



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

MINUTES
BOARD OF COMMISSIONERS – REGULAR MEETING
August 20, 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>
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)

The meeting was called to order at 7:01 PM by President McMullen

Clerk of the Board, Kytiana Sayer-Peterson, called role and confirmed that a quorum was present.

Present Were:

Commissioners: James McMullen, Emily Amy, Beth Stiles, John Lindsey, and Warren Roos

Staff: Fire Chief Cherie Rita, Firefighter Jon Lee, Captain Patrick Fish

VIA Zoom: Captain Tom Stiles

2. Public Comment – NONE

3. Weed Abatement Report (Firefighter Lee)

Firefighter Lee reported that there will be one additional survey to see if those properties out of compliance have fixed the errors.

Commissioner Amy noted to the board and Firefighter Lee that one property, as an example, has several cattle that graze the property. Firefighter Lee recognizes and agrees that he has seen what was described, and that the cattle grazing results in reduced concern. Commissioner Amy concurs and also informed the board and Firefighter Lee that the grazing is inconsistent and some areas of weeds still remain tall.

Firefighter Lee informed the board that next year he plans to get ahold of them earlier

4. Old Business – NONE

5. New Business

a. Discussion / Action – Adopt Policies (Chief Rita)

i. Policy 320 - Scene Preservation (new)

Commissioner Amy brings to the attention to the board the wording in section 320.6.

Chief Rita proposed to strike “When will be located”

President McMullen comments on the item and states that this is a critical thing. Firefighting and overhaul are not designed for scene preservation. Would like to emphasize importance of this event. President McMullen continues to state that there are instructions available for scene preservation, training would be a next step on this item.

Motion: Accept policy 320 with one correction identified
By: Commissioner Amy
Second: Commissioner Stiles
Motion Approved unanimously.

ii. **Policy 706 - Knox-Box Access (new)**

Chief Rita states that the policy is from Lexipol and straightforward

Commissioner Roos inquired if there are other businesses that have extra key sets?

Chief Rita replied that there are several businesses with Knox boxes.

Commissioner Amy inquired, approximately how many keys or access items does the District have on hand, for how many businesses? Chief Rita replied that some businesses do not have Knox boxes but instead have codes.

Commissioner Amy inquires about the reason or limitations with selection of this particular manufacturer. Chief Rita responded that surrounding areas implemented using that manufacturers

President McMullen recognizes that it has been the standard historically and emphasizes the importance of the security of the access key.

706.6 and 706.9 Commissioner Amy inquires about installation on property. Is there a fee that we can consider imposing as there is cost implication for staff time.

Chief Rita may not recommend implementation of a fee as it behooves of the district to have access, and a fee may discourage surrounding business to participate/comply.

Commissioner Amy articulates that it could be considered in the same way as the annual fire inspections (safety inspections) fee.

Commissioner Stiles inquires if the policy for safety inspections would need to be modified to address the procedure for checking the Knox boxes.

Commissioner Roos speaks in favor of Commissioner Amy's idea of charging a fee associated with the key access as it is a cost to the district in terms of Human Resources.

Firefighter Lee speaks to the board and lets them know that if the access key does not work, to put out immediate danger, the districts personnel will access the property which typically causes damage to the door.

Commissioner Roos inquires if alarm codes are necessitated to collect for access. Chief Rita and Firefighter Lee respond that although some alarm codes are recorded, it is not required. Firefighter Lee includes that there are some alarm codes recorded for the districts Residents/Property Owners.

Motion: Motion to approve Knox-Box Access policy 706
By: Commissioner Amy
Second: Commissioner Roos
Motion approved unanimously

iii. Policy 802 - Subpoenas and Summons (new)

Chief Rita states that the policy is from Lexipol and straightforward and modified to match us.

Commissioner Lindsey advises that these are brought to Yolo County Counsel for their insight on the policy material for any ways to strengthen or ensure applicability. Lindsey assured that the policy is overall very strong, but that it should be brought to County Counsel in order to have reassurance before instituting.

Motion: Chief Rita to send item for review by county counsel and bring to next regular board meeting
By: Commissioner Roos
Second:
Motion withdrawn and second motion proposed.

Motion: Bring the Item Policy 802 - Subpoenas and Summons (new) to Yolo County Counsel
By: Commissioner Roos
Second: Commissioner Lindsey
Motion Carried Unanimously.

iv. Policy 803 - Patient Medical Record Security and Privacy

Chief Rita states that the policy is from Lexipol.

Commissioner Amy brings to the attention of the board section 803.6.2 second paragraph, page 4 of the policy where it states "Hard copies of CPR should be stored" and recommends to replace the term should with must for more surety. "Hard copies of CPR should must be stored"

Commissioner Lindsey articulates to the board the difference in meaning between terms "Shall, Must, and Should" in a legal context. He continued that language for policy is a reasonable concern. Should is still a strong word for policy statement. Whereas must provide the district more latitude.

Chief Rita proposes to motion for the replacement of "should" with

“must”.

Commissioner Roos recommends to the board to move forward.

Motion: Approve the policy with amendments to policy language where the term “shall” will replace the term “should” in 803.6.2 paragraphs 1 and 3.
By: Commissioner Roos
Second: Commissioner Lindsey
Motion withdrawn and second motion proposed.

v. Policy 903 - Communicable Diseases (new)
Chief Rita states that the policy is from Lexipol.

Commissioner Roos commented on the Vaccinations and Immunizations that are covered by policy and which are required for staffing at a minimum. Roos addresses what he has seen and experienced regarding accessibility of these required immunizations and vaccinations.

Chief Rita references required immunization of the Flu Vaccine for employees of WFPD as an example. Chief Rita states that the district can work with those that are not covered on the required Vaccinations and Immunizations with their insurance plans, as all personnel that work with patients are required to have a completed immunization record.

Motion: Adopt policy as proposed
By: Commissioner Amy
Second: Commissioner Roos
Motion Carries unanimously.

b. Discussion / Action – Adopt Exposure Control Plan (Chief Rita)

Motion: Adopt exposure control plan as submitted.
By: Commissioner Lindsey
Second: Commissioner Roos
Motion approved by unanimous vote.

c. Discussion / Action – Authorize Individuals to Submit Payment for Recology and LEAF Each Month Without prior Authorization Each month from Budget and Benefits Committee Chair or Others (Chief Rita)

Chief Rita addresses that these two invoice items are reoccurring in the Same amount each month with potential for adjustments to arrive to final balance due.

Motion: Approve authorization of individuals to make payments on Recology and Leaf invoices
By: Commissioner Amy
Second: Commissioner Roos
Motion approved by unanimous vote.

d. Discussion / Action – Standing Committee – Reports

i. Lillard Hall Committee – Amy, Roos

1. Hall Manager Report

Commissioner Amy inquired of the board if there were any

questions about the provided Balances of Checking accounts and booked rentals.

2. Discussion / Action – Approval of July 3, 2024 Minutes

Motion: Approve July 3rd Lillard Hall Committee Meeting
Minutes as written
By: Commissioner Amy
Second: Commissioner Lindsey
Motion approved by unanimous vote.

3. Discussion / Action – Approval of August 7, 2024 Minutes

Commissioner Amy identifies correction within minutes at the top to replace the term “AGENDA” with the term “MINUTES”

Motion: Approve August 7th Lillard Hall Committee Meeting
Minutes with amendment to the header section
By: Commissioner Amy
Second: Commissioner Roos
Motion approved by unanimous vote.

e. Discussion / Action – Enter into funding agreement with Airport (Chief Rita)

Chief Rita asked for a replacement contract with the airport for the one year contract as opposed to the original contract for every 5 years.

Commissioner Roos inquired about pecuniary implications of the contract.

Commissioner Stiles and Chief Rita replied that the contract renewal comes with a reimbursement of a quarter of the fire protection districts personnel costs up to \$15,000.00 each year.

Motion: Approve Chief Rita to enter into funding agreement with the airport with the district President’s signature
By: Commissioner Amy
Second: Commissioner Stiles
Motion approved by unanimous vote.

6. Fire Chief’s Report (Chief Rita)

Chief Rita addresses staffing stating that there are three more reserve firefighters, one still completing background checks. The district did lose one volunteer, and one on call staff member.

Chief Rita continued that the 218 documentation was submitted to the county for levying the assessment. The fire sustainability funding report has been completed and will be uploading to the webpage within the budget section of the District Website.

After the late mailing, received many phone calls. Received emails and crafted responses to the emails and was posted on the general webpage. Chief Rita has identified a process for next year and Chief Rita to formalize the process VIA policy.

Commissioner Lindsey inquired who manages the social media accounts?

Chief Rita replies that Captain Bravo and Captain Fish work on the social media

documents.

Chief Rita closes the Chief's report by stating which of the neighboring districts had their 218 passed (Winters Fire City, Knights Landing, Madison Fire), Yolo Fire's 218 did not pass.

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

Chief Rita reports on behalf of Assistant Chief Stiles that all equipment is in service and the donated Durango is waiting for decal/signage.

8. Fire Fighter's Association Report (President Lee)

Firefighter Lee reports that the association wants to reserve a holiday party, either the 1st or 3rd Sunday of December, Board members are invited.

Commissioner Amy reminded President Lee that the Lillard Hall committee referred someone to the association.

President Lee confirms that the Firefighters Association has received a recommendation, contacted the individual, and will consider for an event.

9. Clerk's Report

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

Motion: Ratify the Bill Review Packet
By: Commissioner Stiles
Second: Commissioner Amy
Motion passed by unanimous vote.

b. Discussion / Action – Approval of July 16, 2024 Regular Board Meeting Minutes

Board Clerk Kytiana Sayer-Peterson addressed the Board and notes that Minutes not originally included with the meeting packet have been printed and provided to the board.

Chief Rita asks that at least the July 30th meeting minutes be reviewed and approved for submission to the county for accounting purposes.

Commissioner Lindsey notes the following changes: Item 3, "Firefighter Lee" with a capital "L" "5 properties not in compliance and will be sending them a letter" is the preferred language for this sentence, and Item 8 last paragraph, "Captain Fish" with a capital F, Item 10 in open forum, R after commissioner Amy a small "r", and add "the" in "the special meeting" within the open forum section.

Motion: Approve July 16th minutes with corrections
By: Commissioner Amy
Second: Commissioner Roos
Motion approved by unanimous vote.

c. Discussion / Action – Approval of July 30, 2024 Special Board Meeting Minutes

Commissioner Stiles has an "i" in the Present section and similar edits are required for "David Stiles" in the following section

Motion: Approve July 30th minutes with corrections

By: Commissioner Amy

Second: Commissioner Stiles

Motion approved by unanimous vote.

d. Board Written Communication Received

The communication to the Board that was received was included within the packet as meeting materials.

President McMullen has responded to the comment to the Board.

No additional action that needs to be taken.

10. Open Forum

Commissioner Roos updated the board on the progress regarding solar implementation. Tara Thronson may assist with funding acquisition. The roof will need to be fixed before the Solar can be applied.

Commissioner Roos proposes a question to the Board, asking if it would be possible to apply for loan using engines as collateral for the loan.

Chief Rita proposes that there may be upcoming legislature that may allow for business funding opportunities for solar.

Board Clerk Kytiana Sayer-Peterson brought to the attention of the board that there is a Conflict of Interest Code Review upcoming with submission date of October 1st and will be reviewed and submitted by Chief Rita in conjunction with Kytiana to submit in a timely manner. May require a follow up at the next September board meeting.

11. Next regular Board meeting on September 17, 2024, unless another date is agreed upon

12. Meeting Adjourned (President McMullen)

Motion: To Adjourn

By: Commissioner Roos

Second: Commissioner Lindsey

Motion to adjourn is approved unanimously.

Minutes approved: September 17, 2024



JAMES McMULLEN, President/Commissioner


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