



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

MINUTES STANDING COMMITTEE – BUDGET AND BENEFITS January 9, 2025 at 5:00 PM

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

1. Call the meeting to order (Chair Stiles)

Chair Stiles called the meeting to order at 5:00 PM.

Present were:

Commissioners: Beth Stiles (Chair) and John Lindsey

Staff: Fire Chief Dave Stiles

Other: Retired Fire Chief Cherie Rita

2. Public comment

NONE

3. Discussion / Review of FYE 2024 Final Revenue and Appropriations (All)

Cherie Rita noted that this document had previously been presented to the entire Board. She reported that while preparing the annual State Controller Office report for fiscal year ended 2024, Mark Krummenacker, the person contracted to prepare and file the report, had contacted her about some irregularities he had identified, none of which should impact the final numbers, but he would not be sure until he had completed his review and the draft report:

- a. Potential mis-reporting of apparatus exchange
- b. Missing reserve fund allocations
- c. Some potentially irregular general ledger entries

Chief Stiles and Cherie Rita will update the Committee as an update becomes available.

Cherie Rita further reported that it might be beneficial to have Mark Krummenacker, who has indicated he is available for this purpose, perform informal audits of the District's general ledger entries twice a year.

4. Discussion / Action and Recommendations to Board, if Any (All)

a. Review FYE 2025 Periods 1 through 6 Receipts and Expenditures; Consider Adjustments Among GL Accounts

Chief Stiles reported that the salary and benefits section of this report was updated to reflect December's salary payments.

Commissioner Stiles had questions about several account balances, including the insurance entries, the maintenance categories, and what was included in minor tools and equipment. Chief Stiles noted that the entry for the station roof maintenance and sealing had been placed into a different GL account that it should have been and was working with the County to get it corrected. Chief Stiles will provide a summary report of GL account usage of those accounts in question at a future meeting.

Chief Stiles then went over the major appropriation items that had yet to be expended this year, which was mostly all the annual apparatus and equipment maintenance items. He also noted that revenues will continue to trickle in for property taxes and as grants get reimbursed, etc. Cherie Rita noted that at this point in the year, the amount shown as revenue in the secured property tax account is our share of the estimated taxes due for properties owned in the District. She reminded those present that the number may fluctuate a bit between now and the end of the fiscal year, but it should not be by much, whether or not all properties pay their taxes.

No adjustments among GL accounts is needed currently.

Given the report during the FYE 2024 budget review portion of this meeting, the Committee recommends to the Board that they hire Mark Krummenacker to perform informal audits of the District's general ledger entries twice a year.

b. Review / Analyze Changes to Minimum Wage in California

Chief Stiles reported that the minimum wage in California, upon which the District bases the volunteer firefighter stipends, increased from \$16.00 per hour to \$16.50 per hour. Chief Stiles recommends that the Board raise the stipends for volunteer firefighters, effective January 1, 2025, as follows:

- i. Non-Driver/Operator from \$16.00 to \$16.50
- ii. Driver/Operator from \$17.00 to \$17.50

Chief Stiles noted that the difference between the two was created to provide a monetary incentive for members to become driver/operators; though, he is not sure it worked. Cherie Rita noted that while it may not have resulted in many additional driver/operators it was still nice to have a differentiation due to the additional training required to become a driver/operator.

Chief Stiles added that the hourly rate of pay for those volunteers or reserves performing special assignments (Special Assignments – Volunteers/Reserves) is currently \$17.00 per hour and the Board might want to consider adjustments to it for the next fiscal year. Commissioner Stiles asked what those types of assignments would be. Chief Stiles and Cherie Rita provided examples: weed abatement and hose testing.

The Committee recommends that the Board raise the stipends for volunteer firefighters, effective January 1, 2025, as follows:

- i. Non-Driver/Operator from \$16.00 to \$16.50
- ii. Driver/Operator from \$17.00 to \$17.50

and during the development of the fiscal year 2025-2026 budget consider any adjustments to the rate of pay for those volunteers or reserves performing special assignments.

Chief Stiles also discussed pay rates in general and recommends that the District switch to a step schedule, which will be discussed at further Committee members for a formal recommendation to the Board. He also suggested that now that the career firefighters are obtaining their firefighter endorsements on their driver's licenses, the District might want to consider some level of pay enhancement, similar to the out-of-class pay now provided to firefighters who meet the qualifications to fill vacancies in the Company Office position due because of compensated leave use.

c. Finalize Timeline for FYE 2026 Budget Preparation, Necessary 218 Justifications, and Notifications to Public

Chief Stiles anticipated that the Committee would be able to begin productive draft budget preparation for FYE 2026 as early as March 2025, with the goal to have a final preliminary draft to the Board for the May meeting.

Pursuant to District Policy, it was decided to send out the initial 218 flyer during the last week of April 2025.

Chief Stiles reported that he should have formal direction from County Counsel on the necessary 218 steps for the FYE 2026 budget, including proper preparation of an engineering report if required, by the March meeting.

d. Begin Identification of FYE 2026 Deferred Maintenance and Other Projects Expected to Impact YFE 2026 Budget Appropriations

All present reviewed the status of the current list.

Chief Stiles would like to include retrofitting the station and apparatus bay lighting with LED lights and replacing the current HVAC system with mini-splits. Both should result in cost savings and a lowering of the electric demand, thus reducing the amount of solar panels that would need to be installed. He will research both items and have an update for the Committee at the next meeting; he will also probably have PGE come out and perform an energy audit.

No one else present had anything else to add. Discussion then turned to what priority and in what order to perform the items. No set priority or order was determined, but focus will be on the items that reduce costs and will be discussed further at the next Committee meeting.

e. Begin Identification of Other Items Expected to Impact FYE 2026 Budget Revenues and Appropriations

Chief Stiles will be asking staff for input on this matter and will have more information for the next Committee meeting. He has also been exploring professional squirrel eradication and has received a quote from Clark Pest Control; he will have more information on that by the next Committee meeting, as well.

No one else had any proposed additions at this time.

5. Calendar

a. The next Budget and Benefits Committee meeting to be determined

The next Budget and Benefits Committee meeting will be held on March 13, 2025, at 5:00 PM, at the Station.

6. Adjourn (Chair Stiles)

Meeting adjourned at 6:39 PM by Chair Stiles.

Minutes Approved: January 21, 2025



BETH STILES, Chair / Commissioner



CHERIE RITA, Interim Board Clerk