



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

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PG:15-1

**AGENDA**  
**BOARD OF COMMISSIONERS – REGULAR MEETING**  
**September 17, 2024, at 7:00 PM**

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

To be 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 and Establish Quorum (President McMullen)
2. Public Comment
3. Weed Abatement Report (Firefighter Lee)
4. Old Business
  - a. Discussion / Action - Approval of Policy 802 - Subpoenas and Summons (Chief Rita) PG:3-6
5. New Business
  - a. Discussion / Action – Standing Committee – Reports
    - i. Lillard Hall Committee – **Amy**, Roos PG: 6-9
      1. Hall Manager Report
      2. Discussion / Action – Approval of September 11, 2024 Minutes PG:10-12
    - ii. Personnel Committee – **Amy**, McMullen
      1. Discussion / Action – Approval of August 20, 2024 Minutes PG:12

6. Fire Chief's Report (Chief Rita) **PG:13-14**
7. Assistant Chief's Report (Assistant Chief Stiles)
8. Fire Fighter's Association Report (President Lee)
9. Clerk's Report
  - a. Discussion / Action – West Plainfield Fire Protection District Bill Review / Ratification **PG:15-16**
  - b. Discussion / Action – Approval of August 20, 2024 Regular Board Meeting Minutes **PG:17-25**
  - c. Discussion / Action – Approval of September 11, 2024 Board Meeting Minutes **PG:26-27**
10. Open Forum
11. Next regular Board meeting on October 15, 2024, unless another date is agreed upon
12. Meeting Adjourned (President McMullen)

# Subpoenas and Summons

Reviewed and approved by  
Yolo County Counsel 08/21/24

## 802.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish procedures for receiving, processing and responding to summons and subpoenas to appear or to produce records or evidence.

### 802.1.1 DEFINITIONS

Best Practice MODIFIED

Definitions related to this policy include:

**Subpoena** - A time sensitive order requiring a person or entity to appear at a particular time and place to testify as a witness at a deposition, trial or hearing and/or to provide documents, records or evidence in a legal proceeding.

**Subpoena duces tecum** - A time sensitive order requiring a person to produce in court specific documents or evidence.

**Summons** - A time sensitive order requiring an individual to appear in court at a specific date and time.

## 802.2 POLICY

State MODIFIED

It is the policy of the West Plainfield Fire Department to make reasonable efforts to comply with valid subpoena and summons requests for records or evidence and personal appearances and to cooperate with legal processes.

## 802.3 PROCEDURE

Best Practice MODIFIED

All subpoenas and summons should be directed to the Custodian of Records or the authorized designee.

### 802.3.1 CUSTODIAN OF RECORDS

Best Practice MODIFIED

The Custodian of Records and any authorized designees should receive training in proper intake and processing of subpoenas. Members not designated by the Custodian of Records and properly trained are not authorized to accept subpoenas for Department records.

If the Custodian of Records determines that a subpoena or a request for public records involves a request for a confidential record or relates to pending litigation against the Department or District, the request should be promptly brought to the attention of the Fire Chief and legal counsel for the Department.

All subpoenas and summons shall be date-stamped and scanned into the appropriate e-folder.

# West Plainfield Fire Department

## Policy Manual

### *Subpoenas and Summons*

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#### 802.3.2 SUBPOENAS FOR RECORDS

State MODIFIED

The Custodian of Records will consult with the Fire Chief regarding any request for medical records. The Custodian of Records or the authorized designee will only produce the requested records as provided in this policy and the Patient Medical Record Security and Privacy Policy.

A Declaration of Records shall be prepared, signed, copied and attached to the records provided in response to a subpoena (Evidence Code § 1271; Evidence Code § 1561). The Custodian of Records shall make reasonable efforts to produce the requested records, or provide a response noting the lack of records, by the date specified in the subpoena. A copy of the records produced shall be scanned into the appropriate e-folder.

The Department is entitled to recoup any reasonable costs incurred in production of business records in response to a subpoena duces tecum. The Custodian of Records should provide a statement reflecting the assessment of these reasonable costs and require payment at the time subpoenaed records are delivered.

#### 802.3.3 CIVIL SUBPOENAS FOR DEPOSITION OR NOTICE TO APPEAR

State MODIFIED

The Custodian of Records shall ensure timely delivery of the subpoena to the identified member. The receiving member should acknowledge receipt.

No subpoena for a member of this Department as a witness in a civil action should be accepted unless it is accompanied by the statutory fee of \$275 for each day the member's appearance is required pursuant to the subpoena (Government Code § 68097.2).

Members shall notify the Fire Chief of receipt of a subpoena. Members should contact the attorney issuing the subpoena to confirm the date and time of appearance or to confirm an on-call status. The member shall comply with all instructions on the subpoena and monitor the status of all required appearances to ensure compliance with judicial process. In the event a member will be unavailable to respond to a subpoena, the member shall promptly notify the attorney issuing the subpoena and the Fire Chief.

Members who are deposed shall request a copy of the transcript.

#### 802.3.4 ON-CALL SUBPOENAS

Best Practice MODIFIED

Upon receipt of a subpoena and after contacting the issuing attorney, a member may make arrangements with the issuing attorney to be placed in an on-call status.

The subpoenaed member shall promptly notify the Fire Chief of the subpoena and any on-call status and make arrangements regarding any potential scheduling conflicts, potential overtime compensation or other follow-up required to coordinate on-call appearance status.

#### 802.3.5 CRIMINAL SUBPOENAS

Best Practice MODIFIED

# West Plainfield Fire Department

## Policy Manual

### *Subpoenas and Summons*

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Upon receipt of a criminal subpoena related to Department business, the member shall promptly notify the Fire Chief of the required appearance and, if directed or authorized to do so by the Fire Chief, contact legal counsel if they have any questions.

#### 802.3.6 CIVIL SUBPOENAS UNRELATED TO OFFICIAL DEPARTMENT BUSINESS

Best Practice MODIFIED

Members served with or receiving subpoenas for civil matters unrelated to their Department duties shall comply with the requirements of the subpoena. Members are not entitled to compensation for any such appearance or deposition and arrangements for time off should be coordinated with the Fire Chief or the appropriate designee.

#### 802.3.7 WORKER'S COMPENSATION

Best Practice MODIFIED

A copy of any subpoena for a matter related to workers' compensation shall be promptly provided to the Fire Chief and/or the risk manager.

### 802.4 RESPONSIBILITIES

Best Practice

#### 802.4.1 MEMBERS

Best Practice MODIFIED

Members subpoenaed to appear in court for any Department-related reason or who are subpoenaed to produce records or evidence shall:

- (a) Document the date, time and manner of receipt.
- (b) Promptly contact the Custodian of Records and provide the Custodian with a copy of the subpoena.
- (c) Make arrangements through the Custodian of Records to obtain any related reports or information.
- (d) Notify the Fire Chief of the subpoena.
- (e) Contact counsel for the Department for any necessary guidance if directed or authorized to do so by the Fire Chief.

Employees who are subpoenaed to testify about Department-related matters shall receive their normal wages. Any witness fees provided to the employee shall be promptly transmitted to the Department. Members shall coordinate any scheduled appearances with their company officer to ensure minimization of any appearances requiring the payment of overtime.

Employees subpoenaed to testify about non work-related matters shall be permitted to take time off to testify but are not entitled to receive wages. Employees shall be entitled to use vacation, personal leave or compensatory time off for the time they will be away from work.

Members appearing in court about Department-related matters or appearing for court-related functions such as depositions in such matters shall appear for court or other judicial proceedings in uniform or conservative business attire.

# West Plainfield Fire Department

## Policy Manual

### *Subpoenas and Summons*

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Any questions regarding this policy or its requirements shall be promptly directed to the Fire Chief or, if directed or authorized to do so by the Fire Chief, legal counsel.

#### 802.4.2 SUPERVISORS

**Best Practice**

Supervisors should monitor the schedules of members who have been served subpoenas requiring their appearance to ensure appropriate shift coverage and compensation for the subpoenaed member.

Supervisors shall not intentionally adjust a member's duty schedule for the purpose of creating overtime.

#### 802.5 TESTIFYING AGAINST THE INTEREST OF THE DISTRICT OR DEPARTMENT

**Best Practice** **MODIFIED**

Any member who has been subpoenaed to testify, has agreed to testify or who anticipates testifying or providing information on behalf of, or at the request of, any party other than the state, any city, county or any of their officers, agents or employees in which any of those entities or persons are parties to the litigation, will promptly notify their supervisor. The supervisor shall notify the Fire Chief, prosecuting attorney in a criminal case, and the Department's legal counsel, as may be indicated by the case.

(a) This requirement includes:

1. Providing testimony or information for the defense in any criminal trial or proceeding.
2. Providing testimony or information for the plaintiff in a civil proceeding against any city, county or their officers, agents or employees.
3. Providing testimony or information on behalf of, or at the request of, any party other than any city, county or District official in any administrative proceeding, including, but not limited to, personnel and/or disciplinary matters.

#### 802.6 RECEIPT AND PROCESSING OF A SUMMONS

**Best Practice** **MODIFIED**

Upon receipt of a summons and complaint in a matter related to Department business, the member shall document the date, time and manner of receipt and promptly notify the Fire Chief and, if directed to do so by the Fire Chief, contact legal counsel for the Department. The member shall also notify, and provide a copy of the summons to, the Custodian of Records, who shall be responsible for entering it into the appropriate e-folder. The member is entitled to compensation as provided elsewhere in this Policy.

LILLARD HALL - REPORT RENTALS

Date	Applicant Organization	Event Type	Applicant Type	Rent Due	Amt Due	Date Paid	Security Deposit Due	SD Amt Due	Date Paid	Date Refunded	Refund Amt	Ins Cert Required	Date Cert Provided	Guard Required	Date Contract Provided
06/05/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
06/06/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
06/11/24	4H	Meeting	WPFDP Resident	No			No					N / A		No	
06/12/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
06/13/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
06/19/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
06/20/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
06/26/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
06/27/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
07/03/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
07/17/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
07/18/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
07/31/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
08/03/24	User	Wedding Reception	Other - Over 8 hours (Daily)	No	960	07/18/24	No	1,500	05/22/24	08/07/24		Yes	07/10/24	Yes	07/10/24
08/13/24	4H	Meeting	WPFDP Resident	No			No					N / A		No	
09/10/24	4H	Meeting	WPFDP Resident	No			No					N / A		No	
09/12/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
09/18/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
09/25/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
09/26/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
10/08/24	4H	Meeting	WPFDP Resident	No			No					N / A		No	
05/04/25	User	Wedding Reception	WPFDP Resident	Yes	400		No	800	09/09/24			Yes		Yes	

PG:10-11

PG:15-18

Date	Check #	Payment	Deposit	Balance	Payable To	From	Purpose	
04/10/24			1,100.00	8,958.68		Son Chong, Jennie Keifer	Rent - April Dates	Deposited
05/06/24			1,200.00	10,158.68		Son Chong, Jennie Keifer	Rent - May Dates	Deposited
05/06/24	1006	1,525.37		8,633.31	WPFDP		PG&E/Payroll - March/April	Cleared
05/14/24	1007	39.43		8,593.88	WPFDP - Deposits		Check Charge Reimbursement	Cleared
05/14/24	1008	76.10		8,517.78	Edward Sykes		Expense Reimbursement - Supplies	Cleared
05/30/24			900.00	9,417.78		Jennie Keifer	Rent - May/June	Deposited
06/13/24			400.00	9,817.78		Son Chong	Rent - June	Deposited
06/25/24	1009	1,544.21		8,273.57	WPFDP		PG&E/Payroll - May/June	Cleared
07/11/24			1,000.00	9,273.57		Son Chong, Jennie Keifer	Rental Fee - July	Deposited
07/24/24			960.00	10,233.57		Amanda Barajas Wedding Reception	Rental Fee	Deposited
08/06/24			400.00	10,633.57		Son Chong	Rental Fee - August	Deposited
08/07/24	1010	21.41		10,612.16	Edward Sykes		Expense Reimbursement - Supplies	Cleared
08/08/24	1011	95.00		10,517.16	Blake's		A/C Diagnostic	Cleared
09/06/24			500.00	11,017.16		Song Chong, Jennie Keifer	Rental Fee - September	



Date	Check	Payment	Deposit	Balance	Payable To	From	Purpose	
11/22/23			1,500.00	1,500.00		Son Chong	Security Deposit	Deposited
01/03/24			2,500.00	4,000.00		Lillard Hall Fund	Security Deposits - Fly Fishers (1500), Fairfield School (800), Jennie Keifer (200)	Deposited
01/24/24			1,500.00	5,500.00		Liliana Castaneda	Security Deposit - 1/27/24 Reception	Deposited
01/30/24	1001	800.00		4,700.00	Fairfield Elementary		Deposit Refund	Cleared
01/30/24	1002	1,500.00		3,200.00	Liliana Castaneda		Deposit Refund	Cleared
03/12/24	1003	1,500.00		1,700.00	Fly Fishers Davis		Deposit Refund	Cleared
03/12/24	1004	0.00		1,700.00			VOIDED CHECK	VOID
04/01/24		39.43		1,660.57			Check Charge from 12/06/23	Paid
05/30/24			1,539.43	3,200.00		Amanda Barajas/Lillard	Security Deposit / Check Charge Reimbursement	Deposited
08/07/24	1005	1,500.00		1,700.00	Amanda Barajas		Deposit Refund	Cleared



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

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**MINUTES - STANDING COMMITTEE – LILLARD HALL**  
**September 11, 2024 at 10:15 AM**

Location: Lillard Hall  
24901 County Road 95  
Davis, CA 95616

**1. Call the Meeting to Order (Chair Amy)**

Chair Amy called the meeting to order at 10:15 AM. Present were:

Members / Commissioners: Chair Emily Amy, Warren Roos (via Phone)  
Staff: Hall Manager Ned Sykes and Fire Chief Cherie Rita

**2. Public Comment**

NONE

**3. Discussion / Action – Kitchen Remodel Report (Manager Sykes)**

Manager Sykes reported that the electrical permit had been obtained and the inspection performed; electrical passed inspection. The electrical permit had cost around \$400.00.

Manager Sykes reported that for the kitchen to pass the health inspection it would need a mop sink; therefore, the plumbing permit had yet to be pulled. He and Mr. Chong have been trying to get a plumber in for an estimate. Discussion turned to where to put the mop sink. The closet appears to have been plumbed for one, so the least expensive option would be putting it there. It would essentially be in the middle of the closet. Commissioner Roos suggested it be placed on a low pedestal if allowed. Chair Amy directed Manager Sykes to obtain estimate for placing it at currently plumbed location as well as in the far corner, away from the hot water heater. Mr. Chong will advance the costs pursuant to the lease agreement.

Commissioner Roos said Manager Sykes should reach out to him if he needs plumbing referrals. Commissioner Amy suggested Yolo Plumbing.

**4. Discussion / Action – Fund Raising for Maintenance / Remodel (Chair Amy)**

**a. Bingo (Manager Sykes)**

Manager Sykes reported he had researched costs: cage and tumbler, between \$75-\$200; cards and daubers not too much, but would be “sold” to players. He reported there are also license and registration costs, and legal qualifications we may or may not currently meet. Commissioner Roos suggested Commissioner Lindsay may be able to do some legal research or suggest someone who can. Chair Amy will chat with Commissioner Lindsay about it.

**b. Other Ideas**

Manager Sykes reported he had spoken with 4H representative Becky about possible ways for 4H to assist with fundraising. Becky suggested maybe a dance, for kids. Commissioner Amy wants an age limit on any such dance of under 18 years. Chief Rita asked about how proceeds would be distributed. Manager Sykes reported he had not discussed that with Becky. Commissioner Amy directed Manager Sykes to speak with Becky more about the idea, including how to split the proceeds and when to have it. Manager Sykes will also look at possible dates that do not conflict with activities scheduled at surrounding schools. Marketing

could be done by schools, neighboring fire districts, etc. Would also need to determine a price, whether snacks (wings, cookies, etc) and drinks might be made available, etc.

Commissioner Roos suggested Manager Sykes talk with Association President Jon Lee about a spaghetti dinner. Manager Sykes suggested a silent auction as part of the event and certainly a donation receptacle. Commissioner Amy suggested also selling wine and beer (no hard liquor). Manager Sykes will look further into those suggestions. Manager Sykes will explore that further.

**5. Discussion /Action - Rentals (Hall Manager Sykes)**

There is one new reservation, for May of next year, by a District resident for a wedding reception. The plan is to use the parking lot for guest parking, shuttle them to the wedding property and back to the Hall for the reception.

Manager Sykes reported he just been contacted by someone wanting to have a baby shower in November and is waiting to hear back.

Manager Sykes reported that Jennie had been pleased with the credits. Commissioner Amy asked if anyone had followed up with Ms. Mikklesen. Both Manager Sykes and Chief Rita indicated that Ms. Mikklesen would have heard it from Jennie.

**6. Discussion / Action – Maintenance (Chair Amy)**

Manager Sykes pointed out that the window coverings should probably be replaced soon. Chair Amy wondered if “ready-made” blinds might work and directed Manager Sykes to measure the windows and check prices.

**7. Open Forum – Other Hall Business (Chair Amy)**

Manager Sykes reported he was working with 4H representative Becky to get updated insurance information, application, and requested Hall use dates.

Chief Rita asked Manager Sykes if he had located the discrepancy in the beginning and ending cash balances. Manager Sykes reported he had been unable to locate errors in his reporting and was confident in his numbers; therefore, he suggested the error had been made by the previous Hall Manager as he was unable to confirm numbers provided by the prior Hall Manager. Chief Rita confirmed that the records she had received from the prior Hall Manager had been incomplete. Commissioner Roos suggested a correcting entry be made. Chair Amy directed Manager Sykes to make such an entry.

**8. Calendar (Chair Amy)**

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

The next Lillard Hall Committee meeting is scheduled for October 2, 2024, at 10:15 AM.

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

Meeting adjourned by Chair Amy at 11:11 AM.

Approved September 17, 2024

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EMILY AMY, Chair and Commissioner

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CHERIE RITA, Recorder



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

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**MINUTES - STANDING COMMITTEE – PERSONNEL**  
**August 20, 2024 at 6:30 PM**

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

**1. Call the Meeting to Order (Chair Amy)**

Chair Amy called the meeting to order at 6:30 PM.

Present were:

Committee Members / Commissioners:

Emily Amy and James McMullen

Staff:

Board Clerk Kytiana Sayer-Peterson

**2. Public Comment**

NONE

**3. Closed Session**

Chair Amy closed the meeting at 6:31 PM.

**a. Discussion / Action – 90 progress review of Board Clerk**

**b. Reopen Session and Report Out of Closed Session**

Chair Amy re-opened the session at 7:00 PM. Report out of closed session:

Discussed initial three months of employment of clerk. Spoke about areas for improvement by District and Clerk. Commissioner Amy will follow up on some items discussed.

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

Chair Amy adjourned the meeting at 7:01 PM.

Minutes Approved: September 17, 2024

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Commissioner EMILY AMY, Chair

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Kytiana Sayer-Peterson, Board Clerk

# West Plainfield Fire Department (CA)

Davis, CA

This report was generated on 9/9/2024 1:42:37 PM



## Basic Incident Info with Number of Responding Apparatus and Personnel for Date Range

Start Date: 08/01/2024 | End Date: 08/31/2024

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
08/02/2024	2024-190	County Road 31	324 - Motor vehicle accident with no injuries.	A Shift	261- WNF-WPL - Borderline Call Winters & West Plainfield	2	5
08/03/2024	2024-191	Russell BLVD	444 - Power line down	C Shift	0- WPL - West Plainfield Station 30 Response Area	3	4
08/09/2024	2024-192	County Road 31	324 - Motor vehicle accident with no injuries.	B Shift	0- WPL - West Plainfield Station 30 Response Area	2	4
08/09/2024	2024-193	37636 County Road 28	744 - Detector activation, no fire - unintentional	B Shift	0- WPL - West Plainfield Station 30 Response Area	3	3
08/12/2024	2024-194	35795 Yellowstone AVE	553 - Public service	C Shift	0- WPL - West Plainfield Station 30 Response Area	1	2
08/12/2024	2024-195	811 Carrion CIR	611 - Dispatched & cancelled en route	C Shift	No Zone Selected	2	4
08/13/2024	2024-196	Stevenson Bridge RD	631 - Authorized controlled burning	A Shift	0- WPL - West Plainfield Station 30 Response Area	1	2
08/13/2024	2024-197	25258 County Road 95	143 - Grass fire	A Shift	0- WPL - West Plainfield Station 30 Response Area	5	5
08/14/2024	2024-198	██████████	321 - EMS call, excluding vehicle accident with injury	A Shift	0- WPL - West Plainfield Station 30 Response Area	2	3
08/14/2024	2024-199	██████████	321 - EMS call, excluding vehicle accident with injury	A Shift	0- WPL - West Plainfield Station 30 Response Area	2	3
08/15/2024	2024-200	██████████	321 - EMS call, excluding vehicle accident with injury	C Shift	0- WPL - West Plainfield Station 30 Response Area	2	3
08/17/2024	2024-201	██████████	321 - EMS call, excluding vehicle accident with injury		0- WPL - West Plainfield Station 30 Response Area	5	6
08/20/2024	2024-203	25170 Aviation AVE	631 - Authorized controlled burning	C Shift	0- WPL - West Plainfield Station 30 Response Area	3	5
08/21/2024	2024-204	16720 County Road 97a CIR	611 - Dispatched & cancelled en route	B Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	3
08/23/2024	2024-205	██████████	321 - EMS call, excluding vehicle accident with injury	B Shift	0- WPL - West Plainfield Station 30 Response Area	3	4
08/24/2024	2024-207	34245 Corcoran Hill LN	733 - Smoke detector activation due to malfunction		No Zone Selected	3	3

Only REVIEWED incidents included.



DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
08/25/2024	2024-208	401 Creekside WAY	611 - Dispatched & cancelled en route	A Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	2	3
08/26/2024	2024-209	26881 County Road 96	631 - Authorized controlled burning	A Shift	0- WPL - West Plainfield Station 30 Response Area	3	4
08/26/2024	2024-210	33250 31 CIR	143 - Grass fire	A Shift	0- WPL - West Plainfield Station 30 Response Area	5	5
08/26/2024	2024-211	County Road 31	622 - No incident found on arrival at dispatch address	A Shift	261- WNF-WPL - Borderline Call Winters & West Plainfield	4	6
08/26/2024	2024-212	County Road 31	324 - Motor vehicle accident with no injuries.	A Shift	320- DVS-WPL - Borderline Call Davis & West Plainfield	4	5
08/28/2024	2024-213	29172 County Road 87E	611 - Dispatched & cancelled en route		00- WPL Out - West Plainfield Mutual Aid Out of District	1	3
08/29/2024	2024-215	██████████	321 - EMS call, excluding vehicle accident with injury		0- WPL - West Plainfield Station 30 Response Area	3	4
08/31/2024	2024-218	██████████	321 - EMS call, excluding vehicle accident with injury	A Shift	0- WPL - West Plainfield Station 30 Response Area	4	6
08/31/2024	2024-219	25635 County Road 96	553 - Public service	A Shift	0- WPL - West Plainfield Station 30 Response Area	1	1

**TOTAL # INCIDENTS: 25**

Only REVIEWED incidents included.





## West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

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**DATED** September 17, 2024  
**TO** Board of Fire Commissioners  
**FROM** Budget & Benefits Committee Chair Commissioner Beth Stiles  
Fire Chief Cherie Rita  
**SUBJECT** Bills Paid Since Last Report - For Board Ratification  
Deposits to Date FYE 2025 - Informational

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### Submitted for Payment

Non-US Bank Statement Bills Paid Since Last Report (see attached)	754.32
US Bank Statement 07/15/2024 Paid Since Last Report (see attached)	4,072.88
<b>TOTAL</b>	<b><u><u>\$4,827.20</u></u></b>

### Deposits

07/22/24	450307	Reimbursement - PRISM Grant 50% (Alarm Grid)	822.00
08/14/24	440600	Fire Recovery USA 1528171	349.44
8/28/224	450900	Rebate - US Bank Q2 CY 2024	196.74
09/06/24	Misc	Reimbursement - LH PGE 07/15/24 PPE 06/29/24 07/13/24 07/27/24	1,154.52
		<b>TOTAL</b>	<b><u><u>\$2,522.70</u></u></b>

**WEST PLAINFIELD FIRE PROTECTION DISTRICT**

Attachment to September 17, 2024, Report to Board - Bills Paid Since Last Report - For Ratification

Vendor	Invoice Date	Category	Assigned To	Total	Details
LEAF	08/21/2024	Lease - Equipment	Copier	118.64	08/24
LEAF	08/21/2024	Fee - Late	Copier	23.72	08/24
Interstate Oil Company	07/31/2024	Lease - Equipment	Station	250.00	Annual - Propane Tank Rental
Interstate Oil Company	07/31/2024	Fee - Late	District	13.40	07/24
LN Curtis & Sons	07/29/2024	Clothing - PPE Structure	Reserve Firefighter	348.56	Reflective Lettering x13 (silver reflective 2" West Plainfield)
				<b>754.32</b>	<b>TOTAL NON US BANK SUBMITTED FOR PAYMENT</b>

PAID BY VOLUNTEER ASSOCIATION					
T-Mobile	07/21/2024	Equipment / Tools / Parts - Apparatus	Apparatus	1,077.09	Tablet Command - iPads

Vendor	Invoice Date	Category	Assigned To	Total	Details
Adobe	08/08/2024	IT - Data / Subscriptions	District	19.99	08/08/24 - 09/07/24
Alhambra	08/01/2024	Water and Water Service	Station	47.95	5 gal bottle x4
Alhambra	07/18/2024	Water and Water Service	Station	47.95	5 gal bottle x4
AT&T Mobility - FirstNet	07/02/2024	IT - Data / Subscriptions	W30	40.24	07/03/24 - 08/02/24
AT&T Mobility - FirstNet	07/02/2024	IT - Data / Subscriptions	B30	40.24	07/03/24 - 08/02/24
AT&T Mobility - FirstNet	07/02/2024	IT - Data / Subscriptions	B330	40.24	07/03/24 - 08/02/24
AT&T Mobility - FirstNet	07/02/2024	IT - Data / Subscriptions	Phone - Duty	45.43	07/03/24 - 08/02/24
AT&T Mobility - FirstNet	07/02/2024	IT - Data / Subscriptions	E30	40.24	07/03/24 - 08/02/24
AT&T Mobility - FirstNet	07/02/2024	IT - Data / Subscriptions	B230	40.24	07/03/24 - 08/02/29
Crucial	07/20/2024	IT - Hardware	District	56.27	District Laptop Memory (16 GB DDR4-3200 SODIMM 1.2V CL22 - CT16G4SFRA32A)
Google	07/31/2024	IT - Data / Subscriptions	District	263.99	07/01/24 - 07/31/24
Harbor Freight	08/08/2024	Equipment / Tools / Parts	Apparatus Bay	218.19	App Bay Electrical Project - Cord reels x5 (30 ft retractable)
Harbor Freight	08/08/2024	Insurance - Other	Equipment	14.95	App Bay Electrical Project - Cord reels x5 (protection plan - 1 yr)
Home Depot	07/15/2024	Capital Improvement - Station	Apparatus Bay	33.82	Extractor - shelf
Home Depot	07/19/2024	Maintenance - Station	Apparatus Bay	35.39	Apparatus Bay Wiring Project
Home Depot	08/08/2024	Equipment / Tools / Parts	Apparatus Bay	61.53	App Bay Electrical Project - Misc parts (washers, boxes and covers, nuts and bolts, connectors)
PG&E	07/15/2024	PG&E	Lillard Hall	0.68	06/07/24 - 07/08/24
PG&E	07/15/2024	PG&E	Station	2.02	06/07/24 - 07/08/24
PG&E	07/15/2024	PG&E	Lillard Hall	396.99	06/07/24 - 07/08/24
PG&E	07/15/2024	PG&E	Station	1,388.06	06/07/24 - 07/08/24
Recology Davis	07/31/2024	Garbage Service	Station	410.87	07/24
Recology Davis	06/28/2024	Garbage Service	Station	410.87	06/24
S-SV EMS	08/08/2024	Fee - Other	Bravo S	86.00	EMT Recertification
Starlink	08/02/2024	IT - Internet	Station	120.00	08/02/24 - 09/01/24
Vonage	08/05/2024	Expense - Office - Other	Phone - Station	15.97	07/06/24 - 08/05/24
Wizix	08/06/2024	Maintenance - Equipment	Copier	44.76	bw 125 color 81
Woodland Chiros LLC	07/25/2024	Fee - CA	Bravo S	150.00	DMV Physical
				<b>4,072.88</b>	<b>US BANK STMT 08/13/2024 SUBMITTED</b>





## West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

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### MINUTES BOARD OF COMMISSIONERS – REGULAR MEETING August 20, 2024, at 7:00 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 and Establish Quorum (President McMullen)

The meeting was called to order at 7:01 PM by President McMullen

Clerk of the Board, Kytiana Sayer-Peterson called role and confirmed that a quorum was present.

Present Were:

Commissioners: James McMullen, Emily Amy, Beth Stiles, John Lindsey, and Warren Roos

Staff: Fire Chief Cherie Rita, Firefighter Jon Lee, Captain Patrick Fish

VIA Zoom: Captain Tom Stiles

2. Public Comment - NONE
3. Weed Abatement Report (Firefighter Lee)

Firefighter Lee reported that there will be one additional survey to see if those properties out of compliance have fixed the errors.

Commissioner Amy noted to the board and Firefighter Lee that one property, as an example, has several cattle that graze the property. Firefighter Lee recognizes and agrees that he has seen what was described, and that the cattle grazing results in

reduced concern. Commissioner Amy concurs and also informed the board and Firefighter Lee that the grazing is inconsistent and some areas of weeds still remain tall.

Firefighter Lee informed the board that next year he plans to get ahold of them earlier

4. Old Business - NONE

5. New Business

a. Discussion / Action – Adopt Policies (Chief Rita)

i. Policy 320 - Scene Preservation (new)

Commissioner Amy brings to the attention to the board the wording in section 320.6.

Chief Rita proposed to strike “When will be located”

President McMullen comments on the item and states that this is a critical thing. Firefighting and overhaul are not designed for scene preservation. Would like to emphasize importance of this event. President McMullen continues to state that there are instructions available for scene preservation, training would be a next step on this item.

Motion: Accept policy 320 with one correction identified

By: Commissioner Amy

Second: Commissioner Stiles

Motion Approved unanimously

ii. Policy 706 - Knox-Box Access (new)

Chief Rita states that the policy is from Lexipol and straightforward  
Commissioner Roos inquired if there are other businesses that have extra key sets?

Chief Rita replied that there are several businesses with knox boxes.

Commissioner Amy inquired, approximately how many keys or access items does the District have on hand, for how many businesses? Chief Rita replied that some businesses do not have knox boxes but instead have codes.

Commissioner Amy inquires about the reason or limitations with selection of this particular manufacturer. Chief Rita responded that surrounding areas implemented using that manufacturers

President McMullen recognizes that it has been the standard historically and emphasizes the importance of the security of the access key.

706.6 and 706.9 Commissioner Amy inquires about installation on property. Is there a fee that we can consider imposing as there is cost implication for staff time.

Chief Rita may not recommend implementation of a fee as it behooves of the district to have access, and a fee may discourage surrounding business to participate/comply.

Commissioner Amy articulates that it could be considered in the same way as the annual fire inspections (safety inspections) fee. Commissioner Stiles inquires if the policy for safety inspections would need to be modified to address the procedure for checking the knox boxes.

Commissioner Roos speaks in favor of Commissioner Amy's idea of charging a fee associated with the key access as it is a cost to the district in terms of Human Resources.

Firefighter Lee speaks to the board and lets them know that if the access key does not work, to put out immediate danger, the districts personnel will access the property which typically causes damage to the door.

Commsisioner Roos inquires if alarm codes are necesstitated to collect for access. Chief Rita and Firefighter Lee respond that although some alarm codes are recorded, it is not required.

Firefighter Lee includes that there are some alarm codes recorded for the districts Residents/Property Owners.

Motion: Motion to approve Knox-Box Access policy 706

By: Commissioner Amy

Second: Commissioner Roos

Motion approved unanimously

iii. Policy 802 - Subpoenas and Summons (new)

Chief Rita states that the policy is from Lexipol and straightforward and modified to match us.

Commissioner Lindsey advises that these are brought to Yolo County Counsel for their insight on the policy material for any ways to strengthen or ensure applicability. Lindsey assured that the policy is overall very strong, but that it should be brought to County Counsel in order to have reassurance before instituting.

Motion: Chief Rita to send item for review by county counsel and bring to next regular board meeting

By: Commissioner Roos

Second:

Motion withdrawn and second motion proposed

Motion: Bring the Item Policy 802 - Subpoenas and Summons (new) to Yolo County Counsel

By: Commissioner Roos

Second: Commissioner Lindsey

Motion Carried Unanimously

- iv. Policy 803 - Patient Medical Record Security and Privacy  
Chief Rita states that the policy is from Lexipol.  
Commissioner Amy brings to the attention of the board section 803.6.2 second paragraph, page 4 of the policy where it states “Hard copies of CPR should be stored” and recommends to replace the term should with must for more surety. “Hard copies of CPR ~~should~~ must be stored”  
Commissioner Lindsey articulates to the board the difference in meaning between terms “Shall, Must, and Should” in a legal context. He continued that language for policy is a reasonable concern. Should is still a strong word for policy statement. Whereas must provide the district more latitude.  
Chief Rita proposes to motion for the replacement of “should” with “must”  
Commissioner Roos recommends to the board to move forward

Motion: Approve the policy with amendments to policy language where the term “shall” will replace the term “should” in 803.6.2 paragraphs 1 and 3.

By: Commissioner Roos

Second: Commissioner Lindsey

Motion withdrawn and second motion proposed

- v. Policy 903 - Communicable Diseases (new)

Chief Rita states that the policy is from Lexipol.

Commissioner Roos commented on the Vaccinations and Immunizations that are covered by policy and which are required for staffing at a minimum. Roos addresses what he has seen and

experienced regarding accessibility of these required immunizations and vaccinations.

Chief Rita references required immunization of the Flu Vaccine for employees of WFPD as an example. Chief Rita states that the district can work with those that are not covered on the required Vaccinations and Immunizations with their insurance plans, as all personnel that work with patients are required to have a completed immunization record.

Motion: Adopt policy as proposed

By: Commissioner Amy

Second: Commissioner Roos

Motion Carries unanimously

b. Discussion / Action – Adopt Exposure Control Plan (Chief Rita)

Motion: Adopt exposure control splan as submittes

By: Commissioner Lindsey

Second: Commissioner Roos

Motion approved by unanimous vote

c. Discussion / Action – Authorize Individuals to Submit Payment for Recology and LEAF Each Month Without prior Authorization Each month from Budget and Benefits Committee Chair or Others (Chief Rita)

Chief Rita addresses that these two invoice items are reoccurring in the Same amount each month with potential for adjustments to arrive to final balance due.

Motion: Approve authorization of individuals to make payments on Recology and Leaf invoices

By: Commissioner Amy

Second: Commissioner Roos

Motion approved by unanimous vote

d. Discussion / Action – Standing Committee – Reports

i. Lillard Hall Committee – **Amy**, Roos

1. Hall Manager Report

Commissioner Amy inquired of the board if there were any questions about the provided Balances of Checking accounts and booked rentals.

2. Discussion / Action – Approval of July 3, 2024 Minutes

Motion: approve July 3<sup>rd</sup> Lillard Hall Committee Meeting Minutes as written

By: Commissioner Amy

Second: Commissioner Lindsey

3. Discussion / Action – Approval of August 7, 2024 Minutes

Commissioner Amy identifies correction within minutes at the top to replace the term “AGENDA” with the term “MINUTES”

Motion: Approve August 7th Lillard Hall Committee Meeting Minutes with amendment to the header section

By: Commissioner Amy

Second: Commissioner Roos

Motion approved by unanimous vote

e. Discussion / Action – Enter into funding agreement with Airport (Chief Rita)

Chief Rita asked for a replacement contract with the airport for the one year contract as opposed to the original contract for every 5 years.

Commissioner Roos inquired about pecuniary implications of the contract.

Commissioner Stiles and Chief Rita replied that the contract renewal comes with a reimbursement of a quarter of the fire protection districts personnel costs up to \$15,000.00 each year.

Motion: Approve Chief Rita to enter into funding agreement with the airport with the district President’s signature

By: Commissioner Amy

Second: Commissioner Stiles

Motion approved by unanimous vote

6. Fire Chief's Report (Chief Rita)

Chief Rita addresses staffing stating that there are three more reserve firefighters, one still completing background checks. The district did lose one volunteer, and one on call staff member.

Chief Rita continued that the 218 District did submit documentation to county and get the assessment levied. The fire sustainability funding report has been completed and will be uploading to the webpage within the budget section of the District Website.

After the late mailing, received many phone calls. Received emails and crafted responses to the emails and was posted on the general webpage. Chief Rita has identified a process for next year and Chief Rita to formalize the process VIA policy.

Commissioner Lindsey inquired who manages the social media accounts?

Chief Rita replies that Captain Bravo and Captain Fish work on the social media documents.

Chief Rita closes the Chiefs report by stating which of the neighboring districts had their 218 passed (Winters Fire City, Knights Landing, Madison Fire), yolo fire's 218 did not pass.

7. Assistant Chief's Report (Assistant Chief Stiles)

Chief Rita reports on behalf of Assistant Chief Stiles that all equipment is in service and the donated Durango is waiting for decal/signage

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

Firefighter lee reports that the association wants to reserve a holiday party, either the 1<sup>st</sup> or 3<sup>rd</sup> Sunday of December, Board members are invited.

Commissioner Amy reminded President Lee that the Lillard Hall committee referred someone to the association.

President Lee confirms that the Firefighters Association has received a recommendation, contacted the individual, and will consider for an event.

9. Clerk's Report

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

Motion: Ratify the Bill Review Packet

By: Commissioner Stiles

Second: Commissioner Amy

Motion passed by unanimous vote

b. Discussion / Action – Approval of July 16, 2024 Regular Board Meeting Minutes

Board Clerk Kytiana Sayer-Peterson addressed the Board and notes that Minutes not originally included with the meeting packet have been printed and provided to the board.

Chief Rita asks that at least the July 30<sup>th</sup> meeting minutes be reviewed and approved for submission to the county for accounting purposes.

Commissioner Lindsey notes the following changes: Item 3, “Firefighter Lee” with a capital “L” “5 properties not in compliance and will be sending them a letter” is the preferred language for this sentence, and Item 8 last paragraph, “Captain Fish” with a capital F, Item 10 in open forum, R after commissioner Amy a small “r”, and add “the” in “the special meeting” within the open forum section.

Motion: Approve July 16<sup>th</sup> minutes with corrections

By: Commissioner Amy

Second: Commissioner Roos

Motion approved by unanimous vote

c. Discussion / Action – Approval of July 30, 2024 Special Board Meeting Minutes

Commissioner Stiles has an “i” in the Present section and similar edits are required for “David Stiles” in the following section

Motion: Approve July 30<sup>th</sup> minutes with corrections

By: Commissioner Amy

Second: Commissioner Stiles

d. Board Written Communication Received

The communication to the Board that was received was included within the packet as meeting materials.

President McMullen has responded to the comment to the Board.

No additional action that needs to be taken

10. Open Forum

Commissioner Roos updated the board on the progress regarding solar implementation. Sarah Thomas may assist with funding acquisition. The roof will need to be fixed before the Solar can be applied.



Commissioner Roos proposes a question to the Board, asking if it would be possible to apply for loan using engines as collateral for the loan.

Chief Rita proposes that there may be upcoming legislature that may allow for business funding opportunities for solar.

Board Clerk Kytiana Sayer-Peterson brought to the attention of the board that there is a Conflict of Interest Code Review upcoming with submission date of October 1<sup>st</sup> and will be reviewed and submitted by Chief Rita in conjunction with Kytiana to submit in a timely manner. May require a follow up at the next September board meeting.

11. Next regular Board meeting on September 17, 2024, unless another date is agreed upon

12. Meeting Adjourned (President McMullen)

Motion to Adjourn

By: Commissioner Roos

Second: Commissioner Lindsey

Motion to adjourn is approved unanimously



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

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**MINUTES**  
**BOARD OF COMMISSIONERS – REGULAR MEETING**  
**September 11, 2024, at 6:00 PM**

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

- 1. Call the Meeting to Order and Establish Quorum (Presiding Commissioner Stiles and Acting Clerk Rita)**  
(NOTE: Due to technical difficulties the Zoom option was unavailable.)

Presiding Commissioner Stiles called the meeting to order at 6:02 PM. Present were:

Commissioners: Beth Stiles and John Lindsey (in person) and Warren Roos and Emily Amy (via telephone; Commissioner Amy joined at 6:04 PM)

Staff: Fire Chief, and Acting Board Clerk, Cherie Rita

- 2. Public Comment**  
NONE

- 3. New Business – Discussion / Action – Adopt Resolution 24-05, A Resolution Approving Department of Forestry and Fire Protection Agreement #7GF24104 (Chief Rita)**

Chief Rita noted that because Commissioner Roos was not able to immediately provide a wet signature on the Resolution, she had changed the signatories to Commissioners Stiles and Lindsey. Commissioner Roos indicated he could come by to sign the Agreement and other documents in the next few days when he was feeling better. Chief Rita noted that e-signatures were acceptable on the remaining documents and that she would be sending them to Commissioner Roos for signature later that evening.

Presiding Commissioner Stiles asked if anyone had questions (by this time Commissioner Amy had joined the meeting). There were no questions. Presiding Commissioner Stiles called for a motion.

Motion by: John Lindsey  
Motion: To adopt Resolution 24-05, A Resolution Approving Department of Forestry and Fire Protection Agreement #7GF24104, with the change in signatories made by Chief Rita  
Second by: Emily Amy  
No further discussion

Presiding Commissioner Stiles directed Acting Clerk Rita to poll the Commissioners. Motion passed unanimously, with Commissioner McMullen absent.

**4. Next regular Board Meeting on September 17, 2024**

Presiding Commissioner Stiles confirmed with everyone that the September 17, 2024, regular Board meeting still worked for everyone. All reported it does. Next regular Board meeting confirmed for September 17, 2024.

**5. Meeting Adjourned (Presiding Commissioner Stiles)**

Meeting was adjourned at 6:07 PM by Presiding Commissioner Stiles.

Approved: September 17, 2024

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BETH STILES, Commissioner, Presiding

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CHERIE RITA, Acting Board Clerk