



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

**BOARD OF COMMISSIONERS – REGULAR MEETING – MINUTES
April 18, 2023 at 7:00 PM**

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

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

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

Present were:

Commissioners: James McMullen, Emily Amy, Beth Stiles and Warren Roos

Department Members: Chief Cherie Rita, Assistant Chief David Stiles, Captain David Osborn, Captain Patrick Fish, Firefighter and Association President Jon Lee, Hall Manager Ned Sykes, Board Clerk Carly Hall

Guest: Jeanette Hynson from SCI Consulting Group

Joined via Zoom: Marc Beoshanz and Garret Beoshanz

2. Introduction and Welcome – New Board Member Warren Roos

President McMullen advised that Commissioner Guarino's term expired and introduced a new Board member, Warren Roos, that took office on April 18, 2023. Commissioner Roos provided a brief introduction of himself.

3. Public Comment

NONE

4. Old Business

a. Update – Weed Abatement (Chief Rita)

Chief Rita indicated she had been working with Jon Lee regarding a start date. Association President Lee advised he will start weed abatement assessments the first week of May. President McMullen thanked President Lee for volunteering. Commissioner Amy advised that she saw other districts publishing ads in the newspaper. Assistant Chief Stiles advised those publications are likely for resolutions.

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

Assistant Chief Stiles advised the County Board voted today, 3-2, to budget \$1.5 million to provide funds to those fire districts that successfully pass their ballot measure, thus allowing the districts to reduce the amount requested from their residents. The Board of Supervisors further instructed their staff to report back about where the monies might come from: cannabis, general funds, 172 funds. President McMullen asked about other county departments also requesting funding. Assistant Chief Stiles advised it shouldn't affect the Sheriff, but County staff are the ones who will make the recommendation. The funding will provide our district with approximately \$127,800 for Fiscal Year 2023/24. Commissioner Roos asked when we would receive 218 funds and Assistant Chief Stiles advised whenever taxes are collected in the upcoming property tax year.

Chief Rita requested to move Item 6(b)ii(2) before Item 4(c) so that Jeanette Hynson could make her presentation and leave. No Board members opposed it, so President McMullen approved moving the item.

c. Update and Discussion / Action – Election of Board Officer (President McMullen)

This item was heard after Item 6(b)ii(1).

President McMullen advised that Commissioner Stiles requested to hold an election of Board President and Vice President. He asked her if she would still like to move forward with a motion, and she advised she would.

Motion: Hold an election of Board officer roles, specifically the President and Vice President.

Motion By: Stiles

Second By: None

Vote: None

Motion died due to lack of a second.

5. Lillard Hall

a. Manager Report (Hall Manager Sykes)

Hall Manager Sykes provided an update on his ongoing projects and current rental agreements. He advised he is getting quotes for outdoor lighting. Commissioner Stiles advised that the repairs look great. Commissioner Roos questioned why the dumpster is so expensive. Hall Manager Sykes advised he already discussed a less expensive option with Recology, but there isn't one. Commissioner Amy questioned if there is a recycling container and Hall Manager Sykes advised there isn't currently one, but he will look into getting one.

6. New Business

a. Discussion / Action – Volunteer Applications (Chief Rita)

i. Lindsey Phillips – Administration Assistant

Chief Rita advised that there were no new volunteer firefighter applications, but did receive a volunteer application from a district resident: to serve as an administration assistant. She advised she would like the Board's approval to allow this type of volunteer. Commissioner Stiles added that part of the survey responses included having non-physical volunteer positions.

Motion: Approve Lindsey Phillips as a volunteer administration assistant.

Motion By: Amy

Second By: Stiles

Vote: Approved unanimously.

Chief Rita added that the last volunteer they met, Juan Valencia, is not able to volunteer right now, but will likely join again in a few months.

b. Discussion / Action – Standing Committee Reports

i. Personnel Committee – Amy, Yeager

Commissioner Amy advised that they held Chief Rita's annual review on March 29 and interviewed to fill the Company Officer position on April 15, 2023. She advised they would like to bring forward a candidate to hire and had added a closed session to the meeting in case they were available to attend the Board meeting; he was unable to attend.

Chief Rita advised she would like to immediately start the hiring process if the Board will allow it. President McMullen confirmed that the Chief was requesting to hire the candidate before the next meeting on May 16, 2023. Chief Rita confirmed and provided some background information on the candidate while Commissioner Amy passed out his resume for the Board members to review.

1. Approval of March 29, 2023, Committee Meeting Minutes

2. Approval of April 15, 2023, Committee Meeting Minutes

Motion: Approve the March 29 and April 15, 2023, Committee Meeting Minutes.

Motion By: Amy

Second By: Stiles

Discussion: Commissioner Stiles seconded the motion but wanted to add a comment regarding Chief Rita's annual review: She requested that the Committee obtain input from Board members, volunteers,

and regular staff for the next review. Commissioner Amy advised that's not the review process and the Committee followed the agreed-upon review form provided by the District. President McMullen asked Commissioner Stiles if she wanted to amend the motion; she said she did not.

Vote (by roll call): President McMullen – Aye
Commissioner Amy – Aye
Commissioner Stiles – Aye
Commissioner Roos – Aye

3. Discussion / Action – Hire Recommended Candidate for Open Company Officer Position (Commissioner Amy)

Motion: Hire recommended candidate, David Bellerive, at the rank of Captain at a rate of \$20.00 per hour.

Motion By: Amy

Second By: Stiles

Vote: Approved unanimously.

Chief Rita advised she will start the hiring process and Commissioner Amy advised she will recommend the other candidates to the reserve program.

ii. District Funding and Development Committee – Yeager, Stiles

1. Approval of April 5, 2023, Committee Meeting Minutes

This item was heard after Item 6(b)ii(2) and before Item 4(c).

Motion: Approve April 5, 2023, Committee Meeting Minutes.

Motion By: Stiles

Second By: Amy

Vote: Approved unanimously.

2. Discussion / Action – Presentation by SCI and Potential Changes to Formula (Jeanette Hynson)

This item was heard after Item 4(b) and before Item 6(b)ii(1).

Jeanette Hynson from SCI presented the findings from the survey. She advised that the single-family households were very supportive, but only carry 17% of the weighted vote. She advised SCI recommends moving forward with the ballot measure for vote along with outreach to the large parcel owners. She also advised that they are re-evaluating the district parcels as some properties within the District don't receive services and that changes the weight of their vote.

Chief Rita asked if there was a code to identify single-family households and how many were there. Ms. Hynson advised SCI will make a note on the spreadsheet to identify those households and the calculations to help with outreach.

Chief Rita also advised that SCI has a rate calculation based on travel time for the District to review. Ms. Hynson provided the calculation in a handout, see attachment. She advised that the farther away the resident, the less benefit they receive from the District, so they would pay a lower premium. Commissioner Stiles advised it would seem that it costs the district more money to get to those farther away. Commissioner Amy advised it likely affects the resident's insurance premium. Assistant Chief Stile and President McMullen confirmed it is a factor in ISO rating and drives the insurance premium.

Chief Rita advised she does not recommend changing the formula. No action was taken by the Board.

iii. Lillard Hall Committee – Amy, Roos

Commissioner Amy advised the Committee met on April 3 and was presented with a proposal by Son Chong, owner of Common Grounds, a catering business. He would like to rent out the Lillard Hall kitchen for his business and will pay for all upgrades upfront as a loan, and the District would credit rent to pay back the loan. Commissioner Amy is requesting the Board's permission to allow the Committee to meet with Mr. Chong to discuss lease terms and upgrades as his deadline to move is quickly approaching.

Hall Manager Sykes advised he likes the idea of it as it's a way to upgrade the kitchen, but it would cost a lot of money. He also advised this is an income revenue that still allows other rentals. Commissioner Stiles questioned if it has an impact on the airport and Commissioner Amy advised they would need to discuss with County Counsel. Chief Rita advised it would go through the Board of Supervisors and she's already reached out to set up a meeting.

Association President Lee added there would need to be more rodent control and Hall Manager Sykes advised it would be part of the construction to pass a health inspection.

1. Approval of April 3, 2023, Committee Meeting Minutes

Motion: Approve April 3, 2023, Committee Meeting Minutes.

Motion By: Amy

Second By: Stiles

Vote: Approved unanimously.

2. Discussion / Action – Common Grounds’ Proposal

Motion: Approve the Committee to pursue a lease agreement and construction upgrades with Common Grounds.

Motion By: Amy

Second By: Roos

Vote: Approved unanimously.

3. Discussion / Action – Bathroom Remodels

Commissioner Amy advised the bathroom remodel proposal is not ready and will present it at the next meeting. Commissioner Stiles advised she met with Supervisor Frerichs and he advised the County may be able to assist with funding to make the bathrooms ADA compliant.

4. Discussion / Action – Adopt Changes to Use Policies

Commissioner Amy advised that the Committee made updates to the Lillard Hall Use/Rental Policies based on the recommendations made by the Board. She is checking with YCPARMIA regarding the Hall hiring a security guard on behalf of the renter, she’s still waiting on a response. She advised until then, the Hall Manager will provide a list of security companies to the renters.

Motion: Adopt changes to the Lillard Hall Use/Rental Policies.

Motion By: Amy

Second By: Roos

Discussion: President McMullen advised he would like to amend Item 12 to state West Plainfield Fire Protection District instead of Fire Department.

Commissioner Stiles advised she would like to amend Item 17 to ‘except Lillard Hall parking lot and County Road 95.’ Commissioner Amy said she would let the Hall Manager manage this issue rather than put too many details in the agreement.

Association President Lee asked if there would be any exceptions on the fees for district residents or meetings. After much discussion, Commissioner Amy advised they will come up with a fee exemption application.

Vote: Approved unanimously.

iv. Budget and Benefits Committee – Stiles, Roos

Commissioner Stiles advised that Commissioner Roos attended the meeting, not Commissioner Guarino as listed on the agenda. She advised that workers' compensation increased quite a bit and they would like to increase the wage for relief firefighters.

Chief Rita added that all insurance had an overall increase. She advised right now the officers receive a \$350.00 taxable benefit. The Committee researched non-taxable plans and since most staff have insurance through their spouse, they are recommending an HRA plan that would be \$400.00 per employee and pre-tax. She provided an outline of District cost and benefit to employees.

Chief Rita advised if the Board is okay with it, she can start the process for a July 1 effective date. The Board was in consensus she should start the process.

1. Approval of March 17, 2023, Committee Meeting Minutes

2. Approval of April 14, 2023, Committee Meeting Minutes

Motion: Approve the March 17 and April 14, 2023, Committee Meeting Minutes.

Motion By: Stiles

Second By: Roos

Vote: Approved unanimously.

c. Discussion / Action – Ad Hoc Committee Reports

i. LAFCO – Yeager, Roos

No meeting; no report. Chief Rita added that now that her other meetings have slowed, she will schedule a meeting for this committee.

ii. Solar – Stiles, Roos

Commissioner Stiles advised that she and Assistant Chief Stiles met with Supervisor Frerichs to look into other funding options if the solar grant doesn't get approved.

d. Discussion / Action – Liaison Reports

i. Fire Prevention / Investigation – McMullen

No meeting; no report.

ii. Training – Yeager

Chief Rita advised they will need to designate a new training officer soon.

iii. Large Equipment / Facilities – McMullen

Assistant Chief Stiles provided an update on the new exhaust system that was installed last week. He added that the District is going

through a grant audit.

iv. IHS – McMullen

President McMullen advised to sunset this Committee.

e. Discussion / Action – Approve Resolution 23-02 (an Amendment of Resolution 22-03) (Chief Rita)

Chief Rita advised that the FBI rejected two items on the resolution, she notated the updated resolution was in the packet to review.

Motion: Approve and adopt Resolution 23-02.
Motion By: Amy
Second By: Stiles
Vote: Approved unanimously.

f. Discussion / Action – Policies and Procedures Updates – Lexipol (Chief Rita)

Chief Rita advised that she and Assistant Stiles were using Lexipol to update the policies and procedures. Each month they will present new or updated items in groups. Each policy will state if it's a best practice or state mandated. This is the first batch for Board review.

President McMullen requested an amendment to Policy 100.4(e) and the need for training. Assistant Chief Stiles advised he has been through the training, but Chief Rita advised she will check with Lexipol if they can adjust the wording.

President McMullen questioned the term Fire Marshall and Chief Rita advised she wanted to leave the term in case they eventually have that title.

- i. Approve Policy 70 – Mission Statement (replaces 110.1)**
- ii. Approve Policy 90 – Code of Ethics (replaces 110.02)**
- iii. Approve Policy 100 – Fire Service Authority – new**
- iv. Approve Policy 102 – Oath of Office – new**
- v. Approve Policy 103 – Policy Manual – new**
- vi. Approve Policy 202 – Department Directive – new**
- vii. Approve Policy 206 – Electronic Mail – new**
- viii. Approve Policy 207 – Administrative Communications – new**
- ix. Approve Policy 325 – Performance of Duties – new**
- x. Approve Policy 328 – Line of Duty Deaths – new**
- xi. Approve Policy 704 – Information Technology Use – new**
- xii. Approve Policy 709 – Photography and Electronic Imaging – new**

xiii. Approve Policy 1045 – Member Speech, Expression, and Social Networking – new

Motion: Approve and adopt policies 70, 90, 100, 102, 103, 202, 206, 207, 325, 328, 704, 709, and 1045 with one amendment.

Motion By: Amy

Second By: Roos

Vote: Approved unanimously.

7. Fire Chief's Report (Chief Rita)

Chief Rita advised she had nothing additional to add.

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

Association President Lee advised the Flea Market is scheduled for this weekend and all booths are sold out. Commissioner Stiles advised that people have expressed interest in volunteering for non-firefighting projects and she would like to explore restarting the auxiliary program.

9. Clerk's Report

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

Motion: Approve the payment of bills totaling \$3,501.72.

Motion By: Amy

Second By: Stiles

Vote: Approved unanimously.

b. Approval of March 21, 2023, Board Meeting Minutes

Motion: Approve March 21, 2023, Board Meeting Minutes.

Motion By: Stiles

Second By: Amy

Vote: Approved unanimously.

10. Open Forum

NONE

11. Next regular Board meeting on May 16, 2023, unless another date is agreed upon

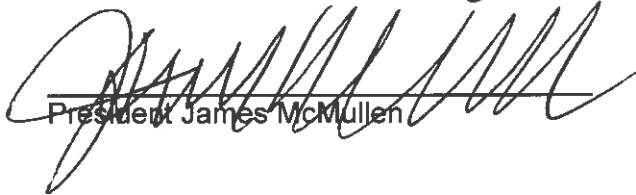
President McMullen confirmed the next meeting date as May 16, 2023.

12. Meeting Adjourned (President McMullen)

Motion: Adjourn meeting.
By: Roos
Second By: Stiles
Vote: Approved unanimously.

Meeting adjourned at 2102 hours.

Minutes approved: May 16, 2023



President James McMullen



Board Clerk Carly Hall