



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

MINUTES BOARD OF COMMISSIONERS – REGULAR MEETING January 21, 2025, 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.

Interim Clerk Rita established that a quorum was present. Present were:

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

Absent: Commissioner Emily Amy

Staff: Fire Chief David Stiles, Fire Captain Patrick Fish, Volunteer Firefighters Association President Jon Lee, and Interim Board Clerk Cherie Rita

Online: Retired West Plainfield Fire Department Fire Captain Tom Stiles and unidentified individual signed in as “Guest iPad”

- 2. Public Comment**
NONE

- 3. Old Business**

- a. Consider Exemptions to Incident Cost Recovery (Chief Stiles)**

This item came back on the Agenda for a final determination of whether the District would consider any exemptions to the incident cost recovery program. Commissioners Roos, Stiles, and Lindsey all expressed no desire to allow exemptions.

Motion: Not to allow any exemptions to collection of costs as outlined in the District's cost recovery program
By: Commissioner Stiles
Second: Commissioner Roos
Discussion: No further
Motion approved unanimously.

4. New Business

a. Discussion / Action – Update Individuals Who are Authorized to Approve Various Financial Transactions with Yolo County Department of Financial Services For Fiscal Year 2024-2025 (Special Districts and Other Agencies Authorization Form – FY 2024-2025) (Interim Clerk Rita)

Interim Clerk Rita noted that this document needed to be updated with respect to all the position changes, including removal of Kytiana Sayer-Peterson, the prior Board Clerk.

Motion: To update the Special Districts and Other Agencies Authorization Form – FY 2024-2025 as presented
By: Commissioner Roos
Second: Commissioner Stiles
Discussion: None
Motion passed unanimously.

b. Discussion / Action – Standing Committee – Reports and Minutes

i. Lillard Hall Committee – Amy, Roos

1. Hall Manager Report

Commissioner Roos noted that there has been no committee meeting in January.

Commissioner Roos asked if anyone had questions about the reports; there were no questions.

ii. Budget and Benefits Committee – Stiles, Lindsey

1. Approve Pay-per-Call/Stipend Increase for Volunteer Firefighters, effective as of January 1, 2025, as follows:

a. Non-Driver/Operator from \$16.00 to \$16.50

b. Driver/Operator from \$17.00 to \$17.50

Motion: To increase the pay-per-call/stipend for volunteer firefighters, effective as of January 1, 2025, from \$16.00 to \$16.50 for non-drivers and from \$17.00 to \$17.50 for drivers.

By: Commissioner Stiles
Second: Commissioner Roos

Discussion: Fire Chief Stiles noted that this was driven by the increase in California's minimum wage; Interim Clerk Rita noted that this increase had been included in the adopted FYE 2025 budget.

Motion passed unanimously.

2. Approve Hiring Mark Krummenacker to Perform Audit(s) of the District's General Ledgers each Fiscal Year (Chief Stiles)

Fire Chief Stiles noted that it had been discovered that the County did not allocate funds properly to the capital asset replacement and deferred benefits reserve fund accounts. In addition, during preparation of the SCO report, Mark Krummenacker had noted several other reporting errors, some made by the County, some by the District. He noted that it would be beneficial, especially during his first year, for the District to have Mr. Krummenacker perform at least one, and maybe two, audits: after the fiscal year end closes and perhaps after period six of the new fiscal year closes. Finally, Fire Chief Stiles noted that it would be beneficial to show the reserve fund balances on the monthly reports provided to the Board.

Motion: To hire Mark Krummenacker to audit the District's ledgers twice per year

By: Commissioner Roos

Second: Commissioner Lindsey

Discussion: No further discussion

Motion passed unanimously.

Chief Stiles reported he will work with staff and Mr. Krummenacker regarding the best timing for the second review, noting that perhaps the SCO financial report preparation could coincide with one of them.

3. Approval of January 9, 2025, Meeting Minutes

Motion: To approve the January 9, 2025, meeting minutes as presented

By: Commissioner Stiles

Second: Commissioner Lindsey

Discussion: None

Motion passed unanimously.

5. Fire Chief's Report (Chief Stiles)

a. Staffing Update

Chief Stiles reported that the notice regarding the promotional opportunity for the open Assistant Chief of Operations position was sent out, that one application had been received, and that Marc Beoshanz was promoted into that position. He further reported that the assignment opportunity for the position of Administrative Assistant to the Fire Chief had been sent out, that one application had been received, and that he would be meeting with the applicant soon. Finally, he reported that he would work on filling the now open Battalion Chief – Volunteer position after he returns from vacation.

b. Incidents for December 2024

There were no questions about this report.

c. Trial Balance – FYE 2025 – Period 6 – Closed

Chief Stiles noted that the salaries and benefits accounts may end up out-of-balance due to staff turnover and how staff payroll was previously categorized in the payroll system. Otherwise, the other account balances were as he would expect them to be at this period of the fiscal year.

d. Public Information Request Update

Nothing new to report regarding this item. For now, this item will remain on the Agenda.

Column G may be hidden

In addition to the above, Fire Chief Stiles reported that:

- The radios to be purchased under the VFC grant have been ordered, but he has yet to receive shipping confirmation.
- The quarterly progress report for the OTS grant is ready to be submitted and that the financial reporting and reimbursement claim will be completed next quarter.
- The semi-annual progress reports due for the FEMA SAFER grant have been ongoing, but no financial reporting has been completed yet. He reported he is in the process of preparing a financial report, including reimbursement request, for submission by the end of this month.
- Several emails have been misdirected regarding different items due from the Department, including our annual hazardous materials business plan annual report, which has since been submitted.
- The new ESO/RMS system is live and transfer of data between the new and old systems is ongoing. He reported that we would be adding a staffing module to the new system to improve scheduling; he noted that we are currently using the Google calendar, which is subject to, and has experienced recent, corruption of the staffing data. The cost to

add this module will be prorated for the remainder of the current contract.

- Annual ladder testing has been completed and they all passed.
- Apparatus annual maintenance has started and should be completed by the end of February.
- The semi-annual airport billing was completed and submitted for payment.
- Chief Stiles advised that staff will be looking into ways to reduce energy consumption: LED lighting, a mini-split heating and cooling option instead of the current HVAC system, etc. His hope is that we can reduce energy consumption to a level that would require fewer solar panels, which the District could install themselves with the help of an electrician and one of the District residents that has a solar energy installation company.

6. Assistant Chief's Report (AC Beoshanz)

Chief Stiles noted that Assistant Chief Beoshanz has been in the position only a week and had nothing to report yet.

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

President Lee reported that the Association had several functions coming up:

- Pinning ceremony for Fire Chief Stiles, Assistant Chief of Operations Marc Beoshanz, and Fire Caption Michael Rehan, all on January 31, 2025
- Annual Pancake Breakfast on March 2, 2025
- Flea Market on April 12, 2025

President Lee noted that the group is widely advertising the pinning ceremony in the event any District resident might want to attend and meet the new Fire Chief.

Regarding the Flea Market, President Lee reported that in addition to the pet adoption opportunity, the Association is considering raffle prizes and is looking for other opportunities to raise funds, such as adding a chance to participate in a round or two of cow patty bingo.

8. Interim Board Clerk's Report

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

Motion: To ratify payment of the District's bills as presented

By: Commissioner Stiles

Second: Commissioner Lindsey

Discussion: None

Motion approved unanimously.

b. Discussion / Action - Approval of December 17, 2024, Regular Board Meeting Minutes

Commissioner McMullen pointed out an error on Page 1 of the draft minutes: Assistant Chief Stiles was mentioned twice in Item 1. Interim Clerk Rita noted that the second mention of Assistant Chief Stiles should have instead been noting that Fire Captain Patrick Fish was present at the meeting.

Commissioner Stiles pointed out that at Item 7 in the draft minutes President Lee was referred to as “Present Lee” and should be corrected.

Motion: Approve the December 17, 2024, regular Board minutes with corrections noted
By: Commissioner Lindsey
Second: Commissioner Roos
Discussion: No further discussion
Motion passed unanimously.

9. Open Forum

Commissioner Roos asked for an update on development impact fee consideration and adoption. Chief Stiles reported that there is nothing new to report as he has been extremely busy with the transition. He plans to ask Assistant Chief Beoshanz to work on it.

Commissioner Roos then asked about the possibility of becoming a recognized training center that might provide some additional funds to the District. Chief Stiles replied that it is a costly and time-consuming endeavor and not something he would recommend. He suggested that an association with one of the junior colleges would be a better option, if pursued at all, similar to what the city departments' training consortium has done.

Commissioner Roos lamented on his inability to find additional funding opportunities for the District and reported that he had made some headway with the solar project, but then had lost ground on that project.

Commissioner Lindsey suggested that the Board consider a rotation of Board positions, perhaps on a quarterly basis, so that members gain additional knowledge of the positions and so that no one member is overburdened in the long-term.

10. Next regular Board meeting on February 18, 2025, unless another date is agreed upon

The next regular Board meeting will be on February 18, 2025. Commissioner Roos and Fire Chief Stiles both reported they will not be in attendance.

11. Meeting Adjourned (President McMullen)

Motion: Adjourn the meeting
By: Commissioner Stiles
Second: Commissioner Roos
Discussion: None
Motion passed unanimously.

Meeting adjourned at 7:44 PM.

Approved: February 18, 2025



JAMES McMULLEN, President



CHERIE RITA, Interim Board Clerk