



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

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**MINUTES**  
**BOARD OF COMMISSIONERS – REGULAR MEETING**  
**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