



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

STANDING COMMITTEE – LILLARD HALL – MEETING - MINUTES
April 3, 2023 at 4:00 PM

Held:
Lillard Hall
24905 County Road 95
Davis CA, 95616

1. Call the meeting to order (Chair Amy)

Chair Amy called the meeting to order at 4:00 PM.

Present were:

Commissioner: Emily Amy

Past Commissioner: Richard Guarino

Staff: Hall Manager Ned Sykes, Fire Chief Cherie Rita and Asst
Chief Dave Stiles

Public: Son Chong, owner Common Grounds

2. Public comment

NONE

3. Discussion / Action - Remodel to meet ADA requirements

a. Proposed kitchen remodel partnership

Manager Sykes introduced Son Chong, owner of Common Grounds, who is interested in renting the kitchen for his coffee catering business. See attached for the main points of the proposal. In addition to the items addressed in the proposal, it was noted that an electrical panel upgrade will also be likely and that he would like to put a keypad entry system on one of the entry doors.

Mr. Chong is going to try to have his architect provide better numbers for the upcoming full Board meeting. Details: rental amount, repayment of improvements over time, etc. would all need to be worked out soon as Mr. Chong needs to move soon.

Chair Amy questioned putting in a stove and/or microwave now. It was decided that any remodel would include leaving space for installation of future stove and hood and/or microwave if they are not purchased at time of the remodel.

b. Restrooms

AC Stiles asked whether we need to get more than one quote for the remodel. Chief Rita replied that it depends on the total cost of the part of the

project that might require a bid (for instance the contractor to widen the doors).

Manager Sykes indicated he had a bid for the doors of \$2,900. Total estimate of entire project, if we don't have to move the toilets, would be around \$4,000. AC Stiles asked about needing to pay prevailing wage for contracts. Chief Rita will check with County Counsel.

Commissioner Amy directed Chief Rita to ask Peter Maggenti to double-check the location of the sink and toilet for ADA purposes and whether the sink style is appropriate.

4. Discussion / Action – Status Report by Hall Manager (Sykes)

a. Status of repairs

i. North door

On hold as door seems to be working okay.

ii. Parking lot light

Still need another quote.

iii. Floors

AC Stiles ground down high edges and Manager Sykes put down high-visibility tape. The floors are good for now but will need to be revisited.

iv. Oven

At this point anything further will depend on kitchen remodel.

v. Other

NONE

b. Additional repairs, if any

The light bar in the southeast corner of the Hall is not working. Manager Sykes, with Association President Jon Lee's assistance, has made a temporary fix to get light into that corner. Manager Sykes will be checking with PGE to see if there are any grants available for upgrading all the interior lights.

c. Reservations

i. Cancellation of May rental

The May rental has been cancelled. Manager Sykes is refunding the appropriate sums.

ii. Keefer rental conflict

Manager Sykes reported there was conflict with a training function and the Keefer rental. AC Stiles indicated the dates he'd requested were the only ones available to him for the class he was teaching.

AC Stiles and Manager Sykes discussed the issue: AC Stiles will get dates to Manager Sykes earlier for next year's classes and Manager Sykes will explain to Keefer that there may be dates in the future she needs to find alternative locations for her class in April or May.

iii. **Other**
NONE

5. **Discussion / Action – Policy Modifications (Amy)**

a. **Modifications requested by Board**

b. **Additional modifications as deemed appropriate**

After review and discussion changes were made to the current version of the Lillard Hall Use Policies, for Board approval of those not already approved. No changes were made to the security guard policies at this time. Chair Amy directed Chief Rita to check with YCPARMIA regarding liability risk of Department/Hall signing the contracts for security services and being reimbursed by renter (or increasing rent to cover cost) versus continuing as we are doing. Chair Amy directed Manager Sykes to develop an approved list of security companies.

6. **Open Forum – Other Hall Business**

NONE

7. **Calendar**

a. **The next Lillard Hall Committee meeting to be determined**

No meeting scheduled; one will be scheduled as/when needed.

8. **Adjourn Meeting (Chair Amy)**

The meeting was adjourned by Chair Amy at 6:00 PM.

Approved: April 18, 2023



Emily Amy, Chair / Commissioner



Cherie Rita, Fire Chief / Recorder