



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

STANDING COMMITTEE – LILLARD HALL - MINUTES

August 18, 2026

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

In Attendance: Commissioner Roos, Commissioner Eoff, Fire Chief Stiles, and Cherie Rita
(Admin Assistant to the Fire Chief)

- 1. Called the Meeting to Order at 10:01 am by Chair Roos**
- 2. Public Comment – none**
- 3. Discussion / Action – Revisions to Lillard Hall Use/Rental Policies (all)**
 - a. Discussion regarding softening the opening of the rental packet.
 - b. It was recommended that attorney review proposed changes.
- 4. Discussion / Action - Propane Use / Cost Sharing (Chief Stiles)**
 - a. The Hall is the primary user of the propane.
 - b. It was recommended that the Hall cover the costs of the propane.
- 5. Discussion / Action - Bill Pay**
 - a. Discussion regarding the cost of automatic bill pay at \$7.00 / month.
 - b. PG&E can be paid online.
 - c. It was recommended that we not move forward with automatic bill pay.
 - i. Commissioners can be alerted when check is ready for signature and Clerk will mail after signature.
- 6. Discussion / Action - Maintenance (Chair Roos and Staff)**

Moving the downspout down. Elbow at the back of the hall directs water away from the hall. Chief Stiles will pick up the items needed.

Window: East wall by the window that was repaired (on top). Paint is sloughing. Seam tape is coming off. Window shade is missing. Water is running down the wall along the vent pipe. Both windows need to be sealed up for the winter.

Ramp section for the front door: half inch gap – ramp pieces. \$80.00. Will have ordered and submit for reimbursement.

Roof: The roof is 55 years old. It's a steel roof and there are screws on the roof. The neoprene washers can erode and would need to be replaced. The office roof was replaced in 2025 at a cost of \$25,000.

Gap on the West wall where rodents can get inside.

7. Open Forum – Other Hall Business (Chair Roos)

- a. Chair Roos confirmed that Hall Manager Sykes approved an event December 12, 2026, and December 13, 2026, for \$1,000.00 and allows set up on Friday night.
- b. Chair Roos inquired into the Cost-of-Living Index and the process for formalizing the increases and updates.
- c. Chair Roos suggested an addendum to terms to the following areas:
 - i. Add cost of cleaning.
 - ii. Add to the pre checklist – where to find the mop.
- d. The current interest request workflow was discussed with current requests coming to the Board Clerk, Fire Captains, and Fire Chief.
 - i. Discussion was held regarding the future need for a manager and if the workload will be manageable for Department staff.

8. Calendar

The next Lillard Hall Committee meeting is scheduled for September 11, 2026, at 10:00 am.

9. Adjourned Meeting by Chair Roos at 10:42 am

Approved: September 15, 2026



Warren Roos, Committee Chair / Commissioner



CHERIE RITA, Board Clerk