



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

BOARD OF COMMISSIONERS – REGULAR MEETING – MINUTES October 17, 2023 at 7:00 PM

Held at
24905 County Road 95, Lillard Hall
Davis, CA 95616
and via Zoom

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

Meeting called to order at 1900 hours. Board Clerk Hall called roll and confirmed there was a quorum.

Present were:

Commissioners: James McMullen, Jim Yeager, Emily Amy, Beth Stiles, and Warren Roos

Department Members: Chief Cherie Rita, Assistant Chief David Stiles, Captain Patrick Fish, Firefighter and Association President Jon Lee, Hall Manager Ned Sykes, and Board Clerk Carly Hall

Joined via Zoom: Department Member Captain Tom Stiles

2. Public Comment

NONE

3. Old Business

a. Update – Weed Abatement (President Jon Lee)

Association President Lee reported that of the original 38 properties they inspected there were only eight properties left to resolve abatement issues. He advised they are working with the property owners to help resolve them.

b. Update – Yolo County Fire Sustainability Committee (Assistant Chief Stiles)

Assistant Chief Stiles reported that the County will finalize funding per the Committee meeting items included in the Board Packet.

4. Lillard Hall

a. Manager Report (Hall Manager Sykes)

Hall Manager Sykes advised his report is in the packet and the accounting is up to date. He advised that the Hall will be closed for November to provide a temporary location while the station is being remodeled. He advised they received one new rental application for a graduation.

5. New Business

a. Discussion / Action – Volunteer Applications (Assistant Chief Stiles)

Chief Rita advised that George House's stepdaughter, Olive, has a pending application and there was one other person interested in volunteering, but had not received an application yet. She advised they are currently onboarding a Reserve Firefighter, Michael Bravo.

b. Discussion / Action – Live Scan Fees – Member or Employer Pays (Chief Rita)

Chief Rita proposed who pays Live Scan and background check fees, the employer or employee? Currently the District has been paying these.

Assistant Chief Stiles advised the industry standard is the employer. Chief Rita advised the District will continue paying the fees.

c. Discussion / Action – Approve Policies and Procedures (Chief Rita)

The Board considered these as a whole. President McMullen asked the Board members to identify any corrections and ask any questions, then they would vote on the group.

i. Policy 201 – Emergency Action Plan and Fire Prevention Plan (New)

Commissioner Amy advised of correction needed to Agency name on Page 34.

ii. Policy 203 – Training Policy (New)

No comments, changes, or corrections.

iii. Policy 900 – Illness and Injury Prevention Program (Updates and Replaces Current Plan and Forms)

Commissioner Amy advised of correction needed for 900.3, Page 51, the use of prevention plan versus program. Chief Rita advised she will make it uniform.

Commissioner Amy advised on the Accident/Injury Investigation Report, Page 97, it's missing the date and time when it was reported to the supervisor. Chief Rita advised she will add it.

iv. Policy 1011 – Discriminatory Harassment (Replaces Page 17 of *Prior Directives Document*)

Commissioner Amy advised on Page 108 it refers to second Fire Chief but should be changed to Assistant Fire Chief. Chief Rita will update.

v. Policy 1012 – Conduct and Behavior (New)

No comments, changes, or corrections.

- vi. **Policy 1013 – Personnel Complaints (Replaces Page 17 of *Prior Directives Document*)**
No comments, changes, or corrections.
- vii. **Policy 1019 – Grievance Procedure (Replaces Page 17 of *Prior Directives Document*)**
No comments/changes or corrections.
- viii. **Procedure 201 – Purchase Card (new)**
No comments, changes, or corrections.
- ix. **Procedure 1001 – Personnel Complaints (Replaces Page 17 of *Prior Directives Document*)**
No comments, changes, or corrections.
- x. **Procedure 1002 – Administrative Investigations and Interviews (Replaces Page 17 of *Prior Directives Document*)**
No comments, changes, or corrections.
- xi. **Procedure 1003 – Discipline (Replaces Page 17 of *Prior Directives Document*)**
No comments, changes, or corrections.

Motion: Approve Policies 201, 203, 900, 1011-1013, and 1019, and Procedures 201 and 1001-1003 with the requested changes

Motion By: Amy

Second By: Yeager

Vote: Approved unanimously

d. Discussion / Action – Standing Committees – Reports

i. Personnel Committee – Amy, Yeager

No meeting; no report.

Commissioner Amy questioned with the new procedures, does this committee need to continue or could it be closed as a standing committee and become an ad hoc committee. Commissioner Yeager advised he disagrees; it should remain a standing committee.

President McMullen questioned what positions would be reviewed by the Personnel Committee. Chief Rita advised it would be for the Board Clerk and Fire Chief. She added the committee can be taken off the agenda and added as needed.

President McMullen questioned if the committee would still handle discipline hearings and Chief Rita confirmed that was correct.

Commissioner Stiles added that the committee should also review the Lillard Hall Manager. Commissioner Amy advised that's handled by the Lillard Hall Committee. Chief Rita agreed with Commissioner Stiles as the Hall Manager is a District employee and splitting the assignment of evaluations, etc., could lead to confusion and differences in how evaluations were performed. Assistant Chief Stiles advised maybe including the Hall Manager to the committee's scope should be a future discussion.

ii. District Funding and Development Committee – Yeager, Stiles

No meeting; no report.

Commissioner Stiles recommended this committee become an ad hoc committee or combine with the Budget and Benefits committee. Chief Rita advised she agreed it should be combined with the Budget and Benefits Committee. Vice President Yeager advised he agreed it's no longer needed. Commissioner Amy advised they should merge.

Motion: Merge the District Funding and Development Committee with the Budget and Benefits Committee. The members would be Commissioner Stiles and Roos.

Motion By: Stiles

Second By: Amy

Vote: Approved unanimously

iii. Lillard Hall Committee – Amy, Roos

1. Approve October 4, 2023, Committee Meeting Minutes

Motion: Approve October 4, 2023, Committee Meeting Minutes.

Motion By: Amy

Second By: Roos

Vote: Approved unanimously

2. Discussion / Action – Approve New Signers for Lillard Hall Bank of America Bank Account

Commissioner Amy advised this item is no longer needed as they will close the Bank of America account and move all Lillard Hall accounts to First Northern Bank.

iv. Budget and Benefits Committee – Stiles, Roos

No meeting; no report.

Chief Rita advised once the first quarter has closed, they will schedule a meeting.

e. Discussion / Action – Ad Hoc Committees – Reports

i. Solar – Stiles, Roos

Commissioner Stiles reported that there is no movement from the previous report.

Commissioner Roos advised that he called the contractor mentioned in the previous meeting but has not received a response and will try again.

f. Discussion / Action – Liaison Reports

i. Fire Prevention / Investigation – McMullen

No meeting; no report.

ii. Training – Yeager

No meeting; no report.

iii. Large Equipment / Facilities – McMullen

Assistant Chief Stiles advised a pump test has been scheduled for W230 before delivery of the new apparatus. Vice President Yeager questioned when the delivery is expected, and Assistant Chief Stiles advised likely at the end of November.

Chief Rita advised that in reading the September 2023 minutes, there was a request to have the revenue from the sale of W230 put into the capital asset replacement reserve fund. She advised some of the \$25,000 has to be used to pay sales tax and for upgrades to the new apparatus, but the rest will be put into the capital asset replacement reserve fund.

6. Fire Chief's Report (Chief Rita)

Chief Rita advised all new hires passed background checks and medical clearance. They started training earlier this week on October 16, 2023. She has requested for them to attend a Board meeting when they can so they can meet the Board members. She invited all Board members to stop by the station and meet the new members.

7. Fire Fighter's Association Report (President Jon Lee)

Association President Lee reported that the Flea Market held on October 14, 2023, made about \$300. He advised the Holiday Dinner will be held on December 17, 2023, where there will be a happy hour, gift exchange, and dinner. He has reserved Lillard Hall and catering. Association President Lee also advised they are looking into other fundraising avenues like a rib cook off; Willow Oak had great success with theirs. Commissioner Stiles questioned how much was raised at the Hooby's event, he advised \$700.

8. Clerk's Report

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

Commissioner Roos questioned what the Vonage bill is for. Board Clerk Hall advised it's the new phone system that uses the internet. He questioned what happens if the internet goes down. Assistant Chief Stiles advised there is a backup cell phone, all calls would be routed directly to that.

Vice President Yeager questioned why we purchased turnouts from All Star and not Curtis. Assistant Chief Stiles advised All Star has better pricing.

Motion: Approve the payment of bills totaling \$10,457.65.
Motion By: Yeager
Second By: Stiles
Vote: Approved unanimously

b. Discussion / Action – Approval of September 19, 2023, Regular Board Meeting Minutes

Motion: Approve September 19, 2023, Regular Board Meeting Minutes.
Motion By: Amy
Second By: Stiles
Vote: Approved unanimously

9. Open Forum
NONE

10. Next regular Board meeting on November 21, 2023, unless another date is agreed upon

Commissioner Roos proposed other dates but withdrew his proposal.

President McMullen confirmed the next meeting date as November 21, 2023.

11. Meeting Adjourned (President McMullen)

Motion: Adjourn meeting
By: Roos
Second By: Stiles
Vote: Approved unanimously

Meeting adjourned at 1948 hours.

Minutes approved:


Board President James McMullen


Board Clerk Carly Hall