

**West Plainfield Fire Protection District**

24901 Road 95, Davis, California 95616 • (530) 756-0212

**Minutes – March 17, 2020  
West Plainfield Fire Protection District Board of Commissioners  
Special Meeting via teleconference**

**1. CALL TO ORDER**

The meeting was called to order at 7:13 pm by President McMullen and a quorum was established. Present were:

Commissioners: Ed Beoshanz, Jim Yeager, Richard Guarino, Charles Hjerpe and James McMullen  
Staff: Fire Chief Cherie Rita  
Katlyn Sinclair, Interim Hall Manager

**2. PUBLIC COMMENT**

There was no public comment.

**3. LILLARD HALL**

Commissioner Guarino expressed concern over the activities planned for Lillard Hall and stated that his opinion is that it be shut down immediately. Concerns with difficulty over decontamination after the dog group was of concern and Commissioner Guarino stated that the job of the Commissioners was to protect the Hall and those that use it.

President McMullen asked if the Board would like to take the agenda item 3b Discussion/Action – Lillard Hall Upcoming Events – Potential Cancellations and discuss it first. By consensus, it was agreed to take item 3b out of order.

b. Discussion/Action – Lillard Hall Upcoming Events- Potential Cancellations

**Motion by:** Commissioner Guarino  
**2<sup>nd</sup>:** Commissioner Beoshanz

**To close Lillard Hall to all renters/users indefinitely, effective immediately.**

Discussion: There was discussion with concern over the length of closure and additional discussion on whether there should be a specific time frame. It was noted that the WFPD website stated that all Lillard Hall functions were cancelled through March 31<sup>st</sup>. Katlyn Sinclair, Interim Lillard Hall Manager, stated that she had updated the website based on information from the CDC and Yolo County regulations and cancelled all functions at the Hall for March.

Commissioner Yeager was concerned as this was not brought to the Commissioners for approval and all Commissioners agreed. Ms. Sinclair apologized for acting with out the Board’s approval. She stated that the dog group had cancelled March 30<sup>th</sup> and she was under the impression that per the email received from Yolo County, she was to cancelled any other gatherings.

President McMullen stated that in the future she is to ask for a special meeting if there are questions or concerns over closures of Lillard Hall.

Commissioner Yeager asked that the motion be amended to state that the Hall would be closed until further notice.

**Motion amended by:** Commissioner Yeager  
2<sup>nd</sup>: Commissioner Guarino

**To close Lillard Hall to all renters/users until further notice, effective immediately.**

**Passed:** Unanimously

a. Discussion/Action- Hiring of New Hall Manager

President McMullen stated that there was some confusion by the Board on the hiring of the Hall Manager. At the last Board meeting it had been agreed that the Lillard Hall Committee would meet and interview candidates for the position and select the best candidate to bring to the next Board meeting for acceptance and approval by the Board. President McMullen asked how the request for recommendation from the Board turn into the hiring of the Manager.

Commissioner Hjerpe stated that the Committee had two applications that they were interested in so they met with both and Katlyn Sinclair stood out. The Committee voted unanimously to hire her. Commissioner Guarino stated that he had contacted Ms. Sinclair to notify her that they would like to offer her the position but neglected to inform her that it would need to go to the Board for final approval.

Ms. Sinclair was asked to give her understanding of what happened. She stated that she had received a phone call offering her the position and she accepted. She was under the impression that she was to start work right away and met with Jo Yeager for training.

All commissioners agreed that Ms. Sinclair's hiring should have gone to the Board first for approval and someone should have notified Ms. Sinclair. Commissioner Yeager stated that since Ms. Sinclair has been handling the position with Jo Yeager, he suggested Ms. Sinclair become the interim Hall Manager until full board approval.

**Motion by:** Commissioner Yeager  
2<sup>nd</sup>: Commissioner Guarino

**To appoint Katlyn Sinclair as interim Hall Manager pending the next regular meeting of the Board for full Board approval.**

**Passed:** Unanimously

4. **CALENDAR**

The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday April 16, 2020 at 7:00 pm unless another date is agreed upon

Meeting adjourned 7:50 pm

  
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President

  
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WFPD Clerk