



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

**BOARD OF COMMISSIONERS – REGULAR MEETING
SEPTEMBER 20, 2022 at 7:00 PM**

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

1. Call the Meeting to Order and Establish Quorum (Commissioner Yeager)
2. Public Comment
3. Old Business
 - a. Update - Weed Abatement (BC Wilson)
 - b. Update – Yolo County Fire Sustainability Committee (AC Stiles)
 - c. Discussion / Action – Adopt Resolution 22-01 - Resolution Declaring Volunteers as Employees While Performing Voluntary Service Without Pay (Chief Rita) ([Page 3](#))
4. Lillard Hall
 - a. Manager Report (Hall Manager Gonzalez) ([Page 4](#))
5. New Business
 - a. Discussion / Action - Volunteer Applications (BC Wilson)
 - b. Discussion / Action – Modify 2022/23 Fiscal Year Budget to Balance Revenues and Financing Uses (Chief Rita) ([Pages 5-7](#))
 - 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
 - c. Discussion / Action – Adopt Resolution 22-02 – Resolution Approving the Department of Forestry and Fire Protection Agreement #7GF22125 (Chief Rita) ([Pages 8-15](#))
 - d. Discussion / Action – Accept AFG Award EMW-2021-FG-08007 (Exhaust System) (Chief Rita) ([Pages 16-22](#))
 - e. Discussion / Action – BC Wilson Resignation (BC Wilson)
 - i. Proposal by Fire Department Officers (Chief Rita)

- f. Discussion / Action – Standing Committees – Reports
 - i. Budget and Benefits Committee – **Yeager**, Guarino
 - ii. Personnel Committee – **Amy**, Yeager
 - iii. District Funding and Development Committee - **Guarino**, Stiles
 - 1. Approval of September 8, 2022, Committee Meeting Minutes ([Pages 23-24](#))
 - iv. Lillard Hall Committee – **Amy**, Guarino
 - g. Discussion / Action – Ad Hoc Committee Reports
 - i. LAFCO – **Guarino**, Yeager
 - ii. Solar – **Guarino**, Stiles
 - 1. Approval of September 5, 2022, Committee Meeting Minutes ([Page 25](#))
 - iii. Inspection Fees – **Yeager**, Amy
 - iv. UC Properties – **Yeager**, Guarino
 - h. Discussion / Action – Liaison Reports
 - i. Fire Prevention / Investigation – McMullen
 - ii. Training – Yeager
 - iii. Large Equipment / Facilities – McMullen
 - iv. IHS – McMullen
- 6. Fire Chief’s Report – (Chief Rita)
 - 7. Battalion Chief’s Report (BC Wilson) ([Pages 26-30](#))
 - 8. Fire Fighter’s Association Report (President Jon Lee)
 - 9. Clerk’s Report
 - a. Discussion / Action – West Plainfield Fire Protection District Bill Review / Approval ([Page 31](#))
 - b. Approval of August 16, 2022, Board Meeting Minutes ([Pages 32-38](#))
 - 10. Open Forum
 - 11. Next regular Board meeting on October 18, 2022, unless another date is agreed upon
 - 12. Meeting Adjourned (Commissioner Yeager)

RESOLUTION NO. 22-01

**RESOLUTION OF THE WEST PLAINFIELD FIRE PROTECTION DISTRICT
DECLARING VOLUNTEERS AS EMPLOYEES WHILE PERFORMING VOLUNTARY
SERVICE WITHOUT PAY**

WHEREAS, pursuant to the California Labor Code Section 3363.5 which states that a person who performs voluntary service without pay for a public agency, as designated and authorized by the governing body of such agency, shall be deemed to be an employee of the agency while performing such services.

WHEREAS, the Board of the West Plainfield Fire Protection District does hereby find that voluntary services provided by uncompensated individuals is in the best interest of the District.

NOW, THEREFORE, IT IS HEREBY RESOLVED, ORDERED AND FOUND by the West Plainfield Fire Protection District Board of Commissioners as follows:

A person who performs voluntary services without pay for the West Plainfield Fire Protection District and who is not an active firefighting member of the District shall be deemed to be an employee of the District while performing such services in accordance with California Labor Code Section 3363.5. "Voluntary services without pay" shall include services performed by any person who provides services to the District for which such person receives no remuneration other than meals, transportation, lodging, or reimbursement for incidental expenses.

PASSED AND ADOPTED by the West Plainfield Fire Protection District, Board of Fire Commissioners, County of Yolo, State of California, this 20th day of September 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

JAMES YEAGER, VICE-PRESIDENT
BOARD OF COMMISSIONERS
WEST PLAINFIELD FIRE PROTECTION DISTRICT

ATTEST:

CARLY HALL, CLERK
BOARD OF COMMISSIONERS

Lillard Hall Reservations - September 2022

Date	Name	Event Date	Status	Deposit	Rental Fee	Total Due	Event Type	Active/Inactive
5/12/22		9/24/22	Awaiting Rental Fee	\$800	\$800	\$1,600	Baptism Reception	Active
5/3/22		10/1/22	Paid	\$500		\$500	NonProfit	Active
8/18/22		9/3/22	Paid	\$800	\$800	\$1,600	Birthday Party	Active
8/23/22		10/29/22	Paid	\$800	\$800	\$1,600	Birthday Party	Active
8/24/22		5/27/22	Awaiting Rental Fee	\$800	\$800	\$1,600	Birthday Party	Active
8/27/22		9/7/22	Paid	\$800	\$800	\$1,600	Meeting	Active
8/27/22		9/8/22	Paid	\$800	\$800	\$1,600	Meeting	Active
8/27/22		9/14/22	Paid	\$800	\$800	\$1,600	Meeting	Active
8/27/22		9/15/22	Paid	\$800	\$800	\$1,600	Meeting	Active
8/27/22		9/21/22	Paid	\$800	\$800	\$1,600	Meeting	Active
8/27/22		9/22/22	Paid	\$800	\$800	\$1,600	Meeting	Active
8/27/22		9/28/22	Paid	\$800	\$800	\$1,600	Meeting	Active
8/27/22		9/29/22	Paid	\$800	\$800	\$1,600	Meeting	Active
7/22/22		9/20/22	Awaiting Rental Fee	\$50		\$50	Meeting	Active
14				\$10,150	\$9,600	\$19,750		

Lillard Hall Deposits - September 2022

Date	Name	Event Date	Description	Amount
8/18/22		9/3/22	Deposit	\$800.00
8/23/22		10/29/22	Deposit	\$800.00
8/23/22		10/29/22	Rental Fee	\$800.00
8/24/22		5/27/23	Deposit	\$800.00
8/25/22		August 2022	Rental Fee	\$400.00
8/25/22		2022	Deposit	\$200.00
8/27/22		September 2022	Rental Fee	\$400.00
8/31/22		9/3/22	Rental Fee	\$800.00
8				\$5,000.00

Account Balance

As of 7/19/22

\$20,420.36 ***

Running Balance

As of 9/15/2022

\$17,649.12

*** Has not received BofA statement for August

Lillard Hall Expenses - September 2022

Date	Expense	Description	Invoice #	Amount	Paid Date	Check No.
9/4/22		Deposit Refund		\$800.00	9/4/22	605
8/16/22	Cal.Net	Internet	Acct# 35241	\$102.52	8/24/22	602
7/29/22	Recology	Garbage	Acct# 2376675	\$375.22	8/24/22	603
9/15/22	West Plainfield Fire Protection District	sement & Hall Manager Reimbursement		\$1,393.65	9/15/22	606
4				\$2,671.39		

YOLO COUNTY AUDITOR-CONTROLLER
FIRE DISTRICT BUDGET WORKSHEET - APPROPRIATIONS - SCHEDULE B
FISCAL YEAR: 2022 - 2023
DISTRICT NAME: West Plainfield Fire Protection District

Account #	Account Name	Appropriations
500100	REGULAR EMPLOYEES	205,137
500110	EXTRA HELP	44,960
500120	OVERTIME	4,153
500130	STANDBY TIME	30,000
500160	LEAVE BUYOUT	
500310	RETIREMENT	
500320	OASDI	18,000
500330	FICA / MEDICARE TAX	4,200
500340	HEALTH INSURANCE	
500380	UNEMPLOYMENT INSURANCE	3,000
500390	WORKER'S COMPENSATION INSURANCE	30,000
500400	OTHER EMPLOYEE BENEFITS	12,000
	TOTAL SALARY & BENEFITS	351,450
501010	CLOTHING & PERSONAL SUPPLIES	20,000
501020	COMMUNICATIONS	3,600
501030	FOOD	223
501040	HOUSEHOLD EXPENSE	10,920
501051	INSURANCE - PUBLIC LIABILITY	6,000
501052	INSURANCE - FIRE & EXTENDED	2,000
501053	INSURANCE - OTHER	100
501070	MAINTENANCE - EQUIPMENT	30,000
501071	MAINTENANCE - BULDGS & IMPROVEMENTS	8,500
501080	MEDICAL, DENTAL & LAB SUPPLIES	2,500
501090	MEMBERSHIPS	2,000
501100	MISCELLANEOUS	500
501102	MISC EXPENSE - CREDIT CARD SVC CHARGES	200
501110	OFFICE EXPENSE	5,490
501111	OFFICE EXPENSE - POSTAGE	500
501112	OFFICE EXPENSE - PRINTING	100
501151	PROF & SPEC SVC - AUDITING & ACCOUNTING	300
501152	PROF & SPEC SVC - INFORMATION TECH SERVICES	100
501154	PROF & SPCE SVC - FISCAL AGENT FEES	0
501155	PROF & SPEC SVC - MEDICAL, DENTAL & LAB	1,000
501156	PROF & SPEC SVC - LEGAL SERVICES	500
501165	PROF & SPEC SVC - OTHER	500
501169	BOARD MEETING STIPENDS	
501180	PUBLICATIONS & LEGAL NOTICES	500
501190	RENTS & LEASES - EQUIPMENT	3,120
501191	RENTS & LEASES - BLDGS & IMPROVEMENTS	
501205	TRAINING	2,000
501210	MINOR EQUIPMENT	3,000
501232	SPEC DEPT EXP - ELECTION SUPPLIES & SERVICES	
501249	SPEC DEPT EXP - OTHER	
501250	TRANSPORTATION & TRAVEL	
501251	TRANSPORTATION & TRAVEL - FUEL	15,000
501260	UTILITIES	12,000
	TOTAL SERVICES & SUPPLIES	130,653

**YOLO COUNTY AUDITOR-CONTROLLER
 FIRE DISTRICT BUDGET WORKSHEET - APPROPRIATIONS - SCHEDULE B
 FISCAL YEAR: 2022 - 2023
 DISTRICT NAME: West Plainfield Fire Protection District**

Account #	Account Name	Appropriations
502031	RETIRE LTD - CAPITAL LEASE OBLIGATION	
502039	RETIRE LTD - OTHER	
502049	INTEREST - LTD - OTHER	
502080	TAXES & ASSESSMENTS	
502110	VOLUNTEER FIREMEN	
502120	CONTRIBUTION TO NON-COUNTY AGENCIES	
502121	CITY OF DAVIS	
502201	PAYMENTS TO OTHER GOV INSTITUTIONS	
	TOTAL OTHER CHARGES	0
503000	LAND	
503020	BUILDINGS & IMPROVEMENTS	
503015	EASEMENTS - NON DEPRECIABLE	
503070	EQUIPMENT	15,000
503071	EQUIPMENT - VEHICLE	
	TOTAL CAPITAL ASSETS	15,000
89-9900	APPROPRIATIONS FOR CONTINGENCY	20,000
	TOTAL APPROPRIATIONS	517,103
	ADDITIONS TO GENERAL RESERVE	
	ADDITIONS TO CAPITAL ASSET REPLACEMENT RESERVE	
	ADDITIONS TO ACCRUED LEAVE RESERVE	
	TOTAL FINANCING USES *	517,103

09-20-22 _____
 Commissioner James Yeager

09-20-22 _____
 Commissioner Richard Guarino

09-20-22 _____
 Commissioner Emily Amy

09-20-22 _____
 Commissioner Beth Stiles

**BEFORE THE BOARD OF COMMISSIONERS OF THE
WEST PLAINFIELD FIRE PROTECTION DISTRICT
COUNTY OF YOLO, STATE OF CALIFORNIA**

IN THE MATTER OF:

Resolution Number: 22-02

Approving the Department of Forestry and Fire Protection Agreement #7GF22125 for services from the date of last signatory on page 1 of the Agreement to June 30, 2023, under the Volunteer Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978.

BE IT RESOLVED by the Board of Commissioners of the WEST PLAINFIELD FIRE PROTECTION DISTRICT that said Board does hereby approve the Agreement with the California Department of Forestry and Fire Protection dated as of the last signatory date on page 1 of the Agreement, and any amendments thereto. This Agreement provides for an award, during the term of this Agreement, under the Volunteer Fire Capacity Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2022-23 up to and no more than the amount of \$9,763.78.

BE IT FURTHER RESOLVED that Commissioner RICHARD GUARINO of said Board be and hereby is authorized to sign and execute said Agreement and any amendments on behalf of the WEST PLAINFIELD FIRE PROTECTION DISTRICT.

The foregoing resolution was duly passed and adopted by the Board of Commissioners of the WEST PLAINFIELD FIRE PROTECTION DISTRICT at a regular meeting thereof, held on the 20th day of September 2022, by the following vote:

AYES:

NAYS:

ABSENT: James McMullen

Signature, Board of Commissioners Member
JAMES YEAGER

CERTIFICATION OF RESOLUTION

ATTEST:

I, CARLY HALL, Clerk of the Board of the WEST PLAINFIELD FIRE PROTECTION DISTRICT, County of Yolo, State of California, do hereby certify that this is a true and correct copy of the original Resolution Number 22-02.

CARLY HALL, Board Clerk
WEST PLAINFIELD FIRE PROTECTION DISTRICT

**State of California
Department of Forestry and Fire Protection (CAL FIRE)
Cooperative Fire Protection
GRANT AGREEMENT**

APPLICANT:

PROJECT TITLE: Volunteer Fire Capacity

GRANT AGREEMENT: 7GF22125

PROJECT PERFORMANCE PERIOD is from date upon approval through June 30, 2023.

Under the terms and conditions of this Grant Agreement, the applicant agrees to complete the project as described in the project description, and the State of California, acting through the Department of Forestry & Fire Protection, agrees to fund the project up to the total state grant amount indicated.

PROJECT DESCRIPTION: Cost-share funds awarded to provide assistance to rural areas in upgrading their capability to organize, train, and equip local forces for fire protection.

Total State Grant not to exceed \$ 9,763.78 (or project costs, whichever is less).

**The Special and General Provisions attached are made a part of and incorporated into this Grant Agreement.*

**STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY
AND FIRE PROTECTION**

Applicant	
By	By
Signature of Authorized Representative	
Title	Title: Matthew Sully Staff Chief, Cooperative Fire Programs
Date	Date

CERTIFICATION OF FUNDING

GRANT AGREEMENT NUMBER	PO ID	SUPPLIER ID
FUND 0001	FUND NAME General Fund	
PROJECT ID 354022DG2012142	ACTIVITY ID SUBGNT	AMOUNT OF ESTIMATE FUNDING \$ 9,763.78
GL UNIT 3540	BUD REF 001	CHAPTER 43
PROGRAM NUMBER 9999000FED	ENY 2022	ADJ. INCREASING ENCUMBRANCE \$ 0.00
ACCOUNT 5340580	ALT ACCOUNT 5340580002	ADJ. DECREASING ENCUMBRANCE \$ 0.00
REPORTING STRUCTURE 35409206	SERVICE LOCATION 92734	UNENCUMBERED BALANCE \$ 9,763.78

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance.

Signature of CAL FIRE Accounting Officer

Date

**VOLUNTEER FIRE CAPACITY PROGRAM
TERMS AND CONDITIONS**

DEPARTMENT OF FORESTRY AND FIRE PROTECTION

STATE OF CALIFORNIA
Natural Resources Agency

Agreement for the Volunteer Fire Capacity Program of the
Cooperative Forestry Assistance Act of 1978

THIS AGREEMENT, made and entered between the STATE of California, acting through the Director of the Department of Forestry and Fire Protection hereinafter called "STATE", and _____ hereinafter called "LOCAL AGENCY", covenants as follows:

RECITALS:

1. STATE has been approved as a passthrough agent of the United States Department of Agriculture, (USDA), Forest Service for the purpose of administering the Volunteer Fire Capacity program in California, hereinafter referred to as VFC, authorized by the Cooperative Forestry Assistance Act (CFAA) of 1978 (PL 95-313, 92 Stat 365, 16 U.S.C. 2101-2114), as amended.
2. This is a subaward under the 2022 Volunteer Fire Capacity Grant #22-DG-11052012-142 awarded to STATE by the Forest Service on August 26 ,2022. The Federal Assistance Listing for the award is 10.664, Cooperative Forestry Program. This subaward is funded solely with Federal funds and is subject to the Office of Management and Budget (OMB) guidance in subparts A through F of 2 CFR Part 200, as adopted and supplemented by the USDA in 2 CFR Part 400, and under certain terms and conditions to LOCAL AGENCY to assist LOCAL AGENCY to upgrade its fire protection capability.
3. LOCAL AGENCY desires to participate in said VFC and agrees to the terms and conditions specified in the Procedural Guide for Volunteer Fire Capacity Program 2022.

NOW THEREFORE, it is mutually agreed between the parties as follows:

4. **APPROVAL: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. LOCAL AGENCY may not commence performance until such approval has been obtained.**
5. **INCORPORATION: The Procedural Guide for Volunteer Fire Capacity Program 2022, submitted Application for Funding and associated Grant Assurances are hereby incorporated by reference as part of the Grant Agreement.**
6. **TIMELINESS: Time is of the essence in this Agreement.**
7. **FORFEITURE OF AWARD: LOCAL AGENCY must return this Agreement and required resolution properly signed and executed to STATE at the email address specified in paragraph 12, with a timestamp no later than December 1, 2022 or LOCAL AGENCY will forfeit the funds.**

8. GRANT AND BUDGET CONTINGENCY CLAUSE: It is mutually understood between the parties that this **Agreement** may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds, to avoid program and fiscal delays that would occur if the **Agreement** were executed after that determination was made.

This **Agreement** is valid and enforceable only if sufficient funds are made available to the STATE by the United States Government for the **State Fiscal Year 2022** for the purpose of this program. In addition, this **Agreement** is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this **Agreement** in any manner.

The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this **Agreement** shall be amended to reflect any reduction in funds.

The STATE has the option to invalidate the **Agreement** under the 30-day cancellation clause or to amend the **Agreement** to reflect any reduction in funds.

9. REIMBURSEMENT: STATE will reimburse LOCAL AGENCY, from funds made available to STATE by the Federal Government, an amount not to exceed **\$9,763.78** on a 50/50 matching funds basis, for the performance of specific projects and/or purchase of specific items identified in Proposed Project, Application for Funding, attached hereto. **Reimbursement will be only for those projects accomplished and/or items purchased between THE LAST SIGNATORY DATE ON PAGE 1 and JUNE 30, 2023.** This sum is the sole and maximum payment that STATE will make pursuant to this Agreement. **LOCAL AGENCY must bill STATE at the e-mail address specified in paragraph 12, with a timestamp no later than September 1, 2023 in order to receive the funds.** The bill submitted by LOCAL AGENCY must clearly delineate the projects performed and/or items purchased. A vendor's invoice and proof of payment to vendor(s) must be included for items purchased.
10. LIMITATIONS: Expenditure of the funds distributed by STATE herein is subject to the same limitations as placed by the VFC, upon expenditure of United States Government Funds. Pursuant to 2CFR200.313 Equipment, subject to the obligations and conditions set forth in that section; title to any equipment and supplies acquired under this **Agreement** vests with the LOCAL AGENCY. For any equipment items over \$5,000, the federal government may retain a vested interest in accordance with paragraph 17 below.
11. MATCHING FUNDS: Any and all funds paid to LOCAL AGENCY under the terms of this **Agreement**, hereinafter referred to as "VFC Funds", shall be matched by LOCAL AGENCY on a dollar-for-dollar basis, for each project listed on attachment(s) hereto identified as "Proposed Project". No amount of unpaid "contributed" or "volunteer" labor or services shall be used or consigned in calculating the matching amount "actually spent" by LOCAL AGENCY.

LOCAL AGENCY shall not use VFC Funds as matching funds for other federal grants, including Department of Interior (USDI) Rural Fire Assistance grants, nor use funds from other federal grants, including USDI Rural Fire Assistance grants, as matching funds for VFC Funds.

- 12. ADDRESSES: The mailing addresses of the parties hereto under the terms of the Agreement are:

LOCAL AGENCY: _____

Attention: _____
Telephone Number(s): _____
E-mail _____

STATE: **Department of Forestry and Fire Protection**
Grants Management Unit, Attn: Megan Esfandiary
P. O. Box 944246
Sacramento, California 94244-2460
PHONE: (916) 894-9845
E-MAIL: Megan.Esfandiary@fire.ca.gov

- 13. PURPOSE: Any project to be funded hereunder must be intended to specifically assist LOCAL AGENCY to organize, train, and/or equip local firefighting forces in the aforementioned rural area and community to prevent or suppress fires which threaten life, resources, and/or improvements within the area of operation of LOCAL AGENCY. Project funds are not to be used for research and development.
- 14. COMBINING: In the event funds are paid for two or more separate, but closely related projects, the 50/50 cost-sharing formula will be applied to the total cost of such combined projects.
- 15. OVERRUNS: In the event that the total cost of a funded project exceeds the estimate of costs upon which this Agreement is made, LOCAL AGENCY may request additional funds to cover the **Agreement** share of the amount exceeded. However, there is no assurance that any such funds are, or may be, available for reimbursement. Any increase in funding will require an amendment.
- 16. UNDERRUNS: In the event that the total cost of a funded project is less than the estimate of costs upon which this **Agreement** is made, LOCAL AGENCY may request that additional eligible projects/items be approved by STATE for **Agreement** funding. However, there is no assurance that any such approval will be funded. Approval of additional projects/items, not listed on the Proposed Project application, made by STATE, will be in writing and will require an amendment.
- 17. FEDERAL INTEREST IN EQUIPMENT: The Federal Government has a vested interest in any item purchased with VFC funding in excess of \$5,000 regardless of the length of this **Agreement**, until such time as the fair market value is less than \$5,000. The VFC percentage used to purchase the equipment will be applied to the sale price and recovered for the Government during the sale. This percentage will remain the same even following depreciation. The Federal Government may not have to be reimbursed if the disposal sale amounts to a fair market value of less than \$5,000. LOCAL AGENCY will notify STATE of the disposal of such items.

18. EQUIPMENT INVENTORY: Any single item purchased in excess of \$5,000 will be assigned an VFC Property Number by the STATE. LOCAL AGENCY shall forward a copy of the purchase documents listing the item, brand, model, serial number, any LOCAL AGENCY property number assigned, and a LOCAL AGENCY contact and return address to STATE at the address specified in paragraph 12. The STATE will advise the LOCAL AGENCY Contact of the VFC Property Number assigned.
19. AUDIT: LOCAL AGENCY agrees that the STATE, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. LOCAL AGENCY agrees to maintain such records for possible audit for a minimum of five (5) years after final payment, unless a longer period of records retention is stipulated. LOCAL AGENCY agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, LOCAL AGENCY agrees to include a similar right of the State of California to audit records and interview staff in any subcontract related to performance of this **Agreement**. (GC 8546.7, PCC 10115 et seq., CCR Title 2, Section 1896).
20. DISPUTES: In the event of any dispute over qualifying matching expenditures of LOCAL AGENCY or audit findings, the dispute will be decided by STATE and its decision shall be final and binding.
21. MONITORING: LOCAL AGENCY agrees to the monitoring of activities as necessary by STATE to ensure that the award is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the agreement; and that performance goals are achieved.
22. INDEMNIFICATION: LOCAL AGENCY agrees to indemnify, defend, and save harmless, the STATE, its officers, agents, and employees, from any and all claims and losses, accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this **Agreement**, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by LOCAL AGENCY in the performance of this **Agreement**.
23. CIVIL RIGHTS: LOCAL AGENCY agrees to comply with civil rights requirements as detailed in the Complying With Civil Rights Requirements brochure (FS-850) and the And Justice For All poster (AD-475A). The poster is to be placed at all public point of contact/reception areas.
24. DRUG-FREE WORKPLACE REQUIREMENTS: LOCAL AGENCY will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
 - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed **Agreement** will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the **Agreement**.

Failure to comply with these requirements may result in suspension of payments under the **Agreement** or termination of the **Agreement** or both and LOCAL AGENCY may be ineligible for funding of any future State **Agreement** if the department determines that any of the following has occurred: (1) the LOCAL AGENCY has made false certification, or violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)

25. **TERM: The term of the Agreement SHALL COMMENCE ON THE LAST SIGNATORY DATE ON PAGE 1 and continue through June 30, 2023.**
26. **TERMINATION:** This **Agreement** may be terminated by either party giving 30 days written notice to the other party or provisions herein amended upon mutual consent of the parties hereto.
27. **AMENDMENTS:** No amendment or variation of the terms of this **Agreement** shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or **Agreement** not incorporated in the **Agreement** is binding on any of the parties.
28. **INDEPENDENT CONTRACTOR:** LOCAL AGENCY, and the agents and employees of LOCAL AGENCY, in the performance of this **Agreement**, shall act in an independent capacity and not as officers or employees or agents of the STATE or the Federal Government.
29. **INDIRECT RATE:** LOCAL AGENCY may not assess an indirect rate in excess of their Federally approved Negotiated Indirect Cost Rate Agreement (NICRA), a de minimis rate if LOCAL AGENCY does not have an approved NICRA, or the VFC program cap rate of 10%, whichever is lesser. LOCAL AGENCY may also elect not to assess an indirect rate. The approved indirect cost rate at the time of execution is 0%.

30. MEDIA: LOCAL AGENCY shall acknowledge STATE and USDA Forest Service support in any publications, audiovisuals and electronic media developed as a result of this award.

It is encouraged to give public notice of the receipt of this award and announce progress and accomplishments, acknowledging STATE and USDA Forest Service support. Follow direction in USDA Supplemental 2 CFR 415.2.

31. ASSIGNMENT: This Agreement is not assignable by LOCAL AGENCY either in whole or in part.

Award Letter

U.S. Department of Homeland Security
Washington, D.C. 20472

Effective date: 09/08/2022



Geoffrey Bravo
WEST PLAINFIELD FIRE PROTECTION DISTRICT
24901 COUNTY ROAD 95
DAVIS, CA 95616

EMW-2021-FG-08007

Dear Geoffrey Bravo,

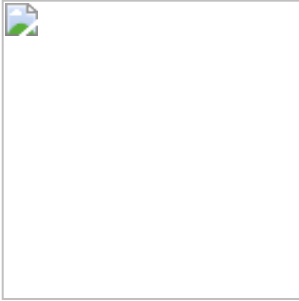
Congratulations on behalf of the Department of Homeland Security. Your application submitted for the Fiscal Year (FY) 2021 Assistance to Firefighters Grant (AFG) Grant funding opportunity has been approved in the amount of \$68,699.21 in Federal funding. As a condition of this grant, you are required to contribute non-Federal funds equal to or greater than 5.00% of the Federal funds awarded, or \$3,434.97 for a total approved budget of \$72,134.18. Please see the FY 2021 AFG Notice of Funding Opportunity for information on how to meet this cost share requirement.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the FEMA Grants Outcomes (FEMA GO) system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo - included in this document
- Agreement Articles - included in this document
- Obligating Document - included in this document
- 2021 AFG Notice of Funding Opportunity (NOFO) - incorporated by reference

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,



PAMELA WILLIAMS
Assistant Administrator, Grant Programs

Summary Award Memo

Program: Fiscal Year 2021 Assistance to Firefighters Grant
Recipient: WEST PLAINFIELD FIRE PROTECTION DISTRICT
UEI-EFT: QSNZCX7VPJU8
DUNS number: 152128711
Award number: EMW-2021-FG-08007

Summary description of award

The purpose of the Assistance to Firefighters Grant program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards. After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Assistance to Firefighters Grant Program's purpose and was worthy of award.

Except as otherwise approved as noted in this award, the information you provided in your application for Fiscal Year (FY) 2021 Assistance to Firefighters Grants funding is incorporated into the terms and conditions of this award. This includes any documents submitted as part of the application.

Amount awarded table

The amount of the award is detailed in the attached Obligating Document for Award.

The following are the budgeted estimates for object classes for this award (including Federal share plus your cost share, if applicable):

AIR EXCHANGE, INC.
The Clean Air Specialists

495-A Edison Ct.
Fairfield, CA 94534

DIR# 1000011166
CA Contractors Lic. 664135

Phone: 800-300-2945
Email: ckoss@airexchange.com

Proposal submitted to: West Plainfield 30	Phone: 916-832-3473	Date: 9/14/2022
Street: 24901 County Rd. 95	Application Engineer: Chris Koss	
City, State and Zip Code: Davis, CA 95616	Job Location: Same	
Customer Representative: Scott Bravo	Title:	Cell:

Thank you for allowing Air Exchange, Inc. the opportunity to provide the following quotation to you.

SCOPE OF WORK: Supply and Install Plymovent Diesel Exhaust Removal System.

Four (4) Plymovent MRP-21-MAG, Back-In Rail System, 19' Track, 1 Hose.	\$ 24,032.00
One (1) Plymovent SBTA-21-MAG, Back-In Track System, 19' Track, 1 Hose.	\$ 4,241.00
One (1) Plymovent TEV Fan, 7.5HP, 208/230V, 1 Phase with TEFC Motor.	\$ 5,138.00
One (1) Plymovent Control Panel, 7.5HP, 208/230V, 1 Phase.	\$ 2,217.00
Lot Ducting, Supports, Wireless Sensor System and Installation Materials. Complete turnkey job.	\$ 3,876.00

Materials:	\$ 39,504.00
(Est.) Freight:	\$ 2,800.00
Lifts:	\$ 1,480.00
8.25% Sales Tax:	\$ 3,612.18
(5) Tailpipe Modifications:	\$ 1,050.00
Electrical:	\$ 3,250.00
Labor:	\$ 13,088.00
TOTAL:	\$ 64,784.18

Notes:

Terms and conditions attached.
Sales tax based on current rates. Actual rates in effect at billing.
Freight will be pre-paid and freight bills will accompany invoice.
Electrical cost based on breaker panel being sufficient.

Delivery of system will be within 12 weeks of proposal acceptance.

Payment to be made as follows: Equipment due on delivery, balance due net 30 after completion.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's compensation Insurance.

Authorized Signature:

CHRIS KOSS
PROJECT MANAGER

Note: This proposal may be with-drawn by us if not accepted within 45 days.

ACCEPTANCE OF PROPOSAL and TERMS AND CONDITIONS. (Pages 1 and 2, inclusively.) The above prices, specifications and Terms and Conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. By signing where indicated, you, as agent for the organization proposed, hereby authorized Air Exchange, Inc. to perform the work as specified on Page 1 of 2 of this proposal and agree and accept the Terms and Conditions (Page 2 of 2) of this proposal. Payment will be made as outlined above.

SIGNATURE: _____

DATE OF ACCEPTANCE: _____

TERMS AND CONDITIONS

AIR EXCHANGE, INC.

495-A Edison Ct.
Fairfield, CA 94534

DIR# 1000011166
CA Contractors Lic. 664135

Phone: 800-300-2945
Email: ckoss@airexchange.com *Page 2 of 2*

PROJECT PROPOSED: West Plainfield 30 - Plymovent System

EXCLUSIONS TO THE PROJECT PROPOSED:

1. Permits and fees of any kind are not included in this proposal; including but not limited to, any pertinent load calculations; technical drawings, submittals, shop drawings and permit drawings of any kind. Should any of these items be required, a separate quote will be required.
2. Outside services, not limited to but including, concrete work, exterior penetrations, fork or scissor lift rentals, etc. are not included, unless indicated on Page 1 of 2 of the proposal.
3. All work to be performed during normal business hours (M-F, 7:30 a.m. to 4:00 p.m.). Work done outside of normal business hours will be subject to additional charges (I.e., time and one-half, double time, etc.) unless indicated on Page 1 of 2 of the proposal.
5. Payments terms are noted on the proposal. Should you require different terms than noted, an addendum to this contract will need to be fully executed before revised terms will be accepted.
6. Freight is not included, unless indicated on Page 1 of 2 of the proposal. Please provide preferred carrier. If you authorize, Air Exchange, Inc. will pay for freight charges and invoice you, but you must include this provision in your purchase order to Air Exchange, Inc.

AIR EXCHANGE, INC.
The Clean Air Specialists

495-A Edison Ct.
Fairfield, CA 94534

DIR# 1000011166
CA Contractors Lic. 664135

Phone: 800-300-2945
Email: ckoss@airexchange.com

Proposal submitted to: West Plainfield 30	Phone: 916-832-3473	Date: 9/14/2022
Street: 24901 County Rd. 95	Application Engineer: Chris Koss	
City, State and Zip Code: Davis, CA 95616	Job Location: Same	
Customer Representative: Scott Bravo	Title:	Cell:

Thank you for allowing Air Exchange, Inc. the opportunity to provide the following quotation to you.

SCOPE OF WORK: Supply and Install Plymovent Diesel Exhaust Removal System.

Four (4) Plymovent MRP-21, Back-In Rail System, 19' Track, 1 Hose.	\$ 25,098.00
One (1) Plymovent SBTA-21, Back-In Track System, 19' Track, 1 Hose.	\$ 4,505.00
One (1) Plymovent TEV Fan, 7.5HP, 208/230V, 1 Phase with TEFC Motor.	\$ 5,138.00
One (1) Plymovent Control Panel, 7.5HP, 208/230V, 1 Phase.	\$ 2,217.00
Lot Ducting, Supports, Wireless Sensor System and Installation Materials. Complete turnkey job.	\$ 3,876.00

Materials:	\$ 40,834.00
(Est.) Freight:	\$ 2,800.00
Lifts:	\$ 1,480.00
8.25% Sales Tax:	\$ 3,721.91
(5) Tailpipe Modifications:	\$ 1,050.00
Electrical:	\$ 3,250.00
Labor:	\$ 13,088.00
TOTAL:	\$ 66,223.91

Notes:

Terms and conditions attached.
Sales tax based on current rates. Actual rates in effect at billing.
Freight will be pre-paid and freight bills will accompany invoice.
Electrical cost based on breaker panel being sufficient.
Quote based on compressed air being sufficient.

Delivery of system will be within 12 weeks of proposal acceptance.

Payment to be made as follows: Equipment due on delivery, balance due net 30 after completion.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's compensation Insurance.

Authorized Signature:

CHRIS KOSS
PROJECT MANAGER

Note: This proposal may be with-drawn by us if not accepted within 45 days.

ACCEPTANCE OF PROPOSAL and TERMS AND CONDITIONS. (Pages 1 and 2, inclusively.) The above prices, specifications and Terms and Conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. By signing where indicated, you, as agent for the organization proposed, hereby authorized Air Exchange, Inc. to perform the work as specified on Page 1 of 2 of this proposal and agree and accept the Terms and Conditions (Page 2 of 2) of this proposal. Payment will be made as outlined above.

SIGNATURE: _____

DATE OF ACCEPTANCE: _____

TERMS AND CONDITIONS

AIR EXCHANGE, INC.

495-A Edison Ct.
Fairfield, CA 94534

DIR# 1000011166
CA Contractors Lic. 664135

Phone: 800-300-2945
Email: ckoss@airexchange.com *Page 2 of 2*

PROJECT PROPOSED: West Plainfield 30 - Plymovent System

EXCLUSIONS TO THE PROJECT PROPOSED:

1. Permits and fees of any kind are not included in this proposal; including but not limited to, any pertinent load calculations; technical drawings, submittals, shop drawings and permit drawings of any kind. Should any of these items be required, a separate quote will be required.
2. Outside services, not limited to but including, concrete work, exterior penetrations, fork or scissor lift rentals, etc. are not included, unless indicated on Page 1 of 2 of the proposal.
3. All work to be performed during normal business hours (M-F, 7:30 a.m. to 4:00 p.m.). Work done outside of normal business hours will be subject to additional charges (i.e., time and one-half, double time, etc.) unless indicated on Page 1 of 2 of the proposal.
5. Payments terms are noted on the proposal. Should you require different terms than noted, an addendum to this contract will need to be fully executed before revised terms will be accepted.
6. Freight is not included, unless indicated on Page 1 of 2 of the proposal. Please provide preferred carrier. If you authorize, Air Exchange, Inc. will pay for freight charges and invoice you, but you must include this provision in your purchase order to Air Exchange, Inc.



**COMMITTEE – STANDING – FUNDING & DEVELOPMENT - MINUTES
SEPTEMBER 8, 2022 at 6:00 PM**

Held At
24901 County Road 95
Davis, CA 95616

1. Call the Meeting to Order (Chair Guarino)

Chair Guarino called the meeting to order at 1817 hours. Present were:

Committee Members: Commissioners Richard Guarino and Beth Stiles

Assigned Staff: Fire Chief Rita, Assistant Fire Chief Stiles

Others: Captains Bravo and Fish and Firefighter _____

2. Public Comment - NONE

3. Discussion/Action – 218 Benefit Assessment

a. Kickoff Meeting

Commissioner Stiles asked to be briefed on the current status. AC Stiles and Chief Rita provided an update to the Committee members. Chief Rita also provided the members with a copy of the March 2021 supporting documents regarding our request for funding to the County and the apparatus replacement plan.

b. Identify Long-Term Needs

- i. Staffing**
- ii. Facilities**
- iii. Equipment**

The group held a general discussion about our needs, particularly in respect to staffing and the need to increase pay and/or benefits. Several items had been addressed in the March 2021 documents; but, they do need to be updated.

Captain Bravo identified the current grant applications we have out as: (1) SAFER, for reserve staffing needs; (2) AFG, for air exchange equipment for the apparatus bay; (3) CalFire Volunteer Fire Assistance Grant, for radios; and (4) regional grant for extrication equipment. We have been awarded the CalFire Grant and he was expecting to hear soon regarding the AFG and SAFER grants.

c. Assignments

Staff will update the March 2021 documents and bring back to the committee for consideration.

4. Open Forum – NOTHING

5. Calendar

a. The next Funding and Development Committee meeting to be determined

The next meeting of the committee was set for October 6, 2022, at 5:30 PM at the Station.

6. Adjourn

Chair Guarino adjourned the meeting at 1920 hours.

Approved _____

CHAIR RICHARD GUARINO

FIRE CHIEF CHERIE RITA (recorder)



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

AD HOC COMMITTEE – SOLAR - MINUTES

September 5, 2022 at 7:00 PM

Held In Person

24901 County Road 95

Davis, CA 95616

1. Call the Meeting to Order (Chair Guarino)

Meeting called to order at 1902 hours by Chair Guarino.

Present – Board Members: Chair Guarino and Commissioner Stiles

Present – Technical Support: Chief Rita and Captain Osborn

Chief Rita agreed to record and prepare the minutes.

2. Public Comment

None

3. Update (Chief Rita and Captain Osborn)

Chief Rita provided background information for Commissioner Stiles. Captain Osborn provided an updated spreadsheet re bids received to date.

4. Discussion / Action on How to Proceed

a. Plan of Action

- i. Captain Osborn will call the following companies for updated / standardized quotes: Ambrose Solar, Aztec Solar, RePower, and Sun Solar Electric.
- ii. Commissioner Stiles will contact Yolo County Supervisors regarding any help we might be eligible to receive from the County.
- iii. Chief Rita will look into how we would qualify for solar incentives: as a business, government, non-profit, etc. Chief Rita will also update the PGE spreadsheet re charges over time.

b. Recommendations to Board

None at this time.

5. Meeting Adjourned (Chair Guarino)

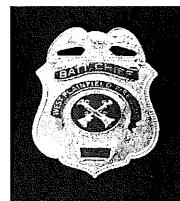
Meeting adjourned by Chair Guarino.

Minutes approved: _____

Chair Richard Guarino

(recorded by) Fire Chief Cherie Rita

Battalion Chief Report



Date: September 20, 2022

Eric L. Wilson, Battalion Chief

Calls for Service (08/11/2022-09/14/2022) 35 calls for service

Significant Responses

- 08/16/22 Fuel Spill - CR 98
- 8/20/22 Station Coverage, Station 26(Winters) covering during water rescue
- 9/03/22 Station Coverage, Station 26(Winters)
- 9/6/22 Large Hay pile fire, Behind DQU
- 9/3-9/8/22 AC Stiles Task Force Leader of OES approved pre-positioned Task Force
- 9/9/22 AC Stiles Strike Team Leader for Yolo County Strike Team to Mosquito Fire

Weed Abatement

- Nothing to report.

Volunteers

- Probationary Firefighter Nat Farver has completed his probationary task book and after 6 months in the role of probationary firefighter he will be eligible for re-assignment as firefighter.
- Trainee Firefighter Kevan Keegan resigned his position due to personal schedule conflicts.

Admin Matters

- We are reviewing received applications/resumes for our vacant career position and hope to have a viable candidate to make an offer to soon.
- I am resigning my position with the West Plainfield Fire Protection District due to another employment opportunity. I have requested Chief Rita allow me to remain on the roster as a relief firefighter allowing me to cover shifts and be active in the State mutual aid system.

Sacred Oaks

- As of the beginning of September Sacred Oaks has 2 current residents. This facility will be a female patient only facility.
- Monthly billing was submitted at the beginning of September utilizing the Department of the Treasury online invoice billing system and payment was received within 7 days.

Airport

- Nothing to report

Personnel

- Firefighter Trainee Kevan Keegan resigned his position due to conflicts with his personal schedule.
- Career Staff are reverting to 48/96 schedule effective October 16, 2022.

West Plainfield Fire Department (CA)

Davis, CA

This report was generated on 9/14/2022 12:14:22 PM



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

Start Date: 08/11/2022 | End Date: 09/14/2022

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
08/11/2022	2022-178	County Road 16	142 - Brush or brush-and-grass mixture fire	C Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	3
08/12/2022	2022-179	33250 County Road 31	321 - EMS call, excluding vehicle accident with injury	A Shift	0- WPL - West Plainfield Station 30 Response Area	3	5
08/12/2022	2022-180	34505 County Road 29	412 - Gas leak (natural gas or LPG)	A Shift	0- WPL - West Plainfield Station 30 Response Area	2	3
08/12/2022	2022-181	County Road 27	622 - No incident found on arrival at dispatch address	A Shift	702- WOF-WDL-WPL - Borderline Call Willow Oak, Woodland, & West Plainfield	2	4
08/13/2022	2022-182	24920 County Road 96	321 - EMS call, excluding vehicle accident with injury	A Shift	0- WPL - West Plainfield Station 30 Response Area	1	3
08/14/2022	2022-183	County Road 27	324 - Motor vehicle accident with no injuries.	B Shift	702- WOF-WDL-WPL - Borderline Call Willow Oak, Woodland, & West Plainfield	1	1
08/16/2022	2022-184	County Road 98	411 - Gasoline or other flammable liquid spill	C Shift	0- WPL - West Plainfield Station 30 Response Area	3	4
08/19/2022	2022-185	26390 County Road 97	553 - Public service	B Shift	0- WPL - West Plainfield Station 30 Response Area	1	3
08/20/2022	2022-186	24390 Aviation AVE	321 - EMS call, excluding vehicle accident with injury	B Shift	0- WPL - West Plainfield Station 30 Response Area	2	2
08/20/2022	2022-187	18111 County Road 94B CIR	571 - Cover assignment, standby, moveup	B Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	5
08/20/2022	2022-188	County Road 72	141 - Forest, woods or wildland fire	B Shift	9919- LNU 16 - SRA Incident 16 Corridor NO County Road 25	1	6
08/20/2022	2022-189	700 Main ST	571 - Cover assignment, standby, moveup	B Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	3
08/21/2022	2022-190	711 Lupine WAY	111 - Building fire	B Shift	260- WNF Auto - Automatic Aid Winters (Not Borderline)	1	2

Only REVIEWED incidents included.

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DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
08/22/2022	2022-191	36277 County Road 29	140 - Natural vegetation fire, other	C Shift	0- WPL - West Plainfield Station 30 Response Area	6	8
08/23/2022	2022-192	County Road 98	322 - Motor vehicle accident with injuries	C Shift	702- WOF-WDL-WPL - Borderline Call Willow Oak, Woodland, & West Plainfield	4	5
08/23/2022	2022-193	County Road 30	400 - Hazardous condition, other	C Shift	0- WPL - West Plainfield Station 30 Response Area	1	1
08/24/2022	2022-194	36277 County Road 29	100 - Fire, other	A Shift	0- WPL - West Plainfield Station 30 Response Area	5	8
08/24/2022	2022-195	County Road 93A	324 - Motor vehicle accident with no injuries.	A Shift	261- WNF-WPL - Borderline Call Winters & West Plainfield	5	7
08/26/2022	2022-196	24790 County Road 96	321 - EMS call, excluding vehicle accident with injury	B Shift	0- WPL - West Plainfield Station 30 Response Area	2	3
08/28/2022	2022-197	24390 Aviation AVE	510 - Person in distress, other	C Shift	0- WPL - West Plainfield Station 30 Response Area	1	3
08/31/2022	2022-198	35606 ACADIA LN	321 - EMS call, excluding vehicle accident with injury	A Shift	0- WPL - West Plainfield Station 30 Response Area	5	6
09/01/2022	2022-199	County Road 97	324 - Motor vehicle accident with no injuries.	B Shift	701- WOF-WPL - Borderline Call Willow Oak & West Plainfield	3	5
09/01/2022	2022-200	County Road 97	324 - Motor vehicle accident with no injuries.	B Shift	702- WOF-WDL-WPL - Borderline Call Willow Oak, Woodland, & West Plainfield	2	4
09/02/2022	2022-201	24390 Aviation AVE	321 - EMS call, excluding vehicle accident with injury	B Shift	0- WPL - West Plainfield Station 30 Response Area	3	6
09/02/2022	2022-202	24390 Aviation AVE	462 - Aircraft standby	B Shift	0- WPL - West Plainfield Station 30 Response Area	1	1
09/03/2022	2022-203	24290 AVIATION AVE	321 - EMS call, excluding vehicle accident with injury	C Shift	No Zone Selected	4	6
09/03/2022	2022-204	18111 County 94B	900 - Special type of incident, other	C Shift	9998- OES - Statewide Mutual Aid	1	1
09/03/2022	2022-205	700 Main ST	571 - Cover assignment, standby, moveup	C Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	5
09/04/2022	2022-206	County Road 31	324 - Motor vehicle accident with no injuries.	C Shift	0- WPL - West Plainfield Station 30 Response Area	4	4
09/05/2022	2022-207	35795 RUSSELL BLVD	322 - Motor vehicle accident with injuries	A Shift	0- WPL - West Plainfield Station 30 Response Area	5	7

Only REVIEWED incidents included.

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DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
09/06/2022	2022-208	County Road 95	322 - Motor vehicle accident with injuries	A Shift	0- WPL - West Plainfield Station 30 Response Area	4	5
09/06/2022	2022-209	33250 County Road 31 CIR	140 - Natural vegetation fire, other	A Shift	260- WNF Auto - Automatic Aid Winters (Not Borderline)	6	9
09/06/2022	2022-210	33250 County Road 31	500 - Service Call, other	A Shift	0- WPL - West Plainfield Station 30 Response Area	2	2
09/06/2022	2022-211	33250 County Road 31	500 - Service Call, other	A Shift	0- WPL - West Plainfield Station 30 Response Area	3	3
09/12/2022	2022-213	County Road 31	324 - Motor vehicle accident with no injuries.	A Shift	320- DVS-WPL - Borderline Call Davis & West Plainfield	2	3

TOTAL # INCIDENTS: 35

Only REVIEWED incidents included.

Agenda - 09-20-22 - Board - Regular



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West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

September 20, 2022

Auditor-Controller
625 Court Street
Woodland, CA 95695

This letter is to inform you that the West Plainfield Fire Protection District's Board of Commissioners has approved for payment the bills listed below:

All Star Fire Equipment 08/11/2022	11,439.29
CalNet (ATT) 08/24/2022	52.94
Daily Dispatch 06/16/2022	280.00
Ferrell Gas 08/25/2022	0.42
Interstate Oil Company 08/22/2022	1,413.60
LEAF 08/21/2022	20.64
Pisani's 08/2022 & 09/2022	-0.40
Quill.com 08/2022	136.23
Sterling May Equipment 09/12/2022	18.86
Symbol Arts 09/01/2022	920.21
US Bank Statement 08/15/2022	1,326.28
US Bank Statement 09/13/2022	4,721.27
YCPARMIA 07/15/2022	47,140.00

Total: \$67,469.34



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

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

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

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

Present were:

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

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

Guests: None

2. Public Comment

NONE

3. Old Business

a. Update - Weed Abatement (BC Wilson)

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

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

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

4. Lillard Hall

a. Manager Report (Hall Manager Gonzalez)

Hall Manager Gonzalez presented her financial report.

Commissioner Amy requested a committee meeting with Manager Gonzalez

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

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

5. New Business

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

BC Wilson reported there were no new applications.

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

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

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

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

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

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

c. Discussion / Action – Board Meetings

i. Location

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

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

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

BC Wilson reported that Chief Rita would like to explore broadcasting

Board meetings via Zoom.

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

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

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

By: Amy

Second By: Guarino

Discussion: None

Vote: Approved unanimously.

d. Discussion / Action – Standing Committee Reports

i. Budget and Benefits Committee – Yeager, Guarino

No meeting; no report.

ii. Personnel Committee – Amy, Yeager

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

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

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

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

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

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

iii. District Funding and Development Committee – Guarino, Stiles

Commissioner Yeager requested an update on the grants already submitted.

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

Commissioner Amy provided feedback to BC Wilson regarding the meeting she attended.

iv. Lillard Hall Committee – Amy, Guarino

No meeting; no report.

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

e. Discussion / Action – Ad Hoc Committee Reports

i. LAFCO – Guarino, Yeager

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

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

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

ii. Solar – Guarino, Stiles

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

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

iii. Inspection Fees – Yeager, Amy

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

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

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

iv. UC Properties – Yeager, Guarino

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

f. Discussion / Action – Liaison Reports

i. Fire Prevention / Investigation – McMullen

No meeting; no report.

ii. Training – Yeager

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

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

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

iii. Large Equipment / Facilities – McMullen

No meeting; no report.

BC Wilson added that the office has been rearranged.

iv. IHS – McMullen

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

end of August.

6. Fire Chief's Report (Chief Rita)

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

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

7. Battalion Chief's Report (BC Wilson)

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

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

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

9. Clerk's Report

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

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

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

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

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

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

10. Open Forum

NONE

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

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

12. Meeting Adjourned (President McMullen)

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

Meeting adjourned at 2101 hours.

Minutes approved: _____

President James McMullen

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