



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

MINUTES - STANDING COMMITTEE – LILLARD HALL

August 17, 2023 at 4:00 PM

Held
Lillard Hall
24905 County Road 95
Davis CA, 95616

1. Call the Meeting to Order (Chair Amy)

Chair Amy called the meeting to order at 4:02 PM.

Present were:

Committee Members: Commissioners Emily Amy and Warren Roos
Staff: Hall Manager Ned Sykes and Fire Chief Cherie Rita
Potential Lessee: Son Chong

2. Public Comment

None

3. Discussion / Action – Kitchen Lease / Remodel (Chair Amy)

All present reviewed the changes made by County Counsel: (i) County's authority to revoke the District's authority to sublease and (ii) prevailing wage requirements. Mr. Chong was comfortable with the changes.

The group finalized the lease draft by: (i) adding Mr. Chong's contact information, (ii) adding the square footage of the rented space, (iii) setting the lease term to October 1, 2023, through September 30, 2028, (iv) setting a late fee (versus charging interest on late payments) of \$25.00 per day until paid in full, and (v) setting his business hours to 6:00 AM to 2:00 PM.

Chair Amy will set up a Notary signing appointment and Mr. Chong will meet her at that meeting. Chief Rita was directed to provide the final document to Chair Amy. Mr. Chong left the meeting.

4. Discussion / Action – County Notice Ordinance (Chair Amy)

Chair Amy noted that comments were due on August 18, 2023. All present had previously reviewed the document and had no concerns. Chief Rita noted that if the County passes the Ordinance, we will need to update our rental agreement as the County Ordinance is more restrictive.

5. Discussion / Action – Restroom Remodel (Chair Amy)

Chair Amy provided a copy of the 2022 California Building Code section regarding toilet requirements. Of the available options, it was decided that "banquet hall" was the closest type of activity for the purpose of determining the required number of toilets. At 150 occupancy load for the Hall, according to the Building Code we would need 1 men's "water closet" and 1 women's "water closet" per 75 persons and 1 "lavatory". It is unclear from the Building Code document what the impact of making the restrooms "all gender" would mean for the number of toilets required. Hall Manager Sykes will attempt to get the necessary information from the County Building Department.

There was a brief discussion about the need for a floor/service drain.

Chair Amy reported that she had been in contact with Tara Thronson in Supervisor Frerichs' office about possible assistance from the County. Ms. Thronson is looking into County assistance and possible other options.

6. Discussion / Action – Other Maintenance (Chair Amy)

Hall Manager Sykes noted that he has been monitoring one of the toilets, which has been intermittently making noises. Chair Amy advised Manager Sykes that a mouse had been spotted during the Commissioner's meeting the previous Tuesday. Manager Sykes noted he had seen some evidence of mice/rats and was working on it.

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

Hall Manager Sykes mentioned he was concerned about the lack of bookings and the current overhead costs. One of the significant costs is garbage. Chair Amy asked Chief Rita to talk with staff and members to see about eliminating the Hall bin.

Commissioner Roos asked if Manager Sykes had looked at advertising options yet. Manager Sykes said he had not but was considering a \$10.00 Facebook boost now that the Hall page is up. It was suggested posting on bulletin boards and with UCD events booking (Mr. Chong has a contact there).

Commissioner Amy reported that the Fire Chief had told the Board of Commissioners that the Fire Department would use the Hall while painting and new floor installation was going on at the Station. Chief Rita indicated that it would likely not be until October at the earliest and that everyone would be given ample notice. Commissioner Amy suggested that perhaps the Department could use the North half of the Hall and restricted events could use the South half, with a temporary barrier put into place (visqueen, line of file cabinets, etc).

8. Performance Review – Hall Manager

a. Close Session

b. Performance Review

c. Reopen Session / Report Out of Closed Session

Chair Amy closed the public portion of the meeting and went into closed session for the performance review. Fire Chief Rita left the meeting. Chair Amy reopened the meeting at 5:39 PM and reported that they had discussed Hall Manager concerns and support from the Lillard Hall committee. It was further reported that the relationship is working okay on both sides.

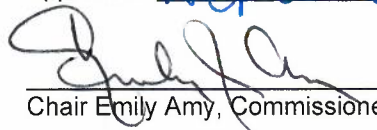
9. Calendar (Chair Amy)

a. The next Lillard Hall Committee meeting to be determined

10. Adjourn Meeting (Chair Amy)

Chair Amy adjourned the meeting at 5:40 PM.

Approved: September 19, 2023


Chair Emily Amy, Commissioner


Recorded by Cherie Rita, Fire Chief