



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

MINUTES - STANDING COMMITTEE – LILLARD HALL – MEETING December 13, 2023 at 10:15 AM

Held:

West Plainfield Fire Station
24905 County Road 95
Davis, CA 95616

1. **Call the Meeting to Order (Chair Amy)**

Meeting called to order at 10:25 AM by Chair Amy. Present were:

Commissioners: Emily Amy and Warren Roos (arrived 11:20 AM)
Staff: Hall Manager Ned Sykes and Fire Chief Cherie Rita

2. **Public Comment**

NONE

3. **Discussion / Action - Kitchen Remodel Progress Report (Hall Manager Sykes)**

Manager Sykes reported that the project is currently expected to come in under the identified amount and will mostly be completed by December 17, 2023. Once the project is completed, Manager Sykes will develop, with input by Mr. Chong, a procedure for use of the kitchen by others.

4. **Discussion / Action - Capital Improvements Update (Chair Amy)**

Those present roughly estimated the current cost of the identified projects.

5. **Discussion / Action - Restroom Remodel (All)**

Commissioner Roos had not yet joined the meeting so, initially, this item was to be moved to the January meeting. The meeting went on to the next topic and was revisited when Commissioner Roos joined. To get a solid estimate for the remodel, all agreed that it would be necessary to have an architectural plan/drawing. Commissioner Roos indicated he has received a quote of \$2,000 for preparation of the appropriate drawings, a discounted price. Chair Amy asked for consensus that the drawing/plan should be ordered. All agreed.

6. **Discussion / Action - New Checking Accounts (Chair Amy)**

This item was heard out of order after the meeting was called to order. Chair Amy reported that she had ordered checks and deposit stamps for each of the two accounts at First Northern Bank. The plan is to transfer several thousand to the new operating account and use that account moving forward. Additionally, Manager Sykes will identify the security deposits now held in the Bank of American account and transfer them to the First Northern Bank deposit account. After a month or so, Manager Sykes is to close the Bank of America account and transfer the remaining funds to the new operating account at First Northern Bank.

7. **Discussion / Action – Lillard Hall Budget / Financials (Chair Amy and Chief Rita)**

Those present reviewed the revised budget and further revisions were made. Chief Rita will update the draft budget for review by the Committee at its next meeting, with the goal of submitting it to the Board for approval in January.

8. **Discussion / Action – Maintenance (Chair Amy)**

Manager Sykes reported nothing needs maintenance at this time. He will continue to clean the Hall as the kitchen remodel progresses.

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9. Discussion / Action – Rental Updates (Hall Manager Sykes)

Manager Sykes reported that the Fly Fishers group is interested in using the Hall the 4th Tuesday of each month for their meetings. This use would result in income of \$1,200 annually for those meetings. The Fly Fishers had reported to Manager Sykes, however, that they had concerns about internet speed, as the last time the Fly Fishers had used the Hall they did not have fast Wi-Fi. Those present reassured Manager Sykes that with the new internet provider that was no longer an issue.

10. Open Forum – Other Hall Business (Chair Amy)

NONE

11. Calendar (Chair Amy)

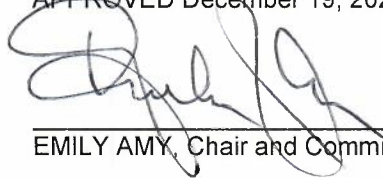
a. The next Lillard Hall Committee meeting to be determined

Chair Amy scheduled the next Committee meeting for January 10, 2024, at 10:15 AM.

12. Adjourn Meeting (Chair Amy)

Chair Amy adjourned the meeting at 11:42 AM.

APPROVED December 19, 2023



EMILY AMY, Chair and Commissioner



CHERIE RITA, Recorder and Fire Chief