



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

AGENDA
BOARD OF COMMISSIONERS – REGULAR MEETING
December 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. Old Business
 - a. Update - Development Impact Fee (Asst Chief Stiles)
4. New Business
 - a. Discussion / Action – Enter Into Memorandum of Understanding Between the County of Yolo and Fire Protection Districts/Fire Departments (“Signatory Agencies”) for Reimbursement of Costs Associated with Tablet Command Service (Fire Captain Fish) (Pgs 3-8)
 - b. Discussion / Action – Hire Mark Krummenacker to Prepare and Submit the Required FYE 2024 State Controller’s Office Financial Report Filing (Chief Rita)
 - c. Discussion / Action - Real-time Incident Information for Board Members (Commissioner Roos)
 - d. Discussion / Action – Standing Committee – Reports
 - i. Lillard Hall Committee – **Amy**, Roos
 1. Hall Manager Report (Pgs 9-11)
 2. Discussion / Action – Approval of December 4, 2024, Minutes (Pgs 12-13)
 - e. Discussion / Action – Elect President and Vice-President of the Board of Fire Commissioners for Calendar Year 2025 (Policy 1201, Section 1201.9.5) (President McMullen) (Pg 14)
5. Fire Chief’s Report (Chief Rita)
 - a. Incidents for November 2024 (Pgs 15-16)
 - b. Trial Balance – FYE 2025 – Periods 1-5 – Not Closed (Page 17)

Agenda – Board Meeting – Regular
December 17, 2024
Page 2

- c. Public Information Request
- d. Fire Incident Billing of Contractor Hired by Property Owner
- 6. Assistant Chief's Report (Asst Chief Stiles)
- 7. Fire Fighter's Association Report (President Lee)
- 8. Interim Board Clerk's Report
 - a. Discussion / Action – West Plainfield Fire Protection District Bill Review / Ratification (Pg 18)
 - b. Discussion / Action - Approval of November 19, 2024, Regular Board Meeting Minutes (Pgs 19-26)
- 9. Open Forum
- 10. Next regular Board meeting on January 21, 2025, unless another date is agreed upon
- 11. Meeting Adjourned (President McMullen)

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE COUNTY OF YOLO AND FIRE PROTECTION DISTRICTS/FIRE
DEPARTMENTS (“SIGNATORY AGENCIES”) FOR REIMBURSEMENT OF COSTS
ASSOCIATED WITH THE TABLET COMMAND SERVICE.**

THIS MEMORANDUM OF UNDERSTANDING (MOU), entered into effective July 1, 2025 (“Effective Date”), by and between the County of Yolo, a political subdivision of the State of California (“the County”) and each of the signatory Fire Protection Districts, Cities, Tribes (“Signatory Agencies”).

RECITALS

WHEREAS, the County’s Office of Emergency Services (“Yolo County OES”) has contracted with Tablet Command, a provider of emergency incident management software, to provide services for incident management and emergency response coordination; and

WHEREAS, Tablet Command services benefit the Signatory Agencies, identified in Exhibit A attached hereto and incorporated by reference, and the County by enhancing operational efficiency and facilitating effective incident management; and

WHEREAS, the Signatory Agencies acknowledge the benefits of utilizing Tablet Command services and wish to reimburse Yolo County OES for their proportionate share of the costs associated with the Tablet Command contract to assist the County with continuing to be able to make Tablet Command services available.

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

1. Recitals.

The foregoing recitals are incorporated herein by reference.

2. Term; Termination.

- A.** The Term of this MOU shall commence on the Effective Date and shall continue until terminated as provided herein.
- B.** Either party may terminate the MOU for any reason with 180 days’ written notice to the other party. The Signatory Agencies shall not be entitled to any reimbursement for payments made to Yolo County OES prior to the effective date of termination, and any amounts due to Yolo County OES pursuant to this MOU shall be paid before the effective termination date. Termination by one party shall not effect this Agreement as to the remaining parties.

3. Respective Responsibilities.

- A. Yolo County OES will manage the Tablet Command contract and provide a single point of billing to Tablet Command.
- B. The Signatory Agencies shall annually pay to the County their proportionate share of the costs associated with the Tablet Command contract. The respective proportionate payments owed to the County are reflected for each Signatory in Exhibit A. Yolo County OES shall invoice the Signatory Agencies on an annual basis on or before July 1st for the preceding fiscal year, which the Signatory Agencies shall pay within 30 days. The initial payment in the amount reflected is due to the County by August 1, 2025.
- C. The County may revise the annual payment amount commensurate with increases in the payments owed to Tablet Command or change in the number of Signatory Parties that may result in a revision of the proportionate share of costs for the Signatory Parties. Any such noticed changes to the annual payment shall be effective for the fiscal year commencing July 1st after the County issues the increase notices. For example, if the County gives the Signatory Agencies notice of an increase in the Signatory Agencies' proportionate annual share for the Tablet Command on April 15, 2025, the increase shall take effect July 1, 2025 for the FY 25/26 annual payment. No amendment to this MOU is required for such annual adjustments.

4. Relationship of Parties

It is expressly understood that this is MOU is an agreement between the independent entities, the County and the Signatory Agencies, and that no individual agency, employee, partnership, joint venture, or other relationship is established by this MOU. The intent by both the County and the Signatory Agencies is to create an independent collaborative relationship.

5. Entire Agreement

This MOU sets forth the entire understanding between the County and Signatory Agencies as to the subject matter of this MOU and superseded all prior discussions, negotiations, letters of understanding, or other promises, whether oral or in writing.

6. Amendments

All subsequent modifications of this MOU shall be in writing and will become effective when signed by an authorized representative of both parties.

7. Records

The County shall maintain and preserve all records relating to this MOU in its possession and those of any third-party performing work related to this MOU for a period of five (5) years from the termination of this MOU.

8. Assignment

Neither the County nor Signatory Agencies may assign or delegate any right or obligations

hereunder without first having received the written and duly executed consent of the County. This MOU shall bind and inure to the benefit of authorized successors or assigns of either party following such consent but shall not otherwise create duties or obligations to or rights in third parties, nor shall this MOU affect the legal liability of any party by imposing a standard of care different from that otherwise imposed by law.

9. Notices

Any written notice, request, demand, or other communication required or permitted hereunder shall be deemed to be properly given when deposited with the United States Postal Service, postage prepaid, along with a courtesy email copy addressed as set forth in Exhibit A.

10. Controlling Law and Venue

The validity of this MOU, the interpretation of its terms and conditions, and the performance of the parties hereto shall be governed by the laws of the State of California. Any action brought to enforce this action must be brought in the Superior Court of California in and for the County of Yolo.

11. Authority

The parties warrant that their respective signatories to the MOU have the authority to bind their respective entities. Each party represents that it has legal authority to enter into this MOU and to perform all obligations under this MOU.

12. Execution in Counterparts

This MOU may be executed simultaneously in one or more counterparts, including PDF or electronic signatures, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

[Signatures on Following Page.]

EXIBHIT A

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives have executed this MOU.

COUNTY OF YOLO

Proportionate Share: \$4,034

By: _____

Date: _____

CLARKSBURG FIRE PROTECTION DISTRICT

Proportionate Share: \$2,467

By: _____

Date: _____

DUNNIGAN FIRE PROTECTION DISTRICT

Proportionate Share: \$3,967

By: _____

Date: _____

ESPARTO FIRE PROTECTION DISTRICT

Proportionate Share: \$3,117

By: _____

Date: _____

CITY OF WEST SACRAMENTO

Proportionate Share: \$15,067

By: _____

Date: _____

KNIGHTS LANDING FIRE PROTECTION DISTRICT

Proportionate Share: \$2,467

By: _____

Date: _____

MADISON FIRE PROTECTION DISTRICT

Proportionate Share: \$3,217

By: _____

Date: _____

UNIVERSITY OF CALIFORNIA, DAVIS

Proportionate Share: \$6,967

By: _____

Date: _____

CITY OF WOODLAND

Proportionate Share: \$13,117

By: _____

Date: _____

CITY OF WINTERS

Proportionate Share: \$6,067

By: _____

Date: _____

WILLOW OAK FIRE PROTECTION DISTRICT

Proportionate Share: \$4,717

By: _____

Date: _____

WEST PLAINFIELD FIRE PROTECTION DISTRICT

Proportionate Share: \$5,467

By: _____

Date: _____

YOCHA DEHE WINTUN NATION

Proportionate Share: \$6,967

By: _____

Date: _____

YOLO FIRE PROTECTION DISTRICT

Proportionate Share: \$3,967

By: _____

Date: _____

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
11/06/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
11/07/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
11/12/24	4H	Meeting	WPFPD Resident	No			No					N / A		No	
11/13/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
11/14/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
11/27/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
12/04/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
12/05/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
12/10/24	4H	Meeting	WPFPD Resident	No			No					N / A		No	
12/12/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
12/15/24	User	WPFPD Holiday Party	WPFPD Resident												
12/18/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
12/19/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
12/26/24	User	Dog Training - Reschedule	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
01/14/25	4H	Meeting	WPFPD Resident	No			No					N / A		No	
02/11/25	4H	Meeting	WPFPD Resident	No			No					N / A		No	
03/08/25	User	Fundraiser Dinner	Other - Over 8 hours (Daily)	Yes	960		No	800				Yes		Yes	
03/11/25	4H	Meeting	WPFPD Resident	No			No					N / A		No	
04/08/25	4H	Meeting	WPFPD Resident	No			No					N / A		No	
05/04/25	User	Wedding Reception	WPFPD Resident	Yes	400		No	800	09/09/24			Yes		Yes	

Date	Check #	Payment	Deposit	Balance	Payable To	From	Purpose	
05/06/24	1006	1,525.37		8,633.31	WPFPD		PG&E/Payroll - March/April	Cleared
05/14/24	1007	39.43		8,593.88	WPFPD - 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	WPFPD		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
08/19/24	1012	1,154.52		9,362.64	WPFPD		PG&E/Payroll - June/July	Cleared
09/06/24			500.00	9,862.64		Son Chong, Jennie Keifer	Rental Fee - September	Deposited
10/02/24	1013	1,555.76		8,306.88	WPFPD		PG&E/Payroll - Aug/Sep	Cleared
10/11/24			932.00	9,238.88		Son Chong, Jennie Keifer	Rental Fee - October	Deposited
10/29/24	1014	972.48		8,266.40	WPFPD		PG&E/Payroll - Oct	Cleared
11/06/24			932.00	9,198.40		Son Chong, Jennie Keifer	Rental Fee - November	Deposited

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
09/20/24			800.00	2,500.00		Jackie Lundy	Security Deposit - 5/4/25 Reception	



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

STANDING COMMITTEE – LILLARD HALL - MINUTES
December 4, 2024 at 10:15 AM

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

1. Call the Meeting to Order (Chair Amy)

Chair Amy called the meeting to order at 10:18 AM. Present were:

Committee Members: Commissioners Emily Amy and Warren Roos
Staff: Hall Manager Ned Sykes, Fire Chief Cherie Rita, and Assistant Fire Chief David Stiles

2. Public Comment

NONE

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

a. Mop Sink Progress

Hall Manager Sykes reported that the mop sink installation was complete and the final inspection was scheduled for December 4. He reported that the total cost was approximately \$2,850.00.

b. Permit Update

Hall Manager Sykes reported that all permits had been pulled and that the kitchen had been inspected and passed, leaving the final inspection on December 4 of the mop sink work.

c. Other Items

During the meeting, the County performed the final inspection and the projects are now complete. Hall Manager Sykes reported that he would be preparing the final remodel report now that all the expenditures reimbursable by the District have been paid. Mr. Chong is working on his health inspection requirements.

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

a. Spaghetti Feed (Manager Sykes)

Hall Manager Sykes reported he had been doing some research and estimated that costs would be between \$1,000.00 and \$2,000.00. A brief discussion occurred regarding who would cook, the menu, how often to hold one, etc. Chief Rita again expressed concern about diluting the fundraising opportunities for the Fire Department if there are too many Lillard Hall fundraisers.

The final decision was to hold a spaghetti feed Lillard Hall fundraiser and see how it goes, hoping to turn it into an annual event, understanding that the first one may or may not yield much income. The date for the trial feed will be May 16. Dinner will be served between 5:00 PM and 7:30 PM. The menu will include a minimum spaghetti, bread, and salad. Wine will also be available for sale. Hall Manager Sykes will work with Firefighter Jon Lee on setting a price and finalizing the menu, etc.

b. Other Ideas

The group will not consider other options at this time.

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

Hall Manager Sykes asked Assistant Chief Stiles about parking cook trailers for events; in particular, a wedding in May. Chief Stiles responded that such trailers should be no closer than 10' to any buildings, but that otherwise it would be okay.

Hall Manager Sykes reported that the Fly Fishers group was in the process of scheduling their event.

6. Discussion / Action – Maintenance (Chair Amy)

While preparing for blind replacement, Manager Sykes had reported to Chair Amy that water was getting into the Hall around the windows. Chair Amy reported that she had directed Hall Manager Sykes to caulk around the windows outside. Manager Sykes reported that the test blind had been installed and the remaining blinds ordered.

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

NONE

8. Calendar (Chair Amy)

a. The next Lillard Hall Committee Meeting to be Determined

Chair Amy reported that she would be gone most of January, so requested that there be no meeting in January. The group decided on a tentative date of February 5, 2025, at 10:15 AM. Chief Stiles reported that he would be gone for that meeting.

9. Adjourn Meeting (Chair Amy)

Meeting adjourned by Chair Amy at 11:02 AM.

Approved: December 17, 2024

EMILY AMY, Chair / Commissioner

CHERIE RITA, Interim Board Clerk

Meetings

- When possible, notice shall be provided to any entity or individual requesting notice at least one hour before the meeting.
- Actions taken during an emergency meeting shall be by roll call vote.
- The Board may meet in closed session if agreed to by 2/3 vote of the members present, or if less than 2/3 present, by unanimous vote.
- Following an emergency meeting, the minutes of the meeting, a list of persons notified or attempted to be notified of the meeting, and actions taken must be posted for ten (10) days in the District office.

1201.9.4 ADJOURNED MEETING

A majority vote of the quorum of the Board may adjourn any Board meeting at any place in the agenda to a time and place specified in the order of adjournment. If no quorum is present or no Board members are present at any regular or adjourned regular meeting, the President of the Board or the Board Clerk may declare the meeting adjourned to a stated time and place. Notice of the adjourned meeting shall be posted on or near the door of the meeting within 24 hours after the adjournment and the adjourned meeting shall be noticed in the same manner as a special meeting.

1201.9.5 ANNUAL ORGANIZATION MEETING

The Board of Fire Commissioners shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a President and Vice President from among its members to serve during the coming calendar year. If the District has hired a Board Clerk such individual shall serve as Board Clerk. If the position of Board Clerk is open, the President of the Board will appoint someone to serve in such position until it is filled.

West Plainfield Fire Department (CA)



Davis, CA

This report was generated on 12/13/2024 12:14:06 PM

Start Date: 11/01/2024 | End Date: 11/30/2024

DATE	INCIDENT #	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
11/02/2024	2024-263	321 - EMS call, excluding vehicle accident with injury	B Shift	0- WPL - West Plainfield Station 30 Response Area	4	6
11/07/2024	2024-266	143 - Grass fire	B Shift	701- WOF-WPL - Borderline Call Willow Oak & West Plainfield	1	3
11/13/2024	2024-267	322 - Motor vehicle accident with injuries	B Shift	0- WPL - West Plainfield Station 30 Response Area	3	5
11/13/2024	2024-268	322 - Motor vehicle accident with injuries	B Shift	0- WPL - West Plainfield Station 30 Response Area	3	5
11/13/2024	2024-269	131 - Passenger vehicle fire	B Shift	320- DVS-WPL - Borderline Call Davis & West Plainfield	2	4
11/16/2024	2024-270	571 - Cover assignment, standby, moveup	B Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	4
11/17/2024	2024-271	424 - Carbon monoxide incident	B Shift	0- WPL - West Plainfield Station 30 Response Area	2	3
11/19/2024	2024-272	138 - Off-road vehicle or heavy equipment fire	B Shift	0- WPL - West Plainfield Station 30 Response Area	3	5
11/19/2024	2024-273	700 - False alarm or false call, other	B Shift	0- WPL - West Plainfield Station 30 Response Area	2	5
11/20/2024	2024-274	611 - Dispatched & cancelled en route	B Shift	320- DVS-WPL - Borderline Call Davis & West Plainfield	1	6
11/21/2024	2024-275	322 - Motor vehicle accident with injuries	C Shift	102- WDL-WPL - Borderline Call Woodland & West Plainfield	4	6
11/21/2024	2024-276	600 - Good intent call, other	C Shift	0- WPL - West Plainfield Station 30 Response Area	2	4

(only REVIEWED incidents included)

West Plainfield Fire Department (CA)



Davis, CA

This report was generated on 12/13/2024 12:14:06 PM

Start Date: 11/01/2024 | End Date: 11/30/2024

11/22/2024	2024-277	322 - Motor vehicle accident with injuries	C Shift	701- WOF-WPL - Borderline Call Willow Oak & West Plainfield	4	6
11/24/2024	2024-278	111 - Building fire	A Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	4
11/25/2024	2024-279	342 - Search for person in water	B Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	1
11/29/2024	2024-281	321 - EMS call, excluding vehicle accident with injury	A Shift	0- WPL - West Plainfield Station 30 Response Area	1	3
11/30/2024	2024-282	571 - Cover assignment, standby, moveup	A Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	3
11/30/2024	2024-283	321 - EMS call, excluding vehicle accident with injury	A Shift	260- WNF Auto - Automatic Aid Winters (Not Borderline)	3	4
11/30/2024	2024-284	321 - EMS call, excluding vehicle accident with injury	A Shift	0- WPL - West Plainfield Station 30 Response Area	4	5

TOTAL # INCIDENTS: 19

**WEST PLAINFIELD FIRE PROTECTION DISTRICT
FYE 2025 TRIAL BALANCE**

Acct #	Account Name	Adopted	P5	% of Adopted
400100	PROPERTY TAXES - CURRENT SECURED	366,700.00	381,254.47	104.0%
400101	PROPERTY TAXES - CURRENT UNSECURED	27,700.00		0.0%
400111	PROPERTY TAXES - PRIOR UNSECURED	400.00		0.0%
403100	INVESTMENT EARNINGS - POOL	500.00	5,507.54	1101.5%
410900	STATE - OTHER		15,259.95	194.7%
430022	OTHER COUNTIES & CITIES - YOLO	127,810.00	45,442.38	35.6%
440003	SPECIAL ASSESSMENT	242,452.00	243,569.22	100.5%
440600	OTHER CHRGS FOR SERVICES - FIREFIGHTERS / OTHER		1,480.72	18.9%
450307	OTHER MISC - CONTRIBUTION/GRANTS-NONGOV		822.00	52.8%
450900	OTHER MISC REVENUES	18,300.00	349.26	1.9%
	Total Estimated Revenue	783,862.00	693,685.54	88.5%
	Estimated Fund Balance Available	155,755.00	161,150.84	103.5%
	TOTAL FINANCING SOURCES	939,617.00	854,836.38	91.0%

Acct #	Account Name	Adopted	P5	% of Adopted
500100	REGULAR EMPLOYEES	361,456.00	137,039.24	37.9%
500110	EXTRA HELP	64,638.00	13,997.74	21.7%
500120	OVERTIME	27,385.00	19,974.09	72.9%
501110	SOCIAL SECURITY TAX	29,476.00	10,601.83	36.0%
501120	MEDICARE TAX	6,802.00	2,478.48	36.4%
501170	UNEMPLOYMENT INSURANCE	4,535.00	479.89	10.6%
501180	WORKER'S COMPENSATION INSURANCE	51,137.00	51,371.00	100.5%
501190	OTHER EMPLOYEE BENEFITS	32,800.00	6,175.20	18.8%
510010	CLOTHING & PERSONAL SUPPLIES	50,454.00	29,228.51	57.9%
510012	AGRICULTURAL SUPPLIES	400.00		0.0%
510020	COMMUNICATIONS	3,482.00	864.33	24.8%
510030	FOOD	400.00		0.0%
510040	HOUSEHOLD EXPENSE	9,805.00	13,686.83	139.6%
510051	INSURANCE - PUBLIC LIABILITY		9,025.00	
510053	INSURANCE - OTHER	27,243.00	16,757.95	94.6%
510070	MAINTENANCE - EQUIPMENT	29,643.00	757.29	2.6%
510071	MAINTENANCE - BULDGS & IMPROVEMENTS	45,786.00	303.39	0.7%
510080	MEDICAL, DENTAL & LAB SUPPLIES	2,000.00		0.0%
510090	MEMBERSHIPS	2,625.00	250.00	9.5%
510102	MISC EXPENSE - CREDIT CARD SERVICE CHARG	20.00	6.73	33.7%
510110	OFFICE EXPENSE	2,000.00		0.0%
510111	OFFICE EXPENSE - POSTAGE	500.00		0.0%
510112	OFFICE EXPENSE - PRINTING	500.00	328.57	65.7%
510160	PUBLICATIONS & LEGAL NOTICES	500.00	95.90	19.2%
510170	RENTS & LEASES - EQUIPMENT	1,440.00	836.94	58.1%
510180	TRAINING	2,000.00	350.00	17.5%
510190	MINOR EQUIPMENT	9,052.00	1,140.52	12.6%
510201	TRANSPORTATION & TRAVEL - FUEL	12,000.00	4,027.17	33.6%
510220	UTILITIES	11,677.00	5,883.12	50.4%
510251	PROF & SPEC SVC - AUDITING & ACCOUNTING	400.00		0.0%
510252	PROF & SPEC SVC - INFORMATION TECH SERVIC	15,890.00	7,519.58	47.3%
510254	PROF & SPCE SVC - FISCAL AGENT FEES		204.05	2.4%
510255	PROF & SPEC SVC - MEDICAL, DENTAL & LAB	4,350.00	1,426.00	32.8%
510275	PROF & SPEC SVC - OTHER	6,950.00	6,174.57	88.8%
530021	BUILDINGS & IMPROVEMENTS		13,126.66	153.7%
530070	EQUIPMENT	17,000.00		0.0%
590100	APPROPRIATIONS FOR CONTINGENCY	19,873.00		0.0%
	Total Appropriations	854,219.00	354,110.58	41.5%
	Additions to Capital Asset Replacement Reserve	81,398.00		
	Additions to WPPFD -QSEHRA Reserve	4,000.00		
	TOTAL FINANCING USES	939,617.00	% of FY	33.3%

WEST PLAINFIELD FIRE PROTECTION DISTRICT

24901 County Road 95, Davis, CA 95616 (530) 756-0212

DATED: December 12, 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

GL Acct	Vendor	Invoice Date	Purpose	Total	Details
510010	LN Curtis & Sons	11/12/24	Equipment / Tools / Parts - Apparatus	444.45	Hose (4" x 15')
510070	I-505 Truck & Trailer Repair	10/28/24	Maintenance - Equipment	22.84	E330 air leak repair
510070	The Radio Guys	11/22/24	Equipment / Tools / Parts - Apparatus	68.10	B230 microphone (mobile)
510071	Solorado Roofing & Solar	12/10/24	Maintenance - Station and Grounds	25,589.00	Station roof service (20-yr warranty)
510112	Vista Print	11/29/24	Expense - Office - Printing	22.82	GL stamp
510112	Vista Print	11/29/24	Expense - Office - Printing	-22.82	GL stamp (merchant credit)
510170	LEAF	11/20/24	Lease - Equipment	118.64	Copier 11/24
510275	California Department of Justice	12/04/24	Pre-Employment - Background	49.00	EMW-2021-FG-01803 (Karkar)

26,292.03 TOTAL NON US BANK SUBMITTED FOR PAYMENT

GL Acct	Vendor	Invoice Date	Purpose	Total	Details
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NOT RECEIVED AS OF PRINTING **0.00 US BANK STMT DATED [date] - SUBMITTED**



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

MINUTES
BOARD OF COMMISSIONERS – REGULAR MEETING
November 19, 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 (Vice President Roos)

Vice President Roos, presiding in President McMullen's absence, called the meeting to order at 7:00 PM. Interim Clerk Rita confirmed that a quorum was present.

Present were:

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

Staff: Fire Chief Cherie Rita, Assistant Chief Dave Stiles, Fire Captain Patrick Fish, and Volunteer Firefighter Association President Jon Lee

Online: Fire Captain Michael Rehan (joined at 7:15 PM)

Absent:

Commissioner James McMullen

2. Public Comment

NONE

3. Old Business

a. Discussion / Action - Fire Recovery Cost Exceptions (Asst Chief Stiles)

Assistant Chief Stiles reminded the Board that they had wanted additional time on this matter to review the Resolution adopting the program. Commissioner Amy noted that she had reviewed it and it was pretty clear that the only exceptions were: (a) permanent residents and (b) property owners. She expressed continued concern that if we allow additional exceptions not authorized in the Resolution that there could be no end to individuals seeking exceptions.

Commissioner Lindsey asked about what other departments had for exemptions. Assistant Chief Stiles replied that he had not reviewed other departments' documents. Chief Rita reported that the resolution is a standard one provided by Fire Recovery USA and that except for the types of responses for which the District would seek cost recovery and the amount sought for each our Resolution was otherwise the same as that used by Willow Oak. Chief Rita did not know about other departments' exemptions.

Further discussion occurred with a final consensus that no exemptions other than those set forth in the Resolution will be granted.

Commissioner Stiles reminded the Board that early next year, the Budget and Benefits Committee would be looking at our various fee schedules for modification, including this one. Chief Rita noted that would also be a suitable time to consider whether any other changes should be made to the Resolution.

b. Update - Development Impact Fee (Asst Chief Stiles)

Assistant Chief Stiles reported that he hopes to hear back from County Counsel soon. In the meantime, he will reach out to other districts regarding their development impact fees.

Commissioner Roos asked how we know about building that would be subject to these fees. Assistant Chief Stiles explained that we sign off on the permit issued by the County.

4. New Business

a. Discussion / Action – Review and Possibly Accept a Proposal for Repair and Maintenance of Fire Station Roof (Commissioner Stiles)

Commissioner Stiles reported that Fire Captain Dave Osborn had obtained quotes for maintenance and repair of the station roof. Three quotes were provided for the Board review:

Infinite Energy Co. @ between \$44,998.00 and \$53,997.00
Solarado Roofing and Solar @ between \$20,216.33 and \$25,589.00
Zaguilan Roofing Service Co @ \$22,694.25

Chief Rita reported that Fire Captain Osborn recommends that the Board accept the Solarado quote. Commissioner Stiles reminded the Board that the FYE 2025 budget contains \$35,000.00 set aside for the deferred maintenance projects and that this project had been determined to be the first priority.

Looking at the Solarado quote, discussion centered around the three options: 10-year, 15-year, or 20-year warranty. General consensus was that for the additional few thousand dollars the 20-year warranty would be the best as costs only continue to rise. Commissioner Amy noted that the Zaguilan quote did not have any notes regarding warranty.

Commissioner Amy asked if the companies had been out and inspected the roof for identification of rust issues. Assistant Chief Stiles reported that he believed they all had. He pointed out that even though they had looked at the roof, pulling screws and work around the roof intrusions (exhaust fan) would need to happen to see the full extent of any damage as those areas are otherwise hidden.

Motion: Approve and accept the Solarado Roofing and Solar quote with the 20-year warranty option at \$25,589.00
By: Commissioner Amy
Second: Commissioner Roos
Discussion: No further discussion
Motion approved unanimously.

b. Discussion / Action – Correct Scrivener’s Error in Policy 1003 - Position Description - Chief Officer - Volunteer (Excluding Fire Chief) (Chief Rita)

Chief Rita explained that there was a conflict regarding EMT certification. It is desirable, not required.

Motion: Approve correction to Policy 1003 - Position Description - Chief Officer - Volunteer (Excluding Fire Chief) as presented to correct scrivener’s error
By: Commissioner Lindsey
Second: Commissioner Stiles
Discussion: No further discussion
Motion approved unanimously.

c. Discussion / Action – Revise Policy 1003 - Position Description - Non-Safety – Administrative Assistant to the Fire Chief (Chief Rita)

Chief Rita explained this was included to change who evaluates the individual holding this position from the Personnel Committee to the Fire Chief.

Motion: Adopt Policy 1003 - Position Description - Non-Safety – Administrative Assistant to the Fire Chief as presented to change evaluator to Fire Chief instead of Personnel Committee
By: Commissioner Lindsey
Second: Commissioner Stiles
Discussion: No further discussion
Motion approved unanimously.

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

i. Policy 314 – Trench Rescues

Motion: Adopt Policy 314 – Trench Rescue as written
By: Commissioner Amy
Second: Commissioner Lindsey
Discussion: No discussion
Motion approved unanimously.

ii. Policy 315 – Carbon Monoxide Detector Activations

Motion: Adopt Policy 315 – Carbon Monoxide Detector Activations as written
By: Commissioner Amy
Second: Commissioner Lindsey
Discussion: No discussion
Motion approved unanimously.

iii. Policy 325 – Traffic Collisions

Commissioner Amy asked about Level III collisions and expressed concern that, as written, the Board could not have pertinent information. Commissioner Stiles did not see a problem with it.

Commissioner Amy asked about Level II collisions and information released to Board. Two times you would potentially get more information: policy violation or damage requiring insurance company involvement or needs to have budget changes made.

Commissioner Lindsey asked about the Board's role: risk mitigation? Investigation? Does agree that the Board does need certain information.

Commissioner Roos asked about incidents not involving Department members. Commissioner Amy noted that this policy covered only Department-member involved accidents, and Chief Rita confirmed. Some information would be provided in closed session to the Board, depending on the incident type.

Assistant Chief Stiles looked up the Vehicle Code in question regarding release of reports. The code does include an exemption to allow Board members to see confidential reports in closed sessions. Commissioner Amy hopes that based on the code section, the Board would get the information it needs. Commissioner Lindsey would be comfortable putting any such item on the Board's Agenda.

Motion: Adopt Policy 325 – Traffic Collisions as written
By: Commissioner Stiles
Second: Commissioner Roos
Discussion: No further discussion
Motion approved unanimously.

iv. Policy 330 – Active Shooter and Other Violent Incidents

Chief Rita reported that this draft was reviewed by Fire Captain Osborn, who had expertise in the area, and he had no changes. Commissioner Amy remarked this was a good item to consider because in our District (1) we have the school and (2)

we have a facility potentially housing individuals with mental health issues.

Motion: Adopt Policy 330 – Active Shooter and Other Violent Incidents as written
By: Commissioner Amy
Second: Commissioner Lindsey
Discussion: No further discussion
Motion approved unanimously.

v. Policy 400 – Code Enforcement

Commissioner Amy asked how this differed from the work we had done previously on our inspection documents. Chief Rita explained that those items worked on previously were procedural and this was the policy supporting those procedures.

Motion: Adopt Policy 400 – Code Enforcement as presented
By: Commissioner Amy
Second: Commissioner Roos
Discussion: No further discussion
Motion approved unanimously.

vi. Policy 401 – Permits

Commissioner Amy asked how this related to the fees we had set. Chief Rita explained that this Policy supports the development of those fees.

Motion: Adopt Policy 401 - Permits
By: Commissioner Stiles
Second: Commissioner Roos
Discussion: No further discussion
Motion approved unanimously.

vii. Policy 402 – Hazardous Materials Disclosure

Commissioner Amy asked whether those handling hazardous materials are issued permits. Commissioner Lindsey asked if this is something we regulate; we do not. Chief Rita noted that as a Department we must report our hazardous materials to Yolo County Environment Health Department. Other businesses in the County must also report. Each year we get a copy of the reportable hazardous materials located in the County.

Chief Rita explained that this policy outlines what we require of businesses in the District who have reportable hazardous materials. Commissioner Amy asked about the benefits of this information to the Department. The plans the District requires of businesses located in the District allow the Department to know the type, quantities, and location of reportable hazardous materials and develop response plans. Fire Captain Fish noted that we have these locations marked on maps used by the Department members.

Motion: Adopt Policy 402 – Hazardous Materials as presented
By: Commissioner Amy
Second: Commissioner Stiles
Discussion: No further discussion
Motion approved unanimously.

viii. Policy 403 – Fire Inspections – Building Standards

Commissioner Amy asked why this policy mentions both the District and Department. Chief Rita replied it was written that way to make it clear that both entities are committed to this, since not everyone understands that the Fire Department and the District are essentially the same.

Chief Rita clarified that this works with the procedures the Board put in place and codifies the ability to collect fees.

Commissioner Amy asked if anyone else had reviewed this. Chief Rita did not have in person meetings. The meeting packet did go out to all members. Assistant Chief Stiles noted the language in the policy is standard. The procedure will be where we get staff input.

Motion: Adopt Policy 403 – Fire Inspections – Building Standards as written
By: Commissioner Amy
Second: Commissioner Stiles
Discussion: No further discussion
Motion approved unanimously.

ix. Policy 404 – Fire Inspections – Weed Abatement

Commissioner Amy asked if Firefighter Jon Lee had reviewed it. He said it looked good, but did not know about the fees. Again, this policy is standard and the procedure will receive staff input.

Commissioner Lindsey asked about the “policy document” placeholder. Chief Rita answered that the District’s policy document copy will be inserted here.

Motion: Adopt Policy 404 – Fire Inspections – Weed Abatement as written
By: Commissioner Amy
Second: Commissioner Stiles
Discussion: No further discussion
Motion approved unanimously.

The Board thanks Firefighter Jon Lee for all his hard work on these inspections.

x. Policy 405 – Fire Investigations

Commissioner Amy asked Assistant Chief Stiles if he thought this was all-inclusive of what we need in the policy and appropriately moves it along. Chief Stiles replied that he believed so and that it would vary with our District depending on the incident.

Motion: Adopt Policy 405 – Fire Investigations as presented
By: Commissioner Lindsey
Second: Commissioner Roos
Discussion: No further discussion
Motion approved unanimously.

e. Discussion / Action – Adopt Procedure 203 - Mail, Packages, and Electronic Mail; Processing Work Product; Telephone Calls (Chief Rita)

This policy codifies what the District has been doing, with changes discussed with the Personnel and Budget and Benefits Committee chairs, as well as Assistant Chief Stiles.

Motion: Adopt Procedure 203 - Mail, Packages, and Electronic Mail; Processing Work Product; Telephone Calls as presented
By: Commissioner Amy
Second: Commissioner Stiles
Discussion: No further discussion
Motion approved unanimously.

f. Discussion / Action – Standing Committee – Reports

i. Lillard Hall Committee – Amy, Roos

1. Hall Manager Report

Commissioner Amy presented the Hall Manager’s report. No one had any

questions.

ii. Personnel Committee – Amy, McMullen

1. Report on Status of Search for New Board Clerk

Commissioner Amy reported that she had reviewed the prior applicants but did not believe they would be good candidates for the position. Chief Rita concurred. Commissioner Amy indicated that early next year we might have an option to share a Clerk with Willow Oak, one of our JOA partners. In the meantime, Chief Rita confirmed she could continue to act as Interim Board Clerk.

2. Discussion / Action – Approval of October 15, 2024 Minutes

Commissioner Amy presented the draft of the October 15, 2024, minutes and asked if anyone had questions. No one had any questions.

Motion: Approve October 15, 2024 minutes of the Personnel Committee as presented

By: Commissioner Amy

Second: Commissioner Stiles

Discussion: No discussion

Motion approved unanimously.

5. Fire Chief's Report (Chief Rita)

Chief Rita asked for questions regarding the three reports provided.

a. Incidents for October 2024

Chief Rita reported that the Board may not receive incident reports for the next few months while the Department transitions to the new records management system.

Commissioner Amy asked what a “good intent” call was. Assistant Chief Stiles provided an example of a recent call: someone called in a fire, but no fire was located; no matter the type of call dispatched to, it is usually a “not found.”

b. Trial Balance – FYE 2024 – Closed

Chief Rita reported that FYE 2024 books have been closed by the Yolo County Department of Financial Services.

Chief Rita reported that when she had calculated the “fund balance available” for use when preparing the FYE 2025 budget, she had underestimated. This means there are additional funds for appropriation next fiscal year.

Commissioner Amy asked why the “regular employees” amounts were so different and wondered if it was perhaps because of 218. Chief Rita replied that the budget had been changed to reflect the 218 funds for increased staffing and that the different was mostly overtime due to staff turnover.

Commissioner Stiles noted that now would be a suitable time to have a Budget and Benefits Committee Meeting. Interim Clerk Rita will get one scheduled.

c. Trial Balance – FYE 2025 – Periods 1-4 – Not Closed

Chief Rita noted that the report of this period has not been closed by the County, but that any changes to the numbers should be minor.

Chief Rita reported that at the prior Yolo County Fire Chiefs' meeting, the Sheriff's office had asked that any department with unused radios consider donating them to the search and rescue volunteers affiliated with the Sheriff's Department. Assistant Chief Stiles will investigate whether we have any or not.

Chief Rita further reported that Firefighter Steve Sheehan had formally resigned from the Department. Mr. Sheehan will continue to be involved in fundraising activities and work parties as requested.

Finally, Chief Rita reported that she and Assistant Chief Stiles continue to meet regarding transition items.

6. Assistant Chief's Report (Asst Chief Stiles)

Assistant Chief Stiles that the paperwork for the Office of Traffic Safety (OTS) Grant has been signed, the required press release had been sent out, and items ordered and should ship soon. He further reported that members had participated in the OTS kickoff meeting on the previous Thursday.

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

Association President Jon Lee reported that the Fire Department Christmas party would be on December 15 this year. He will send out more information and request RSVPs soon. The party will be at the Hall, starting sometime between 5:30 and 6:00 PM, with dinner probably at 6:30 PM. This year's dinner will be provided by a caterer from Sacramento and will include prime rib and other options.

President Lee further reported that the Pancake Breakfast will be on the usual first Sunday in March and that he had set April 12, 2025, as the next flea market. He will reach out to Pat Mikkelsen about including the pet adoptions. More information to come later.

8. Interim Board Clerk's Report

Interim Board Clerk Rita advised the Board that she had sent out the thank you letter for the donation of the Durango by the City of Woodland. She further advised that she had managed to find all Board and Committee minutes and finalized them all for signature and posting to the webpage.

Interim Board Clerk Rita noted that during the search for the minutes, she had seen several references to changes/edits requested by Board members via email but that such changes were not outlined in the minutes and she could not in the Clerk's email find the emails being referenced. Interim Board Clerk Rita requested that in the future any Board member sending a request for changes detail those changes in the meeting, as well.

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

Motion: Ratify bill payment as presented
By: Commissioner Lindsey
Second: Commissioner Roos
Discussion: No further discussion
Motion passed unanimously.

b. Discussion / Action - Approval of October 15, 2024 Regular Board Meeting Minutes

Motion: Approve October 15, 2024 regular Board meeting minutes as presented
By: Commissioner Amy
Second: Commissioner Stiles
Discussion: No further discussion
Motion passed unanimously.

9. Open Forum

Chief Rita made a public comment regarding statements made at the November 19, 2024, regular Board meeting, which she had been unable to attend, regarding several policy updates to job descriptions.

With respect to the Assistant Chief of Operations and Battalion Chief of Operations positions Chief Rita pointed out the following with respect to a member's comment that they believed that the prior job descriptions required FFI certification and the drafts presented at that meeting made

them simply "desirable":

The 2006 job description for the Assistant Chief of Operations simply stated "educational requirements will be as deemed necessary by the Fire Chief," there were no other qualifications listed.

The 2018 job description for the Battalion Chief – Volunteer (an entirely separate job description from the career position) required four years suppression experience, including two at rank of Captain or above, and one of two degrees (AA or BA) or a Fire Officer certification", as well as a valid Class C (or higher) California license with proper firefighter endorsements.

Both positions now require:

- SFM Company Officer 2D certification or equivalent experience.
- Certifications and training required by law for firefighters.
- Valid Class C (or higher) California Drivers' License with proper firefighter endorsements.
- Five years of fire department operations, suppression, and training experience at the rank of Fire Captain or higher; and experience commanding emergency operations.

While educational requirements were eliminated, even that member has agreed that degrees and Fire Officer certifications are not as important as time-in-position experience.

Regarding the Administrative Assistant to the Fire Chief job description, Chief Rita responded to the member's comment that, essentially, the Board was busy "creating a new job for the current Fire Chief upon her retirement" instead of focusing on overall member development. That job description presented to, and adopted by, the Board at its last meeting replaced an outdated, very brief, 2013 description and is not a new position. Chief Rita pointed out that as with all the job descriptions the Board has been updating recently, it is being updated before it is put out to be filled, which she was sure that individual could appreciate.

- 10. Next regular Board meeting on December 17, 2024, unless another date is agreed upon**
Interim Board Clerk Rita reminded the Board that this would be the annual organization meeting as outlined in the Board's policies.

The next regular Board meeting was confirmed for December 17, 2024. Interim Clerk Rita to notify Commissioner McMullen.

- 11. Meeting Adjourned (Vice President Roos)**
Meeting adjourned at 8:24 PM by Vice President Roos.

Approved: December 17, 2024

WARREN ROOS
Vice President / Commissioner

CHERIE RITA
Interim Board Clerk