



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

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**STANDING COMMITTEE – LILLARD HALL – MEETING - MINUTES**  
**February 10, 2023 at 4:00 PM**

Held:  
24905 County Road 95  
Davis CA, 95616

**1. Call the meeting to order (Chair Amy)**

Chair Amy called the meeting to order at 4:00 PM.

Present were:

Commissioners/Committee Members: Emily Amy and Richard Guarino  
Staff: Fire Chief Cherie Rita

**2. Public comment**

NONE

**3. Discussion / Action – Sykes Proposal (Amy)**

**a. Review**

Reviewed the “project details” items one-by-one.

Identified as high priority were the following:

- Red reflective tape at floor cracks with > 1/8" lift
- Repair to north door lock
- White range oven repair
- Remove griddle/oven and relocate white range under hood (we will keep the griddle/oven and place it at the flea market for potential sale; otherwise, will scrap it)
- Quotes on grinding & filling floor cracks; will require Board approval and, depending on the amount of the quotes, may need to obtain three of them

Chair Amy noted Mr. Sykes incorrect use of the term “salary” in his proposal document. She will discuss this with him.

Chair Amy will respond to Mr. Sykes and request that he contact Fire Chief Rita to get started. A desk and computer in the office will be provided to manager Sykes, along with a file drawer.

**b. Recommendation(s) to Board**

NONE

**4. Discussion / Action – Review Rentals / Status (Amy)**

Reviewed the report prepared, and provided, by Chief Rita. Chief Rita will modify the listed rentals to show that the individual teaching the recurring classes has paid the entire security deposit.

**5. Discussion / Action – Hall Maintenance (Amy)**

**a. Status**

Assistant Chief Stiles joined the meeting at this point.

Multiple items were discussed as shown in Item 3 above. Items needing repair continue to need repair and no estimates have been solicited or received. Began discussion on how to make the bathrooms ADA compliant.

**b. Recommendation(s) to Board**

NONE

**6. Open Forum – Other Hall Business**

AC Stiles shared pictures of the Hall after the training group. Cleanup after each session continues to be an issue. Chair Amy directed Chief Rita to bring it to the attention of Ned Sykes when she meets with him. AC Stiles also shared pictures of the top of the wall outside the kitchen and the East side of the Hall; both need cleaning / cleanup.

Chair Amy directed Chief Rita to contact prior manager Katlyn Sinclair to find out what documents she was given when she became Hall Manager and what documents she passed on to manager Gonzalez.

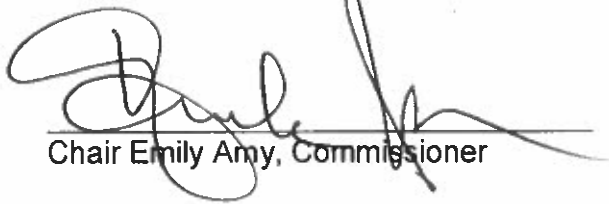
Chief Rita noted, during her review of bank statements in preparation of the financial report, that the account is being charged \$3.00 month for check images. Given that the checks are written with copies, the committee members felt that this could be discontinued. In addition, Chief Rita reported she had been working with Commissioner Yeager to get online access to the account. This will allow for enrolling the Cal.Net, Recology, and District reimbursement invoices in bill pay. She noted that the current phone number associated with the account was a blocked number. After some discussion, Chair Amy directed Chief Rita to work with Commissioner Yeager (a signer on the account) to get it changed (details not provided here for security reasons).

AC Stiles examined the Hall's heating system and wanted it clarified that, in fact, the heater in the Hall uses propane and is not electric as repeatedly stated by Commissioner Yeager.

**7. Calendar**

- a. The next Lillard Hall Committee meeting to be determined**  
None set.

**8. Adjourn Meeting (Chair Amy)**  
Meeting adjourned by Chair Amy.



Chair Emily Amy, Commissioner



Cherie Rita, Fire Chief

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