



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

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**MINUTES - BOARD OF COMMISSIONERS – REGULAR MEETING  
April 19, 2022 at 7:00 PM**

Held In Person  
Lillard Hall  
24905 County Road 95  
Davis, CA 95616

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

President McMullen called the meeting to order at 1901 hours. Interim Clerk Rita called roll. Present were:

Commissioners: James McMullen, Jim Yeager, Richard Guarino, Emily Amy  
Staff: Fire Chief Cherie Rita, BC Eric Wilson, AC Dave Stiles, Fire Lt. Patrick Fish, and Firefighter/Association President Jon Lee  
Absent: Commissioner Hjerpe

**2. Public Comment**

None.

**3. Old Business**

**a. Weed Abatement (BC Wilson)**

**i. Update**

BC Wilson reported that he is meeting with Firefighter Jon Lee tomorrow and inspections should then start within the week. BC Wilson also indicated that he was going to be setting up a meeting with the Code Enforcement Officer for Yolo County soon.

Commissioner McMullen asked how we would be getting “eyes” on the back of a property. BC Wilson indicated the easiest way would be to ask permission. Commissioner Yeager asked if we gave the property owner any paperwork. BC Wilson indicated we have burn pamphlets and the Chief’s letter we could hand out.

**ii. Discussion / Action – 2023 Mailing**

BC Wilson indicated he was working on a new postcard (or letter if that is the way the Board finally proceeds). Regarding the 2022 mailing, there had been a miscommunication regarding process. BC Wilson will bring estimated costs of mailing postcards versus letters to the next Board meeting. This matter will stay on the agenda for now.

**b. Update – Yolo County Fire Sustainability Committee (AC Stiles)**

AC Stiles reported that the Yolo County Fire Sustainability Committee was pretty much on hold until the MSR studies are done and perhaps even until the 218 study was completed. AC Stiles hopes, however, that some monies will be available for

specific projects.

**c. Update – Resolution re Criminal History Access (DOJ/FBI) (Chief Rita)**

BC Wilson reported that the process is to file an application (which we have done), wait for approval, propose revisions to the resolution, and get approval. He indicated the approvals of the application can take up to 4-6 months. In the meantime, this matter will be taken off the agenda.

**d. Update - Draft Joint Operations Agreement with Willow Oak Fire Protection District (Chief Rita)**

Chief Rita reported that YCPARMA has raised an issue with the indemnity clause language. County Counsel is working with YCPARMIA to come to a resolution. The hope is to have the final document ready for review and approval at the next Board meeting.

**4. Lillard Hall**

**a. Manager Report (Hall Manager Gonzalez)**

Commissioner Amy reported that she has not yet had a chance to meet with Hall Manager Gonzalez in her new role as Chair of the Lillard Hall Committee. By consensus it was agreed that the Hall Manager needed to present a more complete report to the Board each month, not just the spreadsheet she's been providing; in particular: financial information.

**5. New Business**

**a. Discussion / Action - Volunteer Applications (BC Wilson)**

There were no applications to present to the Board.

**b. Discussion / Action – Standing Committees – Reports**

**i. Budget and Benefits Committee – Yeager, Guarino**

**1. Discussion / Action – Approve April 4, 2022, meeting minutes**

Motion: Approve April 4, 2022 minutes as presented  
By: Yeager  
Second: Guarino  
Discussion: None  
Vote: Abstain: Amy; Yes: McMullen, Yeager, Guarino  
Passed.

**2. Discussion / Action – Adopt Changes to Vacation, Sick Leave and Holiday Pay and Accruals as set forth in April 4, 2022, minutes**

Because of the complexity of the item, it was decided to take each leave type (vacation, sick, holiday) one at a time; starting with holiday leave.

The Board members reviewed the neighboring district's policies that had been presented, asking questions about our current policy of 8 holidays and how they are currently taken. BC Wilson and Chief Rita replied. The Board also considered the financial impact of such changes.

Motion: To adopt the following policy re holiday leave (as recommended by the Committee):

- 56-hour employee paid 6 hours per month (72 hours year, or 3 holidays)
- 20-hour employee receives holiday off with 5 hours pay

By: Guarino  
Second: Amy  
Discussion: No additional  
Vote: Yes: McMullen, Yeager, Guarino, and Amy  
Passed.

The Board members reviewed the neighboring district's policies that had been presented, asking questions about our current policy. BC Wilson and Chief Rita replied. The Board also considered the financial impact of such changes.

Motion: To adopt the following policy re vacation leave, accrual, and use:

- 56-hour employees accrue as follows:
  - o Years 0 – 3 6 shifts (144 hr/yr @ 12 hr/mo)
  - o Years 4 – 8 8 shifts (192 hr/yr @ 16 hr/mo)
  - o Years 9 - 10 shifts (240 hr/yr @ 20 hr/mo)
  - o Caps as follows:
    - Years 0 – 3 244 hours
    - Years 4 – 8 384 hours
    - Years 9 - 480 hours
- 20-hour employees accrue as follows: 4 hr/mo, with 96-hour cap
- Accrual begins at start date; use, not until month 7
- Unused vacation leave shall be paid out at end of employment

By: Amy  
Second: Yeager  
Discussion: No additional  
Vote: Yes: McMullen, Yeager, Guarino, and Amy  
Passed.

The Board members reviewed the neighboring district's policies that had been presented, asking questions about our current policy. BC Wilson and Chief Rita replied. The Board also considered the financial impact of such changes. There was much discussion about what the accrual rate should be.

Motion: To adopt the following policy re sick leave and accrual:

- 56-hour employees accrue at 11.2 hours per month (134.4 hours year), with a 1,344 hour cap
- 20-hour employees accrue at 4 hours month (48 hours year), with a 480 hour cap
- Accrual begins at start date
- Unused sick leave shall not be paid out at end of employment



By: Amy  
Second: Guarino  
Discussion: No additional  
Roll Call: McMullen: Yes  
Yeager: Yes  
Guarino: Yes  
Amy: Yes

Passed.

**ii. Personnel Committee – Hjerpe, Yeager**

No meeting; no report.

**iii. District Funding and Development Committee - Guarino, Amy**

No meeting; no report.

**iv. Lillard Hall Committee – Amy, Hjerpe**

No meeting; no report.

**c. Discussion / Action – Ad Hoc Committee Reports**

**i. LAFCO – Guarino, Yeager**

No meeting; no report.

**ii. Solar – Guarino, Hjerpe**

No meeting; no report.

**iii. Landscaping – Yeager, Guarino**

**1. Discussion / Action – Adopt Landscape Plan**

Commissioner Yeager gave a brief recap of the meeting, as presented in the draft minutes. After some discussion and because the amount to make the proposed landscape changes was less than \$500, it was **agreed by consensus** to proceed with the landscape plan recommended by the committee members: soil preparation to be done in-house, with seeding of Bermuda grass to take place in Winter 2022, and to forego installation of a sprinkler system right now and use an inline garden hose timer to control water use. AC Stiles will work with BC Beoshanz to prepare the soil for planting, in the Fall.

**2. Discussion / Action – Approve April 14, 2022, meeting minutes**

Motion: Approve April 14, 2022 minutes as presented  
By: Yeager  
Second: Guarino  
Discussion: None  
Vote: Abstain: Amy; Yes: McMullen, Yeager, Guarino  
Passed.

**iv. Inspection Fees – Yeager, Amy**

No meeting; no report. Commissioner Yeager indicated that a meeting is

scheduled for May.

- v. **West Plainfield and Willow Oak Fire JOA – Guarino, McMullen**  
Nothing additional to report.

**d. Discussion / Action – Liaison Reports**

- i. **Fire Prevention / Investigation – McMullen**

Nothing to report.

- ii. **Training – Yeager**

Nothing to report.

- iii. **Large Equipment / Facilities – McMullen**

Commissioner McMullen had nothing to report.

Chief Rita asked BC Wilson to report on the switch from Ferrellgas (propane) to InterState Oil (propane, and they already are our vendor for fuel). BC Wilson reported that he was in the process of receiving, reviewing, and signing a contract to switch our propane to InterState Oil for savings in tank rental fee, other fees and taxes, and the cost of propane. At the same time, InterState Oil will be replacing our current tank and delivery system for fuel to an electronic one, mounted closer to the ground. BC Wilson confirmed that, due to the size of the fuel tank, we would not need to have a containment field around and under the new fuel tank.

- iv. **IHS – McMullen**

Chief Rita referred everyone to the Memo regarding the ad hoc committee meeting with Sacred Oaks representatives. It appears that Sacred Oaks will have its first residents (Commissioner McMullen pointed out this was the preferred term for the persons that will be receiving care at Sacred Oaks) on June 27, 2022.

No one had any information about when a dedication might take place. Staff will keep the Board informed as information becomes available.

BC Wilson will work with Commissioner McMullen to obtain the training West Plainfield Fire staff need to continue to perform the quarterly and other inspections at Sacred Oaks.

**6. Fire Chief's Report (Chief Rita)**

Chief Rita reported that she had nothing else to report that had not already been covered.

**7. Battalion Chief's Report (BC Wilson)**

Nothing additional.

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

Association President Lee reported that the Association had a fair turnout for the first Flea Market, with about 50% residents with tables. He indicated that he plans to hold another Flea Market in the Fall. The plan for that one is expand the food options, maybe letting 4-H

have a fundraiser selling snacks and water. This next Flea Market would also have a volunteer firefighter recruitment component and be more widely advertised.

Association President Lee also brought to the Board's attention an email he had provided to the Hall Manager earlier that month. The email contained a picture of a pile of dog hair and other debris he had to clean up before he could use the Hall for the event.

**9. Clerk's Report (Interim Clerk Rita)**

Interim Clerk Rita reported that she had been in touch with the clerk at Willow Oak Fire and that individual was (1) not interested in taking on more work and (2) not planning to retire anytime soon. So, will be moving forward with posting job.

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

Motion: Approve February 15, 2022 minutes as presented  
By: Guarino  
Second: Yeager  
Discussion: None  
Vote: Yes: McMullen, Yeager, Guarino, Amy  
Passed.

**b. Approval of Prior Board Meeting Minutes (Interim Clerk Rita)**

**i. Regular Meeting – February 15, 2022**

Motion: Approve February 15, 2022 minutes as presented  
By: Guarino  
Second: Yeager  
Discussion: None  
Vote: Abstain: Amy; Yes: McMullen, Yeager, Guarino  
Passed.

**ii. Regular Meeting – March 15, 2022**

Motion: Approve March 15, 2022 minutes as presented  
By: Yeager  
Second: Amy  
Discussion: None  
Vote: Yes: McMullen, Yeager, Guarino, Amy  
Passed.

**10. Open Forum**

Nothing.

**11. Next regular Board meeting on May 17, 2022, unless another date is agreed upon**

Next regular Board meeting confirmed for May 17, 2022.

**12. Meeting Adjourned (President McMullen)**

Motion: To Adjourn

By: Guarino

Second: Amy

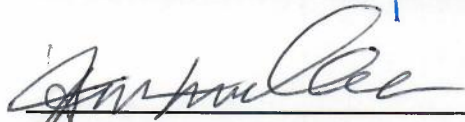
Discussion: None

Vote: Yes: McMullen, Yeager, Guarino, Amy

Passed.

Meeting adjourned at 2052 hours.

Minutes approved May 17, 2022

  
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President James McMullen

  
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Interim Board Clerk Cherie Rita