



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

MINUTES - STANDING COMMITTEE – LILLARD HALL
May 12, 2022 @ 4:00 PM

Held:
Lillard Hall
24901 County Rd 95
Davis, CA 95616

1) Call the Meeting to Order

Meeting was called to order by Commissioner Amy at 4:00 pm.

Present: Commissioner Emily Amy
Hall Manager Brenda Gonzalez
Retired Commissioner Charles Hjerpe
BC Eric Wilson

2) Public Comment

None

3) Discussion / Action – Hall Cleanliness

a) Letter regarding cleanliness of the hall after dog sessions.

b) Photo from AC Stiles

Commissioner Amy brought up an email sent from Firefighter Lee to Hall Manager Gonzalez regarding the cleanliness of the Hall following the recurring weekly meeting rentals for dog training classes. Hall Manager acknowledged the email and had a conversation with Jeanie Kiefer and let her know of the concerns listed in the email. Renter acknowledged to do a better job cleaning after her classes.

Commissioner Amy wanted to know if the renter had a deposit. Hall Manager Gonzalez said they do not because they are considered a meeting. Hall Manager Gonzalez presented to Commissioner Amy the current Agreement that Jeanie Kiefer has signed with the Hall. Pursuant to the Agreement, a "Meeting" is considered to be about 2 hours; the reservation in question is from 5:00 – 9:00 pm (4 hours).

It was discussed whether there should be animal restrictions inside the building, but there was not a strong opinion of the group. Language would need to be added into the Agreement if animals were to be prohibited.

Hall Manager Gonzalez expressed her concerns with the flat \$50 Meeting fee and agreed that it needs to be better clarified.

Commissioner Amy suggested making changes to the current Agreement.

Proposal to Board: Alter Hall Agreement language to set the Meeting rate for a 2-hour block at \$50 and add an option to reserve an additional 2-hour Meeting block for an additional \$50 fee if approved by the Hall Manager.

4) Discussion / Action - Complaint Regarding Expired Fire Extinguisher

BC Wilson reported that both fire extinguishers have been serviced and placed in correct locations. BC Wilson also reported that while he was dealing with the issue of the Fire Extinguishers, he noticed that the hall did not have any smoke/CO2 detectors and installed 6 detectors in the hall including one in each bathroom.

BC Wilson also reported to the committee that the fire extinguishers will be entered into the station's monthly logs and will be visually checked monthly. BC Wilson also suggested the Hall Manager be equipped with a monthly check list to make sure other safety issues are being checked on a regular basis. Hall Manager Gonzalez agreed to a checklist.

5) Discussion / Action - Documents About the Hall for Commission Meetings

Commissioner Amy suggested more clear reporting (income expense or profit and loss formats) on the Lillard Hall monthly accounting reporting; there have been requests for the bank balance and expenses.

Hall Manager Gonzalez explained she accessed the last report from the google website, since then has been working from her laptop. She showed to the committee how she has been keeping track of expenses, deposits and reservations on spreadsheets. Hall Manager Gonzalez also showed the committee how she compiles her monthly reporting to the Board. At this time Hall Manager Gonzalez does not have access to "BOX" (new online location) to store the spreadsheet so everyone has real time access to the documents.

Commissioner Amy suggested adding the bank balance from the last statement, then showing the bank activity (deposits/checks) to show the current balance. Commissioner Amy will walk the Board through the current spread sheet format at the next Board meeting.

6) Discussion / Action - Time Cards

Commissioner Amy stressed the importance of turning in timesheets no later than Monday by noon after the end of the pay period.

Commissioner Amy equipped Hall Manager Gonzalez with a year calendar showing the end of pay periods and when timesheets need to be turned in by.

Hall Manager agreed and will be ensuring that timesheets are sent on time to BC Wilson.

7) Discussion / Action - Reimbursement of Salary and PGE

Commissioner Amy expressed concern and importance about timeliness of paying invoices. Hall Manager Gonzalez has checks for Salary and PGE reimbursement and needs to get them signed by President McMullen. She will also write check for Recology and get it signed at the same time.

The most recent statement from Recology was scanned and emailed to the Hall Manager. This was the first she had received in several months and the first one emailed. This process works well. Need to confirm with Department staff their procedure for forwarding Hall invoices. Previously they have been left in her box at the Station, but, since some have not been received, perhaps the scanning and emailing is a better tracking method.

The current signers on the Hall account are President McMullen and Commissioner Yeager. The Hall Manager will check with the bank next time she is there to see how to add a new signatory to the account.

8) Open Forum

Commissioner Amy ask for a confirmation that inquiries are being responded to by Hall Manager. Hall Manager Gonzalez indicated yes, though one that she was playing phone tag with did call the Station. The inquires have been about 50/50 phone vs email.

Retired Commissioner Hjerpe asked how the website was working? Hall manager Gonzalez thought it was working well. She does not know who has seen the website vs who contacts her because of referrals or the sign on the building. She indicated she is keeping the reservation calendar on the website current so when people view the calendar they can determine availability.

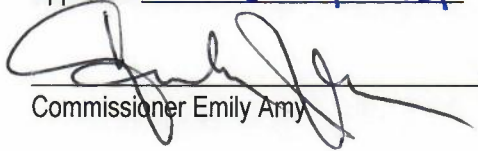
9) **Calendar**

- a) **The next Lillard Hall Committee meeting to be determined as necessary**
None scheduled at this time.

10) **Adjourn**

Meeting adjourned at 5:00 PM by Commissioner Amy.

Approved June 21, 2022



Commissioner Emily Amy



Finalized by Interim Clerk Rita