



**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**  
**September 20, 2022 at 7:00 PM**

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

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

Meeting called to order at 1900 hours. Board Clerk Hall called roll and confirmed there was a quorum.

Present were:

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

Department Members: Chief Cherie Rita, Assistant Chief David Stiles, Battalion Chief Eric Wilson, Board Clerk Carly Hall, Firefighter and Association President Jon Lee, Fire Captain Patrick Fish

Guests: None

Vice President Yeager introduced, and the Board welcomed, newly appointed Board Clerk Carly Hall.

**2. Public Comment**

NONE

**3. Old Business**

**a. Update - Weed Abatement (BC Wilson)**

BC Wilson reported that there is no update on weed abatement.

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

AC Stiles reported that the meeting was canceled due to council turnover and a new meeting was scheduled for Friday, September 23, 2022. Vice President Yeager asked if AC Stiles believed the committee to be functional. VP Yeager questioned if other districts were involved, and AC Stiles advised there are four to five other districts participating. Commissioner Amy questioned when we would get a response from the consultant for the Proposition 218 Project; she thought it was supposed to be within 30 days. AC Stiles advised they had not heard back yet.

**c. Discussion / Action – Adopt Resolution 22-01 – Resolution Declaring Volunteers as Employees While Performing Voluntary Service Without Pay (Chief Rita)**

Chief Rita discussed the resolution declaring volunteers as employees while performing voluntary service without pay and advised she believed this was originally passed in 2016. However, there was no record of the signed resolution. Chief Rita, therefore, was re-presenting the resolution to the Board for signature since it was recently brought up during a previous discussion regarding the beer booth event.

Vice President Yeager questioned if YCPARMIA would cover the non-firefighting volunteers under our regular liability coverage. Chief Rita advised that YCPARMIA would not cover such volunteers under our regular liability coverage and the resolution was their recommendation in order to get non-firefighting volunteers and/or their family members covered at events.

Commissioner Stiles questioned if adopting the resolution will increase our coverage cost. Chief Rita advised that the cost is determined by claims and personnel salary, so it may increase our risk, but will likely not increase our cost unless there is an injury.

Motion: Adopt Resolution 22-01 declaring volunteers as employees while performing voluntary service without pay.  
By: Amy  
Second By: Guarino  
Discussion: Commissioner Amy added a comment that it was pertinent to adopt the resolution because without coverage, the District could be sued.  
Vote: Approved unanimously.

**4. Lillard Hall**

**a. Manager Report (Chief Rita for Hall Manager Gonzalez)**

Chief Rita presented the Hall Manger's financial report and advised the Board that Hall Manager Gonzalez had contacted her to let her know she shouldn't be at the meeting as she was sick. There was no discussion or questions.

**5. New Business**

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

BC Wilson reported that there were no new applications. He advised volunteer firefighter Kevin Keegan resigned due to time requirements and

availability. BC Wilson reported that he received one inquiry from a person living in Davis, who is in the process of getting their EMT license. BC Wilson encouraged the applicant to visit the station and learn about the District, also advising that we could assist them in obtaining their EMT license. However, he had not heard back from the applicant yet.

**b. Discussion / Action – Modify 2022/23 Fiscal Year Budget to Balance Revenues and Financing Uses (Chief Rita)**

- **Increase Account 501030 from \$200.00 to \$223.00**
- **Increase total Service and Supplies from \$130,630.00 to \$130,653.00**
- **Increase total Appropriations from \$517,080.00 to \$517,103.00**
- **Increase total Financing Uses from \$517,080.00 to \$517,103.00**

Chief Rita requested a motion to modify the adopted 2022/23 Fiscal Year Budget to balance revenues and financing uses. The county office advised the increase is needed to balance the budget.

Motion: Per Chief Rita’s recommendation, modify the adopted 2022/23 Fiscal Year budget to balance revenues and financing uses by increasing Account 501030 from \$200.00 to \$223.00, increasing total Service and Supplies from \$130,630.00 to \$130,653.00, increasing total Appropriations from \$517,080.00 to \$517,103.00, and increasing total Financing Uses from \$517,080.00 to \$517,103.00.

By: Amy  
Second By: Guarino  
Discussion: None  
Vote: Approved unanimously.

**c. Discussion / Action – Adopt Resolution 22-02 – Resolution Approving the Department of Forestry and Fire Protection Agreement #7GF22125 (Chief Rita)**

Chief Rita discussed the resolution approving the Department of Forestry and Fire Protection Agreement accepting the awarded grant. She advised that the resolution is required to formally accept the grant for new radios they applied for and were awarded; it is a 50% match, with our portion being at least \$9,763.00.

Vice President Yeager questioned if we are eligible for the grant even if we aren’t in the CalFire jurisdiction. Chief Rita advised that the grant is available for all volunteer fire service programs. AC Stiles added that the District applies for grants through the Department of Forestry and Fire Protection every year.

Motion: Adopt Resolution 22-02 approving the Department of Forestry and Fire Protection Agreement #7GF22125.  
By: Guarino  
Second By: Amy  
Discussion: Fire Captain Fish commented there was a typo in the District name at the end of the document. Chief Rita advised she will correct it before it's signed.  
Vote: Approved unanimously.

**d. Discussion / Action – Accept AFG Award EMW-2021-FG-08007 (Exhaust System) (Chief Rita)**

Chief Rita discussed the AFG Award EMW-2021-FG-08007 and advised the FEMA awarded amount is \$68,699.21 and we are required to contribute 5%, or \$3,434.97, for a total approved grant of \$72,134.18. This grant will be used to install an exhaust extraction system in the apparatus bay and provided a copy of the cost proposed. Chief Rita advised there may be additional costs relating to electrical. BC Wilson added the District applied for an additional grant through DWR to cover those costs as part of the work to be performed if that grant is awarded, but we are still waiting to hear the results of the application.

Motion: Accept AFG Award EMW-2021-FG-08007.  
By: Guarino  
Second By: Stiles  
Discussion: Commissioner Amy added that the Board thanks the staff for doing all the legwork on these grants.  
Vote: Approved unanimously.

**e. Discussion / Action – BC Wilson Resignation (BC Wilson)**

**i. Proposal by Fire Department Officers (Chief Rita)**

BC Wilson discussed that he is resigning from his position due to a recent change in opportunity to expand his other employment doing public safety background checks. This will allow him to go full-time with his other employer and he discussed with Chief Rita that he will stay on as a relief firefighter.

Chief Rita advised that she discussed BC Wilson's resignation with the other officers, and they are recommending to keep the position unfilled. She provided the Board with a draft of duties and how they will be split between staff, the officers, and the clerk. Chief Rita added that she will be retiring from her full-time employment at the end of the month, which will allow her to more time to help with the duties as well. She is proposing to take the money from the position and use it to start the reserve program and to increase relief firefighter pay to \$17 per hour.

Vice President Yeager questioned if all officers and staff agree with the distribution of duties. Chief Rita advised that everyone is aware and on board, however Captain Bravo hasn't seen the latest draft yet with his assigned duties.

VP Yeager questioned who will be in charge of weed abatement. Chief Rita advised that prevention will continue with Captain Osborne and the C Shift staff member, when the position is filled, along with other officers as well as Firefighter Lee.

AC Stiles added that the reserve program stipend program will not impact salary or workers' compensation.

Commissioner Stiles questioned if we still had an application for a grant to cover this. AC Stiles advised that there is a four year grant we applied for to cover the cost, but we are still waiting to hear back on the application.

VP Yeager questioned the assignment of the clerk for payroll and if it was time consuming. BC Wilson advised it usually takes half an hour every two weeks.

Commissioner Amy questioned what Vector Solutions was. BC Wilson advised it used to be Target Solutions which is an online training software we use. AC Stiles added that we track our trainings and hours using that program.

VP Yeager advised no vote required and if there were no further questions, advised that we move forward with the proposals presented by staff and the officers.

**f. Discussion / Action – Standing Committee Reports**

**i. Budget and Benefits Committee – Yeager, Guarino**

No meeting; no report.

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

No meeting; no report.

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

**1. Approval of September 8, 2022, Committee Meeting Minutes**

Commissioner Guarino advised there were no action items to report from the September 8, 2022, meeting.

Motion: Approve September 8, 2022, Committee Meeting minutes with the amendment to include Firefighter Farver.  
By: Guarino  
Second By: Stiles  
Discussion: None  
Vote: Approved unanimously.

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

No meeting; no report.

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

**i. LAFCO – Guarino, Yeager**

Vice President Yeager advised that there was an agenda item from the August 2022 meeting that was moved to the September 2022 agenda to vote on, but it is missing from this Board meeting's agenda.

Chief Rita advised that there is no item to vote on and that the committee needs to meet still before there is anything to review or recommend.

**ii. Solar – Guarino, Stiles**

**1. Approval of September 5, 2022, Committee Meeting Minutes**

Chief Rita advised that the committee met and since then Commissioner Stiles and Chief Osborne have received additional information so they will be meeting again to review it.

Motion: Approve September 5, 2022, Committee Meeting minutes.  
By: Guarino  
Second By: Stiles  
Discussion: None  
Vote: Approved unanimously.

**iii. Inspection Fees – Yeager, Amy**

BC Wilson reported to the Board that he met with President McMullen virtually and made the recommended changes to some of the documents. Chief Rita has reviewed the recommendations but wants to discuss with President McMullen before any further action. BC Wilson and Commissioner Amy have drafted a letter for the next meeting, which needs further revisions. Chief Rita advised an ordinance will also be required.

**iv. UC Properties – Yeager, Guarino**

Vice President Yeager reported to the Board that there has been no maintenance done at the UC Preserve and UC Davis is nonresponsive. He advised we'll keep watching the properties for any change. Chief Rita questioned if it needs to remain on the agenda. VP Yeager advised since it is an ad hoc committee, it is no longer needed on the agenda at this time.

**h. Discussion / Action – Liaison Reports**

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

AC Stiles advised there is nothing to report in President McMullen's absence.

**ii. Training – Yeager**

Vice President Yeager advised there is nothing to report.

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

BC Wilson advised there is an issue with the generator which may be covered under warranty. He has calls out to get it repaired.

**iv. IHS – McMullen**

BC Wilson reported to the Board that Sacred Oaks has an online billing program that should help streamline invoicing and payment. He submitted an invoice for payment and received confirmation of payment within six days. He advised the facility is open and running, but only averages three residents. This facility is for females only and males will go to a facility in Hemet. BC Wilson advised that we are now required to be accompanied by Sacred Oaks staff while our members are on the premises. He also added that there will be an open house at Sacred Oaks on October 14, 2022.

Vice President Yeager questioned if the smaller resident numbers mean less staffing and less funding. BC Wilson advised that Sacred Oaks experienced a break in while they were understaffed, so now they are staffed 24 hours a day. He added that funding is no issue as the funding is in place regardless of the number of residents.

Commissioner Amy questioned why Sacred Oaks inspections were not listed under the draft of duties provided by Chief Rita earlier. Chief Rita advised that the Sacred Oaks inspections fall under prevention services.

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

Chief Rita advised there was nothing to report that hadn't previously been covered but added that county OES leadership has recently changed. She added there were two meetings held yesterday and today but she was unable to attend them due to short notice. AC Stiles advised he was able to attend today's meeting virtually. Chief Rita advised that Dana Carey and her Planner are no longer with OES. AC Stiles reported the county's Deputy Chief Administrative Officer will oversee OES until Ms. Carey's open position is filled. He advised it doesn't seem that there is a plan in place. Chief Rita advised there is a trend with county staffing issues and abrupt replacement of key personnel.

**7. Battalion Chief's Report (BC Wilson)**

Regarding the open company officer shift, Commissioner Amy asked if more candidates might become available as CalFire season slows. BC Wilson and AC Stiles both advised that it will not help as seasonal firefighters will go on unemployment. They also added that CalFire firefighters receive CalPERS.

BC Wilson advised that staff have stepped up and been filling the vacant shifts and have only had one mandatory shift to fill. He added that staff will go back to the old schedule in October with two on, four off.

Vice President Yeager questioned if they were getting enough volunteers on calls for back up. BC Wilson advised numbers were down, but it's not surprising. He recommended that we look into ramping up the reserve program and recruit more in district volunteers to resolve this issue. AC Stiles added they would like to see three to five people per call.

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

Association President Lee reported that the Association is having a cornhole tournament and barbecue at Hooby's Brewing on October 15, 2022. It will be fundraising event with shirts for sale and Hooby's will contribute a portion of their beer sales to the Association.



Commissioner Amy questioned if the Association would be doing the fall flea market event this year. AP Lee advised they will not be having it, but there may be one in the spring.

Vice President Yeager questioned the Association's funds. AP Lee advised there are some funds, but with coordination and timing, they are hoping to raise more funds through volunteer events. He added they try to help the department as needs arise.

## 9. Clerk's Report

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

Commissioner Amy questioned the invoice from Symbol Arts. AC Stiles advised it was to order patches as we ran out and they ordered the least amount which was 300. He added there was no change to the patch design.

Vice President Yeager questioned the amount of the YCPARMIA invoice. Chief Rita advised she discussed the increase with YCPARMIA, and they indicated the increase was due to claims and an increase in payroll since last year. She advised she is still researching the payroll issue and believes they may be miscalculating it. She advised the invoice will need to be paid until she can resolve the payroll issue. She added that claims will fall off each year and we should see a decrease.

Commissioner Stiles questioned if the AFG Award funds would help offset the cost. Chief Rita advised the AFG Award will not be used for that.

Motion: Approve payment of bills totaling \$67,469.34.  
Motion By: Amy  
Second By: Guarino  
Discussion: None  
Vote: Approved unanimously.

### b. Approval of August 16, 2022, Board Meeting Minutes

Commissioner Amy proposed an amendment to the minutes to correct wording for Item 5diii to state: Commissioner Amy provided feedback regarding the Proposition 218 benefits and assessment information meeting she and Commissioner Guarino attended.

Motion: Approve August 16, 2022, minutes as amended.  
Motion By: Guarino  
Second By: Stiles  
Discussion: None  
Vote: Approved unanimously.

## **10. Open Forum**

AC Stiles questioned the Lillard Hall CalNet bill and advised that the Lillard Hall Committee investigate getting services through Starlink. Fire Captain Fish advised he also believes Starlink would be better and more cost effective. AC Stiles added it would allow for the option to hold virtual meetings and provide more reliability for the space. Commissioner Amy will review.

AP Lee reported that he attended the most recent Flood Control meeting and they are requesting a letter from the Commissioners to support a grant on flood control. He advised that Vice President Yeager recently provided pictures of district flooding. AP Lee advised it is an active committee that can provide fire department support. Commissioner Amy added that sloughs and natural drainage have been leveled out by landowners.

Fire Captain Fish questioned if there was going to be an option for attending meetings by Zoom. Commissioner Amy advised they voted that a Zoom option would only be provided on an as needed basis. Fish asked how the public can attend the meetings if they can't attend in public. Chief Rita recommended Zoom for staff, volunteer and increased public participation. Amy advised she didn't feel that there was an urgent need for it and there was no one in attendance advocating for it when it was previously on the agenda. Fish advised attending meetings virtually is the new normal and we should consider it. Vice President Yeager advised to add it to the October agenda for re-review.

Vice President Yeager advised there is a scrapbook missing from the station that held all of the items and minutes from around 1920-1930. He requested AP Lee to ask at his next meeting if anyone had seen it as it may have been loaned out and not returned.

Vice President Yeager advised that we need to get updated staff and member pictures for the website. BC Wilson advised he will arrange this and get the website updated.

## **11. Next regular Board meeting on October 18, 2022, unless another date is agreed upon**

Vice President Yeager confirmed the next meeting date as October 18, 2022.


**12. Meeting Adjourned (Vice President Yeager)**

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

Meeting adjourned at 2023 hours.

Minutes approved: October 18, 2022

  
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President James McMullen

  
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Board Clerk Carly Hall