



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

AGENDA BOARD OF COMMISSIONERS – REGULAR MEETING October 15, 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. Old Business
 - a. Discussion / Action - Fire Recovery Cost Exceptions (Asst Chief Stiles)
 - b. Discussion / Action - Development Impact Fee Study and Adoption (Asst Chief Stiles)
4. New Business
 - a. Discussion / Action - Approve Policies (Asst Chief Stiles)
 - i. Policy 1003 - Position Description - Chief Officer - Volunteer (Excluding Fire Chief)
 - ii. Policy 1003 - Position Description - Non-Safety
 - iii. Policy 1304 - Fire Protection and Emergency Services Assessment (218)
 - b. Discussion / Action – Standing Committee – Reports
 - i. Lillard Hall Committee – **Amy**, Roos
 1. Hall Manager Report
 2. Discussion / Action – Approval of October 2, 2024 Minutes
 - ii. Personnel Committee – **Amy**, McMullen
 1. Discussion / Action – Approval of September 17, 2024 Minutes
5. Assistant Chief's Report (Assistant Chief Stiles)
6. Fire Fighter's Association Report (President Lee)

Agenda – Board Meeting – Regular

October 15, 2024

Page 2

7. Clerk's Report
 - a. Discussion / Action – West Plainfield Fire Protection District Bill Review / Ratification
 - b. Discussion / Action - Approval of September 17, 2024 Regular Board Meeting Minutes
8. Open Forum
9. Next regular Board meeting on November 19, 2024, unless another date is agreed upon
10. Meeting Adjourned (President McMullen)

West Plainfield Fire Department



TABLE OF CONTENTS

POLICY 1003 – POSITION DESCRIPTIONS AND CLASSIFICATIONS (xx/xx/24).....	1
POSITION DESCRIPTION – CHIEF OFFICER – VOLUNTEER (Excluding Fire Chief).....	1
Summary Description	1
Qualifications.....	1
Representative Duties	2
Minimum Knowledge, Ability and Skills	2
Knowledge of	2
Within six (6) months of promotion/appointment/hire date.....	2
Ability to.....	3
Skill in	3
Required Licenses and Certificates	3
Desirable Licenses and Certificates	3
Experience.....	3
Desirable Experience	3
Classification – Assistant Chief of Operations	4
Definition	4
Additional Duties	4
Additional Knowledge.....	4
Additional Desirable Certificates / Training.....	4
Classification – Battalion Chief.....	4
Definition	4
Additional Duties	4
Additional Desirable Certificates / Training.....	4

POLICY 1003 – POSITION DESCRIPTIONS AND CLASSIFICATIONS (xx/xx/24)

POSITION DESCRIPTION – CHIEF OFFICER – VOLUNTEER (Excluding Fire Chief)

Summary Description

This is a member who is promoted, or appointed, by the Fire Chief, to oversee emergent and non-emergent Department operations as directed and outlined below.

A person assigned to a Chief Officer classification is trained in fire suppression and emergency medical care and is engaged in the prevention, control, and extinguishment of fires and response to emergency situations where life, property or the environment is at risk. This position also responds to and renders aid in non-emergency situations as required.

A person assigned to a Chief Officer classification responds to fire alarms and other emergency and non-emergency calls to protect life and property and may assume command; and provides basic life support and medical assistance.

A person assigned to a Chief Officer classification should have knowledge of modern techniques, methods, and approaches to all emergency responder situations. This person will have exhibited a willingness to accept responsibility for discharging the duties outlined below in a responsive, mature, and cooperative manner. As such, this person would be looked to by personnel to solve problems.

A person assigned to a Chief Officer classification will be responsible for fire department operations in cooperation with the Fire Chief and other Chief Officers. This person may supervise Company Officers and others as assigned. This person shall assist in planning for and supervising subordinate personnel engaged in training, station and equipment maintenance, fire prevention, and personnel safety; and may direct medical, accident, and fire-fighting activities.

A person assigned to a Chief Officer classification is encouraged to continue their education in the following fields: fire ground operations, instruction and course development, and public education. This person is encouraged to seek the Training Officer's assistance in developing a tailored education program. Some classes are eligible for reimbursement by the Department. To be eligible for reimbursement, the Chief Officer must first receive prior approval for the class from the Training Officer.

A person assigned to a Chief Officer classification is authorized to make purchases up to the amount authorized elsewhere in the District Policy Manual, utilizing funds from the appropriate, budgeted line item in the District's fiscal budget; all other purchases shall be authorized by the Fire Chief.

The *Representative Duties* section below is not intended to reflect all duties performed within this position and duties may vary by classification.

This position is subject to a one-year probationary period.

Qualifications

A firefighter serving with the West Plainfield Fire Department shall have the minimum qualifications outlined in Policy 1000 (*Recruitment and Selection*), Section 1000.5.1 (*Standards for Fire Suppression Personnel*). See also Section 1000.4 (*Selection Process*).

Representative Duties

The individual assigned to a Chief Officer classification may not perform all these tasks and/or may perform similar related tasks not listed here as directed.

- Regularly participate during Monday night drills or special drills when on duty; demonstrate the knowledge presented and the skills practiced at any Monday night or special drill that occurred while off duty
- Promote and maintain safety in the workplace.
- Participate in the development and implementation of the District's planning, including, but not limited to: Strategic Plans, Operations Manual, Emergency Plans, and Financial Plans.
- Provide the Fire Chief, annually in March, with budget items for the next fiscal year.
- Identify and assess problems impacting the effectiveness of fire service delivery and take corrective action in consultation with the Fire Chief and others assigned to a Chief Officer position.
- Identify ways to improve and streamline suppression tactics and training programs, including the cost and benefit of possible improvements.
- Provide technical assistance to the Fire Chief, others assigned to a Chief Officer position, career staff, volunteer members, and the District Board as assigned.
- Investigate complaints, as necessary, pursuant to District policy.
- Review reports prepared by others, as appropriate.
- Evaluate personnel as directed by the Fire Chief and District policy.
- Attend the Board's regular and special meetings, as requested by the Fire Chief.
- Strive to maintain a competent and motivated workforce.
- Stay informed of the latest fire suppression and prevention problems and hazards within the District and assist staff in finding workable solutions to these problems.
- Project a positive image to individuals and groups as a professional, competent, and responsive leader. Communicate effectively and openly with different individuals and groups.
- Perform community service activities, as needed.
- Participate in Fire Department activities, including but not limited to, social events, training, emergencies, and catastrophic events, in a supportive and coordinative roll.
- Other duties as assigned.

Minimum Knowledge, Ability and Skills

Knowledge of

- Problems, issues, philosophies, principles, and tactics associated with firefighting, fire prevention, inspection, and equipment maintenance.
- Relevant laws, ordinances, codes, and court decisions that affect fire protection.
- Water supply systems in the District and surrounding jurisdictions.
- District geography and high fire hazard areas and occupancies.

Within six (6) months of promotion/appointment/hire date

- District policies and regulations.

Ability to

- Manage the technical aspects of various fire suppression, prevention, and training activities.
- Quickly analyze emergency situations and direct the proper course of action.

Skill in

- Performance evaluation and employee development.
- Written and oral communications.
- Interpersonal relations.
- Fire protection operations and administrative / management systems.

Required Licenses and Certificates

Have and maintain:

- SFM Company Officer 2D certification or possess equivalent experience.
- Certifications and training required by law for firefighters, including, but not limited to, EMT and CPR/AED, hazardous materials training and refreshers, SIDS awareness training and refreshers, and blood-borne and airborne pathogens training and refreshers.
- Valid Class C (or higher) California Drivers' License with a Firefighter endorsement or valid California Commercial Drivers' License with proper endorsements for firefighting equipment.

Desirable Licenses and Certificates

- California State Fire Marshal Firefighter (SMF) I or II, or equivalent certification valid in California.
- SMF Company Officer certification.
- Emergency Medical Technician – Basic certification valid in California.
- Certificates or specialized training in fire science, fire apparatus operation, hydraulics, emergency medicine, mechanics, or a related field.

Experience

Five (5) years of fire department operations, suppression, and training experience at the rank of Fire Captain or higher. Must have experience commanding emergency operations.

Desirable Experience

- Working with volunteer fire personnel.
- Fire cause and determination.
- Prevention and inspection activities.

Classification – Assistant Chief of Operations

Definition

A person assigned to an Assistant Chief of Operations classification holds the rank of Assistant Chief of Operations. This individual is responsible for ensuring operational readiness.

Additional Duties

- Manage Department operations, including, but not limited to on-scene emergency operations (as assigned or in the absence of the Fire Chief), facilities, apparatus, and equipment maintenance and inventory programs (including placement of equipment on apparatus).
- Oversee construction permit approval.
- Identify ways to improve and streamline equipment maintenance, inventory, and company inspection programs including the cost and benefit of possible improvements.
- Assist career staff in development of plans and quality controls, including the establishment of response standards to ensure acceptable service level standards are maintained.

Additional Knowledge

- Basic knowledge of apparatus and equipment maintenance and maintenance needs.

Additional Desirable Certificates / Training

- Certificates or specialized training in fire science, fire apparatus operation, hydraulics, emergency medicine, mechanics, or a related field.

Classification – Battalion Chief

Definition

A person assigned to a Battalion Chief classification holds the rank of Battalion Chief. This individual is responsible for emergency operations in the absence of the Assistant Chief of Operations and the Fire Chief.

Additional Duties

- Conducts / manages inspections, including, but not limited to, equipment, pre-fire planning, and fire origin investigations, as necessary.
- Plans, directs, manages, and coordinates the work of volunteer members as appropriate.

Additional Desirable Certificates / Training

- Certificates or specialized training in fire science, fire apparatus operation, emergency medicine, or a related field.

West Plainfield Fire Department



TABLE OF CONTENTS

POLICY 1003 – POSITION DESCRIPTIONS (xx/xx/2024).....	1
POSITION DESCRIPTION / CLASSIFICATION – NON-SAFETY.....	1
Summary Description.....	1
Sick Leave.....	1
Worker’s Compensation.....	1
Probationary Period.....	1
Qualifications.....	1
Classification – Board Clerk (05/21/2024).....	2
Definition.....	2
Representative Duties and Responsibilities.....	2
Qualifications.....	4
Compensation and Hours Worked.....	4
Sick Leave – Procedure for Use.....	4
Mileage Reimbursement.....	5
Annual Evaluations.....	5
Classification – Administrative Assistant to the Fire Chief – Volunteer (xx/xx/2024).....	5
Definition.....	5
Representative Duties and Responsibilities.....	5
Qualifications.....	6
Compensation and Hours Worked.....	6
Mileage Reimbursement.....	6
Annual Evaluations.....	6
Classification – Hall Manager – (12/17/2019).....	6
Definition.....	6
Management Received and Exercised.....	6
Representative Duties and Responsibilities.....	6
Compensation and Hours Worked.....	7
Mileage Reimbursement.....	7
Annual Evaluations.....	7
Minimum Knowledge, Abilities and Skills.....	7
Desired Qualifications.....	8
Annual Evaluations.....	8
Classification – Historian – Volunteer (04/16/2024).....	8
Definition.....	8
Representative Duties.....	8
Annual Evaluations.....	8

POLICY 1003 – POSITION DESCRIPTIONS (xx/xx/2024)
POSITION DESCRIPTION / CLASSIFICATION – NON-SAFETY

Summary Description

A person assigned to a Non-Safety classification provides non-emergent services to the West Plainfield Fire Protection District or the West Plainfield Fire Department, unless directed otherwise by the Board of Fire Commissioners or the Fire Chief.

A person assigned to a Non-Safety classification may handle confidential documents and documents protected by HIPAA laws and other laws, regulations, or District and Department policy. Such a member is expected to maintain confidentiality and privacy.

Class specifications are intended to present a descriptive list of the range of duties performed by the employees or members in the class. The *Representative Duties* sections are not intended to reflect all duties performed within a classification and other duties and responsibilities may be assigned as deemed necessary.

Sick Leave

A person assigned to a Non-Safety classification shall accrue sick leave as provided in Policy 1039 (Compensated Leave), Section 1039.4 (Sick Leave), or any successor policy or policies.

Worker's Compensation

A person assigned to a Non-Safety classification shall be covered by Worker's Compensation insurance and shall be classified as "clerical."

Probationary Period

Unless otherwise noted below, this position is subject to a ninety (90) day probationary period.

Qualifications

A member serving in a Non-Safety position with the District or Department shall have the following minimum qualifications:

- Be at least 18 years of age by the closing date of the recruitment period
- Be in possession of a high school diploma or a General Equivalency Diploma (GED)
- Have and maintain automobile insurance as required by California law
- Be a U.S. citizen or have proof of a legal right to work in the U.S

Classification – Board Clerk (05/21/2024)

Definition

The Board 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 their designee.

Representative Duties and 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
 - Draft agenda to be sent to the Board President or Committee Chair, as appropriate, and to the Fire Chief (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 Chair, as appropriate, and Fire Chief to request modifications or additions
 - 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)~~
 - 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 or special meeting, as soon as such items are available

- 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 or special meeting, as soon as such items are available
- Attend all Board (regular, special, or emergency) meetings and accurately record and then transcribe minutes of any such meeting
 - 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 or their designee to record the meeting for later transcription by the Clerk as provided herein
 - 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 within seventy-two (72) hours of each meeting, whether the Clerk attended the meeting or not
 - Once minutes of a Board 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
 - 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
 - The Clerk shall provide the draft minutes to the Committee Chair within seventy-two (72) hours of each meeting
 - 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
 - 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, as directed
- Prepare and submit, or assist with preparation and submittal of, District and Department bills for payment; pay pre-approved invoices as directed
- Prepare and submit, or assist with preparation and submittal of, District and Department accounts receivable invoices
- 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~~telephone 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.

Qualifications

The Clerk shall have:

- An ability to prioritize their 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

Compensation and Hours Worked

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 their designee, for approval, no later than the day and time designated by the individual(s) assigned to process payroll. ~~Time reports shall be presented to, and as directed by, the Office of the Yolo County Auditor, payroll department.~~

Sick Leave – Procedure for Use

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 their designee.

Such notification shall be made by a telephone call during which the employee and the Board President or their 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 their designee regarding 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.

An employee will be allowed to return to work/duty on days that they utilize sick leave and hours will be adjusted accordingly at the discretion of the Board President or their designee.

After consultation with the Board President or their 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.

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.

Annual Evaluations

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 this individual's performance annually or as otherwise deemed necessary by the Personnel Committee, as provided in Policy 1001 (Performance Evaluations), or any successor policy or policies.

Classification – Administrative Assistant to the Fire Chief – Volunteer (xx/xx/2024)

Definition

This individual is appointed by the Fire Chief to provide administrative support to the Fire Chief. The Administrative Assistant to the Fire Chief (AA) is supervised by the Fire Chief.

Representative Duties and Responsibilities

The AA shall, as directed by the Fire Chief:

- Attend meetings
- Perform research
- Prepare reports and correspondence; finalize documents
- Schedule meetings and/or travel

- Perform other duties as assigned by the Fire Chief

Qualifications

The AA shall have:

- An ability to prioritize their workload
- An ability to work unsupervised
- A 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

Compensation and Hours Worked

This individual shall not have regular office hours, but shall instead schedule the hours necessary to accomplish assigned tasks. This individual shall provide the Fire Chief with a report of hours worked at least monthly.

Mileage Reimbursement

This individual shall be entitled to reimbursement for mileage at the then IRS published “charitable” rate, as authorized by the Fire Chief.

Annual Evaluations

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 this individual’s performance annually or as otherwise deemed necessary by the Personnel Committee, as provided in Policy 1001 (Performance Evaluations), or any successor policy or policies.

Classification – Hall Manager – (12/17/2019)

Definition

This is an individual who is hired for the purpose of managing and maintaining Lillard Hall, the community hall, for continued use by the community.

Management Received and Exercised

The Hall Manager reports to, and takes direction from, the Board of Fire Commissioners and/or its designee(s).

Characteristics and DutiesRepresentative Duties and Responsibilities

This individual shall:

- Take telephone calls from prospective hall renters or processes online application, as appropriate; itemize list of requirements for hall rental: rental fees, cleaning deposit, liability insurance, and security, if needed.
- Meet potential renter at Lillard Hall, if requested.
- When date is confirmed, put date on calendar in station and/or online.
- Deposit money when application is received and/or confirm that deposit was made electronically.
- Re-inspect the hall before event and clean, or arrange for cleaning, as needed.
- Meet renters before event to give them the key, inspect the hall pre-event, arrange with renters when to meet after the event to inspect hall, refund deposit as appropriate, and retrieve key.
- Purchase supplies when needed.
- Inform the Board of any improvements, maintenance or repairs that are needed.
- Schedule maintenance as needed and/or as directed by the Board.
- Maintain record of dates and hours worked and report total hours to District member assigned to process payroll on the payroll cycle used by the West Plainfield Fire Protection District.
- Maintain record of each Hall rental, including: date and type of event; fee collected; security deposit amount retained, if any; and, if renter is a district resident, non-district resident, non-profit organization; or county, State, or federal entity.
- Prepare a monthly report to be given to the Board Clerk prior to each monthly Board of Commissioners meeting, including: total of any money deposited in bank, and a list of any new rental dates.

Compensation and Hours Worked

This individual shall not have regular office hours, but shall instead schedule the hours necessary to accomplish assigned tasks. This individual shall provide the Fire Chief with a report of hours worked at least monthly.

Mileage Reimbursement

This individual shall be entitled to reimbursement for mileage at the then IRS published “charitable” rate, as authorized by the Fire Chief.

Annual Evaluations

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 this individual’s performance annually or as otherwise deemed necessary by the Personnel Committee, as provided in Policy 1001 (Performance Evaluations), or any successor policy or policies.

Minimum Knowledge, Abilities and Skills

The individual for this position shall have the following knowledge, abilities and skills:

- Knowledge of modern management and maintenance of rental spaces, including promotion of space availability, budgeting and communication techniques.
- Ability and skill to fully utilize web-based and other applications to streamline the rental and maintenance processes.
- Basic math skills
- Basic skills in Microsoft and Adobe products.
- Skilled at written and oral communications

Desired Qualifications

- Bilingual – English and Spanish

Annual Evaluations

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 this individual's performance annually or as otherwise deemed necessary by the Fire Chief, as provided in Policy 1001 (Performance Evaluations), or any successor policy or policies.

Classification – Historian – Volunteer (04/16/2024)

Definition

This individual is appointed by the Board of Commissioners (“Board”) to document and maintain the history of the West Plainfield Fire Protection District and the West Plainfield Fire Department. Information may be written as a story or may be scanned and preserved for members (past, present, and future) to further the understanding of how the District and Department have emerged and progressed through the decades.

There is no probationary period for this position.

Representative Duties

The following duties are typical for this position. A person assigned to the position of Historian may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth.

- Review various sources of information, including, but not limited to, Board minutes, items stored in containers or file cabinets, newspaper articles, etc.
- Interview past and current members
- With the aid of Department members, maintain and keep current the list of Department personnel, including lists on display in Lillard Hall or other locations

Annual Evaluations

At around day 45 of the probationary period, this individual and the Personnel Committee Fire Chief shall hold a progress meeting to review this individual's progress and suggest improvements, etc. Thereafter, the Fire Chief shall formally evaluate this individual's

performance annually or as otherwise deemed necessary by the Fire Chief, as provided in Policy 1001 (*Performance Evaluations*), or any successor policy or policies.

DRAFT

Fire Protection and Emergency Services Assessment (218)

1304.1 POLICY

It is the West Plainfield Fire Protection District's policy to be more transparent than required by law with respect to managing the Fire Protection and Emergency Services Assessment (218 assessment) approved by District property owners in fiscal year ended 2024 (California Government Code § 50078 et. seq.).

1304.2 ANNUAL REVIEW AND LEVY

The Board of Fire Commissioners must determine the continued need for levy of the 218 assessment each fiscal year. In order to levy the assessment each year, determinations must be made and a formal resolution must be adopted prior to the end of July each year. The process will usually begin with the regular Board meeting in May. A minimum of two meetings will be held and the resolution may be adopted at the end of the second meeting. The meetings shall be held as follows:

- The first, to (a) confirm the continued need for levy of the 218 assessment, (b) make an initial determination about a CPI increase, if any, and (c) adopt a draft, preliminary budget.
- The second, to hold the required public hearing on the matter; at this meeting either the original determinations will be adopted or the Board may decide to make changes based on public feedback.

1304.3 TRANSPARENCY AND PUBLIC NOTICE

The Board shall:

- Mail notice of the initial regular Board meeting during which consideration of continued 218 assessment, any CPI increase, and levy of any assessment begins and shall:
 - Take the steps necessary to obtain current mailing lists from the Yolo County Assessor each year.
 - Mail the at least three (3) weeks prior to the initial Board meeting.
 - Include in the notice the Board meeting dates of the (a) initial meeting and (b) anticipated second, public hearing.
 - Include in the notice the West Plainfield Fire Department website URL and the Board Clerk and Fire Chief email addresses.
 - Insure that the Board meeting Agendas and supporting documents are available at the Fire Station and on the West Plainfield Fire Department website as required by the Brown Act (California Government Code § 54950 et seq.).

West Plainfield Fire Department

Policy Manual

Fire Protection and Emergency Services Assessment (218)

- Post notice of the Board of Fire Commissioners meeting and public hearing dates on the West Plainfield Fire Department Facebook page and its other social media platforms.
- Publish the Public Hearing notice required by law prior to the Board meeting during which public comment regarding the 218 assessment will be heard.

The Board may decide to hold additional meetings or send out additional mailings at its discretion.

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**WEST PLAINFIELD FIRE PROTECTION DISTRICT
BUDGET - LILLARD HALL FYE 2024**

INCOME / USE OF ASSETS	ACTUAL FYE 2024		CAPITAL PROJECTS (listed in priority) - Rough Estimate:
Guaranteed Income			Exit Signs (Wiring and Signs) 4,000.00
Son Chong	9,000.00	9,000.00	Restroom Remodel 20,000.00
Other Rental Income			Floor 20,000.00
Other	2,000.00	2,760.00	Hall NE Door 3,400.00
Fly Fishers	400.00		Roof 6,000.00
Dog Training	9,600.00	7,600.00	Parking Lot 2,000.00
Use of Assets	2,757.00		Paint - Exterior 30,000.00
TOTAL INCOME / USE OF ASSETS	<u>23,757.00</u>	<u>19,360.00</u>	Paint - Interior 15,000.00
		(4,397.00)	Window Treatments 2,000.00
			Lighting 3,500.00
EXPENSES			HVAC 12,000.00
CalNet (internet) * (see below)	303.00		Kitchen Upgrades 40,000.00
Recology (garbage) * (see below)	1,654.00		<u>157,900.00</u>
PGE	4,750.00	3,618.46	
Payroll	7,200.00	5,591.57	
Bank Fees	100.00	30.00	ASSETS (07/01/23)
Supplies	250.00	212.32	BofA Checking Account ending 8654 15,181.83
Kitchen Remodel	5,400.00	5,400.00	FNB Operating Account 0.00
Restroom Remodel Plans * (see below)	2,000.00		FNB Security Deposits Account 0.00
Repairs and Maintenance	300.00	3,425.30	<u>15,181.83</u>
Rental and Deposit Refunds	1,800.00		
Total of items marked * above		5,059.10	LIABILITIES (07/01/23)
TOTAL EXPENSES	<u>23,757.00</u>	<u>23,336.75</u>	Kitchen Remodel <u>0.00</u>
		420.25	
	NET FYE 2024	(3,976.75)	ASSETS (06/30/24) 11,205.08

* Assumes a 3.8% CPI increase in October 2024

**WEST PLAINFIELD FIRE PROTECTION DISTRICT
BUDGET - LILLARD HALL FYE 2024**

INCOME / USE OF ASSETS	ACTUAL FYE 2024	
Guaranteed Income		
Son Chong	9,000.00	9,000.00
Other Rental Income		
Other	2,000.00	2,760.00
Fly Fishers	400.00	
Dog Training	9,600.00	7,600.00
Use of Assets	2,757.00	
Adjusting to Correct Accounting Errors		268.49
TOTAL INCOME / USE OF ASSETS	<u>23,757.00</u>	<u>19,628.49</u>
		(4,128.51)
 EXPENSES		
CalNet (internet) * (see below)	303.00	
Recology (garbage) * (see below)	1,654.00	
PGE	4,750.00	3,618.46
Payroll	7,200.00	5,591.57
Bank Fees	100.00	30.00
Supplies	250.00	212.32
Kitchen Remodel	5,400.00	5,400.00
Restroom Remodel Plans * (see below)	2,000.00	
Repairs and Maintenance	300.00	3,425.30
Rental and Deposit Refunds	1,800.00	
Total of items marked * above		5,059.10
TOTAL EXPENSES	<u>23,757.00</u>	<u>23,336.75</u>
		420.25
	NET FYE 2024	(3,708.26)

CAPITAL PROJECTS (listed in priority) - Rough Estimates	
Exit Signs (Wiring and Signs)	4,000.00
Restroom Remodel	20,000.00
Floor	20,000.00
Hall NE Door	3,400.00
Roof	6,000.00
Parking Lot	2,000.00
Paint - Exterior	30,000.00
Paint - Interior	15,000.00
Window Treatments	2,000.00
Lighting	3,500.00
HVAC	12,000.00
Kitchen Upgrades	40,000.00
	<u>157,900.00</u>

ASSETS (07/01/23)	
BofA Checking Account ending 8654	15,181.83
FNB Operating Account	0.00
FNB Security Deposits Account	0.00
	<u>15,181.83</u>

LIABILITIES (07/01/23)	
Kitchen Remodel	<u>0.00</u>

ASSETS (06/30/24) 11,473.57

* Assumes a 3.8% CPI increase in October 2024

LILLARD HALL - REPORT FIRST NORTHERN BANK OPERATING ACCOUNT

Date	Check #	Payment	Deposit	Balance	Payable To	From	Purpose	
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	Cleared
05/14/24	1007	39.43		8,593.88	WPFDP - Deposits		Check Charge Reimbursement	Cleared
05/14/24	1008	76.10		8,517.78	Edward Sykes		Expense Reimbursement - Supplies	Cleared
05/30/24			900.00	9,417.78		Jennie Keifer	Rent - May/June	Deposited
06/13/24			400.00	9,817.78		Son Chong	Rent - June	Deposited
06/25/24	1009	1,544.21		8,273.57	WPFDP		PG&E/Payroll - May/June	Cleared
07/11/24			1,000.00	9,273.57		Son Chong, Jennie Keifer	Rental Fee - July	Deposited
07/24/24			960.00	10,233.57		Amanda Barajas Wedding Reception	Rental Fee	Deposited
08/06/24			400.00	10,633.57		Son Chong	Rental Fee - August	Deposited
08/07/24	1010	21.41		10,612.16	Edward Sykes		Expense Reimbursement - Supplies	Cleared
08/08/24	1011	95.00		10,517.16	Blake's		A/C Diagnostic	Cleared
08/19/24	1012	1,154.52		9,362.64	WPFDP		PG&E/Payroll - June/July	Cleared
09/06/24			500.00	9,862.64		Son Chong, Jennie Keifer	Rental Fee - September	Deposited
10/02/24	1013	1,555.76		8,306.88	WPFDP		PG&E/Payroll - Aug/Sep	
10/11/24			932.00	9,238.88		Son Chong, Jennie Keifer	Rental Fee - October	Deposited

LILLARD HALL - REPORT FIRST NORTHERN BANK SECURITY DEPOSITS ACCOUNT

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
05/30/24			1,539.43	3,200.00		Amanda Barajas/Lillard	Security Deposit / Check Charge Reimbursement	Deposited
08/07/24	1005	1,500.00		1,700.00	Amanda Barajas		Deposit Refund	Cleared
09/20/24			800.00	2,500.00		Jackie Lundy	Security Deposit - 5/4/25 Reception	

WEST PLAINFIELD FIRE PROTECTION DISTRICT

24901 County Road 95, Davis, CA 95616

(530) 756-0212

DATED: October 15, 2024
TO: Board of Fire Commissioners
FROM: Budget & Benefits Committee Chair Commissioner Beth Stiles
 Fire Chief Cherie Rita
SUBJECT: Bills Paid Since Last Report - For Board Ratification

GL Acct	Vendor	Invoice Date	Purpose	Total	Details
510010 - Allstar Fire Equipment		08/13/24	Clothing - PPE Wildland	363.73	?? - Boot
510010 - MES		08/16/24	Clothing - PPE Wildland	484.43	?? - Gloves, pants
510040 - Ink Monkey		10/03/24	Clothing - Station Wear	2,288.84	EMW-2021-FG-01803 - 16 218; 24 Grant
510040 - Quill LLC		08/16/24	Batteries - Mouse, keyboard, clock	17.04	Batteries
510040 - Quill LLC		08/16/24	Supplies - Household	37.55	Paper products, cleaning supplies
510040 - Quill LLC		08/16/24	Supplies - Office	10.85	Binders
510053 - YCPARMIA		08/09/24	Insurance - Other	653.00	CJPRMA Assessment (through FYE 2027)
510112 - Vista Print		10/05/24	Expense - Office - Printing	(30.00)	Business cards (merchant credit)
510112 - Vista Print		10/05/24	Expense - Office - Printing	30.00	Business cards
510201 - Interstate Oil Company		08/23/24	Fuel - Diesel	1,003.68	(blank)
510255 - Dignity Health - Woodland Clinic		08/07/24	Pre-Employment - Medical	42.00	EMW-2021-FG-01803 - Spirometry Test
510255 - Dignity Health - Woodland Clinic		08/07/24	Pre-Employment - Medical	54.00	EMW-2021-FG-01803 - Drug Screen
510255 - Dignity Health - Woodland Clinic		08/07/24	Pre-Employment - Medical	78.00	EMW-2021-FG-01803 - Drug Screen
510255 - Dignity Health - Woodland Clinic		08/07/24	Pre-Employment - Medical	78.00	EMW-2021-FG-01803 - Physical
530021 - Benjamin Electric		07/06/24	Capital Improvement - Grounds	12,668.00	PO#5318 - Final payment
				<u>17,779.12</u>	TOTAL NON US BANK SUBMITTED FOR PAYMENT

GL Acct	Vendor	Invoice Date	Purpose	Total	Details
				<u>0.00</u>	NO US BANK STMT PAID

LILLARD HALL - REPORT RENTALS

Date	Applicant Organization	Event Type	Applicant Type	Rent Due	Amt Due	Date Paid	Security Deposit Due	SD Amt Due	Date Paid	Date Refunded	Refund Amt	Ins Cert Required	Date Cert Provided	Guard Required	Date Contract Provided
06/05/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
06/06/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
06/11/24	4H	Meeting	WPFPD Resident	No			No					N / A		No	
06/12/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
06/13/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
06/19/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
06/20/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
06/26/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
06/27/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
07/03/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
07/17/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
07/18/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
07/31/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
08/03/24	User	Wedding Reception	Other - Over 8 hours (Daily)	No	960	07/18/24	No	1,500	05/22/24	08/07/24		Yes	07/10/24	Yes	07/10/24
08/13/24	4H	Meeting	WPFPD Resident	No			No					N / A		No	
09/10/24	4H	Meeting	WPFPD Resident	No			No					N / A		No	
09/12/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
09/18/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
09/25/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
09/26/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
10/03/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
10/08/24	4H	Meeting	WPFPD Resident	No			No					N / A		No	
10/09/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
10/10/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
10/30/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
11/12/24	4H	Meeting	WPFPD Resident	No			No					N / A		No	
12/10/24	4H	Meeting	WPFPD Resident	No			No					N / A		No	
12/15/24	User	WPFPD Holiday Party	WPFPD Resident												
05/04/25	User	Wedding Reception	WPFPD Resident	Yes	400		No	800	09/09/24			Yes		Yes	



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

STANDING COMMITTEE – LILLARD HALL - MINUTES
October 2, 2024 at 10:15 AM

Location: Lillard Hall
24901 County Road 95
Davis, CA 95616

1. Call the Meeting to Order (Chair Amy)

Chair Amy called the meeting to order at 10:15 AM.

Present were Commissioners Emily Amy and Warren Roos (via telephone), as well as Hall Manager Ned Sykes and Fire Chief Cherie Rita.

2. Public Comment

None.

3. Discussion / Action – Kitchen Remodel report (Manager Sykes)

a. Mop sink

Hall Manager Sykes reported that they have applied for the plumbing permit, but need some information from the plumber. He also reported that the plumber Son had been working with was no longer going to do the work. So, the Hall Manager and Son will find another plumber, get the information they need, and get the permit issued.

With the plumbing permit and work, Hall Manager Sykes the final cost for the entire project will be around \$25,000 and anticipates it should be paid off around year five.

b. Other items

Nothing currently.

4. Discussion / Action – Fund raising for maintenance / remodel (Chair Amy)

a. Bingo (Manager Sykes)

Manager Sykes had nothing else to report regarding Bingo as a fundraising option. Commissioner Roos reported that Commissioner Lindsey was working to determine what kind of tax implications there would be for the District and for anyone participating.

b. Other ideas

Hall Manager Sykes reported that the spaghetti feed seems to be the most feasible, considering time, personnel, and return on investment. Chair Amy asked whether Manager Sykes had spoken anymore with Becky from 4H; he had not really, but was in touch with her. Any possible fundraisers would not occur until next year after months of promotion. Finally, Chair Amy noted that she has continued, and will continue, to look for grant opportunities.

5. Discussion /Action - Rentals (Hall Manager Sykes)

Hall Manager Sykes reported that there were no new rentals, though he was talking with several individuals about rental. He has also been speaking with the Fly Fishers about their annual meeting in March.

6. Discussion / Action – Maintenance (Chair Amy)

Hall Manager Sykes reported he had nothing new requiring maintenance. He also reported that he was trying to find blinds that would fit the windows, height-wise. He estimates each blind will cost between \$40 and \$50. Chair Amy directed him to replace all the blinds so they match.

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

Hall Manager Sykes reported that he had updated the FYE 2024 use numbers. Chair Amy directed that the finalized document be included in the Board packet for the upcoming regular Board meeting. Chief Rita had previously that date provided the September 14, 2024, invoice to Manager Sykes for payment and received a check from him.

8. Calendar (Chair Amy)

a. The next Lillard Hall Committee meeting to be determined

The next Lillard Hall Committee meeting will be on November 13, 2024, at 10:15 AM.

9. Adjourn Meeting (Chair Amy)

Meeting adjourned at 10:33 AM by Chair Amy.

Approved: October 15, 2024

EMILY AMY, Chair / Commissioner

KYTIANA SAYER-PETERSON, Board Clerk
(transcribed by Cherie Rita, Fire Chief)

West Plainfield Fire Department (CA)

Davis, CA

This report was generated on 10/3/2024 9:48:21 AM



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

Start Date: 09/01/2024 | End Date: 09/30/2024

DATE	INCIDENT #	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
09/01/2024	2024-220	611 - Dispatched & cancelled en route	A Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	4
09/01/2024	2024-221	142 - Brush or brush-and-grass mixture fire	A Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	5
09/03/2024	2024-222	500 - Service Call, other	B Shift	0- WPL - West Plainfield Station 30 Response Area	4	5
09/04/2024	2024-223	324 - Motor vehicle accident with no injuries.	C Shift	170- MDS-WPL - Borderline Call Madison & West Plainfield	2	6
09/05/2024	2024-224	571 - Cover assignment, standby, moveup	C Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	5
09/05/2024	2024-225	142 - Brush or brush-and-grass mixture fire		810- DIX - Special Call or Mutual Aid to Dixon	1	3
09/05/2024	2024-226	444 - Power line down	C Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	2
09/06/2024	2024-227	322 - Motor vehicle accident with injuries	C Shift	322- DVS-WDL-WPL - Borderline Call Davis, Woodland & West Plainfield	4	5
09/06/2024	2024-229	571 - Cover assignment, standby, moveup	A Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	4

09/17/2024	2024-230	322 - Motor vehicle accident with injuries	C Shift	701- WOF-WPL - Borderline Call Willow Oak & West Plainfield	2	4
09/18/2024	2024-232	111 - Building fire	A Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	1
09/20/2024	2024-233	142 - Brush or brush-and-grass mixture fire	B Shift	701- WOF-WPL - Borderline Call Willow Oak & West Plainfield	2	5
09/21/2024	2024-234	571 - Cover assignment, standby, moveup	B Shift	260- WNF Auto - Automatic Aid Winters (Not Borderline)	1	3
09/21/2024	2024-235	321 - EMS call, excluding vehicle accident with injury	B Shift	No Zone Selected	1	3
09/23/2024	2024-236	142 - Brush or brush-and-grass mixture fire	C Shift	261- WNF-WPL - Borderline Call Winters & West Plainfield	1	4
09/23/2024	2024-237	444 - Power line down	C Shift	701- WOF-WPL - Borderline Call Willow Oak & West Plainfield	3	4
09/23/2024	2024-238	142 - Brush or brush-and-grass mixture fire	C Shift	0- WPL - West Plainfield Station 30 Response Area	7	8
09/26/2024	2024-240	500 - Service Call, other	B Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	4

TOTAL # INCIDENTS: 18

WEST PLAINFIELD FIRE PROTECTION DISTRICT

24901 County Road 95, Davis, CA 95616

(530) 756-0212

DATED: 10/15/24
TO: Board of Fire Commissioners
FROM: Budget & Benefits Committee Chair Commissioner Beth Stiles
Fire Chief Cherie Rita
SUBJECT: Deposits FYE 2024 To Date - Informational

GL Acct(s)	Deposit Date	Details	Amount
450307	07/22/24	Grant Reimburse - PRISM / YCPARMIA	822.00
440600	08/14/24	Fire Recovery USA 1528171	349.44
450900	08/28/24	Q2 2024 Cal Card Rebate	196.74
Various	09/06/24	LH - Reimb PGE 07/15/24 PPE 06/29/24 07/13/24 07/27/24	1,154.52
510040	09/20/24	Quill Refund - Overpayment	80.11
410900	10/02/24	Sites Strike Team (labor, equipment, admin surcharge)	10,231.34
410900	10/02/24	CA VFC 7GF23126	5,028.61
Various	10/05/24	LH - Reimb PGE 08/10/24 09/12/24 PPE 08/10/24 08/24/24 09/07/24	1,555.76
440600	10/xx/24	Fire Recovery USA 1720380	469.56
TOTAL:			<u><u>19,888.08</u></u>

Grant Reimbursements	5,850.61
Fire Recovery	819.00
Lillard Hall	2,710.28
Strike Team	10,231.34
Cal Card Rebates	196.74
Other	80.11
	<u><u>19,888.08</u></u>



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

MINUTES
BOARD OF COMMISSIONERS – REGULAR MEETING
September 17, 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>
One tap mobile – +16699006833,98831083439#
Dial by your location – (669) 900-6833 US (San Jose)
Meeting ID: 988 3108 3439

1. President McMullen called the meeting to order at 7:00pm. Board Clerk, Kytiana Sayer-Peterson, confirmed that a quorum was present.

Present Were:

Captain Scott Bravo, Firefighter Association President John Lee, Chief Rita,
Supervisor Lucas Frerichs, Kytiana Sayer-Peterson

VIA Zoom: Chief of Winters Fire Jack Snyder,

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

2. Public Comment - NONE
3. Weed Abatement Report (Firefighter Lee)

Inspected all properties and they have come to compliance, with incoming rain there is no anticipated fire danger through October.

Commissioner Amy inquired if the Standing Agenda item “Weed Abatement Report” may be removed until the next fire season February of 2025. Bring back to February meeting to discuss mailings necessitated.

Board reached consensus to bring item to the February Regular board meeting, and to remove standing item from Agenda until that time.

4. Old Business

a. Discussion / Action - Approval of Policy 802 - Subpoenas and Summons (Chief Rita)

Sent to County Counsel for review and approval and received approval August 21st.

Motion: Approve policy 802

By: Commissioner Amy

Second: Commissioner Stiles

Motion carried unanimously

5. New Business

a. Discussion / Action – Standing Committee – Reports

i. Lillard Hall Committee – **Amy**, Roos

1. Hall Manager Report

Nothing new to report on history and rentals. Overview of Bank accounts provided. There were no questions from the board on these materials.

2. Discussion / Action – Approval of September 11, 2024 Minutes

Motion: Approve September 11th Lillard Hall Committee Meeting Minutes

By: Commissioner Amy

Second: Commissioner Roos

Motion Carries unanimously

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

1. Discussion / Action – Approval of August 20, 2024 Minutes

For Item 3.A, insert the word “day”

Motion: Approve Minutes of August 20th Personnel Committee Meeting

By: Commissioner Amy

Second: Commissioner Lindsey

6. Fire Chief's Report (Chief Rita)

Provided are reports, waiting on the Financial Report from the county.

Commissioner Amy inquired about frequency of smoke detection malfunction calls and how they originate.

Chief Rita replied that the calls are from the alarm companies with smoke detectors within the system. Employees will either reset or disarm the unit, up to the property owner/manager to get necessary repairs.

Durango thank you letter sent to Woodland, city and fire Department. Official recognition requested for the Thank you letter.

Board Clerk Kytiana asked by board consensus to send thank you letter.

Discussed opportunities to contain a piece that catches fire regularly, identified a good address to send mailings to.

Firefighter Lee indicated that an issue is the "Do Not Trespass" Sign on the property entryway. Assume that it is unoccupied. Firefighter Lee will reach out to the property owner on the north side to ask if it is alright to access to conduct inspections.

Agreement with Airport prepared for McMullens signature.

A recent tractor fire on road 31 and 95 that is farmed by a fire chief from another district was billed through recovery hub. Staff was unable to identify cause, Owner has asked to waive recovery fee. District does get some funding from lease holds, the cost of the fee ranges between \$700.00-\$800.00. Understanding is that the tractor was sitting for 4-6 hours and it had spontaneously combusted. AC Stiles investigated and was unable to identify origin.

Commissioner Amy mentioned that it may not behoove of the district to waive the fee as it may show to others that the District is able to make an exception.

Commissioner Roos proposed that the District Waives half of the fee.

Commissioner Stiles proposes to not waive the fee as there are human resources expensed to report to the site of the fire.

Commissioner Lindsey inquired if there may be another avenue to acquire funding to waive this fee?

Chief Rita clarifies that there is no direct funding available from the district for the farmer affected unless the fee is waived and this would be unaccounted for revenue.

Commissioner Amy inquired where this revenue is coded to within the districts accounting.

Chief Rita replies that there is a line item related to unsecured funding for this revenue item.

Recommendation from Chief Rita to put on the October Regular meeting agenda to discuss officially and make a decision.

Decision to vote on fee Waiver deferred to the October Agenda.

Backend incident reported from Engine at the San Bernardino county fire.

On Monday, Chief Rita sent out promotions for the fire captain spot, and started process to fill firefighter positions by promotion. Both are running concurrently and will end Friday at 5:00pm.

Two firefighters have completed firefighter training, one is considering reserve but will continue training with the department in the foothills. One firefighter completed training today and will be in service shortly.

Chief Rita will send an email for the correct date and location for the meeting.

Celebration of Life 12:00 pm September 27th Saint James, reception to follow service.

District Resident Passed away, they are located on Russel on the westside of Road 95. Directed in obituary that others make donations to the fire department.

Commissioner Roos inquired about Training with Assistant Chief Stiles.

Chief Rita replied that training has begun as a shadow period.

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

Chief Rita reported on his behalf that there is no current updates for the Assistants Chief Report.

8. Fire Fighter's Association Report (President Lee)

9. Clerk's Report

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

Commissioner Amy inquired about what is included with Bill Ratification

Chief Rita and Board Clerk Kytiana replied that the bill review and ratification includes accounts payable and receivable for that months period. These items have been preliminarily reviewed and approved by the Budget and Benefits Committee.

Motion: Ratification of the Bill Review

By: Commissioner Amy

Second: Commissioner Stiles

Motion approved by unanimous consensus

b. Discussion / Action – Approval of August 20, 2024 Regular Board Meeting Minutes

Headings July 16th to be moved to August 20th

Page 3, 5th paragraph down, correct spelling of necessitated

Page 7, item 6, second paragraph rewording of sentence regarding 218

Item 8 Firefighter Lee “Lee”

Chief Rita, Footer on Pgs 2- end need to be removed. Modify formatting on bottom of page 6. Approval section located at the bottom

Item 10, Page 8, “Tara Thronson”

Motion: Approve Minutes from August 20th Regular board meeting

By: Commissioner Amy

Second: Commissioner Roos

Motion carried unanimously

c. Discussion / Action – Approval of September 11, 2024 Board Meeting Minutes

Motion: Approve September 11 Board meeting minutes

By: Commissioner Stiles

Second: Commissioner Lindsey

Motion carried unanimously

10. Open Forum

President McMullen addresses and thanks Supervisor Lucas Frerichs for joining the meeting and asks if he would like to address the board.

Supervisor Lucas Frerichs provides the board an update on the district and states that 11 or 12 districts in the county are working to pass 218, looking forward to continued movement in the fire sustainability movement. Frerichs wanted to see if there were any issues that the board would like to raise to the district.

Supervisor Frerichs commented on the proposed idea to improve district sustainability regarding solar implementation.

Frerichs informed the board that he would like to continue to maintain a relationship with the district and continues to advocate for the district.

Commissioner Stiles inquired about the other districts progress related to 218.

Supervisor Frerichs confirmed that there is a formula to assign the dollars to all, and the aim is to be supportive of districts that did not obtain their 218. Frerichs would like to ensure that it is a fair playing field, and expressed appreciation for the energy that went into getting the 218 passed.

Commissioner Roos inquired if there are individuals that live in “no-mans-land” Heard from SCI Consultant that this is one of the only counties in the state that has dedicated funds to the districts, they also indicated that the 218 process in the County is inspiring other countries to pursue their 218 and begin the process. Frerichs confirmed that what is being done at this district/county level is gaining attention.

Captain Bravo read a written piece regarding compensation and high turnover.

Captain Bravo thanks Commissioner Stiles for attempting to improve compensation within the constraints of the budget.

Commissioner Roos proposes that the board discuss amongst themselves how to improve the retention within the district of Staff.

Commissioner Roos assures that he will discuss privately with Captain Bravo to find a solution.

Firefighter Lee confirmed that the Association has scheduled holiday dinner on Sunday, December 15th, and have moved the pinning and retirement ceremony for Chief Rita and incoming Chief (current Assistant Chief) Stiles.

11. Next regular Board meeting on October 15, 2024, unless another date is agreed upon

Meeting date will remain the same as presented by consensus.

12. Meeting Adjourned (President McMullen)

Motion: Adjourn the meeting

By: Commissioner Amy

Second: Commissioner Roos

Motion approved to adjourn the meeting at 7:53pm

JAMES McMULLEN, President

KYTIANA SAYER-PETERSON, Clerk