



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

AD HOC COMMITTEE – LILLARD HALL – USES / CONTINUED USES – MINUTES January 25, 2023 at 2:00 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 (Chair Yeager)

Meeting was called to order by Chair Yeager at 2:00 PM. Present were:

In Person:

Committee Members: James Yeager and Richard Guarino

Support Staff: Chief Cherie Rita

Department Members: Fire Lieutenant Jose Ponce and Firefighter Jon Lee

Via Zoom: Firefighter Peter Maggenti

2. Public comment

NONE

3. Discussion – History of Hall and Community Uses (Chair Yeager)

See prior meeting minutes.

4. Discussion / Action – Complaints re Hall Rentals (All)

a. Recent Changes to Rental/Use Policies

See prior meeting minutes.

b. Potential Additional Changes to Rental / Use Policies to Address Complaints

Chief Rita provided attendees with a document outlining recommendations from the Fire Department members (see attached). The Committee used it as starting point for discussions. After some discussion, the Committee recommends:

- i. Events end no later than 10:00 PM, with the renter and guests out by 11:00 PM.

- ii. Hall and grounds must be cleaned and inspected before the renter vacates the premises.
- iii. Events:
 - 1. Manager on the property at the time of the event (other than meetings); if not the entire event (recommended, especially when alcohol is present), then certainly at the end of the event.
 - a. Increase rental fee schedule to ensure adequate revenues; would also require the standing Lillard Hall committee to make recommendations as to a new fee schedule.
 - 2. Events with alcohol should be required to either:
 - a. Hire a licensed bartender; or
 - b. Require that the renter (or their designee) remain on premises for the duration of the event and must also complete and provide proof of completion of the California Alcohol and Beverage Control Board *California Responsible Beverage Service (RBS) Certification Course* which is the same certification the District's members are required to complete when serving at the Beer Booth at the Yolo County Fair. The current cost is \$15.
 - i. Add to the policy that the renter (or their designee) is responsible for cutting off alcohol service as necessary.
- iv. Security
 - 1. We will provide a list of approved security companies for renters. (NOTE: according to Commissioner Yeager, when Jo Yeager was renting out the Hall there was such a list. Chief Rita indicated she did not find a list in the document.)
 - 2. Require a clause in all security contracts, or a separate agreement with each security company, that makes it clear that security is there to protect the interests of the District as well as the renter and guests.
- v. Rental and security deposits
 - 1. Because costs are increasing, generally, consider increasing the security deposit; this would require the standing Lillard Hall committee to make recommendations regarding the new amount.
- vi. Cleaning / security deposit for cleaning
 - 1. No change; or
 - 2. We charge a set fee for cleaning and hire someone to clean after each event; this amount would be non-refundable. If the Board prefers this option, this would require the standing Lillard Hall committee to make recommendations regarding the new amount.

- vii. Enforcement / security deposit withhold
 - 1. Need to call the sheriff would equal full withholding of the security deposit and the event gets shut down.
 - 2. Add additional instances where a penalty/forfeiture would be applied. For instance, a percentage of the security deposit is withheld for each incremental period of time that an event goes over the scheduled end time.
 - 3. Identify types of violations that allow us to reject applications from certain renters.
This would require the standing Lillard Hall committee to make recommendations.
- viii. Insurance / Liability
 - 1. Chief Rita reported that she had contacted YCPARMIA regarding the standard for additional insured liability. YCPARMIA confirmed that \$1,000,000 is still the standard, but the new “gold” standard is \$2,000,000; the committee recommendation is to increase the requirement to \$1,500,000.
 - 2. YCPARMIA asked whether we require an “alcohol liability” rider; the committee recommends we add this requirement.

It was noted by Commissioner Yeager that all of the above really adds a lot of restrictions and costs and was worried it would reduce new rentals. Firefighter Lee suggested it could help cut down on all the issues. Commissioner Yeager asked Chief Rita if it would be acceptable for fire department staff and officers to continue all types of rentals to non-district residents if all the items recommended by this ad hoc committee are adopted; keeping rental fees for district residents or fire department members at zero. Chief Rita responded that she could not answer that as it had not been discussed with the staff and officers.

It was noted, again, that perhaps the changes already made by the Lillard Hall committee had not been given enough time to work.

Chief Rita reminded everyone that the purpose of this committee was to make recommendations regarding what kinds of uses, if any, continue for the Hall and under what circumstances/rules.

Given that, the committee recommends the Board consider the following and make a decision about the following, as well as all the above recommendations:

- ix. Event Rental Types and to Whom:
 - 1. District Resident or Fire Department Member
 - a. Continue all event types applied for by a district resident or fire department member.
 - b. Charge a fee if the decision is made to NOT rent to anyone else for any reason; or consider a small fee,

- regardless.
 - c. Continue to require renters (or their designee) to remain on premises for the duration of the event. Firefighter Lee pointed out that it's hard to keep track of this. Also, how do we know for sure if a renter is really a resident?
2. Others
- a. With all the new restrictions in place, continue all rental types for a trial run; or
 - b. Restrict rentals to others for ONLY fundraisers/annual dinners by non-profits and businesses and allow meetings and classes/training; or
 - c. DO NOT RENT to others at all (not financially feasible at this time if the fire department wants to continue to use the Hall for its purposes).

Firefighter Lee further suggested that a rental fee for residents and department members be set either way. Chief Rita also recommends that a budget be developed for the Hall, as it is a District asset.

2. Discussion / Action – Revenues and Costs to Maintain Hall (Chair Yeager)

a. Current Fixed Costs

Chief Rita reported the following fixed costs:

- PGE since 2017 has ranged from a low of \$50 per month during COVID to a high of \$376, with an average of around \$250.
- The hall manager has been averaging 48 hours per month.
- Garbage just went up to \$390.03 a month.

b. Cost for Current Repairs

c. Estimated Revenues

d. Revenue (or Lack of) and Costs to Maintain Hall

i. With rentals

ii. Without rentals

See prior meeting minutes for the remaining. Confirmed the following need repair and/or upgrade:

- Kitchen (cabinets, hood, etc)
- Floors (marked until repaired)
- Stove
- North, hall door
- Water for cleaning – outside North, hall door
- ADA compliance in bathrooms, etc.

Added to the list of current fixed costs was the annual maintenance of the septic system.

3. Discussion / Action – Moving Forward

Forward the above recommendations to the Board for consideration.

4. Calendar

The next Lillard Hall Ad Hoc Committee is to be determined as necessary.

5. Adjourn Meeting

The meeting adjourned at 3:13 PM by Chair Yeager.



Chair Jim Yeager, Commissioner



Fire Chief Cherie Rita