



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

BOARD OF COMMISSIONERS – SPECIAL MEETING – MINUTES
August 30, 2023 at 10:00 AM

Held via Zoom

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

Meeting called to order at 1001 hours. Chief Rita, substituting for 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 Scott Bravo

2. Public Comment

NONE

3. New Business

a. Discussion / Action – Adopt Policy 1002 – Assignment and Promotions (Chief Rita)

Chief Rita informed the Board that Captain Bellerive has submitted a letter of resignation effective September 23, 2023, leaving a vacancy for the Company Officer. She advised that there is a current employee that would be eligible for promotion, should they wish to apply for the position. However, as a local government agency, since we don't have a policy in place otherwise, we would need to post the position for recruitment. To avoid a lengthy, costly, and potentially unnecessary recruitment, she presented Policy 1002 regarding assignments and promotions to the Board. This would allow internal candidates to be eligible for promotion once positions become available.

Commissioner Amy questioned why Section 1002.4 Assignments listed the Hall Manager position. Chief Rita advised that even though the Hall is not currently managed by Station staff, she wanted to have it in the policy, should the Hall manager position move under Station staff in the future. Commissioner Amy doesn't understand why it's included. Chief Rita advised it could be removed. President McMullen requested that the policy be reviewed section by section and to come back to this after the other sections have been reviewed. The Board agreed.

No questions or comments on Section 1002.1.

President McMullen questioned why Section 1002.2 mentions contract language since we don't have any contracted positions. Chief Rita advised there are currently no contracted positions but wanted to include the collective bargaining language in the policy (as she has in the previously presented policies), should the employees form a bargaining unit. President McMullen requested a discussion from the Board. Vice President Yeager advised he would like that language removed. Commissioner Roos advised that he agrees and prefers "the less language, the better". Commissioner Stiles advised that she believes that as the District becomes more progressive, it's better to have this language in place. Commissioner Roos agrees with Commissioner Stiles that it is progressive, and it doesn't hurt to keep the language in the policy.

Motion: To remove the second paragraph of Policy 1002, Section 1002.2 Policy relating to contract language.
By: Yeager
Second by: None
Vote: Motion failed due to lack of second. Language remains.

Captain Bravo advised that he and other career staff have discussed forming a bargaining unit for career personnel as the District continues to grow. He added that, if it creates less work in the future for the Board, he recommended to continue including the bargaining unit language on this and future policies.

President McMullen asked Chief Rita if she was okay with the mandatory language relating to the Fire Chief position. Chief Rita advised she was.

President McMullen requested Commissioner Amy to present her comments relating to Section 1002.4 again. Commissioner Amy requested to remove the Hall Manager position from this policy. President McMullen asked Vice President Yeager if the position had ever been managed by Station staff. Vice President Yeager advised that the Hall was previously managed by Station staff, but once the Board Clerk position was formed, they took over Hall management, and then eventually it became its own position. President McMullen advised his concern is if we leave the position in the policy, it could impact job descriptions.

Motion: To remove the Hall Manager position from Policy 1002, Section 1002.4 Assignments.
By: Amy
Second by: Roos
Vote (by roll call): President McMullen – Aye
Vice President Yeager – Aye
Commissioner Amy – Aye
Commissioner Stiles – No
Commissioner Roos – Aye

No questions or comments on Section 1002.4.1.

No questions or comments on Section 1002.4.2.

President McMullen requested to remove the “Company Officer” rank from Section 1002.5. President McMullen requested to add “of Fire Commissioners” to the term Board to state “Board of Fire Commissioners. He also requested to correct “filing” to “filling”. Chief Rita agreed, and the Board agreed.

No questions or comments on Section 1002.4.2.

Motion: Adopt Policy 1002 – Assignments and Promotions with requested amendments.

By: Amy

Second By: Yeager

Vote (by roll call): President McMullen – Aye
Vice President Yeager – Aye
Commissioner Amy – Aye
Commissioner Stiles – Aye
Commissioner Roos – Aye

4. Meeting Adjourned (President McMullen)

Motion: Adjourn meeting

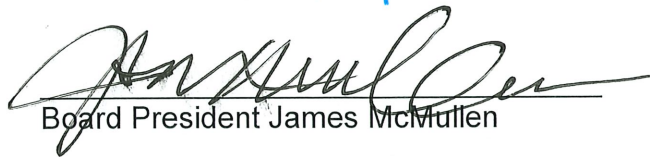
By: Roos

Second By: Yeager

Vote: Approved unanimously

Meeting adjourned at 1031 hours.

Minutes approved: *September 19, 2023*


Board President James McMullen


Board Clerk Carly Hall