



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

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**BOARD OF COMMISSIONERS – SPECIAL MEETING - MINUTES  
FEBRUARY 27, 2024, at 4:00 PM**

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

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

President McMullen called the meeting to order at 4:00 PM. Interim Board Clerk Rita called roll and confirmed a quorum. Present were:

Commissioners: James McMullen, Warren Roos, and Emily Amy (one Board seat remains empty)

Staff: Fire Chief Cherie Rita, acting Board Clerk Cherie Rita

Absent: Commissioner Beth Stiles

**2. Public Comment**

NONE

**3. New Business**

**a. Discussion / Action – Contract #5318 with Benjamin Electric for \$52,668.00 – Well Generator and Installation (Chief Rita)**

**i. Approve the Contract**

Chief Rita advised that though staff had solicited bids for this project, we had been informed by Yolo County General Services that they would be advertising and awarding the contract and we would then approve and sign it. Chief Rita reported that the bid amount was not much different than the lowest bid staff had obtained. Commissioner Amy had several questions about the contract language, which Chief Rita advised was part of the County contracts and we could not change it.

Motion: Approve Contract #5318 as presented.

By: Commissioner Amy.

Seconded by: Commissioner Roos.

Discussion: No further.

Approved: Unanimously.

**ii. Designate Authorized Signer**

Chief Rita advised that though her name was on a signatory, it could be lined through and changed. After some discussion it was deemed to be okay for Chief Rita to sign.

Motion:	Authorize Chief Rita to sign the Contract.
By:	Commissioner Roos
Seconded by:	Commissioner Amy
Discussion:	No further.
Approved:	Unanimously.

**4. Open Forum**

Commissioner Roos advised that he has been speaking with possible Board member candidates. He will continue to reach out to people. Chief Rita reported that she will be setting up a table with information about the position, including applications. She indicated that members will be identifying, and speaking with, likely candidates at the Department's annual Pancake Breakfast Fundraiser. Commissioner McMullen reminded everyone that the applicant must reside in the District. Chief Rita reminded everyone that this appointment will not be for a full term, but rather this appointment to the Board will last only as long as the seat that had been vacated.

Commissioner Amy reported that she would likely be attending the Fire District Association of California Certificate of Achievement board member training on March 15 and 16 in Williams, noting that registration closes on March 8. President McMullen and Vice President Roos did not recall having received notice of that training. President McMullen asked that Interim Board Clerk Rita forward the email to all Board members, making sure they know about the class and letting them know the cost for the class is reimbursable as a training expense. Commissioner Amy also suggested that if anyone else wanted to go it might be good to carpool.

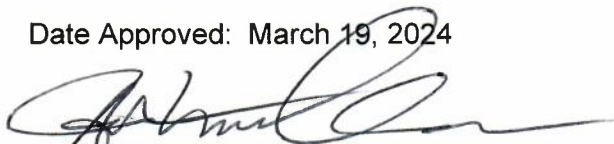
**5. Next regular Board meeting on March 19, 2024, unless another date is agreed upon**


The next regular Board meeting was confirmed for March 19, 2024.

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

Motion:	Adjourn meeting.
By:	Commissioner Amy
Seconded by:	Commissioner Roos
Discussion:	No further.
Approved:	Unanimously.

Date Approved: March 19, 2024

  
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JAMES F. McMULLEN, Board President

  
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CHERIE RITA, Interim Board Clerk