



## West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

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### BOARD OF COMMISSIONERS – REGULAR MEETING April 16, 2024, 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. Discussion / Action – Hire Board Clerk Candidate Kytiana Sayer-Peterson
4. Presentations - Service Plaques for Retired Commissioners Richard Guarino and Jim Yeager (President McMullen)
5. Weed Abatement Report (Firefighter Lee)
6. New Business
  - a. Discussion / Action – E30 Replacement – Preapproval (AC Stiles)
  - b. Discussion / Action – Adopt Resolution 24-0x – Resolution of Intention to Continue Assessments For Fiscal Year 2024-25, Preliminarily Approving the Engineer's Report, and Providing for Notice of Public Hearing for the West Plainfield Fire Protection District, Fire Protection and Emergency Response Services Assessment (SCI) **(Pgs 3-53)**
  - c. Discussion / Action – Adopt Preliminary Fiscal Year 2024 / 2025 District Budget (Commissioner Stiles) **(Pgs 54-60)**
  - d. Discussion / Action – Adopt Procedure 1005 – Leaves and Absences – Career Staff (AC Stiles) **(Pgs 61-64)**
  - e. Discussion / Action - Standing Committee Appointments (President McMullen)
  - f. Discussion / Action – Standing Committee – Reports
    - i. Lillard Hall Committee – **Amy**, Roos
      1. Hall Manager Report **(Pgs 65-67)**
      2. Discussion / Action – Approval of May 15, 2024 Minutes
      3. Discussion / Action – Adopt Preliminary Lillard Hall Budget for Fiscal Year 2024 / 2025

Agenda – Board Meeting – Regular  
May 21, 2024  
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- ii. Budget and Benefits Committee – **Stiles**, Roos
  1. Discussion / Action - Approval of April 26, 2024 Minutes **(Pgs 68-69)**
  2. Discussion / Action – Approval of May 7, 2024 Minutes **(Pg 70)**
  3. Discussion / Action – Creation of Additional Restricted Fund – Non-Leave Benefits
- iii. Personnel Committee – **Amy**, Roos
  1. Discussion / Action – Approval of April 17, 2024 Minutes **(Pg 71)**
  2. Discussion / Action – Approval of April 25, 2024 Minutes **(Pg 72)**
  3. Discussion / Action – Adopt Revised Policy 1003 – Position Descriptions – Attachment: Position Description – Board Clerk **(Pgs 73-77)**
  4. Discussion / Action – Fire Chief Replacement Process / Timeline
7. Assistant Chief’s Report (Assistant Chief Stiles)
8. Fire Fighter’s Association Report (President Lee)
9. Clerk’s Report **(Pg 78)**
  - a. Discussion / Action – West Plainfield Fire Protection District Bill Review / Ratification **(Pg 79)**
  - b. Discussion / Action - Approval of April 16, 2024, Regular Board Meeting Minutes **(Pgs 80-87)**
10. Open Forum
11. Next regular Board meeting on June 18, 2024, unless another date is agreed upon
12. Meeting Adjourned (President McMullen)



## West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

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### BEFORE THE BOARD OF FIRE COMMISSIONERS OF THE WEST PLAINFIELD FIRE PROTECTION DISTRICT

#### RESOLUTION NO. 24-\_\_\_

#### RESOLUTION OF INTENTION TO CONTINUE ASSESSMENTS FOR FISCAL YEAR 2024-25 PRELIMINARILY APPROVING THE ENGINEER'S REPORT, AND PROVIDING FOR NOTICE OF PUBLIC HEARING FOR THE WEST PLAINFIELD FIRE PROTECTION DISTRICT, FIRE PROTECTION AND EMERGENCY RESPONSE SERVICES ASSESSMENT

WHEREAS, on July 18, 2023 by Resolution No. 23-06, the West Plainfield Fire Protection District (the "District") Board of Fire Commissioners (the "Board") authorized the levy of assessments for the formation of a fire protection and emergency response services assessment district pursuant to Health and Safety Code section 13914, Government Code sections 50078—50078.20 and Cal. Const. art. XIID to provide improved fire suppression (also referred to as fire protection) services, as further described herein, for all the properties within the boundaries of the District; and

WHEREAS, such fire protection and emergency response services provide life and property protection and other special benefits to the public and properties within the areas of such services; and

WHEREAS, the purpose of the Assessment is for fire response and emergency response services which include increased firefighter staffing and training and improved maintenance and replacement of apparatus and equipment throughout its boundaries (collectively "Services").

WHEREAS, the District is authorized, pursuant to the authority provided in Health and Safety Code section 13914, and Government Code sections 50078—50078.20 and Article XIID of the California Constitution, to levy assessments for fire suppression and emergency response services; and

WHEREAS, the Assessment was authorized by an assessment ballot proceeding conducted in 2023 and approved by 58.87% of the weighted ballots returned by property owners, and such assessments were levied by the Board by Resolution No. 23-06, passed on July 18, 2023; and

WHEREAS, an annual adjustment to the Assessment rate equal to the change in the Consumer Price Index for the San Francisco-Oakland-Hayward Consumer Price Index

for All Urban Consumers (CPI-U), not to exceed 5% per year was also authorized by the assessment ballot proceeding conducted in 2023;

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF FIRE COMMISSIONERS OF THE WEST PLAINFIELD FIRE PROTECTION DISTRICT AS FOLLOWS:

1. SCI Consulting Group, the Engineer of Work, has prepared an engineer's report in accordance with Article XIID of the California Constitution and Government Code sections 50078—50078.20 (the "Report"). The Report has been made, filed with the Clerk of the Board and duly considered by the Board and is hereby deemed sufficient and preliminarily approved. The Report shall stand as the Engineer's Report for all subsequent proceedings under and pursuant to the foregoing resolution.
2. It is the intention of this Board to continue and to collect assessments for the fire protection and emergency response services assessment for fiscal year 2024-25 for the proposed projects and services set forth in the Report. Within the West Plainfield Fire Protection District, the proposed projects and services are generally described as fire prevention and emergency response services as well as capital costs, and maintenance and operation expenses ("Services").
3. The authorized maximum assessment to be levied in future fiscal years shall be adjusted based on the Consumer Price Index for the San Francisco-Oakland-Hayward Consumer Price Index for All Urban Consumers (CPI-U), not to exceed 5% per year. The assessment rate for Fiscal Year 2023-24 was \$219.66 per single family equivalent benefit unit. The annual change in the CPI from December 2022 to December 2023 was 2.62%. Therefore, the maximum authorized assessment rate for Fiscal Year 2024-25, increased by 2.62%, is \$225.41 per single family equivalent benefit unit. The District will levy the maximum allowable rate for Fiscal Year 2024-25.
4. The estimated fiscal year 2024-25 cost of providing the Services is \$239,045. This cost results in a proposed assessment rate for Fiscal Year 2024-25 of TWO HUNDRED TWENTY FIVE DOLLARS AND FORTY ONE CENTS (\$225.41) per single-family equivalent benefit. Reference is hereby made to the Report for a full and detailed description of the proposed assessments upon assessable lots and parcels of land.
5. Notice is hereby given that on June 18, 2024, at the hour of 7:00 p.m. at West Plainfield Fire Protection District offices, located at 24901 County Road 95, Davis, CA 95616, the Board will hold a public hearing to consider ordering the continuation of the Services and the levy of the assessments for fiscal year 2024-25.

- 6. The Clerk of the Board or designee shall cause a notice of the hearing to be given by publishing a notice, at least ten (10) days prior to the date of the hearing above specified, in a newspaper circulated in the District.

PASSED and ADOPTED by the Board of Fire Commissioners of the West Plainfield Fire Protection District, this 21st day of May 2024, by the following vote:

AYES:

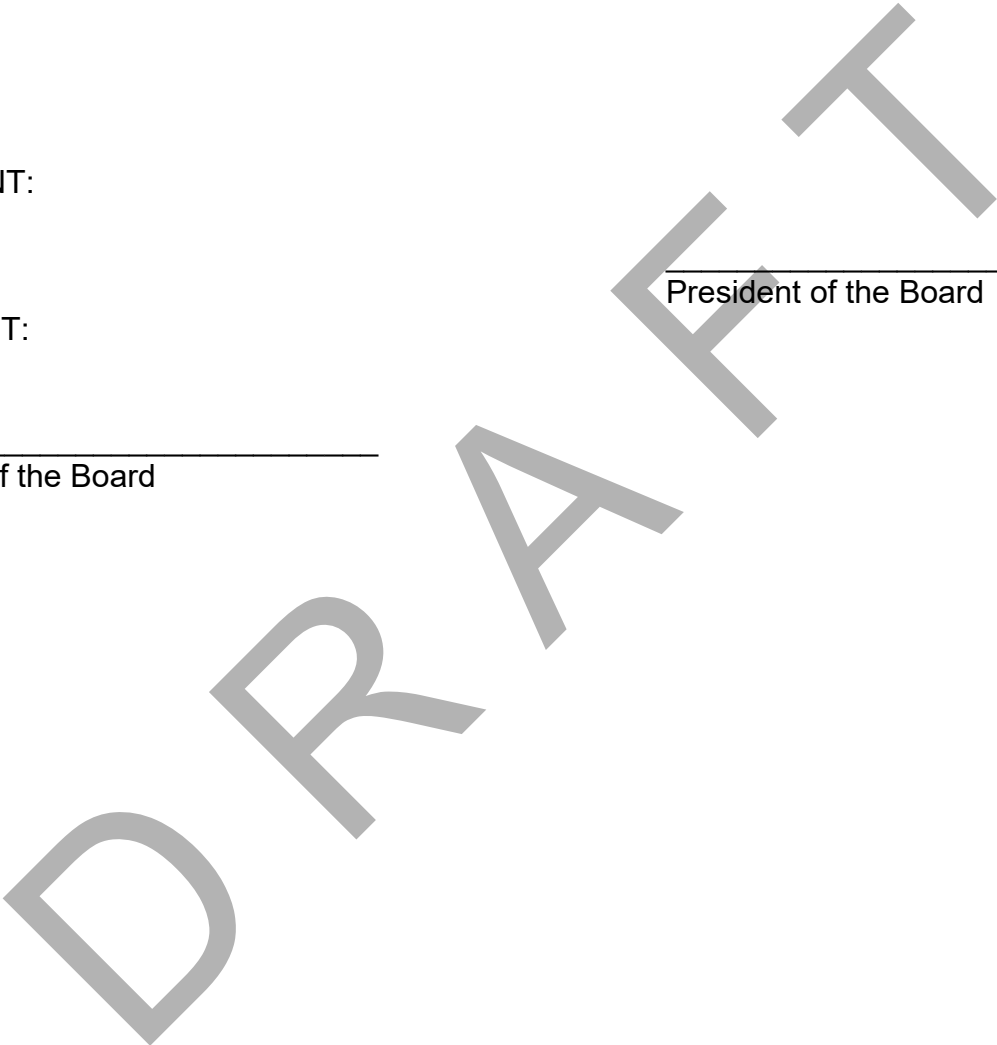
NOES:

ABSENT:

\_\_\_\_\_  
President of the Board

ATTEST:

\_\_\_\_\_  
Clerk of the Board



**West Plainfield Fire Protection District  
Fire Protection and Emergency Response Services Assessment  
Fiscal Year 2024-25  
Proposed Timeline**

January '24							February '24							March '24							April '24							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
	1	2	3	4	5	6					1	2	3							1	2		1	2	3	4	5	6
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30	28	29	30					
													31															

May '24							June '24							July '24							August '24						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3	4						1		1	2	3	4	5	6					1	2	3
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
							30																				

<u>TENTATIVE DATE</u>	<u>TASKS TO BE COMPLETED (DETAILED LIST)</u>	<u>RESPONSIBLE</u>
May 13	District gives SCI budget for Engineer's Report.	District
May 14	Complete and file Engineer's Report and Resolution with District	SCI
May 21	<b><u>Board Meeting</u></b> Passage of resolution of intention to levy annual assessment, preliminarily accepting Engineer's Report and scheduling the Public Hearing.	District/Board
May 31	Publish notice of public hearing (must occur at least 10 days before public hearing).	SCI
June 18	<b><u>Board Meeting</u></b> Public Hearing and consideration of Resolution Approving Engineer's Report and Ordering the Levy of Assessments for fiscal year 2024-25	Board
August 2	Submission of assessments to County	SCI
September 30	Confirmation of final levies with County	SCI

*It is understood that all regular meetings of the District Board occur on the third Tuesday of each month.*



# ENGINEER'S REPORT

## West Plainfield Fire Protection District

Fire Protection and Emergency Response Services  
Assessment

Fiscal Year 2024-25

Pursuant to California Government Code Section  
50078 et seq., Health and Safety Code Section  
13914 and Article XIID of the California  
Constitution

Engineer of Work:



**SCI Consulting Group**  
Public Finance Consulting Services

4745 Mangels Boulevard  
Fairfield, California 94534  
707.430.4300  
[www.sci-cg.com](http://www.sci-cg.com)

## West Plainfield Fire Protection District

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### Board of Commissioner's

- James McMullen, Board President
- Jim Yeager, Board Vice President
- Emily Jacob Amy, Commissioner
- Richard Guarino, Commissioner
- Elizabeth Stiles, Commissioner

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### Fire Chief

- Cherie Rita, Fire Chief

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### Assistant Chief

- Dave Stiles, Assistant Chief



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## Introduction

The West Plainfield Fire Protection District (“West Plainfield FPD,” “Fire District,” or “District”), was originally formed in 1928 by the residents of the District and provides fire protection, fire prevention and emergency response services in south/central area of unincorporated Yolo County between Davis and Winters. The Fire District is currently staffed with 1 career firefighter 24 hours per day 7 days per week, supported by a dwindling number of volunteer firefighters.

The West Plainfield FPD is governed by Yolo County Board of Supervisors overseeing a local, dependent, five-member Board of Fire Commissioners. The Yolo County Board of Supervisors can delegate any of its power to the Board of Fire Commissioners.

The Fire District covers approximately 33 square miles and serves an approximate population of 900. The District operates out of one fire station in rural Yolo County. West Plainfield FPD responds to almost 300 service calls per year, including structure fires, brush fires, vegetation fires, vehicle fires, traffic collisions, search and rescues, hazardous materials incidents and emergency medical calls. In addition, West Plainfield FPD provides fire prevention, community education, emergency preparedness and other services relating to the protection of lives and property.

The assessment district described in this Engineer’s Report is intended to provide an ongoing secure funding source for local fire protection services. The cost of providing fire protection and emergency response services continues to rise each year due to increasing emergency calls, enhanced firefighter training requirements, and substantial increases in operational costs, including fuel, utilities, equipment, insurance, and personnel.

Competitive wages in neighboring agencies have made it increasingly difficult for the Fire District to retain and attract firefighters. In addition, it is becoming more difficult to retain and attract volunteer firefighters due to increased training requirements and the additional time required to meet these training requirements. The Fire District is not funded by the State or County and has never received any funding from the now-suspended Cal Fire Prevention Fee.

The continuation of the assessment will help address the wage disparity and, in turn, increase the number and retention of our locally trained firefighters. Adequate staffing also allows the Fire District to assemble the recommended number of personnel on the scene of an incident quicker, which is a factor for your Insurance Services Office (ISO) rating, affecting insurance rates. A negative change in ISO rating will result in higher costs with possibly lower coverage limits or the complete loss of homeowners insurance coverage.

West Plainfield FPD seeks to maintain a high level of fire protection and emergency response service by maintaining appropriate staffing levels and providing improved apparatus replacement, maintenance of facilities, and increase in local firefighter wages.

This Engineer's Report supports the continuation of the assessment to enhance existing funding sources, associated services and equipment, and fund these improved services and equipment, thus allowing the District to continue to provide services and enhance safety for its residents and their family members, business owners and their customers, and the firefighters, some of whom are volunteering their time to the District. The proposed assessment rates for fiscal year 2024-25 are shown in Table 1, below.

**Table 1 – Proposed Assessment Rates**

Property Type	Proposed Rate	Unit
Single Family	\$225.41	each
Commercial/Industrial	\$1,675.97	acre
Office	\$441.83	acre
Storage	\$1,231.19	acre
Parking Lot	\$41.27	each
Vacant	\$30.18	each
Agriculture	\$5.73	acre

These proposed assessment rates, adjusted by the relative fire hazard zone factor and the relative travel time factor, are used to calculate the specific assessment for each parcel. These factors are explained in more detail in the Method of Apportionment section of this report.

This Engineer's Report (the "Report") was prepared to:

- Describe the fire suppression, safety and emergency response services and equipment that would be funded by the assessments (the "Services")
- Establish a budget for the Services that would be funded by the assessments in 2024-25
- Determine the special benefits received from the proposed Services by property within the West Plainfield Fire Protection District Assessment (the "Assessment District"), and
- Describe the method of apportionment to lots and parcels within the Assessment District.

This Report and the proposed assessments have been made in compliance with California Government Code Section 50078 et seq., Health and Safety Code Section 13914 (the "Code") and Article XIID of the California Constitution (the "Article").

The Assessment District is narrowly drawn to include only properties that directly receive the additional fire protection and prevention services provided by the assessment funds and are specially benefited from such Services. The Assessment Diagram included in this Report shows the boundaries of the Assessment District.

## Legal Analysis of Proposition 218

The proposed assessment complies with Proposition 218, The Right to Vote on Taxes Act, which was approved by the voters of California on November 6, 1996 and is now Articles XIII C and XIII D of the California Constitution. Proposition 218 provides for benefit assessments to be levied to fund the cost of providing services, improvements, as well as maintenance and operation expenses of a public improvement that provide a special benefit to the assessed property.

Proposition 218 imposes a number of important requirements, including property-owner balloting, for the formation and continuation of assessments, and these requirements are satisfied by the process used to establish this assessment.

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### **Silicon Valley Taxpayers Association, Inc. v Santa Clara County Open Space District (2008) 44 Cal.4th 431**

On July 14, 2008, the California Supreme Court issued its ruling in *Silicon Valley Taxpayers Association, Inc. v. Santa Clara County Open Space District* (“*Silicon Valley*”). Several of the most important elements of the ruling are:

- Benefit assessments are for special, not general benefit
- The services and/or improvements funded by assessments must be clearly defined
- Special benefits are directly received by and provide a direct advantage to property in the Assessment District

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### **Dahms v. Downtown Pomona Property (2009) 174 Cal.App.4th 708**

On June 8, 2009, the Court of Appeal amended its original opinion upholding a benefit assessment for property in the downtown area of the City of Pomona. On July 22, 2009, the California Supreme Court granted review and transferred the case back to the Court of Appeal for reconsideration in light of the Supreme Court’s discussion in the *Silicon Valley* case. In *Dahms*, the Appellate Court then upheld the assessment that was 100% special benefit (i.e. 0% general benefit) holding that the services and improvements funded by the assessments were directly provided to property in the assessment District. The Court also upheld discounts and exemptions from the assessment for certain properties.

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**Bonander v. Town of Tiburon (2009) 46 Cal.4th 646**

On December 31, 2009, the Court of Appeal overturned a benefit assessment approved by property owners to pay for placing overhead utility lines underground in an area of the Town of Tiburon. The Court invalidated the assessments on the grounds that the assessments had been apportioned to assessed property based in part on relative costs within sub-areas of the assessment district, instead of each individual property's proportional special benefits.

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**Beutz v. County of Riverside (2010) 184 Cal.App.4th 1516**

On May 26, 2010, the California Court of Appeal issued its decision in *Steven Beutz v. County of Riverside* ("Beutz"). This decision overturned an assessment for park maintenance in Wildomar, California, primarily because the general benefits associated with improvements and services were not explicitly calculated, quantified, and separated from the special benefits.

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**Golden Hill Neighborhood Association V. City of San Diego (2011)199 Cal.App.4th 416**

On September 22, 2011, California Court of Appeal issued its decision in *Golden Hill Neighborhood Association v. City of San Diego*. This decision overturned an assessment for street and landscaping maintenance in the Greater Golden Hill neighborhood of San Diego, California. The court described two primary reasons for its decision. First, as in *Beutz*, the court found the general benefits associated with services were not explicitly calculated, quantified and separated from the special benefits. Second, the court found that the City had failed to document the basis for the assessment on city-owned parcels.

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**Compliance with Current Law**

This Engineer's Report is consistent with the requirements of Article XIII C and XIII D of the California Constitution and with the *Silicon Valley* decision because the Services to be funded are clearly defined; the Services are available to and will be directly provided to all benefited property in the Assessment District; the Services provide a direct advantage to property in the Assessment District that would not be received in the absence of the assessment; and the Services are benefits that are over and above general benefits conferred on real property located in West Plainfield FPD or to the public at large by other public entities that make up the membership of West Plainfield FPD.

This Report is consistent with *Dahms* because, similar to the *Downtown Pomona* assessment validated in *Dahms*, the Services will be directly provided to property in the Assessment District. More specifically, as discussed hereafter, the Services afford benefits specifically unique and supplied only to property owners within the District, with a corresponding effect that is not shared by other parcels outside of the District or real property in general, including the public at large. While *Dahms* could be used as the basis for a finding of 0% general benefits, this Engineer's Report establishes a more generous separation and quantification of general benefits.

This Report is also consistent with *Bonander* because the Assessment has been apportioned based on the proportional special benefit to each property. Furthermore, the Assessment is consistent with *Beutz* and *Golden Hill* because the general benefits have been explicitly calculated, quantified, and excluded from the Assessment.



## Assessment Process

In order to allow property owners to ultimately decide whether additional funding should be provided for the District's fire protection, suppression, and emergency response services, the Board, on May 16, 2023, authorized the initiation of proceedings for a benefit assessment to provide local funding for improved services and related costs. The assessment was named the Fire Protection and Emergency Response Services Assessment (the "Assessment District" or "Assessment"). In June and July of 2023, the District conducted an assessment ballot proceeding pursuant to the requirements of Article XIID of the California Constitution ("The Taxpayer's Right to Vote on Taxes Act") of the Government Code. During this ballot proceeding, owners of property in the Assessment District were provided with a notice and ballot for the special assessment. A 45-day period was provided for balloting and a public hearing was conducted on July 18<sup>th</sup>, 2023.

It was determined at the public hearing that 58.87% of the weighted ballots returned were in support of the assessment. Since the assessment ballots submitted in opposition to the proposed assessments did not exceed the assessment ballots submitted in favor of the assessments (weighted by the proportional financial obligation of the property for which ballots are submitted), the Board took action, by resolution, to approve the levy of the assessments for fiscal year 2023-24 and to continue to levy them in future fiscal years. The initial maximum assessment rate balloted and established in Fiscal Year 2023-24 was \$219.66 per single family equivalent benefit unit. The levies were submitted to the Yolo County Auditor for inclusion on the property tax rolls for fiscal year 2023-24.

The authority granted by the ballot proceeding includes an annual adjustment in the maximum authorized assessment rate equal to the annual change in the Consumer Price Index for San Francisco Bay Area Consumer Price Index-U, for the San Francisco Bay Area as of December of each succeeding year (the "CPI"), with a maximum annual adjustment not to exceed 5%. The maximum authorized assessment rate is equal to the maximum assessment rate in the previous fiscal year adjusted annually by the change in the CPI or by 5%, whichever is less. The Board took action, by Resolution No. 23-06 passed on July 18<sup>th</sup>, 2023, to approve the levy of the assessments.

The maximum authorized assessment rate is equal to the maximum assessment rate in the previous fiscal year adjusted annually by the change in the CPI or by 5%, whichever is less. Based on the preceding annual adjustments, the maximum possible assessment rate for Fiscal Year 2023-24 was \$219.66 per single family equivalent benefit unit. The annual change in the San Francisco Bay Area Consumer Price Index from December 2022 to December 2023 was 2.62%. Therefore, the maximum authorized assessment rate for Fiscal Year 2024-25 has been increased by 2.62%, from \$219.66 to \$225.41 per single family equivalent benefit unit. The estimate of cost and budget in this Engineer's Report proposes assessments for fiscal year 2024-25 at the rate of \$225.41 per single family equivalent benefit unit, which is the maximum authorized assessment rate.

In each subsequent year for which the assessment will be continued, an updated proposed budget, assessment rate and an updated assessment roll listing all parcels and their proposed assessment for the upcoming fiscal year shall be prepared and considered by the Board of Directors. At this meeting, the Board will also call for the publication in a local newspaper a legal notice of the intent to continue the assessment for the next fiscal year and set the date for the noticed public hearing. At the annual public hearing, members of the public can provide input to the Board prior to the Board's decision on continuing the services and assessment for the next fiscal year.

If the assessment is confirmed and approved, the levies would be submitted to the Yolo County Auditor/Controller for inclusion on the property tax roll for Fiscal Year 2024-25.

## Description of Services

West Plainfield FPD provides a range of fire suppression and protection, prevention, and other fire and emergency-related services to properties within its boundaries.

This proposed benefit assessment would provide funding for three major areas of service improvements within the District for its' fire suppression and protection operations (with the majority of the proposed assessment revenue being dedicated to firefighter retention.)

- Increased Firefighter Staffing and Training
- Improved Maintenance and Replacement of Apparatus and Equipment
- Other Services and Supplies

The West Plainfield FPD fire station is located at 24901 County Road 95, Davis, CA 95616

The formula below describes the relationship between the final level of services, the baseline level of service based on existing funding, and the enhanced level of services funded by the assessment if it is approved. It should be noted, due to the fact that current operating costs are increasing at a faster rate than current funding sources, the baseline level of services is diminishing over time.

<i>Final Level of Service</i>	=	<i>Current and Diminishing Baseline Level of Service</i>	+	<i>Proposed Enhanced Level of Service</i>
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Below is a more detailed description of these improvements that are provided for the special benefit of property in the Assessment District.

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### Increased Firefighting Staffing and Training

Firefighting emergency response staffing levels are described colloquially in terms of "speed and weight," with speed describing the response time and weight describing the number and types of personnel. Also, staffing levels are also commonly described in terms of the number of firefighting staff per fire truck and/or apparatus, such as "4 on an initial response" or "3 on an initial response." West Plainfield Fire is satisfied with its response time ("speed") but has determined that its staffing levels ("weight") need to be improved.

Although there are many approaches to deploying firefighting staff, OSHA guidelines place strict requirements on operations, particularly when firefighters are required to enter potentially Immediately Dangerous to Life and Health (IDLH) environments such as structure fires. In these atmospheres, OSHA requires that personnel use self-contained breathing apparatus (SCBA), that a minimum of two firefighters work as a team inside the structure, and that a minimum of two firefighters be on standby outside the structure to provide assistance or perform rescue.

To meet the “2 in, 2 out” standard, the National Fire Protection Agency (NFPA) recommendation is four (4) personnel per apparatus in a community of this size and risk. The District cannot meet the NFPA recommendation due to budget constraints. The next best option is to align with industry standards and respond adequately to calls by staffing all apparatus with three (3) personnel.

Essentially the “2 in, 2 out” rule severely limits West Plainfield FPD’s ability to respond effectively to many types of emergencies. The challenge is compounded in the case of multiple calls. West Plainfield FPD has determined that an increase in staffing would significantly increase its effectiveness, as well as compliance with OSHA requirements, and would benefit the property owners with heightened levels of property and human life protection.

Improved and increased firefighting staffing levels will significantly contribute to improved safety and protection of real property within the proposed Assessment District.

The proposed assessment is intended to provide funding for additional full-time-staffing, and some additional training. The costs for the proposed staffing increases would support the implementation of “3 on an initial response” staffing are included in the Table 3 Budget.

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### **Improved Maintenance and Replacement of Apparatus and Equipment**

West Plainfield FPD desires to ensure maintenance and replacement of apparatus in order to maximize safety and effectiveness for fire suppression. Improved maintenance and replacement will significantly contribute to improved safety and protection of real property. It should be noted that the need for equipment replacement will be ongoing. If approved, the proposed assessment will fund this replacement plan by allocating \$82,764 per year to the apparatus and equipment replacement fund. Table 2 below lists the replacement plan for apparatus and equipment.

**Table 2 – Apparatus and Equipment Replacement Plan**

Fiscal Year	Apparatus	EstimatedAmount
2028-29	Engine Type 1	\$1,488,500
2035-36	Water Tender	\$1,744,638
2044-45	Engine Type 5, Brush 30	\$1,625,173
2044-45	Engine Type 5, Brush 330	\$493,300
2046-47	Water Tender	\$2,530,959
TBD	Engine Type 6	\$475,000
	Estimated Unfunded Total	\$8,357,570

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**Other Services and Supplies**

The budget shown in Table 3 includes and summarizes budget allocations for firefighter staffing and training, equipment and apparatus maintenance and replacement, capital repairs, equipment operation and maintenance, professional services, supplies and materials, utilities and administration in support of West Plainfield FPD’s operations.

## Cost and Budget

The following budget lists the expenditures that would be funded by the Assessment District in Fiscal Year 2024-25.

**Table 3 – Cost and Budget**

<b>West Plainfield Fire Protection District</b>	
<b>Estimate of Costs</b>	
<b>Fiscal Year 2024-25</b>	
Budget Item	Amount
Service, Apparatus and Equipment Needs	
Firefighter Staffing and Training	\$573,925
Equipment and Apparatus Maintenance and Replacement	\$105,764
Facility Improvements	\$0
Capital Repairs	\$50,821
Equipment Operation and Maintenance	\$29,632
Professional Services	\$21,544
Supplies and Materials	\$126,190
Utilities	\$10,350
Administration	\$0
Contingency	\$25,000
<b>Total Service Needs (a)</b>	<b>\$943,226</b>
Less: Est. Dedicated Revenue from Property Taxes & Other Sources (b)	(\$413,300)
Less: Contribution from the County (c)	(\$127,810)
<b>Est Total Revenue from Other Sources (General benefit contribution) (b+c) = (d)</b>	<b>(\$541,110)</b>
Contribution to / (from) Reserve Fund (e)	<b>(\$153,303)</b>
<b>Net Cost of Servicing to Assessment District (a-d-e) = (f)</b>	<b>\$248,813</b>
Allowance for County Collection (\$1.00 per parcel) = (g)	\$396
<b>Total Fire Suppression and Protection Services Budget (e-f) =(g)</b>	<b>\$249,209</b>
Total Proposed Assessment Budget (g)	<b>\$249,209</b>
Effective Single Family Equivalent Benefit Units in Assessment District (h)	1,105.58
<b>Proposed Assessment per Effective Single Family Equivalent Unit (SFE) (g/h)</b>	<b>\$225.41</b>

The “Service Needs” cost estimates are presented in the budget table above for the 2024-25 fiscal year only, but are based upon financial forecasting over a 10-year cycle and beyond. This forecasting concludes that these costs will likely persist consistently into the future. Consistent with the General Benefit requirement described later in this Report, at least 21% of the total cost of the West Plainfield FPD Fire Services must be funded from sources other than this proposed assessment to cover any general benefits from the Services. Therefore, the cost of services of \$943,226 funded by the proposed assessment can be funded exclusively through the assessment levy as a special benefit since the current County contributions from its dedicated ad valorem property tax revenues and other sources exceed approximately 57.37%. (\$541,110/\$943,226) of the total cost of West Plainfield FPD Fire Services, far in excess of the above required 21% non-assessment general benefit funding requirements. The 57.37% funding is from property taxes and other sources. The Total SFEs are the sum of the assigned Single Family Equivalent units for

each affected parcel based upon a parcel-by-parcel analysis of the service area consistent with the Method of Apportionment described later in the Report.

## Method of Apportionment

This section includes an explanation of the special benefits to be derived from the Services, the criteria for the expenditure of assessment funds, and the methodology used to apportion the total assessment to properties within the Assessment District.

The Assessment District area consists of all Assessor Parcels within West Plainfield FPD boundaries. The method used for apportioning the assessment is based upon the proportional special benefits from the Services to be provided to the properties in the assessment area over and above general benefits conferred on real property or to the public at large. Special benefit is calculated for each parcel in the Assessment District using the following process:

1. Identification of all benefit factors derived from the improved services
2. Calculation of the proportion of these benefits that are general
3. Determination of the relative special benefit within different areas within the Assessment District
4. Determination of the relative special benefit per property type
5. Calculation of the specific assessment for each individual parcel based upon special vs. general benefit; location, property type, property characteristics, improvements on property and other supporting attributes

## Implementation of an Assessment for Fire Protection Services

California Government Code Section 50078 et. seq. allows agencies which provide fire suppression services, such as West Plainfield FPD, to levy assessments for fire suppression services. Section 50078 states the following:

*“Any local agency which provides fire suppression services directly or by contract with the state or a local agency may, by ordinance or by resolution adopted after notice and hearing, determine and levy an assessment for fire suppression services pursuant to this article.”*

In addition, California Government Code Section 50078.1 defines the term “fire suppression” as follows:

*“(c) “Fire suppression” includes firefighting and fire prevention, including, but not limited to, vegetation removal or management undertaken, in whole or in part, for the reduction of a fire hazard.”*



Therefore, the Services to be provided by the Assessment District fall within the scope of services that may be funded by assessments under the Code.

The assessment must be levied based on the special benefit to property. Special benefit means a particular and distinct benefit received by property over and above any general benefits conferred on real property located in the Assessment District or the public at large. With reference to the requirements for assessment, Section 50078.5 of the California Government Code states:

*"(b) The benefit assessment shall be levied on a parcel, class of improvement to property, or use of property basis, or a combination thereof, within the boundaries of the local agency, zone, or area of benefit."*

*"The assessment may be levied against any parcel, improvement, or use of property to which such services may be made available whether or not the service is actually used."*

Health and Safety Code Section 13914 states:

*A [fire protection] district may levy an assessment for fire suppression services pursuant to Article 3.6 (commencing with Section 50078) of Chapter 1 of Part 1 of Division 1 of Title 5 of the Government Code.*

Proposition 218, as codified in Article XIII D of the California Constitution, has confirmed that assessments must be based on the special benefit to property:

*"No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel."*

Since assessments are levied on the basis of special benefit, they are not a tax and are not governed by Article XIII A of the California Constitution.

The following two sections describe how and why the Fire Protection Services specially benefit properties. This special benefit is particular and distinct from its effect on other property, and that other real property and the public at large do not share the special benefit.

## Overview of Special Benefits from Fire Protection Services

Special Benefit is defined in Article XIID of the California Constitution as a “particular and distinct benefit over and above general benefits.” The proposed services and improvements provide “particular and distinct” benefit because they are distinctly defined and described, and are provided directly to the parcels within the Assessment District boundaries. The proposed services and improvements are “over and above general benefits” currently supplied by the West Plainfield FPD and other agencies.

Moreover, this assessment for fire protection services can be clearly contrasted with assessments for parks and recreation, or even open space, as addressed in *Silicon Valley*, because fire services are provided directly to individual parcels in the form of fire prevention and suppression; by contrast, property owners must travel from their properties to dispersed locations to fully enjoy the benefits of parks and open space.

In summary, real property located within the boundaries of the proposed Assessment District distinctly and directly benefits from increased safety and protection of real property and human life in the Assessment District.

## Description of Special Benefit From Fire Protection Services

In order to allocate the assessments, the special benefit arising from the Services that will be provided to property in the Assessment District has been identified and described below. This special benefit must confer a direct advantage to the assessed properties; otherwise it would be general benefit, as described further in this report.

The following special benefit confers to residential, commercial, industrial, institutional, and other lots and parcels resulting from the improved fire protection and emergency response services that will be provided in the Assessment District. This special benefit is summarized as follows:

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### **Increased safety and protection of real property assets for all property owners within the Assessment District.**

The proposed Assessments will fund improved fire suppression, prevention, protection and emergency response services, and thereby can significantly reduce the risk of property damage, human injury, or death associated with fires within the assessment District. Clearly, fire mitigation helps to protect and specifically benefits both improved properties and vacant properties in the Assessment District.

*"Fire is the largest single cause of property loss in the United States. In the last decade, fires have caused direct losses of more than \$120 billion and countless billions more in related cost."<sup>1</sup>*

*“Over 140,000 wildfires occurred on average each year, burning a total of almost 14.5 million acres. And since 1990, over 900 homes have been destroyed each year by wildfires.”<sup>2</sup>*

*“The strategies and techniques to address fire risks in structures are known. When implemented, these means have proven effective in the reduction of losses.”<sup>3</sup>*

The proposed improved fire suppression, prevention, protection, and emergency response services support this special benefit by providing West Plainfield FPD with the needed resources to protect real property from uncontrolled fires.

The proposed increased firefighting staffing supports this special benefit by providing needed personnel resources. For instance, current OSHA regulations require that two firefighters remain outside a structure during an emergency response to a structure fire, while two firefighters may enter. *(This OSHA Policy is documented as United States Department of Labor - Occupational Safety and Health Administration — OSHA Regulation “2 in 2 out”— The “2In/2 Out” policy is part of paragraph (g)(4) of OSHAs revised respiratory protection standard, 29 CFR 1910.134.)*

This “2 in, 2 out” requirement places significant limitations on West Plainfield FPD’s ability to respond to structure fires, particularly when second and third calls are made. The proposed assessment would allow West Plainfield FPD to optimize staffing levels and respond with the industry standard of “3 on an initial response” on significantly more emergency calls. Properties receive direct special benefit from the increased staffing because the increase in staffing in turn increases the likelihood that property and life will be protected. For example, if only two firefighters are available to respond to a structure fire, no firefighter would be allowed to enter the structure –significantly delaying critical fire suppression activity.

The increased firefighting staffing specifically satisfies the strict legal requirements of the *Silicon Valley* decision in that these Services are clearly defined, are available to and will be directly provided to all benefited property, and will provide a direct advantage that would not be received in the absence of the assessment.

### General Versus Special Benefit

Article XIII D of the California Constitution requires any local agency proposing to increase or impose a benefit assessment to “separate the general benefits from the special benefits conferred on a parcel.”

In other words:

<i>Total Benefit</i>	=	<i>General Benefit</i>	+	<i>Special Benefit</i>
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The rationale for separating special and general benefits is to ensure that property owners subject to the benefit assessment are not paying for general benefits. The assessment, therefore, can fund special benefits but cannot fund general benefits.

Please note that the property owners of the parcels subject to the assessment *should not* and *cannot* be required to pay for the general benefits arising from the proposed service and equipment improvements – this is an essential assessment-payer-protection requirement of all Proposition 218–compliant assessments. In order to clearly and overwhelmingly satisfy this important requirement, the general benefit has been calculated in each step favoring its reasonable maximum to totally avoid any possibility that the total general benefit to be funded from other sources is under-calculated.

There is no statutory formula to calculate, quantify and separate general benefit in support of benefit assessment analysis. General benefits are benefits from improvements or services that are not special in nature, are not “particular and distinct,” and are not “over and above” benefits received by other properties, or the public at large. *Silicon Valley* provides some clarification by indicating that general benefits provide “an indirect, derivative advantage” and are not necessarily proximate to the improvements. Again, in this Report, the general benefit is generously estimated and described, and then budgeted so that it is funded by sources other than the assessment. Although there is not an industry standard for this general benefit calculation, the three-component (plus an adjustment for emergency medical) approach shown in the formula below has been the most-widely used.

		<i>1.) Benefit to Real Property Outside the Assessment District</i>
+		<i>2.) Benefit to Real Property Inside the Assessment District that is Indirect and Derivative</i>
+		<i>3.) Benefit to the Public at Large</i>
+		<i>(Adjustment for Emergency Medical Services)</i>
=		<i>General Benefit</i>

Special benefit, on the other hand, is defined in the California Constitution as “a particular and distinct benefit over and above general benefits conferred on real property located in the district or to the public at large.” The *Silicon Valley* decision indicates that a special benefit is conferred to a property if the property “receives a direct advantage from the improvement (e.g., proximity to a park).” In this assessment, as noted previously, the improved Services are available when needed to all properties in the Assessment District, so the overwhelming proportion of the benefits conferred to property is special, and the benefits are only minimally received by property outside the Assessment District or the public at large.

## Calculating General Benefit

This section provides a measure of the general benefits from the assessments.

### 1.) Benefit to Property Outside the Assessment District

Properties within the Assessment District receive almost all of the special benefits from the Services because the Services will be provided solely in the Assessment District boundaries. (It should be noted that the Services may, at times, be used outside the West Plainfield FPD boundaries. However, this use is part of a mutual aid agreement and is offset, at least in part, by the provision of Services by other outside agencies within the Assessment District boundaries.)

Properties proximate to, but outside of, the boundaries of the Assessment District receive some benefit from the proposed Services due to some degree of indirectly reduced fire risk to their property. Specifically, the parcels immediately contiguous to West Plainfield FPD’s boundaries enjoy a reduction to the possibility of a fire “jumping” from an adjacent structure (within the West Plainfield FPD boundaries) because West Plainfield FPD controls structure fires within its boundaries. Because West Plainfield FPD’s primary role is directed towards structure fires, as opposed to wildland fires, and structure fires generally “jump” more slowly, it is reasonable to only consider the directly adjacent, but outside, parcels. These are estimated to receive some benefit relative to parcels within the Assessment District, but they do not directly receive the improved fire protection resulting from the Services funded by the Assessments.

At the time the Assessment was proposed, the Engineer of Work, using the Geographic Information Systems, quantified the number of parcels proximate to the Assessment District boundary but outside the Assessment District, and thereby determined that there were approximately 84 directly adjacent properties. Further consideration of the types, use, location and other attributes of the outside but proximate parcels is not warranted due to numeric insignificance, and would not materially increase the accuracy of this analysis:

*84 parcels outside West Plainfield FPD but proximate to the District Boundaries*

*423 parcels in the Assessment District.*

**Calculation:**

*General Benefit to Property Outside the Assessment District =*

*$84 / (423+84) = 16.57\%$ : ~ rounded to **17.0%***

It can reasonably be argued that properties protected inside, but near the Assessment District boundaries, are offset by similar fire protection provided outside, but near, the Assessment District's boundaries, through mutual aid agreements. However, this analysis uses the more generous approach of finding that 17.0% of the Services may be of general benefit to property outside the Assessment District, and cannot be funded by this assessment.

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## **2.) Benefit to Property Inside the District that is *Indirect and Derivative***

In determining the proposed Assessment District area, West Plainfield FPD has been careful to only include parcels that will directly receive the benefit of the improved Services. All parcels will directly benefit from the use of the improved Services throughout the Assessment District in order to maintain the same improved level of fire suppression and protection throughout the area. Fire protection and suppression will be provided as needed throughout the area. The shared special benefit - reduced severity and number of fires - would be received on an equivalent basis by all parcels in the Assessment District due to the proposed increased funding. Furthermore, all parcels in the Assessment District would directly benefit from the ability to request or receive service from West Plainfield FPD and to have a West Plainfield FPD resource promptly respond directly to the parcel and address the owner's or resident's service need.

The *Silicon Valley* decision indicates that the fact that a benefit is conferred throughout the Assessment District area does not make the benefit general rather than special, so long as the Assessment District is narrowly drawn and limited to the parcels directly receiving shared special benefits from the service. This concept is particularly applicable in situations involving a landowner-approved assessment-funded extension or improvement of a local government service to benefit lands. This Report therefore concludes that, other than the general benefit to properties outside the Assessment District (discussed above) and to the public at large (discussed below), the general benefit from the fire protection services that is "indirect and derivative" is negligible.

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### 3.) Benefit To The Public At Large

Because the Services directly serve and benefit all of the property in the Assessment District, any general benefit conferred on the public at large would be small.

The public at large uses the public highways, and when traveling in and through the Assessment District the public may benefit from the services without contributing to the assessment. Although the protection of this critical infrastructure is certainly a benefit to all the property within West Plainfield FPD, this protection is arguably “indirect and derivative” and possibly benefits people rather than property. A fair and appropriate measure of the general benefit to the public at large therefore is the amount of highway and throughway street area within the Assessment District relative to the overall land area. An analysis of maps of the Assessment District shows that approximately 1.17% of the land area in the Assessment District is covered by highways and throughway streets.

A 2.0% contribution therefore is a generous, fair and appropriate measure of the general benefit to the public at large within the Assessment District and cannot be funded by this assessment.

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### Adjustment to Account for Emergency Medical Services as General Benefit

For the purposes of this Report, an additional adjustment has been made to the general benefits calculation to account for general benefits that may result from the District’s rescue and emergency medical services (“EMS”) associated with the proposed Services. *(Limitations on the appropriateness of Proposition 218-compliant assessments to fund EMS is still debated - in any case, this assessment does not include funding for EMS).* This assessment is designed to provide funding for fire protection and emergency response services, including fire-related and non-fire-related rescue and associated medical services. However, it is not designed to fund typical, non-fire/non-rescue medical calls (e.g., a cardiac arrest medical call).

West Plainfield FPD is authorized to provide EMS in addition to its primary responsibility of fire prevention and suppression. In fact, a significant portion of West Plainfield FPD’s emergency service calls are associated with providing EMS. Nonetheless, the largest portion by far of the costs associated with operating West Plainfield FPD is support for fire suppression services as illustrated in Table 4, below.

Incremental costs associated with non-fire/non-rescue emergency medical service include almost exclusively the operating costs associated with transportation to such calls such as fuel and maintenance. For further clarification, these are costs that are only incurred because of EMS, and do not include fixed costs such as personnel who would be on active duty in any case as well (as the associated training), and would therefore be incurred in any event in satisfying West Plainfield FPD's primary responsibility of fire protection and suppression.

Evaluation of the transportation associated with non-fire/non-rescue emergency medical calls for several similar fire districts in California indicates that typically around 2% of overall operating costs are for such calls. An analysis of West Plainfield FPD's actual additional costs for non-fire/non-rescue emergency medical calls is shown in Table 4, below, and supports an adjustment of 1.2%. This adjustment has generously been rounded up to 2%.

**Table 4 – Emergency Medical Expenses Versus Overall Budget**

<b>Emergency Medical Expenses</b>	<b>Annual Costs</b>
EMS Fuel Cost	\$5,035.71
EMS Apparatus Operations and Maintenance Cost	\$3,465.91
EMS Supplies and Equipment	\$1,000.00
Annual EMS Training and Certification Costs	\$2,000.00
<b>Total EMS Cost (a)</b>	<b>\$11,501.63</b>
Total Budget from Table 4 (b)	<b>\$943,226.00</b>
Percentage of Total Budget on Emergency Medical (a/b)	<b>1.2%</b>

The proposed assessment, as indicated through this Report, will exclusively fund special benefits conferred upon the properties within West Plainfield FPD boundaries, while EMS is directly funded from West Plainfield FPD through non-assessment sources including property taxes. For purposes of this Report, EMS costs over and above those necessary for fire suppression have been treated as general benefits, and it is conceded that these general benefits may exist at the same percentage for the proposed Services as with the existing baseline services. Therefore, it can be concluded that West Plainfield FPD's services are 1.2% general as a result of providing EMS services; The engineer is requiring a 2% adjustment for this component.



## Summary of General Benefits

Using a sum of the measures of general benefit for the public at large and land outside the Assessment Area, we find that approximately 21% of the benefits conferred by the proposed Fire Protection and Emergency Response Assessment may be general in nature and must therefore be funded by sources other than the assessment.

### **General Benefit Calculation**

17.0% (1. Outside the Assessment District - Adjacent parcels)  
 + 0.0% (2. "Indirect and Derivative" Property within the Assessment District)  
 + 2.0% (3. Public at Large)  
 = 19.0% (Subtotal of General Benefit)  
  
 + 2.0% (Emergency Medical Adjustment)  
  
 =**21.0%** (Total of General Benefits)

The Assessment District's total budget for 2024-25 is \$943,226. Of this total assessment budget amount, the District will contribute at least \$541,110 which is more than 57% of the total budget from sources other than this proposed assessment including dedicated property taxes and the existing benefit assessment. This contribution constitutes significantly more than the 21% general benefits estimated by the Assessment Engineer, which must be paid for by non-assessment sources.

## Zones of Benefit

The Assessment District has been narrowly drawn. The assessments will fund improved fire protection services relatively uniformly throughout the Assessment District. Properties of similar type will receive essentially equivalent types of special benefit with reasonable, parcel-by-parcel adjustments for fire hazard zone and proximity to fire stations (as explained later in the Method of Assessment section), and no broad, widespread Zones of Benefit are needed. Instead, each parcel is subject to geographic factors, acting as effective individual mini-zones.

The Assessment Area is extremely rural, and includes a patchwork of areas of moderate fire risk. Further, travel by roadway throughout the Assessment Area is very limited, and travel times from stations to specific parcels vary greatly. Accordingly, in lieu of traditional Zones of Benefits, the specific benefit of each parcel is individually calculated and adjusted for both fire risk zone and response travel time.

## Assessment Apportionment

The Assessment Engineer determined that the appropriate method of assessment should be based on the type of property, the relative risk of fire by type of property, the relative fire hazard zone factor, the relative travel time factor, the relative size of the property, and the relative damage value (replacement cost) of fires by property type. This method is further described below.

## Method of Assessment

The next step in apportioning assessments is to determine the relative special benefit for each property. This process involves determining the relative benefit received by each property in relation to a "benchmark" property, a single family detached dwelling on one parcel (one "Single Family Equivalent Benefit Unit" or "SFE").

This SFE methodology is commonly used to distribute assessments in proportion to estimated special benefits and is generally recognized as providing the basis for a fair and appropriate distribution of assessments. In this Report, all properties are assigned an SFE value, which is each property's relative benefit in relation to the benefit received by a single family home on one parcel.

The relative benefit to properties from fire related services is:

### Equation 1 – Relative Special Benefit to Properties

**Special Benefit =**

$$\Sigma(\text{Fire Risk Factors}) * \Sigma(\text{Structure Replacement Factors}) * \Sigma(\text{Location/Topography Factors})$$

Simply put, the special benefit conferred to property is the product of the fire risk, the structure replacement costs and the location and topographic factors.

Typically, the development of the rate methodology for fire assessments is based upon fire risk and structure value. However, in this case, due to the particular nature of West Plainfield FPD fire hazards and terrain, two additional factors (Fire Hazard Zone and Proximity Travel Time) were added in support of a uniquely rigorous and detailed, parcel-by-parcel development of rate and assessment.

For example, by this formula, a hypothetical parcel used for a high fire risk operation (i.e., a fireworks factory), with high value structures, in a high fire hazard zone and very close to a fire station, receives a high amount of special benefit. Conversely, a vacant lot not in a high fire hazard area and a long way from a fire station would receive far less special benefit. It follows that the special benefit, and accordingly, the assessment amount, should be calculated and assigned consistent with this logic.

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### Overview of Approach

Each parcel is evaluated and the special benefit is calculated using 4 attribute criteria:

Risk and Replacement Factors:

- |                                 |               |
|---------------------------------|---------------|
| 1.) Fire Risk                   | (see Table 5) |
| 2.) Structure Replacement Value | (see Table 6) |

These factors are summarized in Table 7

Location and Topography Adjustments:

- |   |               |
|---|---------------|
| 3.) Location and Topography - Hazard Zone             | (see Table 8) |
| 4.) Location and Topography - Proximity (Travel Time) | (see Table 9) |

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### Overview of Normalization in Adjustments in Multi-Attribute Analysis

One of the greatest engineering challenges in modeling and calculating special benefit on a specific parcel is the need to balance the effect of various attributes in a multi-attribute analysis. In this case, the special benefit method of apportionment is based upon four different attributes and each must be “weighted” to affect the overall special benefit calculation in a reasonable way, commensurate with their effect on the overall special benefit. The general approach taken is to adjust each attribute value towards a reasonable proportion of 1, such that it is consistent with the base unit of 1 Single Family Equivalent. See the “Area Adjustment Factor” used in Table 6 and the Impact Factor used in Tables 8 and 9.

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### 1.) Fire Risk Factors

This fire risk is based upon the specific parcel type and use, including use of structure (e.g., used for cooking), type of structure (centralized heating), etc.

In 2021, the National Fire Protection Association (“NFPA”), one of the preeminent authorities on fire protection in the United States, published the Structure Fires by Occupancy 2015-2019 Annual Averages Report. This report comprehensively tabulates the number of fires for each classification of property type within the United States from 2015-2019, and serves as a reasonable and rational basis to determine fire risk.

The percent of fires for each property is then divided by the total number of that property type to determine un-normalized fire risk factors. Finally, the risk factors are normalized based upon a factor of 1.00 for a single family property. Table 5 below tabulates the Fire Risk Factors for each property type.

**Table 5 – Normalized Fire Risk Factors**

<b>Property Type</b>	<b>Percentage of Study Units(a)</b>	<b>Percentage of Fires(b)</b>	<b>Risk Factor(b/a)</b>	<b>Normalized Risk Factor</b>
Single Family	68.4%	52.5%	0.7674	1.0000
Multi-Family	13.1%	23.9%	1.8294	2.3839
Commercial/Industrial	3.4%	14.9%	4.3716	5.6967
Office	0.6%	0.7%	1.2228	1.5934
Storage	0.5%	4.9%	10.6702	13.9045
Parking Lot <sup>(1)</sup>	NA	NA	0.0000	0.2151
Vacant	11.7%	1.9%	0.1651	0.2151
Agriculture	1.7%	1.2%	0.6983	0.9099
Range Land & Open Space	0.8%	0.1%	0.0837	0.1090

Structure Fires by Occupancy 2015-2019 Annual Averages, NFPA, and an analysis of the percentage of properties by property type in the State of California by SCI

(1) This study did not provide sufficient analysis to develop risk factors for parking lots, so the vacant property type is used as a proxy.

The effect of installed fire sprinklers on the special benefit received from the proposed services must be tempered by the fact that many factors including fire type, weather, roofing material, building materials response time, defensible space, use of working smoke detectors, type of windows, maintenance of sprinkler system, etc. likely more significantly affect fire protection. These factors are incorporated into our analysis. Sprinklers have been required for commercial parcels for many years, so that element is already incorporated into our risk analysis. However, more recently, sprinklers for new and renovated residential structures have become required. Special cases will be considered as part of the standard appeals process described later in this Report.

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## 2.) Structure Replacement Value Factors

The relative value of different property types was evaluated within the District to determine the Structure Replacement Value Factor according to the following formula:

### Equation 2 – Structure Replacement Value Factors

**Structure Replacement Value =**

Normalized: [(((Structure Weighting Factor \* (Average Improved Value)) +

((Land Weighting Factor \* (Average Land Value)))] \* Area Adjustment Factor

Where:

- “Structure Weighting Factor” = 10 to “weight” relative importance of structure over land.
- “Average Improved Value” is average of value of all structures and improvements.
- “Normalized:[ ]” process is required to adjust the Structure Replacement Value factor as compared to a Single Family property type. The calculated structure replacement value for a specific property type is divided by the structure replacement value for a single family property type – and then it is multiplied by the area adjustment factor.
- Area Adjustment Factor adjusts for various average parcel size as compared to an average single family residence and only affects multi-family parcels for the service area. Hence, the adjustment factor is 0.42 for multi-family parcels and 1.0 (e.g. no effect) for all other property use types.
- “Land Weighting Factor” = 1
- “Average Land Value” is average of value of all land per property type

Table 6 on the next page is a tabulation of the structure replacement values for each property type as defined by Equation 2, on the previous page.

**Table 6 – Structure Replacement Factors**

Property Type	Average Improvement Values (a)	Average Land Values (b)	Adjusted, Weighted Normalized Replacement Value Factor	Unit
Single Family	\$285,614	\$160,715.91	1.0000	each
Multi-Family	\$120,073	\$48,350.58	0.1741	res unit
Commercial/Industrial	\$379,539	\$142,183.00	1.3052	acre
Office	\$351,315	\$197,932.00	1.2301	acre
Storage	\$110,620	\$78,883.00	0.3928	acre
Parking Lot	\$248,376	\$84,928.00	0.8514	acre
Vacant	\$32,533	\$124,063.00	0.6223	each
Agriculture	\$7,380	\$10,377.00	0.0279	acre
Range Land & Open Space	\$3,919	\$1,889.00	0.0136	acre

- (a) and (b) values derived from an analysis of the 2022 Yolo County Assessor records.

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### Summary of Risk and Replacement Factors

Per Equation 1, the relative special benefit for each property type (the “SFE” or “Single Family Equivalent” Benefit Units) is determined as the product of the normalized Fire Risk Factors and the normalized Structure Replacement Value Factors. Table 7, below, summarizes the benefit for each property type.

Note that to derive an actual Assessment amount, each of these values needs to be then multiplied by the parcel specific Fire Hazard Zone Risk Factors and Proximity (Travel Time) Risk Factors in Tables 8 and 9, below.

**Table 7 – Benefit Summary per Property Type**

Property Type	Fire Risk Factors	Replacement Cost Factors	SFE Factors	Unit
Single Family	1.0000	1.0000	1.0000	each
Multi-Family	2.3839	0.1741	0.4149	res unit
Commercial/Industrial	5.6967	1.3052	7.4352	acre
Office	1.5934	1.2301	1.9601	acre
Storage	13.9045	0.3928	5.4620	acre
Parking Lot	0.2151	0.8514	0.1831	each
Vacant	0.2151	0.6223	0.1339	each
Agriculture	0.9099	0.0279	0.0254	acre
Range Land & Open Space	0.1090	0.0136	0.0015	acre

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### Residential Properties

All improved residential properties with a single residential dwelling unit are assigned one Single Family Equivalent or 1.0 SFE. Residential properties on parcels that are larger than one acre receive additional benefit and are assigned additional SFEs on an “Agricultural/Rangeland” basis. Detached or attached houses, zero lot-line houses and town homes are included in this category.

Properties with more than one residential unit are designated as multi-family residential properties. These properties benefit from the Services in proportion to the number of dwelling units that occupy each property. The relative benefit for multi-family properties was determined per Equation 1 to be 0.4149 SFEs per residential unit. This rate applies to condominiums as well.

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### **Commercial/Industrial & Office Properties**

Commercial and industrial properties are assigned benefit units per acre, since there is a relationship between parcel size, structure size and relative benefits. The relative benefit for commercial and industrial properties was determined per Equation 1 to be 7.4352 SFEs per acre. The relative benefit for office properties was determined per Equation 1 to be 1.9601 SFEs per acre.

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### **Vacant and Undeveloped Properties**

The relative benefit for vacant properties was determined per Equation 1 to be 0.1339 SFEs per parcel. The relative benefit for stand-alone parking lots was determined per Equation 1 to be 0.1831 SFEs per parcel.

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### **Rangeland & Open Space Properties**

The relative benefit for range land & open space properties was determined per Equation 1 to be 0.0015 SFEs per acre. (This group includes TPZ parcels.)

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### **Agricultural Properties**

The relative benefit for agricultural properties requires additional analysis, as required by Government Code 50078 *et seq* and the unique aspects of agricultural properties within the boundaries. This analysis considered how agricultural operations may mitigate risk, onsite or proximate water availability, response time, capability of the fire suppression service, and any other factors which reflect the benefit to the land resulting from the fire suppression service provided. Agricultural properties have been analyzed for fire risk and replacement cost per Equation 1. The relative benefit for agricultural properties was determined per Equation 1 to be 0.0254 SFEs per acre.

---

### **Other Properties**

Properties that do not fit within the major categories described above have been individually reviewed and the special benefit has been individually calculated. These properties are primarily mixed-use properties with the relative special benefit calculated from the relative proportion of each of the underlying property uses.

Article XIID, Section 4 of the California Constitution states that publicly owned properties shall not be exempt from assessment unless there is clear and convincing evidence that those properties receive no special benefit.



All public properties that are specially benefited are assessed. Publicly owned property that is used for purposes similar to private residential, commercial, industrial or institutional uses is benefited and assessed at the same rate as such privately owned property.

Miscellaneous, small and other parcels such as roads, and right-of-way parcels typically do not have significant risk of fire damage. Moreover, for common area parcels, the fire benefits are assigned to the other improved parcels in the project that share common ownership of the common area. These miscellaneous parcels receive minimal benefit from the Services and are assessed an SFE benefit factor of 0.

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### 3.) Fire Hazard Zone Risk Factors

CAL FIRE works with local agencies to study various fire risk factors throughout rural California including terrain, vegetation, fuel load, wind, weather, etc. and designates specific geographic areas according to fire risk. Within the Assessment Area certain areas are designated as Very High, High, or Moderate as well as areas that do not fall into any of these zones (“None”). Accordingly, parcels receive higher special benefit from the fire protection and emergency response services if they are higher risk zones.

Refer to Appendix A for a diagram of the Fire Hazard Areas in West Plainfield FPD.

Table 8 shows the normalized Fire Hazard Risk Factor for each fire risk zone.

**Table 8 – Fire Hazard Zone Risk Factors**

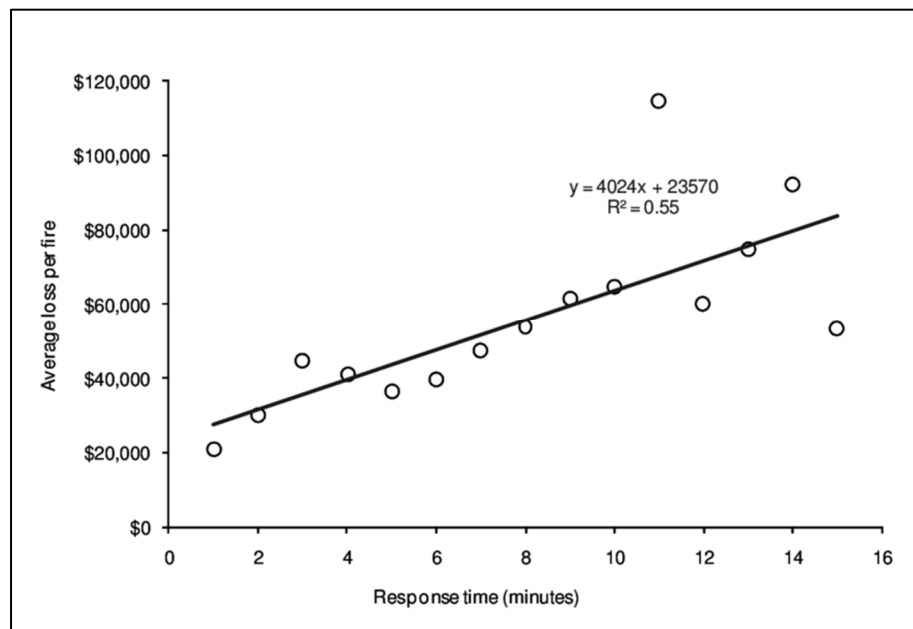
Fire Hazard Zone	Score	Impact Effect	Normalized Fire Hazard Zone Factor
Very High	2	120	1.20
High	1.2	112	1.12
Moderate	1	110	1.10
None	0	100	1

The Score is relative special benefit conferred for each risk zone. The Impact Factor is the relative weight for this risk factor on the overall special benefit calculation, and is the Score multiplied by 10 and added to the base value of 100.

#### 4.) Proximity (Travel Time) Risk Factors

Timely response is a critical factor in responding to emergency calls to ensure the safety of people and protection of property. Numerous studies have confirmed this well-established understanding and the results of one such study is included with this Report. The graph below shows the linear function relationship ranking between response time and loss in dollars. Accordingly, parcels that are closer to a fire station require a shorter travel time for response, and receive a higher level of special benefit than parcels with a longer travel time.

Travel Time versus Property Loss



Source: Neil Challands "The Relationships Between Fire Service Response Time and Fire Outcomes," Fire Technology, July 2010.

Travel time from the closest of the three fire stations to each parcel was calculated and analyzed using Geographical Information Systems.

Refer to Appendix B for a diagram of the Response Areas Travel Time in West Plainfield FPD.

Table 9 below shows the relative normalized value of travel time.

**Table 9 – Travel Time Premium Factor**

Travel Time	Score (\$)	Impact Effect	Normalized Travel Time Factor
<3	43,690	138	1.15
3 to 6	63,810	126	1.05
6 to 8	83,930	120	1.00
8 to 10	104,050	116	0.97
10+	124,170	114	0.95

### Assessments Calculation

Each parcel's assessment is calculated by multiplying the assessment rate by the SFE benefit factor (Table 7), fire hazard zone factor (Table 8) and travel time premium factor (Table 9):

#### Example Calculations

**Case #1:** Single Family Residence in High Very Hazard Zone with a 3-6 minute Travel Time

Assessment Rate = Annual Base SFE Rate \* 1.000 (from table 7) \* 1.20 (from table 8)

\* 1.05 (from table 9) = 1.26 \* Annual Base SFE Rate

**Case #2:** Single Family Residence in Moderate Hazard Zone with an 10+ minute Travel Time

Assessment Rate = Annual Base SFE Rate \* 1.000 (from table 7) \* 1.10 (from table 8)

\* 0.95 (from table 9) = 1.045 \* Annual Base SFE Rate

**Case #3:** Commercial Property on 2 Acres in High Very Hazard Zone with a 3–6 minute Travel Time

Assessment Rate = Annual Base SFE Rate \* 7.4352 (from table 7) \* 2 acres \* 1.20 (from table 8) \* 1.05 (from table 9) = 18.7367 \* Annual Base SFE Rate

**Case #4:** Vacant Lot in a Moderate Hazard Zone with a <3 minute Travel Time

Assessment Rate = Annual Base SFE Rate \* .1339 (from table 7) \* 1.10 (from table 8)

\* 1.15 (from table 9) = 0.1694 \* Annual Base SFE Rate

Annual Base SFE Rate = \$225.41 for 2024-25

## Appeals of Assessments Levied to Property

Any property owner who feels that the assessment levied on the subject property is in error as a result of incorrect information being used to apply the foregoing method of assessment or for any other reason, may file a written appeal with the West Plainfield FPD Fire Chief, or his or her designee. Any such appeal is limited to correction of an assessment during the then current fiscal year. Upon the filing of any such appeal, the Chief, or his or her designee, will promptly review the appeal and any information provided by the property owner. If the Chief, or his or her designee, finds that the assessment should be modified, the appropriate changes shall be made to the assessment roll. If any such changes are approved after the assessment roll has been filed with the County for collection, the Chief, or his or her designee, is authorized to refund to the property owner the amount of any approved reduction. Any dispute over the decision of the Chief, or his or her designee, shall be referred to the West Plainfield FPD Board of Directors; the decision of the Board shall be final.

## Additional Background on Relative Benefit

When property owners decide how to cast their ballot for a proposed assessment, each property owner should weigh the perceived value of the Services proposed to them and their property against the proposed cost of the assessment to their property. If property owners of a certain type of property are either opposed or in support of the assessment in much greater percentages than owners of other property types, this is an indication that, as a group, these property owners perceive that the proposed assessment has relatively higher or lower “utility” or value to their property relative to owners of other property types. One can also infer from these hypothetical ballot results, that the apportionment of benefit (and assessments) was too high or too low for that property type. In other words, property owners, by their balloting, ultimately indicate if they perceive the special benefits to their property to exceed the cost of the assessment, and, as a group, whether the determined level of benefit and proposed assessment (the benefit apportionment made by the Assessment Engineer) is consistent with the level of benefits perceived by the owners of their type of property relative to the owners of other types of property.

## Criteria and Policies

This sub-section describes the criteria that shall govern the expenditure of assessment funds and ensures equal levels of benefit for properties of similar type. The criteria established in this Report cannot be substantially modified; however, the Board may adopt additional criteria to further clarify certain criteria or policies established in this Report, or to establish additional criteria or policies that do not conflict with this Report.

## Duration of Assessment

It is proposed that the Assessment be levied for fiscal year 2024-25 and continued every year thereafter, so long as the risk of fire on property in the Assessment District remains in existence and West Plainfield FPD Fire requires funding from the Assessment for improved fire protection and suppression services. As noted previously, if the Assessment and the duration of the Assessment are approved by property owners in an assessment ballot proceeding, the Assessment can be imposed and continued annually after the Board approves an annually updated budget and rate for the Assessment. In addition, the Board must hold an annual public hearing to continue the Assessment.

**Assessment**

**WHEREAS**, the Board of Commissioners of the West Plainfield Fire Protection District formed the Fire Protection and Emergency Response Services Assessment District and is proceeding with the proposed levy of assessments under California Government Code sections 50078 et seq. (the “Code”) and Article XIID of the California Constitution (the “Article”);

**WHEREAS**, the undersigned Engineer of Work has prepared and filed a report presenting an estimate of costs, a diagram for the Assessment District and an allocation of the estimated costs of the Services upon all assessable parcels within the Assessment District;

**NOW, THEREFORE**, the undersigned hereby recommends the following assessment to cover the estimated cost of said Services, including incidental costs.

The amount to be paid for said Services and the expense incidental thereto, to be paid by the Assessment District for the fiscal year 2024-25 is generally as follows:

**Table 10– Summary Cost Estimate**

FISCAL YEAR 2024-25 BUDGET			
	Total for Servicing	\$943,226	
	Contribution from Revenue from Other Sources	(\$541,110)	
	Contribution to / (from) Reserve Fund	(\$153,303)	
	Total Allowance for Collections	\$396	
	<b>Total Fire Suppression &amp; Protection Services Budget</b>	<b>\$249,209</b>	

An Assessment Diagram is hereto attached and made a part hereof showing the exterior boundaries of said Assessment District. The distinctive number of each parcel or lot of land in said Assessment District is its Assessor Parcel Number appearing on the Assessment Roll.

I do hereby assess and apportion said net amount of the cost and expenses of said Services, including the costs and expenses incident thereto, upon the parcels and lots of land within said Assessment District, in accordance with the special benefits to be received by each parcel or lot, from the Services, and more particularly set forth in the Cost Estimate and Method of Assessment hereto attached and by reference made a part hereof.

The maximum authorized assessment rate is equal to the maximum assessment rate in the previous fiscal year adjusted annually by the change in the CPI or by 5%, whichever is less. Based on the preceding annual adjustments, the maximum possible assessment rate for Fiscal Year 2023-24 was \$219.66 per single family equivalent benefit unit. The annual change in the San Francisco Bay Area Consumer Price Index from December 2022 to December 2023 was 2.62%. Therefore, the maximum authorized assessment rate for Fiscal Year 2024-25 has been increased by 2.62%, from \$219.66 to \$225.41 per single family equivalent benefit unit. The estimate of cost and budget in this Engineer's Report proposes assessments for fiscal year 2024-25 at the rate of \$225.41 per single family equivalent benefit unit, which is the maximum authorized assessment rate.

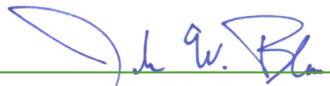
Each parcel or lot of land is described in the Assessment Roll by reference to its parcel number as shown on the Assessor's Maps of Yolo County for the fiscal year 2024-25. For a more particular description of said property, reference is hereby made to the deeds and maps on file and of record in the office of the County Recorder of Yolo County.

I hereby place opposite the Assessor Parcel Number for each parcel or lot within the Assessment Roll, the amount of the assessment for the fiscal year 2024-25 for each parcel or lot of land within the said Assessment District.

Dated: May 8, 2024

Engineer of Work

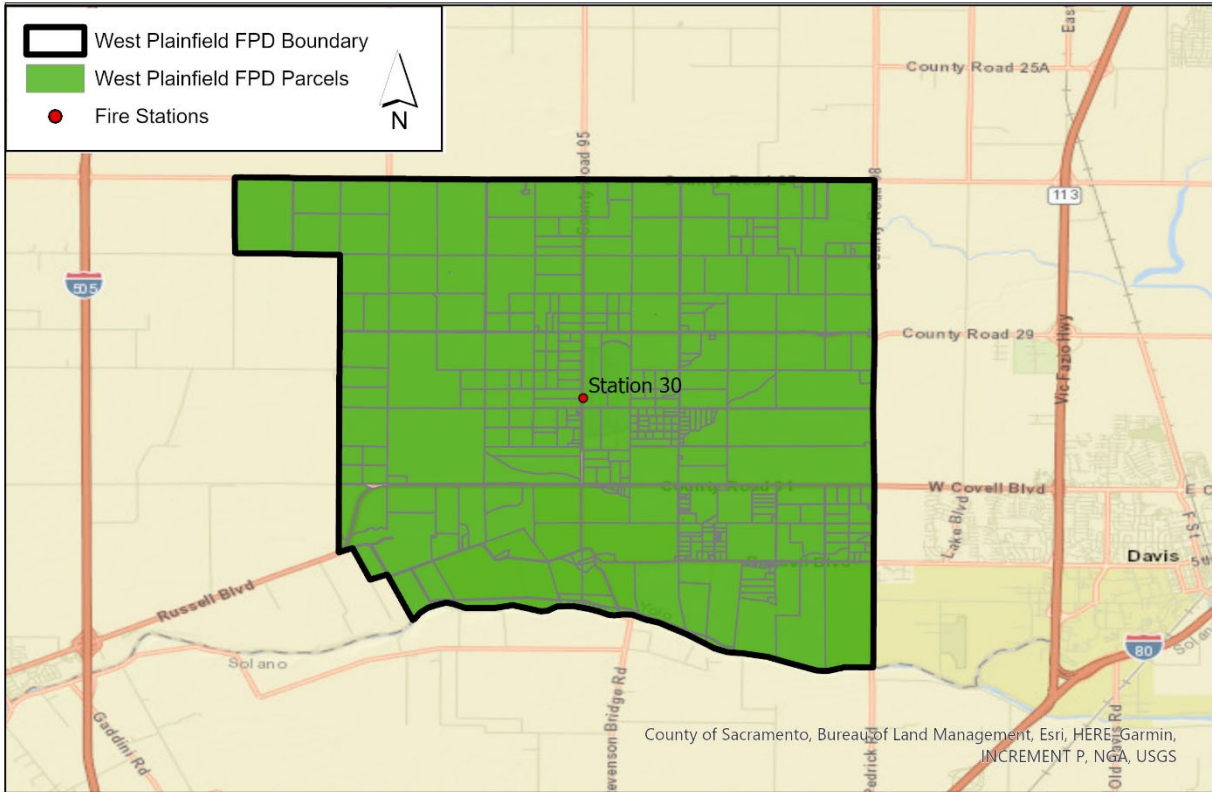


By   
John W. Bliss, License  
No. C052091

## Assessment Diagram

The Assessment District includes all properties within the boundaries of the Fire Protection and Emergency Response Services District. The boundaries of the Assessment District are displayed on the following Assessment Diagram. The lines and dimensions of each lot or parcel within the Assessment District are those lines and dimensions as shown on the maps of the Assessor of Yolo County, and are incorporated herein by reference, and made a part of this Diagram and this Report.





FILED IN THE OFFICE OF THE FIRE CHIEF OF THE WEST PLAINFIELD FIRE PROTECTION DISTRICT, COUNTY OF YOLO, CALIFORNIA, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
CLERK OF THE BOARD

RECORDED IN THE OFFICE OF THE FIRE CHIEF OF WEST PLAINFIELD FIRE PROTECTION DISTRICT, COUNTY OF YOLO, CALIFORNIA THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
CLERK OF THE BOARD

Note:  
REFERENCE IS HEREBY MADE TO THE MAPS AND DEEDS OF RECORD IN THE OFFICE OF THE ASSESSOR OF THE COUNTY OF YOLO FOR A DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF ANY PARCEL SHOWN HEREIN. THOSE MAPS SHALL GOVERN FOR ALL DETAILS CONCERNING THE LINES AND DIMENSIONS OF SUCH PARCELS. EACH PARCEL IS IDENTIFIED IN SAID MAPS BY ITS DISTINCTIVE ASSESSOR'S PARCEL NUMBER.

AN ASSESSMENT WAS CONFIRMED AND LEVIED BY THE BOARD OF COMMISSIONERS OF WEST PLAINFIELD FIRE PROTECTION DISTRICT, COUNTY OF YOLO, ON THE LOTS, PIECES AND PARCELS OF LAND ON THIS ASSESSMENT DIAGRAM ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ FOR THE FISCAL YEAR 20\_\_ - \_\_\_\_ AND SAID ASSESSMENT DIAGRAM AND THE ASSESSMENT ROLL FOR SAID FISCAL YEAR WERE FILED IN THE OFFICE OF THE COUNTY AUDITOR OF THE COUNTY OF YOLO ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_. REFERENCE IS HEREBY MADE TO SAID RECORDED ASSESSMENT ROLL FOR THE EXACT AMOUNT OF EACH ASSESSMENT LEVIED AGAINST EACH PARCEL OF LAND.

\_\_\_\_\_  
CLERK OF THE BOARD

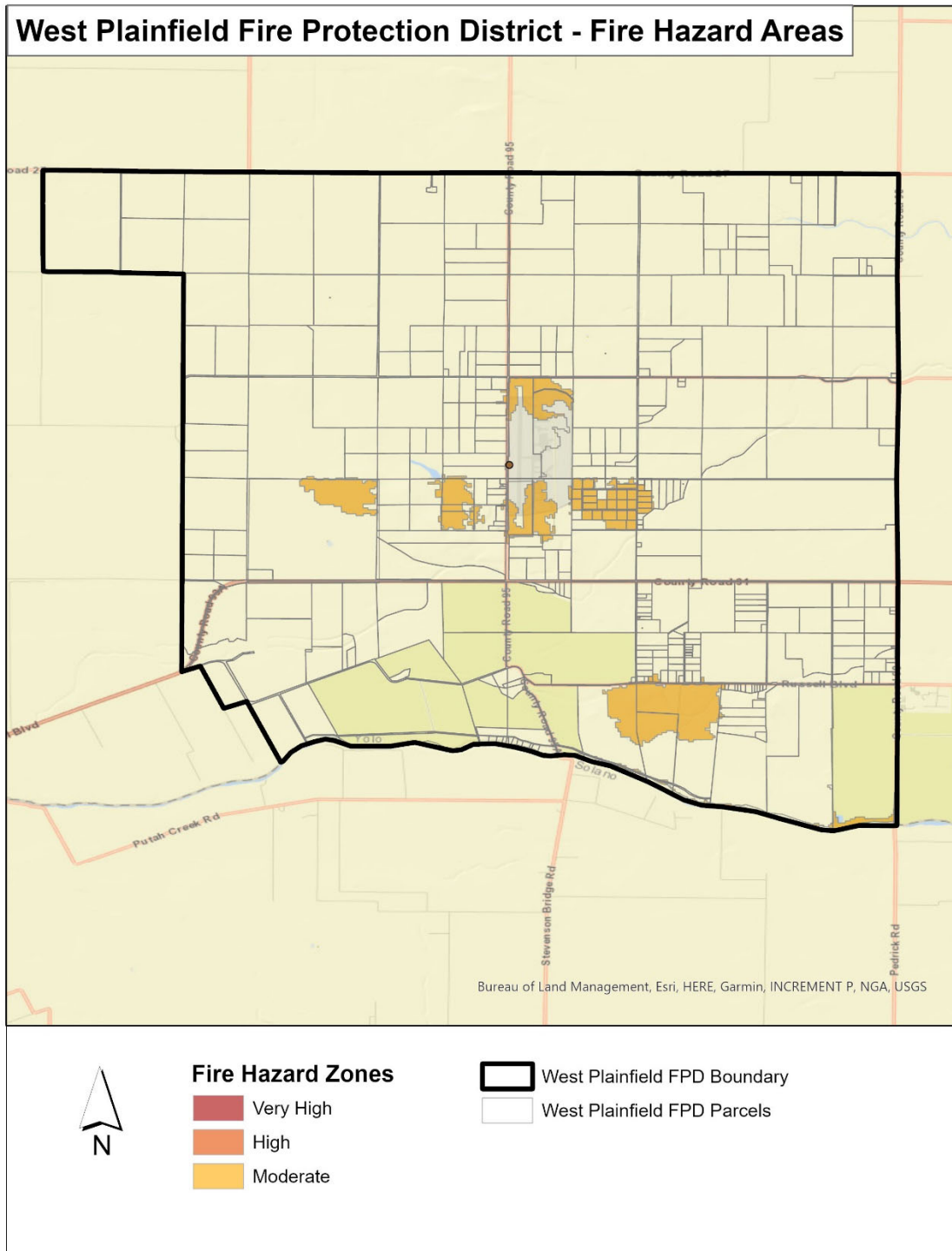
FILED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ AT THE HOUR OF \_\_\_\_\_ O'CLOCK \_\_M. IN THE OFFICE OF THE COUNTY TAX COLLECTOR OF THE COUNTY OF YOLO, STATE OF CALIFORNIA, AT THE REQUEST OF THE BOARD OF WEST PLAINFIELD FIRE PROTECTION DISTRICT.

\_\_\_\_\_  
COUNTY TAX COLLECTOR, COUNTY OF YOLO

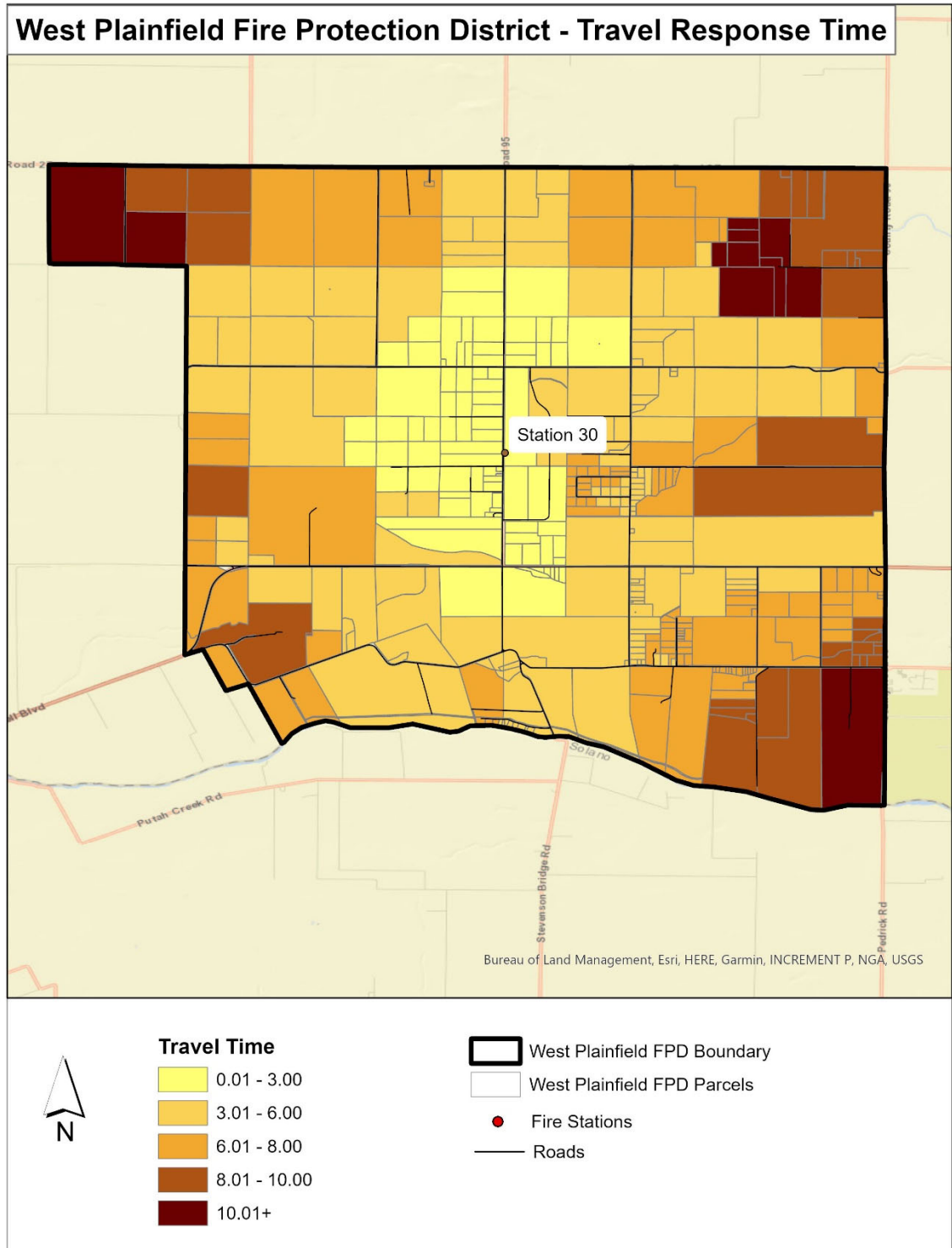
## West Plainfield Fire Protection District Fire Protection and Emergency Services Assessment Diagram

SCI Consulting Group  
4745 Mangels Blvd  
Fairfield, CA 94534  
707-430-4300

# Appendix A – Fire Hazard Areas Diagram



## Appendix B – Response Areas Travel Time Diagram



## Appendix C – Assessment Roll, Fiscal Year 2024-25

The Assessment Roll is made part of this report and is available for public inspection during normal office hours. Each lot or parcel listed on the Assessment Roll is shown and illustrated on the latest County Assessor records and these records are, by reference, made part of this Report. These records shall govern for all details concerning the description of the lots of parcels.

## End Notes

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<sup>1</sup> Insurance Services Offices Inc. <http://www.rockwall.com/documents/fire/ISO.pdf>

<sup>2</sup> Institute for Business & Home Safety, "Protect Your Home Against Wildfire Damage," <http://www.ibhs.org/publications/view.asp?id=125>

<sup>3</sup> *ibid.*, p.2

**YOLO COUNTY AUDITOR-CONTROLLER**  
**FIRE DISTRICT BUDGET WORKSHEET - FINANCING SOURCES - SCHEDULE A**  
**FISCAL YEAR: 2024 - 2025**  
**DISTRICT NAME: West Plainfield Fire Protection District (8061)**

Account #	Account Name	Budgeted Revenue 2023-2024	Actual Revenue ao 04/31/24 2023-2024	Estimated Revenue Additional 2023-2024	Estimated Revenue Total 2023-2024	Proposed Revenue 2024-2025
400100	PROPERTY TAXES - CURRENT SECURED	354,000.00	366,696.90		366,696.90	366,700
400101	PROPERTY TAXES - CURRENT UNSECURED	27,600.00	27,649.61		27,649.61	27,700
400111	PROPERTY TAXES - PRIOR UNSECURED	400.00	399.80		399.80	400
400120	SUPPLEMENTAL PROPERTY TAXES - CURRENT		(154.44)		(154.44)	
	SUPPLEMENTAL PROPERTY TAXES - PRIOR					
400500	OTHER TAXES-SALES & USE TAXES		(6,549.00)		(6,549.00)	
403100	INVESTMENT EARNINGS - POOL	500.00	2,983.88		2,983.88	500
403199	GASB		12,740.00		12,740.00	
403214	RENTS & CONCESSIONS - OTHER					
410050	ST-HIGHWAY PROPERTY RENTALS		4.26		4.26	
410250	ST-HOMEOWNERS PROP TAX RELIEF		755.94		755.94	
410900	ST-OTHER		1,952.00		1,952.00	
420900	FEDERAL-OTHER		(1,952.00)		(1,952.00)	
430000	OTHER-IN-LIEU TAXES					
430001	OTHER-IN-LIEU TAX-RDA PASS THRU					
430020	OTHER GOVT AGENCY-OTHER CO-CITYS					
430022	OTHER COUNTIES & CITIES - YOLO	127,810.00	63,905.00	63,905.00	127,810.00	127,810
430070	OTHER TRIBAL - YOCHA DEHE CAPITAL					
440003	SPECIAL ASSESSMENT	242,103.00	243,003.66		243,003.66	248,918
440600	OTHER CHARGES - SERVICE - FIREFIGHTERS		5,938.77		5,938.77	
440690	OTHER CHARGES FOR SERVICES		180.00		180.00	
450000	OTHER SALES - TAXABLE					
450302	OTHER MISC - DONATION					
450304	OTH MISC - INSURANCE PROCEEDS					
450900	OTHER MISC REVENUES	190,759.00	1,400.34	154,669.00	156,069.34	18,000
460000	SALE OF CAPITAL ASSETS	174,000.00	174,000.00		174,000.00	
	<b>TOTAL ESTIMATED REVENUE</b>	<b>1,117,172.00</b>	<b>892,954.72</b>	<b>218,574.00</b>	<b>1,111,528.72</b>	<b>790,028</b>
	<b>ESTIMATED FUND BALANCE AVAILABLE</b>	<b>8,497.00</b>			<b>8,497.00</b>	<b>153,197</b>
	<b>DECREASE IN GENERAL RESERVE</b>					
	<b>DECREASE IN CAPITAL ASSET REPLACEMENT RESERVE</b>					
	<b>DECREASE IN ACCRUED LEAVE RESERVE</b>					
	<b>TOTAL FINANCING SOURCES</b>	<b>1,125,669.00</b>	<b>892,954.72</b>	<b>218,574.00</b>	<b>1,120,025.72</b>	<b>943,225</b>

**YOLO COUNTY AUDITOR-CONTROLLER  
 FIRE DISTRICT BUDGET WORKSHEET - APPROPRIATIONS - SCHEDULE B  
 FISCAL YEAR: 2024 - 2025  
 DISTRICT NAME: West Plainfield Fire Protection District (8061)**

Account #	Account Name	Budgeted Appropriations 2023-2024	Actual Appropriations ao 03/31/24 2023-2024	Estimated Appropriations Additional 2023-2024	Estimated Appropriations Total 2023-2024	Proposed Appropriations 2023-2024
500100	REGULAR EMPLOYEES	275,981.00	267,589.89	75,000.00	342,589.89	361,456
500110	EXTRA HELP		4,565.00		4,565.00	54,850
500120	OVERTIME	57,693.00	15,121.16		15,121.16	27,385
500130	STANDBY TIME					
500160	LEAVE BUYOUT					
501100	RETIREMENT					
501110	SOCIAL SECURITY TAX	21,689.00	16,897.12	4,875.04	21,772.16	28,840
501120	MEDICARE TAX	5,005.00	4,092.47	1,124.98	5,217.45	6,655
501130	HEALTH INSURANCE					
501170	UNEMPLOYMENT INSURANCE	3,337.00	2,994.18	750.06	3,744.24	4,437
501180	WORKER'S COMPENSATION INSURANCE	70,242.00	70,242.00		70,242.00	51,375
501190	OTHER EMPLOYEE BENEFITS	28,800.00		7,875.00	7,875.00	28,800
	<b>TOTAL SALARY &amp; BENEFITS</b>	<b>462,747.00</b>	<b>381,501.82</b>	<b>89,625.08</b>	<b>471,126.90</b>	<b>563,798</b>



**YOLO COUNTY AUDITOR-CONTROLLER**  
**FIRE DISTRICT BUDGET WORKSHEET - APPROPRIATIONS - SCHEDULE B**  
**FISCAL YEAR: 2024 - 2025**  
**DISTRICT NAME: West Plainfield Fire Protection District (8061)**

Account #	Account Name	Budgeted Appropriations 2023-2024	Actual Appropriations ao 03/31/24 2023-2024	Estimated Appropriations Additional 2023-2024	Estimated Appropriations Total 2023-2024	Proposed Appropriations 2023-2024
510010	CLOTHING & PERSONAL SUPPLIES	97,496.00	37,616.81	7,325.00	44,941.81	50,454
510012	AGRICULTURAL SUPPLIES		367.18		367.18	400
510020	COMMUNICATIONS	6,752.00	3,682.91	48.00	3,730.91	3,715
510030	FOOD	400.00	279.19		279.19	400
510040	HOUSEHOLD EXPENSE	19,710.00	8,121.45	3,082.00	11,203.45	12,054
510051	INSURANCE - PUBLIC LIABILITY					
510052	INSURANCE - FIRE & EXTENDED					
510053	INSURANCE - OTHER	12,395.00	12,395.00		12,395.00	27,582
510070	MAINTENANCE - EQUIPMENT	32,666.00	25,502.43	12,136.00	37,638.43	29,632
510071	MAINTENANCE - BULDGS & IMPROVEMENTS	47,364.00	38,023.15	499.00	38,522.15	50,821
510080	MEDICAL, DENTAL & LAB SUPPLIES	1,000.00	321.75	1,300.00	1,621.75	2,000
510090	MEMBERSHIPS	2,980.00	425.00		425.00	2,625
510100	MISC EXPENSE		305.76		305.76	
510102	MISC EXPENSE - CREDIT CARD SERVICE CHARGES	25.00	12.30	7.00	19.30	20
510110	OFFICE EXPENSE	4,500.00	863.60	100.00	963.60	2,000
510111	OFFICE EXPENSE - POSTAGE	500.00				500
510112	OFFICE EXPENSE - PRINTING	857.00	758.76		758.76	500
510120	IT SERVICE-DEPT SYSTEM MAINTENANCE		1,381.18		1,381.18	
510140	BOARD MEETING STIPENDS					
510160	PUBLICATIONS & LEGAL NOTICES	750.00				500
510170	RENTS & LEASES - EQUIPMENT	3,000.00	1,383.69	357.00	1,740.69	1,440
510171	RENTS & LEASES - BLDGS & IMPROVEMENTS		538.13		538.13	
510180	TRAINING	2,000.00	549.28		549.28	2,000
510190	MINOR EQUIPMENT	25,310.00	14,503.27	500.00	15,003.27	10,000
510200	TRANSPORTATION & TRAVEL					
510201	TRANSPORTATION & TRAVEL - FUEL	10,500.00	5,469.10	1,400.00	6,869.10	12,000
510220	UTILITIES	15,000.00	8,134.14	2,540.00	10,674.14	10,350
510251	PROF & SPEC SVC - AUDITING & ACCOUNTING	200.00	396.00		396.00	400
510252	PROF & SPEC SVC - INFORMATION TECH SERVICES	9,787.00	1,969.56	1,817.00	3,786.56	16,344
510254	PROF & SPCE SVC - FISCAL AGENT FEES		35.58		35.58	
510255	PROF & SPEC SVC - MEDICAL, DENTAL & LAB	3,360.00	1,949.00		1,949.00	4,350
510256	PROF & SPEC SVC - LEGAL SERVICES	500.00				
510275	PROF & SPEC SVC - OTHER	1,520.00	1,012.56	7,294.00	8,306.56	450
510282	SPEC DEPT EXP - ELECTION SUPPLIES & SERVICES					
510288	SPEC DEPT EXP - OTHER					
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>298,572.00</b>	<b>165,996.78</b>	<b>38,405.00</b>	<b>204,401.78</b>	<b>240,537</b>



**YOLO COUNTY AUDITOR-CONTROLLER**  
**FIRE DISTRICT BUDGET WORKSHEET - APPROPRIATIONS - SCHEDULE B**  
**FISCAL YEAR: 2024 - 2025**  
**DISTRICT NAME: West Plainfield Fire Protection District (8061)**

Account #	Account Name	Budgeted Appropriations 2023-2024	Actual Appropriations ao 03/31/24 2023-2024	Estimated Appropriations Additional 2023-2024	Estimated Appropriations Total 2023-2024	Proposed Appropriations 2023-2024
525015	RETIRE LTD - CAPITAL LEASE OBLIGATION					
525030	RETIRE LTD - OTHER					
525060	INTEREST - LTD - OTHER					
526020	TAXES & ASSESSMENTS	11,113.00				
526035	VOLUNTEER FIREMEN					
526040	CONTRIBUTION TO NON-COUNTY AGENCIES					
526200	CITY OF DAVIS					
526601	PAYMENTS TO OTHER GOV INSTITUTIONS					
	<b>TOTAL OTHER CHARGES</b>	<b>11,113.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>
530000	LAND					
530021	BUILDINGS & IMPROVEMENTS	86,250.00		55,500.00	55,500.00	
530010	EASEMENTS - NON DEPRECIABLE					
530070	EQUIPMENT			7,800.00	7,800.00	23,000
530072	EQUIPMENT - VEHICLE	149,000.00	149,000.00		149,000.00	
	<b>TOTAL CAPITAL ASSETS</b>	<b>235,250.00</b>	<b>149,000.00</b>	<b>63,300.00</b>	<b>212,300.00</b>	<b>23,000</b>
590100	<b>APPROPRIATIONS FOR CONTINGENCY</b>	<b>27,700.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000</b>
	<b>TOTAL APPROPRIATIONS</b>	<b>1,035,382.00</b>	<b>696,498.60</b>	<b>191,330.08</b>	<b>887,828.68</b>	<b>852,334</b>
	ADDITIONS TO GENERAL RESERVE					
	ADDITIONS TO CAPITAL ASSET REPLACEMENT RESERVE	80,000.00		80,000.00	80,000.00	82,764
	ADDITIONS TO ACCRUED LEAVE RESERVE	10,287.00		10,287.00	10,287.00	0
	ADDITIONS TO BENEFITS RESERVE					8,127
	<b>TOTAL FINANCING USES</b>	<b>1,125,669.00</b>	<b>696,498.60</b>	<b>281,617.08</b>	<b>978,115.68</b>	<b>943,225</b>

**YOLO COUNTY AUDITOR-CONTROLLER**  
**FIRE DISTRICT BUDGET WORKSHEET - NOTES**  
**FISCAL YEAR: 2024 - 2025**  
**DISTRICT NAME: West Plainfield Fire Protection District (8061)**

**FUND BALANCES (after FYE 2024 Adjustment)**

101113	Capital Asset Replacement	283,737	
101114	Accrued Leave	28,594	

**REVENUES**

450900	VFA Grant (Turnouts)	5,000	
	Reserve Turnout Reimbursement	3,000	
	VFA Grant	10,000	
		<u>0</u>	18,000
440003	218 - Assessment Total	249,318	
	Less \$1 per parcel (396 parcels)	<u>400</u>	248,918

**APPROPRIATIONS**

**SALARY AND BENEFITS**

500120	Includes OT for Military Leave Cover		
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**SERVICES AND SUPPLIES**

510010	218 - Turnouts - 2nd sets	22,840	
	VFA Grant	20,000	
	218 - Turnouts - Continue OSHA Replacements	<u>7,613</u>	50,454
510020	Starlink - monthly	1,571	
	Vonage - monthly	204	
	AT&T Mobile - monthly	<u>1,940</u>	3,715
510040	Recology - monthly	5,058	
	Alhambra - monthly	<u>996</u>	6,054
510053	General, Property, Fidelity, Boiler	12,582	
	AD&D (3 year)	<u>15,000</u>	27,582
510070	Wizix (annual)	<u>840</u>	840
510071	Clark - 6 times year	821	
	218 - Deferred Maintenance Projects	<u>40,000</u>	40,821
510070	218 - Apparatus Annual - E30	2,700	
	218 - Apparatus Annual - W30	2,013	
	218 - Apparatus Annual - B30	218	
	218 - Apparatus Annual - B230	218	
	218 - Apparatus Annual - B330	218	
	218 - Apparatus Annual - U30	218	
	218 - Pump Tests (x3)	2,038	
	218 - SCBA Maintenance	1,103	
	218 - Extinguisher Service - annual	235	
	218 - Ladder Testing - annual	2,775	
	Wizix (annual)	840	
	218 - Bladder Tank	<u>2,057</u>	14,632

**YOLO COUNTY AUDITOR-CONTROLLER**  
**FIRE DISTRICT BUDGET WORKSHEET - NOTES**  
**FISCAL YEAR: 2024 - 2025**  
**DISTRICT NAME: West Plainfield Fire Protection District (8061)**

510090	FDAC	250	
	CSFA	2,125	
	NFPA	<u>250</u>	2,625
510170	LEAF	<u>1,440</u>	1,440
510220	PGE avg monthly	8,700	
	Propane avg annual	<u>1,650</u>	10,350
510252	Adobe - annual	320	
	Microsoft - annual	121	
	Zoom - annual	171	
	Doodle - annual	0	
	218 - Google (email) - annual	3,432	
	Tablet Command	5,500	
	218 - Florian Works	1,000	
	Vector (YCPARMIA Insurance Benefit)	0	
	Lexipol (YCAPARMIA Insurance Benefit)	0	
	ESO	<u>5,800</u>	16,344
510255	218 - Pre-employment Medical	4,479	
	218 - Fit Test Medical	<u>725</u>	5,204
510275	218 - Background Checks (Live Scan)	<u>450</u>	450
530021	Well Generator (Grant) (FYE 24)	53,700	
	218 - Shed (FYE 24)	<u>1,800</u>	55,500
530070	218 - Radios (1 x Grant)	13,000	
	218 - SCBA Retrofit	<u>10,000</u>	23,000
	218 - Extractor (FYE 24)	7,800	<u>7,800</u>
			266,810

**ADDITIONS TO CAPITAL ASSET REPLACEMENT RESERVE**

218 - Addition	70,000	
218 - Addition - E330 (build rem after \$10K FY 23/24)	2,348	
218 - Extra	4,548	
Fire Recovery USA Receipts	<u>5,868</u>	82,764

**ADDITIONS TO ACCRUED LEAVE RESERVE**

Vacation / Holiday / Sick

**ADDITIONS TO BENEFITS (QSEHRA) RESERVE**

Unreimbursed 8,127

**CAPITAL IMPROVEMENTS - MAINTENANCE TRACKING - FYE 2025  
WEST PLAINFIELD FIRE PROTECTION DISTRICT**

Priority	Assigned To	Project Description / Parameters
FYE 2024	D Stiles	<b>Extractor Replacement (estimate \$7,800)</b> <b>Part 1 - Equipment</b> - Extractor (including installation) <b>Part 2 - Installation</b> - Electrical
FYE 2024	D Stiles	<b>Shed (estimate \$1,800)</b> - Size = 8' x 10' - Material(s) = Wood and Paint - Construction by WPL members
FYE 2024?	D Stiles	<b>Well Bladder</b> <b>Part 1 - Bladder</b> - Size (gallons) = Match current - Material(s) = Match current <b>Part 2 - Installation - by WPL members</b> - Plumbing - Installation
1	E Snyder	<b>Inspect / Repair Roof (seals around fixtures/screws) - Station</b>
1	D Osborn	<b>Asphalt Crack Repair</b> Locations = in front of apron and north of station Materials = <b>TBD (need some research)</b> Work Performed by = <b>TBD</b>
1	D Stiles C Rita	<b>Electrical Cleanup - App Bay</b>
1	D Stiles	<b>Rollup Door - South - Top Panel Replacement</b> - Like for like - Installation - Service all sensors
1 or 2	D Osborn	<b>Paint - Exterior - Station</b> - Match colors EXCEPT roll-up doors white - Fade / chip resistant paint - Prepare surface bare metal where needed - Repair (as much as possible) dents and holes
2	D Stiles	<b>Training Area</b> Material = (what type gravel?) Installation = - Smoothing area - Laying new material - Leveling after laying new material
2	C Rita S Bravo	<b>Man Doors - App Bay bathroom &amp; tool room</b> - Material: Wood, with kickplate for tool room - Tool Room: knob with exterior key lock option - Bathroom: knob with interior lock
3	E Snyder	<b>Fencing - Replace Current Vinyl</b> <b>Part 1</b> - Material = metal <b>Part 2</b> - Installation = set in cement; maybe by WPL members
3		Turnout Lockers
3		Hose drying rack
3		Secure parking
3		Repave all paved areas

## Leaves and Absences - Career Staff

### 1005.1 SCOPE

This section shall cover the procedures utilized to request, and provide coverage, for career staff (hereinafter also referred to as "employee") leave requests. The Fire Chief reserves the right to manage staffing in the best interest of the West Plainfield Fire Protection District.

### 1005.2 VACATION AND HOLIDAY LEAVE

Vacation requests shall be submitted every six (6) months, utilizing the following procedures and guidelines.

#### 1005.2.1 SOLICITATION FOR VACATION AND HOLIDAY LEAVE REQUESTS

The Fire Chief, or designee, shall send out to the career Fire Captains ("class") a first-round solicitation for vacation / holiday requests at or around four (4) months prior to the upcoming period, with the first round being sent:

- (a) September 1 for leave during the period January through June
- (b) April 1 for leave during the period July through December

A total of three rounds of solicitation for vacation / holiday requests shall be sent out.

The same procedure shall be followed for soliciting career Firefighter ("class") vacation / holiday requests.

In each round, the solicitation shall be sent to the most senior employee first, then to the next most senior employee. NOTE: seniority shall be determined by length of service or, in the event multiple employees share the same service length, then by interview ranking in that group. For example only: Employee 1 has been with the Department for 2 years and 1 month and Employees 2-3 have been with the Department for 1 year. Employee 3 ranked higher than Employee 2 in the interview process; therefore, the solicitation shall be sent in the following order: Employee 1, Employee 3, Employee 2.

Each employee shall print the provided calendar pages, indicate their desired leave dates, and scan and return the form to the Fire Chief, or designee. The solicitation and calendar shall then be sent to the next most senior employee as determined above until all employees have had a chance to request vacation / holiday leave dates in a particular round and until three (3) rounds of solicitation have occurred for any given upcoming period. Each employee shall return their requested dates no later than the end of the employee's second set following distribution of the solicitation to the employee. If an employee chooses not to request any dates, the employee shall return the calendar to the Supervisor with a note in the email that they are not requesting any/ further dates.

#### 1005.2.2 GUIDELINES FOR CHOICE OF DATES FOR VACATION AND HOLIDAY LEAVE DURING SOLICITATION ROUNDS

When requesting dates:

## Leaves and Absences - Career Staff

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1. No one employee may request more than one holiday off in a round and holidays are defined as:
  - New Year's Day
  - President's Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Day After Thanksgiving Day
  - Christmas
2. Each employee is limited to 4 contiguous shifts (or 2 sets).
3. Single-shift leave requests are prohibited in the first and second rounds.
4. The third round of solicitations for vacation or holiday leave requests has no additional limitations.

### 1005.2.3 VACATION AND HOLIDAY LEAVE APPROVAL GUIDELINES

Whether scheduled during the solicitation rounds or otherwise, when approving leave the following shall be considered:

1. Overlap of leave requests
2. Any other known scheduling issues (i.e., extended sick or military leave).

Generally, only one employee in each class shall be awarded vacation or holiday leave in a shift schedule (A1, A2, B1, B2, C1, C2).

### 1005.3 SICK LEAVE

The Fire Chief, or designee, shall be responsible for scheduling and approving sick leave.

If the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notification. If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable.

An employee not reporting to work pursuant to this section shall advise the Fire Chief. Whenever possible, the employee is encouraged to make such notification the night before the employee's shift to ensure the shift is covered. Such notification shall be made by a telephone call during which the employee and the Fire Chief speak to one another. If the employee is unable to speak to the Fire Chief by telephone, and after trying all available telephone numbers for such individual, then the employee shall telephone the Assistant Chief of Operations to report their illness and absence. Due to the unreliable nature of electronic forms of communication, in all cases the employee shall have a telephone conversation with the Fire Chief or the Assistant Chief of Operations regarding

## *Leaves and Absences - Career Staff*

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their absence. Leaving a phone message or voicemail, or sending an email or text, is not an adequate method of reporting an illness and intended absence from work.

The Fire Chief shall indicate a sick leave day or hours on the shift calendar. The employee shall note such hours on their timesheet.

### **1005.4 COMPASSIONATE LEAVE**

The Fire Chief, or designee, shall be responsible for scheduling and approving compassionate leave.

The employee shall provide as much notice as possible to the Fire Chief. The Fire Chief shall indicate a compassionate leave day or hours on the shift calendar. The employee shall note such hours on their timesheet as "sick leave".

### **1005.5 APPEARANCE FOR SUBPOENA REGARDING DISTRICT OR DEPARTMENT MATTERS**

The employee shall notify the individual responsible for scheduling and approving sick leave. Such individual shall indicate leave for appearances on the shift calendar. The employee shall note such hours on their timesheet, including travel time and mileage.

The employee shall report by telephone daily regarding their anticipated completion date/return to work.

### **1005.6 FILING STAFFING VACANCIES; MANDATORY OVERTIME**

In the event of an identified staffing vacancy the Fire Chief, or designee, will fill the vacancy utilizing the following guidelines:

#### **1005.6.1 NOTIFIED MORE THAN 48 HOURS BEFORE SCHEDULED SHIFT**

If receipt of notice of the vacancy occurs more than 48 hours before the start of the scheduled shift, then the Fire Chief will send out a notification to all on-call staff, full-time career staff, and part-time staff advising of the need for coverage, including the date and hours to be covered. A second request shall be sent out not more than 24 hours, nor sooner than 4 hours, following the first notification, indicating that it is the second notification. One hour after the second notification the open position may be filled. Notwithstanding the preceding, additional notifications, as necessary and as time permits, may be sent out.

#### **1005.6.2 NOTIFIED LESS THAN 48 HOURS BEFORE SCHEDULED SHIFT**

If receipt of notice of the vacancy occurs less than 48 hours before the start of the scheduled shift, then the Fire Chief will send out a notification to on-call staff, full-time career staff, and part-time career staff advising of the need for coverage, including the date and hours to be covered. A second request will be sent no sooner than an hour later, indicating that it is the second notification. One-half hour after the second notice the open position may be filled.

## Leaves and Absences - Career Staff

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### 1005.6.3 DETERMINING PRIORITY OF MEMBERS FOR OVERTIME AWARD

The Fire Chief, or designee, shall maintain four (4) overtime opportunity lists:

- (a) On-Call Staff (on-call driver/operator, on-call firefighter)
- (b) Full-time Career Staff
- (c) Part-time Career Staff
- (d) Full-time Career Staff – Mandatory

Shifts will be filled from the On-Call Staff list first. If no member of the On-Call Staff list has offered to work the vacant shift, then an available member from the Full-time Career Staff list shall be awarded the shift; etc.

In the event multiple members from the same list offer to work a vacant shift, the member at the top of that list shall be awarded the shift.

Except in the case of mandatory overtime, once a member is awarded and has worked more than 8 hours to fill a vacant shift, such member's name shall be moved to the bottom of the appropriate list; forced overtime of 4 hours or greater shall move the member to the bottom of the Full-time Career Staff – Mandatory list. A Part-time Career Staff member may be forced to fill a shift in the event no other option is available.

NOTE: A member will not be subject to mandatory hire if such member has previously scheduled time off already approved by the Fire Chief.



Date	Check	Payment	Deposit	Balance	Payable To	From	Purpose	
11/22/23			1,500.00	1,500.00		Son Chong	Security Deposit	Deposited
01/03/24			2,500.00	4,000.00		Lillard Hall Fund	Security Deposits - Fly Fishers (1500), Fairfield School (800), Jennie Keifer (200)	Deposited
01/24/24			1,500.00	5,500.00		Liliana Castaneda	Security Deposit - 1/27/24 Reception	Deposited
01/30/24	1001	800.00		4,700.00	Fairfield Elementary		Deposit Refund	Cleared
01/30/24	1002	1,500.00		3,200.00	Liliana Castaneda		Deposit Refund	Cleared
03/12/24	1003	1,500.00		1,700.00	Fly Fishers Davis		Deposit Refund	Cleared
03/12/24	1004	0.00		1,700.00			VOIDED CHECK	VOID
04/01/24		39.43		1,660.57			Check Charge from 12/06/23	Paid

Date	Check #	Payment	Deposit	Balance	Payable To	From	Purpose	
11/22/23			400.00	400.00		Son Chong	Rent - November 2023	Deposited
12/06/23		39.43		360.57	First Northern Bank		Check Order	Cleared
12/13/23			400.00	760.57		Son Chong	Rent - December 2023	Deposited
01/03/24			5,000.00	5,760.57		Lillard Hall Fund - BofA	Transfer funds to new Operating Account	Deposited
01/08/24			2,000.00	7,760.57		Son Chong, Jennie Keifer, Fairfield School	Rent - January Dates	Deposited
01/20/24	1001	258.53		7,502.04	Blake's		HVAC General Maintenance	Cleared
01/24/24			600.00	8,102.04		Liliana Castaneda	Rent - Memorial Reception 1/27/24	Deposited
01/30/24	1002	2,627.00		5,475.04	Community Planning Services		Architecture Drawings - Bathrooms	Cleared
02/07/24			1,200.00	6,675.04		Son Chong, Jennie Keifer	Rent - February Dates	Deposited
02/13/24	1003	1,482.28		5,192.76	WPFDP		PG&E / Payroll 12/16/23-1/27/24	Cleared
02/26/24			960.00	6,152.76		Fly Fishers Davis	Rent - March 9 Event	Deposited
03/12/24			1,200.00	7,352.76		Son Chong, Jennie Keifer	Rent - March Dates	Deposited
03/12/24	1004	854.51		6,498.25	WPFDP		PG&E / Payroll 1/28/24-2/24/24	Cleared
03/21/24	1005	2,442.00		4,056.25	DJ B&E General Eng.		Parking Lot Gravel	Cleared
03/21/24			3,802.43	7,858.68		Lillard Hall	BofA Balance Transfer	Deposited
04/10/24			1,100.00	8,958.68		Son Chong, Jennie Keifer	Rent - April Dates	Deposited
05/06/24			1,200.00	10,158.68		Son Chong, Jennie Keifer	Rent - May Dates	Deposited
05/06/24	1006	1,525.37		8,633.31	WPFDP		PG&E/Payroll - March/April	

LILLARD HALL - REPORT RENTALS

Date	Applicant Organization	Event Type	Applicant Type	Rent Due	Ins Cert Required	Date Cert Provided	Guard Required
04/03/24	User	Dog Training	Other - Duration 3-8 hours	No	Yes	05/21/23	No
04/04/24	User	Dog Training	Other - Duration 3-8 hours	No	Yes	05/21/23	No
04/09/24	4H	Meeting	WPPFD Resident	No	N / A		No
04/10/24	User	Dog Training	Other - Duration 3-8 hours	No	Yes	05/21/23	No
04/11/24	User	Dog Training	Other - Duration 3-8 hours	No	Yes	05/21/23	No
04/17/24	User	Dog Training	Other - Duration 3-8 hours	No	Yes	05/21/23	No
04/18/24	User	Dog Training	Other - Duration 3-8 hours	No	Yes	05/21/23	No
04/24/24	User	Dog Training	Other - Duration 3-8 hours	No	Yes	05/21/23	No
04/25/24	User	Dog Training	Other - Duration 3-8 hours	No	Yes	05/21/23	No
04/27/24	WPPFD Volunteers	Flea Market	WPPFD Personnel	N / A	N / A		N / A
05/01/24	User	Dog Training	Other - Duration 3-8 hours	No	Yes	04/15/24	No
05/02/24	User	Dog Training	Other - Duration 3-8 hours	No	Yes	04/15/24	No
05/08/24	User	Dog Training	Other - Duration 3-8 hours	No	Yes	04/15/24	No
05/09/24	User	Dog Training	Other - Duration 3-8 hours	No	Yes	04/15/24	No
05/14/24	4H	Meeting	WPPFD Resident	No	N / A		No
05/15/24	User	Dog Training	Other - Duration 3-8 hours	No	Yes	04/15/24	No
05/16/24	User	Dog Training	Other - Duration 3-8 hours	No	Yes	04/15/24	No
05/22/24	User	Dog Training	Other - Duration 3-8 hours	No	Yes	04/15/24	No
05/23/24	User	Dog Training	Other - Duration 3-8 hours	No	Yes	04/15/24	No



## West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

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### MINUTES - STANDING COMMITTEE – BUDGET AND BENEFITS April 26, 2024 at 1:00 PM

Held In Person  
Fire Station  
24901 County Road 95  
Davis, CA 95616

**1. Call the meeting to order (Chair Stiles)**

Chair Stiles called the meeting to order at 1:00 PM

Present were:

Commissioners / Committee Members:

Beth Stiles and Warren Roos

Staff:

Fire Chief Cherie Rita and Assistant Chief  
Dave Stiles

**2. Public comment**

NONE

**3. Discussion / Action – FYE 2024 Budget (All)**

**a. Review Current Budget Usage**

Chief Rita advised that the numbers were current as of the end of March. There were no questions.

**b. Recommendations to Board if any**

NONE

**4. Discussion / Action – FYE 2025 Budget Development (All)**

**a. Draft Budget**

Chief Rita advised that she was confident about the estimated revenues for FY 2024-2025, but not about the estimated remaining appropriations for FYE 24. She pointed out that the draft as presented needed much more work as it was not balanced. Until projects for FYE 2025 are identified and estimated remaining appropriations for FYE 2024 have been refined, it will be difficult to finalize the draft. She requested another meeting before May 9, 2024, when she would have better numbers and recommendations.

All present discussed the CPI and increasing our 218 by the CPI of 2.6%. Chief Rita reported we will need to, though this year the increase is about the same as the SCI contract. Next the discussion turned to percentage increase in salaries, ranging from 2.6% to 5%. Commissioner Roos felt 2.6% was not enough. Chief Rita suggested running the numbers in the next draft at 2.6% and 5%.

Chief Rita noted that the projects during FYE 2024 to date had only come to around \$45,000. All present reviewed the special projects list, discussing priorities and reordering the list. Based on estimates, priority, and the need to balance the draft budget only the following projects will be finished this year (those had been included in the draft estimated appropriations for FYE 2024): extractor purchase (a safety matter), shed build and installation (running out of space), and well bladder purchase and installation (reduce electrical use), all estimated to be under \$15,000.

Of the remaining projects, only inspection/repairing the station roof (has not had any maintenance since it was built) and asphalt crack repair (extend the life of the area North of the station) will be funded for FY 2024-2025. Painting the station and the remaining items will be moved to the following fiscal year, with painting the station as priority in that fiscal year.

Assistant Chief Stiles presented an updated apparatus replacement plan, with new cost estimates. The numbers have increased significantly as current projections show 15-20% increases each year for the foreseeable future. Options will be to purchase used, reduce the size of the fleet, or lease. The lease option, however, for just an engine would likely be equal to the total amount we put into the equipment replacement reserve fund each year. Chair Stiles asked about the vehicle that we had anticipated being donated to us by Woodland Fire. AC Stiles reported we should be receiving that in the next few weeks and would then sell Utility 30.

AC Stiles would like to see more flexibility in his ability to find and purchase replacement apparatus, especially used. Chief Rita will work with AC Stiles regarding an Agenda item for the May regular Board meeting.

Finally, the discussion turned to solar and the need to explore that option again. This Committee will look into it again.

**b. Recommendations to Board if any**  
 NONE

**5. Calendar**

**a. The next Budget Committee meeting to be determined**

The next Budget and Benefits Committee meeting will be held on Tuesday, May 7, 2024, at 5:00 PM.

**6. Adjourn (Chair Stiles)**

Chair Stiles adjourned the meeting.

Minutes Approved: May 21, 2024

\_\_\_\_\_  
 BETH STILES, Chair / Commissioner

\_\_\_\_\_  
 CHERIE RITA, Interim Board Clerk



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

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**STANDING COMMITTEE – BUDGET AND BENEFITS – MINUTES**  
**May 7, 2024 at 5:00 PM**

In Person  
Fire Station  
24901 County Road 95  
Davis, CA 95616

**1. Call the meeting to order (Chair Stiles)**

Chair Stiles called the meeting to order at 5:15 PM. Present were:

Committee Members/Commissioners: Beth Stiles and Warren Roos  
Staff: Fire Chief Cherie Rita and AC Dave Stiles

**2. Public comment**

NONE

**3. Discussion / Action – FYE 2025 Budget Development (All)**

**a. Review/Revise Draft Budget**

Chief Rita presented the revised draft and noted it was still out of balance by about \$10,000. All discussed the various items we could reduce, finally settling on reducing the funds available for deferred maintenance. The decision was made to also remove purchase of one portable radio. The focus for maintenance would be on the roof and asphalt repairs, plus the rollup door and electrical in the apparatus bay. Other projects could be completed if funds allow. The decision was made to not put any monies into the general reserve, to slightly increase the amount to be transferred to the capital asset replacement reserve fund, and to leave the current balance in the accrued leave fund.

**b. Recommendation(s) to Board**

The Committee recommends that the Board adopt the preliminary draft budget, as modified, for fiscal year end 2025. Additionally, we need to create a new reserve fund to hold the QSEHRA balances from year to year.

**4. Calendar**

**a. The next Budget Committee meeting to be determined**

Chief Rita requested another meeting between the time she returns from vacation and the June Board meeting. Chair Stiles set the next meeting for June 13, 2024, at 4:00 PM.

**5. Adjourn (Chair Stiles)**

Meeting adjourned by Chair Stiles at 6:00 PM.

Approved: May 21, 2024

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BETH STILES, Chair/Commissioner

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CHERIE RITA, Interim Board Clerk



## West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

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### MINUTES - STANDING COMMITTEE – PERSONNEL April 17, 2024 at 10:00 AM

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

**1. Call the Meeting to Order (Chair Amy)**

Chair Emily Amy called the meeting to order at 10:00 AM.

Present were:

Committee Members / Commissioners: Emily Amy and Warren Roos

Staff: Lillard Hall Manager Ned Sykes and Fire Chief  
Cherie Rita

**2. Public Comment**

NONE

**3. Performance Evaluations – Hall Manager and Fire Chief**

**a. Close Session**

Chair Amy closed the session at 10:01 AM.

**i. Hall Manager Evaluation**

**ii. Fire Chief Evaluation**

**b. Open Session and Report Out of Closed Session**

Chair Amy reopened the session at 11:50 AM. Chair Amy reported that the annual evaluations of the Hall Manager and Fire Chief had been completed. Chief Rita is instructed to utilize the Department's internal policy regarding promotional opportunities with respect to the Fire Chief position which will become open on January 1, 2025.

**4. Discussion / Action - Board Clerk Position – Plan of Action (Chair Amy)**

After consulting everyone regarding interview dates, Chair Amy requested that Interim Board Clerk Rita set up interviews with qualified candidates for April 25, 2024. The Personnel Committee meeting will begin at 4:30 PM, then move into closed session to interview the candidates.

**5. Adjourn Meeting (Chair Amy)**

Chair Amy adjourned the meeting at 11:55 AM.

Minutes Approved: May 21, 2024

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Commissioner EMILY AMY, Chair

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CHERIE RITA, Interim Board Clerk



## West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

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### MINUTES - STANDING COMMITTEE – PERSONNEL April 25, 2024 at 4:30 PM

Held at  
West Plainfield 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 4:30 PM.

Present were:

Committee Members / Commissioners:

Emily Amy and Warren Roos

Staff:

Interim Board Clerk Cherie Rita

**2. Public Comment**

NONE

**3. Interviews – Board Clerk**

**a. Close Session**

Chair Amy closed the meeting at 4:31 PM.

i. **Candidate 1**

ii. **Candidate 2**

iii. **Candidate 3**

iv. **Candidate 4**

**b. Open Session and Report Out of Closed Session**

Chair Amy re-opened the session at 6:22 PM. Chair Amy reported that three candidates had been interviewed. Interim Board Clerk Rita is directed to notify all candidates of the results.

**4. Recommendations to Board, if any (Chair Amy)**

The Committee recommends to the Board that they hire candidate Kytiana Sayer-Peterson for the Board Clerk position.

**5. Adjourn Meeting (Chair Amy)**

Chair Amy adjourned the meeting at 6:28 PM.

Minutes Approved: May 21, 2024

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Commissioner EMILY AMY, Chair

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CHERIE RITA, Interim Board Clerk



# West Plainfield Fire Department



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## POLICY 1003 – POSITION DESCRIPTIONS

### POSITION DESCRIPTION – BOARD CLERK (REVISED 01/18/22 AND 05/21/24)

#### DEFINITION

The District Clerk (“Clerk”) is a member who is hired or appointed by the Board of Commissioners (“Board”) to provide administrative support and ensure that actions of the Board are documented, carried out, and made available to the public in compliance with state laws for public commissions. The Clerk is supervised by the Board President or his or her designee.

#### RESPONSIBILITIES

The Clerk shall:

- Serve as the Board’s expert on compliance with state laws on freedom of information access, public notice of meetings, the requirements of meetings at which official business will be conducted, and Board member training requirements; including, but not limited to, (1) The Brown Act, (2) Roberts Rules of Order; and (3) Conflicts of Interest)
- On behalf of the Fire Protection District or the Board, prepare and file appropriate forms as may be required by law; including, but not limited to, California Form 700 and other annual reporting requirements to the Secretary of State, etc.
- Be knowledgeable about the budget preparation and approval process; including, but not limited to, due dates for submission of various documents and supporting documents; ensure that such deadlines are met and documents submitted
- Accurately prepare (content, spelling, grammar, punctuation, format), properly post (Station and District Website) and distribute appropriate documents for Board and committee meetings as directed and/or required by law; this includes, but is not limited to, agendas and all packet items
  - o Draft agenda to be sent to the Board President or Committee ChairPresident, as appropriate, and to the Fire ChiefDistrict Staff (1) one and one-half (1½) weeks prior to regularly scheduled Board meetings and (2) for any special or emergency Board meeting and/or any Committee (standing or ad hoc) meeting sufficiently ahead of such scheduled meeting as to allow the Board President or Committee ChairPresident, as appropriate, and Fire ChiefDistrict Staff to request modifications or additions
  - o Assemble supporting documents for each meeting
    - Ensure that all draft minutes, for the proper periods and meetings, are included
    - Ensure that the correct financial and/or quarterly Fire Department reports, for the proper periods, are run and included
    - Ensure all statements requiring payment are gathered and included
    - Prepare and present accurate cover letter for approval of bill payment; ensure that each separate bill claim form correctly and properly indicates the correct account type(s) / account number(s)
  - o Ensure that the approved Agenda and packet items are available for distribution to the Board Members and Fire Department Staff as soon as such items are available, but ideally at least one (1) week prior to any meeting; or, in the case of an emergency meeting, as soon as such items are available
  - o Post approved Agenda at the Station and the Agenda and packet items to the District Website no later than seventy-two (72) hours prior to a scheduled meeting; post any amendments or additions to such documents as soon as possible prior to the meeting; or, in the case of an emergency meeting, as soon as such items are available

- Attend all Board (regular, special, or emergency) ~~and Committee (standing or ad hoc)~~ meetings and accurately record and then transcribe minutes of any such meeting
  - o If the Clerk will be absent, the Clerk is responsible for leaving the assigned District tablet / laptop computer where it can be used by the President to record the meeting for later transcription by the Clerk as provided herein
  - o The Clerk is responsible for ensuring that all Board meeting minutes are accurately prepared (content, spelling, grammar, punctuation, format) and provided to the Board President ~~and/or Committee members, as appropriate,~~ within seventy-two (72) hours of each meeting, whether the Clerk attended the meeting or not
  - o Once minutes of a Board ~~or Committee~~ meeting have been approved and signed, the Clerk shall post each such set of minutes on the District Website within seventy-two (72) hours of approval and signature
  - o Distribute approved minutes to the appropriate County, State, or Federal agency, as may be required for budget or grant purposes or as otherwise directed by the Board
- The Clerk is responsible for accurately preparing the minutes of any Committee meeting (special or ad hoc) from notes provided by the Committee Chair or their designee
  - o The Clerk shall provide the draft minutes to the Committee Chair within seventy-two (72) hours of each meeting
  - o Once minutes of a Committee meeting have been approved and signed, the Clerk shall post each such set of minutes on the District Website within seventy-two (72) hours of approval and signature
  - o Distribute approved minutes to the appropriate County, State, or Federal agency, as may be required for budget or grant purposes or as otherwise directed by the Board
- Prepare and submit, or assist with preparation and submittal of, payroll for District and Department employees
  - Ensure electronic and paper files are organized, accurate and available for audit
  - Utilizing modern technology, scan and archive District records and files
  - Maintain and distribute, as appropriate, the official list of Board members and the contact information for each
  - Sign or countersign correspondence, reports, contracts, applications, or other documents on behalf of the District as directed by the Board
  - Read, analyze, sort and distribute incoming Board correspondence no less often than weekly
  - Respond to written, telephonic and/or email communications addressed or directed to the Clerk with requested information or documentation within forty-eight (48) hours of receipt of any such communication
  - Prepare and maintain, with input from the Board and Fire Chief, a District Clerk Procedures and Forms manual
  - Securely maintain, and return upon request, all District property assigned to the Clerk; keep all such items in proper working order and good condition, barring normal wear and tear
  - Periodically review the operating practices of the Board and the procedures and forms of the Clerk and identify ways to reduce operating costs or make improvements in areas such as workflow or reporting procedures
  - Perform other administrative duties as requested and approved by the Board

#### **COMPENSATION, HOURS WORKED, AND SICK LEAVE**

Compensation, if any, shall be set by the Board. The Clerk (hereinafter "employee") will not have regular office hours, but shall instead work the hours necessary to accomplish assigned tasks. Time reports are

to be presented to the Board President, or his or her designee, for approval. Time reports shall be presented to, and as directed by, the Office of the Yolo County Auditor, payroll department.

The employee is entitled to a minimum of twenty-four (24) hours of paid sick leave for the following purposes:

- Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member.
- For an employee who is a victim of domestic violence, sexual assault, or stalking, the purposes described in subdivision (c) of Section 230 and subdivision (a) of Section 230.1.

Sick leave with pay shall not be granted for illness or injury for which Workers' Compensation benefits are available.

"Family member" means any of the following:

- A child, which for purposes of this article means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status.
- A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
- A spouse.
- A registered domestic partner.
- A grandparent.
- A grandchild.
- A sibling.

### **PROCEDURE**

If the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notification. If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable. An Employee not reporting to work pursuant to this section shall advise the Board President or his/her designee.

Such notification shall be made by a telephone call during which the Employee and the Board President or his or her designee speak to one another. Due to the unreliable nature of electronic forms of communication, in all cases the Employee shall have a telephone conversation with the Board President or his or her designee regarding his/her absence. Leaving a phone message or voicemail, or sending an email or text, is not an adequate method of reporting an illness and intended absence from work.

An Employee will be allowed to return to work/duty on days that he/she utilizes sick leave and hours will be adjusted accordingly at the discretion of the Board President or his or her designee.

After consultation with the Board President or his or her designee, the Board President may request a physician's certificate at any time.

Paid sick leave made available under this policy has no cash value, and the West Plainfield Fire Protection District does not pay eligible employees for unused sick leave at separation.

### **QUALIFICATIONS**

The Clerk shall have:

- an ability to prioritize his or her workload
- an ability to work unsupervised
- a basic working knowledge of Microsoft Office Suite and Adobe products
- a working knowledge of web- and software-based email systems
- excellent written and verbal communication skills
- basic math skills

**INSURANCE**

This individual shall have and maintain automobile insurance as required by California law and shall provide proof of such to the Board upon each renewal period.

**MILEAGE REIMBURSEMENT**

This individual shall be entitled to reimbursement for mileage at the then IRS published "charitable" rate. Mileage may be reimbursed for the following, including, but not limited to driving around packets or other items for signature; delivering time-sensitive deposits to the County; picking up time-sensitive warrants from the County.

**PROBATIONARY PERIOD / ANNUAL EVALUATIONS**

This position will be probationary for the first 90 days after the individual's first day of work. At around day 45 of the probationary period, this individual and the personnel committee shall hold a progress meeting to review this individual's progress and suggest improvements, etc. Thereafter, the personnel committee shall formally evaluate the clerk's performance annually.

## West Plainfield Fire Department (CA)

This report was generated on 5/7/2024 4:37:53 PM



### Basic Incident Info with Number of Responding Apparatus and Personnel for Date Range

Start Date: 04/01/24 | End Date: 05/07/2024

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
04/03/2024	2024-069		321 - EMS call, excluding vehicle accident with injury	A Shift	0- WPL - West Plainfield Station 30 Response Area	2	4
04/04/2024	2024-070		321 - EMS call, excluding vehicle accident with injury	A Shift	0- WPL - West Plainfield Station 30 Response Area	3	5
04/06/2024	2024-71		321 - EMS call, excluding vehicle accident with injury	B Shift	0- WPL - West Plainfield Station 30 Response Area	3	4
04/06/2024	2024-72	26 E Abbey ST	611 - Dispatched & cancelled en route	B Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	4
04/06/2024	2024-73	700 Main ST	571 - Cover assignment, standby, moveup	B Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	2
04/08/2024	2024-074	24321 County Road 96	412 - Gas leak (natural gas or LPG)	C Shift	0- WPL - West Plainfield Station 30 Response Area	2	3
04/08/2024	2024-075	Cr 27	352 - Extrication of victim(s) from vehicle	C Shift	701- WOF-WPL - Borderline Call Willow Oak & West Plainfield	4	5
04/09/2024	2024-076	25026 County Road 96	631 - Authorized controlled burning	A Shift	0- WPL - West Plainfield Station 30 Response Area	2	3
04/12/2024	2024-077		321 - EMS call, excluding vehicle accident with injury	B Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	2
04/12/2024	2024-78	3415 Digger Pine RDG	140 - Natural vegetation fire, other	B Shift	9999- XSO - Mutual Aid to Solano County (Not Dixon)	1	3
04/13/2024	2024-79	23125 County Road 96	324 - Motor vehicle accident with no injuries.	B Shift	0- WPL - West Plainfield Station 30 Response Area	3	4
04/17/2024	2024-80		321 - EMS call, excluding vehicle accident with injury	B Shift	701- WOF-WPL - Borderline Call Willow Oak & West Plainfield	5	5
04/18/2024	2024-81		321 - EMS call, excluding vehicle accident with injury	B Shift	260- WNF Auto - Automatic Aid Winters (Not Borderline)	1	3
04/21/2024	2024-083		321 - EMS call, excluding vehicle accident with injury	A Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	3
04/23/2024	2024-84	County Road 27	143 - Grass fire	B Shift	702- WOF-WDL-WPL - Borderline Call Willow Oak, Woodland, & West Plainfield	2	2
05/01/2024	2024-88		321 - EMS call, excluding vehicle accident with injury	C Shift	0- WPL - West Plainfield Station 30 Response Area	4	5
05/05/2024	2024-90	34670 County Road 96 CIR	553 - Public service	B Shift	0- WPL - West Plainfield Station 30 Response Area	1	1



## West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

**DATED** May 21, 2024  
**TO** Board of Fire Commissioners  
**FROM** Budget & Benefits Committee Chair Commissioner Beth Stiles  
 Board of Fire Commissioners Interim Board Clerk Cherie Rita  
 Fire Chief Cherie Rita  
**SUBJECT** Bills Paid Since Last Report - For Board Ratification  
 Deposits to Date FYE 2024 - Informational

Bills Paid

Advantage Gear (Lopez - station wear - pants, shirt, belt, boots)	\$1,102.26
Advantage Gear (alterations)	17.16
Advantage Gear (alterations, embroidery)	213.37
Advantage Gear (dual compliant and nomex pants, boots, belt)	1,382.13
Dignity Health (Wong)	169.00
Dignity Health (Lopez)	169.00
Dignity Health (Gallagher)	174.00
DOJ (Gallagher)	49.00
Entenmann-Rovin (badges x4)	552.21
Gonzales Tires (E30 x4 rear)	2,462.61
InterState Oil (300 gal diesel)	1,468.33
LEAF (copier lease)	118.64
Life Assist (AED pads, naloxon, glucose and strips)	864.09
LN Curtis (GRANT - wildland - 3 shelters, 8 gloves, 2 helmets, 6 goggles)	2,547.67
LN Curtis (GRANT - wildland - 2 gloves)	83.60
Radio Guys (BK radio belt clip)	31.00
Western Extrication Specialists (service - combi tool)	440.00

US Bank Statement (04/15/24)

Backgroundchecks.com (Lopez)	\$54.95
Alhambra (5 gal x4)	47.95
PGE (03/14/2024 statement + credit card charges)	1,272.24
FirstNet (ATT) (iPads + duty phone 03/03 thru 04/02)	246.65
Vista Print (weed abatement mailing)	235.34
Take Command (April)	140.00
Alhambra (5 gal x4)	47.95
Alhambra (5 gal x3, 7 oz cups x50)	43.78
Google (March)	251.99
Wizix (March/April - 598 b/w 315 color)	60.52
Recology (March)	410.87
Vonage (03/06/24 thru 04/05/24)	15.89
Adobe (04/08/24 thru 05/07/24)	19.99
Starlink (04/02/24 thru 05/01/24)	120.00
Sams (toilet paper)	24.85
Sams (paper towels)	21.60
Fresh Cleaners (Mincey - station wear alteration)	22.00
Total US Bank (04/15/24 stmt)	3,036.57

**TOTAL** \$14,880.64

Deposits

08/09/2023	Compex - Record Production	\$15.00
08/14/2023	LH Payroll and PGE Reimbursement	758.17
08/28/2023	Cal Card Rebate - Q2	108.04
09/08/2023	LH Payroll and PGE Reimbursement; DO 1B Training	606.49
09/22/2023	LH Payroll Reimbursement	278.83
10/11/2023	LH Payroll Reimbursement	179.25
10/20/2023	LH Payroll, PGE & Amazon Reimbursement	1,374.29
11/22/2023	LH Payroll, PGE & Mileage Reimbursement	675.42
11/22/2023	Fire Recovery USA 1501259	195.00
11/22/2023	Fire Recovery USA 1469507	455.52
11/22/2023	Fire Recovery USA 1501258	1,155.18
11/24/2023	Cal Card Rebate - Q3	122.90
01/17/2024	Fire Recovery USA	\$1,805.70
01/24/2024	LH Payroll, PGE & Recology Reimbursement	905.54
01/24/2024	Cash from W230 swap with E330	25,000.00
02/28/2024	Fire Sustainability Q1 and Q2	63,905.00
02/28/2024	LH Payroll and PGE Reimbursement	1,482.28
03/06/2024	CA DMV Registration Overpayment Refund	1,952.00
03/13/2024	Fire Recovery USA 1547463	325.26
03/13/2024	Fire Recovery USA 1552253	1,930.89
03/20/2024	LH Payroll and PGE Reimbursement	854.51
05/xx/2024	Reimbursement from Canaibis Fund	35,773.00
<b>TOTAL</b>		<u><u>\$139,858.27</u></u>



## West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

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### MINUTES - BOARD OF COMMISSIONERS – REGULAR MEETING

April 16, 2024, at 7:00 PM

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

Held by Zoom: <https://us06web.zoom.us/j/98831083439>

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

Chair McMullen called the meeting to order at 7:01 PM.

**a. Introduce New Board Member John Lindsey (President McMullen)**

President McMullen introduced new Board member John Lindsey. All welcomed the new member.

**b. Roll Call and Establish Quorum (Interim Clerk Rita)**

Interim Clerk Rita called the roll and established a quorum. Present were:

Commissioners: James McMullen, Emily Amy, Beth Stiles, Warren Roos,  
and John Lindsey

Staff: Fire Chief Cherie Rita, Assistant Chief Dave Stiles, Fire  
Captain Patrick Fish, and Firefighter/Association President  
Jon Lee

Via Zoom: Fire Captain Tom Stiles

**2. Public Comment**

NONE

**3. Lillard Hall Manager Report**

Commissioner Amy drew attention to the Hall Manager's report provided in the packet. No one had any questions. Commissioner Amy requested that this report be moved under the Lillard Hall Standing Committee section on future Agendas.

**4. Weed Abatement Report (Firefighter Lee)**

Firefighter Lee reported that the postcards have gone out; several Board members indicated they had received theirs. He advised the Board that he would likely begin the annual full-District inspections in early May. Finally, he noted that he and the Fire Chief were making some changes to the forms and handouts to be utilized this year.

**5. Old Business**

**a. Discussion / Action – Withdraw from Take Command Services Agreement (Chief Rita)**

Chief Rita reported that the required Notice to Employees has been provided to



each employee for this year and the reimbursement form was added to the career staff timesheets. She reminded the Board that there is no penalty to withdraw from the contract with Take Command. That leaves the requirement of a new plan document to be addressed. Chief Rita advised that she researched companies that can prepare and provide a draft plan and recommends that the District use Core Documents, Inc. The company has been in business 27 years and has a rating of A+ (though not a BBB rating) and no complaints on the BBB website. Commissioner Lindsey asked about switching and how the money aspect would work. Chief Rita indicated that Take Command does not hold our money and over the course of the contract has provided little, if any, services that the District cannot provide on its own.

Motion by: Commissioner Amy  
Seconded by: Commissioner Roos  
Motion: To purchase a QSEHRA plan draft from Core Documents, Inc.  
Discussion: No further discussion  
Motion passed unanimously.

**b. Discussion / Action – Adopt Revised Policy 1201 – Meetings  
(Commissioner Amy)**

Commissioner Amy started off with Section 1201.1. At the end of that section, she would like to see that language changed because the Chair may not always be at a meeting. The recommended change is to add “other Board member as needed.” She next addressed Section 1201.4, requesting clarification with respect to voting on committee minutes. Chief Rita responded that not voting just because they were not there is not a valid abstention reason.

Commissioner Amy brought up Section 1201.7.1 regarding agenda item addition, specifically, what goes through the Fire Chief versus straight to the Board Clerk. Chief Rita suggested adding “Fire” before Department to make it clear Fire Department personnel would request additions through the Fire Chief. Next, and in the same section, Commissioner Amy asked whether it referred to Committee meetings also and wondered why a member of the public wants to know about Committee meetings and how the public would even know about a meeting. Chief Rita reported that it would be up to the public member to keep track of, and request information about, meetings. Commissioner Amy is okay with it as written.

Commissioner Amy asked next about Section 1201.8; specifically, about a contradiction between the policy and the Board Clerk job description. Currently, the job description includes requirement to attend all meetings, including Committee meetings. After a bit of discussion it was decided that the Board Clerk description needs to be updated to remove that requirement regarding Committee meetings and this section would be unchanged.

Finally, Commissioner Amy noted that 1201.9.5 was new. She pointed out that other districts hold these kinds of meetings, but they are separate from the regular meeting. Chief Rita pointed out that December is usually not a heavy agenda item. Commissioner Roos also does not want a special meeting.

No other Board member had questions. Chief Rita asked about changes to 1201.5

Rules of Order, specially the change removing the requirement that the meetings are run under Roberts Rules. She wanted to make sure everyone was good with that revision. Commissioner Amy thought it was already agreed; everyone else agreed.

Motion by: Commissioner Amy  
 Seconded by: Commissioner Stiles  
 Motion: Adopt Policy 1201 – Meetings, amended as requested by  
 Commissioner Amy  
 Discussion: No further discussion  
 Motion passed unanimously.

## 6. New Business

### a. Discussion / Action – Medical and Other Health Evaluations (Commissioner Amy and Chief Rita)

Commissioner Amy reported that she had received documents from Chief Tubbs at Southern Marin; only got them earlier this week. Not prepared for board action. He sent MOU, that talks about physical fitness. Some of the documents came out of Lexipol, including health and wellness and return to work sections. She would like to go through and see how it might apply to us and find out from staff what they like or do not like about changes. She believes it is important to consider and could lead to healthier staff. She thought it might be best to start with input from staff. Commissioner Roos asked about cost. It is one of the items that need to be researched. Current is about \$200 for current. Commissioner Lindsey asked what happens if an issue is found. Do we have current policy? Chief Rita reported that we have a policy, but it is not robust. Along with changes to medical evaluation policies, which will need to be drafted. For now, it is mostly driven by worker's compensation.

Assistant Chief Stiles suggested we might be able to make participation an option for those that would like it.

President McMullen asked Association President / Firefighter Lee what the Association members might think about it. He believes they should be included in the discussions. By consensus it was agreed to first get input from all members and research costs, etc.

### b. Discussion / Action – QSEHRA Benefits After Separation - Roll Over to Retiree HRA or Pay Out Balance (Chief Rita)

Chief Rita reported that we have three members who no longer qualify for QSEHRA benefits. One member had asked about receiving his QSEHRA balance in cash instead of having it transfer to a retiree HRA and two others who have some time still to request any reimbursements before conversion. While the benefit is provided by the District to provide a member with some retirement funds, albeit for medical expenses, so long as a member has not fully separated from the Department, for example, those who remain as on-call, a member cannot use the funds in the retiree HRA. Chief Rita suggested that maybe we revisit it later, maybe setting a threshold, but for tonight can we pay out the QSEHRA balance to these members, if they ask us to.

Commissioner Amy asked about access, specially, when a member could use the funds. Chief Rita reported that until they fully separate they do not have access to those funds. Commissioner Amy would prefer we not disincentivize members who want to continue as on-call members. Commissioner Stiles believes that allowing them to take a payout instead circumvents the Board's intention of providing a retirement account since we do not offer medical; it makes it seem more like a bonus, though she does understand the member's desire. Commissioner Stiles thought it should stay and they could make their own decision to take a tax hit or not by removing it from the retiree HRA; Commissioner Roos also talked a bit about tax consequences, but still thought it should be their choice. Commissioner Amy asked if the member could roll it from our account to another of their own. Chief Rita did not know the answer; that would be tax person question. There is no prohibition against paying it in cash. Chief Rita is for giving them a choice, especially if it means we can keep them as on-call staff. Chief Stiles still believes we should keep it as a retirement account and if they want, they can choose what to do with it.

Commissioner Roos asked about current policy regarding separation and roll-over. Chief Rita reported nothing has been written down, but the intention was to roll-over the remainders at separation into a retiree HRA.

Commissioner Lindsey asked about the Plan Administration. Chief Rita replied that Take Command is the plan administrator. Take Command has been very unhelpful, does not hold any of our money, and simply determines whether an employee's health coverage meets the "minimum essential coverage" (MEC) requirements to make them eligible for the QSEHRA benefit. Chief Rita reported that they have not really been that helpful even then, having deemed coverage qualified one year, but not the next for the exact same policy. Take Command does not do the tax reporting, they simply tell us how to. We do most of the work.

Motion by: Commissioner Roos  
 Seconded by: Commissioner Lindsey  
 Motion: Allow the employee to choose to receive the QSHERA as cash or as a roll-over to a retiree HRA  
 Discussion: There was a bit more discussion about choices and when they could be made. Chief Rita clarified that the timeline for a choice to roll-over or cash out must occur at the time they stop working for us full-time. If the funds are rolled over to a retiree HRA, the employee could not access the funds until they fully separate (no more paychecks) from West Plainfield.

Motion passed unanimously.

**c. Discussion / Action – Enter Into Contract With SCI Consulting for Levy Administration Services (Chief Rita)**

Chief Rita reported that she continues to work on the 218 justification documents. She noted that she had received the packet of documents required by Yolo County and found them to be a bit confusing. She asked that we use SCI to recertify the assessment for fiscal year end 2025 to ensure it is done correctly and so that we can see all the steps involved.

SCI had previously provided a contract for a 3-year period. Chief Rita had asked them to provide a 1-year contract, which they did. She noted that the only change between the two contracts was: (i) the cover page was changed to only the 24/25 fiscal year and (ii) at Item 3 on page 6 of 7 of the Agreement added that publication of the Public Notice would be charged to us.

Chief Rita noted that she had asked SCI what their definition of “one meeting” was, as there are additional charges if there is more than one meeting with SCI. SCI responded that it referred to the meeting with the Board when SCI presents the Engineer’s Report. Commissioner Roos noted it would be \$550 for additional meetings, if needed.

Commissioner Amy asked what Willow Oak was doing. Chief Rita reported she had not asked them but did want us to make sure we were doing it correctly. Commissioner Lindsey reported that East Davis had done it in-house, but it was time-consuming tracking new construction, etc. Commissioner Stiles asked about how easy it will be to find the differences. We are small enough that AC Stiles knows which properties have been improved and can identify them quickly.

Commissioner Amy asked about how we would pay for it, given we had not budgeted for it; she wanted to know what percentage we would lose by entering into the contract. Chief Rita replied it would be roughly equal to the CPI increase of 2.6%. There was discussion about whether to take the CPI index. Commissioner Stiles is concerned that we do not have enough funding as it is without taking the CPI, given we were already low in what we had asked for. SCI will make a recommendation about taking the CPI and the Board will determine if we take it.

Motion by: Commissioner Amy  
 Seconded by: Commissioner Stiles  
 Motion: Enter into one-year contract with SCI Consulting for services related to continuing our 218 assessments  
 Amendment by: Commissioner Stiles  
 Accepted by: Commissioner Amy  
 Amendment: That the Fire Chief sign the contract  
 Discussion: No further discussion  
 Amended motion and main motion passed unanimously.

**d. Discussion / Action – Adopt Policies and Position Description (Chief Rita)**  
**i. Position Description – Historian (Attachment to Policy 1003 – Position Descriptions) (new)**

This job description has been written by retired Commissioner Yeager, the appointed Historian.

Motion by: Commissioner Roos  
 Seconded by: Commissioner Stiles  
 Motion: Adopt Position Description – Historian (Attachment to Policy 1003 – Position Descriptions)  
 Discussion: No discussion  
 Motion passed unanimously.

**ii. Policy 210 – Annual Planning Calendar (new)**

Chief Rita reported this is from Lexipol.

Motion by: Commissioner Amy  
 Seconded by: Commissioner Roos  
 Motion: Adopt Policy 210 – Annual Planning Calendar  
 Discussion: No discussion  
 Motion passed unanimously.

**iii. Policy 1300 – Accounting General (new)**

Chief Rita reported that the next set of financial policies were drafted by Mark Krummenacker, who worked for the Yolo County Department of Financial Services; Chief Rita modified them to fit our District.

Motion by: Commissioner Amy  
 Seconded by: Commissioner Roos  
 Motion: Adopt Policy 1300 – Accounting General  
 Discussion: No discussion  
 Motion passed unanimously.

**iv. Policy 1302 – Budget Preparation (new)**

Motion by: Commissioner Amy  
 Seconded by: Commissioner Roos  
 Motion: Adopt Policy 1302 – Budget Preparation  
 Discussion: No discussion  
 Motion passed unanimously.

**v. Policy 1303 – Budget Adoption (new)**

Motion by: Commissioner Roos  
 Seconded by: Commissioner Stiles  
 Motion: Adopt Policy 1303 – Budget Adoption  
 Discussion: No discussion  
 Motion passed unanimously.

**vi. Policy 1301 – Fund Balances and Reserves (new)**

Commissioner Am asked for a better description of the pre-paid expenses and restricted funds, first mentioned in Section 1301.2. Chief Rita replied that the pre-paid expenses fund was for items such as the payroll taxes which get collected and held until reported and paid quarterly to the State and Federal governments. The restricted funds are just that, the funds in a restricted account are set aside for a certain purpose, such as apparatus, etc. She also asked where the 218 funds go. Commissioner responded that it is unassigned until we budget it.

After discussion and concerns regarding reserve funds and the number of accounts to have open expressed by Commissioners Amy and Stiles regarding Section 1301.6, Lillard Hall, Commissioner Lindsey suggested that Chief Rita contact Mark Krummenacker regarding that section and his recommendations regarding the Hall.

This item is tabled until resolution of Section 1301.6.

**7. Assistant Chief's Report (Assistant Chief Stiles)**

**a. E330 Repairs**

Chief Stiles reported that he was making progress with getting Brindlee Mountain to make the repairs they were supposed to have made prior to delivery. He further reported it will still be several weeks before the repairs can be completed. He also reported that E30 was out for repair. The company will have to make the part as no OEM parts or any replacement parts are available. There is no estimated timeline for completion of the repairs.

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

**a. Staffing**

Chief Rita reported that Firefighter Gallagher will start his training on the 15<sup>th</sup>. Once Firefighter Gallagher satisfactorily completes his training and begins shift work, we will be fully staffed again. She provided all the Board members with updated contact information for everyone.

**b. Liability Claim Update**

In follow up to the report last month, Chief Rita reported that YCPARMIA had accepted the claim and our deductible would be \$1,000. The last estimate for the repairs was between \$3,000 and \$4,000.

**c. Recognition of Retired Commissioners Guarino and Yeager**

The language for the plaques has been determined and Chief Rita will order them for presentation at the May Board meeting.

**d. Other Items Not Otherwise Addressed Elsewhere During Meeting**

The last JOA Chiefs meeting focused on training requirements. The group will identify all required training and determine how to deliver it, including the additional training required of drivers and officers, or any other specific job classification. We do currently have a joint training calendar with Willow Oak.

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

Association President Lee reported the Flea Market was still scheduled for April 27, despite the low space rental to date. He further reported that the Association will not likely participate at the Yolo County Fair with a beer booth, but that the Association continues to discuss other fundraising activities, including raffles.

**10. Clerk's Report (Interim Board Clerk)**

Interim Clerk Rita reported that all Board and Committee meeting minutes have been uploaded to our website. She advised that she would be gone for the May meeting and someone would need to take minutes.

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

Interim Clerk Rita reported that the only change to the numbers reported on the report was an additional charge of \$43.78 on the US Bank credit card.



Motion by: Commissioner Roos  
Seconded by: Commissioner Amy  
Motion: To ratify the report as presented  
Discussion: None  
Motion passed unanimously.

**b. Discussion / Action - Approval of March 19, 2024, Regular Board Meeting Minutes**

Motion by: Commissioner Amy  
Seconded by: Commissioner Roos  
Motion: To approve the March 19, 2024, minutes as presented  
Discussion: None  
Motion passed unanimously.

**11. Open Forum**

Commissioner Stiles reminded the President that we need committee assignments now that we have a full Board and the new policy. Chief Rita is to provide the Committee list to Commissioner Lindsey. President McMullen asked if anyone had any preferences. Commissioner Roos would like to stay on the Lillard Hall Committee, but be removed from others. No one else expressed interest. Assignments will be made at the May Board meeting.

Assistant Chief Stiles reported that on CR 96, between 31 and 29, on the 23<sup>rd</sup> between 7:00 AM and 5:00 PM.

Commissioner Amy reported that the Personnel Committee will be meeting in the next few weeks; several reviews and scheduling and holding interviews. Commissioner Stiles reported that the Budget Committee will be meeting on April 26.

**12. Next regular Board meeting on May 21, 2024, unless another date is agreed upon**

Chief Rita noted, again, that she would be absent. President McMullen confirmed the next regular Board meeting date as May 21, 2024.

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

Motion by: Commissioner Amy  
Seconded by: Commissioner Stiles  
Motion: To adjourn the meeting  
Discussion: None  
Motion passed unanimously.

President McMullen adjourned the meeting at 9:08 PM.

Minutes Approved: May 21, 2024

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JAMES McMULLEN, President

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CHERIE RITA, Interim Board Clerk