



**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**  
**December 17, 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)**  
President McMullen called the meeting to order at 7:00 PM. Acting Board Clerk Rita called roll and confirmed a quorum was present. Present were:

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

Staff: Fire Chief, and Acting Board Clerk, Cherie Rita; Assistant Chief  
David Stiles; and Fire Captain Patrick Fish

Via Zoom: Retired West Plainfield Firefighter Tom Stiles

Public: Chase Covington

- 2. Public Comment**

Chase Covington introduced himself. He received an invoice for Fire Department response to a fire involving his tractor earlier in the year. He asked the Board to reconsider the invoice as he was contracted to work that field by the property owner and was not merely a person passing through the District. Mr. Covington also noted that the invoice had been directed to him, as an individual, instead of to his business. Commissioner Lindsay asked for the company name and directed staff to get the invoice re-billed to the company name; Mr. Covington confirmed that the address would remain the same.

After some questions of Mr. Covington by various Commissioners, the Board agreed to schedule a final Agenda item on the matter for the January 2025 meeting.

**3. Old Business**

**a. Update - Development Impact Fee (Asst Chief Stiles)**

Assistant Chief Stiles reported that he had not yet heard from County Counsel, but had started to gather information from other fire districts. President McMullen asked if Assistant Chief Stiles wanted the matter on January's Agenda. Assistant Chief Stiles requested that it be removed from the Agenda and he would notify the Board Clerk when he was ready to make a complete report, including recommendations for next steps in the process.

**4. New Business**

**a. Discussion / Action – Enter Into Memorandum of Understanding Between the County of Yolo and Fire Protection Districts/Fire Departments (“Signatory Agencies”) for Reimbursement of Costs Associated with Tablet Command Service (Fire Captain Fish)**

Fire Captain Fish refreshed the Board on the purpose of this Memorandum. He further advised that the charges to be assessed the District had been budgeted for the current fiscal year.

Commissioner Amy asked why our amount due was higher than Willow Oak's. Fire Captain Fish reported that each participating member was billed their portion of a flat rate for the service and then for each iPad on which the software was loaded and used; we have one more iPad, but Willow Oak may increase their numbers once the system is fully implemented and in place for a while.

Fire Captain Fish noted that each signatory agency will be required to sign it and make its share of the payment to continue access to the software.

Board President McMullen expressed appreciation to Fire Captain Fish for all his hard work on information systems management and implementation of programs.

Motion: Enter into Memorandum of Understanding Between the County of Yolo and Fire Protection Districts/Fire Departments (“Signatory Agencies”) for Reimbursement of Costs Associated with Tablet Command Service as presented

By: Commissioner Amy

Second: Commissioner Stiles

Discussion: No further discussion

Motion passed unanimously.

**b. Discussion / Action – Hire Mark Krummenacker to Prepare and Submit the Required FYE 2024 State Controller’s Office Financial Report Filing (Chief Rita)**

Fire Chief Rita advised the Board that this report is due each year to the State Controller's Office. In the past the District has had either the County or Mark Krummenacker prepare it due to its complexity. Mr. Krummenacker

will charge \$200.00 and the County would charge \$300.00.

Commissioner Amy noted she had tried to find the form on the State Controller's website to see what it entailed, but could not. She asked what it included. Chief Rita reported that she and Assistant Chief Stiles had recently looked at the prior year's 12, or so, page document and noted the complexity of the required financial information. She noted that it is more than just looking at approved budget versus spending. Assistant Chief Stiles concurred that hiring someone familiar with our general ledger accounts would be better than trying to do it ourselves and money well spent.

Motion: Hire Mark Krummenacker to prepare and file the District's fiscal year end 2024 State Controller's Office Financial Report for \$200.00

By: Commissioner Amy

Second: Commissioner Roos

Discussion: No further discussion

Motion passed unanimously.

**c. Discussion / Action - Real-time Incident Information for Board Members (Commissioner Roos)**

Commissioner Roos was wondering if there is a way to keep the Board members informed of incidents that did not require real-time interaction with staff, who are already busy. Assistant Chief Stiles replied that Fire Captain Fish could better answer the question about the IT-side. He further explained that the programs members use have protected information in them. PulsePoint does not include such information.

Commissioner Roos would use the information to assist with his fundraising efforts. He feels "out of touch" between meetings. Chief Rita suggested visiting with staff more. Commissioner Roos noted he has, but that he did not want to burden staff with numerous visits. Commissioner Amy noted that the few times she has come by the Station that was not for a meeting, she feels like she is getting "danced around" because she believes they are trying to be super respectful of the fact she is a Commissioner; but it does depend on who is on duty.

Commissioner Amy went on to comment that her main feeling of disconnect centers around staffing changes. She noted she tried to look online, but she saw it was not updated. Chief Rita reported that due to all the recent turnover, that list online is, indeed, not up-to-date but will be updated after all the staffing changes in early January.

Fire Captain Fish confirmed all the applications used by staff contain protected information. He believes he could tweak an application to be more focused on Department incidents; he could also maybe set up email that pushes non-protected incident information to each Commissioner. Commissioner Roos noted he did not want to create a bunch of work for



staff and agreed with Commissioner Amy regarding reception by staff the few times he has gone to the Station.

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

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

**1. Hall Manager Report**

Commissioner Amy presented the Hall Manager's reports and asked for questions. There were none.

**2. Discussion / Action – Approval of December 4, 2024, Minutes**

Motion: Approve the December 4, 2024, Lillard Hall Committee meeting minutes as presented

By: Commissioner Amy

Second: Commissioner Roos

Discussion: None

Motion passed unanimously.

**e. Discussion / Action – Elect President and Vice-President of the Board of Fire Commissioners for Calendar Year 2025 (Policy 1201, Section 1201.9.5) (President McMullen)**

President McMullen asked the Board Clerk to solicit nominations and call for vote.

President

Interim Board Clerk Rita made three calls for nominations for President. After the last call for nominations, the nominees were identified as:

Commissioner McMullen (nominated by Commissioner Roos)

Commissioner Lindsey (nominated by Commissioner Stiles)

Interim Clerk Rita called for the vote, requesting that each Commissioner raise a hand to signify their vote.

Hand raised: Commissioners Amy, Roos, Lindsey, McMullen

Hand not raised: Commissioner Stiles

Commissioner McMullen elected by a vote of 4-1 to serve as President of the Board for calendar year 2025.

Vice-President

Interim Board Clerk Rita made three calls for nominations for Vice-President. After the last call for nominations, the nominees were identified as:

Commissioner Stiles (nominated by Commissioner Lindsey)

Commissioner Roos (nominated by Commissioner McMullen)

Interim Clerk Rita called for the vote, requesting that each Commissioner raise a hand to signify their vote.

Hand raised: Commissioners Amy, Roos, McMullen  
Hand not raised: Commissioners Stiles and Lindsey

Commissioner Roos elected by a vote of 3-2 to serve as Vice-President of the Board for calendar year 2025.

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

**a. Incidents for November 2024**

Commissioner Amy asked about the incident "search for person in water." Assistant Chief Stiles advised this had been a mutual aid call to Winters for persons in the creek. There were no other questions.

**b. Trial Balance – FYE 2025 – Periods 1-5 – Not Closed**

Commissioner Amy asked about why the training account was only 17% used when we were more than a third of the way into the budget cycle. Assistant Chief Stiles indicated those monies are budgeted for training classes as they become available and for supplies for those classes. He pointed out that this Spring we would be purchased 20 or more boards for roof ventilation training, which would consume a substantial portion of the remaining monies. Chief Rita noted that the monies spent to date had been for several of our firefighters to take driver/operator classes so they could get their firefighter endorsement.

**c. Public Information Request**

Chief Rita reported that the attorney for DQU had sent her an email asking if they were exempt from the 218 assessment. She forwarded it to County Counsel for guidance and replied to the attorney as instructed by County Counsel.

Shortly after that the attorney replied, making a public information request for documentation about the ballot, etc. Chief Rita forwarded that to County Counsel, who replied. Since that reply, the attorney for DQU has asked how their assessment was calculated. County Counsel is working on that with SCI, who prepared the engineer's report. Chief Rita informed the Board that she expects to have the next request from the attorney for DQU be a request for reclassification and recalculation. Chief Rita will keep the Board informed.

**d. Fire Incident Billing of Contractor Hired by Property Owner**

Chief Rita reported this was addressed earlier in public comment, but suggested that consideration should include employees of property owners and not just agents of or contractors hired by property owners. By consensus, this item will appear one final time on the Agenda, for January's meeting.

In addition to the above, Chief Rita reported that one of the Department's reserves was moving out of state, but there are a couple in the application process.

Chief Rita further reported that she and Assistant Chief Stiles continue to meet and it is going well.

**6. Assistant Chief's Report (Asst Chief Stiles)**

Assistant Chief Stiles thanked Chief Rita for working with him, noting all the different nuances involved with the administrative paperwork.

Assistant Chief Stiles reported on the Office of Traffic Safety Grant status, noting that the equipment has been ordered and should be delivered later in the week. Staff will receive training that day and additional trainings will be scheduled to meet the grant program parameters. He reported we are meeting all the grant objectives to date and our first report will be due at the end of January.

Assistant Chief Stiles advised the Board that he had been working with Fire Chief Jack Snyder, Winters Fire, and Fire Chief Marcus Klinkhammer, Willow Oak Fire, on an AFG grant for replacement portable radios. While he does not have all the final numbers as it was just finalized and filed earlier that day, it will be a 5% match and our share is anticipated to be between \$7,000 - \$8,000, which is the cost of 1 radio; we applied for 18.

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

Fire Fighter's Association President Jon Lee was not present. Fire Captain Patrick Fish advised the Board that President Lee had not provided any information to him to pass along to the Board.

Captain Fish thanked the Board for attending the holiday party. Several Board members expressed appreciation for having been invited to attend it.

**8. Interim Board Clerk's Report**

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

Interim Clerk Rita reported that she had recently received a check from the Airport for a bit over \$8,000.00 which covered the period November 1, 2023, through June 30, 2024. The report regarding deposits to date will be included in the January meeting packet.

Motion: Ratify bill payment as presented

By: Commissioner Amy

Second: Commissioner Stiles

Discussion: No further discussion

Motion passed unanimously.

**b. Discussion / Action - Approval of November 19, 2024, Regular Board Meeting Minutes**

Motion: Approve November 19, 2024, regular Board meeting minutes as presented  
By: Commissioner Roos  
Second: Commissioner Amy  
Discussion: None  
Motion passed unanimously.

**9. Open Forum**

Commissioner Roos reported that he finally had a reply from the County about solar panels at the station. Ryan Pistoichini, Yolo County General Services Director, instructed him to contact the FAA about it. He will continue to work on it, but is not sure how long it take to get a response from the FAA.

**10. Next regular Board meeting on January 21, 2025, unless another date is agreed upon**

Commissioner Amy will not be at the January meeting; everyone else confirmed. Next regular Board meeting confirmed for January 21, 2025.

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

Motion: Adjourn meeting  
By: Commissioner Lindsey  
Second: Commissioner Amy  
Discussion: None  
Motion passed unanimously.

Meeting adjourned at 7:58 PM by President McMullen.

Approved: January 21, 2025

  
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JAMES McMULLEN, President  
Board of Fire Commissioners

  
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CHERIE RITA  
Acting Board Clerk