



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

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**MINUTES - STANDING COMMITTEE – BUDGET AND BENEFITS**  
**January 11, 2024, at 4:00 PM**

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

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

Meeting called to order by Chair Stiles at 4:04 PM.

Present were:

Commissioners: Beth Stiles and Warren Roos

Staff: Fire Chief Cherie Rita and Fire Captain Scott Bravo

**2. Public comment**

NONE

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

**a. Review Current Budget Usage**

All present reviewed the present budget usage. The trial balance document does report the 218 funds and to date there was nothing unusual to note regarding expenditures. Chief Rita also provided a report of the costs to date of the capital improvement/deferred maintenance projects for 2024, notice almost \$45,000 had been spent and that there was at least one outstanding invoice (for the electrical work in the apparatus bay).

Chief Rita reported that she will ask staff to provide budget input by April 1 (she has notified several staff members already).

Chief Rita reported she was tracking expenses associated with 218 funds. In that report, which will be updated as new costs are incurred, Chief Rita reported that as of January 10, 2024, we had expended roughly \$3,000.00 on G30. There are a few remaining projects, licensing, and taxes remaining. She also noted that we had expended roughly \$15,000 on new personnel (four career and one reserve) to date, some of which will be reimbursed by the grant. This amount does not include salary or benefits.

Chief Rita provided a new list of prioritized capital improvement/deferred maintenance projects for next fiscal year (FYE 2025). All present reviewed the document, which included a new item by Chief Rita – *Inspect / Repair Roof*. Captain Bravo requested that we add replacing the turnout extractor machine as the one we have is old and not working at 100% efficiency. Those

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present recommend that the following three items be given first priority: (i) extractor replacement (estimated to be between \$7,000 and \$10,000), (ii) inspect/repair roof, and (iii) shed. This updated list will be presented to the Board. Chief Rita suggested that as we get closer to the end of this fiscal year, we consider replacing the extractor this fiscal year. Chief Rita will contact the Airport Manager to request they make the asphalt crack repairs North of the station as much of it as a result of the crop duster Airport tenants using it for Airport access.

Captain Bravo a brief overview of the current grant requests, as follows:

- (i) Radio Grant: not awarded; we are working on a new regional grant for portable radios.
- (ii) CalFire VFA: awarded roughly \$11,000.00 for purchase of turnouts and shelters; this is a 50/50 matching grant.
- (iii) Well Generator: work to be completed by March 31, 2023. Captain Bravo reported that costs had increased and we will be required to pay the overage without reimbursement. Commissioner Roos asked about the possibility of changing the pump motor, thus potentially reducing the size and cost of the generator. Captain Bravo does not believe that is an option as that was not how the grant was written and awarded.
- (iv) Replacement of E30: Assistant Chief Stiles is reviewing the options, including requesting the funds from Yocha de He.
- (v) Office of Traffic Safety: Captain Snyder is working on a grant for extrication tools; if awarded this grant will fully pay for the purchases.

### **b. Recommendations to Board, if any**

The Committee recommends that the Board accept the updated, prioritized, list of capital improvements/deferred maintenance items for FYE 2025.

## **4. Discussion / Action – Take Command**

### **a. Contract Withdrawal (Chief Rita)**

Chief Rita reported that now that Take Command has provided the processes and documentation necessary for running our QSHERA program, they are not providing anything useful for our \$1,920 per year fees. She reported, and Captain Bravo, confirmed that, in fact, Take Command has rejected documentation for the employees' continued participation that they had accepted the previous period. Chief Rita also reported that Take Command does not report amounts to payroll, nor do they file the required annual IRS forms. They simply provide information we already have.

Commissioner Stiles asked if we terminated the contract with Take Command

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what would happen with the funds due the employees who do not take the full amount each period. Chief Rita reported that, since we do not acquire insurance with Take Command, they do not actually hold the funds for us. Chief Rita reported that she will be requesting that the County Department of Financial Services add a new fund, similar to the compensated leave fund, to hold those funds.

Both Commissioners Stiles and Roos asked about the additional work. Chief Rita reported that there is not that much involved and would not be an undue additional burden on her or staff. She further reported that she and Captain Bravo are working with Payality (payroll company) to confirm the proper process for reporting these payments and accruals to them, though had not yet connected with a representative. Commissioner Roos asked if we had other payroll company options. Chief Rita reported that it is the company the County utilizes and they pay for it.

**b. Recommendations to Board, if any**

The committee recommends that we withdraw from the contract with Take Command.

**5. Calendar**

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

The next Budget and Benefits Committee meeting is scheduled for April 12, 2024, at 3:00 PM.

**6. Adjourn (Chair Stiles)**

Chair Stiles adjourned the meeting at 5:04 PM.

Approved: January 16, 2024

  
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BETH STILES, Chair

  
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CHERIE RITA, Interim Board Clerk