



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

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**BOARD OF COMMISSIONERS – REGULAR MEETING – MINUTES**  
**February 21, 2023 at 7:00 PM**

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

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

Meeting called to order at 1900 hours. Board Clerk Hall 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 David Stiles, Captain Scott Bravo, Captain Patrick Fish, Firefighter and Association President Jon Lee, Hall Manager Ned Sykes, and Board Clerk Carly Hall

Joined via Zoom: Lieutenant Jose Ponce and Firefighter Peter Maggenti

**2. Public Comment**

NONE

**3. Old Business**

**a. Update – Weed Abatement (Chief Rita)**

Chief Rita advised she's preparing to mail out postcards by the middle of March 2023.

**b. Update – Yolo County Fire Sustainability Committee (Assistant Chief Stiles)**

Assistant Chief Stiles advised that the committee is currently working on getting the funds distributed that were set aside last fiscal year. The County has finalized its agreement letter and provided it to the chiefs, once they sign off it will go to an ad hoc committee for final approval later this month. He advised that there will be a requirement that districts will have to, in good faith, enter into the 218 measure (through balloting), otherwise the funds received have to be paid back.

#### **4. Lillard Hall**

##### **a. Manager Report (Commissioner Amy / Hall Manager Sykes)**

Commissioner Amy introduced the new Lillard Hall Manager, Ned Sykes. Hall Manager Sykes advised the Board of current rentals and had questions regarding checks. He also advised the Board of the current state of the Hall regarding cleanliness and repairs needed.

Hall Manager Sykes advised a big issue is a large crack in the floor that needs to be ground and suggested either tape or mats to bring attention to the area to prevent a tripping hazard. Vice President Yeager advised him to contact Diamond D Engineering as they had previously been out to grind the crack. Assistant Chief Stiles advised he may have a grinder he can try to use and suggested also trying to fill it in. Commissioner Amy advised red tape would be helpful until the floor can be ground down. Commissioner Stiles recommended either tape or paint. President McMullen advised Hall Manager Sykes to have the tripping hazard repaired before allowing events to happen. Commissioner Stiles agreed.

Hall Manager Sykes advised that other issues for the Hall are that the bathrooms are not ADA compliant and the light outside isn't working. He is working on bids for the bathrooms and will look for an electrician regarding the light.

Captain Bravo advised the Hall Manager and Board that the Yolo County Fire Chief's Association dinner will be held in the Hall on May 9, 2023.

#### **5. New Business**

##### **a. Discussion / Action – Volunteer Applications (Chief Rita)**

Chief Rita advised that there is one new volunteer applicant, Wesley Ruff, but it does not require Board action. He will be attending the Volunteer Firefighters meeting on Monday, February 27, 2023.

##### **b. Discussion / Action – Standing Committee Reports**

###### **i. Budget and Benefits Committee – Stiles, Guarino**

Commissioner Stiles advised that the Committee met last month to discuss staff compensation and benefits. She advised they are requesting to increase employee salary and benefits for current employees to ensure they stay with the district and to attract potential new hires. She advised this request should have been included on the January 2023 agenda for a vote but was missed and that's why they are presenting it to the Board tonight.

###### **1. Discussion / Action – Salary Increases – Effective February 12, 2023**

###### **a. Approval of Salary Increase for Lieutenant Ponce to \$20.00 per Hour**

- b. Approval of Salary Increase for Captain Osborn to \$21.00 per Hour**
- c. Approval of Salary Increase for Captain Bravo to \$22.00 per Hour**

A motion was made by Commissioner Stiles to approve the salary increases and was seconded by Commissioner Guarino. However, Commissioner Amy had a question about where the available funds were coming from in the budget to make these increases possible and if the budget remains balanced.

Chief Rita advised that she had not brought the updated budget numbers to the meeting and needed to research quickly to locate her adjustments. President McMullen asked Commissioner Stiles if she would like to put her motion in abeyance, and she advised that was okay.

After Item 5b(i)(2) was completed, the Board returned to Item 5b(i)(1).

While Chief Rita printed off the budget, Commissioner Amy advised that she was concerned about where the extra money was coming from in the budget and needed to see where it was balanced. Commissioner Stiles advised that after the loss of the Sacred Oak contract, the Committee reviewed the budget allocations. Chief Rita had funds allocated in the budget that weren't being used and the Committee was able to move those funds where they were needed such as salary and benefits, Lillard Hall maintenance – if the District had taken it over, and PPE maintenance and replacement.

President McMullen advised we will hold this item in further abeyance until Chief Rita finished printing.

After Item 5B(iii)(4) was completed, the Board returned to Item 5B(i)(1).

The Board was provided with a printed copy of the updated budget. Commissioner Amy advised she still couldn't see where the funds were coming from. Chief Rita advised that the budget has not increased, but that previous fund allocations we weren't using were reduced to offset the salary and benefit increases.

Vice President Yeager questioned how we will be able to continue funding through the next year without

Sacred Oaks funding. Chief Rita advised we need to pay staff to stay, otherwise, we will be paying overtime and it will end up costing more. Commissioner Stiles agreed and advised it's important to invest in the current staff we have. Assistant Chief Stiles added that the open Battalion Chief position will also help offset the cost.

Commissioner Amy questioned the current salaries, how much the increase was, and how the new rates were determined. Chief Rita advised the current salaries ranged between \$16.50-17.86 per hour and the salaries are increasing by about \$3 per hour. The rates are slightly higher than Willow Oak but less than the city departments.

Motion: Approve salary increase for Lieutenant Ponce to \$20.00 per hour, Captain Osborn to \$21.00 per hour, and Captain Bravo to \$22.00 per hour.

Motion By: Stiles

Second By: Guarino

Vote: Approved unanimously.

**2. Discussion / Action – Change in Benefits from Supplemental Benefits at \$350 per Month (Taxable) to \$500 per Month (Pre-Tax) Cafeteria Plan Benefits (Health, Dental, Vision, Retirement) – Effective July 2, 2023**

Commissioner Stiles presented a request to change the staff benefits package to the Cafeteria Plan. She has been working with the County to see what the District might be able to offer to staff.

Commissioner Yeager questioned if this was still possible with the loss of the Sacred Oak income and how will this affect next year's budget. President McMullen referred the question to Chief Rita, but she was still researching the question from the first item.

Commissioner Amy questioned if these benefits would be covered by the County. Commissioner Stiles advised she has been discussing the possibility of funding these benefits through the County with Chad Rinde. She advised even if the County couldn't help with funding, ideally, we will pass 218 and that should provide the additional income to keep the new benefits funded.

President McMullen questioned if this was exploratory for now and if Commissioner Stiles was seeking a motion. Commissioner Stiles advised that was correct, it's just

exploratory and the goal is to provide a more comprehensive package to staff to ensure they can stay employed with the District.

### **3. Approval of February 17, 2023, Committee Meeting Minutes**

Commissioner Amy had a question regarding Item 3C referring to Assistant Chief Stiles but advised he is not listed in attendance and asked if he should be added to the list of attendees. Commissioner Stiles advised the minutes were referencing a previous comment Assistant Chief Stiles made and asked Commissioner Amy how she would prefer the minutes be worded. President McMullen advised to change the wording from “Chief Stiles believes” to “Chief Stiles previously advised”.

Motion: Approve February 17, 2023, Committee Meeting Minutes with the amendment.

Motion By: Guarino

Second By: Stiles

Vote: Approved unanimously.

#### **ii. Personnel Committee – Amy, Yeager**

Commissioner Amy advised that the Committee met last month to review the progress of Board Clerk Hall. She advised that the Board Clerk position was budgeted for \$18.50 per hour, but the position currently pays \$18.00 per hour.

#### **1. Discussion / Action – Approval of Salary Increase for Board Clerk Hall to \$18.50 per Hour**

Motion: Approve salary increase for Board Clerk Hall to \$18.50 per hour.

Motion By: Amy

Second By: Guarino

Vote: Approved unanimously.

#### **2. Approval of January 17, 2023, Committee Meeting Minutes**

Motion: Approve January 17, 2023, Committee Meeting Minutes.

Motion By: Amy

Second By: Guarino

Vote: Approved unanimously.

**iii. District Funding and Development Committee – Yeager, Stiles**

**1. Discussion / Action – Review and Approve**

**a. Survey Questions / Format**

**b. Information Document to Accompany Survey**

Vice President Yeager advised that they discussed the survey questions and format with SCI and thought they had settled on a different format than what was being presented. Commissioner Stiles advised that the Committee went back and forth with SCI regarding the questions and format of the survey and this is what they determined to be the best format. She advised the Committee also wanted the survey to out with an information sheet that they created to show residents how the District serves them year-round not just during fire season along with staffing information and the need for volunteer firefighters in this area.

Commissioner Stiles advised if there are any changes, to please present them as the survey will be going out very soon. Vice President Yeager questioned again that he believed the questions and survey were different from the version provided at the meeting. Commissioner Stiles advised that the version provided at the meeting has all changes they requested except Question 10 had been removed.

Commissioner Amy advised that she thought SCI had advised against doing a survey and questioned what changed. Commissioner Stiles advised that they researched the proposed assessment numbers from the surrounding districts and found that our District's proposed assessment number was about \$200 higher. She advised with 218 coming out before the assessment vote, the Committee wanted the residents to see what the potential cost would be and if that was feasible for private owners, not just public entities.

Vice President Yeager advised that he was surprised the assessment includes public entities that are usually exempt. President McMullen questioned how we can tax public entities. Assistant Chief Stiles advised it's not a tax, but an assessment fee. Commissioner Stiles added the County requires those entities to pay their assessments.

Commissioner Amy questioned before the survey goes in the mail, has the District reached out to the major parcel owners and public entities that this is coming. Commissioner Stiles advised that the Committee has not,

but they have reached out to County Supervisor Lucas Frerichs and they have his support. President McMullen advised we have two supervisors for our District. Assistant Chief Stiles advised there was a redistricting last year, and we only have one supervisor now.

Assistant Chief Stiles, regarding Commissioner Amy's question about why we are moving forward with the survey now, advised that SCI received interest from multiple districts to do a survey before moving forward in the process and there's a concern about the landowners with large or multiple parcels in the Districts. He advised the County has added this to the contract and will pay for it. Chief Rita added that if most of the survey results in negative responses, the County will consider us in good faith for 218.

Commissioner Amy advised we should reach out to the public entities and that we need a point person to reach out to them before the survey goes out, so they receive it in a positive way. President McMullen agreed. Chief Rita advised the County is not going to assist with outreach and she will need to check with SCI how late they can push the deadline for sending the survey.

Assistant Chief Stiles advised the survey will also provide us with what stakeholders we need to work on. Commissioner Amy advised she believed the survey was anonymous. Commissioner Stiles advised it is, but still shows the respondent's parcel number.

President McMullen asked Chief Rita what action the Board needed to take. She advised the survey is important and does understand that the stakeholders are important, but the Committee recommends moving forward with the survey.

A motion was made by Commissioner Stiles to approve the survey questions and format and was seconded by Commissioner Guarino.

Association President Jon Lee advised he agrees with Commissioner Amy regarding the survey and asked if he could get some more information to provide the firefighters so they can share and discuss it with the residents. Chief Rita advised she will have it for him at the Monday night Volunteer Firefighter meeting.

Vice President Yeager questioned the ordering of the questions and Chief Rita advised this was recommended by SCI.

Vice President Yeager asked if we could discuss with the stakeholders before sending out the survey. Commissioner Stiles stated SCI advised against doing that and agrees with their position since they are experts in this field.

Motion: Approve survey questions and format as provided along with the information document to accompany the survey.  
Motion By: Stiles  
Second By: Guarino  
Vote (by roll call): President McMullen – Aye  
Vice President Yeager – Aye  
Commissioner Guarino – Aye  
Commissioner Amy – Aye  
Commissioner Stiles – Aye

**2. Approval of October 10, 2022, Committee Meeting Minutes**

Motion: Approve October 10, 2022, Committee Meeting Minutes.  
Motion By: Yeager  
Second By: Guarino  
Vote: Approved unanimously.

**3. Approval of January 27, 2023, Committee Meeting Minutes**

Motion: Approve January 27, 2023, Committee Meeting Minutes.  
Motion By: Yeager  
Second By: Guarino  
Vote: Approved unanimously.

**4. Approval of February 17, 2023, Committee Meeting Minutes**

Motion: Approve February 17, 2023, Committee Meeting Minutes.  
Motion By: Yeager  
Second By: Guarino  
Vote: Approved unanimously.



**iv. Lillard Hall Committee – Amy, Guarino**

**1. Approval of February 10, 2023, Committee Meeting Minutes**

Motion: Approve February 10, 2023, Committee Meeting Minutes.

Motion By: Amy

Second By: Stiles

Vote: Approved unanimously.

**c. Discussion / Action – Ad Hoc Committee Reports**

**i. LAFCO – Yeager, Guarino**

No meeting; no report.

**ii. Solar – Stiles, Guarino**

No meeting; no report.

Commissioner Stiles added that the Committee is still waiting to hear back on grant applications.

**iii. Lillard Hall (Continued Uses) – Yeager, Guarino**

Vice President Yeager advised the Committee recommendations were in the Board packet. Chief Rita advised the recommendations were listed incorrectly to start on Page 22 of the packet, but they actually start on Page 28, January 25, 2023, Committee Meeting Minutes, Item 4B. She requested the Board review the recommendations. Commissioner Stiles questioned why no actions were being taken. Vice President Yeager advised the ad hoc Committee was only supposed to make recommendations.

**1. Discussion / Action – Adopt or Modify Committee's Recommendations**

The following items from the January 25, 2023, Committee Meeting Minutes' recommendations were reviewed:

**Item 4(B)(i):** Commissioner Amy agrees and questioned if 11:00 PM is realistic. Commissioner Stiles advised it should be required regardless if it's realistic.

**Item 4(B)(ii):** Commissioner Amy agrees. Commissioner Stiles questioned if Hall Manager Sykes would be there to inspect after events. Commissioner Amy advised that's what he agreed to.

**Item 4(B)(iii)(1)(a):** President McMullen advised he would refer this to the Lillard Hall Committee.

**Item 4(B)(iii)(2)(a-b):** After much discussion, it was determined that Lillard Hall will review the current alcohol policy and ensure it is in accordance with the law.

**Item 4(B)(iv)(1-2):** President McMullen questioned the intent of this recommendation. Chief Rita advised that if the renter hires their own security, they do not consider the District's interests. Captain Bravo advised if the District provides specific security companies renters can choose from, we can work with them to ensure our interests are protected. Commissioner Amy advised this will be harder to put in motion but will try. President McMullen advised he has some ideas to help and will reach out to Commissioner Amy.

Commissioner Amy questioned if all these new changes would be retroactive on existing reservations. Commissioner Stiles advised that these recommendations would be for new reservations going forward.

**Item 4(B)(v)(1):** President McMullen advised he would refer this to the Lillard Hall Committee.

**Item 4(B)(vi)(1-2):** Commissioner Amy advised that Lillard Hall does not want janitorial services as the cost would be too high. There was a lot of discussion regarding current facility cleanliness and cleaning responsibilities in the rental policy. Commissioner Amy advised that she would like the opportunity to move forward with the current policy and checklist with the new Hall Manager. President McMullen advised he would refer this to the Lillard Hall Committee.

**Item 4(B)(vii)(1-3):** Commissioner Amy advised that this is already in the Lillard Hall rental policy. President McMullen advised we skip this item.

**Item 4(B)(viii)(1-2):** Commissioner Amy advised that this is already in the Lillard Hall rental policy. Chief Rita advised it is not. Commissioner Amy advised she will review the policy and confirm.

**Item 4(B)(ix)(1-2):** Chief Rita advised we need to vote on the types of rentals we will allow for Lillard Hall going forward. After much discussion regarding the options, the following motions were made.

Motion: Remove Item 4(B)(ix)(2)(c) from the available rental options.  
Motion By: Guarino  
Second By: Yeager  
Vote (by roll call): President McMullen – Aye  
Vice President Yeager – Aye  
Commissioner Guarino – Aye  
Commissioner Amy – Aye  
Commissioner Stiles – Nay

Motion: Continue all rental types with all the new restrictions in place for a trial run.  
Motion By: Amy  
Second By: Guarino  
Vote (by roll call): President McMullen – Aye  
Vice President Yeager – Aye  
Commissioner Guarino – Aye  
Commissioner Amy – Aye  
Commissioner Stiles – Nay

## **2. Approval of January 11, 2023, Committee Meeting Minutes**

President McMullen advised that the minutes show the date of January 25, 2023, but are actually for January 11, 2023, and should be amended to reflect this.

Motion: Approve January 11, 2023, Committee Meeting Minutes with the amendment.  
Motion By: Guarino  
Second By: Yeager  
Vote: Approved unanimously.

## **3. Approval of January 25, 2023, Committee Meeting Minutes**

Motion: Approve January 25, 2023, Committee Meeting Minutes.  
Motion By: Yeager  
Second By: Guarino  
Vote: Approved unanimously.

President McMullen advised we are sunsetting the committee.

### **d. Discussion / Action – Liaison Reports**

#### **i. Fire Prevention / Investigation – McMullen**

No meeting; no report.

Assistant Chief Stiles advised he had a question for President McMullen regarding roadway widths and access clearance codes. He advised that a property on Pierce Ranch Road is applying for a permit, and the plans do not provide enough clearance for fire access. President McMullen advised if there isn't a state or County code adopted regarding the access clearance, the District can adopt a resolution. Assistant Chief Stiles advised he will clarify with the County. President McMullen advised he will help review with him.

**ii. Training – Yeager**

No meeting; no report.

**iii. Large Equipment / Facilities – McMullen**

No meeting; no report.

**iv. IHS – McMullen**

No meeting; no report.

Commissioner Stiles questioned if we should keep this item on the agenda going forward since we no longer have the Sacred Oaks contract. Chief Rita advised that she is working with County Counsel to try to get the Sacred Oaks contract restarted.

**6. Fire Chief's Report (Chief Rita)**

Chief Rita advised her report is in the packet and provided a copy of the DWR Well Contract to show what we are currently working on.

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

Association President Jon Lee advised the pancake breakfast is confirmed for Sunday, March 5, 2023, and tickets are available at the station.

**8. Clerk's Report**

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

Vice President Yeager questioned the invoice regarding ladder inspections and asked if UC Davis was still assisting us with that. Assistant Chief Stiles advised that previously we would take our ladders to UC Davis and have the vendor come in to inspect them at their site, but now we just have the vendor come directly to our site since the cost is the same.

Motion: Approve the payment of bills totaling \$5,796.40.  
Motion By: Guarino  
Second By: Stiles  
Vote: Approved unanimously.

**b. Approval of January 17, 2023, Board Meeting Minutes**

Motion: Approve January 17, 2023, Board Meeting Minutes.  
Motion By: Yeager  
Second By: Guarino  
Vote (by roll call): President McMullen – Abstain  
Vice President Yeager – Aye  
Commissioner Guarino – Aye  
Commissioner Amy – Aye  
Commissioner Stiles – Aye

Commissioner McMullen advised he abstained from voting because he did not attend the meeting.

**9. Open Forum**

Commissioner Stiles advised that the Chief hasn't had a recent performance review and would like to request that one be completed. President McMullen referred this item to the Personnel Committee to schedule.

Commissioner Stiles advised that Commissioner Guarino's term expires on April 1, 2023, and advised that the policy states a rotation of the President and Vice President can be requested within 60 days of a term change. She is requesting that rotation take place in April 2023.

Commissioner Stiles questioned why President McMullen isn't on any committees that have meetings or attend other committee meetings. President McMullen advised he is on committees and would be willing to attend any meetings Commissioner Stiles requests his presence. Commissioner Stiles advised she wants President McMullen to attend any meeting he'd like. President McMullen asked the Board if that was the consensus. Commissioner Guarino advised he didn't feel it was necessary. President McMullen advised he will take it under consideration.

Assistant Chief Stiles advised that Lillard Hall is not reimbursing the District for their share of propane. Commissioner Yeager advised he thought that the heating system was all electric. Assistant Chief Stiles advised it was a propane system and questioned how it will be reimbursed. Commissioner Yeager questioned if getting a separate meter for Lillard Hall would be possible. Chief Rita advised we can have the Lillard Hall Committee research this.

**10. Next regular Board meeting on March 21, 2023, unless another date is agreed upon**

President McMullen confirmed the next meeting date as March 21, 2023. Commissioner Amy advised she will not be in attendance.

**11. Meeting Adjourned (President McMullen)**

Motion: Adjourn meeting.  
By: Guarino  
Second By: Yeager  
Vote: Approved unanimously.

Meeting adjourned at 2130 hours.

Minutes approved: March 21, 2023

  
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President James McMullen

  
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Board Clerk Carly Hall