



## West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

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### **BOARD OF COMMISSIONERS – SPECIAL MEETING NOVEMBER 22, 2022 at 7:00 PM**

To be Held in Person at Lillard Hall  
24905 County Road 95  
Davis, CA 95616

To be Held by Zoom: <https://us06web.zoom.us/j/98831083439>  
One tap mobile – +16699006833,98831083439#  
Dial by your location – (669) 900-6833 US (San Jose)  
Meeting ID: 988 3108 3439

1. Call the Meeting to Order and Establish Quorum (President McMullen)
2. Public Comment
3. New Business
  - a. Ordinance 22-01 – Adopting a Revised Schedule of District Fees
    - i. Read Ordinance (Board Clerk)
    - ii. Discussion / Action – Consider Any Objections or Protests
4. Old Business
  - a. Discussion / Action – Lillard Hall – Adopt Revisions to Rental Agreement / Use Policy (Commissioner Amy)
5. Clerk's Report
  - a. Approval of November 15, 2022, Board Meeting Minutes
6. Open Forum
7. Next Meetings:
  - a. Special Board meeting on November 29, 2022
  - b. Regular Board meeting on December 20, 2022
8. Meeting Adjourned (President McMullen)

Posted November \_\_\_\_, 2022, at \_\_\_\_\_ hours by \_\_\_\_\_

**WEST PLAINFIELD FIRE PROTECTION DISTRICT  
COUNTY OF YOLO, STATE OF CALIFORNIA**

**ORDINANCE NO. 22-01**

**(An ordinance adopting a revised schedule of District fees)**

The Board of Fire Commissioners of the West Plainfield Fire Protection District ("District"), County of Yolo, State of California, HEREBY ORDAINS AS FOLLOWS:

SECTION 1. FINDINGS. The Board of Fire Commissioners finds as follows:

- A. Incorporated herein is a proposed Fee Schedule for various services provided by the District.
- B. This Board has held at least one public meeting regarding the proposed Fee Schedule, at which oral or written presentations could be made, and the Board heard and considered any objections or protests to the proposed Fee Schedule.
- C. At least ten (10) days before the meeting, the District made available to the public the data indicating the cost or estimated cost required to provide the service for which the fee is proposed to be charged, the revenue sources anticipated to provide the service (including general fund revenues), and the bases of the allocation of the costs to the various fees.
- D. The District also published notice, pursuant to Section 6066 of the Government Code, once a week for two successive weeks before the meeting, of its intention to establish the schedule of fees. The notice stated the time and place of the meeting, including a general explanation of the matter to be considered, a statement that the required data is available, and a description of that data.
- E. The District also mailed the notice, at least fourteen (14) days before the meeting, to any interested party who filed a written request for mailed notice of any meeting on new or increased fees.

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**ORDINANCE NO. 22-01**  
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- F. Based upon the data made available to the public, and all information presented to this Board during its consideration of the proposed Fee Schedule, each of the service fees set forth in the proposed Fee Schedule do not exceed the cost reasonably borne by the District in providing that service.
- G. The District needs to adopt, impose and collect the fees set forth in the attached fee schedule in order to provide the services for which each of the fees will be charged, and each of those services is necessary to promote the public health, safety and welfare. Revenues available from other sources, including but not necessarily limited to property tax revenues, are insufficient to pay for such services, and, without the additional revenues estimated to be available from these fees, the District would not have sufficient revenues to provide such services, to the detriment of the public health, safety and welfare.
- H. The projected total cost of providing the fire sprinkler post-installation inspection services is estimated at between \$243.00 and \$525.00 per fire sprinkler permit (residential) and between \$311.00 and \$875.00 per fire sprinkler permit (commercial), an increase from \$180 (residential) and \$300 (commercial).
- I. The projected total cost of providing fire- and life-safety inspections at District businesses is estimated at \$175.00 per inspection or reinspection, for which we do not currently collect fees.
- J. By charging fees for the identified services, the District will increase the property tax revenues and revenues from other non-fee sources that are available for fire protection and other services provided by the District, thereby enhancing the public health, safety and welfare.

**SECTION 2. ADOPTION OF FEE SCHEDULE.** The following Fee Schedule is hereby adopted:

\$243.00 per fire sprinkler permit (residential)  
\$311.00 per fire sprinkler permit (commercial)

**WEST PLAINFIELD FIRE PROTECTION DISTRICT  
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\$200.00 per fire- and life-safety inspection and/or reinspection at District  
Businesses

The fees shall be effective December 30, 2022.

SECTION 3. EFFECTIVE DATE/PUBLICATION. This ordinance shall take effect and be in force thirty (30) days following its adoption and, prior to the expiration of fifteen (15) days after its adoption, it shall be published once in the DAILY DEMOCRAT, a newspaper of general circulation, printed and published in the County of Yolo.

PASSED AND ADOPTED by the Board of Fire Commissioners of the West Plainfield Fire Protection District, County of Yolo, California, this 29<sup>th</sup> day of November, 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Chairperson, Board of Commissioners  
West Plainfield Fire Protection District

ATTEST:

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Clerk, Board of Commissioners  
West Plainfield Fire Protection District

# LILLARD HALL USE/RENTAL POLICIES

Applicant Name \_\_\_\_\_ Event Date \_\_\_\_\_

## USE AND RENTAL CONDITIONS

Following are the conditions for the use/rental of Lillard Hall, the surrounding lawns, and the public parking area:

1. The applicant must be at least 18 years of age.
2. If alcohol is to be served at the event the applicant must:
  - a. be at least 21 years of age and able to show current and valid identification upon request;
  - b. contract for and provide two uniformed security guards from a security company licensed by the California Department of Consumer Affairs, Bureau of Security and Investigative Services and provide a copy of the paid contract with the security firm (which contract shall include the company's state license number) to the Hall manager no later than 14 days prior to the event, or upon approval of the Application if the event date is within 14 days; and
  - c. no later than 14 days prior to the event, or upon approval of the Application if the event date is within 14 days, provide proof of insurance and a copy of the paid security firm contract to the Hall Manager.
3. Obtain liability insurance listing WPPFD as an additional insured for the use of the venue in the minimum amount of \$1,000,000.00 against property damage, personal injury, and wrongful death (insurance). Additional Event Insurance will be required if Bouncy Houses/Carnival Rides present at event.
4. If the event will have a live band, DJ or music, the applicant must provide two uniformed security guards from a security company licensed by the California Department of Consumer Affairs, Bureau of Security and Investigative Services and provide a copy of the paid contract with the security firm (which contract shall include the company's state license number) to the Hall manager no later than 14 days prior to the event, or upon approval of the Application if the event date is within 14 days. **Security guards must remain on-site until the duration of the event. Security guards must also check-in with on-duty fire fighter upon arrival.**
5. If the applicant is neither a resident of the West Plainfield Fire Protection District (WPPFD or District) nor District personnel, at the discretion of the Hall Manager the Hall Manager may require that the applicant appear before the Board of Commissioners (Board) for approval. NOTE: The Board meets monthly, typically on the 3rd Tuesday.
6. "Sub-leasing" of the Hall is not allowed (i.e., a resident of the WPPFD cannot apply for the use/rental of the Hall for another person who may be a non-district resident).

## LILLARD HALL USE/RENTAL POLICIES

7. The applicant must attend, and personally supervise, the event and shall meet all conditions outlined herein, as appropriate to the event. Applicant must be reachable by phone at all times during the event.
8. The maximum permitted size of any group is 150.
9. The Hall may be reserved from 10:00 am to Midnight.
- ~~\*Lillard Hall premises must be vacated by Midnight on date of the event. FAILURE TO COMPLY WILL RESULT IN A FOREFEITED SECURITY DEPOSIT~~
10. Events must end-vacate the premises by midnight. All applicants must secure and lock all windows and doors and turn off the lights, heater or air conditioner prior to vacating the premises.
11. No weapons of any kind allowed on premises.
12. All alcoholic beverages must remain inside the hall. No glass beverage containers will be permitted on Lillard Hall grounds.
13. Live bands, DJs and music must cease no later than 11:00 pm. While music is playing all doors and windows must be closed.
14. At no time shall any of the building exits and door/panic hardware (push bars) be obstructed by decorations, chairs, tables or any other item in any manner whatsoever.
15. All drapery and decorations must be inherently flame retardant or treated with State Fire Marshall approved fire retardant chemicals.
16. The use of nails, screws, tacks, staples, etc. is prohibited. Cellophane tape may be used to secure decorative materials to walls and tables only and all tape must be removed after the function. Tape is not to be applied to any painted surface. The use of straw, hay and similar materials is not permitted.
17. All fire department equipment and buildings are off limits.
18. Parking on the concrete to the west of the fire station house is not permitted under any circumstances; event parking is permitted only on the graveled area directly in front of the Hall.
19. Activities that violate federal, state or local laws, codes, standards or regulations are not permitted.
20. The WPPFD reserves the right to cancel or suspend any event for just cause, including, but not limited to: the consumption of alcoholic beverages by minors, disorderly conduct, vandalism, destruction of property or the violation of any conditions contained in this Agreement.
21. The WPPFD specifically reserves that right to seek recovery from the applicant for any damages to the premises, facilities, fixtures or furnishings.
22. The applicant is responsible for any damage caused during the event.

## LILLARD HALL USE/RENTAL POLICIES

23. The WPPFD is not responsible for damage or loss of property, nor for claims arising from personal injury to, or death of, any guest of the applicant or the actions of any guest of the applicant.
24. Applicant agrees to respect and follow direction from all WPPFD staff.
25. Applicant agrees to indemnify and hold harmless the WPPFD, its officers, agents and employees from and against all loss or expense, including costs and attorney fees, by reason of liability imposed upon the WPPFD, including, but not limited to: bodily injury or death, damages to property, including loss of use thereof, arising out of or in consequence of the performance of the Agreement and these conditions, providing such injury or death to persons or damage to property is due or claimed to be due to the acts or omissions of the WPPFD, its officers, employees or agents.
26. Keys to the Hall will be supplied to the applicant as arranged by the Hall Manager.
27. The Hall Manager and one member of the Board may modify the Lillard Hall use/rental policies in specific instances as they deem appropriate.

### APPLICATION PROCESS

The applicant should consult with the Hall Manager to determine if the Hall is available for rental. The applicant can also arrange to preview the facilities for suitability and limitations.

If the Hall is available, an "Application for the Use of Lillard Hall" must then be completed and presented to the Hall Manager. The Hall Manager shall review the application and approve or deny it as outlined below.

### APPLICATION APPROVAL

The approval process depends on the type of activity, as outlined below:

1. A personal function (private party or event) hosted by a WPPFD personnel requires approval by the Hall Manager.
2. A meeting (defined as an event lasting no longer than two hours, hosted by an entity, with no food or beverage service). Additional 2-hour block available for additional fee with Manager approval.
3. Any other function (party or event hosted by or on behalf of an entity or a personal function hosted by a non-district resident) requires approval by the Hall Manager and one member of the Board.

### RENTAL FEE AND SECURITY DEPOSIT

	<u>Rental Fee</u>	<u>Security Deposit</u>
<b>Personal Function - WPPFD Personnel</b>	None	\$800.00
<b>Personal Function - WPPFD Resident</b>	None	\$800.00
<b>Meeting</b>	\$50.00 per 2-hour block	\$200.00*
<b>Other Function</b>	\$800.00	\$800.00

# LILLARD HALL USE/RENTAL POLICIES

The security deposit must be made no later than 7 days of application approval. The rental fee must be made no later than 21 days prior to the event, or upon approval of the Application if the event date is within 21 days. If the event is within 21 days of approval, the Hall Manager may require that payment be made by money order, cash, or cashier's check.

\*A non-profit meeting may request a waiver on the deposit; upon approval of Hall Manager.

If payment is made by check, money order or cashier's check (check), two checks shall be presented to the Hall Manager: one for the rental fee and the other for the security deposit. **Checks shall be made payable to the West Plainfield Lillard Hall Fund.**

## RETURN OF RENTAL SECURITY DEPOSIT

The applicant shall notify the Hall Manager of any cancellation as soon as possible. In order to receive a refund of the rental fee, the applicant must notify the Hall Manager of the cancellation at least 12 days prior to the scheduled event.

If the application states that alcohol will not be served and alcohol is found on the premises, and is determined to be associated with the event or anyone attending the event, the event will be immediately terminated and neither the security deposit will be returned to the applicant.

## FORFEITURE OF RENTAL SECURITY DEPOSIT

The following actions can result in full or partial loss of the security deposit, as follows:

1. Lillard Hall premises must be vacated by Midnight on date of the event. Failure to comply WILL result in forfeiture of 100% of the security deposit.
2. Live bands, DJs and music must cease no later than 11:00 pm. Failure to comply MAY result in forfeiture of 100% of the security deposit, at the discretion of the Hall Manager.
3. While music is playing all doors and windows must be closed. Failure to comply MAY result in the following forfeitures of the security deposit, at the discretion of the Hall Manager, as follows:
  - a. Sound level below 85 decibels (measured at the frontage of the property) subject to 25% forfeiture of security deposit; and
  - b. Sound level above 85% decibels (measured at the frontage of the property) subject to 50% forfeiture of security deposit.

## DAMAGE AND CLEANING; USE OF SECURITY DEPOSIT TO MAKE CORRECTIONS

Shortly after 1:00 pm the day following the event, the Hall Manager will inspect the premises. The entire security deposit will be refunded to the applicant only if the Hall Manager determines the following conditions have been met:

1. All debris has been deposited in the dumpster located in the parking area south of Lillard Hall and the lids are closed tightly.



## LILLARD HALL USE/RENTAL POLICIES

2. All exterior grounds and parking lot were properly cleaned of debris immediately following termination of the event.
3. All decorations and materials used to affix the decorations have been properly removed.
4. All chairs and tables have been cleaned and properly restored.
5. The floors have been swept clean and wet mopped.
6. The bathrooms (including the sinks, toilets and floors) have been cleaned.
7. The kitchen sinks, counters, refrigerator, range, grill and floor have been cleaned.

The Hall Manager shall notify the applicant of any deficiencies and may allow the applicant to correct the deficiencies. If the applicant fails to correct the deficiencies within a 24-hour period, the Hall Manager shall use the security deposit to correct the deficiencies.

If the Hall Manager determines that additional cleaning or repairs are required the Security Deposit will be withheld until the cleaning is complete. The cost of the cleaning or repairs will be deducted from the deposit and the balance returned to the applicant.

If the cost to bring the premises back to its original condition exceeds the deposit amount, the applicant will be billed the excess charges. The applicant shall be denied further use of the Hall. If the applicant fails to pay the additional charges the WPPFD will take legal action to secure payment.

### **RIGHT TO CANCEL OR SUSPEND AN EVENT, IMPOSE ADDITIONAL PENALTIES**

**THE WPPFD RESERVES THE RIGHT TO CANCEL OR SUSPEND ANY EVENT FOR JUST CAUSE, INCLUDING, BUT NOT LIMITED TO: THE CONSUMPTION OF ALCOHOLIC BEVERAGES BY MINORS, DISORDERLY CONDUCT, VANDALISM, DESTRUCTION OF PROPERTY OR THE VIOLATION OF ANY CONDITIONS CONTAINED IN THIS AGREEMENT.**

**FAILURE TO MEET ANY OTHER USE AND RENTAL POLICY TERM AND CONDITION MAY WILL RESULT IN FOREFITURE OF SECURITY DEPOSIT, AT THE DISCRETION OF THE HALL MANAGER.**

I, \_\_\_\_\_, applicant herein, have read and understand the above Lillard Hall Use/Rental Policies.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# LILLARD HALL USE/RENTAL POLICIES

## CONTRACT ADDENDUM Required for all users after June 23, 2021

All users of Lillard Hall will follow any posted rules at the Hall, and the most recent guidelines set by California Department of Public Health (CDPH), the State of California and/or Yolo County. The following websites will provide the most recent guidelines and information.

**California Department of Public Health**

[www.cdph.ca.gov](http://www.cdph.ca.gov)

**State of California**

[www.covid19.ca.gov](http://www.covid19.ca.gov)

**Yolo County**

[www.yolocounty.org](http://www.yolocounty.org)

Signature \_\_\_\_\_ Date \_\_\_\_\_

DRAFT



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

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**BOARD OF COMMISSIONERS – REGULAR MEETING - MINUTES  
November 15, 2022 at 7:00 PM**

Held at  
24905 County Road 95, Lillard Hall  
Davis, CA 95616  
and via Zoom

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

Meeting called to order at 1900 hours. Board Clerk Hall called roll and confirmed there was a quorum.

Present were:

Commissioners: James McMullen, Jim Yeager, Richard Guarino, Emily Amy, and Beth Stiles

Department Members: Chief Cherie Rita, Captain Patrick Fish, Lieutenant Jose Ponce Rangel, and Board Clerk Carly Hall

Guests: None

Joined via Zoom: Assistant Chief David Stiles, Captain Scott Bravo, Firefighter Eric Wilson

**2. Public Comment**

NONE

**3. Old Business**

**a. Update – Weed Abatement (Chief Rita)**

No update at this time.

Firefighter and Association President Jon Lee arrived at the meeting at 1906 hours.

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

Chief Rita advised that she attended the most recent Sustainability Committee meeting in AC Stiles' absence. At the meeting, they worked on a formula for distributing the remaining \$500,000 from last year to present to an ad hoc committee for review in early December. She added the County changed committee members, removing Chad Rinde and adding Mark Bryan. She advised that there are two supervisors on the committee that are adamantly opposed to giving additional funds to Elkhorn or any contract districts. She believes that county staff on the working group are going to

push to give Elkhorn some of the money because regardless of the outcome of their dissolution it's going to take 12-18 months for that to happen and they still need funds to operate in the meantime. Chief Rita believes county staff will also support giving funds to special district Winters Fire Protection District, as they have volunteer members.

President McMullen asked for clarification regarding the contract districts Chief Rita mentioned and if they related to contracting with the cities of Davis and Woodland. Chief Rita confirmed that is correct and added that they also include Springlake and No Man's Land.

#### **4. Lillard Hall**

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

Before the Hall Manager arrived to present her report, Commissioner Amy questioned the data in her report. Her first question related to no deposits being collected for meetings occurring after June 2022, she advised there should be a \$200 deposit being collected. Her second question related to the running balance date listed on the report, she advised it states the balance is as of 10/16/2022, but it should be more current. President McMullen directed the Clerk to present these questions to Hall Manager Gonzalez and report back to the Board.

Hall Manager Brenda Gonzalez arrived at the meeting at 1909 hours.

Hall Manager Gonzalez presented her report. President McMullen directed the Clerk to present the questions provided by Commissioner Amy to the Hall Manager. Commissioner Amy, instead, presented the questions. Hall Manager Gonzalez advised that the deposit for the meetings, since it is the same renter with recurring meetings, has been collected and carries over to each meeting. Commissioner Amy and Chief Rita both advised that the report should note that. In response to Commissioner Amy's question about the "running balance" date, Hall Manager Gonzalez advised that the date is incorrect and should be 11/10/2022, not 10/16/2022 as it's showing on the report. She advised she would be sending out an updated report to the Board.

Commissioner Amy also advised that the report needs to be corrected to show that the Woodland Electrical Inc. invoice was for light post consultation, not repair. The Hall Manager advised she would update the report.

#### **5. New Business**

##### **a. Discussion / Action – Volunteer Applications (Chief Rita)**

Chief Rita reported that no new volunteer applications had been received.

Commissioner Stiles added that she recently attended a local hayride with her family that provided an outreach opportunity. While there, she introduced herself to members of the community, letting them know about the fire district, what we do, that we have opportunities for volunteer firefighters, and to reach out if they have any interest.

**b. Discussion / Action – Adopt Resolution 22-03 – Resolution Authorizing District Access to State and Federal Level Summary Criminal History Information for Employment (Chief Rita)**

Chief Rita advised that this item was prematurely brought to the Board several months ago and that the Board had expressed concern regarding the prohibition of hiring individuals with “serious misdemeanors”. Since then, she has obtained approval of the resolution from the FBI along with a non-exclusive list of serious misdemeanors. President McMullen questioned if this was regarding wobblers and Chief Rita confirmed. He also asked if the resolution was given to county counsel for review. Chief Rita advised it had not been. President McMullen asked if we could consider it and Chief Rita advised we could. He also asked what we did for our background before. Chief Rita advised we did the minimum background check based on name, address, and social.

Motion: Adopt a resolution authorizing district access to state and federal level summary criminal history information for employment and send it to county counsel to review.

By: Yeager  
Second By: Guarino  
Discussion: None  
Vote (by roll call): President McMullen – Aye  
Vice President Yeager – Aye  
Commissioner Guarino – Aye  
Commissioner Amy – Aye  
Commissioner Stiles – Aye

**c. Discussion / Action – Standing Committee Reports**

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

No meeting; no report.

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

No meeting; no report.

- 1. Approval of January 8, 2022, Committee Meeting Minutes**
- 2. Approval of January 15, 2022, Committee Meeting Minutes**
- 3. Approval of August 13, 2022, Committee Meeting Minutes**

**4. Approval of September 25, 2022, Committee Meeting Minutes**

Motion: Approve January 8, January 15, August 13, and September 25, 2022, Committee Meeting Minutes.  
Motion By: Amy  
Second By: Guarino  
Vote: Approved unanimously.

**iii. District Funding and Development Committee – Guarino, Stiles**

No meeting; no report.

Commissioner Stiles asked if there had been any movement on Proposition 218 since the last Board meeting. Chief Rita advised there is no update yet, but the possible vote date will likely be moved to sometime in April or May 2023, instead of March, because the Water District will be sending out its own 218 Ballot in March.

- 1. Approval of November 22, 2021, Committee Meeting Minutes**
- 2. Approval of January 3, 2022, Committee Meeting Minutes**

Commissioner Amy advised that the minutes from the November 22, 2021, meeting listed Commissioner Guarino instead of Commissioner Hjerpe. The Clerk advised they would be amended.

Motion: Approve November 22, 2021, and January 3, 2022, Committee Meeting Minutes with the amendment.  
Motion By: Yeager  
Second By: Guarino  
Vote: Approved unanimously.

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

Commissioner Amy advised that during the November 13, 2022, committee meeting they discussed Hall maintenance and noise complaint issues. Hall Manager Gonzalez was tasked with getting quotes. Commissioner Amy advised they will have rental policy language changes to propose to the Board for approval and it will include possible forfeiture of deposits due to noise complaints and rental policy not being followed. She advised she visited the Hall during the last two events (held since the last Board meeting) and encountered the revised policy regarding noise not being fully complied with as well as found glass in the parking lot.

Commissioner Amy also suggested using a decibel meter as a policy practice to measure noise during events. President McMullen questioned what the cost would be, and Commissioner Amy advised there was a free phone application that can be used. President McMullen questioned who would be responsible for that and Chief Rita advised that either the Hall Manager or District staff on duty would likely do it as they are present when complaints are received; testing would be performed only if a noise complaint is received. President McMullen asked Hall Manager Gonzalez her thoughts on these changes and she agreed they would be good.

Commissioner Stiles questioned if the income of the Hall rentals is worth all the issues and complaints. President McMullen advised that would be a discussion/action item and would need to add it to a future agenda. Commissioner Amy advised that the larger event rentals, the ones we receive the most complaints regarding, are the main source of income for the Hall. President McMullen advised that these are topics outside of the meeting discussion and questioned if the Board would like to put it on the agenda for discussion/action. Commissioner Amy advised she didn't feel that the Hall has the financial option to eliminate the larger events, as the Hall would have minimal financial support without them. President McMullen advised he believes this is a Board decision. Vice President Yeager advised he agrees with Commissioner Amy. President McMullen advised this is an item that needs to be properly put on the agenda and recommends that the Board concur to put it on the agenda for the next meeting. There was no discussion against this, and he advised the Clerk to place it on the next regular board meeting agenda and requested Hall Manager Gonzalez attend the meeting as well.

Captain Bravo noted that as a fire protection district our first duty is to provide effective incident management to property, life, and environment within the district. He further noted that while he understands that the Hall must be financially self-sustained, it should be taken into consideration the impact it has on the local residents and community members. Captain Fish added that he agrees and that it doesn't appear any of the policies are being complied with and doesn't see any mention of the specific complaints or incidences being reviewed during the committee meetings; Captain Fish mentioned, in particular, the fact that staff had reported to the Committee and the Board that a firearm had been discharged at an event. President McMullen advised he would like that information to be presented when it's on the agenda for discussion/action.

- 1. Approval of January 4, 2022, Committee Meeting Minutes**
- 2. Approval of June 2, 2022, Committee Meeting Minutes**
- 3. Approval of October 16, 2022, Committee Meeting Minutes**
- 4. Approval of November 13, 2022, Committee Meeting Minutes**

Commissioner Amy advised that the minutes from the November 13, 2022, meeting need to be amended to correct that Ganesh was suggested by Commissioner Amy for electrical repairs and by Chief Rita for the door repair. She advised that the notes regarding the oven need to be corrected to reflect that the Hall Manager was directed to get the oven repaired, not just looked at. She also advised the events she attended that are listed in the minutes need to be corrected to show that the “first” event listed should actually be the second, while the “second” event listed should actually be the first. The Clerk advised they would be amended.

Motion: Approve January 4, June 2, and October 16, 2022 Committee Meeting minutes as is and approve the November 13, 2022, Committee Meeting minutes with the amendments.

Motion By: Amy

Second By: Stiles

Vote: Approved unanimously.

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

**i. LAFCO – Guarino, Yeager**

No meeting; no report.

**ii. Inspection Fees – Yeager, Amy**

No meeting; no report.

Chief Rita advised that the inspection fee notice of public hearing was published twice. The Board is scheduled to have the first reading on November 22 and the second reading on November 29 at our special Board meetings.

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

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

No meeting; no report.

**ii. Training – Yeager**

No meeting; no report.

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

No meeting; no report.



**iv. IHS – McMullen**

No meeting; no report.

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

Chief Rita advised nothing additions; everything was covered under previous discussions.

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

Association President Lee reported that the Association will be holding their annual holiday dinner on December 18, 2022, at Lillard Hall and there will be a gift exchange with a \$20 limit. He advised an email invitation will be sent out shortly with more details.

Vice President Yeager requested that President Lee ask staff to look for a missing archive binder in the station or Seatrains. President Lee advised he would bring it up during their next meeting.

**8. Clerk's Report**

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

The Clerk advised that the original bill packet that was emailed on November 12, 2022, had a total payment amount due of \$8,868.10. Since that email, she received an updated invoice from Advantage Gear reducing the amount owed from \$1,496.83 to \$1,177.25. The Clerk also advised that we received the US Bank statement for October 13, 2022, which increased the amount owed from \$2,631.50 to \$2,690.96. The new total payment due amount is \$8,607.98.

Motion: Approve the amended payment of bills totaling \$8,607.98.  
Motion By: Amy  
Second By: Guarino  
Discussion: None  
Vote: Approved unanimously.

**b. Approval of October 18, 2022, Board Meeting Minutes**

President McMullen advised that the minutes need to be corrected for Item 5(e)(iv) to reflect "IHS" not "his". The Clerk advised they would be amended.

Motion: Approve September 20, 2022, Board Meeting Minutes with the amendment.  
Motion By: Amy  
Second By: Guarino

Discussion: None  
Vote: Approved unanimously.

**9. Open Forum**

NONE

**10. Next Meetings**

**a. Special Board meeting on November 22, 2022**

**b. Special Board meeting on November 29, 2022**

President McMullen and Vice President Yeager questioned why we need to have these two special meetings. Chief Rita advised that one is for the public reading of the ordinance and one is for the public re-reading of the ordinance along with the vote. She advised this was the timeline required for the ordinance to be put in place by December 31, 2022, as adopted at last month's meeting.

Commissioner Yeager advised he would likely attend by Zoom. Chief Rita advised she would not be in attendance at either meeting.

**c. Regular Board meeting on December 20, 2022, unless another date is agreed upon**

President McMullen confirmed the next meeting date as December 20, 2022.

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

Motion: Adjourn meeting.  
By: Guarino  
Second By: Stiles  
Discussion: None.  
Vote: Approved unanimously.

Meeting adjourned at 1950 hours.

Minutes approved: \_\_\_\_\_

\_\_\_\_\_  
President James McMullen

\_\_\_\_\_  
Board Clerk Carly Hall