



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

AGENDA BOARD OF COMMISSIONERS – REGULAR MEETING November 19, 2024, at 7:00 PM

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

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

One tap mobile – +16699006833,98831083439#

Dial by your location – (669) 900-6833 US (San Jose)

Meeting ID: 988 3108 3439

1. Call the Meeting to Order and Establish Quorum (Vice President Roos)
2. Public Comment
3. Old Business
 - a. Discussion / Action - Fire Recovery Cost Exceptions (Asst Chief Stiles)
 - b. Update - Development Impact Fee (Asst Chief Stiles) (pg 3-8)
4. New Business
 - a. Discussion / Action – Review and Possibly Accept a Proposal for Repair and Maintenance of Fire Station Roof (Commissioner Stiles) (pg 9-14, 15-6, 17)
 - b. Discussion / Action – Correct Scrivener’s Error in Policy 1003 - Position Description - Chief Officer - Volunteer (Excluding Fire Chief) (Chief Rita) (pg 18)
 - c. Discussion / Action – Revise Policy 1003 - Position Description - Non-Safety – Administrative Assistant to the Fire Chief (Chief Rita) (pg 19)
 - d. Discussion / Action – Adopt Policies (Chief Rita)
 - i. Policy 314 – Trench Rescues (pg 20-21)
 - ii. Policy 315 – Carbon Monoxide Detector Activations (pg 22-23)
 - iii. Policy 325 – Traffic Collisions (pg 24-26)
 - iv. Policy 330 – Active Shooter and Other Violent Incidents (pg 27-29)
 - v. Policy 400 – Code Enforcement (pg 30-31)
 - vi. Policy 401 – Permits (pg 32-33)
 - vii. Policy 402 – Hazardous Materials Disclosures (pg 34-37)
 - viii. Policy 403 – Fire Inspections – Building Standards (pg 38-40)
 - ix. Policy 404 – Fire Inspections – Weed Abatement (pg 41)

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- x. Policy 405 – Fire Investigations (pg 42-43)
- e. Discussion / Action – Adopt Procedure 203 - Mail, Packages, and Electronic Mail; Processing Work Product; Telephone Calls (Chief Rita) (pg 44-47)
- f. Discussion / Action – Standing Committee – Reports
 - i. Lillard Hall Committee – **Amy**, Roos
 - 1. Hall Manager Report (pg 48-50)
 - ii. Personnel Committee – **Amy**, McMullen
 - 1. Report on Status of Search for New Board Clerk
 - 2. Discussion / Action – Approval of October 15, 2024 Minutes (pg 51)
- 5. Fire Chief’s Report (Chief Rita)
 - a. Incidents for October 2024 (pg 52)
 - b. Trial Balance – FYE 2024 – Closed (pg 53)
 - c. Trial Balance – FYE 2025 – Periods 1-4 – Not Closed (pg 54)
- 6. Assistant Chief’s Report (Asst Chief Stiles)
- 7. Fire Fighter’s Association Report (President Lee)
- 8. Interim Board Clerk’s Report
 - a. Discussion / Action – West Plainfield Fire Protection District Bill Review / Ratification (pg 55-57)
 - b. Discussion / Action - Approval of October 15, 2024 Regular Board Meeting Minutes (pg 58-64)
- 9. Open Forum
- 10. Next regular Board meeting on December 17, 2024, unless another date is agreed upon
- 11. Meeting Adjourned (Vice President Roos)



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

RESOLUTION NO: 23-05

A RESOLUTION ESTABLISHING AND IMPLEMENTING A PROGRAM TO CHARGE MITIGATION RATES FOR THE DEPLOYMENT OF EMERGENCY AND NON-EMERGENCY SERVICES BY THE FIRE DEPARTMENT FOR SERVICES PROVIDED/RENDERED BY/FOR THE WEST PLAINFIELD FIRE DEPARTMENT

WHEREAS, the emergency services response activity to incidents continues to increase each year; Environmental Protection requirements involving equipment and training, and Homeland Security regulations involving equipment and training, creating additional demands on all operational aspects of the fire department services; and

WHEREAS, the fire department has investigated different methods to maintain a high level of quality of emergency and non-emergency service capability throughout times of constantly increasing service demands, where maintaining an effective response by the fire department decreases the costs of incidents to insurance carriers, businesses, and individuals through timely and effective management of emergency situations, saving lives and reducing property and environmental damage; and

WHEREAS, when those responsible party(s) who are not permanent residents of, or property owners in, the West Plainfield Fire Protection District, as well as those permanent residents who illegally start a fire, should be held accountable for their actions; and

WHEREAS, the Board of the West Plainfield Fire Department desires to implement a fair and equitable procedure by which to collect said mitigation rates and shall establish a billing system in accordance with applicable laws, regulations and guidelines;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSINOERS OF THE WEST PLAINFIELD FIRE PROTECTION DISTRICT:

SECTION 1: The West Plainfield Fire Department shall initiate mitigation rates for the delivery of emergency and non-emergency services by the fire department for personnel, supplies and equipment to the scene of emergency and non-emergency incidents as listed in "EXHIBIT A". The mitigation rates shall be based on actual costs of the services and that which is usual, customary and reasonable (UCR) as shown in "EXHIBIT A", which may include any services, personnel, supplies, and equipment and with baselines established by addendum to this document.

SECTION 2: A claim shall be filed to the responsible party(s) through their insurance carrier. In some circumstances, the responsible party(s) will be billed directly.

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SECTION 3: The fire department's Board may make rules or regulations and from time to time may amend, revoke, or add rules and regulations, not consistent with this Section, as they may deem necessary or expedient in respect to billing for these mitigation rates or the collection thereof.

SECTION 4: It is found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in open meetings of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal actions were in accordance with all legal requirements, and the Codified Resolutions of the Board.

SECTION 5: This resolution shall take effect at the date of adoption.

SECTION 6: The Mitigation Rates lists in Exhibit A will increase by 7.1% annually or based on the annual percentage increase in the Consumer Price Index (CPI), as developed by the Bureau of Labor Statistics of the U.S. Department of Labor, whichever is more. Rate adjustments will occur on the anniversary date of this Resolution to keep the fire department's cost recovery program in conformity with increasing operating expenses.

THE ABOVE WAS PASSED:

Yes: Yeager, Amy, Stiles
No: None

Signature: Cherie Rita

Name (printed): Cherie Rita

Title: Interim Board Clerk

Date: 6/20/23

EXHIBIT A

**MITIGATION RATES
BASED ON PER HOUR**

The mitigation rates below are average “billing levels”, and are typical for the incident responses listed, however, when a claim is submitted, it may be itemized and based on the actual services provided.

These rates are based on actual costs using amortized schedules for apparatus (including useful life, equipment, repairs, and maintenance). Labor rates include an average department’s actual burdened labor costs and not just a firefighter’s wage. These include wages, retirement, benefits, workers comp, etc.

MOTORIZED VEHICLE INCIDENTS (including farm equipment)

Level 1 - \$584.00

Provide hazardous materials assessment and scene stabilization. This will be the most common “billing level”. This occurs almost every time the fire department responds to an accident/incident.

Level 2 - \$667.00

Includes Level 1 services as well as clean up and material used (sorbents) for hazardous fluid clean up and disposal. We will bill at this level if the fire department has to clean up any gasoline or other fluids that are spilled as a result of the accident/incident.

Level 3 – MOTORZIED VEHICLE FIRE - \$813.00

Provide scene safety, fire suppression, breathing air, rescue tools, hand tools, hose, tip use, foam, structure protection, and clean up gasoline or other fluids that are spilled as a result of the accident/incident.

ADD-ON SERVICES:

Extrication - \$1,757.00

Includes heavy rescue tools, ropes, airbags, cribbing etc. This charge will be added if the fire department has to free/remove anyone from the vehicle(s) using any equipment. We will not bill at this level if the patient is simply unconscious and fire department is able to open the door to access the patient. This level is to be billed only if equipment is deployed.

Creating a Landing Zone - \$537.00

Includes Air Care (multi-engine company response, mutual aid, helicopter). We will bill at this level any time a helicopter landing zone is created and/or is utilized to transport the patient(s).

Itemized Response: You have the option to bill each incident as an independent event with custom mitigation rates, for each incident using, itemized rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized per apparatus, per personnel, plus products and equipment used.

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HAZMAT

Level 1 - \$943.00

Basic Response: Claim will include engine response, first responder assignment, perimeter establishment, evacuations, set-up and command.

Level 2 - \$3,369.00

Intermediate Response: Claim will include engine response, first responder assignment, hazmat certified team and appropriate equipment, perimeter establishment, evacuations, set-up and command, Level A or B suit donning, breathing air and detection equipment. Set-up and removal of decon center.

Level 3 – \$7,953.00

Advanced Response: Claim will include engine response, first responder assignment, hazmat certified team and appropriate equipment, perimeter establishment, evacuations, first responder set-up and command, Level A or B suit donning, breathing air and detection equipment and robot deployment. Set-up and removal of decon center, detection equipment, recovery and identification of material. Disposal and environment clean up. Includes above in addition to any disposal rates of material and contaminated equipment and material used at scene. Includes 3 hours of on scene time - **each additional hour @ \$381.00 per HAZMAT team.**

FIRES

Assignment - \$538.00 per hour, per engine / \$673.00 per hour, per truck

Includes:

- Scene Safety
- Investigation (performed internally)
- Fire / Hazard Control

This will be the most common "billing level". This occurs almost every time the fire department responds to an incident.

NOTE: The fire department has the option to bill each fire as an independent event with custom mitigation rates. Itemized, per person, at various pay levels and for itemized products use.

ILLEGAL FIRES

Assignment - \$538.00 per hour, per engine / \$673.00 per hour, per truck

When a fire is started by any person or persons that requires a fire department response during a time or season when fires are regulated or controlled by local or state rules, provisions or ordinances because of pollution or fire danger concerns, such person or persons will be liable for the fire department response at a cost not to exceed the actual expenses incurred by the fire department to respond and contain the fire. Similarly, if a fire is started where permits are required for such a fire and the permit was not obtained and the fire department is required to respond to contain the fire the responsible party will be liable for the response at a cost not to exceed the actual expenses incurred by the fire department. The actual expenses will include direct labor, equipment costs and any other costs that can be reasonably allocated to the cost of the response.

WATER INCIDENTS

Level 1

Basic Response: Claim will include engine response, first responder assignment, perimeter establishment, evacuations, first responder set-up and command, scene safety and investigation (including possible patient contact, hazard control). This will be the most common "billing level". This occurs almost every time the fire department responds to a water incident.

Billed at \$538 plus \$66 per hour, per rescue person.

Level 2

Intermediate Response: Includes Level 1 services as well as clean up and material used (sorbents), minor hazardous clean up and disposal. We will bill at this level if the fire department has to clean up small amounts of gasoline or other fluids that are spilled as a result of the incident.

Billed at \$1,077 plus \$66 per hour, per rescue person.

Level 3

Advanced Response: Includes Level 1 and Level 2 services as well as D.A.R.T. activation, donning breathing apparatus and detection equipment. Set up and removal of decon center, detection equipment, recovery and identification of material. Disposal and environment clean up. Includes above in addition to any disposal rates of material and contaminated equipment and material used at scene.

Billed at \$2,665 plus \$66 per hour per rescue person, plus \$134 per hour per HAZMAT team member.

Level 4

Itemized Response: You have the option to bill each incident as an independent event with custom mitigation rates for each incident using itemized rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized, per trained rescue person, plus rescue products used.

BACK COUNTRY OR SPECIAL RESCUE

Itemized Response: Each incident will be billed with custom mitigation rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized per apparatus per hour, per trained rescue person per hour, plus rescue products used.

Minimum billed \$538 plus \$66 per hour, per rescue person. Additional rates of \$538 per hour per response vehicle and \$66 per hour per rescue person.

CHIEF RESPONSE

This includes the set-up of Command, and providing direction of the incident. This could include operations, safety, and administration of the incident.

Billed at \$337 per hour.

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MISCELLANEOUS / ADDITIONAL TIME ON-SCENE

FIRE INVESTIGATION TEAM (brought in) - \$346.00 per hour.

Includes:

- Scene Safety
- Investigation
- Source Identification
- K-9 / Arson Dog Unit
- Identification Equipment
- Mobile Detection Unit
- Fire Report

The claim begins when the Fire Investigator initiates response and is billed for logged time only.

ADDITIONAL TIME ON-SCENE (for all levels of service)

Engine billed at \$538 per hour.

Miscellaneous equipment billed at \$404.

MITIGATION RATE NOTES

The mitigation rates above are average "billing levels" for one hour of service, and are typical for the incident responses listed, however, when a claim is submitted, it may be itemized and based on the actual services provided.

These average mitigation rates were determined by itemizing costs for a typical run (from the time a fire apparatus leaves the station until it returns to the station) and are based on the actual costs, using amortized schedules for apparatus (including useful life, equipment, repairs, and maintenance) and labor rates (an average department's "actual personnel expense" and not just a firefighter's basic wage). The actual personnel expense includes costs such as wages, retirement, benefits, workers comp, insurance, etc.

Company Name	Infinite Energy Co.	Customer Name	Fire Captain David Osborn
Company Representative	Jose DeLeon	Company Name	West Plainfield Fire Department
Company Representative Phone	916-730-3714	Customer Phone	(530) 756-0212
Company Representative email	josed@infiniteenergyco.com	Customer Email Address	dosborn@westplainfieldfire.com
Company Mailing Address	12178 Tributary Point Dr., Rancho Cordova, CA 95670	Customer Job Address	24901 County Road 95 Davis, CA 95616 USA
Company Physical Address	12178 Tributary Point Dr., Rancho Cordova, CA 95670	Customer Billing Address	24901 County Road 95 Davis, CA 95616 USA
Company Phone	530.644.5325	Job Number	Proposal # 190472
Company website	http://www.infiniteenergyco.com		
Company License #	1037869		

Project Description:

This proposal offer multiple option to address the roof of the West Plainfield Fire Department located at 24901 County Road 95, Davis, CA 95616 USA. The company recommended option calls for the installation of a silicone roofing system over the existing metal roofing system. This will offer the ability to receive a 20 warranty without the cost or removing the original roof. The maintenance option will address only the areas of concern in an attempt to extend the effective life span of the roof. Also included in this proposal is the company recommended option for a small solar panel systems. With the solar panel option the cost of the whole project can qualify for California's tax credit. If a larger solar panel system is requested a separate proposal will be provided. All prevailing wage laws apply unless notified differently. Please review and thank you for this opportunity.

Roof Coating Details:

- Remove heavy deposits of dirt, leaves and other debris from the flat roofs using stiff bristle broom, and then inspect the areas of roof surface, flashings, penetration's, and coping for any open seams, tears, cuts, etc.
- Loose rocks, paint, powdery or friable rust and scale must be completely removed by brushing to provide a sound, tight surface, and/or bitumastics and silicone caulking shall be completely removed.
- **Note:** During the course of the roof coating, any encountered areas of suspected damaged or eroded sub straight, will replaced in order to install a sound quality roof. Since the condition of the substrate cannot be fully determined until the roof is removed, any replacement of eroded or damaged metal will be done only as required by the city, county, state, or OSHA standards. The cost of replacement is not included in the bid price. Replacement work will be replaced on a **time + materials basis**.
- Apply 12" x 12" test patch of silicone coating system prior to full roof surface installation to ensure adequate adhesion.
- The installation of this system shall be accomplished in the presence of, or with the advice of, the manufacturer's technical representative.
- Inspect all existing roof penetrations, flashings, inside & outside corners on curbs in the leaking areas of roof for any signs of damaged. Any damage that is found will be properly coated with premium silicone Mastic.
- Inspect all previous repairs to ensure that the repairs are still in good condition and will remain watertight. Any previous repairs that are showing signs of failure will be completely removed, and then the locations will be properly cleaned. Once cleaned these locations will be sealed with premium silicone Mastic.
- Inspect throughout the field in areas of leaks for any signs of damage or roof related defects. Any damage or defects in these areas that are found will be properly prepared, and then cleaned. Once cleaned, these locations will be sealed with premium silicone Mastic.
- Install silicone coating at a rate of 3.8 gallons per square to yield a dry thickness of 40 Dry Mil.
- Application rate must be checked periodically to assure proper coating thickness
- The silicone coating shall complete cover laps, joints, parapets and flashing applied at an application rate design to achieve the required minimum 40 TDM.
- No traffic shall be permitted on the coated surface for a minimum of three (3) days. Damage to the surface by other trades shall not be the responsibility of Infinite Energy Co..
- Clean-up of project site and disposal of all project waste and debris.
- All work performed by professionally trained, drug tested, background checked, safe and certified insured employees.
- Provide a manufacture 20-year warranty on labor and materials.
- Provide a Contractor limited 2-Year workmanship warranty.



Maintenance Option:

- Remove heavy deposits of dirt, leaves and other debris from the flat roofs using stiff bristle broom, and then inspect the areas of roof surface, flashings, penetration's, and coping for any open seams, tears, cuts, etc.
- Loose rocks, paint, powdery or friable rust and scale must be completely removed by brushing to provide a sound, tight surface, and/or bitumastics and silicone caulking shall be completely removed.
- **Note:** During the course of the repairs, any encountered areas of suspected damaged or eroded sub straight, will replaced in order to provide a sound quality roof. Since the condition of the substrate cannot be fully determined until the roof is removed, any replacement of eroded or damaged metal will be done only as required by the city, county, state, or OSHA standards. The cost of replacement is not included in the bid price. Replacement work will be replaced on a **time + materials basis**.
- Inspect all existing roof penetrations, flashings, inside & outside corners on curbs in the leaking areas of roof for any signs of damaged. Any damage that is found will be properly coated with premium silicone Mastic.
- Inspect all previous repairs to ensure that the repairs are still in good condition and will remain watertight. Any previous repairs that are showing signs of failure will be completely removed, and then the locations will be properly cleaned. Once cleaned these locations will be sealed with premium silicone Mastic.
- Inspect throughout the field in areas of leaks for any signs of damage or roof related defects. Any damage or defects in these areas that are found will be properly prepared, and then cleaned. Once cleaned, these locations will be sealed with premium silicone Mastic.
- No traffic shall be permitted on the coated surface for a minimum of three (3) days. Damage to the surface by other trades shall not be the responsibility of Infinite Energy Co..
- Clean-up of project site and disposal of all project waste and debris.
- All work performed by professionally trained, drug tested, background checked, safe and certified insured employees.
- Provide a Contractor limited 1-Year workmanship warranty

Solar Project Option:

- Panels should be installed facing the south side
- Roof Type: composition shingle with a predominate pitch of 5/12
- 2.4 kw Solar system
- Installation of 6 400 watt Solar panels
- Installation of Inverter
- Installation of Optimizers bumpers, clips and grounding
- Roof jacks to be installed for composition shingle roofing
- Aluminum heavy duty rails
- Ironridge roof jacks with sealant on rubber washer lag bolts
- Installation of flashings weaved into existing composition shingles
- Wire management clips, bolts and accessories
- 3/4" EMT conduit
- #10 THHN wiring
- Junction box and flashing
- High voltage electrical and main breakers
- Warning labels
- Low voltage wiring
- Wifi monitoring system through Zigbee portal
- Preliminary drawings
- SMUD authorization
- SMUD interconnection fee paid by contractor
- C.A.D. drawings
- Engineering and shade report
- Inspections scheduled
- 25 year product warranty
- 10 year Inverter warranty
- 10 year Workmanship warranty
- All necessary local and state permits, along with H.O.A. or C.S.D. approvals
- Clean-up of project site and disposal of all project waste and debris
- All work performed by professionally trained, drug tested, background checked, safe and certified insured employees



Total Project Investment	Price	QTY	Subtotal
<input type="checkbox"/> Roof Coating Option Company Recommended	\$28,499.00	1	\$28,499.00
<input type="checkbox"/> Roof Maintenance Option	\$16,499.00	1	\$16,499.00
<input type="checkbox"/> Solar Option Company Recommended Price per system	\$8,999.00	1	\$8,999.00

Total **\$0.00**

Jose DeLeon

Fire Captain David Osborn
05 / 21 / 2024

Jose DeLeon
05 / 21 / 2024

Date

Date

PROJECT AGREEMENT TERMS AND CONDITIONS

- Prices listed herein are only valid for ten (10) business days from the date of this proposal.
- Infinite Energy Co. hereby certifies that all roof replacement work performed under the scope of this contract will be performed in accordance with the requirements set forth by the National Roofing Contractors' Association (NRCA) and the manufacturers of each component used.
- Infinite Energy Co. shall guarantee 5 year Labor on all new roofs unless agreed on different length of time.
- This guarantee includes replacement and reinstallation of any failed or faulty roofing components, but does not extend to or imply liability for damage to interior building components or contents.
- Infinite Energy Co. agrees to respond to any notification of roofing leak, failure, or fault within 72 hours of notification by customer.
- This guarantee does not cover damage caused by natural causes, such as wind, hail, or lightning. Likewise, it does not cover damage by the homeowner, additional contractors, or any individual not employed by Infinite Energy Co.. Damage caused by these sources shall be the sole responsibility of customer to remedy.
- This document shall be the sole agreement between the Parties for the services described herein. No other promises, arrangements, or guarantees not specifically outlined here are valid.
- Customer agrees to pay the full amount indicated in this contract at project completion by Infinite Energy Co. Failure to pay the full amount by this deadline shall constitute a breach of contract and subject to a 10% fee and revolving A.P.R. of 15.99% for any unpaid balances. Customer payment may be made by cash, check, credit card and financing of which is outlined on contract. Contact Rich Walton to arrange payment upon project completion.
- Infinite Energy Co. requires a 50% down payment for materials and permit fees and 25 % progress paid before project completion.
- Infinite Energy Co. shall be solely responsible for the safety of their employees, suppliers, and subcontractors throughout the project. This includes ensuring that all workers follow OSHA job safety standards at all times.
- Infinite Energy Co. agrees to indemnify and hold customer harmless against any damages or liabilities stemming from the scope of this roofing contract.
- Any disputes related to this contract shall be resolved through a neutral arbitrator. This contract shall be governed by the laws of California. In the event of a dispute, the findings of the neutral arbitrator shall be considered final and unappealable. Any lawyer fees for Infinite Energy Co. outside of neutral arbitrator to be paid by said customer.
- Roof inspections, certifications and estimates are based on limited visual inspections of the roof over the structure at the subject property address. Infinite Energy Co. makes no warranty that all deficiencies have been identified and described in this report or that other deficiencies do no exist. Elements of the roof that are not visible or safely accessible cannot be addressed by this type of limited non invasive inspection. All our repairs include a one year warranty for that immediate repair. Extended warranties may be available for an additional fee.



TERMS AND CONDITIONS**1) SITE CONDITIONS**

- A.** If Infinite Energy Home Services, Inc. must obtain access to other properties in the course of work, CUSTOMER shall secure permission for such and hold harmless and indemnify Infinite Energy Home Services, Inc. and its employees and agents against all actions and consequences arising or relating the use of said properties, including but not limited to damage done in the normal course of work, excluding negligence and for securing said property, and its contents during and after work.
- B.** CUSTOMER shall secure, remove, and protect all property, and its contents, including but not limited to adults, children, animals, cabinets, fixtures, flooring, walls, tiling, carpets, drapes, furniture, and vegetation during and upon completion of work and shall hold harmless and indemnify Infinite Energy Home Services, Inc., its employees, and agents against all claims arising out of CUSTOMERS FAILURE to do so.

2) LIMITED WARRANTY

- A.** Infinite Energy Home Services, Inc. warrants its materials and workmanship to be free from defects for one year after performance unless otherwise specified in writing. This warranty does not cover faults caused by misuse, negligence, or damage caused by acts of god including, but not limited to, earthquake. There is no warranty on refrigerant leaks. If a manufacturer offers a warranty, said warranty shall negate and supersede Infinite Energy Home Services, Inc. warranty. This warranty is the only warranty from Infinite Energy Home Services, Inc. to CUSTOMER, and is in lieu of all other warranties by Infinite Energy Home Services, Inc., expressed or implied.
- B.** CUSTOMER shall telephone Infinite Energy Home Services, Inc. within seventy-two (72) hours of discovery of any warranty claim. Infinite Energy Home Services, Inc. will respond with reasonable promptness between the hours of 8:30 a.m. to 4:30 p.m. Monday through Friday, excluding holidays.
- C.** Infinite Energy Home Services, Inc. shall not be liable for water or other damage relating to any defect or delay in responding to said warranty. CUSTOMER must take responsible steps to mitigate damages.
- D.** Infinite Energy Home Services, Inc. shall not be liable for lost profits, incidental, special exemplary, indirect, or consequential damages resulting from any work performed, or any problem, whether covered by this limited warranty.

3) UNFORESEEN CONDITIONS

- A.** If conditions and/or circumstances are encountered at the job site which are (1) concealed physical conditions, or unknown physical conditions of an unusual nature, which differs materially from that which is visually ascertained, CUSTOMER agrees to accept responsibility for such conditions and those circumstances that are outside the control of Infinite Energy Home Services, Inc. and further agrees to pay for any labor or materials, including repair to damaged equipment of Infinite Energy Home Services, Inc.
- B.** It is the intent of this provision to make CUSTOMER responsible for all (1) unforeseen and concealed conditions; and (2) for that which Infinite Energy Home Services, Inc. cannot control. Accordingly CUSTOMER further agrees to hold Infinite Energy Home Services, Inc. harmless and shall indemnify and defend Infinite Energy Home Services, Inc. and all its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees, consequential damages, arising out of as a result of Infinite Energy Home Services, Inc.'s work involving, affecting or relating to such unforeseen or concealed conditions regardless of whether such damages are caused in part by Infinite Energy Home Services, Inc.
- C.** Asbestos or other Hazardous Materials Remediation Work - Infinite Energy Home Services, Inc. has no information whatsoever with respect to asbestos or other hazardous materials or substances in any portion of the CUSTOMER'S PROPERTY and has not conducted any investigation in connection herewith. CONTRACTOR does not preform asbestos or other hazardous materials or substances removal and Infinite Energy Home Services, Inc. shall have no responsibility whatsoever and CUSTOMER expressly releases Infinite Energy Home Services, Inc. from any liability whatsoever and for any claims arising out of its presence, release, remediation, or removal and for any costs, losses or damages CUSTOMER may suffer or sustain if it is found to exist on the CUSTOMER PROPERTY. In the event that asbestos and other hazardous materials and substances are found to exist on the CUSTOMERS PROPERTY or if, in order to obtain a building permit concerning asbestos and other hazardous materials and substances to be removed in compliance with all applicable laws relating thereto.
- D.** If for any reason, a maintenance visit is not preformed either because of Infinite Energy Home Services, Inc. or because of the maintenance agreement CUSTOMER, the monetary value does not exceed the cost of the maintenance agreement.

4) SOLUTION NOT PERFORMED

- A.** If suggested options are not chosen by the CUSTOMER and a failure is experienced, Infinite Energy Home Services, Inc. is held harmless and may affect warranty on other products and services.



5) ESTIMATED SOLAR TAX CREDIT

A. While we are one of the top solar installation companies in Northern California, we are not tax experts. As the purchaser and owner of a solar photovoltaic system, you may qualify for certain federal, state, local or other rebates, tax credits or incentives (collectively, "Incentives"). If you have any questions as to whether and when you qualify for any Incentives and the amount of such Incentives, please consult, and discuss with your personal tax or financial advisor. Sunlight and Infinite Energy Home Services make no representation, warranty, or guaranty as to the availability or amount of such Incentives. When you install a solar system, a percentage of your total project costs (including equipment, permitting and installation) might be eligible for a credit on your federal tax return. The Estimated Solar Tax Credit listed on this Contract is just an estimate based on the current Federal ITC offered by the IRS, and the valuation of the proposed solar system. Infinite Energy provides this information for educational use only, we are not tax professionals and are not offering tax advice. Because individual situations may vary, we cannot guarantee the estimated amount is the amount you will receive, please consult a tax professional before filing for your solar tax credit or making financial decisions.

6) PAYMENT

A. All work is done Flat Rate. The price includes materials, taxes, and labor. No Breakdown will be provided. Infinite Energy Home Services, Inc. shall provide Customer with an invoice for the work described herein this Agreement, including any Change Orders executed after the date of this Agreement, and thereby incorporated into this Agreement.

B. If the work described hereunder exceeds \$500, progress payments shall be made based on percentage of completion as determined by Infinite Energy Home Services, Inc. at 25% increments, which shall be due and payable as outlined herein unless otherwise specified in writing.

C. No deduction shall be made from payments due to Infinite Energy Home Services, Inc. on account of penalty, liquidated damages, back charges for alleged defective work, or other sums withheld from payments to other contractors or on account of the cost of changes or defects in the work. Furthermore, customer agrees and recognizes that the failure to pay for services when due shall entitle Infinite Energy Home Services, Inc. to terminate work immediately, in the event that Infinite Energy Home Services, Inc. terminates work due to non-payment as herein described, Infinite Energy Home Services, Inc. shall be entitled to all its reasonable expenses including, but not limited to, cost of labor, materials, a reasonable allowance for overhead and profit, and all other compensation as allowed by law.

D. Customer shall compensate Infinite Energy Home Services, Inc. in the form of cash, check, credit card, and/or financing as agreed to in this Agreement, immediately due upon completion of the work.

E. Customer agrees that failure to compensate Infinite Energy Home Services, Inc. when payment to Infinite Energy Home Services, Inc. is due is deemed a material breach of this Agreement. Accordingly, Customer agrees that they are subject to liquidated damages of ten percent (10%) of the Contract Price. Unpaid balances shall incur interest at an A.P.R. of fifteen-point-ninety nine percent (15.99%) per annum.

F. In Infinite Energy Home Services, Inc. sole discretion, Infinite Energy Home Services, Inc. may allow Customer to compensate Infinite Energy Home Services, Inc. upon the close of an escrow, provided that escrow does not go beyond the 30-day payment date. If Customer fails to compensate Infinite Energy Home Services, Inc. within the 30-day payment period, Infinite Energy Home Services, Inc. is entitled of a finance charge at a rate of one and a half percent (1.5%) of the contract price per month. This finance charge shall continue to be added per month on any unpaid balance due from the expiration of the 30-day payment period until paid in full.

7) RIGHT TO TERMINATE IN EVENT OF DISPUTE

In the event of a dispute between Infinite Energy Home Services, Inc. and CUSTOMER, Infinite Energy Home Services, Inc., and CUSTOMER agree that the Infinite Energy Home Services, Inc. may immediately terminate the work described herein. In the event of such termination, Infinite Energy Home Services, Inc. shall be entitled to payment for all services rendered including cost of all labor materials, reasonable profit and overhead. In the event of cancellation by CUSTOMER after contract has been signed past 72-hour legal right of rescission, Infinite Energy Home Services, Inc. is entitled to a minimum fee of 10% or \$1,000, whichever is less. In the event of cancellation by CUSTOMER after work has commenced, Infinite Energy Home Services, Inc. is entitled to 10% or payment for work performed, whichever is more.



8) NOTICE OF DEFECTIVE WORK

A. Upon completion of work, CUSTOMER agrees to exercise due diligence in inspecting the work for defective workmanship and materials. CUSTOMER agrees to notify Infinite Energy Home Services, Inc. within seventy-two (72) hours of completion of the work described hereunder of all defective work, if any. CUSTOMER agrees that upon discovery of any alleged defective work, CUSTOMER shall immediately call Infinite Energy Home Services, Inc. who shall have the first opportunity to repair the alleged defective work. The failure to allow Infinite Energy Home Services, Inc. the first opportunity to repair the alleged defective work shall void all warranties, expressed, and implied hereunder. CUSTOMER agrees and recognizes that they shall not withhold any payments for allegedly defective work, Infinite Energy Home Services, Inc. is not responsible for reimbursement for work performed by any other company or individual.

Upon completion of work, customer agrees to exercise due diligence in inspecting the work for defective workmanship and materials. Customer agrees to notify Infinite Energy Home Services, Inc. within seventy-two (72) hours of completion of the work described hereunder of all defective work, if any. Customer agrees that upon discovery of any alleged defective work, customer shall immediately call Infinite Energy Home Services, Inc. who shall have the first opportunity to repair the alleged defective work. The failure to allow Infinite Energy Home Services, Inc. the first opportunity to repair the alleged defective work shall void all warranties, expressed, and implied hereunder. Customer agrees and recognizes that they shall not withhold any payments for allegedly defective work, Infinite Energy Home Services, Inc. is not responsible for reimbursement for work performed by any other company or individual.

B. Owner agrees to inspect all work performed under the terms of this Agreement at Owner's own expense. Owner further agrees to notify Infinite Energy Home Services, Inc. within forty-eight (48) hours of any defect in work performed in accordance with this Agreement ("Cure Notice"). Upon receipt of the Cure Notice, Infinite Energy Home Services, Inc. is given at least ten (10) days from receipt of the Cure Notice to cure any defects described in the Cure Notice. Each Party reserves the right to terminate this Agreement if any alleged defects are not cured within the Cure Period, or reasonable time thereafter. The Cure Notice must inform the defaulting Party that the Party intends to terminate the Agreement, the reasons for termination, and that the breaching Party has the right to cure the specified deficiencies within the 10-day Cure Period (the "Cure Period"). If the nature of such breach is such that it cannot be cured within the Cure Period provided in this paragraph, then the breaching Party shall have additional time as may be reasonably necessary to cure the breach, provided that the cure of such breach is promptly undertaken and is pursued with diligence. Upon termination of the Agreement in the event of a breach, the Owner shall pay Infinite Energy Home Services, Inc. the reasonable value of the goods and services of the work provided by Infinite Energy Home Services, Inc. up to the time of termination of the Agreement. If items of corrective or repair work remain to be accomplished by Infinite Energy Home Services, Inc. that do not materially affect the value or usage of the project property, after the work is substantially complete, Infinite Energy Home Services, Inc. shall perform the work expeditiously and Owner shall not withhold payment pending completion of that work.

9) SERVICES NOT COVERED

Infinite Energy Home Services, Inc. will not perform any other work or trade than that which is specified herein, including but not limited to, carpentry, plaster/wall work, tile work, landscaping, masonry, flooring, roofing, paving, etc. Unless specified in writing. Unless otherwise stated, paint, plaster, stucco, and landscaping are not included in the Flat Rate Price and is responsibility of CUSTOMER.

10) NOTICE

Infinite Energy Home Services, Inc.'s is required by law to be licensed and regulated by the Contractor's State License Board which has jurisdiction to investigate complaints against Infinite Energy Home Services, Inc. If a complaint is filed within three years of the date of alleged violation. Any questions concerning Infinite Energy Home Services, Inc. may be referred to the Registrar, Contractor's State License Board, PO box 26000, Sacramento, California 95826

This agreement represents the entire and integrated agreement between CUSTOMER and Infinite Energy Home Services, Inc. and supersedes all previous negotiations, representations, and agreements, either oral or written. This agreement may be amended only by written instrument offered by Infinite Energy Home Services, Inc. and accepted by CUSTOMER.



PROPOSAL & CONTRACT



DATE: _____
PROPOSAL ID _____

Solarado Roofing & Solar, Inc.
3461 Robin Lane Suite #1
Cameron Park, CA 95682
CSLB# 554901 & 1106940
Phone: (916) 413-7376

CLIENT INFORMATION

NAME _____
ADDRESS _____
CONTACT INFO _____

SCOPE OF WORK

Number of workdays to complete this work: _____ working days.

_____	_____	INITIAL _____
_____	_____	INITIAL _____
_____	_____	INITIAL _____
_____	_____	INITIAL _____
_____	_____	INITIAL _____
_____	_____	INITIAL _____

TOTAL _____ INITIAL _____

OTHER INFORMATION

PLEASE NOTE THIS PRICE IS ONLY HONORED FOR ___ DAYS.

SOLARADO ROOFING & SOLAR IS NOT LIABLE FOR ANY ASBESTOS REMOVAL NOR ANY AC UNIT DISCONNECT AND RECONNECT. ANY DRY ROT REPLACEMENT WILL BE CHARGE AT THE RATE OF MARKET PRICE PER SHEET OF 4'x 8' AND \$___ PER HOUR FOR ANY OTHER WORK.

This Proposal and Contract is Approved and Accepted. I (we) understand that there are no oral agreements or understandings between the Parties to this Agreement other than those contained or incorporated herein. This Agreement and the Contract Document forms the entire agreement of the Parties. If the Contracting Party is a General Contractor (or commercial property owner/agent) and requires Contractor to sign their agreement, this Proposal, the General Terms and Conditions, and Attachment A shall be incorporated therein and are a condition and material part of the Contract with the Contractor. Acceptance of this Proposal is conditioned on the acceptance of the Contractor's terms and conditions as referenced above. This Proposal may be withdrawn if not accepted within 30 days of the date stated at the top of this page. Contractors are required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within 10 years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, CA 95826.

Email: Zaguilanroofing@gmail.com



Zaguilan Roofing Service Co
 Residential & Comercial
 Lic#1113486

QUOTE

Tel: 510-575-8486

Quote# 024901

To:
 24901 Country Road 95
 Davis, California 95616

West Plant Field Fire Department

Salesperson	Job	Payment terms	Due date
Porfirio Zaguilan	Roof	TBD	TBD

Qty	Description	Unit price	Line total
	Clean and wash roof		Included
	Seal all roof screws		Included
	Seal with [3course white mastic] all roof flashing vents		Included
54sq	Apply 2 coats of silicone coating paint [54 sq]		Included
		Sales Tax	Included
		Total	\$22,694.25

Thank you for your business!

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

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

Page 3

Ability to

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

Skill in

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

Required Licenses and Certificates

Position Description - For All Classifications in this Position

Have and maintain:

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

Desirable Licenses and Certificates

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

Experience

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

Desirable Experience

- Working with volunteer fire personnel.
- Fire cause and determination.

POLICY 1003 – POSITION DESCRIPTIONS (10/15/2024)
POSITION DESCRIPTION / CLASSIFICATION – NON-SAFETY
Page 6

- Basic math skills

Compensation and Hours Worked

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

Mileage Reimbursement

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

Annual Evaluations

Classification - Administrative Assistant to the Fire Chief

At around day 60 of the probationary period, this individual and the Fire Chief Personnel Committee shall hold a progress meeting to review this individual’s progress and suggest improvements, etc. Thereafter, the Fire Chief Personnel Committee shall formally evaluate this individual’s performance annually or as otherwise deemed necessary by the Fire Chief Personnel Committee, as provided in Policy 1001 (*Performance Evaluations*), or any successor policy or policies.

Classification – Hall Manager

Definition

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

Management Received and Exercised

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

Representative Duties and Responsibilities

This individual shall:

- Take telephone calls from prospective hall renters or processes online application, as appropriate; itemize list of requirements for hall rental: rental fees, cleaning deposit, liability insurance, and security, if needed.
- Meet potential renter at Lillard Hall, if requested.
- When date is confirmed, put date on calendar in station and/or online.
- Deposit money when application is received and/or confirm that deposit was made electronically.
- Re-inspect the hall before event and clean, or arrange for cleaning, as needed.
- Meet renters before event to give them the key, inspect the hall pre-event, arrange with renters when to meet after the event to inspect hall, refund deposit as appropriate, and retrieve key.

Trench Rescues

314.1 PURPOSE AND SCOPE

Trench rescue operations involve a complex system of shoring, digging and special resources, and can be a critical danger to fire personnel. The purpose of this policy is to minimize member exposure to hazardous conditions during trench rescues through the safe and efficient management of operations (29 CFR 1926 Subpart P).

314.1.1 DEFINITIONS

Definitions related to this policy include:

Excavation - Any man-made cut, cavity, trench or depression in the ground.

Trench - A narrow (in relation to length) excavation made below the surface of the ground that is generally deeper than it is wide and is not wider than 15 feet (29 CFR 1926.650(b)).

314.2 POLICY

It is the policy of the West Plainfield Fire Department to use standardized procedures and relevant training to minimize a member's exposure to hazardous conditions during trench or excavation rescues.

314.3 PROCEDURES

Secondary collapse must always be considered as a potential hazard during trench rescues. Suffocation, extreme pressure and trauma can all occur due to the weight of a cave-in. There may be times when it is necessary to place the safety of the member and other rescue personnel above the rescue of a victim, who clearly has no chance of survival.

- (a) Using the Incident Command System (ICS), the first-in company shall attempt to determine the following:
 1. Who is in charge at the site and what happened?
 2. How many victims are trapped and where are they located?
 3. Is a rescue possible or is this a body recovery?
 4. What kind of material is covering the victims (e.g., dirt, sand, rock)?
- (b) An extrication and safety officer should be assigned to:
 1. Determine what kind of material is covering the victims (e.g., dirt, sand, rock).
 2. Monitor the status of all personnel involved in the rescue.
 3. Monitor the site for signs of potential secondary collapse (e.g., surface cracks, shoring with signs of bending, falling debris).
- (c) A hazard zone should be established within a 50-foot perimeter around the incident site using ICS methods. Apparatus, equipment, traffic and staging distance should be set at a distance that will minimize vibrations at the site.

Trench Rescues

If the patient can be retrieved without Department personnel needing to be below ground level, Department personnel may retrieve the patient. Otherwise, personnel trained in trench rescue operations shall be utilized for removal/retrieval of the patient. The IC shall request the nearest heavy rescue equipment and trained personnel. In such cases, the IC should be aware of the following:

- (a) Minimally, the equipment required to be available for rescue personnel to enter a trench or excavation should include (29 CFR 1926.651(g)(2)(i)) the following:
 1. A self-contained breathing apparatus (SCBA).
 2. A safety harness or line, or a basket stretcher.
 3. A helmet.
- (b) When determining whether the trench or excavation is safe for emergency responders to enter, the following will be considered:
 1. Adequate ventilation has been established (29 CFR 1926.651(g)(1)(iii)).
 2. When ventilation is in place, the air quality is being periodically tested (29 CFR 1926.651(g)(1)(iv)).
 3. If water accumulation is a factor, protection from water hazards is in place (29 CFR 1926.651(h)).
 4. Adequate protection for people working in the trench or excavation, in the form of shields, supports or sloping, and benching systems have been established (29 CFR 1926.652(a); 29 CFR 1926.652(g)).
- (c) If the rescue effort is protracted, personnel may need to be rotated and/or additional alarms requested for appropriate relief.

Carbon Monoxide Detector Activations

315.1 PURPOSE AND SCOPE

This policy establishes guidelines for the safe and efficient handling of calls associated with carbon monoxide (CO) detector activations.

315.2 POLICY

Exposure to CO can be hazardous to health. It is the policy of the West Plainfield Fire Department to respond to all reports and alarms indicating the presence of CO and mitigate the health risks associated with exposure to CO by its members and the public.

315.3 RESPONSIBILITIES

315.3.1 FIRE DISPATCH

Ideally, the dispatcher who determines that a call for service involves a CO detector activation should inform responding personnel of this information via voice over the radio and by a notation in the electronic event (Active911, Tablet Command, etc.).

315.3.2 ARRIVING UNITS

Arriving units should establish Incident Command (IC) according to the Incident Management Policy. In addition, arriving units shall:

- (a) Notify Fire Dispatch and all incoming units of CO detector activation if the incident was not dispatched as such and request ambulance response if not already enroute.
- (b) Assess for necessary rescue and safely move potential victims from the affected location.
- (c) Evaluate the situation through interviews prior to entering the building.
- (d) Assess airflow ventilation conditions and general building conditions.
- (e) Wear structural turnouts and self-contained breathing apparatus (SCBA) to investigate the building using a CO detector, if available.
 1. Atmospheric monitoring results require the use of SCBA pursuant to the Atmospheric Monitoring for Carbon Monoxide Policy.
- (f) Have face pieces on and air flowing:
 1. Whenever information is inadequate to rule out toxic levels of CO.
 2. If anyone has displayed symptoms of CO poisoning.

315.3.3 INVESTIGATING PERSONNEL

Personnel investigating a reported CO detector activation should take the following actions:

- (a) Remove occupants and unnecessary personnel from the affected area.
- (b) Examine the activated detector to insure that it is a CO detector and is in good condition.

Carbon Monoxide Detector Activations

- (c) Determine if the activated detector is low-oxygen or CO-detecting, if possible.
- (d) Interview the occupant and/or reporting party to obtain background information on the activation, the past history of the activated detector and activities in the building at the time of the activation.
- (e) Check the premises and adjoining areas for CO sources, such as vehicles, open flame devices or closed fireplace dampers.
- (f) Check appliances for improper use, poor maintenance or obvious faulty installation or operation.
- (g) If responding personnel carry a CO detector, it may be used to assist in determining a source of CO.
- (h) If the source of CO is identified, personnel should take the following actions:
 - 1. If the source is a vehicle, open flame device or other source not intended for interior use, remove the source from the building or shut off the device and ventilate the building thoroughly.
 - 2. If the source is an improperly operating appliance, shut off the appliance and the appliance's main line valve and ventilate the building thoroughly.
 - (a) Encourage the occupant to have the appliance serviced by a reputable service technician or a plumbing and heating contractor.
 - (b) Do not attempt to repair or alter an appliance or heating unit.
 - 3. Do not ventilate the building with gasoline-powered smoke ejectors.
 - 4. Do not shut off the building's main gas valve unless necessary to control the problem.
- (i) If the source of CO is not identified, consider requesting a response by the appropriate utility company. If it is necessary to leave the scene prior to arrival of the utility company, the occupants should be advised to remain out of the building until a utility company representative arrives.

Traffic Collisions

325.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the reporting and investigation of traffic collisions involving Department vehicles and Department personnel on official business. This policy applies to collisions involving any Department-owned vehicle and to collisions any time Department business is being conducted, regardless of who owns the vehicle involved.

325.2 POLICY

It is the policy of this Department to investigate all Department traffic collisions, with the intent of learning the cause of the collision, identifying contributing factors and implementing corrective measures when appropriate.

325.3 REPORTING RESPONSIBILITIES

All Department members involved in a traffic collision in a vehicle owned by the Department or while conducting Department business, regardless of who owns the vehicle, shall immediately report the collision to the appropriate local law enforcement agency and notify an on-duty supervisor.

All Department members involved in a traffic collision shall also complete and submit to the supervisor a report of the collision, in addition to any report taken by law enforcement. If the member is incapable, the immediate supervisor shall complete the form. Supervisors are responsible for notifying the Company Officer of traffic collisions.

Once notified of a traffic collision, the Company Officer is responsible for ensuring that the Department investigation and review occurs in a timely manner.

325.4 TYPES OF REVIEWS

Traffic collisions subject to this policy will be classified, investigated and reviewed as follows.

325.4.1 COLLISION LEVELS

Traffic collisions subject to this policy will be classified, investigated and reviewed as follows.

- (a) A Level I collision is any traffic collision involving:
 - 1. Minor injury to any Department member, an associate volunteer, a contract employee, or an employee of another public agency when the injury does not result in treatment at an emergency treatment facility or in subsequent hospitalization.
 - 2. Minor damage to Department property or vehicles.
 - 3. Minor damage to non-Department property or vehicles while conducting Department business.
- (b) A Level II collision is any traffic collision involving:

Traffic Collisions

1. Any injury to persons other than Department members, except contract and other public agency employees noted in Level I.
 2. Any injury requiring immediate transport and treatment of any Department member, associate volunteer, contract employee or an employee of another public agency at an emergency treatment facility.
 3. Major damage to a vehicle owned or operated by the Department or major damage to Department property.
 4. Major damage to non-Department property or vehicles while conducting Department business.
- (c) A Level III collision is any traffic collision involving:
1. The death or anticipated disabling injury of a member or of an associate volunteer of this Department.
 2. The death or anticipated disabling injury of other than a member of this Department, a contract employee or other public agency employee when the traffic collision involves any Department member, vehicle or property.

325.4.2 REVIEW TEAMS

Reviews shall be conducted by the on-duty Company Officer or respective manager for Level I collisions.

Level II and Level III collisions will be reviewed by the Company Officer or individual selected by the Fire Chief, the Training Officer, and a representative of the involved member or associate volunteer. The Company Officer or individual selected by the Fire Chief is the investigation team leader.

325.5 COLLISION REPORTS

The investigation team leader is responsible for the preparation and completion of a written report that describes the traffic collision, any contributing factors, all persons and equipment involved, and recommendations for preventing a recurrence.

Reports involving Level I collisions will be submitted through the chain of command to the Training Officer. Reports involving Level II and Level III collisions will be submitted through the chain of command to the Fire Chief.

Following review by the Training Officer or Fire Chief, the completed report and all related documentation from the investigation will be forwarded to the Department's custodian of records for filing.

A completed report should include the following:

- (a) Investigation methods: Identify the members of the investigation team and the agencies involved in the investigation and describe the process of the investigation, including the names of any persons interviewed.

Traffic Collisions

- (b) People, vehicles and equipment: List and identify all people, vehicles and equipment involved in the traffic collision.
- (c) Collision scene and environmental conditions: Describe the location, roadways, vehicle positioning, weather conditions, road/ground surface condition and/or visibility. Include diagrams, drawings, photographs and reports from any investigating law enforcement agencies.
- (d) Collision description: Describe the collision based on the facts gathered. Provide time frame sequence, movements, relative positioning, performance of vehicles and equipment and the actions of persons involved.
- (e) Policies and procedures assessments and recommendations: Identify any Department policies and procedures that are relevant to the collision. Assess the effectiveness of such policies and procedures as applied to the collision and, with the intent of preventing future injury, property loss or liability, make recommendations regarding changes.
- (f) If it is determined that an employee may have violated any Department policies or procedures, the investigation team leader should recommend that the matter be submitted for the initiation of possible administrative action.

325.6 CONFIDENTIALITY OF COLLISION INVESTIGATION

All internally generated reports, statements, photographs, diagrams and other materials shall be considered confidential and may not be released except as required by law. Copies of any collision reports obtained from involved law enforcement agencies shall also be considered confidential and subject to release only as authorized by law (Vehicle Code § 20012).

Active Shooter and Other Violent Incidents

330.1 PURPOSE AND SCOPE

Violence committed in schools, workplaces, and other locations by any individual or group of individuals who are determined to target or kill persons or to create mass casualties presents a difficult situation for Fire/Emergency Medical Services (EMS). The purpose of this policy is to identify guidelines and factors that will assist members in making decisions in these rapidly unfolding and tense situations.

330.2 POLICY

The West Plainfield Fire Department will endeavor to plan for a rapid response to violent incidents involving an active shooter or other violent situations. The West Plainfield Fire Department is committed to preparing and planning for rapid responses to these incidents by coordinating with law enforcement and other EMS personnel, as well as with those responsible for operating sites that may be the potential target of a violent incident.

330.3 ACTIVE SHOOTER/VIOLENT INCIDENT PLAN

The Fire Chief should designate a member who is responsible for developing and managing an active shooter/violent incident (AS/VI) plan to assist in the West Plainfield Fire Department's response to an AS/VI.

The AS/VI plan should address:

- (a) Any applicable EMS Mass Casualty Incident (MCI) protocols.
- (b) Identification of state, local, and regional agencies that are likely to respond to an AS/VI.
- (c) Procedures to facilitate interagency sharing of information related to AS/VIs.
- (d) The joint development of protocols for responding to AS/VIs with fire, EMS, and law enforcement personnel, including but not limited to:
 1. Identification of likely critical incident target sites and the availability of plans or schematics of such locations and associated outcomes.
 2. Effects and outcomes of cascading or complex coordinated incidents.
 3. Rapid entry and evacuation routes.
 4. Equipment needs.
 5. Communication interoperability.
 6. Tactical EMS (TEMS) personnel or Rescue Task Forces (RTFs) deployment.
- (e) Any mutual aid agreements that may exist.
- (f) Integrated use of the National Incident Management System and Incident Command System approach by personnel likely to respond to an AS/VI. Emphasis should be placed on the establishment of a Unified Command.

Active Shooter and Other Violent Incidents

- (g) Any guidelines for an AS/VI that are established by the Federal Emergency Management Agency, the Interagency Board, and the National Fire Protection Association.
- (h) Common communications and terminology to be utilized by responding personnel.
- (i) Use of readily identifiable and visible identification by responding personnel to make them easily discernible.
- (j) Procedures and agreements governing self-deployment of emergency response personnel.
- (k) Identification of which personnel will need additional personal protective equipment (PPE), including ballistic gear (e.g., vests, helmets) and what training will be needed for the use of such gear.
- (l) Coordination and planning with local hospitals regarding communication and patient distribution.
- (m) Procedures for dissemination of information to the public during and after an AS/VI.
- (n) Procedures for continuity of Department operations during and after an AS/VI.
- (o) Establishing areas designated for victim reunification and recovery.
- (p) Procedures for completion of post-incident reviews of AS/VIs.

The AS/VI plan manager should, in conjunction with appropriate law enforcement and other EMS personnel, review the Department's plan annually and make any necessary updates.

330.4 FIRST RESPONDERS

When responding to AS/VIs, members must decide, often during difficult and rapidly evolving circumstances, whether to enter the scene or to stage at a safe area. When deciding on a course of action members should:

- (a) Determine whether law enforcement has secured the scene or developed a plan for entry. If the scene has not been secured, members should work in teams with law enforcement and other EMS personnel on-scene to develop a plan for entry and contact with victims with life-threatening injuries.
 - 1. Members tasked with entry should wear PPE appropriate for the circumstances.
- (b) Coordinate with available law enforcement personnel to create a staging area for additional member resources.
- (c) Identify and prepare members for operations in areas of higher risk, if appropriate.
- (d) Decide whether individuals who are under imminent threat can be moved out of danger with reasonable safety.
- (e) Plan for rapid triage, treatment, and extraction of individuals with life-threatening injuries (e.g., in a warm zone).
- (f) Utilize TEMS support personnel or RTFs, if available.

Active Shooter and Other Violent Incidents

- (g) In areas where there is a known hazard or direct and immediate threat to life (e.g., hot zone), members should await arrival of TEMS support personnel or RTFs.
 - (a) Members who unexpectedly find themselves in a hot zone should limit treatment to the control of life-threatening external hemorrhage by use of tourniquets or hemostatic gauze and the repositioning of airways.
 - (b) Rapid extraction to safety is paramount.
- (h) Coordinate full triage and transport of patients to definitive care outside of the area of imminent threat.
- (i) Consider the risk of fire hazards and secondary devices at any main or secondary scenes if there is a reasonable belief that improvised explosive devices have been or may be used.

330.5 TRAINING

The AS/VI plan manager should coordinate with the Training Officer so that members are provided with AS/VI training. The training should include at a minimum:

- (a) Review of the AS/VI plan.
- (b) Review of any applicable EMS MCI protocols.
- (c) Review of trauma care guidelines in high-threat pre-hospital situations and the various treatment methods available during an AS/VI.

Members are encouraged to attend when available:

- (a) Interagency training with law enforcement and other EMS personnel.
- (b) Reality-based training at locations that may be a potential target of a critical incident.

Code Enforcement

400.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process by which the West Plainfield Fire Department will enforce District fire and life safety codes during inspections.

400.2 POLICY

It is the policy of the West Plainfield Fire Department to use inspections to help reduce the risk of injury or death due to fire and life safety code-related violations and increase the safety of building occupants, the community, and emergency responders.

400.3 PROCEDURE

The West Plainfield Fire Department may issue correction notices when violations of the fire code are found during fire and life safety inspections.

Any violation determined by an inspector to pose an immediate fire danger or threat to life safety should be referred to the Fire Chief as soon as practicable.

400.3.1 INITIAL INSPECTIONS

An initial inspection should be made to determine if any violations exist and identify the code sections violated. A notice of correction should be issued for violations. The written correction notice should describe the conditions deemed to be unsafe, identify the code section violated, and, when compliance is not immediate, specify a time for re-inspection, typically to occur within two weeks. This time frame may be adjusted at the inspector's discretion and the type of violation (Fire Code).

All inspections, meetings, and telephone conversations should be documented and an inspection report completed including names, telephone numbers, dates, violations, and any other pertinent information related to the inspection. All documentation should be maintained in an inspection file.

A copy of the inspection report should be left with the responsible party.

400.3.2 RE-INSPECTIONS

Violations that pose an immediate hazard to life or property should be corrected before the inspector leaves the premises (e.g., a required exit being chained or locked).

All other violations should be corrected by the date identified in the correction notice for re-inspection.

Generally, no more than two re-inspections should be conducted before escalating the process as provided in this policy.

400.3.3 TIME EXTENSIONS FOR COMPLIANCE

An inspector may extend the compliance period if reasonable progress is being made toward correcting the violation, or if a plan is established for completion and life and property are not being

Code Enforcement

compromised. Extensions should only be granted when the inspector believes there is a high probability of obtaining complete compliance. The inspector may request the responsible person submit a statement in writing, detailing the reason for the extension and the new compliance date.

400.3.4 FINAL NOTICES

A final notice may be used as the last warning notice issued prior to civil or criminal action. A final notice is not required prior to initiating legal action.

A final notice of violation should be provided to the violator by certified mail return receipt requested and should:

- Set a date by which the violator must correct the violation.
- Notify the violator of the date of the final re-inspection to verify code compliance prior to initiating legal action.

400.3.5 ADMINISTRATIVE CITATION

If compliance is not achieved by the time of the final re-inspection, an administrative citation may be issued. An administrative citation informs a business that repeated attempts to gain compliance for outstanding violations were unsuccessful. The administrative citation may be delivered to the business owner in person or mailed via certified mail return receipt requested.

Administrative citations may continue to be issued until compliance is achieved or the matter is referred to legal counsel for legal action. Copies of all administrative citations should be sent to the District's legal counsel as soon as practicable.

Permits

401.1 PURPOSE AND SCOPE

The West Plainfield Fire Department does not issue permits. It does, however, sign off on building and other permits issued by the State or County. The purpose of this policy is to provide guidance for signing off permits that are required by the California Fire Code and local ordinances.

401.2 POLICY

In order to provide for the safety of the community, it is the policy of the West Plainfield Fire Department that permit requirements are appropriately observed and enforced (Fire Code).

401.3 PERMIT SIGN-OFF PROCESS

The Department shall provide adequate guidance to assist the public in obtaining sign-off on a particular permit.

An inspection shall be conducted prior to permit sign-off.

A permit does not constitute authority to violate, cancel or set aside any of the provisions of the California Fire Code or other applicable regulations (Fire Code).

401.3.1 PERMIT SIGN OFF

Application for permit sign off should be submitted to the authorized designee and should include adequate documentation of the intent to comply, including, but not limited to (Fire Code § 105.2):

- A site plan showing the location of storage, use, handling or processes associated with the permit.
- A site plan showing the driveway/access, including but not limited to length, width, material type, turnouts (if applicable), etc.
- The floor plan approved by the County depicting the storage of hazardous materials and the use of equipment or processes, including proof of compliance with all applicable codes and standards.
- A current Hazardous Materials Emergency Plan, if applicable.
- A chemical classification inventory, if applicable.

401.3.2 PERMIT FEES

Fees should be collected at the time of request for sign off. These fees are established by the Board of Fire Commissioners and are applicable to each permit sign off.

401.4 SITE REQUIREMENTS

Permits should be posted in a visible location at the permitted premises or in a location approved by the Fire Chief or the authorized designee. Permits are subject to inspection at any time by any firefighter acting in an official capacity (Fire Code).

Permits

401.5 SUSPENDED OR REVOKED PERMITS

The Department may request that the issuing authority suspend or revoke a permit any time it is determined that:

- The permit is being used by someone other than the person who was issued the permit.
- The permit is being used at a location other than the permitted location.
- Any condition of the permit has been violated.
- The work being performed is out of compliance with applicable code requirements.
- The permit was obtained by the use of false statements on the application.
- The issuance of the permit was an error or in violation of a regulation, code or law.

401.6 REQUIRED OPERATIONAL PERMITS

Permits are generally required for all items, locations and activities as described in the Fire Code.

DRAFT

Hazardous Materials Disclosures

402.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish the requirements for the review of Hazardous Materials Business Plan (HMBP) submittals and for the inspection of the businesses that handle hazardous materials (Health and Safety Code § 25500 et seq.).

402.2 POLICY

State

When designated as the administering agency under Health and Safety Code § 25502, the West Plainfield Fire Department will administer and enforce Chapter 6.95 of Division 20 of the Health and Safety Code.

402.3 PROCEDURE

State MODIFIED

Businesses handling hazardous materials in excess of threshold quantities shall be required to submit HMBPs to the Department and submit to inspection by the Fire Chief or the authorized designee (Health and Safety Code § 25503 et seq.).

402.3.1 REQUIRED PLANS

State MODIFIED

- (a) The following shall be required to provide an HMBP:
1. A business that handles a hazardous material or a mixture containing a hazardous material in quantities identified in Health and Safety Code § 25507
 2. A business required to submit chemical inventory information pursuant to 42 USC § 11022 (Health and Safety Code § 25506)
 3. A business handling a quantity of material that the Department finds raises public health, safety, or environmental concerns and requires submission of an HMBP (Health and Safety Code § 25507)
- (b) HMBPs shall comply with the requirements of 19 CCR 5030.2 through 19 CCR 5030.8, 19 CCR 5030.9, and 19 CCR 5030.10, including but not limited to:
1. The Business Activities page of the Unified Program Consolidated Form, as required by 19 CCR 5030.3, and Business Owner/Operator Identification page.
 2. The Hazardous Materials and Chemical Description page.
 3. An annotated site map.
 4. A business emergency plan, including the following emergency response procedures for a release or threatened release of hazardous materials, scaled appropriately for the size and nature of the business, the nature of the damage

Hazardous Materials Disclosures

potential of the hazardous materials handled, and the proximity of the business to residential areas and other populations (19 CCR 5030.9).

- (a) Immediate notification of the following:
 - 1. Local emergency response personnel
 - 2. The administering agency and the Office of Emergency Services (OES)
 - 3. Persons within the facility who are necessary to respond to an incident
- (b) Identification of local emergency medical assistance appropriate for potential accident scenarios.
- (c) Mitigation, prevention, or abatement of hazards to persons, property, or the environment.
- (d) Immediate notification and evacuation of the facility.
- (e) Identification of areas of the facility and mechanical or other systems that require immediate inspection or isolation because of their vulnerability to earthquake related ground motion.

402.3.2 SUBMITTAL

Federal

- (a) HMBPs that do not satisfy the requirements of this policy shall be returned to the submitting facility with a letter specifying the deficiencies, any necessary corrective actions, and notice that the facility has 30 days to submit a revised HMBP.
- (b) Facilities subject to the requirements of this policy are required to review their HMBP at least once every three years after initial submission and certify to the Department that the review was made and that any necessary changes were made. A copy of any changes shall be submitted to the Department as a part of the certification.
- (c) The hazardous materials inventory shall be submitted to the Department annually on or before March 1. Businesses shall submit an amendment to the inventory within 30 days of the following events:
 - 1. A 100 percent or more increase in the quantity of a previously disclosed material
 - 2. Any handling of a previously undisclosed hazardous material subject to the inventory requirements of this chapter
 - 3. Change of business address
 - 4. Change of business ownership
 - 5. Change of business name
- (d) If no change in an inventory has occurred, a business subject to the hazardous materials reporting requirements of this policy may comply with the annual inventory reporting requirements by submitting a certification statement to the Department if all the following apply:

Hazardous Materials Disclosures

1. The business has previously filed the hazardous materials inventory pursuant to the requirements of this policy.
2. The business owner or officially designated representative signs and attests to these statements:
 - (a) The information contained in the hazardous materials inventory most recently submitted to the Department is complete, accurate, and up to date.
 - (b) There has been no change in the quantity of hazardous materials reported in the most recently submitted inventory.
 - (c) No hazardous materials subject to inventory requirements are being handled that are not listed on the most recently submitted inventory.
 - (d) No hazardous materials subject to inventory requirements are being handled that are not listed on the most recently submitted inventory.
- (e) If a change in the hazardous materials inventory has occurred, a business subject to the hazardous materials reporting requirements may comply with the annual inventory reporting requirements by submitting the following:
 - (a) Signed Business Owner/Operator page for the current reporting year
 - (b) Updated Chemical Description pages showing additions, deletions, or revisions to previously submitted hazardous materials inventory
- (f) Facilities subject to EPCRA must annually submit the following, regardless of whether a change as occurred:
 1. Business Activities page of the Unified Program Consolidated Form
 2. Signed Business Owner/Operator page for the current reporting year
 3. Chemical Description page for each federally listed Extremely Hazardous Substance (EHS) handled in quantities equal to or greater than applicable federal threshold planning quantities or 500 pounds, whichever is less

402.3.3 INSPECTIONS

State

The Department shall conduct field inspections of facilities that are subject to the requirements of this policy at least once every three years. Any deficiencies noted during field inspections shall be documented and the facility shall be given a set time frame to make the necessary corrections (Health and Safety Code § 25511).

Where appropriate, the Department will enforce any applicable laws and suggest preventive measures designed to minimize the risk of the release of hazardous material into the workplace or environment.

402.4 PUBLIC RECORDS

State

Hazardous Materials Disclosures

Members of the public may request to inspect any HMBP for which the Department is responsible for receiving or reviewing. The Department shall not charge for a request to obtain this information from a business or for the public examination of the HMBP during the department's normal working hours (Health and Safety Code § 25509).

Inventory information and other information is subject to trade secret protection pursuant to Health and Safety Code § 25512.

Those portions of the HMBP specifying the precise location where hazardous materials are stored and handled on-site, including any maps of the site, shall not be available for inspection (Health and Safety Code § 25509).

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Fire Inspections - Building Standards

403.1 PURPOSE AND SCOPE

Best Practice MODIFIED

This policy provides guidance for the enforcement of fire and panic safety codes within West Plainfield Fire Protection District's jurisdiction.

403.2 POLICY

State MODIFIED

The District and the West Plainfield Fire Department are committed to improving public safety through the enforcement of building standards relating to fire and panic safety as adopted by the Office of the State Fire Marshal (OSFM) and published in the California Building Standards Code, and any other regulations that have been formally adopted by the OSFM for the prevention of fire or the protection of life and property against fire or panic (Health and Safety Code § 13145), as well as any amendments made to such Codes by the Board of Fire Commissioners or the County of Yolo.

403.3 PROCEDURES

State

The following minimum standards and inspection frequencies are required for the types of buildings listed below.

403.3.1 SCHOOLS

State

The West Plainfield Fire Department shall inspect every building used as a public or private school in the department's jurisdiction not less than once each year (Health and Safety Code § 13146.3).

The Fire Chief should ensure that the required annual report is made to the District regarding compliance with Health and Safety Code § 13146.3 (Health and Safety Code § 13146.4).

403.3.2 COMMUNITY CARE FACILITIES

State

Upon request from a prospective licensee of a community care facility as defined in Health and Safety Code § 1502 et seq., the West Plainfield Fire Department shall conduct a pre-inspection of the facility prior to the final fire clearance approval (Health and Safety Code § 13235).

At the time of the pre-inspection, the inspector shall provide consultation on interpretation of fire safety regulations and shall notify the prospective licensee of the facility, in writing, of specific fire safety regulations that shall be enforced in order to obtain fire clearance approval (Health and Safety Code § 13235).

A fee for the inspection in an amount, as determined by the District, sufficient to pay the costs of the pre-inspection may be charged to the prospective licensee (Health and Safety Code § 13235).

Fire Inspections - Building Standards

The West Plainfield Fire Department shall complete any required final fire clearance inspection for a community care facility within 30 days of receipt of the request for the final inspection, or as of the date the prospective facility requests the final pre-licensure inspection by the California Department of Social Services, whichever is later (Health and Safety Code § 13235).

403.4 OCCUPANCIES REGULATED BY THE WEST PLAINFIELD FIRE DEPARTMENT

State **MODIFIED**

The Department may enforce any ordinance related to fire and panic safety adopted pursuant to Health and Safety Code § 13143.

The frequency of inspections of occupancies within this jurisdiction will be determined based on available Department resources.

403.5 HAZARDOUS OCCUPANCIES

State

Facilities that handle, store, or use hazardous materials should be inspected for compliance with applicable provisions of the California Fire Code as well as the accuracy of any required Hazardous Materials Business Plan (Health and Safety Code § 25503). Facilities that are required to submit a Hazardous Materials Business Plan should be inspected no less frequently than once every three years (Health and Safety Code § 25511). See the Hazardous Materials Disclosures Policy for additional guidance regarding hazardous materials submittals and inspections.

403.6 CERTIFIED VAPOR RECOVERY SYSTEM INSPECTIONS

State

Vapor recovery systems installed within the jurisdiction of the Department should be inspected to determine whether they meet the OSFM standards and are properly installed, operated, and maintained. The determination that the system does not meet standards must have the concurrence of the OSFM (Health and Safety Code § 41956).

403.7 RIGHT OF ENTRY

State

If a building or premise to be inspected is occupied, the inspector shall present credentials to the occupant and request entry. If the building or premise is unoccupied, the inspector shall first make a reasonable effort to locate the owner or other person having charge or control of the building or premise and request entry.

If no permission to enter is granted, the inspector should work with legal counsel to secure entry in a manner provided by law, such as obtaining an administrative search warrant.

403.8 INSPECTION AND RE-INSPECTION FEES

State **MODIFIED**

The Department may charge any fire inspection, re-inspection, or other fees adopted by the West Plainfield Fire Protection District or as agreed upon between the property owner and the District.

Fire Inspections - Building Standards

The fee assessed shall not exceed the estimated reasonable cost of providing the service for which the fee is charged (Health and Safety Code § 13146; Government Code § 66014).

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Fire Inspections - Weed Abatement

404.1 PURPOSE AND SCOPE

This policy provides guidance for enforcement of the West Plainfield Fire Protection District's Weed Abatement Program and pertinent California Health and Safety codes.

404.2 POLICY

The District and the West Plainfield Fire Department are committed to improving public safety through the enforcement of the Weed Abatement Program adopted by the District in May 2008, including enforcement of State codes and regulations for the prevention of fire or for protection of life and property against fire (Health and Safety Code §§ 13879 and 14875, et seq.), including any successor programs or code sections.

[insert program document]

404.3 RIGHT OF ENTRY

If a property to be inspected is occupied and the inspector wishes to more completely assess the property or if forced abatement is required, the inspector shall present credentials to the occupant and request entry. If the property is unoccupied, the inspector shall first make a reasonable effort to locate the owner or other person having charge or control of the property and request entry.

If no permission to enter is granted and in order to enforce abatement, the inspector should work with legal counsel to secure entry in a manner provided by law, such as obtaining an administrative search warrant.

404.4 INSPECTION AND RE-INSPECTION FEES

The Department may charge any fire inspection, re-inspection, or other fees adopted by the West Plainfield Fire Protection District or as agreed upon between the property owner and the District.

The fee assessed shall not exceed the estimated reasonable cost of providing the service for which the fee is charged (Health and Safety Code § 13146; Government Code § 66014).

Fire Investigations

405.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all fires and explosions responded to by the West Plainfield Fire Department and occurring within this jurisdiction are investigated and properly documented in accordance with state and federal laws as well as national standards.

405.2 POLICY

It is the policy of the West Plainfield Fire Department to promptly investigate, or cause to be investigated, the cause, origin, and circumstances of fires and explosions occurring in this jurisdiction that involve the loss of life or injury to a person, or the destruction of or damage to property.

405.3 PRELIMINARY INVESTIGATION

The first-in Company Officer should conduct a preliminary investigation of each fire or explosion to identify the origin, cause, and circumstances. The Company Officer will notify the Incident Commander (IC) of the results of the preliminary investigation.

If the origin of a fire or explosion appears to be suspicious, the IC should immediately take any actions necessary to preserve all physical evidence relating to the fire or explosion, coordinate with investigators, and contact local law enforcement.

The IC is responsible for determining when fire investigators or sworn law enforcement investigators, from this or another agency, are appropriate to investigate an incident.

The immediate response of an appropriate investigator should be requested when any of the following circumstances exist:

- (a) Major or unusual fires that exceed the investigative abilities of Department personnel
- (b) Any fire resulting in a major injury or death
- (c) Incidents involving special circumstances, such as an especially high dollar loss, extensive damage, political sensitivity, or any other circumstance deemed appropriate by the IC
- (d) Arson and/or incendiary devices are involved, or the origin of the fire is otherwise suspicious
- (e) There has been an explosion
- (f) There is evidence or suspicion that a crime has occurred in connection with a fire or explosion
- (g) A fire has been started by a juvenile
- (h) Any illegal activity that potentially could cause a fire and/or explosion has occurred

Fire Investigations

405.4 FIRE INVESTIGATORS

Fire investigators assigned to an incident are responsible for pursuing the investigation through its completion and providing complete written documentation.

In cases where a fire investigator reasonably believes that arson or an unlawful act may be involved in a fire, the investigator should consult with the Fire Chief and request the assistance of an investigator with arrest authority, if appropriate.

405.5 INCIDENT REPORTS

To ensure Department incidents are documented in the National Fire Incident Reporting System (NFIRS), investigators should complete and submit a report to the IC for each investigation conducted. All areas of the report are to be filled out, and when an item is not applicable, N/A is to be placed in the box. For additional information, see the National Fire Incident Reporting System (NFIRS) Policy.

The IC is responsible for reviewing and approving the investigative reports.

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Mail, Packages, and Electronic Mail; Processing Work Product; Telephone Calls

203.1 PURPOSE

These procedures for handling and processing mail, packages, and electronic mail and for processing work product documents are intended to provide guidance and standardization and to reduce paper storage. They will also provide guidance and standardization in the electronic filing methods used for storing these items for later retrieval and use by designated individuals. The procedure for answering and transferring telephone calls is intended to insure that follow up to telephone calls and voicemail messages is completed in a timely manner.

Definitions

"Correspondence" is described as communications between entities or individuals, whether in paper or electronic format.

"Inventory Purposes" is described as any single non-perishable item purchased for \$500 or more and that required formal inventory of that item.

"Invoice" is described as a document that provides detailed, usually line-by-line itemization, of items or services purchased and the amounts due.

"Mail" is described as items delivered by non-electronic means.

"Packages" is described as items delivered by non-electronic means.

"Statement" is described as a document that lists invoice numbers and amounts due, with no line-by-line identification of items and costs per each. (NOTE: some invoices are titled "statement"),

"Telephone Calls" includes voicemail messages.

"Work Product" is described as any document, whether in paper or electronic format, which should otherwise be filed for future reference. Examples include, but are not limited to, (i) signed plan review documents, (ii) draft and/or finalized policies, procedures, contracts, minutes, agendas, (iii) violation notices, (iv) evaluation forms, (v) all grant paperwork, etc.

Corresponding Procedure - File Naming Conventions

203.2 MAIL AND PACKAGES

203.2.1 PROCESSING MAIL

All incoming mail shall be opened and processed each day mail is delivered, with the following exceptions:

Mail, Packages, and Electronic Mail; Processing Work Product; Telephone Calls

- Mail specifically addressed to the Board Clerk (either as "Board Clerk" or in their given name) or to the District shall be placed, unopened, into the receptacle marked as the Board Clerk's box/slot.
- Mail specifically addressed to the Lillard Hall Manager (either as "Lillard Hall Manager" or in their given name) shall be placed, unopened, into the receptacle marked as Lillard Hall's box/slot.
- Mail specifically addressed to the Fire Chief (either as "Fire Chief" or in their given name) shall be placed, unopened, into the receptacle marked as the Fire Chief's slot/box.

Once opened, mail items that would not otherwise be thrown into the garbage (excluding statements, invoices, order confirmations, packing/delivery slips, magazines, newsletters, coupons) shall be either:

- Scanned to the mail-piece recipient; or
- Scanned to the on-duty Company Officer; or
- Scanned to the Company Officer.

Magazines, newsletters, coupons and similar items shall be placed in the appropriate public location for such items.

Statements, invoices, order confirmations, and packing/delivery slips shall be processed as follows and in the following order:

- Statements shall be scanned and placed into the folder titled *Non-Processed Bills* in the non-fireproof file cabinet
- Invoices:
 - Identify the appropriate General Ledger account number(s) (GL number) for the items purchased and print on the invoice as follows:
 - If all items are assigned to the same GL number, write the number at the top of the first page
 - If more than one GL needs to be assigned, write the appropriate GL number next to each item
 - On the first page, write a brief 1-5-word description of the purpose of the purchase (i.e., maintenance, supplies, tools, pre-employment and identify apparatus number or personnel's name)
 - Review the Invoice and determine whether it, or any part of it, needs to be recorded for maintenance or inventory purposes and if so:
 - Write on the first page the word(s) "maintenance" "Inventory" or both
 - Make one additional copy (maintenance or inventory, but not both) or two additional copies (both apply); place copies into the appropriate folder(s) in the non-fireproof file cabinet (*Non-Processed Maintenance Items* or *Non-Processed Inventory Items*)

Mail, Packages, and Electronic Mail; Processing Work Product; Telephone Calls

- Scan the original invoice to the Board Clerk and place it into the folder titled *Non-Processed Bills* in the non-fireproof file cabinet

Paper checks shall be scanned to the Board Clerk and placed into the receptacle marked as the Board Clerk's box/slot.

203.2.2 ACCEPTING PACKAGES

Packages delivered to, and accepted by, Department staff shall be placed in an easily accessible location and the identified recipient, if any, notified of its arrival. If a package is not clearly marked for a specific individual, staff shall notify the Assistant Chief of Operations that a package has arrived, indicating who the package is from. Such notification shall be completed by email to the appropriate individual or during a telephone call during which staff speak with the appropriate individual.

Any packing or delivery slip removed from the package shall be:

- Scanned to the Board Clerk
- Placed into the folder titled *Non-Processed Bills* in the non-fireproof file cabinet

203.3 ELECTRONIC MAIL

Statements, invoices, and order or sales confirmations received electronically shall be printed by the individual who received the statement, invoice, or order confirmation and processed as outlined at Section 203.2 above.

Email communications affecting project outcomes, work product development (grants, inspections, report preparation and presentation, plan reviews, etc), shall be printed to PDF and stored in the appropriate eFolder so that they are available to all members. Essentially, if the communication is one that someone else would need access to in the event a project must be completed by someone else, it should be printed to PDF and stored electronically.

203.4 PROCESSING WORK PRODUCT

All work product shall be stored electronically in the appropriate e-folder. A paper copy of any such work product shall be maintained as provided elsewhere in the District's Policy or Procedure Manual.

203.5 TELEPHONE CALLS

The member who answers a telephone call, or listens to a voicemail message, shall:

- Satisfactorily conclude the call either by providing the requested information or by letting the caller know who will be receiving the information for follow up
- Return the call if the member has the knowledge to satisfactorily conclude the call
- Complete the *Telephone Message Notification* form and scan and send it to the appropriate member; the recipient shall return the call as soon as possible

WEST PLAINFIELD FIRE DEPARTMENT - GL CATEGORIES - STAFF USE

Purpose	GL Acct *	Purpose Description
Capital Improvement - Grounds	530021	fencing, gravel, grading, generator, storage, etc (generally over \$5,000)
Capital Improvement - Station	530021	fencing, gravel, grading, electrical rewiring, generator, roof, windows, etc
Clothing and PPE	510010	structure and wildland PPE (coat, pant, glove, shroud, goggles, SCBA mask, helmet, boot, suspenders, name plate, etc) (NOT shelters); station wear (shirt, t-shirt, belt, patches, alterations, badge, bugles, etc (NOT surgical masks, gloves, etc)
Communications	510020	T-mobile (iPads, duty phone) and Vonage (VOIP)
Equipment - Major Purchase	530070	initial purchase of items such as SCBA, radios or pagers (assigned to personnel and in apparatus), lawn mowers, etc (NOT replacement parts, etc) (typically over \$5,000)
Equipment / Tools / Parts	510190	carried on or part of apparatus (AED, spanners, O2, spreaders/cutters, fans, shelters), lawn mowers, leaf blowers, misc tools, screws, etc
Fee - Credit Card	510102	PGE, DMV charges to use credit card to make payment (NOT late fee)
Fee - Late	510254	late fee (NOT credit card use fee), associated finance (interest) charges
Fee - Other	--	will depend on type of fee
Fit Tests	510225	annual respirator fit test medical clearance, etc
Fuel - Diesel or Gasoline	510201	InterState Oil, various gas stations, etc
Fuel - Propane	510220	NOT propane tank rental
Household / Station / Office - S&S	510040	batteries (mouse, keyboard, clock), water and water service, food, garbage service, utensils, dinnerware, pots and pans, bedding and beds, window coverings, computers, security cameras, cleaning supplies (station, apparatus, laundry, etc), mops, buckets, wipes, garbage bags, toiletries and towels, copy paper, binders, clipboards, ink, whiteboard, etc
Insurance	510053	premiums and deductibles (public liability, auto, fidelity, boiler, etc) (NOT work comp)
Insurance - Work Comp	501180	premiums and deductibles (work comp only)
Internet / Data / Subscriptions	510252	Starlink, Google, Adobe, ESO, Microsoft, etc (NOT T-mobile)
Lease	510170	copier (LEAF), propane tank (NOT the propane), water cooler, etc
Legal Publication	510160	public hearing (218, ordinance, etc)
Maintenance - Equipment and Apparatus	510070	copier maintenance contract (Wizix), batteries (radios, defib, SCBA, etc), DEF, fluid changes, brakes, tires, gauges, labor, replacement parts (saw blades, chains, antenna), decals and reflective, etc
Maintenance - Station and Grounds	510070	pest control, minor repairs or upgrades, etc
Medical / EMS Supplies	510080	AED pads, med bag items (glucose, testing strips, antiseptic, bandages, splints, etc), latex gloves, medical grade O2, etc
Memberships	510090	FDAC, CSFA, etc
Office - Postage	510111	postage, shipping cost, etc
Office - Printing	510112	business cards, post cards, etc (NOT paper, toner, etc)
Pre-Employment - Background	510275	LiveScan, etc
Pre-Employment - Medical	510255	physical, drug screen, spirometry, etc
Professional Services - Legal	510256	Yolo County Counsel, Public Defender, etc
Professional Services - Other	510275	CUPA, Yolo County Env Health, SCI, etc
Testing	510070	hose, ladders, pumps, fire extinguishers, etc
Training	510180	class registration, mileage, lumber, fastenings, certifications, associated travel and lodging, etc
Utilities	510220	PG&E and propane (NOT tank rental)
Vehicle Purchase	530072	New or used apparatus/vehicle purchase
Lillard Hall - Maint, Exp, Improvements	--	advancements on behalf of LH - GL will depend on type of expense

* these are the "typical" or "usual" categories

Date	Applicant Organization	Event Type	Applicant Type	Rent Due	Amt Due	Date Paid	Security Deposit Due	SD Amt Due	Date Paid	Date Refunded	Refund Amt	Ins Cert Required	Date Cert Provided	Guard Required	Date Contract Provided
10/03/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
10/08/24	4H	Meeting	WPFPD Resident	No			No					N / A		No	
10/09/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
10/10/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
10/30/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
11/06/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
11/07/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
11/12/24	4H	Meeting	WPFPD Resident	No			No					N / A		No	
11/13/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
11/14/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
11/27/24	User	Dog Training	Other - Duration 3-8 hours	No			N / A					Yes	04/15/24	No	
12/10/24	4H	Meeting	WPFPD Resident	No			No					N / A		No	
12/15/24	User	WPFPD Holiday Party	WPFPD Resident												
01/14/25	4H	Meeting	WPFPD Resident	No			No					N / A		No	
05/04/25	User	Wedding Reception	WPFPD Resident	Yes	400		No	800	09/09/24			Yes		Yes	

Date	Check #	Payment	Deposit	Balance	Payable To	From	Purpose	
11/22/23			400.00	400.00		Son Chong	Rent - November 2023	Deposited
12/06/23		39.43		360.57	First Northern Bank		Check Order	Cleared
12/13/23			400.00	760.57		Son Chong	Rent - December 2023	Deposited
01/03/24			5,000.00	5,760.57		Lillard Hall Fund - BofA	Transfer funds to new Operating Account	Deposited
01/08/24			2,000.00	7,760.57		Son Chong, Jennie Keifer, Fairfield School	Rent - January Dates	Deposited
01/20/24	1001	258.53		7,502.04	Blake's		HVAC General Maintenance	Cleared
01/24/24			600.00	8,102.04		Liliana Castaneda	Rent - Memorial Reception 1/27/24	Deposited
01/30/24	1002	2,627.00		5,475.04	Community Planning Services		Architecture Drawings - Bathrooms	Cleared
02/07/24			1,200.00	6,675.04		Son Chong, Jennie Keifer	Rent - February Dates	Deposited
02/13/24	1003	1,482.28		5,192.76	WPFDP		PG&E / Payroll 12/16/23-1/27/24	Cleared
02/26/24			960.00	6,152.76		Fly Fishers Davis	Rent - March 9 Event	Deposited
03/12/24			1,200.00	7,352.76		Son Chong, Jennie Keifer	Rent - March Dates	Deposited
03/12/24	1004	854.51		6,498.25	WPFDP		PG&E / Payroll 1/28/24-2/24/24	Cleared
03/21/24	1005	2,442.00		4,056.25	DJ B&E General Eng.		Parking Lot Gravel	Cleared
03/21/24			3,802.43	7,858.68		Lillard Hall	BofA Balance Transfer	Deposited
04/10/24			1,100.00	8,958.68		Son Chong, Jennie Keifer	Rent - April Dates	Deposited
05/06/24			1,200.00	10,158.68		Son Chong, Jennie Keifer	Rent - May Dates	Deposited
05/06/24	1006	1,525.37		8,633.31	WPFDP		PG&E/Payroll - March/April	Cleared
05/14/24	1007	39.43		8,593.88	WPFDP - Deposits		Check Charge Reimbursement	Cleared
05/14/24	1008	76.10		8,517.78	Edward Sykes		Expense Reimbursement - Supplies	Cleared
05/30/24			900.00	9,417.78		Jennie Keifer	Rent - May/June	Deposited
06/13/24			400.00	9,817.78		Son Chong	Rent - June	Deposited
06/25/24	1009	1,544.21		8,273.57	WPFDP		PG&E/Payroll - May/June	Cleared
07/11/24			1,000.00	9,273.57		Son Chong, Jennie Keifer	Rental Fee - July	Deposited
07/24/24			960.00	10,233.57		Amanda Barajas Wedding Reception	Rental Fee	Deposited
08/06/24			400.00	10,633.57		Son Chong	Rental Fee - August	Deposited
08/07/24	1010	21.41		10,612.16	Edward Sykes		Expense Reimbursement - Supplies	Cleared
08/08/24	1011	95.00		10,517.16	Blake's		A/C Diagnostic	Cleared
08/19/24	1012	1,154.52		9,362.64	WPFDP		PG&E/Payroll - June/July	Cleared
09/06/24			500.00	9,862.64		Son Chong, Jennie Keifer	Rental Fee - September	Deposited
10/02/24	1013	1,555.76		8,306.88	WPFDP		PG&E/Payroll - Aug/Sep	Cleared
10/11/24			932.00	9,238.88		Son Chong, Jennie Keifer	Rental Fee - October	Deposited
10/29/24	1014	972.48		8,266.40	WPFDP		PG&E/Payroll - Oct	Cleared
11/06/24			932.00	9,198.40		Son Chong, Jennie Keifer	Rental Fee - November	Deposited

Date	Check	Payment	Deposit	Balance	Payable To	From	Purpose	
11/22/23			1,500.00	1,500.00		Son Chong	Security Deposit	Deposited
01/03/24			2,500.00	4,000.00		Lillard Hall Fund	Security Deposits - Fly Fishers (1500), Fairfield School (800), Jennie Keifer (200)	Deposited
01/24/24			1,500.00	5,500.00		Liliana Castaneda	Security Deposit - 1/27/24 Reception	Deposited
01/30/24	1001	800.00		4,700.00	Fairfield Elementary		Deposit Refund	Cleared
01/30/24	1002	1,500.00		3,200.00	Liliana Castaneda		Deposit Refund	Cleared
03/12/24	1003	1,500.00		1,700.00	Fly Fishers Davis		Deposit Refund	Cleared
03/12/24	1004	0.00		1,700.00			VOIDED CHECK	VOID
04/01/24		39.43		1,660.57			Check Charge from 12/06/23	Paid
05/30/24			1,539.43	3,200.00		Amanda Barajas/Lillard	Security Deposit / Check Charge Reimbursement	Deposited
08/07/24	1005	1,500.00		1,700.00	Amanda Barajas		Deposit Refund	Cleared
09/20/24			800.00	2,500.00		Jackie Lundy	Security Deposit - 5/4/25 Reception	



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

MINUTES - STANDING COMMITTEE – PERSONNEL October 15, 2024 at 6:00 PM

Held at
Lillard Hall
24901 County Road 95
Davis CA, 95616

1. Call the Meeting to Order (Chair Amy)

Chair Amy called the meeting to order at 6:00 PM.

Present were:

Committee Members / Commissioners:

Emily Amy and James McMullen

Staff:

Board Clerk Kytiana Sayer-Peterson

2. Public Comment

NONE

3. Closed Session

Chair Amy closed the meeting at 6:01 PM.

a. Discussion / Action – Personnel matters

b. Reopen Session and Report Out of Closed Session

Chair Amy re-opened the session at 6:11 PM. Report out of closed session:

The Board Clerk submitted a letter of resignation effective October 16, 2024.

4. Adjourn Meeting (Chair Amy)

Chair Amy adjourned the meeting at 6:12 PM.

Minutes Approved: November 19, 2024

Commissioner EMILY AMY, Chair

CHERIE RITA, Interim Board Clerk

West Plainfield Fire Department (CA)

Davis, CA

This report was generated on 11/6/2024 1:22:16 PM



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

Start Date: 10/01/2024 | End Date: 10/30/2024

DATE	INCIDENT #	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
10/03/2024	2024-242	321 - EMS call, excluding vehicle accident with injury	B Shift	0- WPL - West Plainfield Station 30 Response Area	4	5
10/05/2024	2024-243	611 - Dispatched & cancelled en route	C Shift	703- WOF Auto - Automatic Aid Willow Oak (Not Borderline)	1	2
10/05/2024	2024-244	571 - Cover assignment, standby, moveup	C Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	2
10/07/2024	2024-245	321 - EMS call, excluding vehicle accident with injury	A Shift	0- WPL - West Plainfield Station 30 Response Area	4	5
10/08/2024	2024-246	611 - Dispatched & cancelled en route	B Shift	No Zone Selected	2	4
10/09/2024	2024-247	611 - Dispatched & cancelled en route	B Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	4
10/10/2024	2024-248	611 - Dispatched & cancelled en route	C Shift	No Zone Selected	2	3
10/13/2024	2024-249	321 - EMS call, excluding vehicle accident with injury		No Zone Selected	4	5
10/14/2024	2024-250	311 - Medical assist, assist EMS crew	B Shift	320- DVS-WPL - Borderline Call Davis & West Plainfield	4	4
10/18/2024	2024-251	445 - Arcing, shorted electrical equipment	A Shift	701- WOF-WPL - Borderline Call Willow Oak & West Plainfield	4	6
10/18/2024	2024-252	141 - Forest, woods or wildland fire	A Shift	260- WNF Auto - Automatic Aid Winters (Not Borderline)	1	4
10/23/2024	2024-253	142 - Brush or brush-and-grass mixture fire	C Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	2
10/24/2024	2024-254	622 - No incident found on arrival at dispatch address	C Shift	0- WPL - West Plainfield Station 30 Response Area	2	3
10/24/2024	2024-255	600 - Good intent call, other	A Shift	0- WPL - West Plainfield Station 30 Response Area	2	5
10/24/2024	2024-256	444 - Power line down	A Shift	0- WPL - West Plainfield Station 30 Response Area	2	5
10/24/2024	2024-257	600 - Good intent call, other	A Shift	0- WPL - West Plainfield Station 30 Response Area	3	4
10/25/2024	2024-258	111 - Building fire	A Shift	260- WNF Auto - Automatic Aid Winters (Not Borderline)	1	3
10/27/2024	2024-260	550 - Public service assistance, other	B Shift	0- WPL - West Plainfield Station 30 Response Area	1	3
10/28/2024	2024-261	320 - Emergency medical service, other	C Shift	0- WPL - West Plainfield Station 30 Response Area	3	4

TOTAL # INCIDENTS: 19

WEST PLAINFIELD FIRE PROTECTION DISTRICT

Fund/Account Trial Balance - FYE 2024 Adopted v Actual

Revenue	Account Description	Adopted	Actual Rec'vd
400100	PROPERTY TAXES-CURRENT SECURED	(354,000.00)	(361,799.97)
400101	PROPERTY TAXES-CURRENT UNSECURED	(27,600.00)	(27,649.07)
400111	PROPERTY TAXES-PRIOR UNSECURED	(400.00)	(433.72)
400120	SUPPLEMENTAL PROPERTY TAXES CURRENT		(2,829.82)
400500	OTHER TAX-SALES & USE TAXES		6,549.00
403100	INVESTMENT EARNINGS-POOL	(500.00)	(12,385.84)
403199	GASB 31 FAIR MARKET VALUE - DFS ONLY		(4,008.00)
410050	STATE-HIGHWAY PROPERTY RENTALS		(4.26)
410250	STATE-HOMEOWNERS PROPERTY TAX RELIEF		(1,511.88)
410900	STATE-OTHER		(43,952.00)
420900	FEDERAL-OTHER		(63,784.52)
430022	OTHER COUNTIES & CITIES-YOLO COUNTY	(127,810.00)	(163,543.00)
440003	SPECIAL ASSESSMENT	(242,103.00)	(242,849.44)
440600	OTHER CHARGES FOR SERVICES-FIREFGHTR SERVICES		(6,469.99)
440690	OTHER CHARGES FOR SERVICES		(180.00)
450900	OTHER MISCELLANEOUS REVENUES	(190,759.00)	(1,758.15)
460000	SALE OF CAPTIAL ASSETS	(174,000.00)	(174,000.00)
		16,561.34	(1,117,172.00)
			(1,100,610.66)

Appropriations	Account Description	Adopted	Actual Use
500100	REGULAR EMPLOYEES	275,981.00	331,751.47
500110	EXTRA HELP		7,361.26
500120	OVERTIME	57,693.00	20,589.66
501110	SOCIAL SECURITY TAX	21,689.00	21,610.25
501120	MEDICARE	5,005.00	5,194.71
501170	UNEMPLOYMENT INSURANCE	3,337.00	3,388.39
501180	WORKERS' COMP INSURANCE	70,242.00	70,242.00
501190	OTHER EMPLOYEE BENEFITS	28,800.00	11,355.49
510010	CLOTHING & PERSONAL SUPPLIES	97,496.00	45,744.51
510012	AGRICULTURAL SUPPLIES		367.18
510020	COMMUNICATIONS	6,752.00	4,207.91
510030	FOOD	400.00	279.19
510040	HOUSEHOLD EXPENSE	19,710.00	9,635.14
510053	INSURANCE-OTHER	12,395.00	13,395.00
510070	MAINTENANCE-EQUIPMENT	47,364.00	30,714.51
510071	MAINTENANCE-BUILDING IMPROVEMENT	32,666.00	12,783.17
510080	MEDICAL, DENTAL, & LAB SUPPLIES	1,000.00	1,920.02
510090	MEMBERSHIPS	2,980.00	425.00
510100	MISCELLANEOUS EXPENSE		305.76
510102	MISCELLANEOUS EXPENSE-CREDIT CARD SERVICE CHARGES	25.00	12.28
510110	OFFICE EXPENSE (INCL POSTAGE)	5,000.00	863.60
510112	OFFICE EXPENSE-PRINTING (INCL PUBLICATION)	1,607.00	758.76
510120	IT SERVICE-DEPARTMENT SYSTEM MAINTENTAINCE		1,381.18
510170	RENTS AND LEASES - EQUIPMENT	3,000.00	1,930.11
510171	RENTS & LEASES-BUILDING & IMPROVEMENTS		538.13
510180	TRAINING	2,000.00	866.92
510190	MINOR EQUIPMENT	25,310.00	18,316.55
510201	TRANSPORTATION & TRAVEL-FUEL	10,500.00	6,795.14
510220	UTILITIES	15,000.00	10,165.78
510251	PROFESSIONAL & SPECIAL SERVICES-AUDITING & ACCOUNTING	200.00	702.00
510252	PROFESSIONAL & SPECIAL SERVICES-INFO TECH SERVICES	9,787.00	3,010.72
510254	PROFESSIONAL & SPECIAL SERVICES-FISCAL AGENT FEES		35.58
510255	PROFESSIONAL & SPECIAL SERVICES-MEDICAL, DENTAL, LAB	3,360.00	1,949.00
510256	PROFESSIONAL & SPECIAL SERVICES-LEGAL SERVICES	500.00	1,000.00
510275	PROFESSIONAL & SPECIAL SERVICES-OTHER	1,520.00	1,608.56
510288	SPEC DPT EXP-OTHER		90.91
526020	TAXES & ASSESSMENTS	11,113.00	
530021	BUILDINGS & IMPROVEMENTS	86,250.00	67,373.98
530071	EQUIPMENT-VEHICLE	149,000.00	149,000.00
590100	APPROPRIATIONS FOR CONTINGENCY	27,700.00	
		(177,712.18)	1,035,382.00
			857,669.82
			FBA (161,150.84)

**WEST PLAINFIELD FIRE PROTECTION DISTRICT
FYE 2025 TRIAL BALANCE**

Acct #	Account Name	Adopted	P4 (Not Closed)	% of Adopted
400100	PROPERTY TAXES - CURRENT SECURED	366,700.00		0.0%
400101	PROPERTY TAXES - CURRENT UNSECURED	27,700.00		0.0%
400111	PROPERTY TAXES - PRIOR UNSECURED	400.00		0.0%
410900	STATE - OTHER		15,259.95	194.7%
403100	INVESTMENT EARNINGS - POOL	500.00		0.0%
430022	OTHER COUNTIES & CITIES - YOLO	127,810.00		0.0%
440003	SPECIAL ASSESSMENT	242,452.00		0.0%
440600	OTHER CHARGES FOR SERVICES - FIREFIGHTERS		819.00	10.4%
450307	OTHER MISC - CONTRIBUTION/GRANTS-NONGOV		822.00	52.8%
450900	OTHER MISC REVENUES	18,300.00	196.74	1.1%
	Total Estimated Revenue	783,862.00	17,097.69	2.2%
	Estimated Fund Balance Available	155,755.00	161,150.84	103.5%
	TOTAL FINANCING SOURCES	939,617.00	178,248.53	19.0%

Acct #	Account Name	Adopted	P4 (Not Closed)	% of Adopted
500100	REGULAR EMPLOYEES	361,456.00	109,751.84	30.4%
500110	EXTRA HELP	64,638.00	11,967.74	18.5%
500120	OVERTIME	27,385.00	18,276.09	66.7%
501110	SOCIAL SECURITY TAX	29,476.00	8,679.71	29.4%
501120	MEDICARE TAX	6,802.00	2,029.94	29.8%
501170	UNEMPLOYMENT INSURANCE	4,535.00	425.47	9.4%
501180	WORKER'S COMPENSATION INSURANCE	51,137.00	51,371.00	100.5%
501190	OTHER EMPLOYEE BENEFITS	32,800.00	3,376.39	10.3%
510010	CLOTHING & PERSONAL SUPPLIES	50,454.00	25,628.88	50.8%
510012	AGRICULTURAL SUPPLIES	400.00		0.0%
510020	COMMUNICATIONS	3,482.00	646.57	18.6%
510030	FOOD	400.00		0.0%
510040	HOUSEHOLD EXPENSE	9,805.00	13,532.01	138.0%
510051	INSURANCE - PUBLIC LIABILITY		9,025.00	
510053	INSURANCE - OTHER	27,243.00	16,757.95	94.6%
510070	MAINTENANCE - EQUIPMENT	29,643.00	660.33	2.2%
510071	MAINTENANCE - BULDGS & IMPROVEMENTS	45,786.00	169.39	0.4%
510080	MEDICAL, DENTAL & LAB SUPPLIES	2,000.00		0.0%
510090	MEMBERSHIPS	2,625.00	250.00	9.5%
510102	MISC EXPENSE - CREDIT CARD SERVICE CHARG	20.00	6.06	30.3%
510110	OFFICE EXPENSE	2,000.00		0.0%
510111	OFFICE EXPENSE - POSTAGE	500.00		0.0%
510112	OFFICE EXPENSE - PRINTING	500.00	328.57	65.7%
510160	PUBLICATIONS & LEGAL NOTICES	500.00	95.90	19.2%
510170	RENTS & LEASES - EQUIPMENT	1,440.00	836.94	58.1%
510180	TRAINING	2,000.00		0.0%
510190	MINOR EQUIPMENT	9,052.00	717.33	7.9%
510201	TRANSPORTATION & TRAVEL - FUEL	12,000.00	3,966.75	33.1%
510220	UTILITIES	11,677.00	4,946.19	42.4%
510251	PROF & SPEC SVC - AUDITING & ACCOUNTING	400.00		0.0%
510252	PROF & SPEC SVC - INFORMATION TECH SERVIC	15,890.00	7,115.60	44.8%
510254	PROF & SPCE SVC - FISCAL AGENT FEES		165.29	1.9%
510255	PROF & SPEC SVC - MEDICAL, DENTAL & LAB	4,350.00	1,426.00	32.8%
510275	PROF & SPEC SVC - OTHER	6,950.00	6,174.57	88.8%
530021	BUILDINGS & IMPROVEMENTS		13,126.66	153.7%
530070	EQUIPMENT	17,000.00		0.0%
590100	APPROPRIATIONS FOR CONTINGENCY	19,873.00		0.0%
	Total Appropriations	854,219.00	311,454.17	36.5%
	Additions to Capital Asset Replacement Reserve	81,398.00		
	Additions to WPPFD -QSEHRA Reserve	4,000.00		
	TOTAL FINANCING USES	939,617.00	% of FY	33.3%

WEST PLAINFIELD FIRE PROTECTION DISTRICT

24901 County Road 95, Davis, CA 95616

(530) 756-0212

DATED: November 19, 2024
TO: Board of Fire Commissioners
FROM: Budget & Benefits Committee Chair Commissioner Beth Stiles
 Fire Chief Cherie Rita
SUBJECT: Bills Paid Since Last Report - For Board Ratification

GL Acct	Vendor	Invoice Date	Purpose	Total	Details
510010 - Allstar Fire Equipment		09/05/24	Clothing - PPE Structure	558.04	Boot (Stiles, Gallagher)
510010 - Allstar Fire Equipment		09/05/24	Clothing - PPE Structure	3,329.50	EMW-2021-FG-01803 - Coat and Pant (Mincey)
510010 - Allstar Fire Equipment		09/05/24	Clothing - PPE Structure	16,647.51	EMW-2021-FG-01803 - Coats and Pants (Curren
510010 - Allstar Fire Equipment		09/05/24	Clothing - PPE Wildland	712.48	EMW-2021-FG-01803 - Boot (Mincey)
510010 - Allstar Fire Equipment		09/25/24	Clothing - PPE Wildland	372.49	EMW-2021-FG-01803 - Boot (Stricklin P)
510010 - LN Curtis & Sons		09/27/24	Clothing - PPE Wildland	92.27	Helmet (Rehan)
510010 - LN Curtis & Sons		11/04/24	Clothing - PPE Wildland	3,599.63	Coat (x13)
510020 - AT&T Calnet		10/24/24	Communications	361.77	thru 10/23/24 (fax line)
510020 - AT&T Calnet		10/24/24	Communications	-301.30	thru 10/23/24 (fax line) - CM
510040 - Quill LLC		10/11/24	Supplies - Household	89.97	Cleaning, paper products, toiletries
510040 - Quill LLC		09/16/24	Supplies - Household	174.78	Cleaning and toiletry supplies
510040 - Recology Davis		09/30/24	Expense - Household	410.87	09/01/24 - 09/30/24
510040 - Recology Davis		10/31/24	Expense - Household	62.38	10/02/24 (3 yd)
510053 - ISU Insurance Services		10/16/24	Insurance - Other	13,197.00	10/01/24 - 11/01/27 Accident and Sickness Polic
510070 - The Radio Guys		10/31/24	Maintenance - Equipment	4.93	Kenwood cover replacement
510160 - SCI Consulting Group		08/26/24	Expense - Legal Publication	95.90	218 Levy Administration FYE 2025
510170 - LEAF		09/20/24	Lease - Equipment	147.00	Copier 10/24
510170 - LEAF		10/21/24	Lease - Equipment	106.78	Copier 11/24
510190 - The Radio Guys		10/31/24	Equipment / Tools / Parts - Minor & Othe	134.13	U230 antennas
510190 - The Radio Guys		10/31/24	Batteries - Other	144.53	Portable radios
510190 - The Radio Guys		11/08/24	Batteries - Other	144.53	Portable radios
510201 - Interstate Oil Company		10/09/24	Fuel - Diesel	1,118.13	240 gal
510254 - Interstate Oil Company		08/31/24	Fee - Late	3.75	(blank)
510254 - LEAF		10/21/24	Lease - Equipment	26.56	Copier 11/24
510255 - Dignity Health - Woodland Clinic		08/23/24	Pre-Employment - Medical	42.00	EMW-2021-FG-01803 - Spirometry Test (Gibbs)
510255 - Dignity Health - Woodland Clinic		08/23/24	Pre-Employment - Medical	54.00	EMW-2021-FG-01803 - Drug Screen (Gibbs)
510255 - Dignity Health - Woodland Clinic		08/23/24	Pre-Employment - Medical	78.00	EMW-2021-FG-01803 - Physical (Gibbs)
510275 - California Department of Justice		09/06/24	Pre-Employment - Background	147.00	EMW-2021-FG-01803 (Gibbs, Ontiveros, Stricklin P)
510275 - SCI Consulting Group		08/26/24	Professional Services - Other	6,000.00	218 Levy Administration FYE 2025
				47,554.63	TOTAL NON US BANK SUBMITTED FOR PAYMENT

GL Acct	Vendor	Invoice Date	Purpose	Total	Details
510020 - T-Mobile		07/21/24	IT - Internet / Data / Subscriptions	89.81	07/03/24 - 07/20/24
510020 - Vonage		09/05/24	Communications	15.97	08/06/24 - 09/05/24
510040 - Alhambra		08/15/24	Expense - Household	47.95	Water service
510040 - Alhambra		08/30/24	Expense - Household	39.46	Water service
510040 - Clark Pest Control		08/14/24	Maintenance - Station and Grounds	134.00	Pest Away (spiders + cockroaches)
510040 - Home Depot		08/15/24	Expense - Household	78.76	Bed frame
510040 - Recology Davis		08/31/24	Expense - Household	410.87	08/01/24 - 08/31/24
510070 - Wizix		09/03/24	Maintenance - Equipment	44.76	Copier (no overages)
510102 - PG&E		08/13/24	Fee - Credit Card	2.02	07/09/24 - 08/06/24
510102 - PG&E		08/13/24	Fee - Credit Card - Lillard Hall	0.68	07/09/24 - 08/06/24
510170 - Alhambra		08/21/24	Lease - Equipment	95.88	Water cooler (annual)
510201 - Wheeler Ridge 76		09/09/24	Fuel - Diesel	51.95	Strike team (Park, Boone, Line)
510220 - PG&E		08/13/24	Utilities - PGE	1,190.44	07/09/24 - 08/06/24
510220 - PG&E		08/13/24	Utilities - PGE - Lillard Hall	451.51	07/09/24 - 08/06/24
510252 - Adobe		09/08/24	IT - Internet / Data / Subscriptions	19.99	09/08/24 - 10/07/24
510252 - Google		08/31/24	IT - Internet / Data / Subscriptions	263.99	08/01/24 - 08/31/24
510252 - Starlink		09/02/24	IT - Internet / Data / Subscriptions	120.00	09/02/24 - 10/02/24
510255 - 3M Health and Safety Services		08/21/24	Professional Services - Other	580.00	Online medical clearance (SCBA) (x20)
530021 - Home Depot		08/31/24	Expense - Household	238.06	Wood shed (roofing)
				72,874.97	US BANK STMT DATED 09/13/24 - SUBMITTED

DATED: November 19, 2024
TO: Board of Fire Commissioners
FROM: Budget & Benefits Committee Chair Commissioner Beth Stiles
 Fire Chief Cherie Rita
SUBJECT: Bills Paid Since Last Report - For Board Ratification

GL Acct	Vendor	Invoice Date	Purpose	Total	Details
510010 - Witmer Public Safety Group		09/24/24	Clothing - PPE Structure	275.69	Helmet (Rehan, FFs x4) and Bugles (Rehan)
510020 - Vonage		10/05/24	Communications	15.61	09/06/24 - 10/05/24
510040 - Alhambra		09/12/24	Expense - Household	56.44	Water service
510040 - Alhambra		09/26/24	Expense - Household	47.95	Water service
510040 - Alhambra		10/10/24	Expense - Household	60.76	Water service
510040 - Costco		09/30/24	Expense - Household	47.92	Station (water)
510040 - Costco		10/01/24	Supplies - Household	18.20	Station (trash bags)
510040 - Name Tag Country		09/24/24	Expense - Household	20.95	Nameplate (Lindsey)
510040 - United States Flag Store		09/19/24	Expense - Household	35.22	Flag - US
510070 - Amazon Business		09/23/24	Maintenance - Apparatus	26.68	E30 (struts)
510070 - Wizix		10/03/24	Maintenance - Equipment	51.47	Copier (no overages)
510102 - PG&E		09/12/24	Fee - Credit Card	0.67	08/07/24 - 09/05/24
510102 - PG&E		09/12/24	Fee - Credit Card - Lillard Hall	0.68	08/07/24 - 09/05/24
510190 - Fire King International		10/02/24	Equipment / Tools / Parts - Minor & Othe	408.00	Fire-proof File (lock and keys)
510201 - Chevron		09/17/24	Fuel - Diesel	83.53	Strike team (Park, Boone, Line)
510201 - Circle K		09/15/24	Fuel - Gasoline	49.39	Durango (87386 miles)
510201 - Circle K		09/23/24	Fuel - Gasoline	116.86	Station (gasoline)
510220 - PG&E		09/12/24	Utilities - PGE	1,162.43	08/07/24 - 09/05/24
510220 - PG&E		09/12/24	Utilities - PGE - Lillard Hall	286.29	08/07/24 - 09/05/24
510252 - Adobe		10/08/24	IT - Internet / Data / Subscriptions	19.99	10/08/24 - 11/07/24
510252 - Google		09/30/24	IT - Internet / Data / Subscriptions	263.99	09/01/24 - 09/30/24
510252 - Starlink		10/02/24	IT - Internet / Data / Subscriptions	120.00	10/02/24 - 11/02/24
510252 - T-Mobile		08/22/24	IT - Internet / Data / Subscriptions	141.68	07/21/24 - 08/20/24
				3,310.40	US BANK STMT DATED 10/14/24 - SUBMITTED

GL Acct	Vendor	Invoice Date	Purpose	Total	Details
510020 - T-Mobile		09/21/24	IT - Internet / Data / Subscriptions	141.68	08/21/24 - 09/20/24
510020 - Vonage		11/05/24	Communications	15.61	10/06/24 - 11/05/24
510040 - Alhambra		10/24/24	Expense - Household	47.95	Water service
510040 - Alhambra		11/07/24	Expense - Household	30.97	Water service
510040 - United States Flag Store		10/31/24	Expense - Household	13.52	Flag - CA
510070 - TRP of Vacaville		10/28/24	Maintenance - Equipment	14.33	E330 air leak repair
510070 - Wizix		10/31/24	Maintenance - Equipment	61.85	Copier (color overage 95)
510070 - Woodland Windustrial		10/30/24	Maintenance - Equipment	15.85	E30 plumbing repair
510071 - Clark Pest Control		10/17/24	Maintenance - Station and Grounds	134.00	Pest Away (spiders + cockroaches)
510102 - PG&E		10/11/24	Fee - Credit Card	0.67	09/06/24 - 10/06/24
510102 - PG&E		10/11/24	Fee - Credit Card - Lillard Hall	0.68	09/06/24 - 10/06/24
510180 - Fire Nuggets		10/24/24	Expense - Training	350.00	DO 1A (Wright)
510201 - Circle K		10/17/24	Fuel - Gasoline	60.42	Durango
510220 - PG&E		10/11/24	Utilities - PGE	936.93	09/06/24 - 10/06/24
510220 - PG&E		10/11/24	Utilities - PGE - Lillard Hall	274.71	09/06/24 - 10/06/24
510252 - Adobe		11/08/24	IT - Internet / Data / Subscriptions	19.99	11/08/24 - 12/07/24
510252 - Google		10/31/24	IT - Internet / Data / Subscriptions	263.99	10/01/24 - 10/31/24
510252 - Starlink		11/02/24	IT - Internet / Data / Subscriptions	120.00	11/02/24 - 12/02/24
510254 - US Bank (Cal Card)		11/13/24	Fee - Late	38.76	Late Fee
				2,541.91	US BANK STMT DATED 11/13/24 - SUBMITTED

WEST PLAINFIELD FIRE PROTECTION DISTRICT

24901 County Road 95, Davis, CA 95616

(530) 756-0212

DATED: November 19, 2024
TO: Board of Fire Commissioners
FROM: Budget & Benefits Committee Chair Commissioner Beth Stiles
 Fire Chief Cherie Rita
SUBJECT: Deposits FYE 2024 To Date - Informational

GL Acct(s)	Deposit Date	Details	Amount
450307	07/22/24	Grant Reimburse - PRISM / YCPARMIA	822.00
440600	08/14/24	Fire Recovery USA 1528171	349.44
450900	08/28/24	Q2 2024 Cal Card Rebate	196.74
Various	09/06/24	LH - Reimb PGE 07/15/24 PPE 06/29/24 07/13/24 07/27/24	1,154.52
510040	09/20/24	Quill Refund - Overpayment	80.11
410900	10/02/24	Sites Strike Team (labor, equipment, admin surcharge)	10,231.34
410900	10/02/24	CA VFC 7GF23126	5,028.61
Various	10/11/24	LH - Reimb PGE 08/10/24 09/12/24 PPE 08/10/24 08/24/24 09/07/24	1,555.76
440600	10/16/24	Fire Recovery USA 1720380	469.56
Various	11/08/24	LH - Reimb PGE 10/12/24 PPE 09/21/24 10/05/24 10/19/24	972.48
440600	11/xx/24	Fire Recovery USA 1720355 1649275	650.52
440690	11/xx/24	Coopers LLP - Document Production	11.20
430022	11/xx/24	PO5259 (Well Generator) - Reimburse Contractor	12,668.00
430022	11/xx/24	PO5259 (Well Generator) - Reimburse Misc - Final	821.88
430022	11/xx/24	Fire Sustainability Q1 FYE 2025	31,952.50
TOTAL:			<u><u>\$66,964.66</u></u>

Grant Reimbursements	19,340.49
Fire Recovery	1,469.52
Lillard Hall	3,682.76
Strike Team	10,231.34
Cal Card Rebates	196.74
Fire Sustainability - Yolo County	31,952.50
Other	91.31
	<u><u>\$66,964.66</u></u>



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

MINUTES BOARD OF COMMISSIONERS – REGULAR MEETING October 15, 2024, at 7:00 PM

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

Held by Zoom: <https://us06web.zoom.us/j/98831083439>
One tap mobile – +16699006833,98831083439#
Dial by your location – (669) 900-6833 US (San Jose)
Meeting ID: 988 3108 3439

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

The meeting is called to order at 7:00 PM by President McMullen. Clerk of the Board, Kytiana Sayer-Peterson, calls role and confirms that a quorum is present.

Present Are:

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

Staff: Assistant Chief Stiles, Battalion Chief Marc Beoshanz, Fire Captain Patrick Fish

VIA Zoom: Fire Captain Scott Bravo and Fire Captain Micheal Rehan

2. Public Comment NONE

3. Old Business

a. Discussion / Action - Fire Recovery Cost Exceptions (Asst Chief Stiles)

Assistant Chief Stiles addresses the Board on the item of waivers. The District had a tractor fire several months ago. The company that owns the tractor belongs to a neighboring jurisdiction's fire chief. This item was deferred at the last meeting. Need clarification and direction on next steps for an exemption from recovering that, or other, costs. One additional question came up about whether recovery might be waived if the incident involved one of the Department's members; could that recovery be waived.

Commissioner Roos asks AC Stiles what his idea of ideal next steps may be given the complexity of the item. AC Stiles replies that he, personally, could envision the District waiving similar fees for their own staff; we may be able to exempt them as a District from these fees. Chief Rita had brought up the additional consideration of waiver if the incident occurred on land farmed by District residents.

AC Stiles is unsure if the tractor is insured or not.

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October 15, 2024

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Commissioner Roos addresses the Board and proposes to waive the fee as a reasonable and customary next step.

Commissioner Amy asks for a copy of the approved cost recovery documents. Commissioner Amy believes that providing a waiver may impact the Board in the future as others may anticipate the same exception to be made.

Commissioner Stiles states that she would be okay with waiving recovery fees for own staff but does not see that the fee in question needs to be waived. But, what if they were irresponsible and caused the incident?

Commissioner Lindsey thinks it is a slippery slope with respect to waiving for our members and that there may be nuances to determining if the fire was preventable. With the policy showing that the fee should be charged, making an exception would imply that the Board would be reviewing these charges for exceptions to be made.

President McMullen believes that the Board can hear appeals to anything. If there is a Policy that shows a specific fee structure the District must be consistent based on Policy, however, a waiver of cost recovery can be brought to the Board's attention.

President McMullen proposes that the item be tabled and asks that the Board be presented with the Policy for the next regular Board meeting to allow for further study and assessment.

Commissioner Lindsey asks if it is possible to also see what the other Districts have in terms of policy or fees to compare. Internal and external policy examples to be provided within the next regular Board meeting's Board packet.

By consensus, the Board tables this item until the next meeting.

b. Discussion / Action - Development Impact Fee Study and Adoption (Asst Chief Stiles)

AC Stiles reports this came up in a recent Officers' meeting and reminds the Board that it elected many years ago to not adopt a development impact fee. We should revisit implementing this assessment to clarify the process and costs related to new developments within the District. Department's recommendation is to revisit implementation of a development impact fee as we have several projects each year that could be charged the fee.

Commissioner Amy asks about State regulations that may limit the District's ability to implement the fees. AC Stiles is unsure about all the requirements and is willing to further investigate if the Board is interested. There is an upfront cost associated with the assessment as an engineer's report must be prepared. However, the opportunity is intended to provide a return on that initial investment.

Commissioner Amy would like to know what the next steps in the process are, as well as receive a current estimation of costs.

Commissioner Stiles would like to consider this opportunity for an additional revenue source.

AC Stiles reiterates that at this time we do not have a clear idea of all that is involved, but knows it will be an extensive, time-consuming project just to get that information, alone. Therefore, before doing the work to get those answers, he would like the Board to confirm that we should pursue it. If the Board is not interested, Department staff have other things they can work on that would be time better spent.

Commissioner Amy is interested but wants to understand the cost to benefit ratio; get an idea of estimated potential revenue for the District.

President McMullen asks AC Stiles what staff's recommendation is. AC Stiles responds that the recommendation is to further investigate cost and benefits.

President McMullen proposes an Ad Hoc Committee to discuss this opportunity. Commissioner Stiles objects to having an ad hoc and requests the Board come to a decision on whether it is interested in pursuing it or not.

AC Stiles reiterates that if there is interest by the Board staff will begin the research and document gathering; otherwise, it will be a waste of staff time if the Board is not seriously interested in moving forward. It will likely take several months to get the information back to the Board.

Board agrees by unanimous consensus that it is interested and looks forward to receiving additional information and further reports in the coming months.

4. New Business

a. Discussion / Action - Approve Policies (Asst Chief Stiles)

i. Policy 1003 - Position Description - Chief Officer - Volunteer (Excluding Fire Chief)

AC Stiles reports he worked with Chief Rita to update this job description for the upcoming openings. Changes are highlighted and not substantial. Both the Assistant Chief and Battalion Chief level job descriptions are included in this packet.

President McMullen asked those chief officers present if they had any feedback. AC Stiles responds that he and Chief Rita recommend adoption.

President McMullen and Commissioner Amy noted there were several misspellings and a correction of "SMF" to "SFM" in several places needed to be made.

Captain Bravo reminds the Board of his statements at the last meeting. He believes that the prior document required Firefighter I certification and that this version now notes it is, instead, "desirable;" noting that we require career staff to have that certification. He and one other Fire Captain believe that if career is required to have it that those who lead and supervise them should also be required to have that level of certification.

He encourages the elevation of members through certification and higher education opportunities. In California Firefighter I is the benchmark standard that Captain Bravo believes should be the bare expectation for our members in leadership positions.

Commissioner Stiles speaks in favor of the Policy as presented. She also notes that time spent doing the job is equally important and points out that we require at least five years' experience. She has faith in our current members.

Motion: Approve Policy 1003 Position Description - Chief Officer - Volunteer (Excluding Fire Chief) as written with spelling questions
By: Commissioner Stiles
Second: Commissioner Roos
Motion carries unanimously.

ii. **Policy 1003 - Position Description - Non-Safety**

Commissioner Amy comments on Page 5 of this Policy. Currently there is 45 days for the initial meeting with the candidate. The Personnel Committee sometimes struggles to meet with them within that timeframe. Commissioner Amy asks about extending the timeframe to revisit with the employee for the initial meeting/touch base with the Personnel Committee. Commissioner Amy proposes 60 days as a more manageable timeframe. 45 days is not much time to see how they are really doing. Commissioner Stiles also believes 60 days would be better.

Commissioner Amy proposes that every mention of 45-day evaluation in this Position Description – Non-Safety by Personnel Committee is modified to state 60 days as opposed to 45 days.

Commissioner Amy notes that the language regarding the annual evaluation is duplicated on Pages 7 and 8. Commissioner Amy proposes to remove one of the duplications. Commissioner Stiles believes second one should probably be removed, on Page 8.

Commissioner Roos asks about the Administrative Assistant to the Fire Chief (Volunteer) section on Page 6 of Policy 1003; specially, if there currently is such a person. AC Stiles replies no, but that the current Fire Chief has expressed interest in the position; but we need a job description. AC Stiles comments that this would be ideal to build out infrastructure and procedures, which is good for succession planning.

Commissioner Roos wants to see a change to who the Hall Manager reports and asks for a change in language to note the Manager reports to the Lillard Hall Committee. Commissioner Amy believes that the Lillard Hall Committee is the “designee” and sees no need for change; Commissioner Stiles concurs. No change.

Motion: Approve Policy 1003 - Position Description - Non-Safety Policy
1304 - Fire Protection and Emergency Services Assessment
(218), with edits noted and agreed upon
By: Commissioner Amy
Second: Commissioner Lindsey
Motion approved unanimously.

iii. Policy 1304 - Fire Protection and Emergency Services Assessment (218)
Commissioner Stiles requests modification to Item 3, subsection 2, to read
“Mail the public notice at least three weeks...”

Motion: Adopt Policy 1304 - Fire Protection and Emergency Services
Assessment (218) with requested modification
By: Commissioner Roos
Second: Commissioner Stiles
Motion approved unanimously.

b. Discussion / Action – Standing Committee – Reports

i. Lillard Hall Committee – Amy, Roos

1. Hall Manager Report

Commissioner Amy points out that the revised budget use had been made and is in the packet; asks for questions about anything in the report.

Commissioner Stiles asks about the discussion during that meeting regarding costs for renovations to Lillard Hall and if the costs will truly be repaid within five years given that we do not have new rentals coming in. Commissioner Amy responds that based on current numbers it will, since the money is being repaid by reductions to the rent Son is paying.

2. Discussion / Action – Approval of October 2, 2024 Minutes

Commissioner Stiles asks about a spelling error and recommends rewording this section of the Minutes to include the word “that.”

Commissioner Stiles asks about Item 7 and recommends a rewording of the last sentence within this section, to read: “Chief Rita provided the September 14, 2024, invoice...”, striking “had previously that date”.

Motion: Approve October 2, 2024, Lillard Hall Meeting Minutes
with requested modifications
By: Commissioner Amy
Second: Commissioner Roos
Motion approved unanimously.

ii. Personnel Committee – Amy, McMullen

1. Discussion / Action – Approval of September 17, 2024 Minutes

Report of closed session is that the Board Clerk submitted a letter of resignation effective October 16, 2024.

The Personnel Committee would like to look at, and consider, the candidates interviewed during the most recent interview process, as opposed to re-opening the position.

By consensus, the Board agrees that the Personnel Committee should first consider those candidates for the open Board Clerk position.

5. Assistant Chief’s Report (Assistant Chief Stiles)

AC Stiles reports that the District has received final paperwork for the Cal Fire VFA Grant for equipment and radios have either been ordered or are ready to order. We were officially awarded the OTS Grant and are working on getting the signatures on that paperwork.

6. Fire Fighter’s Association Report (President Lee)

AC Stiles reports to the Board that the date for the holiday party is December 15, 2024; the next Flea Market will be in April 2025; and the Pancake Breakfast will be held on March 2, 2025.

7. Clerk’s Report

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

Motion: Ratify the bills paid since the last meeting as presented
By: Commissioner Stiles
Second: Commissioner Amy
Motion approved unanimously.

b. Discussion / Action - Approval of September 17, 2024 Regular Board Meeting Minutes

President McMullen asks that on Page 3 of the minutes “spontaneously combusted” be removed and replaced with “undetermined” or “unable to identify” as the cause.

Commissioner Amy reports that the outcome of the vote for Item 5.a.ii.1. is missing; needs to add “motion carries unanimously.”

Commissioner Amy notes that on Page 4, regarding the celebration of life, it needs to be changed to “celebration of life for Jo Yeager” to identify who the celebration is for.

Commissioner Amy notes that Item 8’s report shows under open forum. Last paragraph before item 11, should be moved to item 8.

Motion: Approve Minutes with changes noted
By: Commissioner Amy
Second: Commissioner Roos
Motion approved unanimously.

8. Open Forum

Captain Bravo reports that last week career firefighters elected a board for their newly-formed association, the United Firefighters of Yolo County, Fire Captain Bravo, president; Fire Captain Rehan, vice-president; Firefighter Gallagher, secretary/treasurer. They look

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October 15, 2024

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forward to working with the Board on the MOU. Captain Bravo reads a statement regarding actions taken at this Board meeting without addressing staff turnover and reduction of the volunteer numbers. Believes the District is prioritizing the wrong things.

AC Stiles states that as the future Fire Chief he looks forward to working with the United Firefighters of Yolo County on retention and recruitment, as well as the budget to support career staff. He reminds their organization that this is a mixed company of career and volunteer and must support both sides of the organization moving forward.

Open Forum concludes.

9. Next regular Board meeting on November 19, 2024, unless another date is agreed upon

President McMullen reports he is unable to attend on November 19. The President confirms with the other Board members that a quorum will still be present. Commissioner Roos agrees to chair the November regular meeting in President McMullen's absence.

10. Meeting Adjourned (President McMullen)

Motion: Adjourn the meeting
By: Commissioner Lindsey
Second: Commissioner Amy
Motion approved unanimously.

Meeting adjourns at 8:02 PM.

Minutes approved: November 17, 2024

JAMES McMULLEN
President / Commissioner

CHERIE RITA, Interim Board Clerk
(Draft by Clerk SAYER-PETERSON)
(Finalized by Interim Clerk RITA)