



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

**BOARD OF COMMISSIONERS – REGULAR MEETING
MAY 16, 2023 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. Update – Weed Abatement (Chief Rita)
 - b. Update – Yolo County Fire Sustainability Committee (AC Stiles)
4. Lillard Hall
 - a. Manager Report (Hall Manager Sykes)
5. New Business
 - a. Discussion / Action – Volunteer Applications (Chief Rita)
 - b. Discussion / Action – Standing Committees – Reports
 - i. Personnel Committee – **Amy**, Yeager
 - ii. District Funding and Development Committee – **Yeager**, Stiles
 1. Discussion / Action – Adopt Resolution 23-03 - A Resolution Adopting Proposition 218 Assessment Ballot Proceedings Procedures
 2. Discussion / Action – Adopt Resolution 23-04 - A Resolution Initiating Proceedings, Providing Intention to Levy Assessments, Preliminarily Approving Engineer's Report, and Providing for Notice of Hearing, and the Mailing of Assessment Ballots for the West Plainfield Fire Protection District, Fire Protection and Emergency Response Services Assessment
 - iii. Lillard Hall Committee – **Amy**, Roos
 1. Approval of April 27, 2023, Committee Meeting Minutes
 2. Discussion / Action – Draft Lease – Common Grounds – and Next Steps

- iv. Budget and Benefits Committee – **Stiles**, Roos
 - 1. Discussion / Action – Approve Raise for Relief Firefighters to \$18.00 per Hour (to begin first full pay period in July 2023)
- c. Discussion / Action – Ad Hoc Committees – Reports
 - i. LAFCO – **Yeager**, Roos
 - ii. Solar – **Stiles**, Roos
- d. Discussion / Action – Liaison Reports
 - i. Fire Prevention / Investigation – McMullen
 - ii. Training – Yeager
 - iii. Large Equipment / Facilities – McMullen
- e. Discussion / Action – Policies and Procedures Updates (Chief Rita)
 - i. Policy 200 - Organizational Structure (new)
 - ii. Policy 208 - Minimum Staffing Levels (new and replaces 410.01)
 - iii. Policy 213 - Physical Asset Management (new)
 - iv. Policy 214 - Purchasing and Procurement (new)
 - v. Policy 301 - Emergency Response (replaces 510 and portions of 615)
 - vi. Policy 306 - Response Time Standards (new)
 - vii. Policy 700 - Use of Department-Owned and Personal Property (new)
 - viii. Policy 701 - Personal Communication Devices (new)
 - ix. Policy 703 - Use of Department Vehicles (new)
 - x. Policy 710 - Non-Official Use of Department Property (new)
 - xi. Policy 914 - Personal Protective Equipment (new)
 - xii. Procedure 200 - Physical Asset Management (new)
 - xiii. Procedure 202 - Purchasing and Procurement (new)
- 6. Fire Chief's Report (Chief Rita)
- 7. Fire Fighter's Association Report (President Jon Lee)
- 8. Clerk's Report
 - a. Discussion / Action – West Plainfield Fire Protection District Bill Review / Approval
 - b. Approval of April 18, 2023, Regular Board Meeting Minutes
- 9. Open Forum
- 10. Next regular Board meeting on June 20, 2023, unless another date is agreed upon
- 11. Meeting Adjourned (President McMullen)

LILLARD HALL - REPORT - ACCOUNTING

Date	Check #	Payment Amount	Deposit Amount	Balance	Payable To	From	Purpose	
08/23/22		30.00			BofA		Stop Payment Fee	Included for record purposes only
08/29/22			3,200.00		Counter Credit			Included for record purposes only
09/04/22	605	800.00			██████████		Refund Deposit	Included for record purposes only
09/06/22			1,800.00		Counter Credit			Included for record purposes only
09/15/22	606	1,393.65			West Plainfield FPD		Invoice(s): Payroll & PGE Aug 2022	Included for record purposes only
09/20/22	607	756.23			West Plainfield FPD		Invoice(s): Payroll & PGE Sept 2022	Included for record purposes only
09/20/22		3.00			BofA		Check image service fee	Included for record purposes only
09/26/22			1,950.00		Counter Credit			Included for record purposes only
09/28/22	608	416.44			West Plainfield FPD		Invoice(s): Payroll 09/30/22	Included for record purposes only
10/15/22	612	641.17			West Plainfield FPD		Invoice(s): Payroll & PGE 10/14/22	Included for record purposes only
10/19/22		3.00			BofA		Check image service fee	Included for record purposes only
10/20/22				19,030.28			Beginning Balance - Bank Statement	BEGINNING BALANCE
08/24/22	604	800.00		18,230.28	██████████			Cleared
09/26/22	609	800.00		17,430.28	██████████		Refund Deposit	Cleared
10/05/22	610	101.24		17,329.04	CalNet - Winters		Internet - Oct 2022	Cleared
10/18/22	611	765.44		16,563.60	Recology		Garbage	Cleared
10/18/22	613	178.14		16,385.46	██████████		Reimburse: Motion lights (Home Depot)	Cleared
10/30/22	614	800.00		15,585.46	██████████		Refund Deposit	Cleared
11/01/22	615	106.24		15,479.22	CalNet - Winters		Internet - Nov 2022	Cleared
11/11/22	616	380.22		15,099.00	Recology		Garbage	Cleared
11/11/22	617	230.00		14,869.00	Woodland Electrical	???????????????	Troubleshoot light pole	Cleared
11/11/22	618	378.59		14,490.41	West Plainfield FPD		Invoice(s): Payroll 10/28/22	Cleared
11/13/22	619	800.00		13,690.41	██████████		Refund Deposit	Cleared
11/15/22	620	473.23		13,217.18	West Plainfield FPD		Invoice(s): Payroll 11/14/22	Cleared
11/17/22		3.00		13,214.18	BofA		Check image service fee	Cleared
12/01/22	621	106.24		13,107.94	CalNet - Winters		Internet - Dec 2022	Cleared
12/01/22	622	375.22		12,732.72	Recology		Garbage	Cleared
12/01/22	623	800.00		11,932.72	██████████		Refund Deposit	Cleared
12/04/22	624	200.00		11,732.72	██████████		Refund Deposit	Cleared
12/05/22			5,850.00	17,582.72	Deposit	???????????????		Deposited
12/16/22	625	824.29		16,758.43	West Plainfield FPD		Invoice(s): 11/16/22, 11/22/22, 12/06/22	Cleared
12/19/22		3.00		16,755.43	BofA		Check image service fee	BE
	626			16,755.43	VOIDED			VOIDED
12/26/22	627	542.91		16,212.52		???????????????	???????????????	Cleared
	628			16,212.52	VOIDED			VOIDED
12/26/22	629	101.24		16,111.28	CalNet - Winters		Internet - Jan 2023	Cleared
12/27/22			500.00	16,611.28	Deposit	Keifer	Rental	Deposited
12/30/22	630	380.22		16,231.06	Recology		Garbage - Past Due	Cleared
01/18/23			700.00	16,931.06	Counter Credit			Deposited

LILLARD HALL - REPORT - ACCOUNTING

Date	Check #	Payment Amount	Deposit Amount	Balance	Payable To	From	Purpose	
01/19/23		3.00		16,928.06	BofA		Check image service fee	BE
01/19/23	631	101.24		16,826.82	CalNet - Winters		Internet - Feb 2023	Cleared
02/10/23	632	390.03		16,436.79	Recology		Garbage - 01/31/23	Cleared
02/10/23	633	120.42		16,316.37	West Plainfield FPD		Invoice(s): PGE 01/26/23	Cleared
			1,600.00	17,916.37	Deposit	Keifer and Fly Fishers	Rental and Security Deposit	Deposited
02/12/23	634			17,916.37	VOIDED		VOIDED CHECK	
02/12/23	635	101.24		17,815.13	CalNet - Winters		Internet - Mar 2023	Cleared
02/21/23	636	104.06		17,711.07	West Plainfield FPD		Invoice(s): PGE 02/16/23	Cleared
03/01/23			600.00	18,311.07	Deposit	Keifer	Rental	Deposited
03/01/23			150.00	18,461.07	Deposit	Yolo County	Rental	Deposited
03/07/23			800.00	19,261.07	Deposit	Fly Fishers	Rental	Deposited
03/13/23	637	800.00		18,461.07	██████████	Fly Fishers	Deposit Refund	Cleared
03/13/23	638	390.03		18,071.04	Recology Davis		Garbage	Cleared
03/13/23	639	106.84		17,964.20	██████████		Expense Reimbursement	Cleared
03/21/23	640	101.24		17,862.96	Cal.net Inc.		Internet	Cleared
03/24/23	641	122.08		17,740.88	West Plainfield FPD		PG&E Reimbursement	Cleared
03/24/23	642	258.92		17,481.96	West Plainfield FPD		Hall Manager Compensation 2/12 - 2/25	Cleared
03/29/23	643	816.60		16,665.36	West Plainfield FPD		Hall Manager Compensation 2/26 - 3/25	Cleared
04/03/23			500.00	17,165.36	Deposit	Jennie Keifer	April Rental	Deposited
04/03/23		6.00		17,159.36	BofA		Service Fees 1/20/23 - 3/21/23	Paid
04/03/23	644	800.00		16,359.36	██████████		Deposit Refund	Cleared
04/03/23	645	800.00		15,559.36	██████████		Deposit Refund - Canceled Event	
04/10/23			800.00	16,359.36	Deposit	Fairfield School	Security Deposit - 4/28 Fundraiser	Deposited
04/10/23			800.00	17,159.36	Deposit	Jennie Keifer	Rent - May	Deposited
04/18/23	646	318.69		16,840.67	West Plainfield FPD		Hall Manager Compensation 3/26 - 4/8	
04/18/23	647	101.24		16,739.43	Cal.net Inc.		Internet	
04/18/23	648	109.31		16,630.12	West Plainfield FPD		PG&E Reimbursement	
04/18/23	649			16,630.12	VOIDED		VOIDED CHECK	
04/18/23	650	390.03		16,240.09	Recology Davis		Garbage	
04/18/23	651	61.83		16,178.26	██████████		Expense Reimbursement	
04/18/23		3.00		16,175.26	BofA		Service Fees 3/22/23 - 4/18/23	Paid
05/08/23	652	395.03		15,780.23	Recology Davis		Garbage	
05/08/23	653	800.00		14,980.23	██████████		Deposit Refund	

LILLARD HALL - REPORT - RENTALS

Date(s)	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
01/10/23	Meeting	WPPFD Resident	No			Yes	800				Yes		No	
01/12/23	Dog Training	Other	No			Yes	200	08/25/22			Yes		No	
01/18/23	Dog Training	Other	No			N / A					N / A		Yes	
Community Meeting														
01/18/23	Flooding	Meeting	No	100		Waived					No		No	
01/19/23	Dog Training	Other	No			N / A					N / A		No	
01/24/23	Dog Training	Other	No			N / A					N / A		No	
01/26/23	Dog Training	Other	No			N / A					N / A		No	
01/31/23	Dog Training	Other	No			N / A					N / A		No	
02/01/23	Dog Training	Other	No		01/31/23	N / A					N / A		No	
02/02/23	Dog Training	Other	No		01/31/23	N / A					N / A		No	
02/08/23	Dog Training	Other	No		01/31/23	N / A					N / A		No	
02/09/23	Dog Training	Other	No		01/31/23	N / A					N / A		No	
02/14/23	Meeting	WPPFD Resident	No			N / A					N / A		No	
02/15/23	Dog Training	Other	No		01/31/23	N / A					N / A		No	
02/16/23	Dog Training	Other	No		01/31/23	N / A					N / A		No	
02/22/23	Dog Training	Other	No		01/31/23	N / A					N / A		No	
02/23/23	Dog Training	Other	No		01/31/23	N / A					N / A		No	
03/01/23	Dog Training	Other	No			N / A					N / A		No	
03/02/23	Dog Training	Other	No			N / A					N / A		No	
03/04/23	Fundraiser Dinner	Other	No			No		01/19/23	03/13/23	800	Yes	02/28/23	Yes	
03/05/23	Fundraiser Breakfast	WPPFD Personnel	No			Waived					No		No	
03/08/23	Dog Training	Other	No			N / A					N / A		No	
03/09/23	Dog Training	Other	No			N / A					N / A		No	
03/14/23	Meeting	WPPFD Resident	No			N / A					N / A		No	
03/15/23	Dog Training	Other	No			N / A					N / A		No	
03/16/23	Dog Training	Other	No			N / A					N / A		No	
03/22/23	Dog Training	Other	No			N / A					N / A		No	
03/23/23	Dog Training	Other	No			N / A					N / A		No	
Community Meeting														
03/23/23	Flooding	Meeting	Yes	50		Waived					No		No	
03/29/23	Dog Training	Other	No			N / A					No		No	
04/01/23	CE Workshop	Other	No		09/22/22	No		09/22/22			Yes	On File	No	
04/02/23	CE Workshop	Other	No		09/22/22	No						On File	No	
04/06/23	Dog Training	Other	No		03/22/23	N / A					N / A		No	
04/11/23	Meeting	WPPFD Resident	No			No					N / A		No	

LILLARD HALL - REPORT - RENTALS

Date(s)	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
04/12/23	Driver Operator Class		N / A			N / A								
04/15/23	Driver Operator Class		N / A			N / A								
04/16/23	Driver Operator Class		N / A			N / A								
04/19/23	Dog Training	Other	No		03/22/23	N / A					N / A		No	
04/20/23	Dog Training	Other	No		03/22/23	N / A					N / A		No	
04/22/23	Fundraiser Flea Market	WPPFD Personnel	N / A			N / A								
04/26/23	Dog Training	Other	No		03/22/23	N / A					N / A		No	
04/27/23	Dog Training	Other	No		03/22/23	N / A					N / A		No	
04/28/23	Fundraiser Dinner	WPPFD Resident	No			No		04/10/23	05/08/23		Yes		Yes	
05/02/23	Dog Training	Other	No		04/10/23	N / A					N / A		No	
05/03/23	Dog Training	Other	No		04/10/23	N / A					N / A		No	
05/04/23	Dog Training	Other	No		04/10/23	N / A					N / A		No	
05/09/23	Meeting	WPPFD Resident	No			N / A					N / A		No	
05/10/23	Driver Operator Class		N / A			N / A								
05/11/23	Dog Training	Other	No		04/10/23	N / A					N / A		No	
05/17/23	Driver Operator Class		N / A			N / A								
05/18/23	Dog Training	Other	No		04/10/23	N / A					N / A		No	
05/20/23	Driver Operator Class		N / A			N / A								
05/21/23	Driver Operator Class		N / A			N / A								
05/24/23	Dog Training	Other	No		04/10/23	N / A					N / A		No	
05/25/23	Dog Training	Other	No		04/10/23	N / A					N / A		No	
05/31/23	Dog Training	Other	No		04/10/23	N / A					N / A		No	
06/13/23	Meeting	WPPFD Resident	No			No					N / A		No	
07/11/23	Meeting	WPPFD Resident	No			No					N / A		No	
08/08/23	Meeting	WPPFD Resident	No			No					N / A		No	
09/12/23	Meeting	WPPFD Resident	No			No					N / A		No	
09/23/23	Quinceanera	Other	Yes	800		No		09/21/22			Yes		Yes	
10/10/23	Meeting	WPPFD Resident	No			No					N / A		No	
11/14/23	Meeting	WPPFD Resident	No			No					N / A		No	
12/12/23	Meeting	WPPFD Resident	No			No					N / A		No	



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

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

RESOLUTION NO. 23-03

A RESOLUTION ADOPTING PROPOSITION 218 ASSESSMENT BALLOT PROCEEDINGS PROCEDURES

WHEREAS, the West Plainfield Fire Protection District was established in 1928 (the "District") and is authorized to levy assessments for fire suppression services pursuant to Health & Safety Code Section 13914 and Government Code Section 50078, et seq.;

WHEREAS, Proposition 218 was adopted on November 6, 1996, adding Articles XIIC and XIID to the California Constitution; and

WHEREAS, Article XIID of the California Constitution impose certain procedural and substantive requirements relating to assessments (as defined); and

WHEREAS, the District believes it to be in the best interest of the District and its property owners to confirm and memorialize the District procedures and guidelines regarding implementation of the provisions of Proposition 218 and pertinent statutes relating to assessments.

NOW, THEREFORE, the Board does hereby resolve as follows:

SECTION 1. Statement of Legislative Intent. In adopting this resolution, it is the Board of Commissioners (the "Board") intent, pursuant to the authority delegated to it by the Board of Supervisors of the County of Yolo, to adopt assessment ballot proceedings, which are consistent and in compliance with Articles XIIC and XIID of the California Constitution and with Government Code Sections 53750 through 53754. It is not the intent of the Board to vary in any way from the requirements of either the California Constitution or the laws of the State of California. If there is any inconsistency of each between a provision of this resolution and state law, state law will govern.

SECTION 2. Definition of Assessment. Proposition 218 defines "assessment" as "any levy or charge by an agency upon real property that is based upon the special benefit conferred upon the real property by a public improvement or services, that is imposed to pay the capital cost of the public improvement, the maintenance and operation expenses of the public improvement or the cost of the service being provided." "Assessment" includes, but is not limited to, "special assessment," "benefit assessment," "maintenance assessment," and "special assessment tax."

SECTION 3. Assessment Ballot Proceeding. The following procedures shall be used in an assessment ballot proceeding that follows the requirements of Cal. Const. art. XIID, section 4:

A. Amount of Assessment. Only special benefits are assessable. The amount assessment shall be each identified parcel's proportionate share of the cost of the additional fire suppression services based upon that parcel's special benefit from the services. The amount shall be proportional to and no greater than the special benefits conferred on the property.

B. Engineer's Report. The Board shall direct the filing of an engineer's report that shall comply with the applicable state statute authorizing the assessment and with Cal. Const. art. XIID, Section 4. The engineer's report shall explain the special benefits conferred by the improvements and/or services funded by the assessments. The engineer's report shall also provide the evidence upon which the Board may find that a special benefit exists. If the improvement or service confers a general benefit, the engineer's report shall describe the general benefit and an alternative funding source for any general benefits. The engineer's report shall be prepared by a registered professional engineer certified by the State of California, (the "Assessment Engineer"). The cost of preparing the engineer's report shall be included as a cost of the assessment.

C. Notice. The following guidelines shall apply to giving notice of an assessment:

1. The record owner(s) of each parcel to be assessed shall be determined from the last equalized property tax roll. If the property tax roll indicates more than one owner, each owner shall receive notice. Only property owners shall receive notice;
2. The notice shall be sent at least forty-five (45) days prior to the date set for the public hearing on the assessment;
3. The notice provided by this section shall contain the following information:
 - a. The total amount to be assessed for the entire assessment district;
 - b. The amount to be assessed to the owner's particular parcel;
 - c. The duration of the payments;
 - d. The reason for the assessment;
 - e. The basis upon which the amount of the proposed assessment was calculated;
 - f. The date, time and location of the public hearing on the proposed assessment;
 - g. A summary of the procedures for the completion, return and tabulation of the assessment ballots;
 - h. A disclosure statement that the existence of a majority protest will result in the assessment not being imposed; and
 - i. A ballot to be completed by the owner, as further described in section D of this resolution.
4. The notice provided by this section and in accordance with Government Code Sections 53753(b) and (c) shall supersede and be in lieu of any other statutes requiring notice to levy or increase an assessment, including but not limited to the notice required by the state statute authorizing the assessment and Government Code section 54954.6;
5. Failure of any person to receive notice shall not invalidate the proceedings;
6. The cost of providing notice shall be included as a cost of the assessment.

D. Assessment Ballot. The following guidelines shall apply to the assessment ballot:

1. The ballot required by Article XIID, section 4(d), of the California Constitution shall be mailed to all property owners of record subject to the proposed assessment at least forty-five (45) days prior to the date of the public hearing on the proposed assessment. This ballot shall comply with Government Code Sections 53753(b) and (c). The ballot shall be designed in such a way that, once sealed, its contents are concealed.
2. All ballots must be returned either by mail or by hand delivery, not later than the date for return of ballots stated on the notice and ballot described in this section. Mailed ballots must be returned to the West Plainfield Fire Protection District, 24901 County Road 95, Davis CA 95616, or, if delivered at the time and location of the public hearing, to be held at the West Plainfield Fire Protection District, 24901 County Road 95, Davis CA 95616 and handed to the Clerk of the Board. Ballots must be returned either by mail or by hand delivery prior to the conclusion of the public input portion of the public hearing. If ballots are delivered to the West Plainfield Fire Protection District office, to ensure that ballots are received by the Tabulator (defined In Section E) before the conclusion of the public input portion of the public hearing, mailed ballots and ballots hand delivered to that office must be received before 7:00 p.m. on the public hearing date. The Tabulator shall tabulate the ballots at a time and location that will be accessible to the public as further provided in Section E herein.
3. Each ballot must be signed under penalty of perjury. In the event that more than one of the record owners of a parcel submits an assessment ballot, the amount of the proposed assessment to be imposed upon the parcel shall be allocated to each ballot submitted in proportion to the respective record ownership interests or, if the ownership interests are not shown on the record, as established to the satisfaction of the Board or Assessment Engineer by documentation provided by the record owners. If two or more persons own a parcel subject to the assessment, any one owner may cast an assessment ballot for all owners.
4. If a parcel has multiple owners, any owner may request a proportional assessment ballot. If the ownership interest of the owner is not shown on the last equalized secured property tax assessment roll, such request must include evidence, satisfactory to the District, of the owner's proportional rights in the parcel. The Assessment Engineer will provide the proportional ballot to the owner at the address shown on the assessment roll. Any request for a ballot to be mailed to another location must include evidence, satisfactory to the District, of the identity of the person requesting the ballot. Each proportional ballot will be marked to identify it as a proportional ballot and to indicate the owner's proportional rights in the parcel. The Assessment Engineer will keep a record of each proportional ballot provided to an owner.
5. The District will only accept official ballots with original signatures mailed or otherwise provided to owners by the Assessment Engineer. No facsimile, electronic, mechanically duplicated, copied or other ballot will be accepted.
6. If an assessment ballot is lost, withdrawn, destroyed or never received, the Assessment Engineer will mail or otherwise provide a replacement ballot to the owner upon receipt of a request delivered to the District or the Assessment Engineer. The replacement ballot will be marked to identify it as a replacement ballot or a replacement proportional ballot. Any request for a replacement or replacement proportional ballot to be mailed to another location must include evidence, satisfactory to the District or the Assessment Engineer,

of the identity of the person requesting the ballot. The same procedure applies to replacement ballots or replacement proportional ballots, which are lost, withdrawn, destroyed, or never received.

7. If an assessment ballot is returned by the United States Post Office as undeliverable, the Assessment Engineer may mail a redelivered ballot to the current property owner if updated ownership or owner mailing address can be determined. The redelivered ballot will be marked to identify it as a redelivered ballot.
8. An assessment ballot proceeding is not an election.
9. An assessment ballot is a disclosable "public record" as that phrase is defined by Government Code section 6252 during and after tabulation of the ballots.
10. To complete an assessment ballot, the owner of the parcel or his authorized representative must (1) mark the appropriate box (or circle) supporting or opposing the proposed assessment, and (2) sign, under penalty of perjury, the statement on the ballot that the person completing the ballot is the owner of the parcel or the owner's authorized representative. Only one box (or circle) may be stamped or marked on each ballot. All incomplete or improperly marked ballots shall be disqualified from balloting. The Tabulator will retain all such invalid ballots.
11. After returning an assessment ballot to the District, or the Tabulator on behalf of the District, the person who signed the ballot may withdraw the ballot by submitting a written statement to the District directing the District to withdraw the ballot. Such statement must be received by the District or the Tabulator prior to the close of the public input portion of the public hearing on the proposed assessment. When ballots for the assessment are tabulated, the Tabulator will segregate withdrawn ballots from all other returned ballots. The Tabulator will retain all withdrawn ballots and will indicate on the face of such withdrawn ballots that they have been withdrawn.
12. In order to change the contents of a ballot that has been submitted, the person who has signed that ballot may (1) request that such ballot be withdrawn, (2) request that a replacement ballot be issued, and (3) return the replacement ballot fully completed. Each of these steps must be completed according to the procedures set forth above.

E. Tabulating Ballots. The following guidelines shall apply to tabulating assessment ballots:

1. Assessment ballots shall remain sealed until tabulation commences.
2. Ballots shall be tabulated by the Clerk of the Board or another impartial person designated by the District who does not have a vested interest in the outcome of the proposed assessment ("Tabulator"). The Clerk of the Board or other designated person may be assisted by staff of and consultants to the District or the County of Yolo. The Tabulator shall follow the rules and procedures of the laws of the State of California, this resolution and any other rules and procedures of the Board. If the Tabulator needs clarification, then they shall inquire of the Board, who is the final arbiter. All ballots shall be accepted as valid except those in the following categories:
 - a. A photocopy of a ballot, a letter or other form of a ballot that is not an official ballot provided by the District or the Assessment Engineer on behalf of the District;

- b. An unsigned ballot, or ballot signed by an unauthorized individual;
- c. A ballot which lacks an identifiable mark in the box for a “yes” or “no” vote or with more than one box marked, will not be counted;
- d. A ballot which appears tampered with or otherwise invalid based upon its appearance or method of delivery or other circumstances;
- e. A ballot for which the barcode representing the parcel number is damaged or obstructed, unless the parcel number or property ownership information is legible and allows the Tabulator to clearly determine the property(s) identified on the ballot.
- f. A ballot received after the close of the public input portion of the public hearing on the proposed assessment.

The Tabulator’s decision, after consultation with the Board’s legal counsel that a ballot is invalid shall be final and may not be appealed to the Board.

3. If more than one of the record owners of a parcel submits an assessment ballot, the amount of the proposed assessment to be imposed upon the parcel shall be allocated to each ballot in proportion to the respective record ownership interests, as shown on the record or as established to the District’s satisfaction by documentation provided by the record owners.
4. In the event of a dispute regarding whether the signer of a ballot is the owner of the parcel to which the ballot applies, the Board will make such determination from the official County Assessor records and any evidence of ownership submitted to the Board prior to the conclusion of the public hearing. The Board will be under no duty to obtain or consider any other evidence as to ownership of property and its determination of ownership will be final and conclusive.
5. In the event of a dispute regarding whether the signer of a ballot is an authorized representative of the owner of the parcel, the Board may rely on the statement on the ballot signed under penalty of perjury that the person completing the ballot is the owner’s authorized representative and any evidence submitted to the Board prior to the conclusion of the public hearing. The Board will be under no duty to obtain or consider any other evidence as to whether the signer of the ballot is an authorized representative of the owner and its determination will be final and conclusive.
6. A property owner who has submitted an assessment ballot may withdraw the ballot and submit a new or changed ballot up until the conclusion of the public input portion of the public hearing on the assessment. Assessment ballots may be withdrawn and newer changed ballots submitted up until the conclusion of the public input portion of the public hearing on the assessment.
7. A property owner’s failure to receive an assessment ballot shall not invalidate the proceedings conducted under this section and Cal. Const. art. XIID, section 4.
8. The District shall retain all ballots for a period of two (2) years from the date of the public hearing.

F. Public Hearing.

1. At the public hearing, the Board shall hear and consider all public testimony, objections and protests regarding the proposed assessment and accept ballots until the close of the public input portion of the public hearing.
2. Reasonable time limits may be imposed on both the length of the entire hearing and the length of each speaker's testimony.
3. At the conclusion of the public input portion of the hearing, but prior to the conclusion of the public hearing, the Tabulator shall begin tabulation of the ballots at the direction of the Board, including those received during the public hearing.
4. If it is not possible to tabulate the ballots on the day of the public hearing, or if additional time is necessary to complete the public hearing, the Board may continue the public hearing to a later date and time to be announced at the time the public hearing is continued.
5. The results of the tabulation will be announced following the completion of the tabulation and entered in the minutes of the Board meeting.
6. If according to the final tabulation of the ballots, ballots submitted against the assessment exceed the ballots submitted in favor of the assessment, weighted according to the proportional financial obligation of the affected property, a "majority protest" exists and the Board shall not impose the assessment.

PASSED AND ADOPTED by the Board of Fire Commissioners of the West Plainfield Fire Protection District, this 16th day of May 2023 by the following vote:

AYES _____

NOES _____

ABSENT _____

President of the Board

ATTEST:

Clerk of the Board



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

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

RESOLUTION NO. 23-04

A RESOLUTION INITIATING PROCEEDINGS, PROVIDING INTENTION TO LEVY ASSESSMENTS, PRELIMINARILY APPROVING ENGINEER'S REPORT, AND PROVIDING FOR NOTICE OF HEARING, AND THE MAILING OF ASSESSMENT BALLOTS FOR THE WEST PLAINFIELD FIRE PROTECTION DISTRICT, FIRE PROTECTION AND EMERGENCY RESPONSE SERVICES ASSESSMENT

WHEREAS, the West Plainfield Fire Protection District was established in 1928 (the "District") and has a Board of Fire Commissioners (the "Board") appointed by the Board of Supervisors of the County of Yolo; and

WHEREAS, District desires, consistent with the delegation of authority and direction of the Board of Supervisors of the County of Yolo, to initiate the proceedings for the formation of a fire protection and emergency response services assessment district pursuant to Health & 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, Proposition 218 was adopted on November 6, 1996, adding Articles XIIC and XIID to the California Constitution; and

WHEREAS, Article XIID of the California Constitution and implementing statutes impose certain procedural and substantive requirements relating to assessments (as defined); and

WHEREAS, an Engineer's Report (the "Report") has been prepared by SCI Consulting Group (the "Assessment Engineer") and submitted to the Board, in which a new assessment is proposed to fund the cost of providing fire suppression services and improvements within the District boundaries. This proposed assessment shall be described as the "Fire Protection and Emergency Response Services Assessment District" (hereinafter the "Assessment District") of the West Plainfield Fire Protection District.

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

1. **Reference to Initiation.** Pursuant to the District and direction from the Board, the Assessment Engineer, prepared an Engineer's Report pursuant to Title 5, Division 1, Part 1, Chapter 1, Article 3.6 of the California Government Code, "Fire Suppression Assessments", beginning with Section 50078 and Article XIID of the California

Constitution. 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 this resolution.

2. **Description of the Services.** Within the Assessment District, the proposed services and equipment to be funded by the assessments are generally described as including, but not limited to, obtaining, furnishing, operating, and maintaining fire suppression, protection and emergency services equipment and apparatus; paying salaries, benefits and other compensation for firefighting and fire prevention personnel; training and administration of personnel performing said fire suppression, protection and emergency services; community fire prevention education and fire inspection ("Services").
3. **Reference to Engineer's Report.** Reference is hereby made to the Report for a full and detailed description of the Services, the boundaries of the Assessment District and the proposed assessments upon assessable lots and parcels of land within the Assessment District.
4. **Report of the Assessment Engineer.** The Report, which is available for public review at the West Plainfield Fire Protection District, 24901 County Road 95, Davis, CA 95616 and on the District's website (<https://www.wpfd.net/>) and the County's website (<https://www.yolocounty.org/government/general-government-departments/county-administrator/fire-protection-sustainability-board-ad-hoc-committee>), is hereby incorporated by reference. The Report includes:
 - A. A description of the Services to be funded with assessment proceeds;
 - B. An estimate of the annual cost of such Services;
 - C. A description of the assessable parcels of land within the district and proposed to be subject to the new assessment;
 - D. A description of the proportionate special and general benefits conferred on property by the proposed assessment;
 - E. A description of the boundaries of the proposed assessment district, and
 - F. A specification of the amount to be assessed upon various types of assessable land to fund the cost of the Services.
5. **Description of Assessment District.** The Assessment District consists of the lots and parcels shown within the boundary map of the Assessment District on file with the Clerk of the Board, and reference is hereby made to such map for further particulars.
6. **Proposed Assessment Rate.** It is the intention of this Board to levy and collect assessments within the Assessment District. The estimated fiscal year 2023-24 cost of providing the Services is \$232,949. This cost results in a proposed assessment rate of TWO HUNDRED NINETEEN DOLLARS AND SIXTY SIX CENTS (\$219.66) per single-family equivalent benefit unit for fiscal year 2023-24 as set forth in the following table.

Property Type	Proposed Rate	Unit
Single Family	\$219.66	each
Multi-Family	\$91.14	res unit
Commercial/Industrial	\$1,633.23	acre
Office	\$430.56	acre
Storage	\$1,199.79	acre
Parking Lot	\$40.22	each
Vacant	\$29.41	each
Agriculture	\$5.58	acre
Range Land & Open Space	\$0.33	acre

7. **Public Hearing.** The public hearing on the proposed assessment shall be held before the Board of Commissioners located at the West Plainfield Fire Protection District located at, 24901 County Road 95, Davis, CA 95616, on Tuesday, July 18, 2023, at the hour of 7:00 p.m. for the purpose of this Board’s determination of whether the public interest, convenience and necessity require the Services and this Board’s final action upon the Report and the assessments therein.

8. **Notice and Ballot.** The Board Clerk is hereby authorized and directed to cause Notice of the hearing ordered under Section 7 hereof to be given in accordance with law by mailing, postage prepaid, in the United States mail, and such Notice shall be deemed to have been given when so deposited in the mail. The envelope or cover of the mailing shall include the name of the District. The mailed Notice shall be given by mail to those persons whose names and addresses appear on the last equalized secured property tax assessment roll of the County of Yolo, or in the case of any public entity, the representative of such public entity at the address thereof known to the Board Clerk. The Notice shall include, but not be limited to, the total amount of assessment proposed to be levied in the Assessment District for fiscal year 2023-24, the assessment proposed for the owner’s particular parcel(s), and the duration thereof and the reason for the assessment. Each Notice shall also contain the proposed assessment and the basis upon which the amount of the assessment was calculated. Each Notice shall also contain an assessment ballot, a summary of the procedures applicable to the completion, return and tabulation of assessment ballots, the date, time, and location of the public hearing and a statement that the existence of a majority protest will result in the assessment not being imposed. The Notice herein provided shall be mailed not less than forty-five (45) days before the date of the public hearing.

9. **Additional Information.** To get additional information about the proposed assessments, the Assessment District or the proposed Services contact: Cherie Rita, Fire Chief, West Plainfield Fire Protection District, 24901 County Road 95, Davis, CA 95616, phone number (530) 756-0212, chief@wpfd.net. The Engineer’s Report and other written material about the Assessment District may also be reviewed at the Fire District during regular business hours, or online: District’s website (<https://www.wpfd.net/>) and the County’s website (<https://www.yolocounty.org/government/general-government-departments/county-administrator/fire-protection-sustainability-board-ad-hoc-committee>).

10. **Annual Assessments.** If approved, the assessment will be collected annually, until the Board determines that the assessment is no longer necessary. If the proposed

assessments are approved, the assessments may increase in future years by an amount equal to the annual change in the Consumer Price Index for All Urban Consumers in the San Francisco-Oakland-Hayward, not to exceed 5% (five percent) per year without a further vote or balloting process. In each subsequent year in which the assessments will be levied, an updated proposed budget and assessment rate shall be prepared and considered by the Board of Commissioners at a noticed public hearing. The updated budget and assessment rate shall serve as the basis for the continuation of the assessments.

PASSED AND ADOPTED by the Board of Commissioners of the West Plainfield Fire Protection District, this 16th day of May 2023 by the following vote:

AYES ____

NOES ____

ABSENT ____

President of the Board

ATTEST:

Clerk of the Board



STANDING COMMITTEE – LILLARD HALL – MINUTES
April 27, 2023 at 4:00 PM

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

1. Call the meeting to order (Chair Amy)

Chair Amy called the meeting to order at 4:00 PM.

Present were:

Board / Committee Members:	Emily Amy and Warren Roos
Technical Support Staff:	Hall Manager Ned Sykes and Fire Chief Cherie Rita
Public / Potential Renter:	Son Chong, Common Grounds

2. Public comment
NONE

3. Discussion / Action – Kitchen Lease / Remodel (Chair Amy)

a. Meet with Son Chong

- The price for completion of the kitchen remodel project is now estimated to be between \$40,000 - \$60,000.00.
- Agreed that ADA compliant stove, microwave (unless Ms. Chong needs one), and hood would be installed later as money became available.
- Need to install / upgrade floor drains and grease trap.
- Confirmed that the County would need to agree to the sublease
 - o Chief Rita reported she had not yet heard back from Supervisor Frerichs' office and would follow up.
- Mr. Chong has an option for a month-to-month extension of his current lease.
- The remodel of the kitchen will have to happen in tandem with the bathroom remodels, or before, since it is likely the Health Department will require it.
 - o Hall Manager Sykes reported that we still need the actual remodel costs / bids, if necessary, before we can get approval for and begin the project.

STANDING COMMITTEE – LILLARD HALL – MINUTES

April 27, 2023 at 4:00 PM

Page 2

- Chair Amy will check with plumbers (Halls Plumbing and Yolo Plumbing at a minimum).
- Discussed lease terms:
 - 10-year lease term; Commissioner Roos suggested an alternate of a 5-year lease, with a 5-year option. Committee settled on, and Mr. Chong agreed to, a 5-year lease, with a 5-year renewal option.
 - Lease would NOT be triple-net.
 - Mr. Chong to advance the kitchen remodel costs, less: stove/range, microwave, and range hood; to be reimbursed by the District.
 - Regarding reimbursement of the kitchen remodel costs:
 - No repayment penalty.
 - No interest due.
 - Rent of \$1,000.00 per month, with a \$600 month credit until the kitchen remodel project is repaid to Mr. Chong.
 - Rental payment includes utilities: electric, water, garbage, propane.
 - Include a CPI increase based on either San Francisco or San Jose indices.
 - Rental payments would not include rodent control costs or other costs with maintaining the commercial nature of the kitchen once it is updated; those would be borne by Mr. Chong.
 - Mr. Chong would be able to assign the lease, which would include his right to remaining repayment of kitchen remodel costs; remaining kitchen remodel costs would then be due to new lessee.
 - Mr. Chong would need to maintain the usual liability insurance and security deposit as outlined in current Lillard Hall Use Policies.
 - On default by Mr. Chong:
 - Improvements become ours.
 - We would have no obligation to reimburse remaining kitchen remodel costs.
 - On default by the District:
 - If all reimbursement of costs advanced for the kitchen remodel has not been made, Mr. Chong is agreeable to lease term that specifies all parties would, at that point,

enter into a written agreement regarding remaining reimbursement.

- Chair Amy requested that Chief Rita prepare a draft lease agreement based on the above. Chair Amy to provide the form to Chief Rita.

b. Recommendations to Board, if any

- i. The committee recommends that the Board move forward with the kitchen remodel / lease project with Mr. Chong under the terms outlined above.
- ii. The committee recommends that the Board approve the bathroom models to make them ADA compliant.

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

See above re bathroom remodel.

5. Calendar (Chair Amy)

a. The next Lillard Hall Committee meeting to be determined

No new meeting date set. Chair Amy indicated she would call another meeting as needed.

6. Adjourn Meeting (Chair Amy)

Approved May 16, 2023

Commissioner and Chair
EMILY AMY

Minutes Recorded by
CHERIE RITA, Fire Chief

CALIFORNIA COMMERCIAL LEASE

This Lease Agreement made the ____ day of _____, 2023, by and between WEST PLAINFIELD FIRE PROTECTION DISTRICT, whose address is 24901 County Road 95, Davis, California 95616, hereinafter referred to as "Lessor", and SON CHONG, doing business as COMMON GROUNDS, whose address is _____, hereinafter referred to as "Lessee", collectively referred to herein as the "Parties", agree as follows:

- DESCRIPTION OF LEASED PREMISES:** The Lessor agrees to lease to the Lessee _____ square feet (SF) of kitchen space inside the building identified as LILLARD HALL, located at 24905 County Road 95, Davis, California, hereinafter known as the "Premises".
- USE OF LEASED PREMISES:** The Lessor is leasing the Premises to the Lessee and the Lessee is hereby agreeing to lease the Premises for the following use and purpose: Lessee shall use the premises to prepare coffee for his coffee catering business.

Any change in use or purpose of the Premises other than as described above shall be upon prior written consent of Lessor only.

- TERM OF LEASE:** The term of this Lease shall be for a period of sixty (60) months commencing on the ____ day of _____, 2023, and expiring at Midnight on the ____ day of _____, 2028. ("Initial Term").

- BASE RENT:** The monthly payment shall be One Thousand Dollars (\$1,000.00), with the first payment due upon the commencement of the Lease and each monthly installment payable thereafter on the first (1st) day of each month. Said monthly payment is hereafter referred to as the "Base Rent". Rent for any period during the term hereon, which is for less than one (1) month shall be a pro-rata portion of the monthly rent. Base Rent shall increase annually and be calculated by multiplying the Base Rent by the annual change in the Consumer Price Index – San Francisco-Oakland-Hayward CA (CPI) published by the Bureau of Labor Statistics.

- OPTION TO RENEW:** (Check One)

- Lessee may not renew the Lease.

- Lessee ~~has~~ ~~may have~~ the right to renew the Lease with a total of one (1) renewal period(s) with each ~~term-period~~ being sixty (60) months which may be exercised by giving written notice to Lessor no less than sixty (60) days prior to the expiration of the

Lease or renewal period.

Monthly rent during the ~~Rent for each~~ option period shall: (Check One)

- Not increase.

- Increase by multiplying the Base Rent by the annual change in the Consumer Price Index – San Francisco-Oakland-Hayward CA (CPI) published by the Bureau of Labor Statistics as shown in the most recent publication to the option period start date and increase annually thereafter as calculated by multiplying the Base Rent by the annual change in the Consumer Price Index = San Francisco-Oakland-Hayward CA (CPI) published by the Bureau of Labor Statistics by the most recent publication to the option period annual start date.

- Increase by ____%

- Increase by _____ dollars (\$_____)

If Lessee does not exercise the option to renew the lease, then at the end of the Initial Term Lessor and Lessee shall negotiate repayment of the remaining balance due Lessee under Section 8 with respect to the reimbursement of costs advanced by Lessee for the initial leasehold improvements outlined in the Addenda.

6. **EXPENSES:** [Check and Initial whether this Lease is Gross, Modified Gross, or Triple Net (NNN)]

- **GROSS**. Tenant's Initials _____ Landlord's Initials _____

It is the intention of the Parties that this Lease be considered a "Gross Lease" and as such, the Base Rent is the entirety of the monthly rent. Therefore, the Lessee is not obligated to pay any additional expenses which includes utilities, real estate taxes, insurance (other than on the Lessee's personal property), charges or expenses of any nature whatsoever in connection with the ownership and operation of the Premises. The Lessor shall be obligated to maintain the general exterior structure of the Premises, in addition, shall maintain all major systems such as the heating, plumbing, and electrical. The parking area shall be maintained by the Lessor including the removal of any snow or environmental hazards as well as the grounds and lands surrounding the Premises. The Lessor shall maintain at their expense casualty insurance for the Premises against loss by fire which may or may not include any extended coverage. The Lessee will provide and maintain personal liability and property damage insurance as a lessee, at least to the limits of One Million Dollars (\$1,000,000.00), that will designate the Lessor as an "also named insured" and shall provide the Lessor with a copy of such insurance certification or policy prior to the effective date of this Lease.

- **MODIFIED GROSS**. Tenant's Initials _____ Landlord's Initials _____

It is the intention of the Parties that this Lease shall be considered a "Modified Gross Lease".

In addition to the Base Rent, the Lessee shall be obligated to pay the following **monthly** expenses: rodent control and any other expenses required to keep the Premises' "commercial kitchen" status.

Lessor shall pay the following monthly expenses: electricity (or solar), water, propane, and garbage.

- **TRIPLE NET (NNN)**. Tenant's Initials _____ Landlord's Initials _____

It is the intention of the Parties that this Lease shall be considered a "Triple Net Lease".

- I. Operating Expenses. The Lessor shall have no obligation to provide any services, perform any acts, or pay expenses, charges, obligations or costs of any kind whatsoever with respect to the Premises. The Lessee hereby agrees to pay one-hundred percent (100%) of any and all Operating Expenses as hereafter defined for the entire term of the Lease and any extensions thereof in accordance with specific provisions hereinafter set forth. The term "Operating Expenses" shall include all costs to the Lessor of operating and maintaining the Premises, and shall include, without limitation, real estate and personal property taxes and assessments, management fee(s), heating, air conditioning, HVAC, electricity, water, waste disposal, sewage, operating materials and supplies, service agreements and charges, lawn care, snow removal, restriping, repairs, repaving, cleaning and custodial, security, insurance, the cost of contesting the validity or applicability of any governmental acts which may affect operating expenses, and all other direct operating costs of operating and maintaining the Premises and related parking areas, unless expressly excluded from operating expenses.
- II. Taxes. Lessee shall pay, during the term of this Lease, the real estate taxes including any special taxes or assessments (collectively, the "taxes") attributable to the Premises and accruing during such term. Lessee, at Lessor's option, shall pay to Lessor said taxes on a monthly basis, based on one-twelfth (1/12) of the estimated annual amount for taxes. Taxes for any fractional calendar year during the term hereof shall be prorated. In the event the Lessee does not make any tax payment required hereunder, Lessee shall be in default of this Lease.
- III. Insurance. Lessee shall maintain, at all times during the Term of this Lease, comprehensive general liability insurance in an insurance company licensed to do business in the California in which the Premises are located and that is satisfactory to Lessor, properly protecting and indemnifying Lessor with single limit coverage of not less than _____ dollars (\$ _____) for injury to or _____ dollars

(\$ _____) death of persons and _____ dollars (\$ _____) for property damage. During the Term of this Lease, Lessee shall furnish the Lessor with certificate(s) of insurance, in a form acceptable to Lessor, covering such insurance so maintained by Lessee and naming Lessor and Lessor's mortgagees, if any, as additional insured.

7. **SECURITY DEPOSIT:** In addition to the above, a deposit in the amount of One Thousand Five Hundred Dollars (\$1,500.00), shall be due and payable in advance or at the signing of this Lease, hereinafter referred to as the "Security Deposit", and shall be held in escrow by the Lessor in a separate, ~~interest-bearing savings~~ account as security for the faithful performance of the terms and conditions of the Lease. The Security Deposit may not be used to pay the last month's rent unless written permission is granted by the Lessor.

8. **LEASEHOLD IMPROVEMENTS:** The Lessee has agreed to make leasehold improvements necessary to remodel the Premises into a "commercial kitchen" for its use and purpose (see attached addenda). Lessee shall advance payment for all such leasehold improvements and Lessor shall reimburse Lessee at the rate of Six Hundred Dollars (\$600.00) per month, in the form of a credit against the Base Rent, until the total cost of the advancement is repaid to Lessor; no interest is due or payable on the amount advanced by Lessee and there is no prepayment penalty as a result of earlier repayment by Lessor.

The Lessee agrees that no additional leasehold improvements, alterations or changes of any nature, ~~(except for those listed on any attached addenda)~~ shall be made to the leasehold premises or the exterior of the building without first obtaining the consent of the Lessor in writing, which consent shall not be unreasonably withheld. If the Lessee makes any additional improvements to the Premises the Lessee shall be responsible for payment.

~~, and thereafter, any and a~~ All leasehold improvements made to the Premises ~~which become affixed or attached to the leasehold Premises~~ shall remain the property of the Lessor at the expiration or termination of this Lease Agreement. Furthermore, any leasehold improvements shall be made only in accordance with applicable federal, state or local codes, ordinances or regulations, having due regard for the type of construction of the building housing the subject leasehold Premises.

~~If the Lessee makes any improvements to the Premises the Lessee shall be responsible for payment except the following~~

Nothing in the Lease shall be construed to authorize the Lessee or any other person acting for the Lessee to encumber the rents of the Premises or the interest of the Lessee in the Premises or any person under and through whom the Lessee has acquired its interest in the Premises with a mechanic's lien or any other type of encumbrance. Under no circumstance shall the Lessee be construed to be the agent, employee or representative of Lessor. In the event a lien is placed against the

Premises, through actions of the Lessee, Lessee will promptly pay the same or bond against the same and take steps immediately to have such lien removed. If the Lessee fails to have the Lien removed, the Lessor shall take steps to remove the lien and the Lessee shall pay Lessor for all expenses related to the Lien and removal thereof and shall be in default of this Lease.

9. **LICENSES AND PERMITS:** A copy of any and all local, state or federal permits acquired by the Lessee which are required for the leasehold improvements and use of the Premises shall be kept on site at all times and shall be readily accessible and produced to the Lessor and/or their agents or any local, state, or federal officials upon demand.

10. **OBLIGATIONS OF LESSEE:** The Lessee shall be primarily responsible whenever needed for the maintenance and general pickup of the entranceway leading into the Premises, so that this is kept in a neat, safe and presentable condition. The Lessee shall also be responsible for all minor repairs and maintenance of the leasehold Premises, particularly those items which need immediate attention and which the Lessees, or their employees, can do and perform on their own, including but not limited to, the replacement of light bulbs, as well as the normal repair and cleaning of windows, cleaning and clearing of toilets, etc., and the Lessee shall properly maintain the Premises in a good, safe, and clean condition. The Lessee shall properly and promptly remove all rubbish and hazardous wastes and see that the same are properly disposed of according to all local, state or federal laws, rules regulations or ordinances.

In the event the structure of the Premises is damaged as a result of any neglect or negligence of Lessee, their employees, agents, business invitees, or any independent contractors serving the Lessee or in any way as a result of Lessee's use and occupancy of the Premises, then the Lessee shall be primarily responsible for seeing that the proper claims are placed with the Lessee's insurance company, or the damaging party's insurance company, and shall furthermore be responsible for seeing that the building is safeguarded with respect to said damage and that all proper notices with respect to said damage, are made in a timely fashion, including notice to the Lessor, and the party or parties causing said damage. Any damage that is not covered by an insurance company will be the liability of the Lessee.

The Lessee shall, during the term of this Lease, and in the renewal thereof, at its sole expense, keep the interior of the Premises in as good a condition and repair as it is at the date of this Lease, reasonable wear and use excepted. This obligation would include the obligation to replace any plate glass damaged as a result of the neglect or acts of Lessee or her guests or invitees. Furthermore, the Lessee shall not knowingly commit nor permit to be committed any act or thing contrary to the rules and regulations prescribed from time to time by any federal, state or local authorities and shall expressly not be allowed to keep or maintain any hazardous waste materials or contaminates on the Premises. Lessee shall also be responsible for the cost, if any, which would be incurred to bring her contemplated operation and business activity into compliance with any law or regulation of a federal, state or local authority.

11. **INSURANCE:** Lessee shall maintain, at all times during the Term of this Lease, comprehensive general liability insurance in an insurance company licensed to do business in the California in which the Premises are located and that is satisfactory to Lessor, properly protecting and indemnifying Lessor with single limit coverage of not less than One Million Five Hundred Thousand Dollars (\$1,500,000.00) for property damage, personal injury, and wrongful death. During the Term of this Lease, Lessee shall furnish the Lessor with certificate(s) of insurance, in a form acceptable to Lessor, covering such insurance so maintained by Lessee and naming Lessor as additional insured.

In the event the Lessee shall fail to obtain insurance required hereunder and fails to maintain the same in force continuously during the term, Lessor may, but shall not be required to, obtain the same and charge the Lessee for same as additional rent. Furthermore, Lessee agrees not to keep upon the Premises any articles or goods which may be prohibited by the standard form of fire insurance policy, and in the event the insurance rates applicable to fire and extended coverage covering the Premises shall be increased by reason of any use of the Premises made by Lessee, then Lessee shall pay to Lessor, upon demand, such increase in insurance premium as shall be caused by said use or Lessee's proportionate share of any such increase.

12. **SUBLET/ASSIGNMENT:** The Lessee may not transfer or assign this Lease, or any right or interest hereunder or sublet said leased Premises or any part thereof without first obtaining the prior written consent and approval of the Lessor. Lessee agrees that any such transfer or assignment must include a transfer and assignment of Lessor's obligation to reimburse Lessee for the costs advanced by Lessee in making the leasehold improvements identified in Section 8 above.

13. **DAMAGE TO LEASED PREMISES:** In the event the building housing the Premises shall be destroyed or damaged as a result of any fire or other casualty which is not the result of the intentional acts or neglect of Lessee and which precludes or adversely affects the Lessee's occupancy of the Premises, then in every such cause, the rent herein set forth shall be abated or adjusted according to the extent to which the leased Premises have been rendered unfit for use and occupation by the Lessee and until the demised Premises have been put in a condition at the expense of the Lessor, at least to the extent of the value and as nearly as possible to the condition of the Premises existing immediately prior to such damage. It is understood, however, in the event of total or substantial destruction to the Premises that in no event shall the Lessor's obligation to restore, replace or rebuild exceed an amount equal to the sum of the insurance proceeds available for reconstruction with respect to said damage.

In the event the building housing the Premises shall be destroyed or damaged as a result of any fire or other casualty which is not the result of the intentional acts or neglect of Lessee and which precludes or adversely affects the Lessee's occupancy of the Premises, then at that time Lessor and Lessee shall negotiate repayment of the remaining balance due Lessee under Section 8 with respect to the reimbursement of the costs advanced by Lessee for the initial leasehold improvements outlined in the Addenda.

14. **DEFAULT AND POSSESSION:** In the event that the Lessee shall fail to pay said rent, and expenses as set forth herein, or any part thereof, when the same are due and payable, or shall otherwise be in default of any other terms of said Lease for a period of more than fifteen (15) days, after receiving notice of said default, then the parties hereto expressly agree and covenant that the Lessor may declare the Lease terminated and may immediately re-enter said Premises and take possession of the same together with any of Lessee's personal property, equipment or fixtures left on the Premises which items may be held by the Lessor as security for the Lessee's eventual payment and/or satisfaction of rental defaults or other defaults of Lessee under the Lease.

It is further agreed, that if the Lessee is in default, that the Lessor shall be entitled to take any and all action to protect its interest in the personal property and equipment, to prevent the unauthorized removal of said property or equipment which threatened action would be deemed to constitute irreparable harm and injury to the Lessor in violation of its security interest in said items of personal property. Furthermore, in the event of default, the Lessor may expressly undertake all reasonable preparations and efforts to release the Premises including, but not limited to, the removal of all inventory, equipment or leasehold improvements of the Lessee's, at the Lessee's expense, without the need to first procure an order of any court to do so, although obligated in the interim to undertake reasonable steps and procedures to safeguard the value of Lessee's property, including the storage of the same, under reasonable terms and conditions at Lessee's expense, and, in addition, it is understood that the Lessor may sue the Lessee for any damages or past rents due and owing and may undertake all and additional legal remedies then available.

It is further agreed, that if the Lessee is in default, then the remaining balance due Lessee under Section 8 with respect to the reimbursement of the costs advanced by Lessee for the initial leasehold improvements outlined in the Addenda shall no longer be due and payable by Lessor to Lessee.

In the event any legal action has to be instituted to enforce any terms or provisions under this Lease, then the prevailing party in said action shall be entitled to recover a reasonable attorney's fee in addition to all costs of said action.

Rent which is in default for more than five (5) days after due date shall accrue a payment penalty of one of the following:

(Choose One)

- Interest at a rate of _____ percent (_____%) per annum on a daily basis until the amount is paid in full.

In this regard, all delinquent rental payments made shall be applied first toward interest due and the remaining toward delinquent rental payments.

- Late fee of _____ dollars (\$) _____) per day until the amount is paid in full.

~~In this regard, all delinquent rental payments made shall be applied first toward interest due and the remaining toward delinquent rental payments.~~

15. **INDEMNIFICATION:** The Lessee hereby covenants and agrees to indemnify, defend and hold the Lessor harmless from any and all claims or liabilities which may arise from any cause whatsoever as a result of Lessee's use and occupancy of the Premises, and further shall indemnify the Lessor for any losses which the Lessor may suffer in connection with the Lessee's use and occupancy or care, custody and control of the Premises. The Lessee also hereby covenants and agrees to indemnify and hold harmless the Lessor from any and all claims or liabilities which may arise from any latent defects in the subject Premises that the Lessor is not aware of at the signing of the lease or at any time during the lease term.

16. **BANKRUPTCY - INSOLVENCY:** The Lessee agrees that in the event all or a substantial portion of the Lessee's assets are placed in the hands of a receiver or a Trustee, and such status continues for a period of thirty (30) days, or should the Lessee make an assignment for the benefit of creditors or be adjudicated bankrupt; or should the Lessee institute any proceedings under the bankruptcy act or any amendment thereto, then (i) such Lease, ~~or~~ (ii) Lessee's interest in and to the leased Premises, and (iii) Lessee's right under Section 8 with respect to the reimbursement of the costs advanced by Lessee for the initial leasehold improvements outlined in the Addenda shall not become an asset in any such proceedings and, in such event, and in addition to any and all other remedies of the Lessor hereunder or by law provided, it shall be lawful for the Lessor to declare the term hereof ended and to re-enter the leased land and take possession thereof and all improvements thereon and to remove all persons therefrom and the Lessee shall have no further claim thereon.

17. **SUBORDINATION AND ATTORNMENT:** Upon request of the Lessor, Lessee will subordinate its rights hereunder to the lien of any mortgage ~~now or~~ hereafter in force against the property or any portion thereof, and to all advances made or hereafter to be made upon the security thereof, and to any ground or underlying lease of the property provided, however, that in such case the holder of such mortgage, or the Lessor under such Lease shall agree that this Lease shall not be divested or in any way affected by foreclosure, or other default proceedings under said mortgage, obligation secured thereby, or Lease, so long as the Lessee shall not be in default under the terms of this Lease. Lessee agrees that this Lease shall remain in full force and effect notwithstanding any such default proceedings under said mortgage or obligation secured thereby.

Lessee shall, in the event of the sale or assignment of Lessor's interest in the building of which the Premises form a part, or in the event of any proceedings brought for the foreclosure of, or in the event of exercise of the power of sale under any mortgage made by Lessor covering the Premises, attorn to the purchaser and recognize such purchaser as Lessor under this Lease.

18. **MISCELLANEOUS TERMS:**

- I. Usage by Lessee: Lessee shall comply with all rules, regulations and laws of any governmental authority with respect to use and occupancy. Lessee shall not conduct or permit to be conducted upon the Premises any business or permit any act which is contrary to or in violation of any law, rules or regulations and requirements that may be imposed by any authority or any insurance company with which the Premises is insured, nor will the Lessee allow the Premises to be used in any way which will invalidate or be in conflict with any insurance policies applicable to the building. In no event shall explosives or extra hazardous materials be taken onto or retained on the Premises. Furthermore, Lessee shall not install or use any equipment that will cause undue interference with the peaceable and quiet enjoyment of the Premises by other tenants of the building.
- II. Signs: Lessee shall not place on any exterior door, wall or window of the Premises any sign or advertising matter without Lessor's prior written consent and the approval of the Board of Fire Commissioners of the West Plainfield Fire Protection District. Thereafter, Lessee agrees to maintain such sign or advertising matter as first approved by Lessor in good condition and repair. Furthermore, Lessee shall conform to any uniform reasonable sign plan or policy that the Lessor may introduce with respect to the building. Upon vacating the Premises, Lessee agrees to remove all signs and to repair all damages caused or resulting from such removal.
- III. Pets: Unless otherwise stated in this Lease Agreement, the only pets that shall be allowed on the Premises are those needed legally due to a disability or handicap.
- IV. Condition of Premises/Inspection by Lessee: The Lessee has had the opportunity to inspect the Premises and acknowledges with its signature on this lease that the Premises are in good condition and comply in all respects with the requirements of this Lease. Furthermore, the Lessor makes no representation or warranty with respect to the condition of the Premises or its fitness or availability for any particular use, and the Lessor shall not be liable for any latent or patent defect therein. Furthermore, the Lessee represents that Lessee has inspected the Premises and is leasing and will take possession of the Premises with all current fixtures present in their "as is" condition as of the date hereof.
- V. Right of Entry and Use: It is agreed and understood that the Lessor and its agents shall have the complete and unencumbered right of entry to the Premises at any time or times for purposes of inspecting or showing the Premises and for the purpose of making any necessary repairs to the building or equipment as may be required of the Lessor under the terms of this Lease or as may be deemed necessary with respect to the inspection, maintenance or repair of the building.

It is further agreed that Lessor may rent out use of the Premises to others. Lessee and Lessor agree that without prior written agreement, which writing may include

email exchanges, Lessor shall not lease out the Premises to others during the following days/hours: _____, which Lessee agrees to be Lessee's usual business hours.

19. **ESTOPPEL CERTIFICATE:** Lessee at any time and from time to time, upon at least ten (10) days prior notice by Lessor, shall execute, acknowledge and deliver to Lessor, and/or to any other person, firm or corporation specified by Lessor, a statement certifying that the Lease is unmodified and in full force and effect, or if the Lease has been modified, then that the same is in full force and effect except as modified and stating the modifications, stating the dates to which the fixed rent and additional rent have been paid, and stating whether or not there exists any default by Lessor under this Lease and, if so, specifying each such default.

20. **HOLDOVER:** Should Lessee remain in possession of the Premises after the cancellation, expiration or sooner termination of the Lease, or any renewal thereof, without the execution of a new Lease or addendum, such holding over in the absence of a written agreement to the contrary shall be deemed, if Lessor so elects, to have created and be construed to be a tenancy from month to month, terminable upon thirty (30) days' notice by either party.

21. **WAIVER:** Waiver by Lessor of a default under this Lease shall not constitute a waiver of a subsequent default of any nature.

22. **GOVERNING LAW:** This Lease shall be governed by the laws of the State of California.

23. **NOTICES:** Payments and notices shall be addressed to the following:

Lessor
West Plainfield Fire Protection District
24901 County Road 95
Davis, CA 95616

Lessee
Son Chung

24. **AMENDMENT:** No amendment of this Lease or the Addenda shall be effective unless reduced to writing and subscribed by the parties with all the formality of the original.

25. **BINDING EFFECT:** This Lease and Addenda and any amendments thereto shall be binding upon the Lessor and the Lessees and/or their respective successors, heirs, assigns, executors and administrators.

IN WITNESS WHEREOF, the parties hereto set their hands and seal this ____ day of _____, 2023.

Lessee's Signature

Printed Name

Lessor's Signature

Printed Name

DRAFT

ACKNOWLEDGMENT - LESSOR

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Yolo)ss.

On _____, before me, _____, a Notary Public, personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

NOTARY PUBLIC

ACKNOWLEDGMENT - LESSEE

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Yolo)ss.

On _____, before me, _____, a Notary Public, personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

NOTARY PUBLIC

Organizational Structure

200.1 PURPOSE AND SCOPE

Discretionary MODIFIED

The purpose of this policy is to establish the organizational structure of the West Plainfield Fire Department. This policy also provides guidance regarding the department's reporting process through the chain of command.

[WPPFD Organization Chart](#)

200.2 POLICY

Discretionary MODIFIED

It is the policy of the West Plainfield Fire Department to organize its resources in a manner that allows for effective and efficient service delivery to the public. To ensure effective organizational communication, members should generally adhere to the established chain of command unless there is a good faith and reasonable basis for utilizing an alternate channel of communication.

200.3 BOARD OF FIRE COMMISSIONERS

Agency Content

The Board of Fire Commissioners of the West Plainfield Fire Protection District, a dependent special fire district and whose Board's members are appointed by the Yolo County Board of Supervisors, has overall fiduciary responsibility to the public which it serves. Among those fiduciary duties is oversight of the West Plainfield Fire Department, including the Department's members, operations, and assets.

200.4 FIRE DEPARTMENT

Discretionary MODIFIED

The Fire Chief is responsible for managing the West Plainfield Fire Department; this member is appointed/hired by the Board of Fire Commissioners. The following divisions make up the West Plainfield Fire Department:

- Administration Division
- Fire Suppression Division
- Training Division
- Fire Prevention Division
- EMS Division

200.4.1 ADMINISTRATION DIVISION

Discretionary MODIFIED

The Administration Division is directed by an Assistant Fire Chief and provides administrative support to the Fire Chief; prepares and coordinates the department budget; acts as liaison

West Plainfield Fire Department

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Organizational Structure

with the Administration regarding recruitment, promotion and performance appraisals; manages information technology systems and payroll functions; and reviews, prepares and presents staff reports to the department, the District staff and District officials.

It is the responsibility of the Administration Assistant Chief of Operations to prepare and maintain a current organizational chart.

If this position is not filled, these duties fall to the Fire Chief.

200.4.2 FIRE SUPPRESSION DIVISION

Discretionary **MODIFIED**

The Fire Suppression Division is directed by the Assistant Chief of Operations. The Fire Suppression Division responds to all fire, rescue and medical aid calls for service; manages major disaster responses; and staffs engine companies and truck companies.

The Assistant Chief of Operations may also act as a liaison with Fire Dispatch.

200.4.3 FIRE PREVENTION DIVISION

Discretionary **MODIFIED**

The Fire Prevention Division is directed by the Fire Chief. The Fire Prevention Division's mission is to engage in prevention and mitigate the impact of fire incidents.

The Fire Prevention Division performs inspections of businesses and occupancies as mandated by applicable law. In addition, the Division investigates all major fires occurring within the jurisdiction of the West Plainfield Fire Department.

The Division is responsible for management of the department's Weed Abatement Program and other education programs.

200.4.4 TRAINING DIVISION

Agency Content

The Training Division is directed by the Training Officer.

It is the responsibility of the Training Officer to prepare and maintain a training schedule and develop a curriculum; maintain the training facilities and props; assist members with training, as needed; keep accurate records; and prepare necessary reports.

If this position is not filled, these duties fall to the assigned Company Officer.

200.4.5 EMS DIVISION

Agency Content

The EMS Division is directed by the Training Officer, unless an EMS Officer has been assigned.

It is the responsibility of the Training Officer to prepare and maintain a training schedule and develop curriculum; oversee the CE Provider program; implement YEMSA policy; assist members with training, as needed; keep accurate records; order EMS supplies; and prepare necessary reports.

West Plainfield Fire Department

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Organizational Structure

If this position is not filled, these duties fall to the Company Officer assigned such duties by the Fire Chief.

200.5 UNITY OF COMMAND

Best Practice

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each member is accountable to a single supervisor at any time for a given assignment or responsibility. Except where specifically delegated or where authority exists by virtue of policy or a special assignment (e.g., emergency incidents), any supervisor may temporarily direct any subordinate if an operational need exists.

200.6 CHAIN OF COMMAND

Best Practice MODIFIED

Respect for rank is essential for administrative and operational efficiency. All members of the West Plainfield Fire Department shall adhere to the chain of command. All members shall be thoroughly familiar with the Incident Command System (ICS) and operate within its parameters throughout the duration of all emergency incidents.

A supervising or commanding officer will be identified for each department member. This supervisor/commanding officer is the first step in the organizational chain of command, followed by the next level of commanding officer as set forth in the department's organizational structure. In the event that no supervisory officer is available, rank will be determined by seniority in rank.

Members of the West Plainfield Fire Department shall generally conduct department business through the established chain of command. Members shall consult with and report to their commanding officer/supervisor when making recommendations for changes, alterations or improvements concerning department matters. Members shall forward all reports and recommendations through the chain of command. The submission should include written comments from the member's immediate supervisor to indicate whether he/she approves of the recommendation. No memo or recommendation should be stopped in the chain of command before it reaches its intended destination/officer.

Other than the exceptions set forth elsewhere in these Policies, no member of the West Plainfield Fire Department shall initiate contact with any member of the West Plainfield Fire Protection District's Board of Fire Commissioners regarding any matter affecting the West Plainfield Fire Department without having first informed the Fire Chief through the chain of command.

200.7 DIRECTIVES AND ORDERS

Discretionary

Members of the West Plainfield Fire Department shall make a good faith and reasonable effort to comply with lawful orders of superior officers. Refusal to comply with a lawful order may result in disciplinary action.

West Plainfield Fire Department

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Organizational Structure

200.8 ALTERNATE CHANNELS OF COMMUNICATION

Best Practice **MODIFIED**

All members shall endeavor to keep their supervisors informed of any matters that may affect the safety, welfare or operations of the Department.

As a general matter, any concern about a workplace situation should first be raised with the member's immediate supervisor. It is recognized, however, that there may be occasions where the use of the normal chain of command may not be appropriate. If an issue is of a personal nature, involves a sensitive matter, is of significant importance to the Department or involves other members or supervisors, the member may consult directly with the Assistant Chief of Operations or the Fire Chief or their designee.

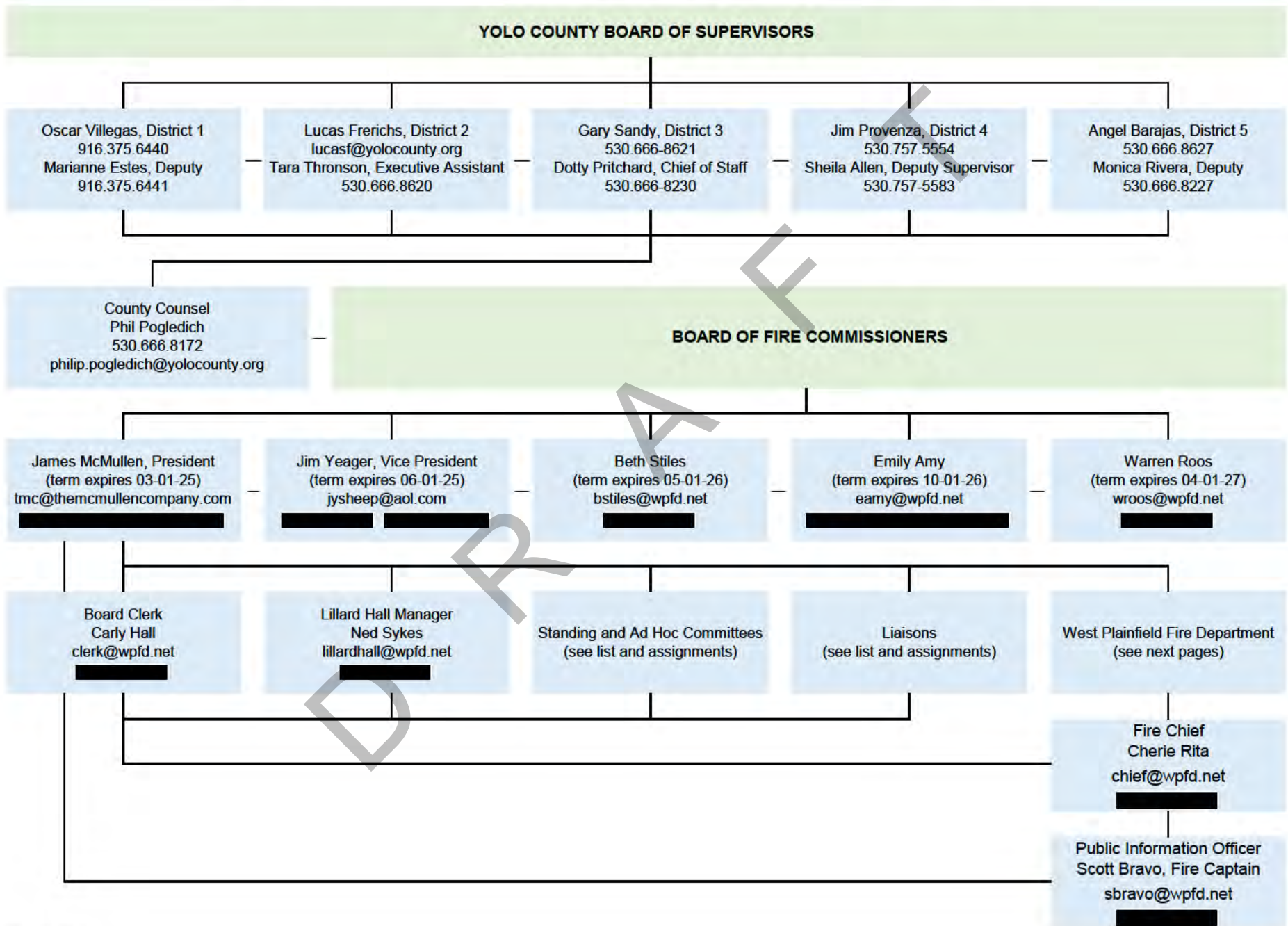
All members are free to make or prepare to make, in good faith, any complaint that identifies ethical or legal violations, including fraud, waste, abuse of authority, gross mismanagement, violations of the law or practices that may pose a threat to health, safety and security without fear of actual or threatened discrimination, retaliation or reprisal. Such complaints may be made to any supervisor or directly to the Fire Chief. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, applicable law, ordinance or collective bargaining agreement.

Any form of reprisal or retaliation against any member for making or filing a complaint in good faith or for participating in the investigation of a complaint is prohibited. Any member engaging in any form or type of reprisal or retaliation is subject to discipline.

Attachments

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WEST PLAINFIELD FIRE PROTECTION DISTRICT



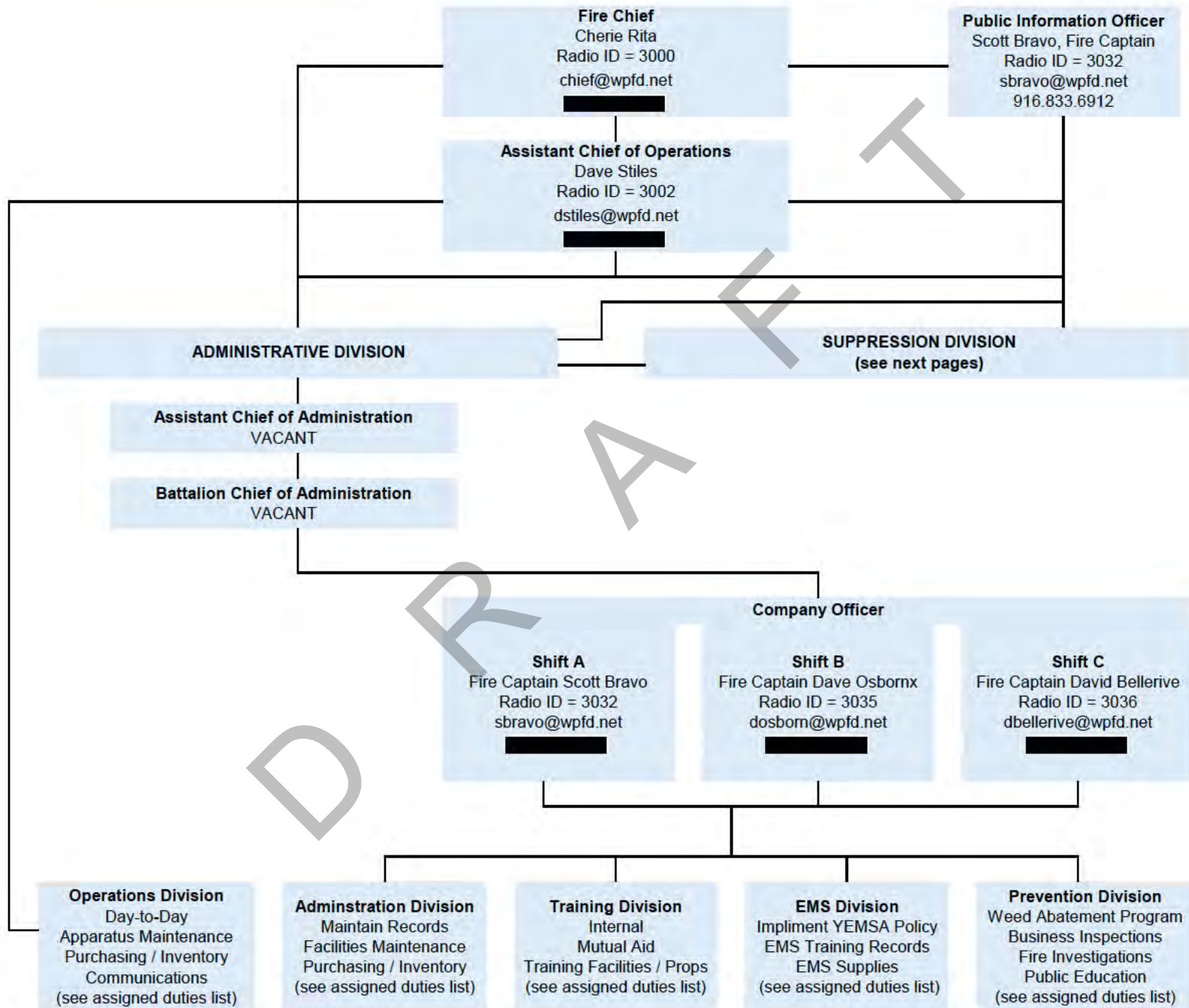
WEST PLAINFIELD FIRE PROTECTION DISTRICT - COMMITTEE ASSIGNMENTS

Standing Committees	Commissioner		Staff	Purpose
	Chair	Member		
Budget & Benefits	Stiles	Roos	Rita	Develop budget, monitor usage
Personnel	Amy	Yeager	Rita	Performance eval of Chief, develop policies as directed, hear discipline appeals
Funding & Development	Yeager	Stiles	Rita and Bravo	Find additional funding opportunities and secure funds
Lillard Hall	Amy	Roos	Sykes and Rita	Monitor use and condition, maintain, develop policies, oversee/eval Hall Manager

Ad Hoc Committee(s)	Commissioner		Staff	Purpose
	Chair	Member		
LAFCO	Yeager	Roos	Rita	Review 2022 LAFCO MSR, recommend policy updates, etc
Solar	Stiles	Roos	Rita and Osborn	Solar installation: feasibility and secure funding

Liaison	Commissioner		Staff	Purpose
	Chair	Member		
Facilities and Large Equipment	McMullen		CO All Shifts; Stiles, D	Repairs / Maintenance requiring large expenditures
Fire Prevention	McMullen		Stiles, D	Fire Investigations, Inspections, Weed Abatement, etc
Training	Yeager		Vacant	General oversight

WEST PLAINFIELD FIRE DEPARTMENT



WPFD - ASSIGNED DUTIES - v042822	Chief	AC - Ops	BC - Vol	Bravo	Osborn	Bellerive	Clerk	Other
Administration	P	S						
Operations		P	S					
Deposits	S						P	
Career Staff Supervisions	X	X						
Volunteer / Reserve / Relief FF Cordinator					X			
Volunteer / Reserve / Relief FF Cordinator Support				X				
Accounts Receivable *							X	
Accounts Receivable Support	X							
Payroll				X				
Payroll Support	S							
Shift Scheduling	S			P				
Shift Scheduling Support		X		X				
Fleet Management ***		X						
Fleet Management Support			X			X		
Facilities		X				X		
Maintenance & Testing				X	X	X		
PPE				X				
SCBA					X			
Fire Hose					X	X		
Ladders					X			
Communications / Internet		X						Fish
Supplies Ordering & Inventory								
EMS					X			Booth
Small Tools & Minor Equipment				S		P		
Station Supplies								System
CAD				X				Fish
Grants	X	X		X				
Social Media	X			X				Fish
Fire Prevention **					X - B	X - B		
Fire Prevention Support	X	X						Lee
Plan Review		X		X				
Plan Review Support	X					X		Booth
Fire Investigations		P			S			
Training					X			
Vector Solutions					X			
Vector Solutions Support								Booth
ERS Software				X				
ERS Software Support								Fish
Budget	X							
Budget Support		X	X	X	X	X	X	
Invoice Tracking and Payment							X	
Invoice Tracking and Payment Support	X				X			

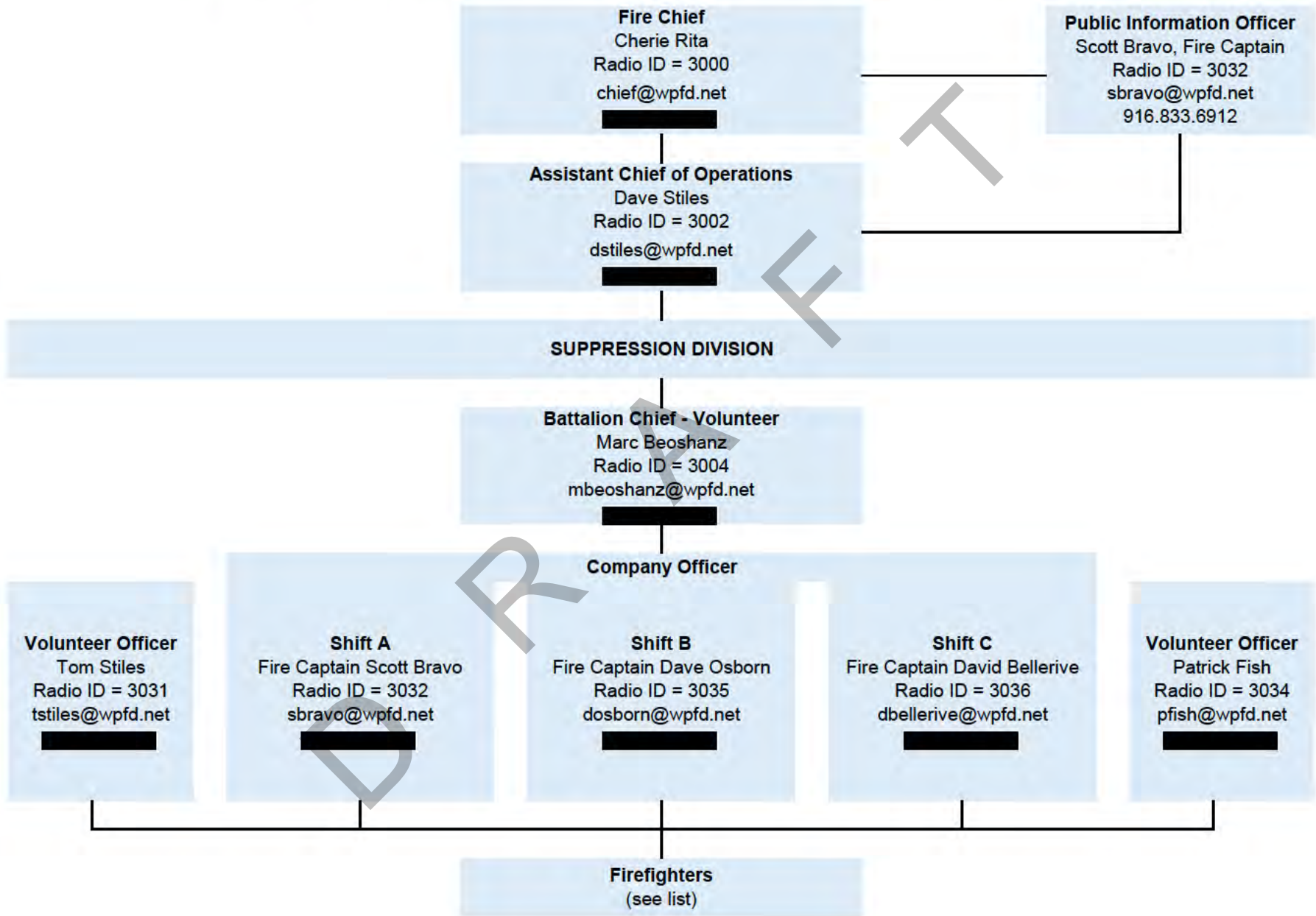
* Lillard Hall, Airport, Strike Teams

** Business Inspections and Weed Program

P = Primary S = Secondary

*** Maintenance, Scheduled Maintenance, Associated Ordering

WEST PLAINFIELD FIRE DEPARTMENT - SUPPRESSION



WPFD - FIREFIGHTERS AND RELIEF FIREFIGHTERS

RANK	PERSONNEL	RADIO ID#	DRIVER	RESIDENT	CELL	EMAIL
Relief - Captain	Booth, Michael	3033	D	N		
Relief Firefighter - LEAVE	Scott, Joel	3051	D	N		
Relief Firefighter - LEAVE	Ponce-Rangel, Jose		D	N		
Firefighter	Beoshanz, Garret		N	N		
Firefighter - LEAVE	Bravo, Gina		N	N		
Firefighter	DeBonis, Nick M		N	Y		
Firefighter	Hall, Justin		N	N		
Firefighter	Lee, Jon		D	Y		
Firefighter	Lippman, Dillon		N	N		
Firefighter	Maggenti, Montana		N	Y		
Firefighter	Sheehan, Steven	3052	D	Y		
Firefighter	Ruff, Wess		N	N		
Firefighter	Warland, Anna Bay		N	Y		
Firefighter	Wiler, Steve		N	Y		

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Minimum Staffing Levels

208.1 PURPOSE AND SCOPE

Discretionary **MODIFIED**

The purpose of this policy is to establish guidelines for minimum staffing levels, to ensure that proper supervision is available for all shifts, and to establish minimum staffing levels on apparatus responding to requests for service outside of the West Plainfield Fire Protection District boundaries.

208.2 POLICY

Discretionary **MODIFIED**

208.2.1 MINIMUM STAFFING

Agency Content

The Department will be staffed with a minimum of one Company Officer per shift, 365 days per year, using the 48/96 staffing model.

A shift begins at 0700 hours and ends 24 hours later. Each Company Officer is regularly assigned to a set (2 shifts) (Shifts A, B, and C).

In the event a shift cannot be covered by the regularly-assigned Company Officer because of sickness or pre-approved leave, a Relief Firefighter with the following minimum qualifications may cover such set or a partial set:

- Firefighter I certification.
- EMT certification.
- California driver's license with firefighter endorsement.

If no relief firefighter is able to cover the set or partial set, then another Company Officer may be required to cover such set or partial set that remains uncovered.

208.2.2 OUT-OF-DISTRICT RESPONSE STAFFING

Agency Content

To ensure the safety of the [Department_Agency's personnel and provide the appropriate level of response to neighboring fire departments when providing service outside our boundaries, the Department has developed a response plan. From time to time, the Assistant Chief of Operations shall periodically review and update such plan.

[Apparatus Response Order and Staffing](#)

Attachments

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**Attachment - Apparatus
Response Order and Staffing.pdf**

D
R
A
F
T



APPARATUS RESPONSE ORDER AND STAFFING (v 05/03/23)

Minimum licensing requirements

- Class C with FF endorsement: E-30, W-30, W-230
- Class C no endorsement: B-30, B-330, B-230

In District

Apparatus Response Order

Structure Fire	E-30, W-230, W-30
Vegetation Fire	B-30, W-30, E-30, W-230
Medical Aid / Auto Accident	E-30, B-30
Smoke Investigation	E-30, B-30, W-30
Vehicle Fire	E-30, W-30, B-30
Aircraft Fire / Crash	E-30, W-230, W-30, B-30
HazMat	E-30, B-30

Mutual Aid Request - Staffing

Apparatus Response Order

Structure Fire - 3 personnel	E-30
Vegetation Fire Type V - 2 personnel *	B-30, B-330
Vegetation Fire Type VI - 2 personnel *	B-230
Water Tender/Structure - 1 person **	W-30
Water Tender/vegetation - 1 person	W-30
Station Coverage - 3 personnel ***	E-30

Yolo County Task Force - Staffing

Apparatus Response Order

Type I, II - 3 personnel	E-30
Type V - 2 personnel *	B-30, B-330
Type VI - 2 personnel *	B-230
Water Tender - 1 person **	W-30

Note: All Engine / Brush out-of-district responses require an Officer.

- * Out-of-District Brush responses can be staffed with 3 personnel if available.
- ** Water Tender responses do not require an officer; a second person may respond with the water tender if staffing is available.
- *** Station Coverage to Winter or Willow Oak can be 2 personnel if 3 people are not available.

Physical Asset Management

213.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to provide guidelines for maintaining a system of inventory and accountability over the department's physical assets.

213.1.1 DEFINITIONS

Best Practice **MODIFIED**

Definitions related to this policy include:

Physical assets – Any tangible items of value, including but not limited to:

- Materials.
- Machinery.
- Tools and equipment.
- Apparatus and command and support vehicles.
- Office supplies.
- Furniture.
- Firefighting tools and appliances, including hose, power tools, SCBA, fireground ladders, and communications devices.
- Personal protective equipment.

Physical asset management – The process of tracking and maintaining the department's physical assets.

213.2 POLICY

Best Practice

It is the policy of the department to accurately inventory, track, maintain, and dispose of its physical assets owned by the Department in a manner that controls costs, avoids waste, and promotes the department's mission.

213.3 RESPONSIBILITIES

Best Practice

The Fire Chief or the authorized designee should be responsible for the inventory, maintenance, and disposal of department physical assets, including:

- (a) Maintaining compliance with federal, state law, and local laws regarding physical asset management, inventory control, and reporting requirements.
- (b) Maintaining compliance with any grant requirements associated with physical asset purchases.
- (c) Developing procedures for the implementation of this policy, including:

West Plainfield Fire Department

Policy Manual

Physical Asset Management

1. Procedures for disposal of all department-owned physical assets in accordance with federal, state, and local law.
 2. Procedures for safe disposal of hazardous waste.
 3. Procedures for handling surplus and obsolete physical assets.
 4. Procedures to inventory assets according to internal reporting deadlines (e.g., quarterly, annually).
- (d) Developing a physical asset management plan to track the department's physical assets and maintain accurate and complete records related to these assets. The plan should include:
1. A minimum value of the physical assets that are subject to this policy, the plan, and the implementing procedures.
 2. An inventory control and recordkeeping system to account for the movement, storage, maintenance, use, loss, damage, destruction, and disposal of the department's physical assets.
 3. Routine internal and external audit practices.
 4. Procedures to access physical assets for reuse, transfer, recycling, or disposal.
- (e) Designating members as appropriate to assist with inventory under the physical asset management plan.
- (f) Annual physical asset acquisition planning.

213.4 IDENTIFICATION

Best Practice **MODIFIED**

Physical assets should be marked using a system to identify the items. Markings should be added in the same manner and location on each item, when feasible. The following information regarding the marked item should be maintained using the inventory control system and method of recordkeeping established in the physical asset management plan:

- (a) A description of the item, including but not limited to:
 1. Make, model, and serial number
 2. Physical dimensions (size, etc) and weight
 3. Color, material, and other physically distinct qualities
 4. Warranty and/or recall information, if any
- (b) The specific location where the item can be found
- (c) The acquisition date of the item, as well as the amount and funding source for the acquisition
- (d) The intended and actual use of the item
- (e) The expiration of an item's lease or loan terms

Physical Asset Management

213.5 SURPLUS OR OBSOLETE ASSETS

Best Practice

When the department no longer utilizes a physical asset, the asset should be identified as surplus or obsolete. If the physical asset retains value, the item should be stored as surplus or handled in accordance with the procedures established pursuant to this policy. If the physical asset is deemed obsolete, the item shall be disposed of in accordance with this policy.

213.5.1 STORAGE

Best Practice

When practicable, physical assets that retain value but are not being utilized should be stored in lieu of disposal. Physical assets in storage are subject to routine inventory and revaluation. If the physical asset's value is less than the cost of storage, the Department should pursue disposal of the item in accordance with this policy.

213.6 LOSS, DAMAGE, OR DESTRUCTION

Best Practice

Loss, damage, or destruction of department physical assets shall be handled in accordance with the procedures established pursuant to this policy and the Use of Department-Owned and Personal Property Policy, as applicable.

213.7 USAGE MONITORING

Best Practice

Physical asset performance should be regularly monitored for functionality, utility, wear-and-tear, and cost-effectiveness. Usage monitoring of the department's physical assets should include the duration of use (e.g., daily use and number of hours in use), user satisfaction, costs of operating the asset, and the asset's contribution to employee performance and overall productivity.

213.8 MAINTENANCE

Best Practice **MODIFIED**

Routine maintenance of physical assets should be proactive to limit interruption of the department's daily operations. Employees should report any physical asset performance issues to a supervisor.

Maintenance requests and reports shall be recorded in the inventory control and recordkeeping system implemented by the physical asset management plan. The Fire Chief and the Board of Fire Commissioners' Budget and Benefits Committee shall routinely evaluate maintenance expenditures to determine whether continued maintenance is beneficial.

213.9 DISPOSAL

Best Practice

Physical assets slated for disposal should be evaluated for salvage value (e.g., items containing reusable materials like aluminum or copper) or transferred or disposed of in accordance with the procedures established pursuant to this policy.

Physical Asset Management

213.10 INVENTORY AND REPORTS

Best Practice

Routine inventory of physical assets should be conducted for purposes of loss control, revaluation, retagging, documenting asset movement and condition, disposition and acquisition planning, and obtaining adequate insurance coverage.

All internal controls and inventories related to physical asset management shall be accurately documented and subject to both internal and external audit. Inventory reports should include an explanation of any discrepancies from the previous period.

All inventory documentation shall be retained and stored in accordance with the records retention schedule.

213.11 TRAINING

Best Practice

Members and supervisors accountable for the proper care, use, transfer, maintenance, storage, loss, and disposition of all department physical assets should receive training regarding their responsibilities under the physical asset management plan.

Purchasing and Procurement

214.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to provide guidelines for the purchasing and procurement of goods and services.

214.2 POLICY

Best Practice

It is the policy of the department to conduct purchasing and procurement in an efficient and cost-effective manner consistent with federal, state, and local laws, rules, and requirements in order to protect the integrity of the department and maintain public trust.

214.3 PURCHASING COORDINATOR

Best Practice

The Fire Chief should designate a member to coordinate department purchases. The member's responsibilities should include:

- (a) Remaining familiar with and updating agency practices in accordance with applicable federal, state, and local purchasing and procurement laws, rules, and requirements.
- (b) Obtaining authorization from the Fire Chief or the authorized designee for each purchase.
- (c) Reviewing proposed purchases to determine the most appropriate method of procurement.
- (d) If the procurement method selected is one other than competitive bidding, documenting why another method was selected.
- (e) Assisting other members involved with the purchasing and procurement of goods or services in following purchasing requirements and rules applicable to the method of procurement.
- (f) Forwarding all contracts and purchase orders to the Fire Chief or the authorized designee for review, approval, and execution.

214.4 REVIEWS

Best Practice

The Fire Chief should ensure that a review of purchasing and procurement activities is conducted annually to determine compliance with any applicable federal, state, and local laws, rules, and requirements.

Emergency Response

301.1 PURPOSE AND SCOPE

State

The purpose of this policy is to ensure a safe and appropriate response to emergencies while maintaining the safety of department members and the public by requiring operators of department vehicles to conform to applicable California laws and regulations during an emergency response (Vehicle Code § 21055).

301.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Emergency response - Any call for service or assistance involving fire, explosion or violent rupture; human rescue; human entrapment; illness or injury; hazardous materials release or threat of contamination; flooding; threatened or actual acts of violence; any explosive, bomb or threatened bombing; any act of terrorism; any natural disaster; any release, spill or threat of release of radioactive materials; any spill, release or threat of release of any active biological agent; or any other circumstance that presents a threat to life-safety or to property.

301.2 POLICY

Best Practice MODIFIED

It is the policy of the West Plainfield Fire Department to appropriately respond to all emergency calls.

[Apparatus Response Order and Out-of-District Staffing Requirements](#)

301.3 EMERGENCY CALLS

State MODIFIED

Fire personnel dispatched to an emergency shall proceed immediately, shall continuously operate emergency lighting equipment, including at minimum a steady forward facing red light, and shall sound the siren as reasonably necessary (Vehicle Code § 21055).

Responding with emergency lights and siren does not relieve personnel of the duty to continue to drive with due regard for the safety of all persons. The use of any other warning equipment without a red light and siren does not provide any exemption from the Vehicle Code.

Personnel should only respond with emergency lights and siren when so dispatched to an emergency or when circumstances reasonably indicate an emergency response is required.

Personnel not authorized to respond with emergency lights and siren shall observe all traffic laws and proceed without the use of emergency lights and siren.

Personnel responding in a personal vehicle shall:

- Observe all traffic laws.

West Plainfield Fire Department

Policy Manual

Emergency Response

- Respond to the station regardless of whether or not the member will pass the incident if the member has a California driver's license with firefighter endorsement or higher, unless directed otherwise by the Incident Commander of such incident.
- Respond to the station to staff apparatus and/or await assignment, except when the member's most direct route to the station would otherwise pass the incident, subject to the following:
 - This does NOT apply to responses to Hazardous Materials incidents (see separate policy).
 - Stop and provide assistance at the incident ONLY if the member has all appropriate personal protective equipment.

301.4 MULTIPLE EMERGENCY VEHICLE RESPONSES

Best Practice

When more than one apparatus responds to an emergency, emergency vehicle operators should remain alert to the presence of other emergency vehicles and exercise due caution. Personnel must further exercise due caution in recognizing that traffic yielding to one emergency vehicle may not expect other emergency vehicles to follow.

301.5 INITIATING AN EMERGENCY RESPONSE

Best Practice MODIFIED

If a member believes an emergency response to any call is appropriate, the member shall ensure Fire Dispatch is immediately notified.

301.6 RESPONSIBILITIES OF RESPONDING PERSONNEL

Best Practice MODIFIED

Vehicle operators shall exercise sound judgment and care, with due regard for life and property, while operating a vehicle en route to an emergency response.

In addition, emergency vehicle operators should reduce speed at all intersections and should come to a complete stop at all blind street intersections or intersections where there is either a red light, a flashing red light or a stop sign. Emergency vehicle operators should also come to a complete stop at intersections whenever they reasonably believe they cannot account for traffic in approaching lanes or when vehicles have not yielded the right-of-way. After coming to a complete stop, emergency vehicle operators should only proceed when it is safe to do so.

The decision to continue an emergency response is at the discretion of the emergency vehicle operator or company officer. If, in the judgment of either individual, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the response may be continued without the use of red lights and siren at the legal speed limit. In such an event, the vehicle operator or the company officer should ensure Fire Dispatch is promptly notified. Personnel shall also discontinue the emergency response when directed by any supervisor.

West Plainfield Fire Department

Policy Manual

Emergency Response

301.7 FAILURE OF EMERGENCY EQUIPMENT

Best Practice

If the emergency equipment on the vehicle should fail to operate, the vehicle operator must terminate the emergency response and respond accordingly. In all cases, the vehicle operator or company officer shall notify Fire Dispatch of the equipment failure so that another apparatus may be assigned to the emergency response.

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Attachments

DRAFT



APPARATUS RESPONSE ORDER AND STAFFING (v 05/03/23)

Minimum licensing requirements

- Class C with FF endorsement: E-30, W-30, W-230
- Class C no endorsement: B-30, B-330, B-230

In District

Apparatus Response Order

Structure Fire	E-30, W-230, W-30
Vegetation Fire	B-30, W-30, E-30, W-230
Medical Aid / Auto Accident	E-30, B-30
Smoke Investigation	E-30, B-30, W-30
Vehicle Fire	E-30, W-30, B-30
Aircraft Fire / Crash	E-30, W-230, W-30, B-30
HazMat	E-30, B-30

Mutual Aid Request - Staffing

Apparatus Response Order

Structure Fire - 3 personnel	E-30
Vegetation Fire Type V - 2 personnel *	B-30, B-330
Vegetation Fire Type VI - 2 personnel *	B-230
Water Tender/Structure - 1 person **	W-30
Water Tender/vegetation - 1 person	W-30
Station Coverage - 3 personnel ***	E-30

Yolo County Task Force - Staffing

Apparatus Response Order

Type I, II - 3 personnel	E-30
Type V - 2 personnel *	B-30, B-330
Type VI - 2 personnel *	B-230
Water Tender - 1 person **	W-30

Note: All Engine / Brush out-of-district responses require an Officer.

- * Out-of-District Brush responses can be staffed with 3 personnel if available.
- ** Water Tender responses do not require an officer; a second person may respond with the water tender if staffing is available.
- *** Station Coverage to Winter or Willow Oak can be 2 personnel if 3 people are not available.

Response Time Standards

306.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish turnout, travel and response time goals and objectives for emergency incidents.

306.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Dispatch processing time - The time elapsed between receipt of the alarm or telephone call and the dispatch of emergency response units.

Response time - The time elapsed between the dispatch center receiving the first notification of the emergency and the arrival of the first emergency response unit. Response time combines dispatch, processing, turnout and travel times.

Travel time - The time elapsed between the emergency response unit beginning travel to the emergency and when the emergency response unit arrives.

Turnout time - The time elapsed between dispatch notifying firefighters of the emergency and when the emergency response unit begins travel.

306.2 POLICY

Best Practice

It is the policy of the West Plainfield Fire Department to document all department response times to emergency incidents and establish response time baselines and performance objectives.

306.3 PERFORMANCE OBJECTIVES

Best Practice MODIFIED

Response times should be measured at 90 percent of fractile time and reported against the performance objectives below.

Performance objectives:

- (a) One minute or less for dispatch processing time.
- (b) One minute or less for turnout time for Emergency Medical Services (EMS) incidents.
- (c) One minute 20 seconds or less for turnout time for non-EMS incidents.
- (d) Nine minutes or less for the arrival of the first Department engine at a fire suppression incident.
- (e) Fifteen minutes or less for the arrival of a full first alarm assignment at a fire suppression incident.
- (f) Six minutes or less for the arrival of a unit with first responder or higher level capability at an EMS incident.

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Policy Manual

Response Time Standards

306.4 EVALUATIONS

Best Practice

The Department shall annually evaluate its level of service, deployment delivery and response time objectives. The evaluation shall be based on data relating to level of service, deployment and the achievement of each response time performance objective in the geographic area of the jurisdiction.

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Use of Department-Owned and Personal Property

700.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to provide guidelines for the care and maintenance of department property entrusted to department members and the return of department property at the end of employment or affiliation with the Department. This policy also provides guidelines for members to claim damage to or loss of personal property used in an occupational capacity.

700.2 POLICY

Best Practice

It is the policy of the West Plainfield Fire Department to issue equipment to members for the purpose of performing their assigned duties. Members shall be responsible for the safekeeping, serviceable condition, proper care, use and request for replacement of all department property issued or entrusted to their care. A member's intentional or negligent abuse or misuse of department property may lead to discipline, including, but not limited to, the cost of repair or replacement of the property, and up to and including termination.

700.3 PROCEDURE

Best Practice

The following procedures shall be in effect regarding department property issued to members:

- (a) Members shall promptly report via the chain of command any loss, damage or unserviceable condition of department-issued property or equipment assigned for member use.
- (b) The use of damaged or unserviceable department property should be discontinued as soon as practicable and a supervisor notified so that the item may be replaced.
- (c) No member should attempt to repair damaged or unserviceable department property without supervisory approval.
- (d) Use of department property should be limited to official purposes in the capacity for which it was designed. Except when otherwise directed and/or required by circumstances, department property shall only be used by the member to whom it was assigned.
- (e) Department property shall not be discarded, sold, traded, donated, destroyed or otherwise disposed of without supervisory approval.

700.3.1 SURRENDERING DEPARTMENT PROPERTY UPON SEPARATION

Best Practice

West Plainfield Fire Department

Policy Manual

Use of Department-Owned and Personal Property

Members who separate from the Department shall return all department property, regardless of its condition. The following guidelines shall apply:

- (a) All department property, including keys, identification cards, electronic devices and system access cards, shall be returned to the Department no later than the member's departure date or as directed by the Fire Chief or the authorized designee.
- (b) Badge surrender shall be consistent with the Badges Policy.
- (c) A member who fails to return all department property in his/her possession may be required to reimburse the Department for the value of the property or may be subject to legal action brought by the District.

700.4 FILING CLAIMS FOR PERSONAL PROPERTY

Best Practice **MODIFIED**

Members are responsible for exercising reasonable care and caution to avoid damage to or loss of personal property while on-duty. However, consistent with ~~collective bargaining agreements and~~ department rules, personal property that is lost or damaged during the proper performance of a member's job duties may be replaced or the cost reimbursed by the District when such loss or damage is not the result of intentional or negligent abuse or misuse by the member.

Any claim for the replacement or cost reimbursement for damage to or loss of a member's personal property must be submitted on the proper claim form to the member's immediate supervisor.

The supervisor is responsible for reviewing the claim to assess whether the lost or damaged property was reasonably required for the proper performance of the member's job duties. The supervisor will make a determination as to whether reasonable care was taken to prevent loss or damage and whether proper procedures were followed just prior to the occurrence of the loss or damage. A supervisor may direct a member to submit additional details in a separate written report, if needed.

If approved, the supervisor will forward the claim and related reports to the Assistant Chief of Operations, who will determine the appropriate reimbursement value of the property and will forward the claim for payment to the proper entity.

700.4.1 COVERED PERSONAL PROPERTY

Best Practice **MODIFIED**

Property that is necessary in the performance of the member's job duties or has been specifically stipulated by a collective bargaining agreement shall be considered a covered item. The age and condition of the damaged or lost property shall be considered when determining replacement or reimbursement value.

700.4.2 EXCLUDED PERSONAL PROPERTY ITEMS

Best Practice

West Plainfield Fire Department

Policy Manual

Use of Department-Owned and Personal Property

Members are discouraged from wearing expensive jewelry or watches or bringing personal property items to the workplace that may be damaged, lost or stolen. Personal property that is not eligible for replacement or reimbursement includes:

- (a) Any personal property that is lost or damaged directly or indirectly due to negligence of the member.
- (b) Personal computers, communication devices, cell phones, MP3 players, GPS devices or any other electronic devices that the member voluntarily brings to the workplace and that are not required by the Department for the performance of the member's duties.
- (c) Any personal property used in place of department-issued property, unless required by the Department.
- (d) Any jewelry, with the exception of watches, which shall not exceed a \$100 reimbursement.

700.4.3 PERSONAL VEHICLES

State

The Department will not provide vehicle insurance coverage for members who use their personal vehicles for department business. All members must rely on their personal vehicle insurance carrier for replacement or cost reimbursement of damage to or loss of a personal vehicle. Members using a personal vehicle for department business shall have the minimum evidence of financial responsibility required for that vehicle (Vehicle Code § 16056).

700.4.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Discretionary

Members intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any member who damages or causes to be damaged any real or personal property of another while performing any department function, regardless of jurisdiction, shall report it as provided below:

- (a) A verbal report shall be made to the member's immediate supervisor as soon as practicable.
- (b) A written report shall be submitted before the member goes off-duty or within the time frame directed by the supervisor to whom the verbal report was made.

700.4.5 DAMAGE BY PERSON OF ANOTHER AGENCY

Discretionary

If members of another jurisdiction cause damage to real or personal property belonging to the District, it shall be the responsibility of the member present or the member responsible for the property to make a verbal report to his/her immediate supervisor as soon as practicable. The member shall submit a written report before going off-duty or as otherwise directed by the supervisor.

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Policy Manual

Use of Department-Owned and Personal Property

All reports should be completed immediately after the incident or as soon as practicable if extenuating circumstances delay the member's ability to complete the report.

All reports, including the supervisor's written report, shall promptly be forwarded to the appropriate Assistant Chief of Operations.

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Personal Communication Devices

701.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued by the Department or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs) and similar wireless two-way communications and/or portable Internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games and accessing sites or services on the Internet.

701.2 POLICY

Best Practice

The West Plainfield Fire Department allows members to utilize department-issued PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on-duty, or used off-duty in any manner reasonably related to the business of the Department, will be subject to monitoring and inspection consistent with the standards set forth in this policy.

The inappropriate use of a PCD while on-duty may impair member safety. Additionally, members are advised and cautioned that the use of a personally owned PCD either on-duty or off-duty for business-related purposes may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable public records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

701.3 PRIVACY EXPECTATION

Best Practice

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any PCD issued by the Department and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities.

The Department reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Department, including any department-issued PCD or personally owned PCD that has been used to conduct department-related business. This includes records of all keystrokes or Web-browsing history made on the PCD. The

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Policy Manual

Personal Communication Devices

fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through department PCDs or networks.

701.4 DEPARTMENT-ISSUED PCD

Best Practice

Depending on a member's assignment and the needs of the position, the Department may, at its discretion, issue a PCD. Department-issued PCDs are provided as a convenience to facilitate on-duty performance only, unless otherwise authorized by the Fire Chief or the authorized designee. Such devices and the associated telephone number, if any, shall remain the sole property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

Unless a member is expressly authorized by the Fire Chief or the authorized designee for off-duty use of the PCD, the PCD will either be secured in the workplace at the completion of duty or will be turned off when leaving the workplace.

701.5 PERSONALLY OWNED PCD

Discretionary **MODIFIED**

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

- (a) Carrying a personally owned PCD is a privilege, not a right.
- (b) The Department accepts no responsibility for loss of or damage to a personally owned PCD.
- (c) The PCD and any associated services shall be purchased, used and maintained solely at the member's expense.
- (d) The device should not be used for work-related purposes except in exigent circumstances (e.g., unavailability of radio, land-based, or other department communications network communications). Members will have a reduced expectation of privacy when using a personally owned PCD in the workplace and have no expectation of privacy with regard to any department business-related communication.
- (e) The device shall not be utilized to record or disclose any department business-related information, including photographs, video or the recording or transmittal of any information or material obtained or made accessible as a result of employment or appointment with the Department, without the express authorization of the Fire Chief or the authorized designee.
- (f) Use of a personally owned PCD constitutes consent for the Department to access the PCD to inspect and copy data to meet the needs of the Department, which may include litigation, public records retention and release obligations and internal investigations. If the PCD is carried on-duty, members will provide the Department with the telephone number of the device.

Except with prior express authorization from their supervisors, members are not obligated or required to carry, access, monitor or respond to electronic communications using a personally

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Personal Communication Devices

owned PCD while off-duty. If a member is in an authorized status that allows for appropriate compensation consistent with policy or existing collective bargaining agreements, or if the member has prior express authorization from his/her supervisor, the member may engage in department business-related communications. Should members engage in such approved off-duty communications or work, members entitled to compensation shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate compensation. Members who independently document off-duty department-related business activities in any manner shall promptly provide the Department with a copy of such records to ensure accurate record keeping.

701.6 USE OF PCD

Best Practice **MODIFIED**

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct department business:

- (a) A PCD shall not be carried in a manner that allows it to be visible while in uniform, unless it is in an approved carrier.
- (b) All PCDs in the workplace shall be set to silent or vibrate mode.
- (c) A PCD may not be used to conduct personal business while on-duty except for brief personal communications (e.g., inform family of extended hours). Members shall endeavor to limit their use of PCDs to authorized break times, unless an emergency exists.
- (d) Members may use a PCD to communicate with other personnel in situations where the use of radio, land-based, or other department communications network communications is either impracticable or not feasible.
- (e) Members are prohibited from taking pictures, audio or video recordings or making copies of any such picture or recording media unless it is directly related to official department business. Disclosure of any such information to any third party through any means, without the express authorization of the Fire Chief or the authorized designee, may result in discipline.
- (f) Members will not access social networking sites for any purpose that is not official department business.
- (g) Using PCDs to harass, threaten, coerce or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

701.7 SUPERVISOR RESPONSIBILITIES

Best Practice **MODIFIED**

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.

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Personal Communication Devices

- (b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.
 - (a) An investigation into improper conduct should be promptly initiated when circumstances warrant.
 - (b) Before conducting any administrative search of a member's personally owned device, supervisors should consult with the Fire Chief or the authorized designee.

701.8 OFFICIAL USE

Best Practice MODIFIED

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other department communications network.

701.9 USE WHILE DRIVING

State

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Firefighters operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Except in an emergency, members who are operating vehicles that are not equipped with lights and siren shall not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use (Vehicle Code § 23123(a)). Such use should be restricted to business-related calls or calls of an urgent nature. No member shall write, send or read a text-based communication on a PCD while driving (Vehicle Code § 23123.5).

Members should not utilize a personally owned PCD when responding to an emergency or when engaged in an emergency incident.

Use of Department Vehicles

703.1 PURPOSE AND SCOPE

Best Practice MODIFIED

The purpose of this policy is to establish the procedures for the off-duty use of department take-home vehicles. The use of take-home vehicles is an essential component of the department's recall program, which ensures resources are available in the event of an emergency or critical incident. To facilitate faster response to recalls or for other legitimate department needs, members may be allowed to take department vehicles home. These vehicles provide the means to respond directly to an incident without first diverting to the fire station to retrieve a vehicle and/or needed equipment.

703.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Take-home vehicle - A vehicle owned by the Department that is authorized for commuting between work and home and/or off-duty use. Department vehicles secured at a location other than the member's assigned work location for the purpose of shortening a member's commute shall also be considered take-home vehicles.

703.2 POLICY

Best Practice MODIFIED

It is the policy of the West Plainfield Fire Department to authorize take-home vehicles for members under certain specific conditions:

- **Emergency recall** - A member's assignment requires immediate response during off-duty hours to other than the member's normal work location to handle an emergency action.
- **Investigative recall** - A member's assignment requires timely response during off-duty hours to other than the member's normal work location to handle a fire investigation.
- **Maintenance use** - A member's assignment routinely necessitates transporting and/or housing a vehicle or resource owned by the Department.

The assignment of take-home vehicles is at the sole discretion of the Fire Chief or the authorized designee and is subject to change without notice.

703.3 PROCEDURE

Best Practice MODIFIED

Department members authorized to use take-home vehicles must adhere to the following guidelines. Department members may use the vehicle to:

- Commute between their residence and workplace.

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Use of Department Vehicles

- Conduct legitimate department-related business that occurs outside normal working hours, including, but not limited to, attendance at special meetings and recall to duty.
- Firefighters authorized to use take-home vehicles are to monitor the radio whenever they are operating the vehicle. They are to make appropriate notification or take appropriate action on any fire-related matter that may come to their attention via the radio or through personal observation.
- Department members are prohibited from driving department vehicles any time their driving ability may be impaired by prescription or non-prescription drugs or alcoholic beverages.
- Passengers must be those required for department business unless otherwise authorized by the Fire Chief.
- Department take-home vehicles are to be left at the station, or at another member's location, during vacations or other period of leave as directed by the Fire Chief or Assistant Chief of Operations.
- Department members should not use department vehicles for personal errands or business, except for minor deviations from official business for personal reasons and with the approval of the member's supervisor and within the department's jurisdiction.

703.3.1 VEHICLES SUBJECT TO INSPECTION

Discretionary

All department-owned vehicles are subject to inspection and/or search at any time by a supervisor. No member assigned to or operating such a vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

703.3.2 VEHICLE SECURITY

Discretionary **MODIFIED**

Take-home vehicles shall be subject to the following criteria:

- (a) Off-street parking shall be available at the member's residence.
- (b) Vehicles shall be locked when not attended.

703.3.3 ACCESSORIES AND/OR MODIFICATIONS

Discretionary

No modifications, additions or deletions of any equipment or accessories shall be made to department vehicles without written permission from the designated vehicle manager.

703.3.4 TOLL ROAD USAGE

Discretionary **MODIFIED**

Members responding to or from an emergency or incident on the toll roads, while on-duty, are exempt from paying the toll. All members passing through a toll plaza or booth during a response to an emergency shall complete, and provide to the Board Clerk, a claim form for reimbursement.

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Use of Department Vehicles

The claim form shall include the incident identification number and either a personal invoice or a copy of the expense receipt.

Commuting does not qualify for this exemption and members operating department-owned vehicles are responsible for the toll charge. All members operating a take-home vehicle off-duty on a toll road shall pay all appropriate toll charges.

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Non-Official Use of Department Property

710.1 PURPOSE AND SCOPE

Best Practice MODIFIED

The purpose of this policy is to provide guidance on the non-official use of department property. Department property includes, but is not limited to, fire apparatus, all portable pumps, chain saws, rescue saws, generators, fire hoses, hose adapters, suction hoses, ladders, rescue equipment, small tools or any power driven tools.

710.2 POLICY

Best Practice MODIFIED

A member may not use, or loan out, department property for any purpose other than official department business without the express prior approval of the Fire Chief or Assistant Chief of Administration.

Personal Protective Equipment

914.1 PURPOSE AND SCOPE

State

The purpose of this policy is to reasonably protect West Plainfield Fire Department members by providing personal protective equipment (PPE), safety devices, and safeguards for workplace activities (8 CCR 3401, 8 CCR 3380).

PPE information related to patient care is found the Communicable Diseases Policy.

PPE information related to respiratory protection is found in the Respirator Protection Policy.

914.2 POLICY

Best Practice MODIFIED

It is the policy of the West Plainfield Fire Department to provide PPE and safeguards of the proper type, design, strength, and quality needed to reasonably eliminate, preclude, or mitigate a hazard.

The West Plainfield Fire Department recognizes the National Fire Protection Association (NFPA) standard for the selection, care, and maintenance of PPE to reduce the safety and health risks associated with improper selection, poor maintenance, inadequate care, excess wear, and improper use.

914.3 PPE STANDARDS AND REQUIREMENTS

State MODIFIED

The Department will provide approved PPE that is appropriate for the hazard to members who are located in a workplace where there is a risk of injury. Members shall wear appropriate PPE any time there is a risk of exposure to a hazard. The Department shall apply the following guidelines, requirements, and standards to all PPE.

- (a) The PPE provided shall meet nationally recognized standards and all state-required standards (NFPA 1971; NFPA 1977; NFPA 1851; 8 CRR 3380 et seq.; 8 CCR 3401 et seq.).
- (b) When no authoritative standard exists for a PPE or safety device, the use of such equipment shall be subject to inspection and acceptance or rejection by the Assistant Chief of Operations.
- (c) PPE shall be distinctly marked to facilitate easy identification of the manufacturer.
- (d) The Training Officer shall ensure that the member is properly instructed and uses PPE in accordance with the manufacturer's instructions.
- (e) Members are responsible for maintaining their assigned PPE in a safe and sanitary condition.
- (f) Supervisors are responsible for ensuring that all PPE is maintained in a safe and sanitary condition.

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Personal Protective Equipment

- (g) PPE shall be of such design, fit, and durability as to provide adequate protection against the hazards for which they are designed.
- (h) PPE shall be reasonably comfortable and shall not unduly encumber member movements that are necessary to perform work.

914.3.1 HEAD PROTECTION

State

Members working in locations where there is a risk of head injuries from flying or falling objects and/or electric shock and burns shall wear an approved protective helmet. Each protective helmet shall bear the original marking required by the ANSI standard under which it was approved. At a minimum, the marking shall identify the manufacturer, the ANSI designated standard number and date, and the ANSI designated class of helmet. Where there is a risk of injury from hair entanglements in moving parts of machinery, combustibles, or toxic contaminants, members shall confine their hair to eliminate the hazard (8 CCR 3381; 8 CRR 3403; 8 CCR3410.1).

914.3.2 FACE AND EYE PROTECTION

State

Members working in locations where there is a risk of eye injuries, such as punctures, abrasions, contusions, or burns from contact with flying particles, hazardous substances, projectiles, or injurious light rays that are inherent in the work or environment, shall be safeguarded by means of face or eye protection. Suitable screens or shields isolating the hazardous exposure may be considered adequate safeguarding for nearby members. The Department shall provide and require that members wear approved face and eye protection suitable for the hazard and in accordance with 8 CCR 3382, 8 CCR 3403, and 8 CCR 3410.1.

Self-contained breathing apparatus with full facepiece shall be considered face and eye protection (8 CCR 3403).

914.3.3 EAR AND NECK PROTECTION AND PROTECTIVE HOOD INTERFACE

State

Protection equipment against burns or injury to the ears and neck suitable to the hazard shall be provided to members by one or more of the following (8 CCR 3404; 8 CCR 3410.1):

- (a) Ear flap attachment to the helmet
- (b) Hood or shroud
- (c) For wildland firefighting a flared neck shield to be attached to the brim of helmet, shroud, or high collar with throat strap.

914.3.4 BODY PROTECTION

State

Body protection may be required for members whose work exposes parts of their body that are not otherwise protected from hazardous or flying substances or objects. Clothing appropriate for the work being done shall be worn. Loose sleeves, tails, ties, lapels, cuffs, or other loose clothing that can be entangled in moving machinery shall not be worn. Clothing saturated or impregnated

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Personal Protective Equipment

with flammable liquids, corrosive substances, irritants, or oxidizing agents shall be destroyed or removed and shall not be worn until properly cleaned (8 CCR 3383).

Body protection shall consist of structural or proximity fire protective garments. Body protection for other than structural fires shall be provided as appropriate for the potential hazards (8 CCR 3405).

Chainsaw protectors shall be provided to members using chainsaws in wildland fire fighting activities and shall meet the U.S. Department of Agriculture Forest Service Specifications as identified in 8 CCR 3410.1.

914.3.5 HAND AND WRIST PROTECTION

State

Hand protection shall be required for members whose work involves unusual and excessive exposure of hands to cuts, burns, harmful physical or chemical agents, or radioactive materials that are encountered and capable of causing injury or impairment. Protective gloves shall be worn when exposed to the hazards of structural and proximity firefighting activity and wildland fire activity (8 CCR 3384; 8 CCR 3406; 8 CCR 3410.1).

Hand protection (e.g., gloves) shall not be worn where there is a danger of the hand protection becoming entangled in moving machinery or materials. Use of hand protection around smooth-surfaced rotating equipment does not constitute an entanglement hazard if it is unlikely that the hand protection will be drawn into the danger zone.

Wristwatches, rings, or other jewelry should not be worn while working with or around machinery with moving parts in which such objects may be caught or around electrical equipment (8 CCR 3384).

914.3.6 FOOT PROTECTION

State

Appropriate foot protection shall be required for members who are exposed to foot injuries from electrical hazards; hot, corrosive, or poisonous substances; falling objects; crushing or penetrating actions; or who are required to work in abnormally wet locations. Footwear that is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injuries shall not be worn. Footwear shall be appropriate for the hazard and shall comply with 8 CCR 3385.

The use of foot protection shall be coordinated with the wearing of the protective clothing system to ensure full body protection (8 CRR 3407; 8 CRR 3410.1).

914.3.7 WILDLAND FIRE SHELTERS

State

Fire shelters shall be provided and made immediately available for each member engaged in wildland firefighting activities and shall meet the U.S. Department of Agriculture Forest Service Specifications as identified in 8 CCR 3410.1.

914.3.8 PERSONAL FALL PROTECTION SYSTEMS

State

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Personal Protective Equipment

Members working in assignments where there is a risk of fall (e.g., climbing to, operating at, or rappelling from unsafe heights) shall use appropriate fall protection equipment such as ropes, harnesses, or other devices (8 CCR 1670).

914.4 SELECTION, CARE AND MAINTENANCE OF PPE

Best Practice MODIFIED

PPE exists to provide the member with an envelope of protection from multiple hazards and repeated exposures. For firefighting, PPE is a system of components designed to work as an ensemble. Typical firefighting PPE consists of a hood, helmet, jacket, trousers, gloves, wristlets, and footwear. PPE for structural firefighter also consists of an SCBA ensemble, including a properly fitted face mask. A program for selection, care, and maintenance of PPE consists of the following.

914.4.1 SELECTION

State

The PPE selection process should be conducted consistent with the protocols developed by the Health and Safety Officer (see the Health and Safety Officer Policy).

The PPE selection process should include (8 CRR 3380; 8 CCR 3402.3):

- (a) A written risk assessment at least every two years to include expected hazards, frequency of use, past experiences, geographic location, and climatic conditions.
 1. The assessment should include a review of the current risk assessment and necessary changes.
- (b) The evaluation of comparative information on all ensemble elements to ensure they will interface and perform based on the risk assessment.
- (c) The following considerations:
 1. PPE performance expectations, including thermal and physiological effects
 2. Style and design for user comfort and wear performance
 3. Construction for quality, durability, and garment life
 4. Manufacturer ability to meet performance demand requirements, technical information, service, warranty, and customer support needs
 5. Any necessary changes in operating procedure.

914.4.2 WILDLAND FIREFIGHTING PPE SELECTION

State

Wildland firefighting PPE selection shall consist of the following (8 CCR 3410):

- (a) Prior to the selection of PPE for wildland firefighting a risk assessment shall be performed in writing to include but not limited to the hazards that can be encountered by wildland firefighters based on the following:
 1. Types of duties performed while wearing wildland firefighting PPE
 2. Identification and characterization of hazards of the duties

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Personal Protective Equipment

3. Geographic location, elevation, and climate
 4. Seasonal effect
 5. Garment configurations of the wildland firefighting PPE (single-layer or multi-layer garment)
 6. Organizational experience and lessons learned with current wildland firefighting PPE
 7. Proximity and location of private residences and other habitable structures in relation to wildland vegetation and areas of refuge
- (b) Operational requirements shall be documented in writing in relation to the assessment and consist of the following:
1. Identify the garment configuration and garment component that comprise the wildland firefighting PPE system
 2. Specify performance criteria for each wildland firefighting PPE garment and its components

914.4.3 INSPECTION

Best Practice **MODIFIED**

NFPA standards define two primary types of PPE inspection:

Routine inspection - Each firefighter shall conduct a routine inspection of their issued PPE at the beginning of each shift, after each use, and anytime the PPE has been exposed or is suspected of having been exposed to damage or contamination.

PPE should be inspected to determine the level of cleaning necessary. The inspection should include the following as applicable:

- (a) Coat, trousers, gloves, and hood should be checked for the following:
1. Soiling
 2. Contamination from hazardous materials or biological agents
 - (a) If the garment is contaminated by blood or other potential infectious material, the garment should be handled in accordance with 8 CCR 5193 (blood borne pathogens)
 3. Physical damage, such as:
 - (a) Rips, tears, holes, cuts, and any other irregularities
 - (b) Damaged/missing hardware and closure systems
 - (c) Thermal damage, such as charring, burn holes, and melting
 - (d) Damaged or missing reflective trim
 - (e) Shrinkage
 - (f) Loss of elasticity or flexibility at openings

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- (g) Excessive wear to liners
- (b) Helmets should be checked for the following:
 - 1. Soiling
 - 2. Contamination from hazardous materials or biological agents
 - 3. Physical damage to the shell, such as:
 - (a) Cracks, crazing (small cracks), dents, and abrasions
 - (b) Thermal damage to the shell, such as bubbling, soft spots, warping, or discoloration
 - 4. Physical damage to ear flaps, such as:
 - (a) Rips, tears, and cuts
 - (b) Thermal damage, such as charring, burn holes, and melting
 - 5. Damaged or missing components of suspension and retention systems
 - 6. Damaged or missing components of the goggle system including:
 - (a) Discoloration
 - (b) Crazing (small cracks)
 - (c) Scratches to goggle lens, limiting visibility
 - 7. Damaged or missing reflective trim
- (c) Footwear should be checked for the following:
 - 1. Soiling
 - 2. Contamination from hazardous materials or biological agents
 - 3. Physical damage, such as:
 - (a) Cuts, tears, and punctures
 - (b) Thermal damage, such as charring, burn holes, and melting
 - (c) Exposed or deformed steel toe, steel midsole, or shank
 - (d) Loss of water resistance
- (d) Fall protection should be checked for the following:
 - 1. Soiling
 - 2. Contamination from hazardous materials or biological agents
 - 3. Physical damage, such as:
 - (a) Cuts, tears, and punctures
 - (b) Thermal damage such as charring, burn holes, and melting
 - (c) Excessive stretching
 - (d) Distorted or damaged hardware

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Personal Protective Equipment

Advanced inspection - Advanced inspection of PPE ensembles and elements shall be conducted a minimum of every 12 months or whenever routine inspections indicate a problem may exist.

All findings from advanced inspections shall be documented on an inspection form. Universal precautions shall be observed, as appropriate, when handling elements. Advanced inspections shall include, at a minimum, the inspection criteria outlined in the nationally recognizes standards.

914.4.4 CLEANING AND DECONTAMINATION

Best Practice **MODIFIED**

The following rules and restrictions shall apply to the cleaning and decontamination of PPE:

- (a) Soiled and contaminated PPE elements shall undergo either a routine/preliminary exposure reduction (PER), an advanced cleaning, or a specialized cleaning.
- (b) Soiled and contaminated PPE elements shall not be taken home, washed in the home, or washed in public laundries unless the business is dedicated to handling firefighting protective clothing.
- (c) Commercial dry cleaning shall not be used.
- (d) The Department will examine the manufacturer's label and user information for specific cleaning instructions.
- (e) Chlorine bleach or chlorinated solvents shall not be used to clean or decontaminate PPE elements.
- (f) Scrubbing or spraying with high-velocity water jets, such as a power washer, shall not be used.
- (g) All contract cleaning or decontamination businesses shall outline procedures for cleaning and decontamination that do not compromise the performance of PPE ensembles and elements.
- (h) NFPA standards identify and define three primary types of cleaning: routine/PER, advanced, and specialized.
 1. **Routine cleaning/PER** - After each use, any elements that are soiled shall receive routine cleaning. It is the firefighter's responsibility to routinely clean their PPE ensemble or elements using the following process:
 - (a) When possible, initiate cleaning at the incident scene.
 - (b) Brush off any dry debris.
 - (c) Gently rinse off debris with a water hose.
 - (d) If necessary, scrub gently with a soft bristle brush and rinse off again if necessary. Spot clean utilizing a utility sink.
 - (e) Inspect for soiling and contamination and repeat the process if necessary.
 - (f) All elements shall be air-dried in an area with good ventilation. Do not dry in direct sunlight or use a machine dryer.
 2. **Advanced cleaning** - Should routine cleaning fail to render the elements clean enough to be returned to service, advanced cleaning is required. In addition,

West Plainfield Fire Department

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Personal Protective Equipment

elements that have been issued, used, and soiled shall undergo advanced cleaning every six months, at a minimum.

- (a) The department's Health and Safety Officer (HSO) or designee shall perform or manage all advanced cleaning utilizing a qualified contract cleaner.
 - (b) Advanced cleaning will be coordinated with the HSA or designee by either the crew or by the individual. Loaner PPE will be provided for any member scheduled to work.
 - (c) Station laundering machines designed for cleaning station uniforms and other standard items shall not be used to clean PPE elements.
3. **Specialized cleaning** - PPE elements that are contaminated with asbestos, opioid drugs, bedbugs, hazardous materials, or biological agents shall undergo specialized cleaning as necessary to remove the specific contaminants.
- (a) The PPE elements that are contaminated or suspected to be contaminated shall be isolated, tagged, bagged, and removed from service until they undergo specialized cleaning to remove the specific contaminant. All bagged PPE shall include the member's name, company, and shift. Universal precautions shall be observed when handling known or suspected contaminated PPE elements. For more information on decontamination of PPE after exposure, refer to the Communicable Diseases Policy.
 - (b) The department's HSO or designee shall manage all specialized cleaning and will utilize a qualified contract cleaner. The Department, if possible, shall identify the suspected contaminant and consult the manufacturer for an appropriate decontamination agent and process.
 - (c) PPE components contaminated with blood, bodily fluids, or other biological contaminants should be sanitized (e.g., clothing, fabrics) or disinfected (e.g., helmet shells, other hard surfaces).

914.4.5 CBRNE-CONTAMINATED PPE

Best Practice

All PPE elements that have been contaminated by chemical, biological, radiological, nuclear, or explosive (CBRNE) agents shall be removed as soon as possible, bagged, and permanently removed from service. Such PPE elements shall be disposed of pursuant to department procedures.

914.4.6 REPAIR OF PPE

Best Practice **MODIFIED**

Damaged PPE shall not be used. The department's HSO or designee shall manage all PPE repairs utilizing a manufacturer-recognized repair facility. All elements shall be subject to an advanced or specialized cleaning before any repair work is done. Loaner PPE is available to employees while repairs are being made.

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914.4.7 ISSUING PPE

Best Practice **MODIFIED**

All PPE ensembles or elements shall be issued through the department's HSO or designee. All fittings shall be completed by the HSO and/or by a manufacturer representative.

- Members shall only use department-issued or approved PPE, including accessories.
- Members shall minimize the public's exposure to soiled or contaminated PPE and avoid wearing PPE to non-fire related emergencies.
- Members shall not wear PPE inside station living quarters or other department facilities.

914.4.8 MEMBER-PROVIDED PPE

Discretionary **MODIFIED**

Members who desire to use personally owned PPE are required to have the PPE approved and inspected by the HSO or the HSO's designee prior to use. All personally owned PPE is subject to the requirements of this policy.

914.4.9 STORAGE OF PPE

Best Practice **MODIFIED**

The parameters for the storage of all PPE ensembles or elements include the following:

- (a) PPE shall not be stored in direct sunlight indirect sunlight or exposed to ultraviolet radiation or fluorescent lighting when it is not being worn.
- (b) PPE shall be clean, dry, and well-ventilated before storage.
- (c) PPE shall not be stored in airtight containers unless the container is new and unused.
- (d) PPE shall not be stored at temperatures below 40 degrees F or above 180 degrees F. PPE shall be stored in a protective case or bag to prevent damage if stored in compartments or trunks.
- (e) PPE shall not be subjected to sharp objects, tools, or other equipment that could damage the ensemble or elements.
- (f) PPE shall not be stored inside living quarters or with personal belongings, or taken or transported within the passenger compartment of personal vehicles unless it is stored in a protective case or bag.
- (g) PPE shall not be stored in contact with hydraulic fluids, solvents, hydrocarbons, hydrocarbon vapors, or other contaminants.
- (h) Proximity PPE (i.e., specialized PPE designed to protect workers from high levels of radiant heat) shall not be stored folded.

914.4.10 PPE TRAINING

Best Practice **MODIFIED**

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Personal Protective Equipment

The Training Officer should verify that members receive and demonstrate an understanding of PPE training consistent with their duties before performing work requiring the use of the PPE. This should include (8 CRR 3380; 8 CCR 3410):

- (a) Determining when PPE is necessary and what kind should be used.
- (b) How to properly wear, adjust, and remove PPE.
- (c) The limitations of the PPE.
- (d) Upon issue, all members shall be provided training on this policy along with the manufacturer's written instructions on the care, use, and maintenance of their PPE, including any warnings issued by the manufacturer.
- (e) New firefighters shall receive training in the care, use, and maintenance of their PPE before participating in any hands-on training or operations. All other firefighters shall receive training as needed when PPE ensembles or elements are upgraded or changed.
- (f) The useful life and disposal of PPE.
- (g) Inspection procedures and frequencies.
- (h) Storage of the PPE.

Supervisors who believe a member does not have the understanding and skill required for PPE use, whether or not the member has received training on the PPE, should take appropriate steps to have the member retrained.

914.4.11 PPE RECORD KEEPING

Best Practice **MODIFIED**

Department's shall maintain records on all structural, wildland, and proximity firefighting ensembles or elements to include:

- (a) The name of the member to whom the element is issued.
- (b) The date and condition of the element when issued.
- (c) The manufacturer, model name, or design.
- (d) The manufacturer's identification number, lot number, or serial number.
- (e) The month and year of manufacture.
- (f) The dates and findings of all advanced inspections.
- (g) The dates and findings of complete liner inspections.
- (h) The dates of advanced cleaning, specialized cleaning, or decontamination, and by whom it was performed.
- (i) The date of any repairs, the person who repaired the PPE, and a brief description of the repair.
- (j) The date the element was removed from service (retirement).
- (k) The date and method used to dispose of the element.

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Policy Manual

Personal Protective Equipment

The Department shall maintain the above records on all its firefighting protective ensemble and ensemble elements for three years from the date of retirement (8 CCR 3402.3 and 8 CCR 3410), including training records that reflect member training on its use.

914.4.12 PPE RETIREMENT

State **MODIFIED**

PPE ensembles and elements shall be retired as follows:

- (a) When worn or damaged to the extent that the Department deems that it is not possible or cost-effective to repair.
- (b) When no longer useful for emergency operations.
- (c) Helmets shall be retired 10 years from the date of manufacture that do not meet the requirements of NFPA 1971(8 CCR 3402.3).
- (d) Wildland firefighting protective garments shall be retired 10 years from the date of manufacture (8 CCR 3410).
- (e) If more than 10 years old, except for the reflective outer shell of proximity PPE, which should be retired after five years.

Retired PPE ensembles and elements shall be destroyed or disposed of by the Department in a manner assuring that they will not be used in any firefighting or emergency activities, including training. Retired PPE may only be used for training when that training does not include live fire. Any PPE used for training shall be clearly marked: "Training only. No live fire."

914.4.13 SPECIAL INCIDENT PROCEDURE

Best Practice

If any member of the West Plainfield Fire Department suffers a serious injury or death while wearing PPE, the following procedure should be followed:

- (a) The PPE shall immediately be removed from service.
- (b) Custody of the PPE will be maintained by the Fire Chief or the authorized designee, and the PPE shall be kept in a secure location with controlled, documented access.
- (c) All PPE shall be non-destructively tagged and stored only in paper or cardboard containers to prevent further degradation or damage. Plastic airtight containers shall not be used.
- (d) The PPE shall be made available to the department's investigation team (see Line of Duty Death Investigation Policy) or outside experts as approved by the Fire Chief or the authorized designee, to determine the condition of the PPE.
- (e) The Fire Chief or the authorized designee shall determine the retention period for storage of the PPE.

914.4.14 REPORTING

Best Practice

The HSO should report all PPE health and safety concerns caused by, or suspected to have been caused by, element failure to the PPE element manufacturer and certifying organization.

Physical Asset Management

200.1 PURPOSE AND SCOPE

Best Practice MODIFIED

This document provides procedures for managing the Department's physical assets.

Corresponding Policies:

- Physical Asset Management
- Use of Department-Owned and Personal Property
- Personal Communication Devices
- Use of Department Vehicles
- Non-Official Use of Department Property

200.2 INVENTORY CONTROL

Best Practice MODIFIED

It is the department's policy to track the department's physical assets as set forth below.

200.2.1 INVENTORY

Best Practice MODIFIED

- Asset counts can be divided into smaller tasks and spread out over time.
- A risk-based approach may be used to determine which capital assets to count first and which ones to count later. Where the risk of loss is high, inventory counts should be scheduled as soon as possible.
- Upon acquisition of a new physical asset, an inventory record shall be created and the appropriate information documented before placing the asset into operation or service, in accordance with the Physical Asset Management Policy.

200.2.2 INVENTORY REVIEW

Best Practice MODIFIED

An inventory review of all physical assets should be conducted at least annually. The purpose of the inventory review is to maintain an accurate and complete record of department physical assets. Both the initial inventory and all inventory reviews should be supervised by a person designated by the Fire Chief.

200.3 DISPOSAL OF PHYSICAL ASSETS

Best Practice

In order to accurately track and classify how a physical asset is disposed of, including sale, donation, transfer, salvage, or scrap, members responsible for recording the disposal should use the inventory-control and record-keeping system so that the transfer may be accurately classified.

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Procedure Manual

Physical Asset Management

200.4 LOSS, DAMAGE, OR DESTRUCTION

Best Practice

Members should report the loss, damage, or destruction of department physical assets not assigned to them under the Use of Department-Owned and Personal Property Policy to their commanding officer, the Fire Chief, the appropriate committee chairperson, or the authorized designee for review and investigation according to the Physical Asset Management Policy.

Members experiencing loss, damage, or destruction of physical assets assigned to them should make all reports according to the Use of Department-Owned and Personal Property Policy.

200.5 SURPLUS OR OBSOLETE ASSETS

Best Practice

Physical assets that are no longer utilized by the department should be identified and classified as surplus or obsolete and stored or disposed of by the Fire Chief, the appropriate committee chairperson, or the authorized designee according to the Physical Asset Management Policy.

200.6 CORRESPONDING PROCEDURES

Best Practice

Purchasing and Procurement

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Purchasing and Procurement

202.1 PURPOSE AND SCOPE

Best Practice

This document provides procedures for purchasing and procuring goods and services used by the Department.

Corresponding Policies:

Purchasing and Procurement

202.2 INITIAL STEPS

Best Practice MODIFIED

The Purchasing Coordinator should:

- Determine if the purchase is subject to a state or local law, regulation, or ordinance concerning competitive bidding.
 - If the purchase meets the threshold for competitive bidding, follow the appropriate competitive bidding process adopted by the Yolo County Board of Supervisors.
 - If the purchase does not require competitive bidding, the purchasing guidelines set forth in this procedure should be used to make the purchase.
- Determine if the labor portion of the contract is subject to "prevailing wage" laws (any quote for labor over \$1,000.00 is subject to "prevailing wage" laws).

202.3 PURCHASES EXEMPT FROM STATE OR LOCAL COMPETITIVE BIDDING LAW, REGULATION, OR ORDINANCE

Best Practice MODIFIED

Goods and services purchases and contracts exempt from the competitive bidding process include but are not limited to:

- Purchases of goods less than \$50,000.
- Emergency purchases. These may require an emergency declaration by the agency's governing authority prior to purchase.
- Goods and services purchased through cooperative purchasing programs.
- Purchases through state and county contracts.
- Purchases of surplus or used goods from another government agency.

202.3.1 PROCESS FOR PURCHASING GOODS AND SERVICES EXEMPT FROM COMPETITIVE BIDDING PROCESS

Best Practice MODIFIED

When a purchase does not meet the threshold for competitive bidding or is exempt from the competitive bidding process, the Purchasing Coordinator should require the submission of quotes.

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Procedure Manual

Purchasing and Procurement

Quotes for goods should be directed to the Purchasing Coordinator or designee and include, at a minimum, the cost, number of goods, specific details relating to the type and quality of the good, and the date and location of provision of the good. Quotes for services should include, at a minimum, the service to be provided, the dates on which or during which the service will be provided, and the location at which the service will be provided (if applicable).

Purchases of general goods and services should follow these guidelines:

Estimated Amount of Purchase Contract	Me
\$5,000.00 - \$9,999.99	Two written quotes
\$10,000.00 - \$49,999.99	Three written quotes
Over \$50,000.00	Follow competitive bid process

After a specific purchase has been authorized (either by the Fire Chief (or designee) or by the Board of Fire Commissioners), the purchase request should be forwarded to the Purchasing Coordinator. If written quotes are required and after the required number of quotes are received, the Purchasing Coordinator will review the quotes with the Fire Chief to determine which vendor should supply the goods or services. For those purchases authorized by the Board of Fire Commissioners, the quotes shall be provided to the Clerk of the Board for placement on the appropriate agenda.

When the quote request yields fewer quotes than required, the Purchasing Coordinator should document all attempts made to obtain quotes.

When there are fewer than the required number of quotes, the Purchasing Coordinator and the Fire Chief shall review the submissions and decide whether or not to reject all of the quotes and recanvass suppliers.

202.4 REQUESTS FOR COMPETITIVE BIDS

Best Practice **MODIFIED**

When competitive bidding is required, the Purchasing Coordinator shall:

- Follow the competitive bid guidelines established by Yolo County. These guidelines include, at a minimum, procedures for:
 - Advertising requests for bids.
 - Submitting bids.
 - Opening and reviewing bids.
 - Interviewing bidders, if applicable.
 - Awarding contracts.
 - Addressing conflicts.
- Confirm the application of the competitive bidding process to purchases and procurements consistent with the requirements in the competitive bidding process.

West Plainfield Fire Department

Procedure Manual

Purchasing and Procurement

202.5 CORRESPONDING PROCEDURES

Best Practice **MODIFIED**

Physical Asset Management

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West Plainfield Fire Department (CA)

Davis, CA

This report was generated on 5/10/2023 11:54:58 AM



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

Start Date: 04/01/2023 | End Date: 04/30/2023

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
04/13/2023	2023-56	36380 21 CIR	611 - Dispatched & cancelled en route	C Shift	703- WOF Auto - Automatic Aid Willow Oak (Not Borderline)	1	3
04/14/2023	2023-57	30092 31a CIR	611 - Dispatched & cancelled en route		No Zone Selected	1	1
04/14/2023	2023-58	26420 97 CIR	321 - EMS call, excluding vehicle accident with injury		No Zone Selected	3	4
04/15/2023	2023-059	33245 Russell BLVD	321 - EMS call, excluding vehicle accident with injury	C Shift	0- WPL - West Plainfield Station 30 Response Area	3	4
04/16/2023	2023-060	County Road 95A	550 - Public service assistance, other	A Shift	811- DIX-WPL - Borderline Call Dixon & West Plainfield	3	6
04/16/2023	2023-061	5681 Weber RD	111 - Building fire	A Shift	810- DIX - Special Call or Mutual Aid to Dixon	1	4
04/19/2023	2023-62	RUSSELL BLVD	611 - Dispatched & cancelled en route	C Shift	0- WPL - West Plainfield Station 30 Response Area	5	5
04/20/2023	2023-063	33250 County Road 31	324 - Motor vehicle accident with no injuries.	Relief Firefighter	0- WPL - West Plainfield Station 30 Response Area	2	3
04/25/2023	2023-064	626 Ivy LOOP	611 - Dispatched & cancelled en route		260- WNF Auto - Automatic Aid Winters (Not Borderline)	2	3
04/25/2023	2023-065	700 Main ST	611 - Dispatched & cancelled en route		00- WPL Out - West Plainfield Mutual Aid Out of District	1	3
04/25/2023	2023-066	County Road 31	324 - Motor vehicle accident with no injuries.		0- WPL - West Plainfield Station 30 Response Area	2	4
04/26/2023	2023-067	County Road 92E	324 - Motor vehicle accident with no injuries.		261- WNF-WPL - Borderline Call Winters & West Plainfield	2	3
04/26/2023	2023-068	Main St	611 - Dispatched & cancelled en route		00- WPL Out - West Plainfield Mutual Aid Out of District	1	4
04/28/2023	2023-069	26420 County Road 97	321 - EMS call, excluding vehicle accident with injury	A Shift	0- WPL - West Plainfield Station 30 Response Area	3	5
04/29/2023	2023-70	35815 Yosemite AVE	321 - EMS call, excluding vehicle accident with injury	B Shift	0- WPL - West Plainfield Station 30 Response Area	4	5

Only REVIEWED incidents included.

Agenda - 05-15-2023 - Board - Regular



emergencyreporting.com
 Doc Id: 949
 Page # 1 of 2

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
04/29/2023	2023-71	8810 Sparling LN	132 - Road freight or transport vehicle fire	B Shift	810- DIX - Special Call or Mutual Aid to Dixon	1	3
04/29/2023	2023-72	26420 County Road 97 CIR	321 - EMS call, excluding vehicle accident with injury	B Shift	0- WPL - West Plainfield Station 30 Response Area	2	2
04/30/2023	2023-73	County Road 27	322 - Motor vehicle accident with injuries	B Shift	701- WOF-WPL - Borderline Call Willow Oak & West Plainfield	5	5

TOTAL # INCIDENTS: 18

Only REVIEWED incidents included.

Agenda - 05-15-2023 - Board - Regular



emergencyreporting.com

Doc Id: 948
Page # 2 of 2

Income Statement

6223-0053-02751-8060 62235327518060 WEST PLAINFIELD FIRE DIST OPER

Account Nbr	Description	Period Amount	Period Budget	Pct Of Budget	Year To Date Amount	Year To Date Budget	Pct Of Budget
NETFUND/POST	NET FUND BALANCE						
REVENUES	REVENUES						
TAXES	TAXES						
PROPERTY TAX	PROPERTY TAX						
400100-0000	PROP TAXES-CURRENT SECURED	354,517.15-	340,000.00-	104.27	354,517.15-	340,000.00-	104.27
400101-0000	PROP TAXES-CURRENT UNSECURED	27,127.13-	28,000.00-	96.88	27,127.13-	28,000.00-	96.88
400111-0000	PROP TAXES-PRIOR UNSECURED	452.93-	400.00-	113.23	452.93-	400.00-	113.23
400120-0000	SUPPLEMENTAL PROP TAXES CURR	522.29-	0.00	0.00	522.29-	0.00	0.00
	Total PROPERTY TAX	382,619.50-	368,400.00-	103.86	382,619.50-	368,400.00-	103.86
	Total TAXES	382,619.50-	368,400.00-	103.86	382,619.50-	368,400.00-	103.86
REVUSEMONEY	REVENUE FROM USE OF MONEY AND						
400700-0000	INVESTMENT EARNINGS-POOL	4,855.93-	500.00-	971.19	4,855.93-	500.00-	971.19
400705-0000	GASB 31 FMV - DFS ONLY	12,336.00-	0.00	0.00	12,336.00-	0.00	0.00
	Total REVENUE FROM USE OF MONE	17,191.93-	500.00-	3438.39	17,191.93-	500.00-	3438.39
INTGOVREVENU	INTERGOVERNMENTAL REVENUES						
STATEREV	STATE REVENUE						
401061-0000	ST-HIGHWAY PROPERTY RENTALS	3.42-	0.00	0.00	3.42-	0.00	0.00
401240-0000	ST-HOMEOWNERS PROP TAX RELIEF	1,364.69-	0.00	0.00	1,364.69-	0.00	0.00
401340-0000	ST-OTHER	5,444.87-	0.00	0.00	5,444.87-	0.00	0.00
	Total STATE REVENUE	6,812.98-	0.00	0.00	6,812.98-	0.00	0.00
	Total INTERGOVERNMENTAL REVENU	6,812.98-	0.00	0.00	6,812.98-	0.00	0.00
CHG FOR SVCS	CHARGES FOR SERVICES						
403610-0000	OTH CHRG FR SVC-FIREFGHTR SVC	86,709.36-	0.00	0.00	86,709.36-	0.00	0.00
403699-0000	OTHER CHARGES FOR SERVICES	783.00-	60,000.00-	1.31	783.00-	60,000.00-	1.31
	Total CHARGES FOR SERVICES	87,492.36-	60,000.00-	145.82	87,492.36-	60,000.00-	145.82
MISCREVENUES	MISCELLANEOUS REVENUES						
404190-0000	OTHER MISC REVENUES	264.86-	0.00	0.00	264.86-	0.00	0.00
	Total MISCELLANEOUS REVENUES	264.86-	0.00	0.00	264.86-	0.00	0.00
OTHRFINANSRC	OTHER FINANCING SOURCES						
405000-0000	SALE OF CAPTIAL ASSETS	0.00	5,000.00-	0.00	0.00	5,000.00-	0.00
	Total OTHER FINANCING SOURCES	0.00	5,000.00-	0.00	0.00	5,000.00-	0.00
	Total REVENUES	494,381.63-	433,900.00-	113.94	494,381.63-	433,900.00-	113.94
EXPENDITURES	EXPENDITURES						
SALARY&BEN	SALARIES AND EMPLOYEE BENEFITS						
SALARY&WAGES	SALARY AND WAGES						
500100-0000	REGULAR EMPLOYEES	184,704.33	205,137.00	90.04	184,704.33	205,137.00	90.04
500110-0000	EXTRA HELP	0.00	44,960.00	0.00	0.00	44,960.00	0.00
500120-0000	OVERTIME	26,375.03	4,153.00	635.08	26,375.03	4,153.00	635.08
500130-0000	STANDBY TIME	0.00	30,000.00	0.00	0.00	30,000.00	0.00
	Total SALARY AND WAGES	211,079.36	284,250.00	74.26	211,079.36	284,250.00	74.26
EMPBENEFITS	EMPLOYEE BENEFITS						
500320-0000	OASDI	13,086.92	18,000.00	72.71	13,086.92	18,000.00	72.71
500330-0000	FICA/MEDICARE	3,060.65	4,200.00	72.87	3,060.65	4,200.00	72.87
500380-0000	UNEMPLOYMENT INSURANCE	1,920.25	3,000.00	64.01	1,920.25	3,000.00	64.01
500390-0000	WORKERS' COMP INSURANCE	47,872.04	30,000.00	159.57	47,872.04	30,000.00	159.57
500400-0000	OTHER EMPLOYEE BENEFITS	0.00	12,000.00	0.00	0.00	12,000.00	0.00
	Total EMPLOYEE BENEFITS	65,939.86	67,200.00	98.12	65,939.86	67,200.00	98.12
	Total SALARIES AND EMPLOYEE BE	277,019.22	351,450.00	78.82	277,019.22	351,450.00	78.82
SERVSUPPLIES	SERVICES AND SUPPLIES						

Income Statement

GL293 Date 05/10/23
Time 12:01

Company 1000 - YOLO COUNTY
Income Statement
For Period 1 Through 11 Ending May 31, 2023

USD

Page 2

Fiscal Year 2023 Budget

5

6223-0053-02751-8060

62235327518060

WEST PLAINFIELD FIRE DIST OPER

Account Nbr	Description	Period Amount	Period Budget	Pct Of Budget	Year To Date Amount	Year To Date Budget	Pct Of Budget
501010-0000	CLOTHING & PERSONAL SUPPLIES	16,543.74	20,000.00	82.72	16,543.74	20,000.00	82.72
501020-0000	COMMUNICATIONS	3,377.07	3,600.00	93.81	3,377.07	3,600.00	93.81
501030-0000	FOOD	576.40	223.00	258.48	576.40	223.00	258.48
501040-0000	HOUSEHOLD EXPENSE	6,507.52	10,920.00	59.59	6,507.52	10,920.00	59.59
501051-0000	INSURANCE-PUBLIC LIABILITY	0.00	6,000.00	0.00	0.00	6,000.00	0.00
501052-0000	INSURANCE-FIRE & EXTENDED	0.00	2,000.00	0.00	0.00	2,000.00	0.00
501053-0000	INSURANCE-OTHER	9,684.00	100.00	9684.00	9,684.00	100.00	9684.00
501070-0000	MAINTENANCE-EQUIPMENT	13,204.73	30,000.00	44.02	13,204.73	30,000.00	44.02
501071-0000	MAINTENANCE-BLDG IMPROVEMENT	3,051.30	8,500.00	35.90	3,051.30	8,500.00	35.90
501080-0000	MED, DENTAL, & LAB SUPPLIES	367.86	2,500.00	14.71	367.86	2,500.00	14.71
501090-0000	MEMBERSHIPS	2,487.25	2,000.00	124.36	2,487.25	2,000.00	124.36
501100-0000	MISCELLANEOUS EXPENSE	0.00	500.00	0.00	0.00	500.00	0.00
501102-0000	MISC EXP-CREDIT CARD SVC CHRGS	38.29	200.00	19.15	38.29	200.00	19.15
501110-0000	OFFICE EXPENSE	3,833.89	5,490.00	69.83	3,833.89	5,490.00	69.83
501111-0000	OFFICE EXP-POSTAGE	0.00	500.00	0.00	0.00	500.00	0.00
501112-0000	OFFICE EXP-PRINTING	224.07	100.00	224.07	224.07	100.00	224.07
501151-0000	PROF & SPEC SVC-AUDITG & ACCTG	0.00	300.00	0.00	0.00	300.00	0.00
501152-0000	PROF & SPEC SVC-INFO TECH SVC	339.89	100.00	339.89	339.89	100.00	339.89
501155-0000	PROF & SPEC SVC-MED,DENTAL,LAB	169.00	1,000.00	16.90	169.00	1,000.00	16.90
501156-0000	PROF & SPEC SVC-LEGAL SVC	0.00	500.00	0.00	0.00	500.00	0.00
501165-0000	PROF & SPEC SVC-OTHER	24.00	500.00	4.80	24.00	500.00	4.80
501180-0000	PUBLICATIONS AND LEGAL NOTICES	995.96	500.00	199.19	995.96	500.00	199.19
501190-0000	RENTS AND LEASES - EQUIPMENT	1,007.95	3,120.00	32.31	1,007.95	3,120.00	32.31
501205-0000	TRAINING	0.00	2,000.00	0.00	0.00	2,000.00	0.00
501210-0000	MINOR EQUIPMENT	20,760.66	3,000.00	692.02	20,760.66	3,000.00	692.02
501251-0000	TRASNP & TRAVEL-FUEL	7,011.01	15,000.00	46.74	7,011.01	15,000.00	46.74
501260-0000	UTILITIES	8,445.66	12,000.00	70.38	8,445.66	12,000.00	70.38
	Total SERVICES AND SUPPLIES	98,650.25	130,653.00	75.51	98,650.25	130,653.00	75.51
OTHERCHARGES	OTHER CHARGES						
502201-0000	PAYMENTS TO OTH GOV INSTITUTIO	281.00	0.00	0.00	281.00	0.00	0.00
	Total OTHER CHARGES	281.00	0.00	0.00	281.00	0.00	0.00
CAPITALASSET	CAPITAL ASSETS						
503070-0000	EQUIPMENT	0.00	15,000.00	0.00	0.00	15,000.00	0.00
	Total CAPITAL ASSETS	0.00	15,000.00	0.00	0.00	15,000.00	0.00
CONTINGENCY	APPROPRIATION FOR CONTINGENCIE						
503300-0000	APPROPRIATION FOR CONTINGENCY	0.00	20,000.00	0.00	0.00	20,000.00	0.00
	Total APPROPRIATION FOR CONTIN	0.00	20,000.00	0.00	0.00	20,000.00	0.00
	Total EXPENDITURES	375,950.47	517,103.00	72.70	375,950.47	517,103.00	72.70
	Total NET FUND BALANCE	118,431.16-	83,203.00	142.34-	118,431.16-	83,203.00	142.34-

West Plainfield Fire Protection District

Current Travel Time Factors

Travel Time	Normalized Travel Time
<3	1.15
3 to 6	1.05
6 to 8	1.00
8 to 10	0.97
10+	0.95

Base Rate	SFR Asmt - No Fire Zone	
\$219.66	\$253.38	<3 mins
\$219.66	\$231.20	3-6 mins
\$219.66	\$219.66	6-8 mins
\$219.66	\$212.58	8-10 mins
\$219.66	\$207.80	10+

Discounted Travel Time Factors

Travel Time	Travel Time Factor
<3	1.00
3 to 6	0.92
6 to 8	0.88
8 to 10	0.86
10+	0.84

Base Rate	SFR Asmt - No Fire Zone	
\$250.36	\$250.36	<3 mins
\$250.36	\$230.08	3-6 mins
\$250.36	\$221.44	6-8 mins
\$250.36	\$214.98	8-10 mins
\$250.36	\$209.96	10+



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

May 16, 2023

Auditor-Controller
625 Court Street
Woodland, CA 95695

This letter is to inform you that the West Plainfield Fire Protection District's Board of Commissioners has approved for payment the bills listed below:

Air Exchange (Plymovent) 05/03/2023	69,196.34
Airgas USA 04/12/2023	90.18
CalNet (ATT) 04/24/2023	59.84
Burton's Fire 04/20/2023	41.09
Interstate Oil 04/25/2023	1,011.28
LEAF 04/20/2023	118.64
Quill 04/11/2023 & 04/19/2023	79.08
Sterling May 05/09/2023	109.77
US Bank Statement 05/13/2023	2,362.43
Total:	<u><u>\$73,068.65</u></u>



BOARD OF COMMISSIONERS – REGULAR MEETING – MINUTES
April 18, 2023 at 7:00 PM

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

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

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

Present were:

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

Department Members: Chief Cherie Rita, Assistant Chief David Stiles, Captain David Osborn, Captain Patrick Fish, Firefighter and Association President Jon Lee, Hall Manager Ned Sykes, Board Clerk Carly Hall

Guest: Jeanette Hynson from SCI Consulting Group

Joined via Zoom: Marc Beoshanz and Garret Beoshanz

2. Introduction and Welcome – New Board Member Warren Roos

President McMullen advised that Commissioner Guarino's term expired and introduced a new Board member, Warren Roos, that took office on April 18, 2023. Commissioner Roos provided a brief introduction of himself.

3. Public Comment

NONE

4. Old Business

a. Update – Weed Abatement (Chief Rita)

Chief Rita indicated she had been working with Jon Lee regarding a start date. Association President Lee advised he will start weed abatement assessments the first week of May. President McMullen thanked President Lee for volunteering. Commissioner Amy advised that she saw other districts publishing ads in the newspaper. Assistant Chief Stiles advised those publications are likely for resolutions.

b. Update – Yolo County Fire Sustainability Committee (Assistant Chief Stiles)

Assistant Chief Stiles advised the County Board voted today, 3-2, to budget \$1.5 million to provide funds to those fire districts that successfully pass their ballot measure, thus allowing the districts to reduce the amount requested from their residents. The Board of Supervisors further instructed their staff to report back about where the monies might come from: cannabis, general funds, 172 funds. President McMullen asked about other county departments also requesting funding. Assistant Chief Stiles advised it shouldn't affect the Sheriff, but County staff are the ones who will make the recommendation. The funding will provide our district with approximately \$127,800 for Fiscal Year 2023/24. Commissioner Roos asked when we would receive 218 funds and Assistant Chief Stiles advised whenever taxes are collected in the upcoming property tax year.

Chief Rita requested to move Item 6(b)ii(2) before Item 4(c) so that Jeanette Hynson could make her presentation and leave. No Board members opposed it, so President McMullen approved moving the item.

c. Update and Discussion / Action – Election of Board Officer (President McMullen)

This item was heard after Item 6(b)ii(1).

President McMullen advised that Commissioner Stiles requested to hold an election of Board President and Vice President. He asked her if she would still like to move forward with a motion, and she advised she would.

Motion: Hold an election of Board officer roles, specifically the President and Vice President.

Motion By: Stiles

Second By: None

Vote: None

Motion died due to lack of a second.

5. Lillard Hall

a. Manager Report (Hall Manager Sykes)

Hall Manager Sykes provided an update on his ongoing projects and current rental agreements. He advised he is getting quotes for outdoor lighting. Commissioner Stiles advised that the repairs look great. Commissioner Roos questioned why the dumpster is so expensive. Hall Manager Sykes advised he already discussed a less expensive option with Recology, but there isn't one. Commissioner Amy questioned if there is a recycling container and Hall Manager Sykes advised there isn't currently one, but he will look into getting one.

6. New Business

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

i. Lindsey Phillips – Administration Assistant

Chief Rita advised that there were no new volunteer firefighter applications, but did receive a volunteer application from a district resident: to serve as an administration assistant. She advised she would like the Board's approval to allow this type of volunteer. Commissioner Stiles added that part of the survey responses included having non-physical volunteer positions.

Motion: Approve Lindsey Phillips as a volunteer administration assistant.

Motion By: Amy

Second By: Stiles

Vote: Approved unanimously.

Chief Rita added that the last volunteer they met, Juan Valencia, is not able to volunteer right now, but will likely join again in a few months.

b. Discussion / Action – Standing Committee Reports

i. Personnel Committee – Amy, Yeager

Commissioner Amy advised that they held Chief Rita's annual review on March 29 and interviewed to fill the Company Officer position on April 15, 2023. She advised they would like to bring forward a candidate to hire and had added a closed session to the meeting in case they were available to attend the Board meeting; he was unable to attend.

Chief Rita advised she would like to immediately start the hiring process if the Board will allow it. President McMullen confirmed that the Chief was requesting to hire the candidate before the next meeting on May 16, 2023. Chief Rita confirmed and provided some background information on the candidate while Commissioner Amy passed out his resume for the Board members to review.

1. Approval of March 29, 2023, Committee Meeting Minutes

2. Approval of April 15, 2023, Committee Meeting Minutes

Motion: Approve the March 29 and April 15, 2023, Committee Meeting Minutes.

Motion By: Amy

Second By: Stiles

Discussion: Commissioner Stiles seconded the motion but wanted to add a comment regarding Chief Rita's annual review: She requested that the Committee obtain input from Board members, volunteers,

and regular staff for the next review. Commissioner Amy advised that's not the review process and the Committee followed the agreed-upon review form provided by the District. President McMullen asked Commissioner Stiles if she wanted to amend the motion; she said she did not.

Vote (by roll call): President McMullen – Aye
Commissioner Amy – Aye
Commissioner Stiles – Aye
Commissioner Roos – Aye

3. Discussion / Action – Hire Recommended Candidate for Open Company Officer Position (Commissioner Amy)

Motion: Hire recommended candidate, David Bellerive, at the rank of Captain at a rate of \$20.00 per hour.

Motion By: Amy

Second By: Stiles

Vote: Approved unanimously.

Chief Rita advised she will start the hiring process and Commissioner Amy advised she will recommend the other candidates to the reserve program.

ii. District Funding and Development Committee – Yeager, Stiles

1. Approval of April 5, 2023, Committee Meeting Minutes

This item was heard after Item 6(b)ii(2) and before Item 4(c).

Motion: Approve April 5, 2023, Committee Meeting Minutes.

Motion By: Stiles

Second By: Amy

Vote: Approved unanimously.

2. Discussion / Action – Presentation by SCI and Potential Changes to Formula (Jeanette Hynson)

This item was heard after Item 4(b) and before Item 6(b)ii(1).

Jeanette Hynson from SCI presented the findings from the survey. She advised that the single-family households were very supportive, but only carry 17% of the weighted vote. She advised SCI recommends moving forward with the ballot measure for vote along with outreach to the large parcel owners. She also advised that they are re-evaluating the district parcels as some properties within the District don't receive services and that changes the weight of their vote.

Chief Rita asked if there was a code to identify single-family households and how many were there. Ms. Hynson advised SCI will make a note on the spreadsheet to identify those households and the calculations to help with outreach.

Chief Rita also advised that SCI has a rate calculation based on travel time for the District to review. Ms. Hynson provided the calculation in a handout, see attachment. She advised that the farther away the resident, the less benefit they receive from the District, so they would pay a lower premium. Commissioner Stiles advised it would seem that it costs the district more money to get to those farther away. Commissioner Amy advised it likely affects the resident's insurance premium. Assistant Chief Stile and President McMullen confirmed it is a factor in ISO rating and drives the insurance premium.

Chief Rita advised she does not recommend changing the formula. No action was taken by the Board.

iii. Lillard Hall Committee – Amy, Roos

Commissioner Amy advised the Committee met on April 3 and was presented with a proposal by Son Chong, owner of Common Grounds, a catering business. He would like to rent out the Lillard Hall kitchen for his business and will pay for all upgrades upfront as a loan, and the District would provide rent to pay back the loan. Commissioner Amy is requesting the Board's permission to allow the Committee to meet with Mr. Chong to discuss lease terms and upgrades as his deadline to move is quickly approaching.

Hall Manager Sykes advised he likes the idea of it as it's a way to upgrade the kitchen, but it would cost a lot of money. He also advised this is an income revenue that still allows other rentals. Commissioner Stiles questioned if it has an impact on the airport and Commissioner Amy advised they would need to discuss with County Counsel. Chief Rita advised it would go through the Board of Supervisors and she's already reached out to set up a meeting.

Association President Lee added there would need to be more rodent control and Hall Manager Sykes advised it would be part of the construction to pass a health inspection.

1. Approval of April 3, 2023, Committee Meeting Minutes

Motion: Approve April 3, 2023, Committee Meeting Minutes.

Motion By: Amy

Second By: Stiles

Vote: Approved unanimously.

2. Discussion / Action – Common Grounds’ Proposal

Motion: Approve the Committee to pursue a lease agreement and construction upgrades with Common Grounds.

Motion By: Amy

Second By: Roos

Vote: Approved unanimously.

3. Discussion / Action – Bathroom Remodels

Commissioner Amy advised the bathroom remodel proposal is not ready and will present it at the next meeting. Commissioner Stiles advised she met with Supervisor Frerichs and he advised the County may be able to assist with funding to make the bathrooms ADA compliant.

4. Discussion / Action – Adopt Changes to Use Policies

Commissioner Amy advised that the Committee made updates to the Lillard Hall Use/Rental Policies based on the recommendations made by the Board. She is checking with YCPARMIA regarding the Hall hiring a security guard on behalf of the renter, she’s still waiting on a response. She advised until then, the Hall Manager will provide a list of security companies to the renters.

Motion: Adopt changes to the Lillard Hall Use/Rental Policies.

Motion By: Amy

Second By: Roos

Discussion: President McMullen advised he would like to amend Item 12 to state West Plainfield Fire Protection District instead of Fire Department.

Commissioner Stiles advised she would like to amend Item 17 to ‘except Lillard Hall parking lot and County Road 95.’ Commissioner Amy said she would let the Hall Manager manage this issue rather than put too many details in the agreement.

Association President Lee asked if there would be any exceptions on the fees for district residents or meetings. After much discussion, Commissioner Amy advised they will come up with a fee exemption application.

Vote: Approved unanimously.

iv. Budget and Benefits Committee – Stiles, Roos

Commissioner Stiles advised that Commissioner Roos attended the meeting, not Commissioner Guarino as listed on the agenda. She advised that workers' compensation increased quite a bit and they would like to increase the wage for relief firefighters.

Chief Rita added that all insurance had an overall increase. She advised right now the officers receive a \$350.00 taxable benefit. The Committee researched non-taxable plans and since most staff have insurance through their spouse, they are recommending an HRA plan that would be \$400.00 per employee and pre-tax. She provided an outline of District cost and benefit to employees.

Chief Rita advised if the Board is okay with it, she can start the process for a July 1 effective date. The Board was in consensus she should start the process.

1. Approval of March 17, 2023, Committee Meeting Minutes

2. Approval of April 14, 2023, Committee Meeting Minutes

Motion: Approve the March 17 and April 14, 2023, Committee Meeting Minutes.

Motion By: Stiles

Second By: Roos

Vote: Approved unanimously.

c. Discussion / Action – Ad Hoc Committee Reports

i. LAFCO – Yeager, Roos

No meeting; no report. Chief Rita added that now that her other meetings have slowed, she will schedule a meeting for this committee.

ii. Solar – Stiles, Roos

Commissioner Stiles advised that she and Assistant Chief Stiles met with Supervisor Frerichs to look into other funding options if the solar grant doesn't get approved.

d. Discussion / Action – Liaison Reports

i. Fire Prevention / Investigation – McMullen

No meeting; no report.

ii. Training – Yeager

Chief Rita advised they will need to designate a new training officer soon.

iii. Large Equipment / Facilities – McMullen

Assistant Chief Stiles provided an update on the new exhaust system that was installed last week. He added that the District is going

through a grant audit.

iv. IHS – McMullen

President McMullen advised to sunset this Committee.

e. Discussion / Action – Approve Resolution 23-02 (an Amendment of Resolution 22-03) (Chief Rita)

Chief Rita advised that the FBI rejected two items on the resolution, she notated the updated resolution was in the packet to review.

Motion: Approve and adopt Resolution 23-02.
Motion By: Amy
Second By: Stiles
Vote: Approved unanimously.

f. Discussion / Action – Policies and Procedures Updates – Lexipol (Chief Rita)

Chief Rita advised that she and Assistant Stiles were using Lexipol to update the policies and procedures. Each month they will present new or updated items in groups. Each policy will state if it's a best practice or state mandated. This is the first batch for Board review.

President McMullen requested an amendment to Policy 100.4(e) and the need for training. Assistant Chief Stiles advised he has been through the training, but Chief Rita advised she will check with Lexipol if they can adjust the wording.

President McMullen questioned the term Fire Marshall and Chief Rita advised she wanted to leave the term in case they eventually have that title.

- i. Approve Policy 70 – Mission Statement (replaces 110.1)**
- ii. Approve Policy 90 – Code of Ethics (replaces 110.02)**
- iii. Approve Policy 100 – Fire Service Authority – new**
- iv. Approve Policy 102 – Oath of Office – new**
- v. Approve Policy 103 – Policy Manual – new**
- vi. Approve Policy 202 – Department Directive – new**
- vii. Approve Policy 206 – Electronic Mail – new**
- viii. Approve Policy 207 – Administrative Communications – new**
- ix. Approve Policy 325 – Performance of Duties – new**
- x. Approve Policy 328 – Line of Duty Deaths – new**
- xi. Approve Policy 704 – Information Technology Use – new**
- xii. Approve Policy 709 – Photography and Electronic Imaging – new**

xiii. Approve Policy 1045 – Member Speech, Expression, and Social Networking – new

Motion: Approve and adopt policies 70, 90, 100, 102, 103, 202, 206, 207, 325, 328, 704, 709, and 1045 with one amendment.
Motion By: Amy
Second By: Roos
Vote: Approved unanimously.

7. Fire Chief's Report (Chief Rita)

Chief Rita advised she had nothing additional to add.

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

Association President Lee advised the Flea Market is scheduled for this weekend and all booths are sold out. Commissioner Stiles advised that people have expressed interest in volunteering for non-firefighting projects and she would like to explore restarting the auxiliary program.

9. Clerk's Report

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

Motion: Approve the payment of bills totaling \$3,501.72.
Motion By: Amy
Second By: Stiles
Vote: Approved unanimously.

b. Approval of March 21, 2023, Board Meeting Minutes

Motion: Approve March 21, 2023, Board Meeting Minutes.
Motion By: Stiles
Second By: Amy
Vote: Approved unanimously.

10. Open Forum

NONE

11. Next regular Board meeting on May 16, 2023, unless another date is agreed upon

President McMullen confirmed the next meeting date as May 16, 2023.

12. Meeting Adjourned (President McMullen)

Motion: Adjourn meeting.
By: Roos
Second By: Stiles
Vote: Approved unanimously.

Meeting adjourned at 2102 hours.

Minutes approved: _____

President James McMullen

Board Clerk Carly Hall

DRAFT