



**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**  
**July 16, 2024, 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>

**1. Call the Meeting to Order and Establish Quorum (President McMullen)**

The meeting was called to order at 7:00PM by President McMullen.

Board Clerk Kytiana Sayer-Peterson, present VIA zoom, called roll and confirmed that a quorum was present.

Present Were:

Commissioners: James McMullen, Emily Amy, Warren Roos (VIA Zoom), John Lindsey  
Staff: Fire Chief Cherie Rita, Assistant Chief Dave Stiles, Fire Captain Patrick Fish, Firefighter and Volunteer Association President Jon Lee, and Hall Manager Ned Skyes

Via Zoom: Firefighter Michael Rehan

**2. Public Comment**

NONE

**3. Weed Abatement Report (Firefighter Lee)**

Firefighter Lee reported that there were 5 properties not in compliance and he will be sending them a letter. Board will be presented with those that are in compliance at a later meeting.

**4. Old Business**

NONE

**5. New Business**

**a. Discussion / Action – Continuation of Assessment (President McMullen)**

**i. Open Public Hearing and Consideration of Continued Levy of the West Plainfield Fire Protection District Fire Protection and Emergency Response Services Assessment**

**1. Open Public Input**

President McMullen opens public input regarding Consideration of Continued Levy of the West Plainfield Fire Protection District Fire Protection and Emergency Response Services Assessment.

There was no public input presented.

**2. Last Call for Public Input**

President McMullen conducted a last call for public input regarding Consideration of Continued Levy of the West Plainfield Fire Protection District Fire Protection and Emergency Response Services Assessment.

There was no public input presented.

NONE.

**3. Close Public Input**

President McMullen closes the public input regarding Consideration of Continued Levy of the West Plainfield Fire Protection District Fire Protection and Emergency Response Services Assessment.

**4. Board Discussion**

Fire Chief Rita comments that it was published and postcards were ordered and were supposed to arrive by July 12-16 and it seems that no one has received the postcards yet. As such the postcard has been placed on reader board in front of the station.

**ii. Close Public Hearing Regarding Continued Levy of Assessments**

President McMullen closes the public hearing on Continued levy of Assessments.

**iii. Discussion / Action – Adopt Resolution 24-04 – A Resolution Approving the Engineer’s Report, Confirming the Assessment and Ordering the Continuation of the Levy of Assessments for Fiscal Year 2024-25 for the West Plainfield Fire Protection District, Fire Protection and Emergency Response Services Assessment (Chief Rita)**

Chief Rita clarified that this resolution will need to be adopted in order to continue assessment of levy and direct the county assessor’s office to make the levy. Chief Rita advises that the vote will need to be a role call.

Commissioner Lindsey brought to the attention of the board an error on Page #2 Section 5 of an additional ‘e’ between the ‘d’ and the ‘r’

Commissioner Roos commented that the engineers report was a model report, unsure if everything is accurate a but was a masterful presentation of the engineers report.

Motion : Adopt Resolution 24-04 – A Resolution Approving the Engineer’s Report, Confirming the Assessment and Ordering the Continuation of the Levy of Assessments for Fiscal Year 2024-25 for the West Plainfield Fire Protection District, Fire

Protection and Emergency Response Services Assessment as amended

By: Commissioner Lindsey

Second: Commissioner Amy

Board Clerk called roll for the vote, motion carried with a vote of 4:1.

**b. Discussion / Action – Adopt District 2024-2025 Fiscal Year Budget (Commissioner Lindsey)**

Commissioner Lindsey spoke on behalf of the Budget committee and notes that the group met recently and identified a shortcoming of \$22,000.00. The group looked carefully at what was spent for the current year, assessed the categories, and trimmed places where there would be little impact on ability to respond and maintain equipment. As such, they were able to present a balanced budget.

Motion: Adopt District 2024-2025 Fiscal Year Budget

By: Commissioner Amy

Second: Commissioner Roos

Approved by unanimous consensus/Motion Approved

**c. Discussion / Action – Accept Office of Traffic Safety Grant and Authorize Signature, if Awarded (Assistant Chief Stiles)**

Assistant Chief Stiles (AC Stiles) reported to the board that for the third year, the district has applied for a federal grant to replace aging apparatus' and were notified last week that the district has tentatively been selected for the award. It must be approved by the Federal government and the district will receive final notice by October. AC Stiles hopes to get preemptive authorization from the board for the Chief to sign the agreement of award acceptance should the grant request be approved. The award will come at no cost to the district. AC Stiles is looking forward to signature as soon as paperwork comes through if awarded.

Commissioner Amy inquired if award funding is currently included within budget.

AC Stiles replied that the award would be a reimbursement for specific equipment, and has not been included within the budget at this time.

Commissioner Amy clarifies that these specific equipment items were also not budgeted for replacement, to which AC Stiles confirms.

Commissioner Amy thanked AC Stiles for the information and for submitting the application for the award.

Motion: Accept Office of Traffic Safety Grant and Authorize Signature, if Awarded

By: Commissioner Amy

Second: Commissioner Roos

Motion Approved by unanimous consensus.

**d. Discussion / Action – Standing Committee – Reports**

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

**1. Hall Manager Report**

Commissioner Amy informs the board that the Managers Report is within the packet showing renters schedule and two bank accounts. Commissioner Amy brings to the boards attention that there was a wedding in August.

**2. Discussion / Action – Approval of Lillard Hall Committee  
July 3, 2024 Minutes**

Motion: Approve July 3, 2024 Minutes

By: Commissioner Amy

Second: Commissioner Roos

Motion Approved by unanimous consensus.

**3. Discussion / Action – Adopt Lillard Hall Fiscal Year 2024-2025  
Budget**

Motion: Approve Lillard Hall Fiscal Year 2025 Budget

By: Commissioner Amy

Second: Commissioner Lindsey

Motion approved by unanimous consensus.

**4. Budget and Benefits Committee – Stiles, Lindsey**

No report

**ii. Personnel Committee – Amy, McMullen**

1. Minutes from June 21<sup>st</sup> will be at the next Board meeting if not already approved

**6. Fire Chief's Report (Chief Rita)**

Chief Rita included with packet this month's call report and a general one-year report with a quick breakdown of call types and personnel respondents per call. Will run an additional report in November to get a full idea of call responses. Will run another one in November to see what the difference is. Nothing further to report

Commissioner Amy inquired about drills on field 95A, will that be occurring this year, and do they notify the district?

AC Stiles replies that the anticipated event was cancelled and that they are looking to reschedule.

Chief Rita replies that the district tries to ask about it each year.

**7. Assistant Chief's Report (Assistant Chief Stiles)**

AC Stiles reports that the apparatus is in service, have paid full bill for repairs of engine 330. Accepted donation of the Durango and is now in the districts name.

President McMullen thanks AC Stiles for report.

**8. Fire Fighter’s Association Report (President Lee)**

Had a meeting, heard more from Captain Fish. The association paid to upgrade the I-pads and mounting for engines in the amount of \$2,400.00.

President McMullen inquired if there are any fundraisers upcoming

President Lee states that there are no pending fundraisers at this time

Commissioner Amy inquired if the iPad’s were going to be discarded or if they were set aside as provisions for the board.

Captain Fish clarifies that there were 3 iPad’s, two have battery issues and will be recycled as they are not suitable. Will keep the board updated, replacements should be completed by Friday.

**9. Clerk’s Report**

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

Motion: Ratify the Bills  
By: Commissioner Amy  
Second: Commissioner Lindsey  
Motion approved by unanimous consensus.

**b. Discussion / Action – Approval of June 25, 2024 Regular Board Meeting Minutes**

Commissioner Amy proposes the following amendments: Item 5.c.1 very last sentence change word from “implores” to “recommends”, Personnel committee report to capitalize “A” in commissioner Amy and change wording to strike language “been selected by” and replace with “announce that two candidates have met the qualifications, personnel committee has moved forward for interviews after July 8” strike been selected by.

Motion: Approve June 25, 2024 Regular Board Meeting Minutes as corrected  
By: Commissioner Amy  
Second: Commissioner Lindsey  
Motion approved with a vote of 3 in favor, 1 abstention.

**10. Open Forum**

Commissioner Amy reminded the board of the special meeting July 30th at 6:45pm in the Lillard Hall.

Commissioner Roos received shocking estimates for solar installations, was cleared with FAA and Airport. If grant funding is obtained, Commissioner Roos will report further.


President McMullen, hearing no further comment, closes the open forum.

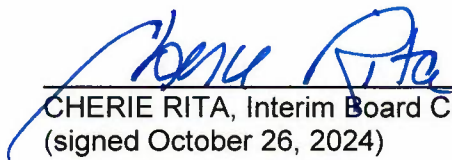
**11. Next regular Board meeting on August 20, 2024, unless another date is agreed upon**

**12. Meeting Adjourned (President McMullen)**

Motion: to Adjourn  
By: Commissioner Amy  
Second: Commissioner Lindsey  
Motion to Adjourn is carried unanimously.

Minutes approved: August 20, 2024

  
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JAMES McMULLEN, President/Commissioner

  
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CHERIE RITA, Interim Board Clerk  
(signed October 26, 2024)