



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

MINUTES
BOARD OF COMMISSIONERS – REGULAR MEETING
October 15, 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 is called to order at 7:00 PM by President McMullen. Clerk of the Board, Kytiana Sayer-Peterson, calls role and confirms that a quorum is present.

Present Are:

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

Staff: Assistant Chief Stiles, Battalion Chief Marc Beoshanz, Fire Captain Patrick Fish

VIA Zoom: Fire Captain Scott Bravo and Fire Captain Micheal Rehan

2. Public Comment

NONE

3. Old Business

a. Discussion / Action - Fire Recovery Cost Exceptions (Asst Chief Stiles)

Assistant Chief Stiles addresses the Board on the item of waivers. The District had a tractor fire several months ago. The company that owns the tractor belongs to a neighboring jurisdiction's fire chief. This item was deferred at the last meeting. Need clarification and direction on next steps for an exemption from recovering that, or other, costs. One additional question came up about whether recovery might be waived if the incident involved one of the Department's members; could that recovery be waived.

Commissioner Roos asks AC Stiles what his idea of ideal next steps may be given the complexity of the item. AC Stiles replies that he, personally, could envision the District waiving similar fees for their own staff; we may be able to exempt them as a District from these fees. Chief Rita had brought up the additional consideration of waiver if the incident occurred on land farmed by District residents.

AC Stiles is unsure if the tractor is insured or not.

Commissioner Roos addresses the Board and proposes to waive the fee as a reasonable and customary next step.

Commissioner Amy asks for a copy of the approved cost recovery documents. Commissioner Amy believes that providing a waiver may impact the Board in the future as others may anticipate the same exception to be made.

Commissioner Stiles states that she would be okay with waiving recovery fees for own staff but does not see that the fee in question needs to be waived. But, what if they were irresponsible and caused the incident?

Commissioner Lindsey thinks it is a slippery slope with respect to waiving for our members and that there may be nuances to determining if the fire was preventable. With the policy showing that the fee should be charged, making an exception would imply that the Board would be reviewing these charges for exceptions to be made.

President McMullen believes that the Board can hear appeals to anything. If there is a Policy that shows a specific fee structure the District must be consistent based on Policy, however, a waiver of cost recovery can be brought to the Board's attention.

President McMullen proposes that the item be tabled and asks that the Board be presented with the Policy for the next regular Board meeting to allow for further study and assessment.

Commissioner Lindsey asks if it is possible to also see what the other Districts have in terms of policy or fees to compare. Internal and external policy examples to be provided within the next regular Board meeting's Board packet.

By consensus, the Board tables this item until the next meeting.

b. Discussion / Action - Development Impact Fee Study and Adoption (Asst Chief Stiles)

AC Stiles reports this came up in a recent Officers' meeting and reminds the Board that it elected many years ago to not adopt a development impact fee. We should revisit implementing this assessment to clarify the process and costs related to new developments within the District. Department's recommendation is to revisit implementation of a development impact fee as we have several projects each year that could be charged the fee.

Commissioner Amy asks about State regulations that may limit the District's ability to implement the fees. AC Stiles is unsure about all the requirements and is willing to further investigate if the Board is interested. There is an upfront cost associated with the assessment as an engineer's report must be prepared. However, the opportunity is intended to provide a return on that initial investment.

Commissioner Amy would like to know what the next steps in the process are, as well as receive a current estimation of costs.

Commissioner Stiles would like to consider this opportunity for an additional revenue source.

AC Stiles reiterates that at this time we do not have a clear idea of all that is involved, but knows it will be an extensive, time-consuming project just to get that information, alone. Therefore, before doing the work to get those answers, he would like the Board to confirm that we should pursue it. If the Board is not interested, Department staff have other things they can work on that would be time better spent.

Commissioner Amy is interested but wants to understand the cost to benefit ratio; get an idea of estimated potential revenue for the District.

President McMullen asks AC Stiles what staff's recommendation is. AC Stiles responds that the recommendation is to further investigate cost and benefits.

President McMullen proposes an Ad Hoc Committee to discuss this opportunity. Commissioner Stiles objects to having an ad hoc and requests the Board come to a decision on whether it is interested in pursuing it or not.

AC Stiles reiterates that if there is interest by the Board staff will begin the research and document gathering; otherwise, it will be a waste of staff time if the Board is not seriously interested in moving forward. It will likely take several months to get the information back to the Board.

Board agrees by unanimous consensus that it is interested and looks forward to receiving additional information and further reports in the coming months.

4. New Business

a. Discussion / Action - Approve Policies (Asst Chief Stiles)

i. Policy 1003 - Position Description - Chief Officer - Volunteer (Excluding Fire Chief)

AC Stiles reports he worked with Chief Rita to update this job description for the upcoming openings. Changes are highlighted and not substantial. Both the Assistant Chief and Battalion Chief level job descriptions are included in this packet.

President McMullen asked those chief officers present if they had any feedback. AC Stiles responds that he and Chief Rita recommend adoption.

President McMullen and Commissioner Amy noted there were several misspellings and a correction of "SMF" to "SFM" in several places needed to be made.

Captain Bravo reminds the Board of his statements at the last meeting. He believes that the prior document required Firefighter I certification and that this version now notes it is, instead, "desirable;" noting that we require career staff to have that certification. He and one other Fire Captain believe that if career is required to have it that those who lead and supervise them should also be required to have that level of certification.

He encourages the elevation of members through certification and higher education opportunities. In California Firefighter I is the benchmark standard that Captain Bravo believes should be the bare expectation for our members in leadership positions.

Commissioner Stiles speaks in favor of the Policy as presented. She also notes that time spent doing the job is equally important and points out that we require at least five years' experience. She has faith in our current members.

Motion: Approve Policy 1003 Position Description - Chief Officer - Volunteer (Excluding Fire Chief) as written with spelling questions
By: Commissioner Stiles
Second: Commissioner Roos
Motion carries unanimously.

ii. Policy 1003 - Position Description - Non-Safety

Commissioner Amy comments on Page 5 of this Policy. Currently there is 45 days for the initial meeting with the candidate. The Personnel Committee sometimes struggles to meet with them within that timeframe. Commissioner Amy asks about extending the timeframe to revisit with the employee for the initial meeting/touch base with the Personnel Committee. Commissioner Amy proposes 60 days as a more manageable timeframe. 45 days is not much time to see how they are really doing. Commissioner Stiles also believes 60 days would be better.

Commissioner Amy proposes that every mention of 45-day evaluation in this Position Description – Non-Safety by Personnel Committee is modified to state 60 days as opposed to 45 days.

Commissioner Amy notes that the language regarding the annual evaluation is duplicated on Pages 7 and 8. Commissioner Amy proposes to remove one of the duplications. Commissioner Stiles believes second one should probably be removed, on Page 8.

Commissioner Roos asks about the Administrative Assistant to the Fire Chief (Volunteer) section on Page 6 of Policy 1003; specially, if there currently is such a person. AC Stiles replies no, but that the current Fire Chief has expressed interest in the position; and we need a job description. AC Stiles comments that this would be ideal to build out infrastructure and procedures, which is good for succession planning.

Commissioner Roos wants to see a change to who the Hall Manager reports and asks for a change in language to note the Manager reports to the Lillard Hall Committee. Commissioner Amy believes that the Lillard Hall Committee is the “designee” and sees no need for change; Commissioner Stiles concurs. No change.

Motion: Approve Policy 1003 - Position Description - Non-Safety Policy 1304 - Fire Protection and Emergency Services Assessment (218), with edits noted and agreed upon
By: Commissioner Amy
Second: Commissioner Lindsey
Motion approved unanimously.

- iii. **Policy 1304 - Fire Protection and Emergency Services Assessment (218)**
Commissioner Stiles requests modification to Item 3, subsection 2, to read “Mail the public notice at least three weeks...”

Motion: Adopt Policy 1304 - Fire Protection and Emergency Services Assessment (218) with requested modification
By: Commissioner Roos
Second: Commissioner Stiles
Motion approved unanimously.

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

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

1. **Hall Manager Report**

Commissioner Amy points out that the revised budget use had been made and is in the packet; asks for questions about anything in the report.

Commissioner Stiles asks about the discussion during that meeting regarding costs for renovations to Lillard Hall and if the costs will truly be repaid within five years given that we do not have new rentals coming in. Commissioner Amy responds that based on current numbers it will, since the money is being repaid by reductions to the rent Son is paying.

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

Commissioner Stiles asks about a spelling error and recommends rewording this section of the Minutes to include the word “that.”

Commissioner Stiles asks about Item 7 and recommends a rewording of the last sentence within this section, to read: “Chief Rita provided the September 14, 2024, invoice...”, striking “had previously that date”.

Motion: Approve October 2, 2024, Lillard Hall Meeting Minutes with requested modifications
By: Commissioner Amy
Second: Commissioner Roos
Motion approved unanimously.

ii. **Personnel Committee – Amy, McMullen**

1. **Discussion / Action – Approval of September 17, 2024 Minutes**

Report of closed session is that the Board Clerk submitted a letter of resignation effective October 16, 2024.

The Personnel Committee would like to look at, and consider, the candidates interviewed during the most recent interview process, as opposed to re-opening the position.

By consensus, the Board agrees that the Personnel Committee should first consider those candidates for the open Board Clerk position.

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

AC Stiles reports that the District has received final paperwork for the Cal Fire VFA Grant for equipment and radios have either been ordered or are ready to order. We were officially awarded the OTS Grant and are working on getting the signatures on that paperwork.

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

AC Stiles reports to the Board that the date for the holiday party is December 15, 2024; the next Flea Market will be in April 2025; and the Pancake Breakfast will be held on March 2, 2025.

7. Clerk's Report

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

Motion: Ratify the bills paid since the last meeting as presented

By: Commissioner Stiles

Second: Commissioner Amy

Motion approved unanimously.

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

President McMullen asks that on Page 3 of the minutes "spontaneously combusted" be removed and replaced with "undetermined" or "unable to identify" as the cause.

Commissioner Amy reports that the outcome of the vote for Item 5.a.ii.1. is missing; needs to add "motion carries unanimously."

Commissioner Amy notes that on Page 4, regarding the celebration of life, it needs to be changed to "celebration of life for Jo Yeager" to identify who the celebration is for.

Commissioner Amy notes that Item 8's report shows under open forum. Last paragraph before item 11, should be moved to item 8.

Motion: Approve Minutes with changes noted

By: Commissioner Amy

Second: Commissioner Roos

Motion approved unanimously.

8. Open Forum

Captain Bravo reports that last week career firefighters elected a board for their newly-formed association, the United Firefighters of Yolo County, Fire Captain Bravo, president; Fire Captain Rehan, vice-president; Firefighter Gallagher, secretary/treasurer. They look

forward to working with the Board on the MOU. Captain Bravo reads a statement regarding actions taken at this Board meeting without addressing staff turnover and reduction of the volunteer numbers. Believes the District is prioritizing the wrong things.

AC Stiles states that as the future Fire Chief he looks forward to working with the United Firefighters of Yolo County on retention and recruitment, as well as the budget to support career staff. He reminds their organization that this is a mixed company of career and volunteer and must support both sides of the organization moving forward.

Open Forum concludes.

9. Next regular Board meeting on November 19, 2024, unless another date is agreed upon

President McMullen reports he is unable to attend on November 19. The President confirms with the other Board members that a quorum will still be present. Commissioner Roos agrees to chair the November regular meeting in President McMullen's absence.

10. Meeting Adjourned (President McMullen)

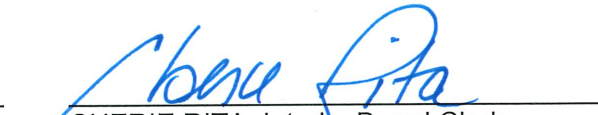
Motion: Adjourn the meeting
By: Commissioner Lindsey
Second: Commissioner Amy
Motion approved unanimously.

Meeting adjourns at 8:02 PM.

Minutes approved: November 17, 2024



JAMES McMULLEN
President / Commissioner



CHERIE RITA, Interim Board Clerk
(Draft by Clerk SAYER-PETERSON)
(Finalized by Interim Clerk RITA)