



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

**MINUTES - STANDING COMMITTEE – LILLARD HALL – MEETING
November 8, 2023 at 10:15 AM**

Held:
Lillard Hall
24905 County Road 95
Davis, CA 95616

1. Call the Meeting to Order (Chair Amy)

The meeting was called to order by Chair Amy at 10:17 AM.

Present were:

Commissioners: Emily Amy and Warren Roos
Staff: Hall Manager Ned Sykes and Fire Chief Cherie Rita
Other: Volunteer Firefighter and District Resident Bay Warland

2. Public Comment
NONE

3. Discussion / Action - Kitchen Remodel Progress Report (Chair Amy)

Mr. Chong is scheduled to begin work on plumbing upgrades/improvements sometime around November 20, 2023. Some electrical work has been completed already.

In addition to a potential bathroom remodel, those present identified the need to install lighted emergency exit signs that will illuminate if the power goes out. This would require pulling electricity to each exit. Chair Amy will investigate whether we can install battery-operated signs that remain lit at all times and still meet the code requirements.

4. Discussion / Action - Capital Improvements (Chair Amy)

a. Identify and Prioritize Necessary Improvements

The group identified and prioritized necessary improvements as follows:

- i. Illuminated "exit" signs
- ii. Restroom remodel
- iii. Floor
- iv. Northeast Hall Door
- v. Roof
- vi. Parking Lot
- vii. Paint Exterior
- viii. Paint Interior
- ix. Window Coverings
- x. Lighting
- xi. HVAC
- xii. Kitchen Upgrades

b. Restroom Remodel

Commissioner Roos asked if Hall Manager had paid for the site drawing yet. Hall Manager Sykes replied he had not yet paid it as he had been waiting for new checks, which had now arrived. Manager Sykes indicated he would get that invoice paid right away.

i. Update

Chair Amy provided a simple overlay of a proposed addition to the current bathrooms. The addition would be built at the South end of the current bathrooms and would perhaps meet the ADA lavatory requirements for a building this size.

Chief Rita reported that seated capacity had been determined by Chief Stiles to be a bit over 200 individuals. Chair Amy did not want to increase the current occupancy above the 150 now posted as it could perhaps trigger additional lavatory or other modifications. Chief Rita noted that for Pancake Breakfast fundraiser purposes, the 150 occupancy should not be lowered.

For purposes of obtaining grant or other funding, those present estimated that the cost of the remodel might be as high as \$50,000. Without official drawings or knowing what exactly will be required, it is difficult to estimate the cost accurately.

ii. Ordering or Developing Plans or Blueprints

Without knowing what exactly the remodel requirements, if any, might be, now is not the time to incur the cost of ordering or developing plans or blueprints.

c. Identify Funding Sources

The group identified the following possible funding sources:

- i. County Grants
- ii. Donors
- iii. Yocha De He Grant
- iv. State and/or Federal Grants focused on accessibility

5. Update on Opening New Checking Accounts (Chair Amy)

Chair Amy reported that she and Commissioner McMullen had so far been the only ones to sign documents at the Bank. Commissioner Roos reported that he had but had neglected to notify Chair Amy. Commissioner Stiles and Clerk Hall still need to sign, but both have been experiencing scheduling issues.

NOTE: Item 9 was heard here.

6. Discussion / Action – Development of Lillard Hall Budget (Chair Amy and Chief Rita)

Chair Amy asked that the Liability category “Misc – Cleaning, Repairs, Bank Fees, Misc” be broken into (i) repairs and maintenance, (ii) janitorial, and (iii) bank fees. It was also noted that an adjustment needed to be made to the anticipated income from Mr. Chong for the FYE 24, as he did not begin his rental until October. See revised draft Budget attached.

7. Discussion / Action – Maintenance (Chair Amy)

Manager Sykes reported that the tree pruning was done and that he needs to clean the gutters again. Discussion turned to what kind of maintenance the parking lot might need right now. It was decided to let the first rains happen and then determine whether it might need additional gravel, etc.

Talking about priorities above at Item 4a prompted a discussion about when the Hall heating/cooling systems had last been serviced. No one could remember the last service date. Chair Amy directed Manager Sykes to get the systems serviced.

8. Discussion / Action – Rental Updates (Hall Manager Sykes)

Manager Sykes reported that Fairfield School was renting the Hall at the end of January and the Fly Fishers were renting again in March, both of whom have made their deposits. He reported that he was also talking with someone who might want to rent the Hall in June for a graduation party; but, had nothing official yet.

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

This item was heard out of order between Items 6 and 7 so that Ms. Warland could leave the meeting.

Ms. Warland requested that she be allowed to borrow 6-8 tables and chairs for those tables for a Woodland Health Care fundraiser on either December 2 or 9 (the date had not yet been firmed up). There was much discussion about past practice regarding loaning tables and chairs. For instance, surrounding fire departments have borrowed them for fundraisers, the Aviation Committee borrows them for their meetings at Davis Flight Support, and members occasionally borrow them, as well. All agreed that tables and chairs should be available for those uses and for use as requested by Ms. Warland.

The current Lillard Hall Use Policy covers use of the Hall and tables and chairs in the Hall. There is no formal policy or writing governing removing tables and chairs from the Hall to be used elsewhere.

Chair Amy directed Hall Manger Sykes to develop a Request Form for loan of tables and chairs at locations other than on Hall premises. Requests may only be made by a West Plainfield Fire Protection District member or by an affiliated entity (i.e., Airport, Davis Flight Support, UC Davis Fire Department, etc.) The form shall include the following provisions:

- a. Check in and check out procedures
- b. The requirement that should the opportunity to rent the Hall arise and there would be insufficient chairs and tables for such event if the loan were made, the loan shall be cancelled
- c. If during the check in process damage is noted that was not recorded at time of check out, the damaged item shall be replaced or repaired, as determined by the Hall Manager

10. Calendar (Chair Amy)

a. The next Lillard Hall Committee meeting to be determined

The next Lillard Hall Committee meeting will be held on December 13, 2023, at 10:15 AM.

11. Adjourn Meeting (Chair Amy)

Chair Amy adjourned the meeting at 11:41 AM.

Approved: November 21, 2023



EMILY AMY, Committee Chair and Commissioner



Recorder CHERIE RITA, Fire Chief