPLOYMENT INSURANCE	1,683.42	3,000.00	56.11	1,683.42	3,000.00	56.11
500390-0000	WORKERS' COMP INSURANCE	47,872.04	30,000.00	159.57	47,872.04	30,000.00	159.57
500400-0000	OTHER EMPLOYEE BENEFITS	0.00	12,000.00	0.00	0.00	12,000.00	0.00
	Total EMPLOYEE BENEFITS	61,305.03	67,200.00	91.23	61,305.03	67,200.00	91.23
	Total SALARIES AND EMPLOYEE BE	214,894.02	351,450.00	61.14	214,894.02	351,450.00	61.14
SERVSUPPLIES	SERVICES AND SUPPLIES						
501010-0000	CLOTHING & PERSONAL SUPPLIES	15,986.71	20,000.00	79.93	15,986.71	20,000.00	79.93
501020-0000	COMMUNICATIONS	2,204.41	3,600.00	61.23	2,204.41	3,600.00	61.23
501030-0000	FOOD	433.56	223.00	194.42	433.56	223.00	194.42

Income Statement

GL293 Date 02/16/23
Time 08:15

Company 1000 - YOLO COUNTY
Income Statement
For Period 1 Through 8 Ending February 28, 2023

USD

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Fiscal Year 2023 Budget

5

6223-0053-02751-8060

62235327518060

WEST PLAINFIELD FIRE DIST OPER

Account Nbr	Description	Period Amount	Period Budget	Pct Of Budget	Year To Date Amount	Year To Date Budget	Pct Of Budget
501040-0000	HOUSEHOLD EXPENSE	5,197.74	10,920.00	47.60	5,197.74	10,920.00	47.60
501051-0000	INSURANCE-PUBLIC LIABILITY	0.00	6,000.00	0.00	0.00	6,000.00	0.00
501052-0000	INSURANCE-FIRE & EXTENDED	0.00	2,000.00	0.00	0.00	2,000.00	0.00
501053-0000	INSURANCE-OTHER	9,684.00	100.00	9684.00	9,684.00	100.00	9684.00
501070-0000	MAINTENANCE-EQUIPMENT	11,095.19	30,000.00	36.98	11,095.19	30,000.00	36.98
501071-0000	MAINTENANCE-BLDG IMPROVEMENT	635.49	8,500.00	7.48	635.49	8,500.00	7.48
501080-0000	MED, DENTAL, & LAB SUPPLIES	41.82	2,500.00	1.67	41.82	2,500.00	1.67
501090-0000	MEMBERSHIPS	2,487.25	2,000.00	124.36	2,487.25	2,000.00	124.36
501100-0000	MISCELLANEOUS EXPENSE	0.00	500.00	0.00	0.00	500.00	0.00
501102-0000	MISC EXP-CREDIT CARD SVC CHRGS	36.92	200.00	18.46	36.92	200.00	18.46
501110-0000	OFFICE EXPENSE	3,788.88	5,490.00	69.01	3,788.88	5,490.00	69.01
501111-0000	OFFICE EXP-POSTAGE	0.00	500.00	0.00	0.00	500.00	0.00
501112-0000	OFFICE EXP-PRINTING	0.00	100.00	0.00	0.00	100.00	0.00
501151-0000	PROF & SPEC SVC-AUDITG & ACCTG	0.00	300.00	0.00	0.00	300.00	0.00
501152-0000	PROF & SPEC SVC-INFO TECH SVC	279.92	100.00	279.92	279.92	100.00	279.92
501155-0000	PROF & SPEC SVC-MED,DENTAL,LAB	0.00	1,000.00	0.00	0.00	1,000.00	0.00
501156-0000	PROF & SPEC SVC-LEGAL SVC	0.00	500.00	0.00	0.00	500.00	0.00
501165-0000	PROF & SPEC SVC-OTHER	24.00	500.00	4.80	24.00	500.00	4.80
501180-0000	PUBLICATIONS AND LEGAL NOTICES	715.96	500.00	143.19	715.96	500.00	143.19
501190-0000	RENTS AND LEASES - EQUIPMENT	652.03	3,120.00	20.90	652.03	3,120.00	20.90
501205-0000	TRAINING	0.00	2,000.00	0.00	0.00	2,000.00	0.00
501210-0000	MINOR EQUIPMENT	20,390.54	3,000.00	679.68	20,390.54	3,000.00	679.68
501251-0000	TRASNP & TRAVEL-FUEL	5,418.71	15,000.00	36.12	5,418.71	15,000.00	36.12
501260-0000	UTILITIES	5,499.94	12,000.00	45.83	5,499.94	12,000.00	45.83
	Total SERVICES AND SUPPLIES	84,573.07	130,653.00	64.73	84,573.07	130,653.00	64.73
OTHERCHARGES	OTHER CHARGES						
502201-0000	PAYMENTS TO OTH GOV INSTITUTIO	281.00	0.00	0.00	281.00	0.00	0.00
	Total OTHER CHARGES	281.00	0.00	0.00	281.00	0.00	0.00
CAPITALASSET	CAPITAL ASSETS						
503070-0000	EQUIPMENT	0.00	15,000.00	0.00	0.00	15,000.00	0.00
	Total CAPITAL ASSETS	0.00	15,000.00	0.00	0.00	15,000.00	0.00
CONTINGENCY	APPROPRIATION FOR CONTINGENCIE						
503300-0000	APPROPRIATION FOR CONTINGENCY	0.00	20,000.00	0.00	0.00	20,000.00	0.00
	Total APPROPRIATION FOR CONTIN	0.00	20,000.00	0.00	0.00	20,000.00	0.00
	Total EXPENDITURES	299,748.09	517,103.00	57.97	299,748.09	517,103.00	57.97
	Total NET FUND BALANCE	195,104.47-	83,203.00	234.49-	195,104.47-	83,203.00	234.49-



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

February 21, 2023

Auditor-Controller
625 Court Street
Woodland, CA 95695

This letter is to inform you that the West Plainfield Fire Protection District's Board of Commissioners has approved for payment the bills listed below:

CalNet (ATT) 01/24/2023	42.45
Dignity Health (Woodland Clinic) 10/18/2022	169.00
Failsafe Testing 01/23/2023	1,155.12
Interstate Oil 02/03/2023 & 02/10/2023	2,025.76
LEAF 01/21/2023	118.64
Pisani's 01/16/2023 & 01/19/2023	36.37
Quill 01/18/2023, 02/01/2023, 02/14/2023	88.06
US Bank Statement 02/13/2023	2,161.00
Total:	<u><u>\$5,796.40</u></u>



BOARD OF COMMISSIONERS – REGULAR MEETING – MINUTES
January 17, 2023 at 7:00 PM

Held at
24905 County Road 95, Lillard Hall
Davis, CA 95616
and via Zoom

1. Call the Meeting to Order and Establish Quorum (Vice President Yeager)

Meeting called to order at 1900 hours. Board Clerk Hall called roll and confirmed there was a quorum.

Present were:

Commissioners: Jim Yeager, Richard Guarino, Emily Amy, and Beth Stiles

Department Members: Chief Cherie Rita, Assistant Chief David Stiles, Captain Patrick Fish, Firefighter and Association President Jon Lee, Firefighter Peter Maggenti, and Board Clerk Carly Hall

Guests: Jeanette Hynson from SCI Consulting Group and Ned Sykes

Joined via Zoom: Captain Scott Bravo, Captain Dave Osborn, and Captain Tom Stiles

2. Public Comment

NONE

3. Old Business

a. Update – Weed Abatement (Chief Rita)

Chief Rita advised they are preparing the mailing campaign, but likely won't send it out until March 2023 due to the recent rains.

b. Update – Yolo County Fire Sustainability Committee (Assistant Chief Stiles)

Vice President Yeager advised that he would like to take the next item out of order and come back to this item. All agreed.

After Item 3C was completed, the Board returned to Item 3B.

Assistant Chief Stiles advised that the committee is meeting at the end of January 2023 to finalize the process and guidelines. They are preparing a letter to County staff to support 218.

Chief Rita advised that even if the District ultimately doesn't want to participate, the 218 process doesn't cost the District any money and recommends that we continue. Assistant Chief Stiles agreed and advised we should continue to pursue 218 and see how close we are to passing; if it fails, and maybe reassess in order to pass.

Vice President Yeager questioned if the Committee believes 218 will pass, adding his concern with the public agency and multi-parcel owner votes. Assistant Chief Stiles agreed with the concern as we have a majority of public agency-owned parcels in our District and that is the biggest unknown. However, he added that no vote isn't a vote. If the public agencies don't vote, it doesn't count against us.

c. Update / Discussion – 218 Study (Jeanette Hynson, SCI Consultant)

Vice President Yeager introduced Jeanette Hynson, a consultant from SCI, to present her findings and recommendations.

Ms. Hynson previously provided a copy of the Engineering Report and this was included in the Board packet. Additionally, she passed out a timeline document to highlight important dates we should be aware of. She provided a brief overview of the process going forward now that we have identified all of the parcels and property owners in the District.

Ms. Hynson advised that prior to the August 10, 2023, deadline we must submit the Engineering Report for review and feedback. Two resolutions will need to be submitted for the Board meeting in May 2023: one for finalizing the Engineering Report and the other to call for the mailing of ballots. She advised one ballot will go out to each property owner with all parcels listed, if they own multiple. SCI will assist with outreach and provide materials to ensure District resident buy-in. Ms. Hynson advised that if 218 passes, the District could see revenue funds as soon as January 2024.

Vice President Yeager questioned what happened to the funds if 218 doesn't pass. Ms. Hynson advised that the funds wouldn't exist as this would create a new revenue source. If 218 doesn't pass, there's no revenue.

Commissioner Amy questioned the item in the Engineering Report that shows public entities are not exempt from voting. Ms. Hynson advised that was correct and since UC Davis is the largest parcel owner in the District, it would be in the District's best interest to start a conversation with them.

Chief Rita advised that she forwarded questions via email to Ms. Hynson from the Funding and Development Committee meeting minutes. Ms. Hynson advised that some of them were just general corrections. Regarding proposed services and improvements, she advised they are increasing firefighter staff and training, and improving maintenance and replacement of apparatus and equipment. Regarding lowering the factor for public properties, she advised that it's not a possibility as it would make the assessment vulnerable to loopholes and could jeopardize funding.

District members about 218 and its benefits. She advised it would be helpful to build a website and use social media to get information out to the public.

Association President Jon Lee advised there are two community events coming up that would allow volunteers to connect with residents but would need talking points from SCI to share at these events.

4. Lillard Hall

a. Manager Report (Commissioner Amy)

Commissioner Amy advised that she received outstanding deposits and has caught up on outstanding invoices for Lillard Hall.

i. Discussion / Action – Hire Hall Manager – Candidate as Recommended by Committee

Commissioner Amy introduced Hall Manager Candidate Ned Sykes who met with the Lillard Hall Committee and interviewed for the position.

Mr. Sykes gave some background on his experience with facility management and advised he likes to be hands-on and has experience promoting events.

Commissioner Amy opened the discussion to the Board for questions.

Vice President Yeager asked for additional detail regarding Mr. Sykes' experience. Mr. Sykes advised that he's worked with the City of Davis and the Veteran's Memorial Center; he's managed theaters and was a building supervisor for 10 years. For the last 20 years, he's worked in promotion and events, specifically, marketing. If he was offered the position and accepted, Mr. Sykes advised he would like to work toward making Lillard Hall a space for meetings and workshops such as church groups and 12-step programs. He would reach out to those groups, create promotional materials for Lillard Hall, and advertise on social media.

Mr. Sykes added that he understands the parties provide larger revenues but understands from the Committee that these have been causing issues. He's concerned with the maintenance of the building and advised that the current way Lillard Hall is run leads to challenges. He believes that there should be someone from Lillard Hall at all events to manage the facility. He questioned if the Board was open to changes. He also added that he is currently a caretaker and may not always be available and questioned if there would be a second person as a backup. Mr. Sykes also questioned how many hours that would require versus the current job description of 10 hours a week.

Commissioner Stiles asked Mr. Sykes if he had actual building maintenance experience. Mr. Sykes advised while working for the City of Woodland he would coordinate event setup with vendors and rentals. While working at the theater it was a different setup than working with events, but he did have experience coordinating repairs and remodels. He is able to do minor repairs himself.

Commissioner Stiles answered Mr. Sykes' question regarding a backup person. She advised there would be no backup person and suggested he not schedule events when he's not available.

Motion: Offer Ned Sykes the position of Lillard Hall Manager at \$18.00 an hour.
Motion By: Amy
Second By: Guarino
Vote (by roll call): Vice President Yeager – Aye
Commissioner Guarino – Aye
Commissioner Amy – Aye
Commissioner Stiles – Nay

Commissioner Amy offered Ned Sykes the position of Lillard Hall Manager. Mr. Sykes advised he will review the offer and contact Commissioner Amy with his decision.

5. New Business

a. Discussion / Action – Volunteer Applications (Chief Rita)

Chief Rita advised that no new volunteer applications had been received.

b. Discussion / Action – Standing Committee Reports

i. Budget and Benefits Committee – Stiles, Guarino

Commissioner Stiles advised that the Committee met to update the staff benefits. She advised it should have been included on the agenda for a vote. Chief Rita advised this will be added to the February 2023 agenda. Commissioner Stiles added that they also discussed PPE and building maintenance.

Commissioner Stiles advised that the Committee will be meeting monthly to adjust the budget before every Board meeting to ensure that we are in alignment with current funding.

1. Approval of January 6, 2023, Committee Meeting Minutes
2. Approval of January 13, 2023, Committee Meeting Minutes

Motion: Approve January 6 and January 13, 2023, Committee Meeting Minutes.
Motion By: Stiles
Second By: Guarino
Vote: Approved unanimously.

ii. Personnel Committee – Amy, Yeager

Commissioner Amy advised that the Committee met earlier in the evening to review the progress of Board Clerk Hall. She advised she will have minutes at the February 2023 meeting.

iii. District Funding and Development Committee – Yeager, Stiles

Vice President Yeager advised that they will set up additional meetings now that they have their questions answered by SCI.

Chief Rita asked if the Board would give the Committee authorization to settle on a final number. All Board members agreed.

Commissioner Amy advised that it seemed like SCI was going to find a point person, but it doesn't seem like that's happening. She questioned how it's being decided on who is doing outreach. Assistant Chief Stiles advised it would be up to each Board to select a point person and SCI would help educate that person. Commissioner Amy added that with UC Davis being the biggest stakeholder, the point person should be carefully selected in order to be effective.

Vice President Yeager added his concern about UC Davis as well. Assistant Chief Stiles advised he would reach out to SCI as they have UC experience.

Captain Bravo added that he believes Chief Rita is the face of the District and would be a good point person for the District.

1. Approval of January 13, 2023, Committee Meeting Minutes

Motion: Approve January 13, 2023, Committee Meeting Minutes.
Motion By: Stiles
Second By: Guarino
Vote: Approved unanimously.

iv. Lillard Hall Committee – Amy, Guarino

Commissioner Amy advised that everything from their meetings was already covered under Item 4 and there was nothing further to report.

1. Approval of December 26, 2022, Committee Meeting Minutes
2. Approval of January 4, 2023, Committee Meeting Minutes

Motion: Approve December 26, 2022, and January 4, 2023, Committee Meeting Minutes.
Motion By: Amy
Second By: Guarino

Vote: Approved unanimously.

c. Discussion / Action – Ad Hoc Committee Reports

i. LAFCO – Yeager, Guarino

No meeting; no report.

Chief Rita added that she will schedule a meeting as soon as possible, but it would likely be some time with all the other meetings and projects she's attending and working on.

ii. Solar – Stiles, Guarino

No meeting; no report.

Commissioner Stiles added that the Committee is still waiting to hear back on grant applications.

iii. Lillard Hall (Continued Uses) – Yeager, Guarino

Chief Rita added that there was much discussion at the January 11, 2023, meeting but nothing was decided. Vice President Yeager advised there is another meeting at the end of January 2023.

1. Approval of January 11, 2023, Committee Meeting Minutes

Chief Rita advised that the minutes were not prepared in time for this meeting but will be available at the February 2023 meeting.

d. Discussion / Action – Liaison Reports

i. Fire Prevention / Investigation – McMullen

No meeting; no report.

ii. Training – Yeager

No meeting; no report.

iii. Large Equipment / Facilities – McMullen

No meeting; no report.

iv. IHS – McMullen

No meeting; no report.

6. Fire Chief's Report (Chief Rita)

Chief Rita advised there was nothing new to report.

7. Fire Fighter’s Association Report (President Jon Lee)

Association President Jon Lee advised there are two community events that have been tentatively scheduled. The first one will be on March 5, 2023, for a pancake breakfast; and the second one will be in April 2023 for a flea market event. He needs to discuss the costs for funding with association members as the prices for food have recently increased.

Commissioner Amy advised to let her know what the dates are because she is missing some of the bookings and paperwork for events. President Lee advised he will confirm the dates with the volunteers and reach out to her to confirm Lillard Hall’s availability.

8. Clerk’s Report

The Clerk reported that there were two projects that she is currently working on. The first is the annual State Controller’s Office (SCO) Financial Transaction Report (FTR). The County wanted to charge the District \$306 to complete the report; however, after discussing with Chief Rita, this was a project we wanted to keep in-house to help keep costs down. Mark Krummenaker agreed to assist in reviewing the draft of the FTR prior to submitting it to the SCO. The Clerk advised she will work with him to complete the report and submit it to the State before January 31, 2023.

The Clerk advised that she received a Public Information Records request on January 9, 2023, for the following three items:

1. All documents and costs that relate to all maintenance and upgrades performed on Lillard Hall for the past 20 years.
2. An accounting of all revenues generated by Lillard Hall for the last 20 years.
3. Copy of the Zoom recording for the December 20, 2022, West Plainfield Board of Commissioners meeting.

The Clerk advised that she’s reached out to County Counsel regarding the request and was informed that we are required to provide everything we have in our possession. The Clerk advised that she has responded to the request and provided a copy of the Zoom recording. She is currently working on obtaining documents for the other two items in the request.

a. Discussion / Action – West Plainfield Fire Protection District Bill Review / Approval

Vice President Yeager questioned the invoice regarding the engine repairs and asked if they were able to fix the issue. Assistant Chief Stiles advised that it did resolve the issue.

Motion: Approve the payment of bills totaling \$10,220.71.
Motion By: Guarino
Second By: Amy
Discussion: None
Vote: Approved unanimously.

b. Approval of December 20, 2022, Board Meeting Minutes

Motion: Approve December 20, 2022, Board Meeting Minutes.
Motion By: Guarino
Second By: Stiles
Discussion: None
Vote: Approved unanimously.

Commissioner Amy advised the Clerk did a great job on the minutes.

9. Open Forum

Captain Fish advised that he's disappointed in prioritizing the hiring of the Lillard Hall Manager. He believes this position should wait to be filled once the Lillard Hall Ad Hoc Committee decides the uses of the Hall. He added he doesn't believe we need a Hall Manager at all, he believes the Hall could be set up like an Air BnB where there's a lockbox on the door and we hire a cleaner to come in after. Captain Fish doesn't feel like this is an appropriate use of District time and added that even though Lillard Hall is set up separately from the District, the Hall is still using District resources.

Vice President Yeager questioned if Commissioner Amy had anything to add to the discussion. She advised she did not.

Captain Bravo advised that he is saddened by the priorities of the District and it makes him feel insignificant as a staff member. He added the District should be focusing on funding for fire protection.

10. Next regular Board meeting on February 21, 2023, unless another date is agreed upon

Vice President Yeager confirmed the next meeting date as February 21, 2023.

11. Meeting Adjourned (Vice President Yeager)

Motion: Adjourn meeting.
By: Guarino
Second By: Amy
Discussion: None.
Vote: Approved unanimously.

Meeting adjourned at 2033 hours.

Minutes approved: _____

Vice President James Yeager

Board Clerk Carly Hall

West Plainfield Fire Protection District
Draft Timeline for Proposition 218 Ballot Measure 2023

Dates	Task
January	Draft Engineer's Reports to Fire District
January	Large property owner outreach
January / February	Engineer's Report comments back from Fire District
February / March	Outreach materials to Fire District
March – July	Informational outreach to the public
April 3	Draft Resolutions and ballot materials to District
April 28	Engineer's Report and Ballot materials finalized
May 16	<u>Board Meeting</u> Consider two resolutions: Preliminarily approving the budget, assessment rate, Engineer's Report, and calling for the mailing of ballots Adopting Proposition 218 assessment ballot proceedings
May 17	Data and ballot materials to mail house
May 18 - 31	Ballots and public hearing notices printed
June 1	Ballots mailed (<i>must be mailed at least 45 days before public hearing</i>)
July 18	<u>Board Meeting</u> Public hearing and close of balloting period Ballot tabulation Accept tabulation results, consider resolution to levy assessments for 2023-24 (if measure passes)
Aug 10 2023	Assessment levies submitted to County Auditor for Fiscal Year 2023-24

Board meets 3rd Tuesday of every month.