



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

**BOARD OF COMMISSIONERS – REGULAR MEETING - MINUTES
JANUARY 16, 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>

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

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

Interim Board Clerk Rita called roll and confirmed there was a quorum present.

Present were:

Commissioners:

Emily Amy, Warren Roos, and Beth Stiles

Staff:

Fire Chief Cherie Rita, Assistant Fire Chief Dave Stiles, Fire Captains Scott Bravo and Patrick Fish, Firefighter and Association President Jon Lee, Hall Manager Ned Sykes

Others:

Fire Chief Marcus Klinkhammer, Willow Oak Fire, and Fire Chief Jack Snyder, City of Winters Fire Department (both via Zoom)

2. Public Comment

NONE

3. Old Business

a. Discussion / Action - Board Position on Supporting Legislation, Regulations, Codes, Standards, Etc (Chief Rita)

Chief Rita reported that County Counsel had not responded. This item will be placed on February's agenda.

b. Discussion / Action –Waiver of Requirement for Security Guard at West Plainfield Volunteer Firefighter Association Pancake Breakfast Fundraiser

Commissioner Amy pointed out that there is a process in the Hall policy document for applying for and granting waivers.

Association President Lee indicated that the Association was interested in offering alcoholic beverages for sale at the Pancake Breakfast on March 3. One of the considerations was whether it would be feasible if the Association had to hire and pay for security guards. He reported that they would be getting an ABC license and there would be trained personnel handling the sales.

Motion: Waive the requirement that the West Plainfield Volunteer Firefighter Association provide a security guard at the pancake

breakfast fundraiser if alcohol will be served
By: Amy
Second: Roos
Motion passed unanimously.

4. New Business

a. Discussion / Action – Approve Replacement of Current Joint Operating Agreement with Willow Oak with Updated Joint Operating Agreement with Willow Oak and City of Winters Fire Department (Chief Rita)

Commissioner Amy asked what prompted the addition. Chief Rita reported that Chief Snyder had approached her about entering enter into a Joint Operating Agreement (JOA) with West Plainfield and she had suggested that they join the current JOA with Willow Oak. Commissioner Amy then asked if “officials” included the Board. Chief Rita replied yes. Commissioner Amy then expressed concern that the insurance limit of \$1,000,000 per accident was too low given costs to replace apparatus are rising. Chair Roos asked if either Chief Klinkhammer or Chief Snyder had comments. Chief Klinkhammer added that each year they go through YCPARMIA to update coverage on current apparatus and limits can be increased for each District or Department as needed. Chief Rita reported that our District does have more coverage than that. The Board Clerk requested a response from Chief Snyder, but he was not available at the time. Chief Rita reminded the Board the District can insure to whatever limit it wants, but it must be a minimum of \$1,000,000. Lastly, Commissioner Amy asked about the Notices section of the JOA. It currently says that Notices must be sent via email and US mail. She asked if it really should be “and/or” instead. Chief Rita noted that County Counsel and Winters counsel have reviewed it and that section had not been changed. Chief Rita pointed out that email can fail.

Motion: Replace the current Joint Operating Agreement with Willow Oak with updated Joint Operating Agreement with Willow and City of Winters fire departments, as presented
By: Amy
Second: Roos
Motion passed unanimously.

b. Discussion / Action – Approve Policies (Chief Rita)

It was agreed to review and discuss each item individually, then make one motion regarding adoption.

i. Policy 205 – Liability Claims (new)

Commissioner Amy asked about the applicable law and whether the District needed its own policy in the Board section of the Manual. She noted it also seemed to cover only certain types of claims and was concerned it wasn't broad enough. Chief Rita pointed out that personal injury has a broader definition. Commissioner Roos asked whether we need additional coverage. Commissioner Amy asked if the Commissioners were covered. Chief Rita reported they were. Chief Rita was directed to check with County Counsel to see if the District needed its own policy and whether this was adequate. This item will be added to the February meeting agenda.

ii. Policy 211 – Solicitation of Funds (new)

Commissioner Amy and Association President Lee were concerned about the effect on Association fundraising if adopted as written. In particular, Section 211.2.

Motion: Remove the third paragraph from Section 211.2
By: Amy
Second: Roos
Motion passed unanimously.

Commissioner Amy expressed concern with the timeline for depositing funds after an event. She requested that the language in Section 211.4(e) be changed to: "Funds raised should be deposited within 3 business days."

Motion: Modify Section 211.4(e) as requested
By: Amy
Second: Roos
Motion passed unanimously.

iii. Policy 318 – Hazardous Materials Response (replaces prior directive)

No one had any changes.

iv. Policy 319 – News Media Relations (new)

No one had any changes.

v. Policy 321 – Child Abuse Reporting (new)

No one had any changes.

vi. Policy 322 – Disposition of Valuables (new)

No one had any changes.

vii. Policy 324 – Adult Abuse (new)

No one had any changes.

viii. Policy 327 – National Fire Incident Reporting System (new)

No one had any changes.

ix. Policy 331 – Unmanned Aerial Systems (new)

No one had any changes.

x. Policy 701 – Personal Communication Devices (revision)

Chief Rita noted these revisions were suggested by the Lexipol service. No one had any changes.

xi. Policy 801 – Release of Records (new)

Commissioner Amy noted that the numbering at Section 801.4(b) needed to be fixed.

xii. Policy 803 – Patient Medical Record Security and Privacy (new)

No one had any changes.

xiii. Policy 1200 – Composition of the Board (new)

Chief Rita advised the Board that the language for the Section 1200 policies was taken from California Special District Policies and not from the Lexipol service. Commissioner Roos asked Chief Rita if there was any update on filling the vacant Board seat. Chief Rita reported it was not on the Board of Supervisors upcoming agenda but they did have more meetings before our next Board meeting. No one had any changes.

xiv. Policy 1201 – Meetings (new)

No one had any changes.

xv. Policy 1202 – Committees (new)

Commissioner Roos stated he did not feel it was right to present this policy without the Board President here as it changed the Board President's duties.

Commissioner Amy did provide some language changes for Section 1202.3 regarding the definition of the Budget and Benefits Committee, specifically requesting that "oversight" be changed to "payment." Commissioner Amy also commented on 1202.4, specifically regarding liaisons and the President being assigned to liaison spots. Chief Rita reported that any Board member could be a liaison. There was a broad discussion about liaison positions, with Assistant Chief Stiles noting that the items currently assigned to liaisons would typically go through the Fire Chief or the Chief of Operations and then to the appropriate Board member if necessary; but would certainly be reported on at Board meetings.

Several options for proceeding were discussed, ultimately leading to the below motion.

Motion: Adopt Policy numbers 318, 319, 321, 322, 324, 327, 331, 701 as revised; move Policies 205 and 1202 to the February agenda; and add a discussion about the use of liaison positions to the February agenda with possible change in kinds and use

By: Stiles

Second: Roos

Motion passed unanimously.

c. Discussion / Action – Standing Committee – Reports

i. Lillard Hall Committee – Amy, Roos

1. Manager Report (Hall Manager Sykes)

Hall Manager Sykes presented his report. Commissioner Amy commented that she had expected the Lillard Hall budget to be on the agenda for Board approval. Chief Rita reported she had not included it yet as she was checking with County Counsel to see if the whole Board needed to approve it. Chair Amy requested that it be placed on the next agenda. Commissioner Amy also requested that the Hall Manager report be moved back to the beginning of

the Agenda.

2. Discussion / Action – Approve January 10, 2024, Minutes

Motion: Approve the January 10, 2024, minutes as drafted

By: Amy

Second: Stiles

Motion passed unanimously.

ii. Budget and Benefits Committee – Stiles, Roos

1. Discussion / Action – Approval January 11, 2024, Minutes

Commissioner Amy asked about the recommendation to cancel Take Command, the QSEHRA manager. Specifically, she wants to make sure that there is no cost to withdraw. Chief Rita was directed to review the contract and make sure there was no monetary penalty. Chief Rita indicated that she did want to get through the first few months of 2024 anyway.

Assistant Chief Stiles reported that if we are awarded the FEMA grant for a new compressor system, our match would be 5%. Chief Rita reported we had not yet purchased the wildland coats, pants, shelters, helmets, goggles and shrouds; our match for those is 50%.

Motion: Approve the January 11, 2024, minutes as drafted

By: Stiles

Second: Roos

Motion passed unanimously.

iii. Personnel Committee – Amy, Roos

1. Discussion / Action – Approve January 11, 2024, Minutes

Motion: Approve the January 11, 2024, minutes as drafted

By: Amy

Second: Stiles

Motion passed unanimously.

d. Discussion / Action – Ad Hoc Committee Report – Solar – Stiles, Roos

Nothing to report.

Motion: Remove this item from the agenda

By: Stiles

Second: Roos

Motion passed unanimously.

e. Discussion / Action – Liaison Reports

i. Fire Prevention / Investigation – McMullen

Commissioner McMullen not present.

ii. Large Equipment / Facilities – McMullen

Commissioner McMullen not present. Assistant Chief Stiles reported that he is still working on the modifications to put E330 in service. He also reported that the annual ladder testing had just been completed that day and all the ladders have passed inspection. Several needed new halyards, which were replaced.

5. Fire Chief's Report (Chief Rita)

a. Staffing

We have one candidate in the process of background checks and medical evaluation for an On-Call Driver/Operator position.

b. Airport

Met with Ryan Pistochni, General Services Manager for Yolo County. He seemed willing to find money for training and equipment purchases. He indicated he has been slowly introducing the idea of fire inspections in all hangers to the private hanger owners at the Airport meetings. He is not yet ready to push inspections, even of the public hangers. Mr. Pistochni will draft an agreement for our review.

c. Other Items Not Otherwise Addressed Elsewhere During Meeting

Staff are looking for grant funding to upgrade our compressor system.

The Yolo County Fire Chiefs Association is moving forward with incorporating. In the meantime, the Association will be endorsing both Mary Sandy and Angel Barajas in their bids for election and re-election, respectively.

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

President Lee reminded everyone that the Pancake Breakfast would be on March 3, 2024. Now that the requirement for a security guard has been removed, he will ensure that someone takes the necessary Alcohol Beverage Control training and will assign someone to manage the bar.

President Lee further reported that he was working on scheduling another flea market for April.

7. Clerk's Report (Interim Board Clerk)

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

Motion: Ratify the payment of bills as reported

By: Amy

Second: Stiles

Motion passed unanimously.

b. Discussion / Action - Approval of December 19, 2023, Regular Board Meeting Minutes

Commissioner Amy requested that the draft minutes be corrected at Page 4, in the first full paragraph, to read: "As requested, Chief Rita presented a list of pros and cons. Commissioner Amy was concerned about the amount of time and research that would be necessary to educate oneself on candidates and legislation."

Motion: Approve December 19, 2023, minutes as requested to be corrected by Commissioner Amy
By: Amy
Second: Stiles
Motion passed unanimously.

8. Open Forum

For those members that had known him, Dave Stiles advised everyone that Jim Mehlshau, a former volunteer, had passed away.

9. Next regular Board meeting on February 20, 2024, unless another date is agreed upon

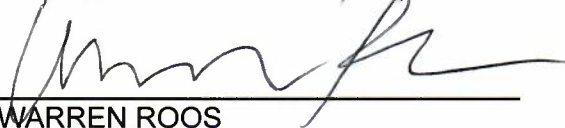
Commissioner Amy indicated that she may not be at the February meeting. The next meeting date was confirmed as February 20, 2024.

10. Meeting Adjourned (Vice President Roos)

Motion: Adjourn meeting
By: Stiles
Second: Roos
Motion passed unanimously.

Vice Present Roos adjourned the meeting at 8:15 PM.

Date approved: March 19, 2024



WARREN ROOS
Vice President and Commissioner



CHERIE RITA
Interim Board Clerk and Fire Chief