



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

AGENDA BOARD OF COMMISSIONERS – REGULAR MEETING February 18, 2025, at 7:00 PM

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

To be Held by Zoom: <https://us06web.zoom.us/j/98831083439>
One tap mobile – +16699006833,98831083439#
Dial by your location – (669) 900-6833 US (San Jose)
Meeting ID: 988 3108 3439

1. Call the Meeting to Order and Establish Quorum (President McMullen)
2. Public Comment
3. Old Business - NONE
4. New Business
 - a. Discussion / Action – Standing Committee – Reports and Minutes
 - i. Lillard Hall Committee – **Amy, Roos**
 1. Hall Manager Report **(Pg 3-5)**
 2. Approval of February 5, 2025, Meeting Minutes **(Pg 6-7)**
5. Fire Chief's Report (Chief Stiles - Absent)
 - a. Incidents for January 2025 **(Pg 8-14)**
 - b. Public Information Request Update
6. Assistant Chief's Report (AC Beoshanz)
7. Fire Fighter's Association Report (President Lee)
8. Interim Board Clerk's Report
 - a. Communication Received - Email from Commissioner James McMullen Regarding Resignation from Board of Fire Commissioners of the West Plainfield Fire Protection District, Effective March 1, 2025 **(Pg 15)**
 - b. Informational
 - i. Trial Balance – FYE 2025 – Period 7 – Closed **(Pg 16)**
 - ii. FYE 2026 Deposits to Date **(Pg 17)**
 - c. Discussion / Action – West Plainfield Fire Protection District Bill Review / Ratification **(Pg 18)**

Agenda – Board Meeting – Regular
February 18, 2025
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- d. Discussion / Action - Approval of January 21, 2025, Regular Board Meeting Minutes (**Pg 19-25**)
9. Open Forum
10. Next Regular Board Meeting on March 18, 2025, unless another date is agreed upon
11. Meeting Adjourned (President McMullen)

Date	Check #	Payment	Deposit	Balance	Payable To	From	Purpose	
11/22/23			400.00	400.00		Son Chong	Rent - November 2023	Deposited
12/06/23		39.43		360.57	First Northern Bank		Check Order	Cleared
12/13/23			400.00	760.57		Son Chong	Rent - December 2023	Deposited
01/03/24			5,000.00	5,760.57		Lillard Hall Fund - BofA	Transfer funds to new Operating Account	Deposited
01/08/24			2,000.00	7,760.57		Son Chong, Jennie Keifer, Fairfield School	Rent - January Dates	Deposited
01/20/24	1001	258.53		7,502.04	Blake's		HVAC General Maintenance	Cleared
01/24/24			600.00	8,102.04		Liliana Castaneda	Rent - Memorial Reception 1/27/24	Deposited
01/30/24	1002	2,627.00		5,475.04	Community Planning Services		Architecture Drawings - Bathrooms	Cleared
02/07/24			1,200.00	6,675.04		Son Chong, Jennie Keifer	Rent - February Dates	Deposited
02/13/24	1003	1,482.28		5,192.76	WPPFD		PG&E / Payroll 12/16/23-1/27/24	Cleared
02/26/24			960.00	6,152.76		Fly Fishers Davis	Rent - March 9 Event	Deposited
03/12/24			1,200.00	7,352.76		Son Chong, Jennie Keifer	Rent - March Dates	Deposited
03/12/24	1004	854.51		6,498.25	WPPFD		PG&E / Payroll 1/28/24-2/24/24	Cleared
03/21/24	1005	2,442.00		4,056.25	DJ B&E General Eng.		Parking Lot Gravel	Cleared
03/21/24			3,802.43	7,858.68		Lillard Hall	BofA Balance Transfer	Deposited
04/10/24			1,100.00	8,958.68		Son Chong, Jennie Keifer	Rent - April Dates	Deposited
05/06/24			1,200.00	10,158.68		Son Chong, Jennie Keifer	Rent - May Dates	Deposited
05/06/24	1006	1,525.37		8,633.31	WPPFD		PG&E/Payroll - March/April	Cleared
05/14/24	1007	39.43		8,593.88	WPPFD - Deposits		Check Charge Reimbursement	Cleared
05/14/24	1008	76.10		8,517.78	Edward Sykes		Expense Reimbursement - Supplies	Cleared
05/30/24			900.00	9,417.78		Jennie Keifer	Rent - May/June	Deposited
06/13/24			400.00	9,817.78		Son Chong	Rent - June	Deposited
06/25/24	1009	1,544.21		8,273.57	WPPFD		PG&E/Payroll - May/June	Cleared
07/11/24			1,000.00	9,273.57		Son Chong, Jennie Keifer	Rental Fee - July	Deposited
07/24/24			960.00	10,233.57		Amanda Barajas Wedding Reception	Rental Fee	Deposited
08/06/24			400.00	10,633.57		Son Chong	Rental Fee - August	Deposited
08/07/24	1010	21.41		10,612.16	Edward Sykes		Expense Reimbursement - Supplies	Cleared
08/08/24	1011	95.00		10,517.16	Blake's		A/C Diagnostic	Cleared
08/19/24	1012	1,154.52		9,362.64	WPPFD		PG&E/Payroll - June/July	Cleared
09/06/24			500.00	9,862.64		Son Chong, Jennie Keifer	Rental Fee - September	Deposited
10/02/24	1013	1,555.76		8,306.88	WPPFD		PG&E/Payroll - Aug/Sep	Cleared
10/11/24			932.00	9,238.88		Son Chong, Jennie Keifer	Rental Fee - October	Deposited
10/29/24	1014	972.48		8,266.40	WPPFD		PG&E/Payroll - Oct	Cleared
11/06/24			932.00	9,198.40		Son Chong, Jennie Keifer	Rental Fee - November	Deposited
12/03/24			932.00	10,130.40		Son Chong, Jennie Keifer	Rental Fee - December	Deposited
12/04/24	1015	732.90		9,397.50	WPPFD		PG&E/Payroll Oct/Nov	Cleared
12/04/24	1016	457.55		8,939.95	Edward Sykes		Expense Reimbursement - Blinds, Etc.	Cleared
12/27/24	1017	895.08		8,044.87	WPPFD		PG&E / Payroll - Dec	Cleared
01/13/25			1,182.00	9,226.87		Son Chong, Jennie Keifer, Brenda Duncan	Rental Fees - January / Celebration of Life	Deposited
01/27/25	1018	404.72		8,822.15	WPPFD		PG&E / Payroll - Dec/Jan	Cleared
02/12/25			1,032.00	9,854.15		Son Chong, Jennie Keifer	Rental Fee - February	Deposited
02/14/25			1,060.00	10,914.15		Jennie Keifer, Fly Fishers	Rental Fees	

Date	Applicant Organization	Event Type	Applicant Type	Rent Due	Amt Due	Date Paid	Security Deposit Due	SD Amt Due	Date Paid	Date Refunded	Refund Amt	Ins Cert Required	Date Cert Provided	Guard Required	Date Contract Provided
01/08/25	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
01/09/25	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
01/14/25	User	Celebration of Life	WPPFD Resident	No	250		No	800	01/08/25	01/27/25		Yes	01/08/25	No	
01/14/25	4H	Meeting	WPPFD Resident	No			No					N / A		No	
01/15/25	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
01/16/25	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
01/22/25	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
01/23/25	User	Dog Training - Rescheduled	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
02/05/25	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
02/06/25	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
02/11/25	4H	Meeting	WPPFD Resident	No			No					N / A		No	
02/12/25	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
02/13/25	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
02/19/25	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
02/20/25	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
03/02/25	User	WPPFD Pancake Breakfast	WPPFD Resident												
03/08/25	User	Fundraiser Dinner	Other - Over 8 hours (Daily)	No	960	02/06/25	No	800	12/05/24			Yes	02/10/25	Yes	02/10/25
03/11/25	4H	Meeting	WPPFD Resident	No			No					N / A		No	
04/08/25	4H	Meeting	WPPFD Resident	No			No					N / A		No	
04/12/25	User	WPPFD Flea Market	WPPFD Resident												
05/04/25	User	Wedding Reception	WPPFD Resident	Yes	400		No	800	09/09/24			Yes		Yes	
05/10/25	User	First Communion	Other - Over 8 hours (Daily)	Yes	960		No	1,500	02/11/25			Yes		Yes	

Date	Check	Payment	Deposit	Balance	Payable To	From	Purpose	
11/22/23			1,500.00	1,500.00		Son Chong	Security Deposit	Deposited
01/03/24			2,500.00	4,000.00		Lillard Hall Fund	Security Deposits - Fly Fishers (1500), Fairfield School (800), Jennie Keifer (200)	Deposited
01/24/24			1,500.00	5,500.00		Liliana Castaneda	Security Deposit - 1/27/24 Reception	Deposited
01/30/24	1001	800.00		4,700.00	Fairfield Elementary		Deposit Refund	Cleared
01/30/24	1002	1,500.00		3,200.00	Liliana Castaneda		Deposit Refund	Cleared
03/12/24	1003	1,500.00		1,700.00	Fly Fishers Davis		Deposit Refund	Cleared
03/12/24	1004	0.00		1,700.00			VOIDED CHECK	VOID
04/01/24		39.43		1,660.57			Check Charge from 12/06/23	Paid
05/30/24			1,539.43	3,200.00		Amanda Barajas/Lillard	Security Deposit / Check Charge Reimbursement	Deposited
08/07/24	1005	1,500.00		1,700.00	Amanda Barajas		Deposit Refund	Cleared
09/20/24			800.00	2,500.00		Jackie Lundy	Security Deposit - 5/4/25 Reception	Deposited
12/27/24			800.00	3,300.00	Fly Fishers Davis		Security Deposit - 3/8/25 Fundraiser Dinner	Deposited
01/13/25			800.00	4,100.00		Brenda Duncan	Security Deposit - 1/14/25 Celebration of Life	Deposited
01/27/25	1007	800.00		3,300.00	Brenda Duncan		Deposit Refund	Cleared
02/14/25			1,500.00	4,800.00		Jose Gonzalez	Security Deposit - 5/10/25 First Comunion	



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

STANDING COMMITTEE – LILLARD HALL - MINUTES
February 5, 2025 at 10:15 AM

Location: Lillard Hall
24901 County Road 95
Davis, CA 95616

1. **Call the Meeting to Order** – by Chair Amy at 10:15 am. Present were: Commissioner/Committee Chair Emily Amy, Hall Manager Ned Sykes, and Cherie Rita, Administrative Assistant to the WPPFD Fire Chief. Commissioner Warren Roos was out of town.
2. **Public Comment** - NONE
3. **Discussion / Action – Kitchen Remodel report (Manager Sykes)**
 - a. **Update Report on Tenant Inspections** – The last of the inspections has not yet occurred. Manager Sykes will check in with the tenant for a progress report and will explain to the tenant the importance to the District for this inspection to be completed.
 - b. **Other Items – Finances** - Hall Manager Sykes was asked to make a spreadsheet showing the kitchen remodel expenses and confirming that he has a receipt copy for each. Commissioner Amy will begin to work on an Addendum 2 for the Lease to present to the tenant and the Board of Commissioners, codifying the total spent and the repayment schedule.
4. **Discussion / Action – Fund raising for maintenance / remodel (Chair Amy)**
 - a. **Spaghetti Feed Planning** (Manager Sykes) – Manager Sykes does not have the time to commit to the planning for the spaghetti feed. He suggested resurrecting the Community Picnic. After discussion, it was decided to put this item on hold and discuss it again at the March meeting.
5. **Discussion /Action - Rentals (Hall Manager Sykes)** – Had a memorial service in January, and Jenny is booked for February. Fly Fishers are booked for their annual dinner in March, waiting on paperwork. Hall Manager Sykes has received several queries, so far none have followed-up.
6. **Discussion / Action – Maintenance (Chair Amy)** – Water came in by west-facing doors near the south end of the building. Manager Sykes and Commissioner Amy will fill sandbags after the meeting to place outside the doors.
7. **Open Forum – Other Hall Business** - NONE

MINUTES - STANDING COMMITTEE – LILLARD HALL
February 5, 2025 at 10:15 AM
Page 2

8. **Calendar (Chair Amy)**
 - a. **The Next Lillard Hall Committee Meeting to be Determined** – The next meeting is tentatively set for March 5, 2025, at 10:15 am. Commissioner Amy to send a note to Commissioner Roos.
9. **Adjourn Meeting** – by Chair Amy at 10:38 AM.

Approved: February 18, 2025

EMILY AMY, Chair / Commissioner

CHERIE RITA, Interim Board Clerk

DRAFT

Filter statement

Filters **Alarm Date Range** 1/1/25 to 1/31/25 | **Is Locked** true | **Is Active** true

Fire Index - Incident Type Breakdown

This measure comes from the ESO Fire Index. See national performance at: <https://www.eso.com/resources/fire-index/>

Count of Total Incidents & Exposures

Count of Incidents
20
Count of Exposures **20**

Aid Given/Received

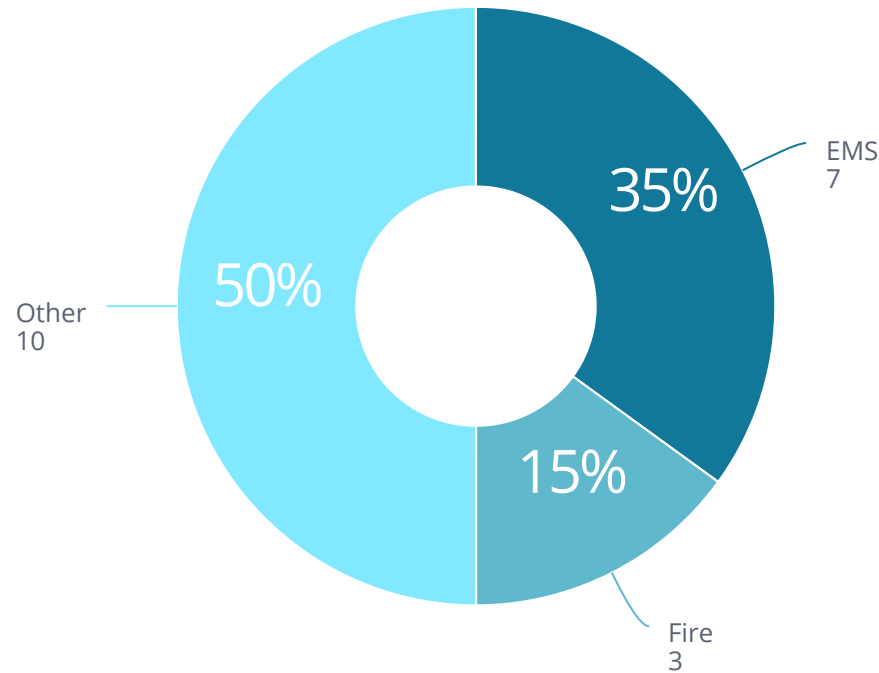
Aid Given
9
Aid Received **11**

2024 Fire Index - Incident Types Feb 13, 2025 4:01:16 PM Fire Incidents

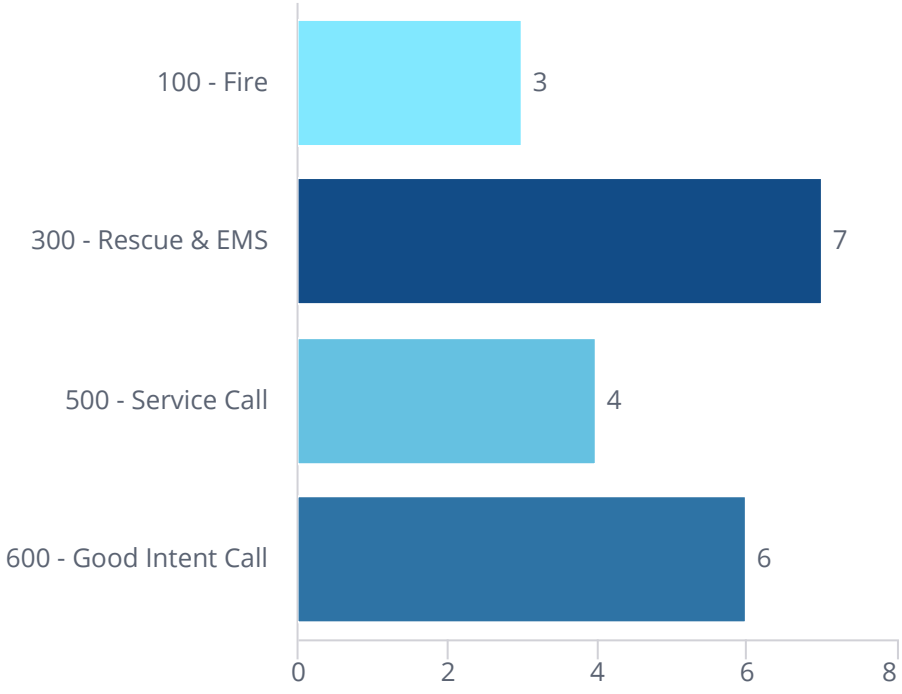
Filter statement

Filters **Alarm Date Range** 1/1/25 to 1/31/25 | **Is Locked** true | **Is Active** true

EMS/Fire Incident Breakdown



Count of Incidents by Incident Type



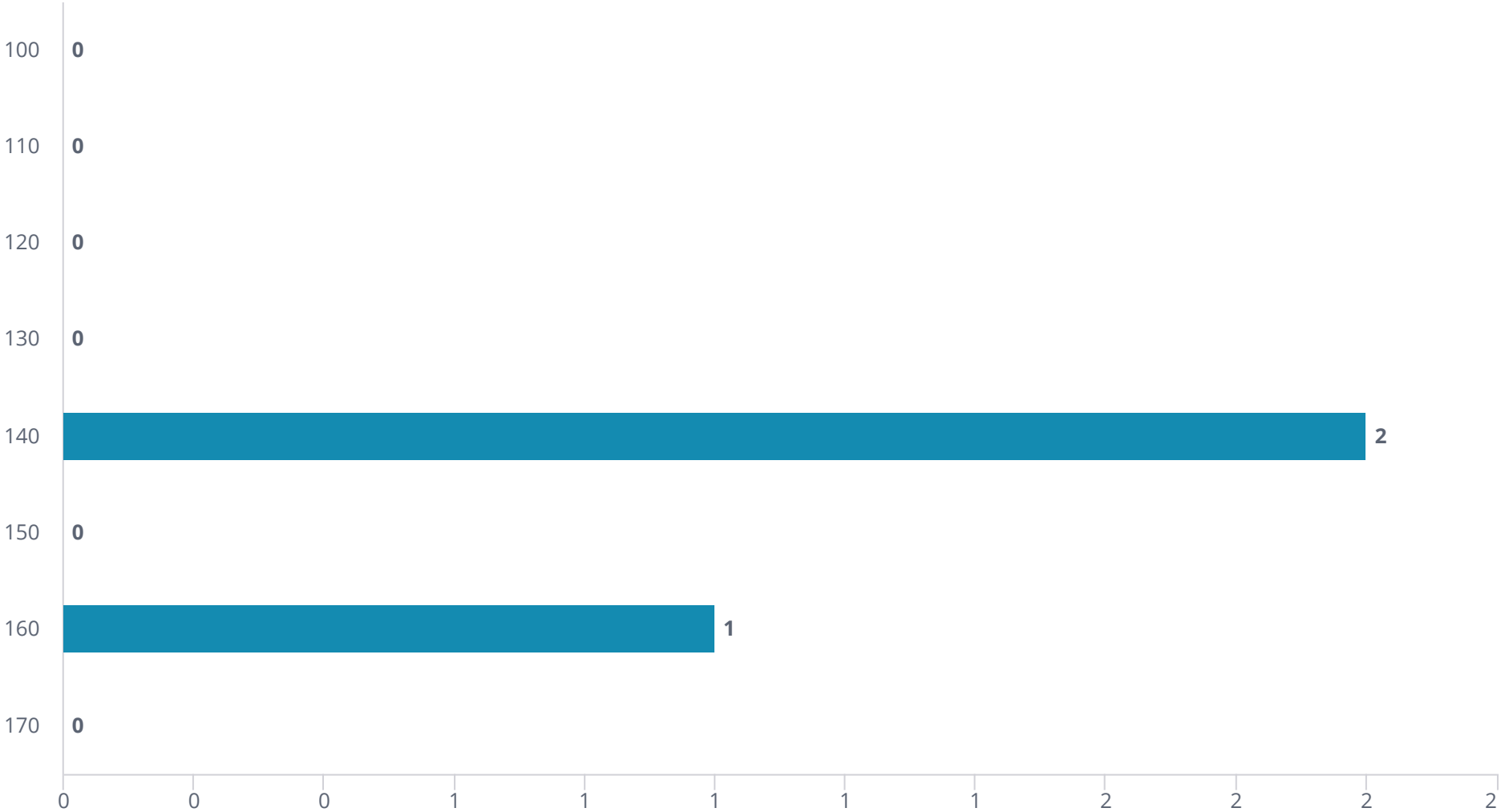
2024 Fire Index - Incident Types

Feb 13, 2025 4:01:16 PM [Fire Incidents](#)

Filter statement

Filters **Alarm Date Range** 1/1/25 to 1/31/25 | **Is Locked** true | **Is Active** true

Count of Fire Incidents by Type



2024 Fire Index - Incident Types Feb 13, 2025 4:01:16 PM [Fire Incidents](#)

Filter statement

Filters **Alarm Date Range** 1/1/25 to 1/31/25 | **Is Locked** true | **Is Active** true

Incident Details

Incident Number	Time in Alarm DateTime	Incident Type Group	Incident Type Code	Incident Type
WPL2500001	01/02/2025 17:35:23	300 - Rescue & EMS	311	Medical assist, assist EMS crew
WPL2500002	01/03/2025 13:36:03	300 - Rescue & EMS	311	Medical assist, assist EMS crew
WPL2500003	01/08/2025 12:41:59	100 - Fire	142	Brush or brush-and-grass mixture fire
WPL2500004	01/11/2025 06:19:59	500 - Service Call	571	Cover assignment, standby, moveup
WPL2500006	01/14/2025 08:15:41	600 - Good Intent Call	650	Steam, other gas mistaken for smoke, o
WPL2500007	01/14/2025 18:00:24	600 - Good Intent Call	611	Dispatched & canceled en route
WPL2500008	01/14/2025 21:29:29	500 - Service Call	551	Assist police or other governmental age
WPL2500009	01/18/2025 19:29:07	500 - Service Call	500	Service Call, other
WPL2500010	01/19/2025 15:15:54	100 - Fire	161	Outside storage fire
WPL2500011	01/20/2025 20:31:35	300 - Rescue & EMS	321	EMS call, excluding vehicle accident with
WPL2500012	01/21/2025 16:10:14	600 - Good Intent Call	611	Dispatched & canceled en route
WPL2500013	01/22/2025 08:09:46	300 - Rescue & EMS	321	EMS call, excluding vehicle accident with
WPL2500015	01/24/2025 11:07:22	600 - Good Intent Call	611	Dispatched & canceled en route
WPL2500016	01/25/2025 15:21:55	300 - Rescue & EMS	322	Motor vehicle accident with injuries
WPL2500017	01/25/2025 18:11:04	600 - Good Intent Call	611	Dispatched & canceled en route
WPL2500018	01/26/2025 11:19:03	300 - Rescue & EMS	321	EMS call, excluding vehicle accident with
WPL2500019	01/27/2025 08:28:05	600 - Good Intent Call	611	Dispatched & canceled en route
WPL2500020	01/28/2025 09:05:30	500 - Service Call	550	Public service assistance, other
WPL2500021	01/28/2025 15:21:53	100 - Fire	140	Natural vegetation fire, other
WPL2500022	01/30/2025 16:58:05	300 - Rescue & EMS	322	Motor vehicle accident with injuries

Fire Resources - Personnel and Units (call volume)

Feb 13, 2025 3:59:05 PM [Fire Incidents](#)

Filter statement

Filters **Alarm Date Range** 1/1/25 to 1/31/25 | **Is Locked** true | **Is Active** true

Fire Resources - Personnel and Units

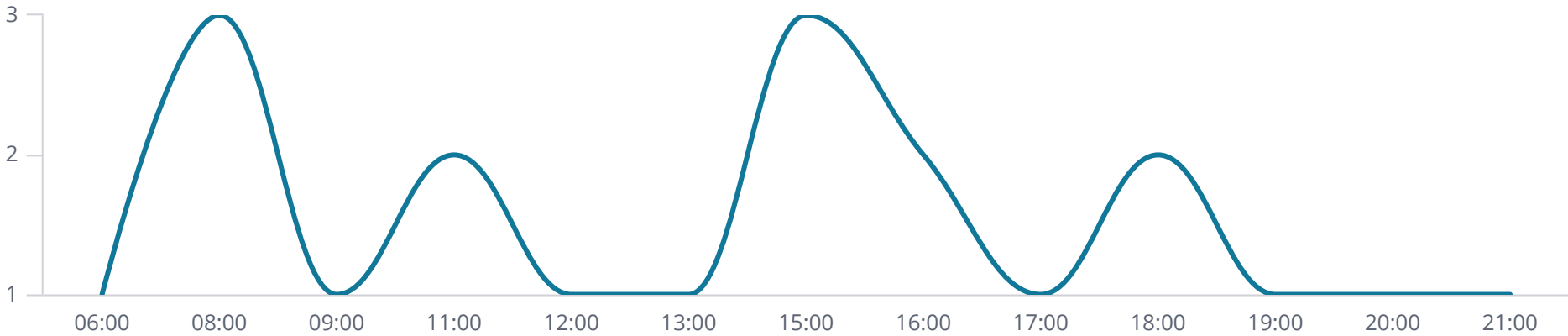
Total Incidents

Count of Incidents
20

Average Time On Scene

Average Time On Scene
78m:06s

Call Volume over Time



Fire Resources - Personnel and Units (call volume)

Feb 13, 2025 3:59:05 PM [Fire Incidents](#)

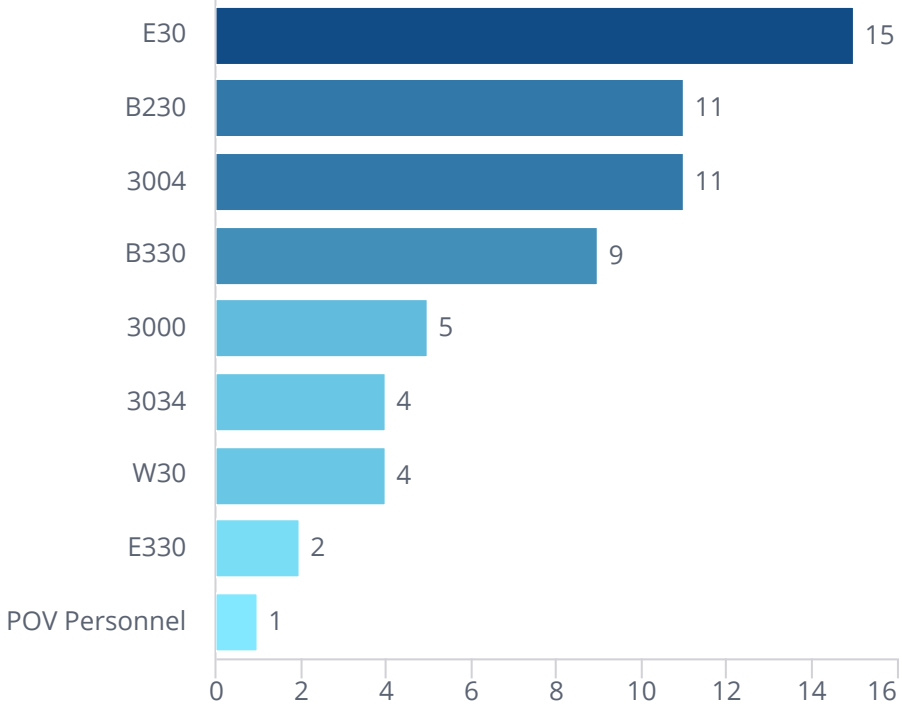
Filter statement

Filters **Alarm Date Range** 1/1/25 to 1/31/25 | **Is Locked** true | **Is Active** true

Breakdown of Calls by Unit

Unit Name	Percentage of Calls	Average Time at Scene
3000	25.00%	35m:31s
3004	55.00%	28m:47s
3034	20.00%	60m:07s
B230	55.00%	16m:49s
B330	45.00%	27m:23s
E30	75.00%	43m:37s
E330	10.00%	23m:51s
POV Personnel	5.00%	21m:30s
W30	20.00%	74m:33s
Grand Total	100.00%	33m:14s

Count of Calls by Unit



Fire Resources - Personnel and Units (call volume)

Feb 13, 2025 3:59:05 PM [Fire Incidents](#)

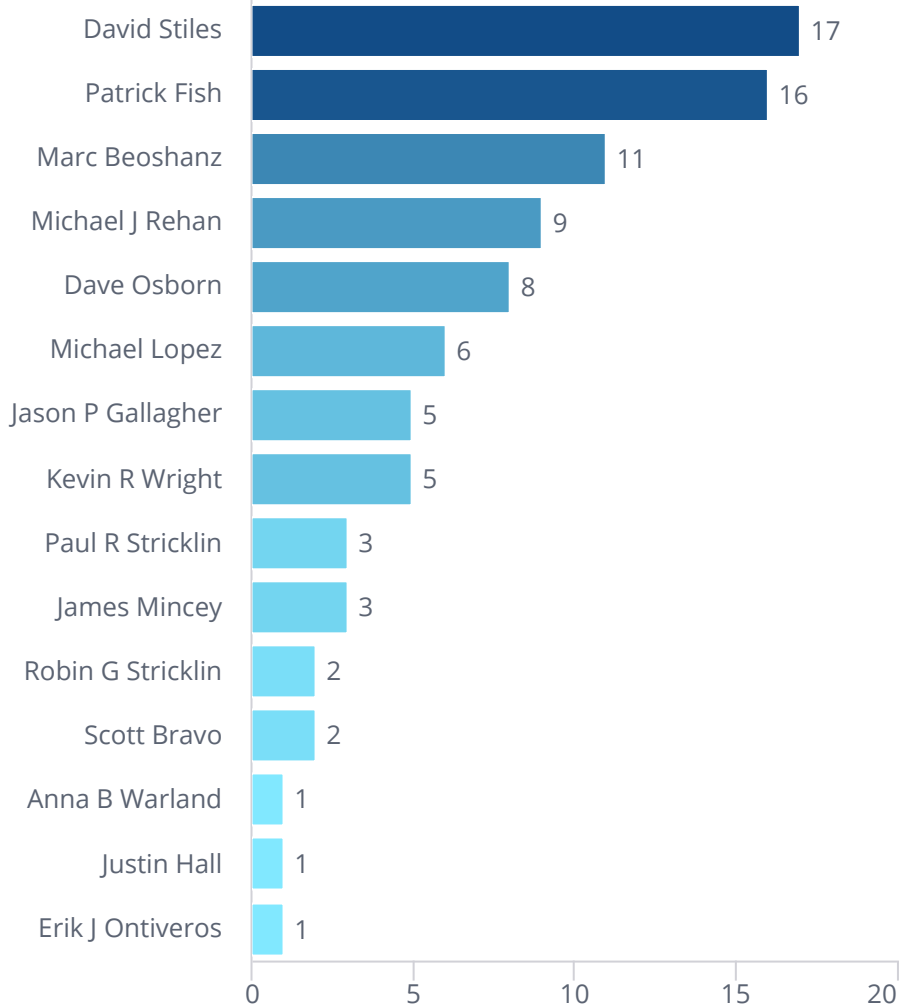
Filter statement

Filters **Alarm Date Range** 1/1/25 to 1/31/25 | **Is Locked** true | **Is Active** true

Percentage of Calls by Personnel

Unit Personnel Name	Percentage of Calls
Anna B Warland	5.00%
Dave Osborn	40.00%
David Stiles	85.00%
Erik J Ontiveros	5.00%
James Mincey	15.00%
Jason P Gallagher	25.00%
Justin Hall	5.00%
Kevin R Wright	25.00%
Marc Beoshanz	55.00%
Michael J Rehan	45.00%
Michael Lopez	30.00%
Patrick Fish	80.00%
Paul R Stricklin	15.00%
Robin G Stricklin	10.00%
Scott Bravo	10.00%
Percentage of Calls	100.00%

Breakdown of Calls by Personnel





WPFPD Clerk <clerk@westplainfieldfire.gov>

Commissioner McMullen Retirement

1 message

James McMullen <jmcmullen@westplainfieldfire.gov>

Fri, Jan 31, 2025 at 3:32 PM

To: Chief WPL <chief@westplainfieldfire.gov>, WPFPD Clerk <clerk@westplainfieldfire.gov>, Board <board@westplainfieldfire.gov>, David Stiles <dstiles@westplainfieldfire.gov>, Marc Beoshanz <mbeoshanz@westplainfieldfire.gov>

Dear Board and Department Members,

I am writing to announce my retirement from the West Plainfield Fire Protection District upon the expiration of my term on March 1, 2025. After 26 years of service to the district, I have decided not to seek another term and will be retiring from the district.

It has been my honor to serve our community alongside dedicated professionals such as yourselves. I am deeply grateful for the experience, camaraderie and shared commitment to public safety that I have been privileged to enjoy being a part of over the years. The improvements we have accomplished together has been incredibly meaningful and I sincerely appreciate the support and collaboration of both the board and department members.

I extend my best wishes to all of you as you continue your important accomplishments in serving our district. Should any of you wish to reach out to me after my retirement from our board, please feel free to do so.

Thank you once again and all the best to you all.

James McMullen

President/Commissioner

West Plainfield Fire Protection District
24901 County Road 95
Davis, CA 95616

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

Acct #	Account Name	Adopted	P7	% of Adopted
400100	PROPERTY TAXES - CURRENT SECURED	366,700.00	382,842.14	104.4%
400101	PROPERTY TAXES - CURRENT UNSECURED	27,700.00	23,652.48	85.4%
400111	PROPERTY TAXES - PRIOR UNSECURED	400.00	302.10	75.5%
403100	INVESTMENT EARNINGS - POOL	500.00	9,177.22	1835.4% *
410250	STATE - HOMEOWNERS PROPERTY TAX RELIEF		805.40	10.3%
410900	STATE - OTHER		53,735.99	629.1%
430022	OTHER COUNTIES & CITIES - YOLO	127,810.00	45,442.38	35.6%
440003	SPECIAL ASSESSMENT	242,452.00	243,569.22	100.5%
440600	OTHER CHRGS FOR SERVICES - FIREFIGHTERS / OTHER		11,580.28	147.7%
440690	OTHER CHRGS FOR SERVICES		191.20	2.4%
450307	OTHER MISC - CONTRIBUTION/GRANTS-NONGOV		822.00	10.5%
450900	OTHER MISC REVENUES	18,300.00	349.26	1.9%
	Total Estimated Revenue	783,862.00	772,469.67	98.5%
	Estimated Fund Balance Available	155,755.00	157,142.84	100.9%
	TOTAL FINANCING SOURCES	939,617.00	929,612.51	98.9%

Acct #	Account Name	Adopted	P7	% of Adopted
500100	REGULAR EMPLOYEES	361,456.00	204,305.54	56.5%
500110	EXTRA HELP	64,638.00	21,898.74	33.9%
500120	OVERTIME	27,385.00	58,099.57	212.2%
501110	SOCIAL SECURITY TAX	29,476.00	17,625.99	59.8%
501120	MEDICARE TAX	6,802.00	4,122.24	60.6%
501170	UNEMPLOYMENT INSURANCE	4,535.00	1,846.28	40.7%
501180	WORKER'S COMPENSATION INSURANCE	51,137.00	51,371.00	100.5%
501190	OTHER EMPLOYEE BENEFITS	32,800.00	7,659.95	23.4%
510010	CLOTHING & PERSONAL SUPPLIES	50,454.00	32,181.83	63.8%
510012	AGRICULTURAL SUPPLIES	400.00		0.0%
510020	COMMUNICATIONS	3,482.00	1,163.30	33.4%
510030	FOOD	400.00		0.0%
510040	HOUSEHOLD EXPENSE	9,805.00	14,274.62	145.6%
510051	INSURANCE - PUBLIC LIABILITY		9,025.00	
510053	INSURANCE - OTHER	27,243.00	16,757.95	94.6%
510070	MAINTENANCE - EQUIPMENT	29,643.00	3,171.06	10.7%
510071	MAINTENANCE - BULDGS & IMPROVEMENTS	45,786.00	26,026.39	56.8%
510080	MEDICAL, DENTAL & LAB SUPPLIES	2,000.00	270.71	13.5%
510090	MEMBERSHIPS	2,625.00	250.00	9.5%
510102	MISC EXPENSE - CREDIT CARD SERVICE CHARG	20.00	23.76	118.8%
510110	OFFICE EXPENSE	2,000.00		0.0%
510111	OFFICE EXPENSE - POSTAGE	500.00		0.0%
510112	OFFICE EXPENSE - PRINTING	500.00	328.57	65.7%
510160	PUBLICATIONS & LEGAL NOTICES	500.00	95.90	19.2%
510170	RENTS & LEASES - EQUIPMENT	1,440.00	1,192.86	82.8%
510180	TRAINING	2,000.00	1,100.00	55.0%
510190	MINOR EQUIPMENT	9,052.00	2,380.99	26.3%
510201	TRANSPORTATION & TRAVEL - FUEL	12,000.00	5,027.59	41.9%
510220	UTILITIES	11,677.00	8,188.52	70.1%
510251	PROF & SPEC SVC - AUDITING & ACCOUNTING	400.00	200.00	50.0%
510252	PROF & SPEC SVC - INFORMATION TECH SERVIC	15,890.00	8,439.53	53.1%
510254	PROF & SPCE SVC - FISCAL AGENT FEES		204.05	2.4%
510255	PROF & SPEC SVC - MEDICAL, DENTAL & LAB	4,350.00	1,727.00	39.7%
510275	PROF & SPEC SVC - OTHER	6,950.00	6,223.57	89.5%
510288	SPEC DEPT EXPENSE - OTHER		391.00	4.6%
530021	BUILDINGS & IMPROVEMENTS		13,126.66	153.7%
530070	EQUIPMENT	17,000.00	76,120.65	447.8%
590100	APPROPRIATIONS FOR CONTINGENCY	19,873.00	0.00	0.0%
	Total Appropriations	854,219.00	594,820.82	69.6%
	Additions to Capital Asset Replacement Reserve	81,398.00		
	Additions to WPPFD - QSEHRA Reserve	4,000.00		
	TOTAL FINANCING USES	939,617.00	% of FY	58.3%

301005	FUND BALANCE-NONSPEND-PREPAID EXPENSE	(5,208.72)
304001	FUND BALANCE-ASSIGNED-CAPITAL ASSET REPLACEMENT	(210,289.95) **
304002	FUND BALANCE-ASSIGNED-ACCRUED LEAVE	(18,909.66) **
304003	FUND BALANCE-ASSIGNED-GENERAL RESERVE	(159,825.00)
309999	UNASSIGNED	(342,784.19)
403199	GASB 31 FAIR MARKET VALUE - DFS ONLY	(8,731.00)

* Received note from County regarding issue with this account; no idea how it impacts this number

** These entries have not yet been corrected

WEST PLAINFIELD FIRE PROTECTION DISTRICT

24901 County Road 95, Davis, CA 95616

(530) 756-0212

DATED: February 18, 2025
TO: Board of Fire Commissioners
FROM: Budget & Benefits Committee Chair Commissioner Beth Stiles
Interim Clerk Cherie Rita
SUBJECT: Deposits FYE 2025 To Date - Informational

GL Acct(s)	Deposit Date	Details	Amount
450307	07/26/24	Grant Reimburse - PRISM / YCPARMIA	822.00
440600	08/14/24	Fire Recovery USA 1528171	349.44
450900	08/23/24	Cal Card Rebate FYE 2024 Q4	196.74
Various	09/06/24	LH - Reimb PGE 07/15/24 PPE 06/29/24 07/13/24 07/27/24	1,154.52
510040	09/20/24	Quill Refund - Overpayment	80.11
410900	10/02/24	Strike Team - Sites (labor, equipment, admin surcharge)	10,231.34
410900	10/02/24	CA VFC 7GF23126	5,028.61
Various	10/11/24	LH - Reimb PGE 08/10/24 09/12/24 PPE 08/10/24 08/24/24 09/07/24	1,555.76
440600	10/16/24	Fire Recovery USA 1720380	469.56
Various	11/08/24	LH - Reimb PGE 10/12/24 PPE 09/21/24 10/05/24 10/19/24	972.48
440600	11/18/24	Fire Recovery USA 1720355 1649275	650.52
440690	11/18/24	Coopers LLP - Document Production	11.20
430022	11/18/24	PO5259 (Well Generator) - Reimburse Contractor	12,668.00
430022	11/18/24	PO5259 (Well Generator) - Reimburse Misc - Final	821.88
430022	11/20/24	Fire Sustainability Q1 FYE 2025	31,952.50
440690	12/04/24	Permit BR24-239 - New SFD	180.00
410900	12/09/24	Strike Team - Park (labor, admin surcharge)	17,165.65
410900	12/09/24	Cal Card Rebate FYE 2025 Q1	152.52
440600	12/16/24	Fire Recovery USA 1775045 1775076	1,006.20
Misc	12/16/24	LH - Reimburse PGE 11/12/24 PPE 11/02/24 11/16/24	732.90
440600	01/03/25	Airport - FYE 24 Period 1 Period 2	8,635.00
Misc	01/03/25	LH - Reimburse PGE 12/17/24 PPE 11/30/24 12/14/24	895.08
410900	01/03/25	Strike Team - Point (labor, equipment, admin surcharge)	519.82
410900	01/03/25	Strike Team - Boone (labor, admin surcharge)	5,608.13
440600	01/17/25	Fire Recovery USA 1775128	469.56
510010	01/17/25	LN Curtis Refund (INV805093 and INV804547)	29.93
410900	01/23/25	Strike Team - Line (labor, admin surcharge, equipment)	15,182.44
Misc	02/07/25	LH - Reimburse PGE 01/13/25 PPE 12/28/24 01/11/25	404.72
440600	02/13/25	Fire Recovery USA 1785270 and 1720441	2,079.40
440600	02/13/25	Airport - FYE 25 Period 1	2,391.60
430022	02/13/25	Fire Sustainability Q2 FYE 2025	31,952.50

Grant Reimbursements	19,340.49
Airport	11,026.60
Fire Recovery	5,024.68
Lillard Hall	5,715.46
Strike Team	48,707.38
Cal Card Rebates	349.26
Fire Sustainability - Yolo County	63,905.00
Permit Fees	180.00
Other	121.24
	<u>\$154,370.11</u>

WEST PLAINFIELD FIRE PROTECTION DISTRICT

24901 County Road 95, Davis, CA 95616

(530) 756-0212

DATED: February 18, 2025
TO: Board of Fire Commissioners
FROM: Budget & Benefits Committee Chair Commissioner Beth Stiles
 Interim Board Clerk Cherie Rita
SUBJECT: Bills Paid Since Last Report - For Board Ratification

GL Acct	Vendor	Invoice Date	Purpose	Total	Details
510040 - Quill LLC		01/15/25	Supplies - Household	15.00	Cleaning supplies
510040 - Quill LLC		01/15/25	Supplies - Household	23.73	Cleaning supplies
510040 - Quill LLC		01/15/25	Supplies - Household	132.04	Paper products, toiletries, garbage bags, cleaning
510070 - Failsafe Testing LLC		01/21/25	Maintenance - Equipment	1,394.20	Ladders (annual)
510070 - LN Curtis & Sons		01/17/25	Maintenance - Equipment	89.74	PPE (Warland - DRD)
510070 - The Radio Guys		01/17/25	Maintenance - Equipment	475.52	Radio (BK)
510170 - LEAF		01/21/25	Lease - Equipment	118.64	Copier 01/25
510251 - Mark Krummenacker		01/20/25	Professional Services - Other	200.00	SCO Financial Report (FYE 2024)
510275 - CALPERS		01/24/25	Fee - Other	110.00	Social Security Fee (annual)
510080 - Airgas		01/03/25	Supplies - Medical / EMS	94.69	Oxygen (2 cylinders)
				2,653.56	TOTAL NON US BANK SUBMITTED FOR PAYMENT

GL Acct	Vendor	Invoice Date	Purpose	Total	Details
510010 - Entenmann-Rovin Co.		10/16/24	Clothing - Station Wear	282.23	Badge (Stiles D and Rehan M)
510010 - Witmer Public Safety Group		02/03/25	Clothing - PPE Structure	184.94	Helmet Fronts (Stiles D and Beoshanz M)
510020 - T-Mobile		12/21/24	IT - Internet / Data / Subscriptions	141.68	11/21/24 - 12/20/24
510040 - Recology Davis		10/31/24	Expense - Household	348.49	10/24
510040 - Recology Davis		11/30/24	Expense - Household	410.87	11/24
510040 - Recology Davis		01/31/25	Expense - Household	431.47	01/25
510040 - Recology Davis		12/30/24	Expense - Household	410.87	12/24
510070 - Grainger		01/21/25	Equipment / Tools / Parts - Minor & Other	257.51	Small tools (50-1 fuel)
510070 - Ron Dupratt Ford		01/20/25	Maintenance - Apparatus	157.71	B30 (annual)
510070 - Ron Dupratt Ford		01/20/25	Maintenance - Apparatus	157.71	B330 (annual)
510070 - Ron Dupratt Ford		01/20/25	Maintenance - Apparatus	157.71	U30 (annual)
510070 - Ron Dupratt Ford		01/20/25	Maintenance - Apparatus	196.61	B230 (annual)
510070 - Wizix		02/03/25	Maintenance - Equipment	65.56	Copier (color coverage 129)
510102 - PG&E		01/13/25	Fee - Credit Card	0.67	12/06/24 - 01/06/25
510102 - PG&E		01/13/25	Fee - Credit Card - Lillard Hall	0.68	12/06/24 - 01/06/25
510102 - Vonage		02/05/25	Communications	15.69	01/05/25 - 02/05/25
510220 - PG&E		01/13/25	Utilities - PGE	896.91	12/06/24 - 01/06/25
510220 - PG&E		01/13/25	Utilities - PGE - Lillard Hall	304.72	12/06/24 - 01/06/25
510252 - Adobe		02/08/25	IT - Internet / Data / Subscriptions	19.99	02/08/25 - 03/07/25
510252 - Google		01/31/25	IT - Internet / Data / Subscriptions	275.99	01/01/25 - 01/31/25
510252 - Starlink		02/02/25	IT - Internet / Data / Subscriptions	120.00	02/02/25 - 03/02/25
				4,838.01	US BANK STMT DATED 02/13/2025 - SUBMITTED



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

MINUTES BOARD OF COMMISSIONERS – REGULAR MEETING January 21, 2025, 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 (President McMullen)**

President McMullen called the meeting to order at 7:00 PM.

Interim Clerk Rita established that a quorum was present. Present were:

Commissioners: James McMullen, Warren Roos, Beth Stiles, and John Lindsey

Absent: Commissioner Emily Amy

Staff: Fire Chief David Stiles, Fire Captain Patrick Fish, Volunteer Firefighters Association President Jon Lee, and Interim Board Clerk Cherie Rita

Online: Retired West Plainfield Fire Department Fire Captain Tom Stiles and unidentified individual signed in as “Guest iPad”

2. **Public Comment**

NONE

3. **Old Business**

a. **Consider Exemptions to Incident Cost Recovery (Chief Stiles)**

This item came back on the Agenda for a final determination of whether the District would consider any exemptions to the incident cost recovery program. Commissioners Roos, Stiles, and Lindsey all expressed no desire to allow exemptions.

Motion: Not to allow any exemptions to collection of costs as outlined in the District's cost recovery program
By: Commissioner Stiles
Second: Commissioner Roos
Discussion: No further
Motion approved unanimously.

4. New Business

a. Discussion / Action – Update Individuals Who are Authorized to Approve Various Financial Transactions with Yolo County Department of Financial Services For Fiscal Year 2024-2025 (Special Districts and Other Agencies Authorization Form – FY 2024-2025) (Interim Clerk Rita)

Interim Clerk Rita noted that this document needed to be updated with respect to all the position changes, including removal of Kytiana Sayer-Peterson, the prior Board Clerk.

Motion: To update the Special Districts and Other Agencies Authorization Form – FY 2024-2025 as presented
By: Commissioner Roos
Second: Commissioner Stiles
Discussion: None
Motion passed unanimously.

b. Discussion / Action – Standing Committee – Reports and Minutes

i. Lillard Hall Committee – Amy, Roos

1. Hall Manager Report

Commissioner Roos noted that there has been no committee meeting in January.

Commissioner Roos asked if anyone had questions about the reports; there were no questions.

ii. Budget and Benefits Committee – Stiles, Lindsey

1. Approve Pay-per-Call/Stipend Increase for Volunteer Firefighters, effective as of January 1, 2025, as follows:

a. Non-Driver/Operator from \$16.00 to \$16.50

b. Driver/Operator from \$17.00 to \$17.50

Motion: To increase the pay-per-call/stipend for volunteer firefighters, effective as of January 1, 2025, from \$16.00 to \$16.50 for non-drivers and from \$17.00 to \$17.50 for drivers.

By: Commissioner Stiles
Second: Commissioner Roos

Discussion: Fire Chief Stiles noted that this was driven by the increase in California's minimum wage; Interim Clerk Rita noted that this increase had been included in the adopted FYE 2025 budget.

Motion passed unanimously.

2. Approve Hiring Mark Krummenacker to Perform Audit(s) of the District's General Ledgers each Fiscal Year (Chief Stiles)

Fire Chief Stiles noted that it had been discovered that the County did not allocate funds properly to the capital asset replacement and deferred benefits reserve fund accounts. In addition, during preparation of the SCO report, Mark Krummenacker had noted several other reporting errors, some made by the County, some by the District. He noted that it would be beneficial, especially during his first year, for the District to have Mr. Krummenacker perform at least one, and maybe two, audits: after the fiscal year end closes and perhaps after period six of the new fiscal year closes. Finally, Fire Chief Stiles noted that it would be beneficial to show the reserve fund balances on the monthly reports provided to the Board.

Motion: To hire Mark Krummenacker to audit the District's ledgers twice per year

By: Commissioner Roos

Second: Commissioner Lindsey

Discussion: No further discussion

Motion passed unanimously.

Chief Stiles reported he will work with staff and Mr. Krummenacker regarding the best timing for the second review, noting that perhaps the SCO financial report preparation could coincide with one of them.

3. Approval of January 9, 2025, Meeting Minutes

Motion: To approve the January 9, 2025, meeting minutes as presented

By: Commissioner Stiles

Second: Commissioner Lindsey

Discussion: None

Motion passed unanimously.

5. Fire Chief's Report (Chief Stiles)

a. Staffing Update

Chief Stiles reported that the notice regarding the promotional opportunity for the open Assistant Chief of Operations position was sent out, that one application had been received, and that Marc Beoshanz was promoted into that position. He further reported that the assignment opportunity for the position of Administrative Assistant to the Fire Chief had been sent out, that one application had been received, and that he would be meeting with the applicant soon. Finally, he reported that he would work on filling the now open Battalion Chief – Volunteer position after he returns from vacation.

b. Incidents for December 2024

There were no questions about this report.

c. Trial Balance – FYE 2025 – Period 6 – Closed

Chief Stiles noted that the salaries and benefits accounts may end up out-of-balance due to staff turnover and how staff payroll was previously categorized in the payroll system. Otherwise, the other account balances were as he would expect them to be at this period of the fiscal year.

d. Public Information Request Update

Nothing new to report regarding this item. For now, this item will remain on the Agenda.

In addition to the above, Fire Chief Stiles reported that:

- The radios to be purchased under the VFC grant have been ordered, but he has yet to receive shipping confirmation.
- The quarterly progress report for the OTS grant is ready to be submitted and that the financial reporting and reimbursement claim will be completed next quarter.
- The semi-annual progress reports due for the FEMA SAFER grant have been ongoing, but no financial reporting has been completed yet. He reported he is in the process of preparing a financial report, including reimbursement request, for submission by the end of this month.
- Several emails have been misdirected regarding different items due from the Department, including our annual hazardous materials business plan annual report, which has since been submitted.
- The new ESO/RMS system is live and transfer of data between the new and old systems is ongoing. He reported that we would be adding a staffing module to the new system to improve scheduling; he noted that we are currently using the Google calendar, which is subject to, and has experienced recent, corruption of the staffing data. The cost to

add this module will be prorated for the remainder of the current contract.

- Annual ladder testing has been completed and they all passed.
- Apparatus annual maintenance has started and should be completed by the end of February.
- The semi-annual airport billing was completed and submitted for payment.
- Chief Stiles advised that staff will be looking into ways to reduce energy consumption: LED lighting, a mini-split heating and cooling option instead of the current HVAC system, etc. His hope is that we can reduce energy consumption to a level that would require fewer solar panels, which the District could install themselves with the help of an electrician and one of the District residents that has a solar energy installation company.

6. Assistant Chief's Report (AC Beoshanz)

Chief Stiles noted that Assistant Chief Beoshanz has been in the position only a week and had nothing to report yet.

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

President Lee reported that the Association had several functions coming up:

- Pinning ceremony for Fire Chief Stiles, Assistant Chief of Operations Marc Beoshanz, and Fire Caption Michael Rehan, all on January 31, 2025
- Annual Pancake Breakfast on March 2, 2025
- Flea Market on April 12, 2025

President Lee noted that the group is widely advertising the pinning ceremony in the event any District resident might want to attend and meet the new Fire Chief.

Regarding the Flea Market, President Lee reported that in addition to the pet adoption opportunity, the Association is considering raffle prizes and is looking for other opportunities to raise funds, such as adding a chance to participate in a round or two of cow patty bingo.

8. Interim Board Clerk's Report

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

Motion: To ratify payment of the District's bills as presented

By: Commissioner Stiles

Second: Commissioner Lindsey

Discussion: None

Motion approved unanimously.

b. Discussion / Action - Approval of December 17, 2024, Regular Board Meeting Minutes

Commissioner McMullen pointed out an error on Page 1 of the draft minutes: Assistant Chief Stiles was mentioned twice in Item 1. Interim Clerk Rita noted that the second mention of Assistant Chief Stiles should have instead been noting that Fire Captain Patrick Fish was present at the meeting.

Commissioner Stiles pointed out that at Item 7 in the draft minutes President Lee was referred to as “Present Lee” and should be corrected.

Motion: Approve the December 17, 2024, regular Board minutes with corrections noted
By: Commissioner Lindsey
Second: Commissioner Roos
Discussion: No further discussion
Motion passed unanimously.

9. Open Forum

Commissioner Roos asked for an update on development impact fee consideration and adoption. Chief Stiles reported that there is nothing new to report as he has been extremely busy with the transition. He plans to ask Assistant Chief Beoshanz to work on it.

Commissioner Roos then asked about the possibility of becoming a recognized training center that might provide some additional funds to the District. Chief Stiles replied that it is a costly and time-consuming endeavor and not something he would recommend. He suggested that an association with one of the junior colleges would be a better option, if pursued at all, similar to what the city departments’ training consortium has done.

Commissioner Roos lamented on his inability to find additional funding opportunities for the District and reported that he had made some headway with the solar project, but then had lost ground on that project.

Commissioner Lindsey suggested that the Board consider a rotation of Board positions, perhaps on a quarterly basis, so that members gain additional knowledge of the positions and so that no one member is overburdened in the long-term.

10. Next regular Board meeting on February 18, 2025, unless another date is agreed upon

The next regular Board meeting will be on February 18, 2025. Commissioner Roos and Fire Chief Stiles both reported they will not be in attendance.

Board Meeting – Regular - Minutes
January 21, 2025
Page 7

11. Meeting Adjourned (President McMullen)

Motion: Adjourn the meeting
By: Commissioner Stiles
Second: Commissioner Roos
Discussion: None
Motion passed unanimously.

Meeting adjourned at 7:44 PM.

Approved: February 18, 2025

JAMES McMULLEN, President

CHERIE RITA, Interim Board Clerk

DRAFT