



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

**BOARD OF COMMISSIONERS – REGULAR MEETING - MINUTES
November 15, 2022 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, Richard Guarino, Emily Amy, and Beth Stiles

Department Members: Chief Cherie Rita, Captain Patrick Fish, Lieutenant Jose Ponce Rangel, and Board Clerk Carly Hall

Guests: None

Joined via Zoom: Assistant Chief David Stiles, Captain Scott Bravo, Firefighter Eric Wilson

2. Public Comment

NONE

3. Old Business

a. Update – Weed Abatement (Chief Rita)

No update at this time.

Firefighter and Association President Jon Lee arrived at the meeting at 1906 hours.

b. Update – Yolo County Fire Sustainability Committee (AC Stiles / Chief Rita)

Chief Rita advised that she attended the most recent Sustainability Committee meeting in AC Stiles' absence. At the meeting, they worked on a formula for distributing the remaining \$500,000 from last year to present to an ad hoc committee for review in early December. She added the County changed committee members, removing Chad Rinde and adding Mark Bryan. She advised that there are two supervisors on the committee that are adamantly opposed to giving additional funds to Elkhorn or any contract districts. She believes that county staff on the working group are going to

push to give Elkhorn some of the money because regardless of the outcome of their dissolution it's going to take 12-18 months for that to happen and they still need funds to operate in the meantime. Chief Rita believes county staff will also support giving funds to special district Winters Fire Protection District, as they have volunteer members.

President McMullen asked for clarification regarding the contract districts Chief Rita mentioned and if they related to contracting with the cities of Davis and Woodland. Chief Rita confirmed that is correct and added that they also include Springlake and No Man's Land.

4. Lillard Hall

a. Manager Report (Hall Manager Gonzalez)

Before the Hall Manager arrived to present her report, Commissioner Amy questioned the data in her report. Her first question related to no deposits being collected for meetings occurring after June 2022, she advised there should be a \$200 deposit being collected. Her second question related to the running balance date listed on the report, she advised it states the balance is as of 10/16/2022, but it should be more current. President McMullen directed the Clerk to present these questions to Hall Manager Gonzalez and report back to the Board.

Hall Manager Brenda Gonzalez arrived at the meeting at 1909 hours.

Hall Manager Gonzalez presented her report. President McMullen directed the Clerk to present the questions provided by Commissioner Amy to the Hall Manager. Commissioner Amy, instead, presented the questions. Hall Manager Gonzalez advised that the deposit for the meetings, since it is the same renter with recurring meetings, has been collected and carries over to each meeting. Commissioner Amy and Chief Rita both advised that the report should note that. In response to Commissioner Amy's question about the "running balance" date, Hall Manager Gonzalez advised that the date is incorrect and should be 11/10/2022, not 10/16/2022 as it's showing on the report. She advised she would be sending out an updated report to the Board.

Commissioner Amy also advised that the report needs to be corrected to show that the Woodland Electrical Inc. invoice was for light post consultation, not repair. The Hall Manager advised she would update the report.

5. New Business

a. Discussion / Action – Volunteer Applications (Chief Rita)

Chief Rita reported that no new volunteer applications had been received.

Commissioner Stiles added that she recently attended a local hayride with her family that provided an outreach opportunity. While there, she introduced herself to members of the community, letting them know about the fire district, what we do, that we have opportunities for volunteer firefighters, and to reach out if they have any interest.

b. Discussion / Action – Adopt Resolution 22-03 – Resolution Authorizing District Access to State and Federal Level Summary Criminal History Information for Employment (Chief Rita)

Chief Rita advised that this item was prematurely brought to the Board several months ago and that the Board had expressed concern regarding the prohibition of hiring individuals with “serious misdemeanors”. Since then, she has obtained approval of the resolution from the FBI along with a non-exclusive list of serious misdemeanors. President McMullen questioned if this was regarding wobblers and Chief Rita confirmed. He also asked if the resolution was given to county counsel for review. Chief Rita advised it had not been. President McMullen asked if we could consider it and Chief Rita advised we could. He also asked what we did for our background before. Chief Rita advised we did the minimum background check based on name, address, and social.

Motion: Adopt a resolution authorizing district access to state and federal level summary criminal history information for employment and send it to county counsel to review.

By: Yeager
Second By: Guarino
Discussion: None
Vote (by roll call): President McMullen – Aye
Vice President Yeager – Aye
Commissioner Guarino – Aye
Commissioner Amy – Aye
Commissioner Stiles – Aye

c. Discussion / Action – Standing Committee Reports

i. Budget and Benefits Committee – Yeager, Guarino

No meeting; no report.

ii. Personnel Committee – Amy, Yeager

No meeting; no report.

1. Approval of January 8, 2022, Committee Meeting Minutes
2. Approval of January 15, 2022, Committee Meeting Minutes
3. Approval of August 13, 2022, Committee Meeting Minutes

4. Approval of September 25, 2022, Committee Meeting Minutes

Motion: Approve January 8, January 15, August 13, and September 25, 2022, Committee Meeting Minutes.
Motion By: Amy
Second By: Guarino
Vote: Approved unanimously.

iii. District Funding and Development Committee – Guarino, Stiles

No meeting; no report.

Commissioner Stiles asked if there had been any movement on Proposition 218 since the last Board meeting. Chief Rita advised there is no update yet, but the possible vote date will likely be moved to sometime in April or May 2023, instead of March, because the Water District will be sending out its own 218 Ballot in March.

- 1. Approval of November 22, 2021, Committee Meeting Minutes**
- 2. Approval of January 3, 2022, Committee Meeting Minutes**

Commissioner Amy advised that the minutes from the November 22, 2021, meeting listed Commissioner Guarino instead of Commissioner Hjerpe. The Clerk advised they would be amended.

Motion: Approve November 22, 2021, and January 3, 2022, Committee Meeting Minutes with the amendment.
Motion By: Yeager
Second By: Guarino
Vote: Approved unanimously.

iv. Lillard Hall Committee – Amy, Guarino

Commissioner Amy advised that during the November 13, 2022, committee meeting they discussed Hall maintenance and noise complaint issues. Hall Manager Gonzalez was tasked with getting quotes. Commissioner Amy advised they will have rental policy language changes to propose to the Board for approval and it will include possible forfeiture of deposits due to noise complaints and rental policy not being followed. She advised she visited the Hall during the last two events (held since the last Board meeting) and encountered the revised policy regarding noise not being fully complied with as well as found glass in the parking lot.

Commissioner Amy also suggested using a decibel meter as a policy practice to measure noise during events. President McMullen questioned what the cost would be, and Commissioner Amy advised there was a free phone application that can be used. President McMullen questioned who would be responsible for that and Chief Rita advised that either the Hall Manager or District staff on duty would likely do it as they are present when complaints are received; testing would be performed only if a noise complaint is received. President McMullen asked Hall Manager Gonzalez her thoughts on these changes and she agreed they would be good.

Commissioner Stiles questioned if the income of the Hall rentals from outside district residents is worth all the issues and complaints. President McMullen advised that would be a discussion/action item and would need to add it to a future agenda. Commissioner Amy advised that the larger event rentals, the ones we receive the most complaints regarding, are the main source of income for the Hall. President McMullen advised that these are topics outside of the meeting discussion and questioned if the Board would like to put it on the agenda for discussion/action. Commissioner Amy advised she didn't feel that the Hall has the financial option to eliminate the larger events, as the Hall would have minimal financial support without them. President McMullen advised he believes this is a Board decision. Vice President Yeager advised he agrees with Commissioner Amy. President McMullen advised this is an item that needs to be properly put on the agenda and recommends that the Board concur to put it on the agenda for the next meeting. There was no discussion against this, and he advised the Clerk to place it on the next regular board meeting agenda and requested Hall Manager Gonzalez attend the meeting as well.

Captain Bravo noted that as a fire protection district our first duty is to provide effective incident management to property, life, and environment within the district. He further noted that while he understands that the Hall must be financially self-sustained, it should be taken into consideration the impact it has on the local residents and community members. Captain Fish added that he agrees and that it doesn't appear any of the policies are being complied with and doesn't see any mention of the specific complaints or incidences being reviewed during the committee meetings; Captain Fish mentioned, in particular, the fact that staff had reported to the Committee and the Board that a firearm had been discharged at an event. President McMullen advised he would like that information to be presented when it's on the agenda for discussion/action.

- 1. Approval of January 4, 2022, Committee Meeting Minutes**
- 2. Approval of June 2, 2022, Committee Meeting Minutes**
- 3. Approval of October 16, 2022, Committee Meeting Minutes**

4. Approval of November 13, 2022, Committee Meeting Minutes

Commissioner Amy advised that the minutes from the November 13, 2022, meeting need to be amended to correct that Ganesh was suggested by Commissioner Amy for electrical repairs and by Chief Rita for the door repair. She advised that the notes regarding the oven need to be corrected to reflect that the Hall Manager was directed to get the oven repaired, not just looked at. She also advised the events she attended that are listed in the minutes need to be corrected to show that the “first” event listed should actually be the second, while the “second” event listed should actually be the first. The Clerk advised they would be amended.

Motion: Approve January 4, June 2, and October 16, 2022 Committee Meeting minutes as is and approve the November 13, 2022, Committee Meeting minutes with the amendments.

Motion By: Amy

Second By: Stiles

Vote: Approved unanimously.

d. Discussion / Action – Ad Hoc Committee Reports

i. LAFCO – Guarino, Yeager

No meeting; no report.

ii. Inspection Fees – Yeager, Amy

No meeting; no report.

Chief Rita advised that the inspection fee notice of public hearing was published twice. The Board is scheduled to have the first reading on November 22 and the second reading on November 29 at our special Board meetings.

e. 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

No meeting; no report.

iv. IHS – McMullen

No meeting; no report.

6. Fire Chief’s Report (Chief Rita)

Chief Rita advised nothing additions; everything was covered under previous discussions.

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

Association President Lee reported that the Association will be holding their annual holiday dinner on December 18, 2022, at Lillard Hall and there will be a gift exchange with a \$20 limit. He advised an email invitation will be sent out shortly with more details.

Vice President Yeager requested that President Lee ask staff to look for a missing archive binder in the station or Seatrains. President Lee advised he would bring it up during their next meeting.

8. Clerk’s Report

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

The Clerk advised that the original bill packet that was emailed on November 12, 2022, had a total payment amount due of \$8,868.10. Since that email, she received an updated invoice from Advantage Gear reducing the amount owed from \$1,496.83 to \$1,177.25. The Clerk also advised that we received the US Bank statement for October 13, 2022, which increased the amount owed from \$2,631.50 to \$2,690.96. The new total payment due amount is \$8,607.98.

Motion: Approve the amended payment of bills totaling \$8,607.98.
Motion By: Amy
Second By: Guarino
Discussion: None
Vote: Approved unanimously.

b. Approval of October 18, 2022, Board Meeting Minutes

President McMullen advised that the minutes need to be corrected for Item 5(e)(iv) to reflect “IHS” not “his”. The Clerk advised they would be amended.

Motion: Approve September 20, 2022, Board Meeting Minutes with the amendment.

Motion By: Amy
Second By: Guarino
Discussion: None
Vote: Approved unanimously.

9. Open Forum

NONE

10. Next Meetings

a. Special Board meeting on November 22, 2022

b. Special Board meeting on November 29, 2022

President McMullen and Vice President Yeager questioned why we need to have these two special meetings. Chief Rita advised that one is for the public reading of the ordinance and one is for the public re-reading of the ordinance along with the vote. She advised this was the timeline required for the ordinance to be put in place by December 31, 2022, as adopted at last month's meeting.

Commissioner Yeager advised he would likely attend by Zoom. Chief Rita advised she would not be in attendance at either meeting.

c. Regular Board meeting on December 20, 2022, unless another date is agreed upon

President McMullen confirmed the next meeting date as December 20, 2022.

11. Meeting Adjourned (President McMullen)

Motion: Adjourn meeting.
By: Guarino
Second By: Stiles
Discussion: None.
Vote: Approved unanimously.

Meeting adjourned at 1950 hours.

Minutes approved: November 22, 2022



President James McMullen



Board Clerk Carly Hall