



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

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

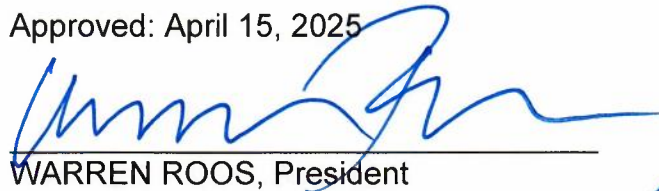
The next regular Board meeting was confirmed for April 15, 2025.

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



WARREN ROOS, President



CHERIE RITA, Interim Board Clerk