



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

MINUTES - STANDING COMMITTEE – LILLARD HALL September 6, 2023 at 10:00 AM

Held:
Fire Department
24901 County Road 95
Davis, CA 95616

1. Call the Meeting to Order (Chair Amy)

Chair Amy called the meeting to order at 10:03 AM.

Present were:

Committee Members / Commissioners: Emily Amy and Warren Roos

Staff: Hall Manager Ned Sykes, Fire Chief Cherie Rita, and
Fire Captain Scott Bravo

2. Public Comment

None

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

Chair Amy reported that the Lease had been signed and Manager Sykes reported that we had received the security deposit. Chair Amy advised that she had requested Clerk Hall add Board approval to open a separate bank account for the Hall security deposits, noting that the Lease for the kitchen calls for a separate account and that we should probably have had a separate account for deposits previously anyway. Mr. Chong's first rent is due October 1, and he has begun the remodel.

Manager Sykes indicated he and Firefighter Jon Lee had been identifying items in the Hall that could be put out for sale at the upcoming Department Flea Market, the Hall refrigerator being one of the items, along with the stove, a microwave, and some miscellaneous items.

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

Chair Amy reported that there was nothing new to report regarding the restroom remodel, nor had she heard back from Supervisor Frerich's office regarding possible assistance with financing for the remodel. Commissioner Roos indicated he had an upcoming meeting with Supervisor Frerich's office and would follow up with them.

5. Discussion / Action – Rentals – Attracting New Renters (including possible revision of rental rates) (Chair Amy)

NOTE: at some point during this discussion, Fire Captain Bravo joined the meeting for several minutes before leaving.

The first recommendation is to add a banner to the District webpage regarding Hall rentals "Reasonable Meeting and Gathering Rates." Commissioner Roos recommended that Manager Sykes research the cost for targeted Google advertising, including "pay-per-click," though he believes the cost would be prohibitive. Manager Sykes reported that he had requested a \$10 Facebook push of the Hall Facebook page, but it has not yet been approved by Facebook.

Next to be considered were potential target groups / ideal renters. Manager Sykes suggested Yoga classes or rehearsal space; Chief Rita wondered about dance classes, but Chair Amy pointed out

that the floor would not be conducive to dance classes. Finally, previously Mr. Chong had said he had contacts at the University he could refer us to. Chair Amy directed Manager Sykes to develop a list.

The discussion about potential rate changes first focused on the “other function” category; the current rate for those functions is \$1,000. Chair Amy believes that when we changed the rate to \$1,000 we crossed a psychological barrier regarding price. After some discussion, the Committee recommends a change to the “other function” charge as follows:

Duration of 1-2 hours	\$125.00 per hour
Duration of 3-8 hours	\$120.00 per hour
Over 8 hours (daily)	\$960.00 per day

Next to be considered was the “meeting” rate. Based on the discussion about target lists and ideal renters, the Committee recommends that this category be changed to “meeting and class” rate. After further discussion, the Committee decided not to recommend changes to this rate in this category, but to revisit it at the beginning of 2024.

During the discussion about the rate for the “meeting” category and whether it should be changed, Chief Rita pointed out that during the past year, the PGE expense alone has averaged \$214 per month. The current, stable monthly income is \$1,200, provided the dog training class does not leave and after Mr. Chong starts paying rent. Fire Captain Bravo noted that in addition to monthly expenses and other repairs and bathroom remodel costs, parking lot maintenance is a potential expense. Chair Amy noted that it was the first time she had heard about parking lot maintenance being a Hall issue. Fire Captain Bravo noted that while Yolo County Public Works and Assistant Chief Dave Stiles have been keeping the lot smooth and groomed, there is not much of a base left. Chief Rita suggested that Fire Department training and events had as much of an impact on the quality of the parking lot as did the Hall renters. Captain Bravo noted he just wants to make sure that rental income keeps up with all expenses associated with those rentals.

6. Discussion / Action – Hall WiFi and Garbage Changes (Chief Rita)

a. Cancel Current WiFi Contract and Extend the Department WiFi (with any costs for equipment paid by the Hall account)

Chair Amy directed Manager Sykes to make sure there would be no cancellation charge and to go ahead and cancel the Hall WiFi account. Chief Rita and Commissioner Roos will work with Fire Captain Fish to make the change; cost of equipment to be reimbursed by the Hall account.

b. Cancel Current Garbage Service and Use Department Dumpster (with cost of additional pickups necessitated by Hall overflow paid by the Hall account)

After a brief discussion, Chair Amy directed Manager Sykes to contact Recology about canceling the Hall garbage. Chief Rita noted that there would be a different address on the Invoice for it for billing purposes, but that it's only one property should the question arise when speaking with Recology.

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

Manager Sykes noted that the trees along the parking lot need to be trimmed. When asked by Chair Amy, Manager Sykes indicated the trees appeared to be healthy and just needed a trim. There was a brief discussion about whether to hire a tree trimmer or just have Manager Sykes trim them. The decision was to have Manager Sykes trim them.

Committee member Roos left the meeting but rejoined via phone.

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

None. But, during this portion, Commissioner Roos indicated he would purchase the equipment necessary to extend the WiFi into the Hall and gift it to the Department.

During recap of the items to be completed, Chair Amy noted that at present there are only two signatories on the current Hall account. Chair Amy and Commissioner Roos agreed that a third signature should be authorized. Chair Amy suggested that the Commissioner with the longest remaining term as Commissioner be added as an authorized signer on the Hall account.

9. Calendar (Chair Amy)

a. The next Lillard Hall Committee meeting to be determined

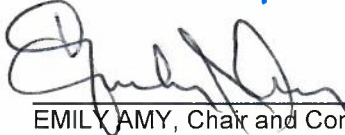
It was decided to set the next Committee meeting as needed, but hopefully before the next Board of Fire Commissioners meeting so action can be taken in a timely manner.

10. Adjourn Meeting (Chair Amy)

Chair Amy adjourned the meeting at 11:15 AM.

Approved: _____

September 19, 2023



EMILY AMY, Chair and Commissioner



CHERIE RITA, Recorder and Fire Chief