



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

BOARD OF COMMISSIONERS – REGULAR MEETING - MINUTES
August 16, 2022 at 7:00 PM

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

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

Meeting called to order at 1901 hours. Lillard Hall Manager Gonzalez, acting as Board Clerk for this meeting, called roll and confirmed there was a quorum.

Present were:

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

Department Members: BC Eric Wilson, Firefighter and Association President Jon Lee, Lillard Hall Manager Brenda Gonzalez

Guests: None

2. Public Comment

NONE

3. Old Business

a. Update - Weed Abatement (BC Wilson)

BC Wilson reported that there is no update on weed abatement. Staff will continue to deal with parcels on a case-by-case basis and work with District residents to ensure properties remain compliant.

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

AC Stiles reported that there is no new information to report from the meeting he attended.

4. Lillard Hall

a. Manager Report (Hall Manager Gonzalez)

Hall Manager Gonzalez presented her financial report.

Commissioner Amy requested a committee meeting with Manager Gonzalez

regarding maintenance of the Hall. Ms. Gonzalez will compile a list of maintenance issues and begin obtaining quotes.

Commissioner Stiles asked Manager Gonzalez if there have been any new rentals since implementing the new Lillard Hall agreement. Ms. Gonzalez reported there have been no new signed agreements. However, she has been in contact with potential renters.

5. New Business

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

BC Wilson reported there were no new applications.

b. Discussion / Action – Adopt Resolution 22-01 – Resolution Declaring Volunteers as Employees While Performing Voluntary Service Without Pay (Association President Jon Lee)

BC Wilson reported that the resolution located in the packet does not apply to volunteer firefighters.

AP Lee advised the Board this resolution was initiated due to the possibility of employees volunteering at the Yolo County Fair Beer Booth and when family members of firefighters volunteer to help the District at special events. Mr. Lee clarified that the volunteers (non-active firefighters) are protected at these types of events (non-firefighting events). He further clarified that this resolution would help protect those volunteers by YCPARMIA, stating the YCPARMIA policy does not currently provide protection.

BC Wilson advised more discussion needs to take place prior to a motion from the board.

President McMullen suggested this topic be moved to the next meeting when Fire Chief Rita is in attendance.

By Consensus: The Board moved this item to the next meeting.

c. Discussion / Action – Board Meetings

i. Location

BC Wilson reported that the current configuration of the office does not have the capacity to continue holding meetings.

By Consensus: The Board agreed to continue meetings at Lillard Hall.

ii. Zoom and In-Person; In-Person only; Other

BC Wilson reported that Chief Rita would like to explore broadcasting

Board meetings via Zoom.

President McMullen advised that he does not believe Zoom access is necessary for a small District. Mr. McMullen advised this can be revisited later, if needed.

Commissioner Amy advised she also does not believe Zoom access is necessary and that it should only be used on a case-by-case basis.

Motion: To only use Zoom as needed and continue meeting in person at Lillard Hall.

By: Amy

Second By: Guarino

Discussion: None

Vote: Approved unanimously.

d. Discussion / Action – Standing Committee Reports

i. Budget and Benefits Committee – Yeager, Guarino

No meeting; no report.

ii. Personnel Committee – Amy, Yeager

1. Discussion / Action – Hire to Fill Open Board Clerk Position

Commissioner Amy reported that the committee met to interview for the vacant Board Clerk position. Ms. Amy advised that the committee recommends the hiring of Carly Hall.

Commissioner Yeager advised that he believes Ms. Hall would be a good fit for the District with her experience and background.

President McMullen questioned if her location would be an issue as far as attending Board meetings. Commissioner Amy answered that the position has remote capabilities and would only need to come to the District to attend meetings and collect correspondence.

Commissioner Stiles does not believe there is a need for a new clerk since Chief Rita will be retiring from her outside employment at the end of September, making her more available to handle the Clerk's responsibilities.

Motion: To hire Ms. Hall for the Board Clerk position
at \$18.00 an hour.
By: Amy
Second By: Guarino
Discussion: None
Vote: Yeager, Guarino, Amy, McMullen – Aye
Stiles - Nay

iii. District Funding and Development Committee – Guarino, Stiles

Commissioner Yeager requested an update on the grants already submitted.

BC Wilson reported that the District has not received a decision to the grants submitted, but did receive a request for more information on one grant, which was provided.

Commissioner Amy provided feedback regarding the Proposition 218 benefits and assessment information meeting she attended with Commissioner Guarino.

iv. Lillard Hall Committee – Amy, Guarino

No meeting; no report.

Per previous discussion from Item 4a Commissioner Amy will meet with Lillard Hall Manager Gonzalez to discuss Hall maintenance.

e. Discussion / Action – Ad Hoc Committee Reports

i. LAFCO – Guarino, Yeager

BC Wilson reported that LAFCO provided their recommendations for the District and Chief Rita will be meeting with the committee to review them.

President McMullen proposed this item be moved to the next meeting.

By Consensus: The Board agreed to move this item to the next meeting.

ii. Solar – Guarino, Stiles

Commissioner Stiles reported that Chief Rita would like to meet on this item when she returns from vacation.

By Consensus: The Board agreed to move this item to the next meeting.

iii. Inspection Fees – Yeager, Amy

BC Wilson reported to the Board that he drafted a letter regarding fees for reinspection.

Commissioner Amy stated that the letter was confusing and proposed to help make changes. Ms. Amy will be in contact with BC Wilson to prepare the changes to present to the Board at the next meeting.

By Consensus: The Board agreed to move this item to the next meeting.

iv. UC Properties – Yeager, Guarino

Commissioner Yeager reported to the Board that there has been no maintenance done on the property. Mr. Yeager has been in contact with the maintenance manager about attending meetings, but the manager has been unavailable to attend.

f. Discussion / Action – Liaison Reports

i. Fire Prevention / Investigation – McMullen

No meeting; no report.

ii. Training – Yeager

Commissioner Yeager reported that Firefighter Maggenti has been working closely with Willow Oak Fire Protection District and training has been positive.

BC Wilson agreed that training with Willow Oak Fire Protection District has been positive as well.

Firefighter Lee agreed that it has been beneficial to train with Willow Oak as it provides cross training on each other's equipment.

iii. Large Equipment / Facilities – McMullen

No meeting; no report.

BC Wilson added that the office has been rearranged.

iv. IHS – McMullen

BC Wilson reported he has been communicating with Sacred Oaks and the facility became active as of July 4, 2022. Mr. Wilson reported that training was provided by Steve Guarino on July 21, 2022. He advised training was positive and another training is schedule for the

end of August.

6. Fire Chief's Report (Chief Rita)

Chief Rita was not in attendance. BC Wilson presented Chief Rita's Fire Chief's report in her absence. The report was located in the packet. Upon review the Board revisited Item 5b.

Per previous discussion from Item 5b Resolution 22-01 was moved to the next meeting.

7. Battalion Chief's Report (BC Wilson)

BC Wilson advised the Station has been busy and reviewed the report located in the packet. Mr. Wilson reported that Captains Bravo and Osborn have been picking up additional shifts since Latour's departure and that the station has been able to keep up with coverage. He advised that the vacant position would take some time to fill.

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

Association President Lee reported that the Association would no longer staff the Yolo County Fair Beer Booth due to some of the requirements needed. Mr. Lee advised the Association might instead attend a different vendor booth to provide community outreach and raise volunteer firefighter interest. He also mentioned a barbecue event that will take place in October in partnership with Hooby's Brewing to help fundraise. Hooby's will be brewing an exclusive beer especially for the District.

9. Clerk's Report

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

Commissioner Yeager questioned the invoice from YCPARMIA. Commissioner Amy clarified the bill in question is related to boiler coverage for the new fiscal year. Chief Rita has also provided some clarification in the report located in the packet. President McMullen proposed the Board act on all bills except for the one in question and designated a commissioner to meet with Chief Rita to further discuss the bill.

Motion: Approve payment of bills totaling \$10,884.00.
Motion By: Guarino
Second By: Yeager
Discussion: No further discussion.
Vote: Approved unanimously.

b. Approval of July 19, 2022, Board Meeting Minutes (Interim Clerk Rita)

Commissioner Amy proposed an amendment to the minutes to correct the staff members present to include Lillard Hall Manager Gonzalez.

Motion: Approve July 19, 2022, minutes as amended.
Motion By: Guarino
Second By: Stiles
Discussion: No further discussion.
Vote: Approved unanimously.

10. Open Forum

NONE

11. Next regular Board meeting on September 20, 2022, unless another date is agreed upon


President McMullen confirmed the next meeting date as September 20, 2022. Mr. McMullen advised he will not attend the meeting and Commissioner Yeager will act as president in his absence.

12. Meeting Adjourned (President McMullen)

Motion: Adjourn meeting.
By: Amy
Second By: Guarino
Discussion: None.
Vote: Approved unanimously.

Meeting adjourned at 2101 hours.

Minutes approved: September 20, 2022



President James McMullen



Board Clerk Carly Hall
(as drafted by LH Manager Gonzalez)