



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

**BOARD OF COMMISSIONERS – REGULAR MEETING
AUGUST 16, 2022 at 7:00 PM**

To be Held at Lillard Hall
24905 County Road 95
Davis, CA 95616

1. Call the Meeting to Order and Establish Quorum (President McMullen)
2. Public Comment
3. Old Business
 - a. Update - Weed Abatement (BC Wilson)
 - b. Update – Yolo County Fire Sustainability Committee (AC Stiles)
4. Lillard Hall
 - a. Manager Report (Hall Manager Gonzalez) **(Page 3)**
5. New Business
 - a. Discussion / Action - Volunteer Applications (BC Wilson)
 - b. Discussion / Action – Adopt Resolution 22-01 - Resolution Declaring Volunteers as Employees While Performing Voluntary Service Without Pay (Association President Jon Lee) **(Page 4)**
 - c. Discussion / Action – Board Meetings
 - i. Location
 - ii. Zoom and In-Person; In-Person only; Other
 - d. Discussion / Action – Standing Committees – Reports
 - i. Budget and Benefits Committee – **Yeager**, Guarino
 - ii. Personnel Committee – **Amy**, Yeager
 1. Discussion / Action – Hire to Fill Open Board Clerk Position
 - iii. District Funding and Development Committee - **Guarino**, Stiles
 - iv. Lillard Hall Committee – **Amy**, Guarino
 - e. Discussion / Action – Ad Hoc Committee Reports
 - i. LAFCO – **Guarino**, Yeager **(Page 5)**
 - ii. Solar – **Guarino**, Stiles
 - iii. Inspection Fees – **Yeager**, Amy

- iv. UC Properties – **Yeager**, Guarino
 - f. Discussion / Action – Liaison Reports
 - i. Fire Prevention / Investigation – McMullen
 - ii. Training – Yeager
 - iii. Large Equipment / Facilities – McMullen
 - iv. IHS – McMullen
- 6. Fire Chief’s Report – (Chief Rita) **(Page 8)**
- 7. Battalion Chief’s Report (BC Wilson) **(Pages 9-15)**
- 8. Fire Fighter’s Association Report (President Jon Lee)
- 9. Clerk’s Report
 - a. Discussion / Action – West Plainfield Fire Protection District Bill Review / Approval **(Page 16)**
 - b. Approval of July 19, 2022 Board Meeting Minutes **(Pages 17-23)**
- 10. Open Forum
- 11. Next regular Board meeting on September 20, 2022, unless another date is agreed upon
- 12. Meeting Adjourned (President McMullen)

Lillard Hall Reservations - August 2022

Date	Name	Event Date	Status	Deposit	Rental Fee	Total Due	Event Type	Active/Inactive
4/29/22	Analyse L	8/6/22	Paid	\$800	\$800	\$1,600	ptism Recept	Active
5/12/22	Martha C	9/24/22	Paid	\$800	\$800	\$1,600	ptism Recept	Active
5/3/22	Tristen L	10/1/22	Paid	\$800		\$800	NonProfit	Active
6/1/22	Sandra R	6/21/22	Paid		\$50	\$50	Meeting	Active
7/20/22	Jennie K	7/6/22	Paid	\$50		\$50	Meeting	Active
7/20/22	Jennie K	7/7/22	Paid	\$50		\$50	Meeting	Active
7/20/22	Jennie K	7/13/22	Paid	\$50		\$50	Meeting	Active
7/20/22	Jennie K	7/14/22	Paid	\$50		\$50	Meeting	Active
7/20/22	Jennie K	7/20/22	Paid	\$50		\$50	Meeting	Active
7/20/22	Jennie K	7/21/22	Paid	\$50		\$50	Meeting	Active
7/20/22	Jennie K	7/27/22	Paid	\$50		\$50	Meeting	Active
7/20/22	Jennie K	7/28/22	Paid	\$50		\$50	Meeting	Active
7/20/22	Jennie K	8/2/22	Awaiting Rental Fee	\$50		\$50	Meeting	Active
7/20/22	Jennie K	8/3/22	Awaiting Rental Fee	\$50		\$50	Meeting	Active
7/20/22	Jennie K	8/10/22	Awaiting Rental Fee	\$50		\$50	Meeting	Active
7/20/22	Jennie K	8/11/22	Awaiting Rental Fee	\$50		\$50	Meeting	Active
7/20/22	Jennie K	8/17/22	Awaiting Rental Fee	\$50		\$50	Meeting	Active
7/20/22	Jennie K	8/18/22	Awaiting Rental Fee	\$50		\$50	Meeting	Active
7/20/22	Jennie K	8/24/22	Awaiting Rental Fee	\$50		\$50	Meeting	Active
7/20/22	Jennie K	8/25/22	Awaiting Rental Fee	\$50		\$50	Meeting	Active
7/22/22	Sandra R	9/20/22	Awaiting Rental Fee	\$50		\$50	Meeting	Active
21				\$3,250	\$1,650	\$4,900		

Lillard Hall Deposits - August 2022

Date	Name	Event Date	Description	Amount
7/28/22	Jennie K	July 2022	Rental Fee	\$400.00
1				\$400.00

Account Balance

As of 7/19/22

\$20,420.36

Running Balance

As of 8/11/2022

\$15,320.51

Lillard Hall Expenses - August 2022

Date	Expense	Description	Invoice #	Amount	Paid Date	Check No.
7/19/22	WPFPD	LH PGE & Salary Reimbursement		\$1,528.96	7/19/22	599
7/29/22	Sorana A	Deposit Refund		\$550.00	7/29/22	600
8/9/22	Analyse L	Deposit Refund		\$800.00	8/9/22	601
3				\$2,878.96		

RESOLUTION NO. 22-01

RESOLUTION DECLARING VOLUNTEERS AS EMPLOYEES WHILE PERFORMING VOLUNTARY SERVICE WITHOUT PAY

WHEREAS, pursuant to the California Labor Code Section 3363.5 which states that a person who performs voluntary service without pay for a public agency, as designated and authorized by the governing body of such agency, shall be deemed to be an employee of the agency while performing such services.

WHEREAS, the Board of the West Plainfield Fire Protection District does hereby find that voluntary services provided by uncompensated individuals is in the best interest of the District.

NOW, THEREFORE, IT IS HEREBY RESOLVED, ORDERED AND FOUND by the West Plainfield Fire Protection District Board of Commissioners as follows:

A person who performs voluntary services without pay for the West Plainfield Fire Protection District and who is not an active firefighting member of the District shall be deemed to be an employee of the District while performing such services in accordance with California Labor Code Section 3363.5. "Voluntary services without pay" shall include services performed by any person who provides services to the District for which such person receives no remuneration other than meals, transportation, lodging, or reimbursement for incidental expenses.

PASSED AND ADOPTED by the West Plainfield Fire Protection District, Board of Fire Commissioners, County of Yolo, State of California, this 16th day of August 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

JAMES F. McMULLEN, CHAIR
BOARD OF COMMISSIONERS
WEST PLAINFIELD FIRE PROTECTION DISTRICT

ATTEST:

CHERIE RITA, INTERIM CLERK
BOARD OF COMMISSIONERS

YOLO
LOCAL
AGENCY
FORMATION
COMMISSION



COMMISSION
CHAIR
OLIN WOODS
Public Member

VICE CHAIR
DON SAYLOR
Supervisor – 2nd District

NORMA ALCALA
Councilmember
City of West Sacramento

GARY SANDY
Supervisor – 3rd District

TOM STALLARD
Mayor
City of Woodland

ALTERNATES
ANGEL BARAJAS
Supervisor – 5th District

WADE COWAN
Mayor
City of Winters

RICHARD DELIBERTY
Public Member

STAFF
CHRISTINE M. CRAWFORD, AICP
Executive Officer

TERRI TUCK
Administrative Specialist II/Clerk

COUNSEL
ERIC MAY

625 Court Street, Suite 107
Woodland CA 95695

(530) 666-8048
lafco@yolocounty.org

www.yololafo.org

August 2, 2022

Cherie Rita, Fire Chief
West Plainfield FPD
24901 County Road 95
Davis, CA 95616

Re: Fire Protection Agencies Municipal Service Review (MSR) and Sphere of Influence (SOI) Update (LAFCo № 21-05)

Dear Chief and Fire Commissioners:

Thank you for your time and collaboration on the MSR/SOI Update for the Fire Protection Agencies, which was adopted by LAFCo on July 28, 2022.

A copy of the adopted report is available online on the Yolo LAFCo website at www.yololafo.org under the "Studies" tab. The recommendations for your district are attached.

LAFCo will be reviewing the status of these recommendations prior to the next MSR/SOI Study tentatively scheduled for fiscal year 2026/27.

Thank you for your cooperation working with us during the review process. Please feel free to contact me with any questions at (530) 666-8048 or Christine.Crawford@yolocounty.org.

Best regards,

Christine M. Crawford, AICP
Executive Officer

West Plainfield FPD 2022 MSR Recommendations

Financial Ability MSR Recommendation(s)

1. West Plainfield FPD should consider adoption of a special assessment to increase revenues to provide funding for 24/7 operations, facilities, apparatus replacement, equipment needs and to maintain adequate reserves.
2. West Plainfield FPD should consider adopting a develop impact fee.
3. The West Plainfield FPD should develop an adopt a capital improvement plan that includes a plan for how the FPD will fund it.
4. The West Plainfield FPD should update its reserve policy to guide the Fire Commission in maintenance of adequate reserves.
5. The West Plainfield FPD Fire Commission should receive regular financial reports (quarterly or mid-year at a minimum) that provide a clear and complete picture of the agency's budget status and assets and liabilities, fully disclosing both positive and negative financial information.

Shared Services MSR Determination Recommendation

6. Additional items that should be included as a required element of the JOA are apparatus/equipment standardization, shared reserve apparatus, and cooperative purchasing. These efficiencies are currently either optional or not included in the JOA.

Accountability, Structure and Efficiencies MSR Recommendation(s)

7. Willow Oak and West Plainfield FPDs should provide for a coordinated and more uniform level of service and operation through either: (1) a Joint Operation Agreement (JOA); or (2) agency merger/consolidation. The goal for coordinated/joint operations in each Area is to achieve a similar service standard, efficient use of resources, consistent training/testing/reporting, standardization, and improved coordination during incident response. If any of these agencies enter into a JOA and fail to make reasonable efforts in good faith to promote these goals, a LAFCo reorganization to combine FPDs should be initiated if its determined consolidation would promote better service to the public and be a more efficient and effective utilization of resources.
8. Once the Area 3 JOA is operating successfully, combining the JOAs for Areas 1 and 3 into one larger JOA should be considered (in the 3 to 5-year timeframe).
9. The West Plainfield FPD should adopt, or update existing, policies related to meeting attendance, conduct, responsibilities of officers, and personnel (including employee/volunteer promotions, performance evaluations, drug and alcohol policies, payroll processing, etc.) In addition, accounting and financial policies should be developed to include general accounting, processing, and recording of disbursements and receipts, allowable expenditures, employee and commission travel and expense

reimbursements, capital assets, debt and borrowing, credit card use, etc. LAFCo will provide policy templates for FPD use.

10. Yolo County should review agency finances with each dependent FPD each year to review agency finances, comparing budgets to actuals, comparing actuals to prior years, analyzing significant differences or changes, and determining if the reports appear reasonable.
11. Dependent special districts are not legally required to maintain a website. The West Plainfield FPD has a website but received a 27% transparency score for best practices in 2021. Please see the report at <https://www.yololaftco.org/yolo-local-government-website-transparency-scorecards> for where improvements are needed.



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

Chief Report Regular Board Meeting August 16, 2022

Agenda Item 4 – I forwarded the new, revised Rental Agreement to the Hall Manager. Staff got the lighting installed.

Agenda Item 5b – This was on the agenda in 2020, but I can't find the minutes supporting its passage, nor do I find a signed copy of it. It is presented again for adoption. President Lee, Firefighters Association, has more information on why it's necessary.

Agenda Item 5c – Should we decide to begin offering Zoom option at every meeting, we could probably purchase a Fire Tablet (or similar) for each Board member and podium for the cheapest solution to allow full coverage. Prices would likely be between \$100 and \$150 each.

Agenda Item 6e – LAFCO – LAFCO adopted the Fire Protection Agencies MSR. I had previously forwarded to you the document provided in this meeting's Board packet. Once I'm back, I'll schedule a meeting with our LAFCO ad hoc committee to go over each of the recommendations and develop a plan for adoption of those that we are fiscally able to support.

Agenda Item 5f – Large Equipment / Facilities – There is nothing new to report of the possible acquisition of the 2004 Ford from Yocha Dehe Fire.

Agenda Item 9a – The draft bill cover sheet does not include the invoice for Worker's Compensation. I have a call into YCPARMIA to confirm the actual amount due, as I was lead to believe it would be no more than \$30,000 (the budgeted amount), yet the invoice presented was for over \$47,000. If I hear from them prior to the Board meeting, I will let everyone know.

Battalion Chief Report



Date: August 16, 2022

Eric L. Wilson, Battalion Chief

Calls for Service (07/14/2022-08/11/2022) 29 calls for service

Significant Responses

- **07/19/22 Mutual Aid Structure Fire - Willow Oak**

Weed Abatement

- I continue to field individual calls of concerns and manage them on a case-by-case basis.

Volunteers

- New In-District Volunteer Nat Farver and Kevan Keegan continue to work on their Trainee task books.
- Dillon Lippman has completed his probationary training and has been reclassified as a Firefighter.

Admin Matters

- Career staff have made a temporary change to a 3 days on/4 days off schedule. Capt. Bravo works Friday-Sunday and Capt. Osborn works Monday- Wednesday and Thursdays are being filled with a combination of Relief Firefighters or Overtime.
- We are actively recruiting on multiple platforms including: Governmentjobs.com, Fire Careers (CSFA), Indeed, and Western Fire Chiefs.

Sacred Oaks

- Sacred Oaks opened for business and began receiving patients on August 4th.
- Monthly billing was submitted at beginning of August, and we are working with Indian Health Services to begin submission through the Dept. of Treasury Invoice System.
- Career staff was provided training July 28 from Steve Guarino from the McMullen Company on testing of Sacred Oaks Alarm systems as required by our MOA. Additional testing will be scheduled to complete the training.

Airport

- Career staff have been utilizing the airport for training with our current Trainee Firefighters.

Personnel

- Willow Oak Fire Protection District has been augmenting our daily staffing with a reserve firefighter at Station 30 August 15-22. This was intended to facilitate upstaffing due to concerns of a reduction in volunteer availability over that time span and the corresponding occurrence of the Yolo County Fair over the same time period.

West Plainfield Fire Department (CA)

Davis, CA

This report was generated on 8/11/2022 10:51:26 AM



Incident Narrative with Type for Date Range (Landscape)

Start Date: 07/14/2022 | End Date: 08/11/2022

INCIDENT #	DATE	STREET NUMBER	INCIDENT TYPE
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Only REVIEWED incidents included. CAD and Medical Narratives not included
The column labeled Street Number is the number part of the address, for example 123 Main Street would show 123 in this column.



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Bravo, Scott Fire Captain B30 NARRATIVE: WPL was dispatched to a vegetation fire in the area of the location given. I arrived NO County Road 29 on County Road 96 to find a small spot of vegetation on fire in an open field of mowed hay stubble. B30 & B330 were able to quickly contain and extinguish the fire to less than 1 acre total. All units remained at scene to extinguish hot spots, and then returned the property back to the owner to monitor. All units released and returned to quarters.

Weather observation at scene at time of fire from KDWA Airport at 11:30 AM were Temperature 84F, RH 40%, Winds NE Variable G0. The fire started near a earthen berm in a harvested hay field. The field was short, and the fire was creeping from the SOA in a SW direction. I was able to determine the following:

Lightning- I did not observe any cloud build up, such as cumulus clouds in Woodland & Davis, CA. I did not observe any lightning activity, nor did I find any evidence of a lightning strike in or near the SOA, such as scaring or blow holes on trees, splintered wood or vegetation, or fulgurites. I eliminated lightning as an ignition source and the cause of the fire.

Campfire - I did not observe any sign of a campfire used for warmth, cooking, light, religious or ceremonial purposes. I did not observe any accumulated ash, coals or wood in or near the SOA. I eliminated a campfire as an ignition source and the cause of the fire.

Smoking- I did not observe any sign of smoking, such as matches, cigarettes or cigars in or near the SOA. I eliminated smoking as an ignition source and the cause of the fire.

Debris Burning - I did observe any sign of debris burning, such as any accumulated brush piles or burn barrels in or near the SOA. A no burn day was in place in Yolo County at the time of the fire. I eliminated debris burning as an ignition source and the cause of the fire.

Railroad - I did not observe any sign of a railroad caused fire. There are no train tracks or railroads in or near the SOA. The only operating railroads in Yolo County travels between Davis & Dunnigan, CA and West Sacramento & Davis, CA. approximately 6 miles away. I eliminated railroad as an ignition source and the cause of the fire.

Children - I saw no signs of children being in the area. I did not observe any indication that children were present such as toys left behind, forts, or nearby playgrounds or schools. I eliminated children as an ignition source and the cause of the fire.

Powerlines - I did not observe any signs of a powerline caused fire. The nearest powerlines were approximately 20 feet from the southern edge of the fire were located approximately 25 yards south from the SOA. The drop to the well above the SOA has been out of service for approximately 35 years. I eliminated powerlines as an ignition source and the cause of the fire.

Fireworks - I did not observe any signs of fireworks use in the area. I did not observe any spent or malfunctioned devices, residue or packaging material in or near the SOA. I eliminated fireworks as an ignition source and the cause of the fire.

Cutting, Welding and Grinding - I did not observe any sign of cutting, welding or grinding in or near the SOA. I did not observe any power sources, such as a generator. There were no electric or portable power tools located in the area. I did not observe a portable welder, nor did the magnet recover any byproducts from welding, such as slag within the SOA. I eliminated cutting, welding and grinding as an ignition source and the cause of the fire.

Firearms Use - I did observe signs of firearms use in the area. I did observe numerous spent rounds, cartridge cases, bullet strikes or targets in or around the SOA. After speaking with the party who claimed responsibility stating "I was firing my rostered .223 and it ricocheted off the target into the dry grass". I could not rule out firearms use as an ignition source and the cause of the fire.

Blasting - I did not observe any signs of blasting activities in the area. I did not observe any blasting or burned material remains in or near the SOA. I eliminated blasting as an ignition source and the cause of the fire.

Structures - I did not observe any structure in or around the SOA. I eliminated a structure as an ignition source and the cause of the fire.

Glass Refraction - I did not observe any signs of glass refraction. I did not observe any glass bottles, broken glass or shiny objects in or near the SOA. I eliminated glass refraction as an ignition source and the cause of the fire.

Flares - I did not observe any signs of flare slag or flare use. I did not observe any cardboard tubes, caps, strikers or cast-off material, such as slag in or near the SOA. I saw no signs of an aerial signal flare device. I eliminated flares as an ignition source and the cause of the fire.

Spontaneous Combustion - I did not observe signs of spontaneous combustion. I did eliminate spontaneous combustion as an ignition source and the cause of the fire.

After an origin and cause investigation, receiving witness statements, examining evidence, and ruling out all other fire causes, I concluded the cause of the 96 Fire was an errant .223 round that ricocheted off the stationary target by the admission of the subject in the report.

Only REVIEWED incidents included. CAD and Medical Narratives not included
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2022-152	07/15/2022	18654	111 - Building fire
Bravo, Scott Fire Captain W230 NARRATIVE: Auto Aid given to WOF for a commercial structure fire. Cannabis exposure to FC Bravo, FC Stiles, FC Fish, & FC Osborn. AC Stiles advised.			
2022-153	07/15/2022	24901	571 - Cover assignment, standby, moveup
Bravo, Scott Fire Captain 3032 NARRATIVE: Cover number for coverage behind WOF Commercial Structure Fire, per 3002.			
2022-154	07/16/2022	700	571 - Cover assignment, standby, moveup
Osborn, Dave Fire Captain E30 NARRATIVE: On the listed date/time, E30 assisted Winters FD with covering of their district why they responded to a call of a water rescue. When Winters FD cleared WPFD cleared and returned to quarters.			
2022-155	07/18/2022		422 - Chemical spill or leak
Wilson, Eric L Battalion Chief E30 NARRATIVE: E30 responded for report of possible Hazmat. RP reporting a bag of possibly sulphur on side of County Road 31. Upon 3034 and E30 arrival a 50 pound bag of dusting phosphorus was found on the North side of Westbound CR 31 just on the North side of the fog line. The bag was broken open with approx 1/4 of the 50# bag spilled on roadway. Yolo Environmental health was contacted and responded with a recovery drum and took the product for disposal.			
2022-156	07/19/2022		611 - Dispatched & cancelled en route
Wilson, Eric L Battalion Chief B30 NARRATIVE: B30 dispatched to reported border line call for a vegetation fire with Dixon E81 and UCD B34. En route cancelled by units on scene.			
2022-157	07/19/2022	17449	111 - Building fire
Wilson, Eric L Battalion Chief E30 NARRATIVE: E30 responded to request for a Task Force request by Willow Oak Fire Protection District. E30 arrived on scene, BC Wilson was requested by IC to take over Operations. Stiles and Fish assigned to Fire Attack and relieved Engine 7 and began making fire attack on the second floor until ordered to evacuate the building by IC when the decision was made to go defensive. E30 assigned Division Alpha and provided defensive fire attack until released by Command.			
2022-158	07/20/2022		500 - Service Call, other
Osborn, Dave Fire Captain B30 NARRATIVE: On the listed date/time, WPFD received a call of a possible small grass fire in the area of County Road 96 and County Road 29. Upon arrival, any fire that was in the area had already been extinguished. One of the power lines on the east side of County Road 96 had snapped and fell to the ground. A small area of brush had ignited but was quickly put out by a bystander prior to fire arriving. PG&E was notified and responded to the scene. County Road 96 was blocked until PG&E was able to cut the line and remove the hazard. All WPFD units cleared the scene and returned to quarters.			
2022-159	07/22/2022		322 - Motor vehicle accident with injuries
Osborn, Dave Fire Captain E30 NARRATIVE: On the listed date/time, WPFD responded to the area of County Road 98 at the intersection of County Road 29 to assist Davis FD with an injury traffic collision. Upon arrival, Units from WPFD conducted traffic control and clean up for the scene. The patient was treated by Davis FD and AMR medics and was later transported to the hospital. All WPFD units cleared and returned to quarters.			
2022-160	07/22/2022	18111	571 - Cover assignment, standby, moveup
Osborn, Dave Fire Captain E30 NARRATIVE: On the listed date and time, E30 responded to WOFD to cover district while they assisted at a fire in WFD's district. No calls for service were taken during the move up. Station 30 was covered by off-duty personnel.			
2022-162	07/23/2022		651 - Smoke scare, odor of smoke

Only REVIEWED incidents included. CAD and Medical Narratives not included
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Osborn, Dave Fire Captain B30 NARRATIVE: On the listed date/time, an unknown caller called WPFD and reported a black column of smoke in the area of County Road 31 west of County Road 95. From the station I saw what appeared to be a black column of smoke in the general area. I advised dispatch and responded to the area.

Upon arrival, I learned the black column of smoke was in fact ash being spread in the rice field. All WPFD units were cancelled and returned to quarters.

2022-164	07/24/2022		171 - Cultivated grain or crop fire
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Booth, Michael Fire Captain W30 NARRATIVE: W30 requested by Solano County for a large hay stack fire. W30 assisted Dixon Fire by supplying water Dixon WT81. W30 made three trips for water using hydrant located on Old Davis Road. W30 was released and returned to quarters.

Booth M FC

2022-165	07/24/2022		142 - Brush or brush-and-grass mixture fire
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Booth, Michael Fire Captain W30 NARRATIVE: W30 was requested by YECA as part of a Yolo County Task Force to a vegetation fire in the creek bed near CR13/CR99e. W30 arrived and provided water to apparatus on scene. W30 utilized fire hydrants in Knights Landing. W30 made three trips for water. W30 was released by IC and returned to quarters. Fire size was approximately 3-5 acres.

Booth M, FC

2022-166	07/27/2022	8515	611 - Dispatched & cancelled en route
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Bravo, Scott Fire Captain W30 NARRATIVE: W30 requested for a Residential Structure Fire in Dixon's area. W30 was cancelled ENR, all units released and returned to quarters. AID GIVEN DIX.

2022-167	07/29/2022	25432	743 - Smoke detector activation, no fire - unintentional
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Osborn, Dave Fire Captain E30 NARRATIVE: On the listed date/time, WPFD responded to 25432 County Road 96 reference a call of an active smoke detector. Upon arrival, I saw no unusual conditions at the residence. The owner and sole occupant was seated outside. She said while she was sleeping her all the smoke detectors in her residence sounded.

I checked the residence and no odor or sight of smoke was found. Nothing was left cooking in the kitchen and the furnace and clothes dryer were off. I checked all four smoke detectors and found the one in the master bedroom to be malfunctioning. The battery was changed but the detector continued to malfunction.

There was another smoke detector near by so at the request of the homeowner, the malfunctioning detector was taken out of service.

All WPFD units cleared and returned to quarters.

2022-168	07/29/2022		324 - Motor vehicle accident with no injuries.
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Osborn, Dave Fire Captain E30 NARRATIVE: On the listed date/time, WPFD, Madison FPD, WOFD and County EMS responded to the area of County Road 27 and County Road 92A reference a call of a possible injury accident. Along with the traffic accident a electrical pole was reported down and a grass fire had ignited.

Madison FPD arrived on scene and advised that there were no injuries in the traffic accident. The grass fire was extinguished and County EMS was cancelled. WOFD and WPFD was also cancelled with the exception of E30, which stayed on scene and conducted traffic control.

When the roadway was cleared E30 cleared the scene and returned to quarters.

2022-170	08/02/2022		611 - Dispatched & cancelled en route
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Osborn, Dave Fire Captain B30 NARRATIVE: On the listed date/time B30 and W30 were dispatched to a partial taskforce deployment in the Esparto area (County Road 85 at County Road 14). The taskforce was disbanded and cancelled prior to any WPFD units arriving at scene.

Only REVIEWED incidents included. CAD and Medical Narratives not included
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2022-172	08/05/2022	33100	553 - Public service
Bravo, Scott Fire Captain E30 NARRATIVE: I went to secure the knox boxes with the appropriate access cards and keys for the facility.			
2022-173	08/05/2022	700	571 - Cover assignment, standby, moveup
Bravo, Scott Fire Captain E30 NARRATIVE: Winters requested E30 for station coverage due to an extended incident in WFD26 first due.			
2022-174	08/06/2022	24321	321 - EMS call, excluding vehicle accident with injury
Bravo, Scott Fire Captain E30 NARRATIVE: WPL was dispatched to a medical aid at the location given. See AMR PCR for patient information. All units were released and returned to quarters.			
2022-175	08/07/2022	26420	745 - Alarm system activation, no fire - unintentional
Bravo, Scott Fire Captain E30 NARRATIVE: WPL was dispatched to a keypad fire alarm activation at the location given. On arrival I was met with the RP, he stated that he thought he had to turn the system on after having it off. He pushed the fire alarm button and it transmitted the alarm. I checked the residence and confirmed the alarm company had a reset. All units were released and returned to quarters.			
2022-176	08/07/2022	24321	321 - EMS call, excluding vehicle accident with injury
Bravo, Scott Fire Captain E30 NARRATIVE: WPL was dispatched to a medical aid at the location given. E30 arrived after AMR, see AMR PCR for patient information. All units were released and returned to quarters.			
2022-177	08/07/2022		324 - Motor vehicle accident with no injuries.
Bravo, Scott Fire Captain E30 NARRATIVE: WPL, WOF, & WDL were dispatched to a MTC on County Road98 x County Road 27. Aid given to WOF in their jurisdiction. All units assisted, released, and returned to quarters.			

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The column labeled Street Number is the number part of the address, for example 123 Main Street would show 123 in this column.





West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

July 19, 2022

Auditor-Controller
625 Court Street
Woodland, CA 95695

This letter is to inform you that the West Plainfield Fire Protection District's Board of Commissioners has approved for payment the bills listed below:

CalNet (ATT)	47.76
Ferrell Gas	511.26
InterState Oil Company	424.50
LEAF	116.70
Pisani's	48.96
Quill	50.82
US Bank	950.44
YCPARMI	9,684.00

Total: \$11,834.44



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

BOARD OF COMMISSIONERS – REGULAR MEETING - MINUTES
July 19, 2022 at 7:00 PM

Held at
24901 County Road 95, Lillard Hall
Davis, CA 95616

Held also via Zoom

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

Meeting called to order at 1901 hours. Interim Board Clerk Rita called roll and confirmed there was a quorum.

Present were:

Commissioners: James McMullen, Jim Yeager, Richard Guarino, Emily Amy, and Beth Stiles

Department Members: Chief Cherie Rita, Assistant Chief Dave Stiles (via Zoom), BC Eric Wilson, Captain Scott Bravo (via Zoom), Captains Tom Stiles and Patrick Fish, Firefighter and Association President Jon Lee, Trainee Firefighter Nat Farver

Guests: Tanya Meyer, Yolo County Fire Safe Council; Carol Beoshanz; and former Commissioners Ed Beoshanz and Charles Hjerpe

President McMullen introduced, and the Board welcomed, newly-appointed Commissioner Beth Stiles.

2. Public Comment

NONE

3. Recognize Retired Commissioners Ed Beoshanz and Charles Hjerpe (President McMullen)

President McMullen presented each of Ed Beoshanz and Charles Hjerpe, former West Plainfield Fire Protection District Commissioners, with a plaque. The Board and those present all thanked them for their service. Former Commissioner Ed Beoshanz presented the District with several photographs of the Department from the early days.

4. Presentation by Tanya Meyer, Yolo County Fire Safe Council

Ms. Meyer introduced herself and talked about the Yolo County Fire Safe Council.

She left several brochures about the program, including her contact information. There was some discussion about how the Council might benefit our District, as it is not in a high-fire zone or part of the State Responsibility Area. Ms. Meyer indicated that she and AC Stiles had discussed the possibility of monies for projects to clear out Putah Creek. Ms. Meyer is open to hearing other about other possible projects.

5. Old Business

a. Update - Weed Abatement (BC Wilson)

BC Wilson indicated that the annual 2022 Weed Abatement mass inspections were completed. There remain no properties that fit the criteria for potential forced abatement. Staff will continue to respond to complaints as received and will continue to work with District residents to ensure properties remain compliant.

b. Update – Yolo County Fire Sustainability Committee (AC Stiles)

AC Stiles reported that the County had canceled the committee meeting. He reported that County staff members on the Committee remain unlikely to take any meaningful action until they have received the final LAFCO report and recommendations.

6. Lillard Hall

a. Manager Report (Hall Manager Gonzalez)

Hall Manager Gonzalez presented her financial report.

Ms. Gonzalez indicated that she had purchased the external lighting and it was awaiting installation. The lights that were purchased do not need electricity, so installation should be straightforward. Fire Department staff will install the lights.

Chief Rita reported she had spoken with Recology and discovered that both the Hall and the Station were billed under the same account number. Chief Rita stated she had talked with Hall Manager Gonzalez about getting the two accounts separated.

Commissioner Amy asked Manager Gonzalez if she had received the Hall Agreement changes; she had not. Interim Clerk Rita indicated she would forward the final version of the Agreement to the Hall Manager.

Commissioner Amy noted that the new Agreement should be the one the Hall Manager is using for new events.

7. New Business

a. Discussion / Action - Volunteer Applications (BC Wilson) – NONE

BC Wilson reported that despite the notation on the Agenda that there were no new applications, we had received and accepted one: in-District resident Nat Farver. BC Wilson introduced Trainee Farver to the Board. The Board welcomed Trainee Farver.

b. Approval of FY 2022-2023 Special Districts Authorization Form (Chief Rita)

Fire Chief Rita informed the Board that the document is the annual authorization we provide to the County, just updated for this year as a result of changes in staff and Board members.

By Consensus: The Board approved the form as presented and all Board members signed it. Chief Rita will obtain the remaining signatures and forward the form to the Yolo County Department of Financial Services.

c. Discussion / Action – Standing Committees – Reports

As a result of the appointment of Beth Stiles to the empty Board seat, President McMullen made the following changes in committee assignments:

Standing Committee – District Funding:

Substitute Commissioner Amy with Commissioner Stiles

Ad Hoc Committee – Solar:

Substitute Commissioner McMullen with Commissioner Stiles

i. Budget and Benefits Committee – Yeager, Guarino

No meeting; no report.

ii. Personnel Committee – Amy, Yeager

No meeting; no report.

iii. District Funding and Development Committee - Guarino, Amy

No meeting; but both members, along with Chief Rita and Assistant Chief Stiles did attend the 218 Workshop held at Willow Oak Hall. Commissioner Amy reported that, while the feasibility study regarding passage of a 218 measure is being paid for by the County, as of the date of that meeting the cost of holding the vote on the measure would be borne by our District. AC Stiles indicated that the County Fire Sustainability Committee was working on getting the cost of the

vote covered by the County also.

iv. Lillard Hall Committee – Amy, Guarino

No meeting; no report.

d. Discussion / Action – Ad Hoc Committee Reports

i. LAFCO – Guarino, Yeager

No meeting; no report.

ii. Solar – Guarino, McMullen

No meeting. Chief Rita reported she is waiting for a summary of the bids received, then will have the committee chair call a meeting.

iii. Inspection Fees – Yeager, Amy

1. Approval of July 13, 2022 Meeting Minutes

Commissioner Amy pointed out several places to correct in the minutes.

Motion: To approve the July 13, 2022, minutes as corrected.

By: Guarino

Second By: Yeager

Discussion: President McMullen asked that the record reflect that this approval of the minutes does not approve any of the Board recommendations therein.

Vote: Approved unanimously.

2. Action / Discussion on Committee Recommendations

a. Take the next steps to adopt a re-inspection fee of \$200 per re-inspection

b. Prior to the first inspection, send an educational / heads-up letter to the business which includes, but is not limited to:

i. A checklist of items to be inspected

ii. Window of time during which the initial inspection will occur, with instructions to contact the station if that timeframe won't work for the business

- iii. **Statement that initial inspection is at no charge, but that each re-inspection, if any, will be charged at \$200**
- c. **Allow 14 days for corrections, except those that pose an immediate threat to life**
- d. **Adopt policy that District will not charge on first re-inspection if such re-inspection is due to the need to correct an item noted, but not on the checklist**
- e. **Adopt policy that allows for alternate methods to prove corrections: receipt copies with photos, etc.**
- f. **Investigate using the same company as Willow Oak does to do our collections; maybe even add vehicle accident fees, later**
- g. **Limit inspections to licensed businesses that allow public access or have fire hazards (fuel storage, hay processing, etc.)**
- h. **Consider permit fees: fuel storage, plan review, sprinkler inspections, assembly, etc.**

After some discussion regarding the above recommendations, the remainder of this item was tabled pending review and update of the recommendations. President McMullen and BC Wilson will work on drafting appropriate paperwork.

Commissioner Stiles asked how we enforce the citations. Commissioner McMullen and BC Wilson explained that the first step would be to cite the business, requiring immediate compliance, with a reinspection within 14 days. If the business remains in violation, next steps would include involving the Code Enforcement department at Yolo County, then on to County Counsel to file a complaint in court if the business is still not in compliance.

e. Discussion / Action – Liaison Reports

i. Fire Prevention / Investigation – McMullen

AC Stiles reported that the fire at 95A was determined to be unintentional, but undetermined as to cause.

ii. Training – Yeager

Nothing to report.

iii. Large Equipment / Facilities – McMullen

Commissioner McMullen had nothing to report. Chief Rita thanked AC Stiles for his repairs to the office door leading into the apparatus bay.

iv. IHS – McMullen

Commissioner McMullen had nothing to report. BC Wilson indicated that training on fire systems inspections was scheduled for later in July. He also reported that the last he had heard was that Sacred Oaks would be accepting patients in September.

8. Fire Chief's Report (Chief Rita)

Chief Rita reported that Yocha Dehe Fire has a 2004 Ford Excursion they are retiring later this year and are willing to pass it along to another fire department in Yolo County at no charge. After talking with AC Stiles and investigating its condition, Chief Rita contacted Chief Rameriz at Yocha Dehe Fire and expressed interest in acquiring the vehicle. It would replace the current Utility, for which we still have an offer to purchase if we want to sell.

9. Battalion Chief's Report (BC Wilson)

BC Wilson responded to Commissioner Amy's question at the last Board meeting about why not all incidents appear on the incident reports presented to the Board: the reporting software we use will not populate an incident into reports such as provided in our Board packets if the incident reporting, including fire investigation, was not marked as completed.

10. Fire Fighter's Association Report (President Jon Lee)

Association President Lee reported that the Association, after much research, had purchased an ice machine for the District. He further reported that it appeared that the Association's fundraiser at the Yolo County Fair Beer Booth would likely not happen this year.

11. Clerk's Report (Interim Clerk Rita)

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

Motion: Approve payment of bills totaling \$13,068.01.

Motion By: Amy

Second By: Yeager

Discussion: Commissioner Yeager questioned the invoice from the State of California. Chief Rita reported it was for payment of the fines levied by CalOsha.

Vote: Approved unanimously.

b. Approval of June 21, 2022 Board Meeting Minutes (Interim Clerk Rita)

Motion: Approve June 21, 2022, minutes as presented.

Motion By: Guarino

Second By: Amy

Discussion: None.

Vote: Approved unanimously.

Commissioner Yeager reminded Interim Clerk Rita that the Ad Hoc committee regarding the UC Davis properties should be included on the next Agenda.

12. Open Forum

President McMullen asked the Board members about meeting preference: location, in person, via Zoom (or other video conferencing software). After some discussion, President McMullen requested that the item be placed on the Agenda for August.

13. Next regular Board meeting on August 16, 2022, unless another date is agreed upon

President McMullen confirmed the next meeting date as August 16, 2022. Fire Chief / Interim Board Clerk Rita indicated she would not be available, but she will ensure someone is available to take the meeting notes.

14. Meeting Adjourned (President McMullen)

Motion: Adjourn meeting.

By: Guarino

Second By: Amy

Discussion: None.

Vote: Approved unanimously.

Meeting adjourned at 2051 hours.

Minutes approved: _____

President James McMullen

Interim Board Clerk Cherie Rita