

West Plainfield Fire Protection District

24901 County Road 95, Davis, California 95616 (530)756-0212

BOARD OF COMMISSIONERS – REGULAR MEETING December 21, 2021 at 7:00 PM

To be held in Person at:

**Lillard Hall
24901 County Road 95
Davis CA, 95616**

- 1) Call the Meeting to Order and Establish Quorum
- 2) Public Comment
- 3) Old Business
 - a) Update – Weed Abatement (BC Wilson)
 - b) Update – Yolo County Fire Sustainability Committee (AC Stiles)
- 4) Lillard Hall
 - a) Manager Report (Hall Manager Gonzalez) Pages 3-5
- 5) New Business
 - a) Discussion / Action – Out of District Volunteer Applications (BC Wilson)
 - b) Discussion / Action – Amendment to Operations and Procedure Manual – Fire Lieutenant Job Description - Section 740.03 - Education (Chief Rita) Pages 6-11
 - c) Discussion / Action – Interim Board Clerk / Permanent Replacement (President McMullen)
 - i) Compensation for Interim Board Clerk
 - ii) Plan for Permanent Replacement of Board Clerk
 - d) Discussion / Action – Standing Committees – Reports
 - i) Budget & Benefit Committee – **Hjerpe, Amy**
 - ii) Personnel Committee – **Guarino, Amy**
 - iii) District Funding and Development Committee - **Yeager, Hjerpe**
 - iv) Lillard Hall Committee – **Yeager, Amy**
 - e) Discussion / Action – Liaison Reports
 - i) Fire Prevention/Investigation – **McMullen**
 - ii) Training – **Yeager**
 - iii) Large Equipment/Facilities – **McMullen**
 - iv) IHS - **McMullen**
 - f) Discussion / Action – Ad Hoc Committee Reports (President McMullen)
 - i) LAFCO – **Guarino, Yeager**
 - ii) Station Water Usage – **Yeager, Guarino**

- g) Review District Ledger – Period Ending 11/30/2021 Pages 12-18
- 6) Fire Chief's Report (Chief Rita)
- 7) Battalion Chief's Report (BC Wilson) Pages 19-24
- 8) Fire Fighter's Association Report (Jon Lee)
- 9) Clerk's Report (Interim Clerk Rita)
 - a) Discussion / Action – West Plainfield Fire Protection District Bill Review Page 25
 - b) Approval of Prior Board Meeting Minutes (Interim Clerk Rita)
 - i) Regular Meeting – November 16, 2021 Pages 26-31
- 10) Open Forum
- 11) Next regular Board meeting on January 18, 2022, unless another date is agreed upon
- 12) Meeting Adjourned (President McMullen)

Lillard Hall Reservations 2021

Date	Name	Event Date	Status	Deposit	Rental Fee	Total Due	Event Type	Active/Inactive
6/24/2021	Jennie Kiefer	7/21/2021	Paid		\$50	\$50	Meeting	Inactive
6/24/2021	Jennie Kiefer	7/22/2021	Paid		\$50	\$50	Meeting	Inactive
6/24/2021	Jennie Kiefer	7/28/2021	Paid		\$50	\$50	Meeting	Inactive
6/24/2021	Jennie Kiefer	7/29/2021	Paid		\$50	\$50	Meeting	Inactive
6/24/2021	Jennie Kiefer	8/4/2021	Paid		\$50	\$50	Meeting	Inactive
6/24/2021	Jennie Kiefer	8/5/2021	Paid		\$50	\$50	Meeting	Inactive
6/24/2021	Jennie Kiefer	8/11/2021	Paid		\$50	\$50	Meeting	Inactive
6/24/2021	Jennie Kiefer	8/12/2021	Paid		\$50	\$50	Meeting	Inactive
8/12/2021	Jennie Kiefer	8/19/2021	Paid		\$50	\$50	Meeting	Inactive
8/4/2021	Martin Hernandez	8/21/2021	Paid	\$550	\$800	\$1,350	Birthday Party	Inactive
6/28/2021	Maryssa Cha	9/4/2021	Paid	\$500	\$0	\$500	Nonprofit	Inactive
6/24/2021	Jennie Kiefer	9/8/2021	Paid		\$50	\$50	Meeting	Inactive
6/24/2021	Jennie Kiefer	9/9/2021	Paid		\$50	\$50	Meeting	Inactive
5/25/2021	Paul Berliner	9/11/2021	Paid	\$500	\$600	\$1,100	Annual Dinner	Inactive
6/24/2021	Jennie Kiefer	9/15/2021	Paid		\$50	\$50	Meeting	Inactive
6/24/2021	Jennie Kiefer	9/16/2021	Paid		\$50	\$50	Meeting	Inactive
6/22/2021	Rejina Perez	9/18/2021	Paid	\$550	\$800	\$1,350	Birthday Party	Inactive
6/24/2021	Jennie Kiefer	9/22/2021	Paid		\$50	\$50	Meeting	Inactive
6/24/2021	Jennie Kiefer	9/23/2021	Paid		\$50	\$50	Meeting	Inactive
6/23/2021	Josefina Gutierrez	9/25/2021	Paid	\$550	\$800	\$1,350	Baptism Reception	Inactive
7/20/2021	Jim Yeager	9/28/2021	Paid	\$0	\$0	\$0	Meeting	Inactive
6/24/2021	Jennie Kiefer	9/29/2021	Paid		\$50	\$50	Meeting	Inactive
6/24/2021	Jennie Kiefer	9/30/2021	Paid		\$50	\$50	Meeting	Inactive
8/1/2021	Jose Aleman	10/9/2021	Paid	\$550	\$800	\$1,350	Birthday Party	Inactive
6/24/2021	Jennie Kiefer	10/13/2021	Paid		\$50	\$50	Meeting	Inactive
6/24/2021	Jennie Kiefer	10/14/2021	Paid		\$50	\$50	Meeting	Inactive
7/13/2021	Pedro Solorio	10/16/2021	Paid	\$550	\$800	\$1,350	Baptism Reception	Inactive
6/24/2021	Jennie Kiefer	10/20/2021	Paid		\$50	\$50	Meeting	Inactive
6/24/2021	Jennie Kiefer	10/21/2021	Paid		\$50	\$50	Meeting	Inactive
9/15/2021	Francisco Vargas	10/23/2021	Paid	\$550	\$800	\$1,350	Baby Shower	Inactive
6/24/2021	Jennie Kiefer	10/27/2021	Paid		\$50	\$50	Meeting	Inactive
6/24/2021	Jennie Kiefer	10/28/2021	Paid		\$50	\$50	Meeting	Inactive
6/24/2021	Jennie Kiefer	11/3/2021	Paid		\$50	\$50	Meeting	Inactive
6/24/2021	Jennie Kiefer	11/4/2021	Paid		\$50	\$50	Meeting	Inactive
11/13/2021	Elda Santana	11/13/2021	Paid	\$550	\$800	\$1,350	Wedding	Inactive
6/24/2021	Jennie Kiefer	11/17/2021	Paid		\$50	\$50	Meeting	Inactive
6/24/2021	Jennie Kiefer	11/18/2021	Paid		\$50	\$50	Meeting	Inactive
10/13/2021	Diana Estrada	11/20/2021	Paid	\$550	\$800	\$1,350	Baptism Reception	Inactive
6/24/2021	Jennie Kiefer	11/24/2021	Paid		\$50	\$50	Meeting	Inactive
6/24/2021	Jennie Kiefer	12/1/2021	Paid		\$50	\$50	Meeting	Inactive
6/24/2021	Jennie Kiefer	12/2/2021	Paid		\$50	\$50	Meeting	Inactive
6/24/2021	Jennie Kiefer	12/8/2021	Paid		\$50	\$50	Meeting	Inactive
6/24/2021	Jennie Kiefer	12/9/2021	Paid		\$50	\$50	Meeting	Inactive
6/24/2021	Jennie Kiefer	12/15/2021	Paid		\$50	\$50	Meeting	Inactive
6/24/2021	Jennie Kiefer	12/16/2021	Paid		\$50	\$50	Meeting	Inactive
6/24/2021	Jennie Kiefer	12/22/2021	Paid		\$50	\$50	Meeting	Active
6/24/2021	Jennie Kiefer	12/23/2021	Paid		\$50	\$50	Meeting	Active
6/22/2021	Arianna Alvarez	5/21/2021	Pending Deposit	\$550	\$800	\$1,350	Birthday Party	Active
10/25/2021	Sorana Aguilera	7/23/2022	Awaiting Rental Fee	\$550	\$800	\$1,350	Baptism Reception	Active
					\$0	\$0		
49				\$6,500	\$10,400	\$16,900		

Lillard Hall Deposits 2021

Date	Name	Event Date	Description	Amount
7/6/2021	Josefina Gutierrez	9/25/2021	Deposit	\$550.00
7/6/2021	Josefina Gutierrez	9/25/2021	Rental Fee	\$800.00
7/12/2021	Rejina Perez	9/18/2021	Deposit	\$550.00
7/13/2021	Rejina Perez	9/18/2021	Rental Fee	\$800.00
7/15/2021	Fly Fishers Davis	9/11/2021	Deposit	\$500.00
7/21/2021	Jennie Keifer	7/1/2021	Rental Fee	\$200.00
8/7/2021	Jose Aleman	10/9/2021	Deposit	\$550.00
8/8/21	Martin Hernandez	8/21/2021	Deposit	\$550.00
8/8/21	Martin Hernandez	8/21/2021	Rental Fee	\$800.00
8/10/21	Jennie Keifer	August 2021	Rental Fee	\$200.00
8/13/21	Pedro Solorio	10/16/2021	Deposit	\$550.00
8/13/21	Pedro Solorio	10/16/2021	Rental Fee	\$800.00
8/30/21	Nadia J Javeed	9/4/2021	Deposit	\$500.00
9/3/21	Jennie Keifer	9/1/2021	Rental Fee	\$400.00
9/4/21	Jose Aleman	10/9/2021	Rental Fee	\$800.00
9/5/21	Jennie Keifer	8/19/2021	Rental Fee	\$50.00
9/6/21	Leticia Ayala Lopez	10/23/2021	Deposit	\$550.00
9/11/21	Fly Fishers Davis	9/11/2021	Rental Fee	\$800.00
9/19/21	Fernando Vargas	10/23/2021	Deposit	\$500.00
9/19/21	Fernando Vargas	10/23/2021	Deposit	\$50.00
10/13/21	Fernando Vargas	10/23/2021	Rental Fee	\$500.00
10/13/21	Fernando Vargas	10/23/2021	Rental Fee	\$300.00
10/13/2021	Diana Estrada	11/20/2021	Deposit	\$550.00
10/12/2021	Jennie Keifer	10/12/2021	Rental Fee	\$300.00
11/15/2021	Jennie Keifer	11/1/2021	Rental Fee	\$350.00
11/24/2021	Jennie Keifer	12/1/2021	Rental Fee	\$400.00
26				\$12,900.00

Lillard Hall Expenses 2021

Date	Expense	Description	Invoice #	Amount	Paid Date	Check No.
6/25/2021	ULINE	Replacement Cleaning Tools	135449648	\$440.55	7/16/21	500
6/26/2021	Walmart	Cleaning Supplies		\$46.39	7/20/2021	505
6/26/2021	Costco	Cleaning Supplies		\$137.92	7/20/2021	505
6/23/2021	Vistaprint	Mask Req. Magnet Signs		\$85.86	7/20/2021	505
5/27/2021	Evergreen Arborists	Tree Pruning	911643741	\$2,400.00	7/16/21	501
7/8/2021	Sacs Door and Gate Corp	Deposit for Door Installation	7498053	\$987.00	6/11/2021	496
4/20/2021	Maritza Aleman	Deposit Refund		\$500.00	4/20/21	495
7/15/2021	Sacs Door and Gate Corp	Door Installation	7498053	\$8,883.00	7/16/21	502
6/17/2021	Spurlock Electric	Lightswitch Repair	112176	\$274.85	7/16/21	498
6/16/2021	WPFDF	PG&E Reimbursement		\$259.86	6/18/2021	497
7/16/2021	Vistaprint	Business Cards for Hall		\$32.66	7/20/2021	505
7/16/2021	USPS	Stamps		\$23.30	7/20/2021	505
7/19/2021	Ricardo Navarro	Hanyman Work	1001	\$538.33	7/19/21	503
7/19/2021	Ivonne Candia	Hall Cleaning	1001	\$400.00	7/19/21	504
8/5/2021	Blake's Heating & Air	AC Repair	35580	\$1,241.00	8/5/2021	561
8/31/2021	Martin Hernandez	Deposit Refund		\$550.00	8/31/21	562
8/14/2021	A Reyes	Hanyman Work	1001	\$200.00	8/31/21	563
9/1/2021	Higby's Country Feed	Fence Materials	A50123/1	\$627.58	9/1/21	565
8/26/21	Jim Yeager	Fence Post Reimbursement		\$61.01	8/31/21	564
9/21/21	Maryssa Cha	Deposit Refund		\$500.00	9/21/21	566
9/21/21	Fly Fishers of Davis	Deposit Refund		\$700.00	9/21/21	567
9/21/21	Rejina Perez	Deposit Refund		\$550.00	9/21/21	568
8/12/21	ULINE	Chair Rack & Supplies	137329757	\$623.49	9/21/21	569
9/15/21	Leticia Sufei Ayala Lopez	Deposit Refund		\$550.00	9/15/21	576
9/27/2021	Josefina Gutierrez	Deposit Refund		\$550.00	9/27/2021	571
10/11/2021	Jose Aleman	Deposit Refund		\$550.00	10/11/2021	572
10/18/2021	Pedro Solorio	Deposit Refund		\$550.00	10/18/2021	573
10/25/2021	Fernando Vargas	Deposit Refund		\$550.00	10/25/2021	574
11/15/2021	Elda Santana	Deposit Refund		\$550.00	11/15/2021	577

10/3/2021	Ivonne Candia	Hall Cleaning	1002	\$305.00	11/22/2021	570
12/16/2021	Recology	Garbage	Acct# 2376675	\$730.64	12/16/2021	575
				\$24,398.44		

740.01 DEFINITION AND QUALIFICATIONS

Fire Lieutenant may be a career or a volunteer position. This is a Member who:

- Has been promoted to the rank of Fire Lieutenant;
- Has a minimum of three (3) continuous years in the fire service as a member of an organized fire department or fire agency;
- Meets and continues to meet Fire Engineer qualifications;
- Is in good mental and physical health;
- Conducts him/herself in a socially acceptable, cooperative manner;
- Is able to receive, comprehend, and carry out directions;
- Performs all assigned duties competently and professionally;
- Has and maintains a valid California firefighter's restricted driver's license (at a minimum);
- Maintains current certifications and training as required by law for firefighters, including, but not limited to, advanced first aid and CPR/AED, hazardous materials training and refreshers, SIDS awareness training and refreshers, and blood-borne and airborne pathogens training and refreshers (EMT certification required for career staff); and
- Has (1) attended 100% of the regular Monday night drills and mandatory trainings and/or attained 100% of the knowledge presented at all regular Monday night and/or mandatory trainings, and (2) successfully demonstrated the skills practiced at all regular Monday night drills and mandatory trainings. Special consideration may be given to Members whose circumstances preclude their attendance at regular Monday night drills upon approval of the Fire Chief, who shall first consult with the Training Officer.

740.02 CHARACTERISTICS AND DUTIES

The Fire Lieutenant must show ability to lead, be able to instruct other Members, be considered highly competent, and respond to requests for service, both in and out of District. If necessary, the Fire Lieutenant shall fill the position of Incident Commander, until relieved of such responsibility.

The Fire Lieutenant shall have knowledge of:

- Modern firefighting and rescue principals, practices, techniques and procedures, especially as they relate to the District's target hazards.
- Command and control principals.
- Proper operation and maintenance of the various types of fire apparatus and fire, medical and rescue equipment.
- Operating policies and procedures of the West Plainfield Fire Department. Applicable fire safety inspections.
- Building construction for fire protection.
- Basic budget development and administration.

The Fire Lieutenant shall have the following skills:

- Leadership.
- Command and control.
- Supervisory.
- Critical thinking.
- Report development.
- Computer use.

The Fire Lieutenant shall have the ability to:

- Properly operate, deploy and/or maintain fire apparatus, equipment, tools, devices, and facilities.
- Act calmly and quickly in emergency situations, effectively directing firefighting and other emergency operations until relieved by a superior officer.
- Work cooperatively with others.
- Effectively interpret, implement and enforce departmental rules, regulations and policies, as well as other pertinent regulations and policies.
- Communicate clearly and concisely, both orally in writing, prepare and deliver complete and accurate reports.
- Lead and motivate individuals and groups toward successful accomplishment of assigned projects, while maintaining cooperative relationships with superiors, peers, subordinates and, most importantly, district residents and businesses. Assist in budget preparation and administration.
- Instructs and/or assists in the instruction and/or supervision of Members, as assigned.
- Work with the community in a variety of educational, public information and service programs.
- Consistently demonstrate the highest level of customer service during emergency and routine situations.
- Perform all duties and responsibilities in a safe and responsible manner.

740.03 EDUCATION

The Fire Lieutenant:

- The career Fire Lieutenant is expected to have successfully completed the following California State Fire Training classes/training and shall have and maintain EMT certification:
 - Firefighter I
 - Driver/Operator 1A
 - Driver/Operator 1B
 - Company Officer 2D OR equivalent experience
- ~~is~~ The volunteer Fire Lieutenant is expected to have successfully completed the following California State Fire Training (or equivalent) classes/training and is encouraged to obtain and maintain certification as an EMT:
 - Volunteer Firefighter (Firefighter I preferred/encouraged)

- Driver/Operator 1A (NOTE: this class may be waived by the Fire Chief)
- Driver/Operator 1B
- Company Officer 2D OR equivalent experience
- Shall continue his or her education in command-level classes;
- Shall seek additional training through the Training Officer, who may assign the Fire Lieutenant a mentor, or who detail a specific training program to assist in development of additional skills;
- ~~- Is encouraged to obtain and maintain certification as an EMT;~~
- Is encouraged to take advantage of training outside the Department. The Member may be eligible for reimbursement of cost for such training. NOTE: Any Member seeking reimbursement of cost for outside training must get permission PRIOR TO ATTENDING the training and must provide proof of successful completion of the training; without prior approval from the Chief, reimbursement will be denied.

740.04 EVALUATION

At six (6) months after the date the Member is appointed to the rank of Fire Lieutenant, the Member shall meet with the Assistant Chiefs and supervisory personnel, as appropriate, for a job performance review. Thereafter, the Member shall meet with the Assistant Chiefs and supervisory personnel, as appropriate, for an annual performance review.

750.01 DEFINITIONS AND QUALIFICATIONS

Fire Captain may be a career or a volunteer position. This is a Member who:

- Has been promoted to the rank of Fire Captain;
- Has a minimum of three (3) continuous years in the fire service as a member of an organized fire department or fire agency;
- **Meets and continues to meet Fire Lieutenant qualifications;**
- Is in good mental and physical health;
- Conducts him/herself in a socially acceptable, cooperative manner;
- Is able to receive, comprehend, and carry out directions;
- Performs all assigned duties competently and professionally;
- Has and maintains a valid California firefighter's restricted driver's license (at a minimum);
- Maintains current certifications and training as required by law for firefighters, including, but not limited to, advanced first aid and CPR/AED, hazardous materials training and refreshers, SIDS awareness training and refreshers, and blood-borne and airborne pathogens training and refreshers (EMT certification required for career staff); and
- Has (1) attended 100% of the regular Monday night drills and mandatory trainings and/or attained 100% of the knowledge presented at all regular Monday night and/or mandatory trainings, and (2) successfully demonstrated the skills practiced at all regular Monday night drills and mandatory trainings. Special consideration may be given to Members whose circumstances preclude their attendance at regular Monday night drills upon approval of the Fire Chief, who shall first consult with the Training Officer.

750.02 CHARACTERISTICS AND DUTIES

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

The Fire Captain will be responsible for fire department operations in cooperation with the Chief and the Assistant Chiefs; will be responsible for planning and supervising subordinate personnel engaged in training, station and equipment maintenance, fire prevention, and personnel safety; and will direct medical, accident, and fire-fighting activities until relieved by a superior officer.

This is a member who has knowledge of:

- Modern fire suppression, fire prevention, and fire service administration principles, methods, practices, and techniques;
- Sound principles and practices of personnel deployment, supervision, and training;
- Fire apparatus, equipment, tools, devices and facilities and their proper utilization, maintenance, and methods of deployment; and
- Equipment procurement and maintenance.

This member has the ability to:

- Make sound decisions and direct operations at the scene of an alarm in the absence of a superior officer;
- Communicate clearly and concisely, both orally and in writing;
- Instructs and/or assists in the instruction and/or supervision of Members, as assigned.
- Establish and maintain cooperative working relationships with superiors, peers, subordinates, district -residents cooperating agencies and businesses; and
- Effectively interpret, implement, and enforce provisions of federal and state laws, county and departmental rules, regulations and policies, and all other pertinent regulations and policies.

The Fire Captain will:

- Be responsible for and direct all emergency scenes, until relieved by a superior officer;
- Assign subordinate personnel and equipment on-scene, including, but not limited to, placement of equipment for safe, efficient operations, supervision of hose lays, water direction, ladder placement, building ventilation, and salvage, overhaul, and cleanup operations;
- Direct and assist in fire-fighting and life-saving procedures;
- Be responsible for assigned personnel, apparatus, and equipment.
- Ensure the readiness of the apparatus, as assigned.
- Ensure all equipment is returned to its proper place and serviced after all operations, including ancillary equipment such as resuscitators, SCBA, etc.;
- In cooperation with other officers, plan and conduct personnel training;
- Actively participate in maintaining the manual of standard operating procedures;
- Instill and insure an attitude of safety consciousness;
- Maintain all proper response records and reports are completed within timelines specified by the Fire Chief; and
- Participate in fire prevention inspections and response planning.

750.03 TRAINING REQUIREMENTS / CERTIFICATIONS

A volunteer Fire Captain shall be encouraged to be a certified EMT; the career Fire Captain shall be a certified EMT. All Fire Captains shall be certified in hazardous materials response to the first responder operations level.

The Fire Captain shall be proficient and knowledgeable in:

- Multi-discipline command;
- Fire cause and determination;
- Prevention;
- Hazardous materials response;
- Wildland firefighting techniques;
- Departmental response protocols; and
- Applicable federal, state, county, and departmental laws, standards, and regulations.

The Fire Captain is encouraged to continue to expand their knowledge in the areas of fire ground operations, instruction, and public education.

750.04 EVALUATION

Annually, the Fire Captain will be evaluated by the Assistant Chiefs for proficiency in the above-described characteristics, duties, and training / certification requirements. Lack of proficiency or required training / certifications may result in disciplinary action.

FOR COMPARISON

Trial Balance

GL291 Date: 12/15/21
Time: 23:01

JOB SUBMISSION PARAMETERS

User Name: INFORBC\CRita
Job Name: GL291
Step Nbr: 1

Main

Company: 1000
or Company Group:

Year Code: C Current Year
or
Year:
Period Range: 5- 5

Organization

Accounting Units: 6223

Accounting Unit List:

Level Group:

Individual Reporting

Company: X Level One: X Level Two:
Level Three: X Level Four: Level Five:

Report Options

 Type: A Amount
Suppress Zero Accounts: Y Yes
 Report Sequence: L Level
 Report Currency: B Base
 or
Transaction Currency:
 XBRL Tag: N No

Trial Balance

GL291 - Date 12/15/21
Time 23:01

Company 1000 - YOLO COUNTY
Trial Balance
For Period 5 Through 5 Ending November 30, 2021

USD

Base Currency
Amounts
Fiscal Year 2022

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Consolidated

Account Nbr	Description	Beginning Balance	Debit Activity	Credit Activity	Ending Balance
100000-0000	CASH IN TREASURY	67,771.46	30,227.20	25,684.29-	72,314.37
101000-0121	RC-WPF FPD CAP ASSET REPL	157,959.55			157,959.55
101000-0122	RC-WPF FPD ACCRUED LEAVE	26,432.05			26,432.05
111010-0000	PROP TAX REC-CURR SEC	0.00	343,774.04		343,774.04
111090-0000	PROP TAX REC-CURR SEC SUPPL	3,528.93	2,737.63	2,737.63-	3,528.93
181100-0000	BUILDING & IMPROVEMENT	97,149.28			97,149.28
181200-0000	IMPRV OTHR THAN BLDG	27,567.00			27,567.00
181400-0000	EQUIPMENT	1,243,452.99			1,243,452.99
182100-0000	ACCUM. DEP-BLDG & IMPRV	92,098.42-		90.20-	92,188.62-
182200-0000	ACCUM. DEP- IMPRV OTHR THAN BL	18,087.85-		104.17-	18,192.02-
182400-0000	ACCUM. DEP-EQUIPMENT	760,766.58-		5,683.76-	766,450.34-
190200-0000	FUTURE LONG TERM DEBT REQUIRE	11,064.97			11,064.97
200001-0000	ACCOUNTS PAYABLE-JE	2,912.85-			2,912.85-
202000-0000	OTHER ACCOUNTS PAYABLE	1,215.35-			1,215.35-
230000-0000	COMPENSATED ABSENSES (L/T)	11,064.97-			11,064.97-
300100-0000	NET INVESTMENT IN CAPITAL ASSE	497,216.42-	5,878.13		491,338.29-
300600-0001	FD BAL-ASSIGNED-CAP ASSET REPL	157,641.97-			157,641.97-
300600-0002	FD BAL-ASSIGNED-ACCRUED LEAVE	26,378.91-			26,378.91-
300600-0003	FD BAL-ASSIGNED-GEN RESERVE	159,825.00-			159,825.00-
300999-0000	UNASSIGNED	15,087.95-			15,087.95-
400100-0000	PROP TAXES-CURRENT SECURED	0.00		343,774.04-	343,774.04-
400101-0000	PROP TAXES-CURRENT UNSECURED	0.00		26,765.98-	26,765.98-
400111-0000	PROP TAXES-PRIOR UNSECURED	0.00		194.08-	194.08-
400120-0000	SUPPLEMENTAL PROP TAXES CURR	0.00	2,737.63	2,737.63-	0.00
400700-0000	INVESTMENT EARNINGS-POOL	676.48-			676.48-
400705-0000	GASB 31 FMV - DFS ONLY	1,758.00			1,758.00
401061-0000	ST-HIGHWAY PROPERTY RENTALS	0.00		3.49-	3.49-
403610-0000	OTH CHRG FR SVC-FIREFGHTR SVC	40,955.08-		3,263.65-	44,218.73-
500100-0000	REGULAR EMPLOYEES	74,537.33	16,835.36		91,372.69
500120-0000	OVERTIME	3,391.08	409.38		3,800.46
500320-0000	OASDI	4,831.57	1,069.17		5,900.74
500330-0000	FICA/MEDICARE	1,129.97	250.05		1,380.02
500380-0000	UNEMPLOYMENT INSURANCE	402.12	229.49		631.61
501010-0000	CLOTHING & PERSONAL SUPPLIES	1,312.74	758.96	64.35-	2,007.35
501020-0000	COMMUNICATIONS	1,162.89-	515.47		647.42-
501030-0000	FOOD	21.93			21.93
501040-0000	HOUSEHOLD EXPENSE	1,834.98	1,754.72		3,589.70
501051-0000	INSURANCE-PUBLIC LIABILITY	31,898.83			31,898.83
501053-0000	INSURANCE-OTHER	13,151.00			13,151.00
501070-0000	MAINTENANCE-EQUIPMENT	1,155.76	464.09		1,619.85
501071-0000	MAINTENANCE-BLDG IMPROVEMENT	2,117.50	300.00		2,417.50
501090-0000	MEMBERSHIPS	175.00	250.00		425.00
501110-0000	OFFICE EXPENSE	5,327.95	286.46		5,614.41
501111-0000	OFFICE EXP-POSTAGE	56.85	16.43		73.28
501112-0000	OFFICE EXP-PRINTING	0.00	100.66		100.66
501156-0000	PROF & SPEC SVC-LEGAL SVC	1,133.33	227.08		1,360.41
501180-0000	PUBLICATIONS AND LEGAL NOTICES	280.00	199.00		479.00
501190-0000	RENTS AND LEASES - EQUIPMENT	556.34	191.90		748.24

Trial Balance

GL291 - Date 12/15/21
Time 23:01

Company 1000 - YOLO COUNTY
Trial Balance
For Period 5 Through 5 Ending November 30, 2021

USD

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Consolidated

Account Nbr	Description	Beginning Balance	Debit Activity	Credit Activity	Ending Balance
501250-0000	TRANSPORTATION AND TRAVEL	2,554.52	864.49		3,419.01
501251-0000	TRASNP & TRAVEL-FUEL	79.23			79.23
501260-0000	UTILITIES	2,458.46	1,025.93		3,484.39
***	Totals	0.00	411,103.27	411,103.27	0.00

Trial Balance

GL291 - Date 12/15/21
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Company 1000 - YOLO COUNTY
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For Period 5 Through 5 Ending November 30, 2021

USD

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Account Nbr	Description	Beginning Balance	Debit Activity	Credit Activity	Ending Balance
6223					
	W.PLAINFIELD FIRE DIST BAL SHT				
100000-0000	CASH IN TREASURY	67,771.46	30,227.20	25,684.29-	72,314.37
101000-0121	RC-WPF FPD CAP ASSET REPL	157,959.55			157,959.55
101000-0122	RC-WPF FPD ACCRUED LEAVE	26,432.05			26,432.05
111010-0000	PROP TAX REC-CURR SEC	0.00	343,774.04		343,774.04
111090-0000	PROP TAX REC-CURR SEC SUPPL	3,528.93	2,737.63	2,737.63-	3,528.93
181100-0000	BUILDING & IMPROVEMENT	97,149.28			97,149.28
181200-0000	IMPRV OTHR THAN BLDG	27,567.00			27,567.00
181400-0000	EQUIPMENT	1,243,452.99			1,243,452.99
182100-0000	ACCUM. DEP-BLDG & IMPRV	92,098.42-		90.20-	92,188.62-
182200-0000	ACCUM. DEP- IMPRV OTHR THAN BL	18,087.85-		104.17-	18,192.02-
182400-0000	ACCUM. DEP-EQUIPMENT	760,766.58-		5,683.76-	766,450.34-
190200-0000	FUTURE LONG TERM DEBT REQUIRE	11,064.97			11,064.97
200001-0000	ACCOUNTS PAYABLE-JE	2,912.85-			2,912.85-
202000-0000	OTHER ACCOUNTS PAYABLE	1,215.35-			1,215.35-
230000-0000	COMPENSATED ABSENSES (L/T)	11,064.97-			11,064.97-
300100-0000	NET INVESTMENT IN CAPITAL ASSE	497,216.42-	5,878.13		491,338.29-
300600-0001	FD BAL-ASSIGNED-CAP ASSET REPL	157,641.97-			157,641.97-
300600-0002	FD BAL-ASSIGNED-ACCRUED LEAVE	26,378.91-			26,378.91-
300600-0003	FD BAL-ASSIGNED-GEN RESERVE	159,825.00-			159,825.00-
300999-0000	UNASSIGNED	15,087.95-			15,087.95-
400100-0000	PROP TAXES-CURRENT SECURED	0.00		343,774.04-	343,774.04-
400101-0000	PROP TAXES-CURRENT UNSECURED	0.00		26,765.98-	26,765.98-
400111-0000	PROP TAXES-PRIOR UNSECURED	0.00		194.08-	194.08-
400120-0000	SUPPLEMENTAL PROP TAXES CURR	0.00	2,737.63	2,737.63-	0.00
400700-0000	INVESTMENT EARNINGS-POOL	676.48-			676.48-
400705-0000	GASB 31 FMV - DFS ONLY	1,758.00			1,758.00
401061-0000	ST-HIGHWAY PROPERTY RENTALS	0.00		3.49-	3.49-
403610-0000	OTH CHRG FR SVC-FIREFGHTR SVC	40,955.08-		3,263.65-	44,218.73-
500100-0000	REGULAR EMPLOYEES	74,537.33	16,835.36		91,372.69
500120-0000	OVERTIME	3,391.08	409.38		3,800.46
500320-0000	OASDI	4,831.57	1,069.17		5,900.74
500330-0000	FICA/MEDICARE	1,129.97	250.05		1,380.02
500380-0000	UNEMPLOYMENT INSURANCE	402.12	229.49		631.61
501010-0000	CLOTHING & PERSONAL SUPPLIES	1,312.74	758.96	64.35-	2,007.35
501020-0000	COMMUNICATIONS	1,162.89-	515.47		647.42-
501030-0000	FOOD	21.93			21.93
501040-0000	HOUSEHOLD EXPENSE	1,834.98	1,754.72		3,589.70
501051-0000	INSURANCE-PUBLIC LIABILITY	31,898.83			31,898.83
501053-0000	INSURANCE-OTHER	13,151.00			13,151.00
501070-0000	MAINTENANCE-EQUIPMENT	1,155.76	464.09		1,619.85
501071-0000	MAINTENANCE-BLDG IMPROVEMENT	2,117.50	300.00		2,417.50
501090-0000	MEMBERSHIPS	175.00	250.00		425.00
501110-0000	OFFICE EXPENSE	5,327.95	286.46		5,614.41
501111-0000	OFFICE EXP-POSTAGE	56.85	16.43		73.28
501112-0000	OFFICE EXP-PRINTING	0.00	100.66		100.66
501156-0000	PROF & SPEC SVC-LEGAL SVC	1,133.33	227.08		1,360.41
501180-0000	PUBLICATIONS AND LEGAL NOTICES	280.00	199.00		479.00
501190-0000	RENTS AND LEASES - EQUIPMENT	556.34	191.90		748.24

Trial Balance

GL291 - Date 12/15/21
Time 23:01

Company 1000 - YOLO COUNTY USD
Trial Balance
For Period 5 Through 5 Ending November 30, 2021

Base Currency Page 4
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6223 6223 W.PLAINFIELD FIRE DIST BAL SHT

Account Nbr	Description	Beginning Balance	Debit Activity	Credit Activity	Ending Balance
501250-0000	TRANSPORTATION AND TRAVEL	2,554.52	864.49		3,419.01
501251-0000	TRASNP & TRAVEL-FUEL	79.23			79.23
501260-0000	UTILITIES	2,458.46	1,025.93		3,484.39
***	Totals	0.00	411,103.27	411,103.27	0.00

Trial Balance

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Company 1000 - YOLO COUNTY
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6223-0053-02751

6223532751

6223-NCA-COUNTY SERVICE AREA 9

Account Nbr	Description	Beginning Balance	Debit Activity	Credit Activity	Ending Balance
400100-0000	PROP TAXES-CURRENT SECURED	0.00		343,774.04-	343,774.04-
400101-0000	PROP TAXES-CURRENT UNSECURED	0.00		26,765.98-	26,765.98-
400111-0000	PROP TAXES-PRIOR UNSECURED	0.00		194.08-	194.08-
400120-0000	SUPPLEMENTAL PROP TAXES CURR	0.00	2,737.63	2,737.63-	0.00
400700-0000	INVESTMENT EARNINGS-POOL	676.48-			676.48-
400705-0000	GASB 31 FMV - DFS ONLY	1,758.00			1,758.00
401061-0000	ST-HIGHWAY PROPERTY RENTALS	0.00		3.49-	3.49-
403610-0000	OTH CHRG FR SVC-FIREFGHTR SVC	40,955.08-		3,263.65-	44,218.73-
500100-0000	REGULAR EMPLOYEES	74,537.33	16,835.36		91,372.69
500120-0000	OVERTIME	3,391.08	409.38		3,800.46
500320-0000	OASDI	4,831.57	1,069.17		5,900.74
500330-0000	FICA/MEDICARE	1,129.97	250.05		1,380.02
500380-0000	UNEMPLOYMENT INSURANCE	402.12	229.49		631.61
501010-0000	CLOTHING & PERSONAL SUPPLIES	1,312.74	758.96	64.35-	2,007.35
501020-0000	COMMUNICATIONS	1,162.89-	515.47		647.42-
501030-0000	FOOD	21.93			21.93
501040-0000	HOUSEHOLD EXPENSE	1,834.98	1,754.72		3,589.70
501051-0000	INSURANCE-PUBLIC LIABILITY	31,898.83			31,898.83
501053-0000	INSURANCE-OTHER	13,151.00			13,151.00
501070-0000	MAINTENANCE-EQUIPMENT	1,155.76	464.09		1,619.85
501071-0000	MAINTENANCE-BLDG IMPROVEMENT	2,117.50	300.00		2,417.50
501090-0000	MEMBERSHIPS	175.00	250.00		425.00
501110-0000	OFFICE EXPENSE	5,327.95	286.46		5,614.41
501111-0000	OFFICE EXP-POSTAGE	56.85	16.43		73.28
501112-0000	OFFICE EXP-PRINTING	0.00	100.66		100.66
501156-0000	PROF & SPEC SVC-LEGAL SVC	1,133.33	227.08		1,360.41
501180-0000	PUBLICATIONS AND LEGAL NOTICES	280.00	199.00		479.00
501190-0000	RENTS AND LEASES - EQUIPMENT	556.34	191.90		748.24
501250-0000	TRANSPORTATION AND TRAVEL	2,554.52	864.49		3,419.01
501251-0000	TRASNP & TRAVEL-FUEL	79.23			79.23
501260-0000	UTILITIES	2,458.46	1,025.93		3,484.39
*** Totals		107,370.04	28,486.27	376,803.22	240,946.91-
*** Out Of Balance				348,316.95	

Trial Balance

GL291 - Date 12/15/21
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Company 1000 - YOLO COUNTY
Trial Balance
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6223-0099-00001

6223990001

6223-BS-BAL SHT

Account Nbr	Description	Beginning Balance	Debit Activity	Credit Activity	Ending Balance
100000-0000	CASH IN TREASURY	67,771.46	30,227.20	25,684.29-	72,314.37
101000-0121	RC-WPF FPD CAP ASSET REPL	157,959.55			157,959.55
101000-0122	RC-WPF FPD ACCRUED LEAVE	26,432.05			26,432.05
111010-0000	PROP TAX REC-CURR SEC	0.00	343,774.04		343,774.04
111090-0000	PROP TAX REC-CURR SEC SUPPL	3,528.93	2,737.63	2,737.63-	3,528.93
181100-0000	BUILDING & IMPROVEMENT	97,149.28			97,149.28
181200-0000	IMPRV OTHR THAN BLDG	27,567.00			27,567.00
181400-0000	EQUIPMENT	1,243,452.99			1,243,452.99
182100-0000	ACCUM. DEP-BLDG & IMPRV	92,098.42-		90.20-	92,188.62-
182200-0000	ACCUM. DEP- IMPRV OTHR THAN BL	18,087.85-		104.17-	18,192.02-
182400-0000	ACCUM. DEP-EQUIPMENT	760,766.58-		5,683.76-	766,450.34-
190200-0000	FUTURE LONG TERM DEBT REQUIRE	11,064.97			11,064.97
200001-0000	ACCOUNTS PAYABLE-JE	2,912.85-			2,912.85-
202000-0000	OTHER ACCOUNTS PAYABLE	1,215.35-			1,215.35-
230000-0000	COMPENSATED ABSENSES (L/T)	11,064.97-			11,064.97-
300100-0000	NET INVESTMENT IN CAPITAL ASSE	497,216.42-	5,878.13		491,338.29-
300600-0001	FD BAL-ASSIGNED-CAP ASSET REPL	157,641.97-			157,641.97-
300600-0002	FD BAL-ASSIGNED-ACCRUED LEAVE	26,378.91-			26,378.91-
300600-0003	FD BAL-ASSIGNED-GEN RESERVE	159,825.00-			159,825.00-
300999-0000	UNASSIGNED	15,087.95-			15,087.95-
*** Totals		107,370.04-	382,617.00	34,300.05	240,946.91
*** Out Of Balance			348,316.95		

West Plainfield Fire Protection District

Battalion Chief Report



Date: December 21, 2021

Eric L. Wilson, Battalion Chief

Calls for Service (11/16/21-12/16/21) 21 calls for service

2021 total calls for service to date 272

2020 total calls for service 194

Significant calls

- 11/30/21 Tractor struck power pole occupant trapped
- 12/06/21 Structure Fire Mutual Aid-Winters
- 12/16/21 Station Coverage Provided WOFPD

Weed Abatement

- No changes - Significant Rainfall has began producing green grass. CalFire has began allowing yard burns in SRA again.

Admin Issues

- Captain Bravo continues working on multiple grants.

Sacred Oaks

- Monthly billing was submitted at beginning of December for our contracted monitoring service.
- Quarterly Fire inspection was completed and billed November 23, 2021

Airport

- Nothing to report

Personnel

- CPR recertification training is scheduled for January 3rd if anyone is need of recertification.



West Plainfield Fire Department (CA)

Davis, CA

This report was generated on 12/16/2021 4:20:50 PM



Incident Narrative with Type for Date Range (Landscape)

Start Date: 11/16/2021 | End Date: 12/16/2021

INCIDENT #	DATE	STREET NUMBER	INCIDENT TYPE
2021-252	11/16/2021		551 - Assist police or other governmental agency
Bravo, Scott Fire Captain E30 NARRATIVE: WPL, WOF, & MDS were dispatched to a MVA in the area of County Road 27 x County Road 93. WOF arrived at scene and advised it was on the north side of County Road 27, 100 yards west of County Road 93. Assist to MDS, all units released and returned.			
2021-253	11/18/2021		324 - Motor vehicle accident with no injuries.
Osborn, Dave Fire Captain E30 NARRATIVE: WPF, WOFD and County EMS responded to the scene of a possible traffic accident. The vehicle involved was found facing N/B in a ditch on the west side of County Road 95 south of County Road 27. The vehicle was found to be unoccupied and appeared to have been left there for an extended period of time. No sign of occupant ejection and no involved parties found in or around the area. CHP responded and took control of the scene and all Fire and Medical units cleared and returned to quarters.			
2021-254	11/20/2021	35791	321 - EMS call, excluding vehicle accident with injury
Bravo, Scott Fire Captain E30 NARRATIVE: WPL was dispatched to an EMS call at the location given. See AMR PCR for patient information. All units were released and returned to quarters.			
2021-255	11/22/2021	24290	622 - No incident found on arrival at dispatch address
Bravo, Scott Fire Captain E30 NARRATIVE: WPL was dispatched to a reported chute cutaway from the pilot of Skydance. No incident found on arrival, all jumpers accounted for. All units returned to quarters.			
2021-256	11/23/2021		324 - Motor vehicle accident with no injuries.
Osborn, Dave Fire Captain B30 NARRATIVE: WPF, WOFD, Law Enforcement and County EMS responded to the area of County Road 27 and County Road 98 reference a call of a possible traffic collision. Upon arrival, I observed one vehicle in the intersection and one vehicle in a ditch on the S/E corner. Both vehicles had moderate damage. All occupants of the vehicles were out of the respective vehicles and no one claimed to be injured. AMR medics responded and accessed the parties and they were released at the scene without treatment. Law enforcement arrived and took over the incident. All fire units cleared and returned to quarters.			
2021-257	11/27/2021		551 - Assist police or other governmental agency
Bravo, Scott Fire Captain E30 NARRATIVE: WPL was dispatched to a smoke investigation in the area of County Road 95A near Stevenson's Bridge. WPL units checked the area and determined the source of the smoke was in Solano County, we had DIX respond and check the area, all units were unable to locate. All WPL units were released and returned to quarters.			
2021-258	11/28/2021	36343	140 - Natural vegetation fire, other
Bravo, Scott Fire Captain B30 NARRATIVE: 3004 drove up on an unreported control burn at the location given. On arrival, the fire was contained to its 8x8 area, no threat of spread beyond the perimeter. Homeowner stated that she did not light the pile, the pile had been collecting since spring. She cleaned out her fireplace and deposited ash and hot coals on the pile which caused it to ignite. The pile was dense with organic materials, no evidence of regulated materials. B30 took a majority of the heat out the pile, and the homeowner used her tractor to move the pile. Homeowner will monitor the pile throughout the night, and has a sprinkler in place to assist with keeping the pile down. All units were released and returned to quarters.			

Only REVIEWED incidents included. CAD and Medical Narratives not included
 The column labeled Street Number is the number part of the address, for example 123 Main Street would show 123 in this column.



2021-259	11/30/2021		444 - Power line down
Osborn, Dave Fire Captain E30 NARRATIVE: While cultivating a field, a male subject struck the power pole on the south end of the property with his tractor. The power line came down on the tractor and was still energized. The subject driving the tractor was told to remain in the vehicle until PG&E could arrive and render the power lines safe.			
PG&E arrived and rendered the lines safe and the subject in the tractor was found to be unharmed during the incident. All Fire and medical units cleared and returned to quarters.			
2021-261	12/04/2021	35130	553 - Public service
Osborn, Dave Fire Captain E30 NARRATIVE: WPFD responded to the listed address reference a call of a possible hazard. The R/P reported that there was a tree on or near his property that was split and he was concerned that it may fall into the street. I arrived and assessed the situation. The tree was split, but did not pose a hazard at this time. The property where the tree was located on was found to be owned by UC Davis. Their dispatch was notified and they advised the tree would be taken care of by Monday 12/6/2021. All WPFD units cleared and returned to quarters.			
2021-262	12/06/2021	24321	320 - Emergency medical service, other
LaTour, Larry J Lieutenant E30 NARRATIVE: E30 was dispatched for a medical aid that was initiated by AMR that were already on scene. E30 was cancelled when approaching the scene. E30 returned to quarters.			
2021-263	12/08/2021	26709	551 - Assist police or other governmental agency
Osborn, Dave Fire Captain E30 NARRATIVE: On the listed date and time, WPFD E30 responded to assisted Winters FD at 26709 County Road 89 Winters, CA 95694, reference a call of an active fire to an outbuilding on the property. Upon arrival, we were directed by the IC to assist with fire suppression on the south side of the structure. The fire was extinguished after a short period of time and minor overhaul was accomplished. WPFD personnel were released from the scene by the IC and returned to quarters.			
2021-264	12/10/2021	25120	631 - Authorized controlled burning
Bravo, Scott Fire Captain E30 NARRATIVE: Station 30 received a phone in report of an authorized control burn that was causing significant smoke. E30 arrived to find 3 legal piles, 6x6x6 in size, in mowed green grass, attended to, and no evidence of regulated materials. E30 returned to quarters without incident.			
2021-265	12/10/2021	34325	321 - EMS call, excluding vehicle accident with injury
Bravo, Scott Fire Captain E30 NARRATIVE: WPL was dispatched to a medical aid at the location given. See AMR PCR for patient information. All units assisted and were released to quarters.			
2021-266	12/11/2021	27010	172 - Cultivated orchard or vineyard fire
LaTour, Larry J Lieutenant E30 NARRATIVE: E30 was dispatched for an unknown type fire. WPFD personnel arrived on scene to find an unlogged control burn. WPFD personnel instructed the homeowner on the proper time and how to log a burn. WPFD had owner put the fire out. All WPFD personnel returned to quarters.			
Lt. LaTour.			
2021-268	12/13/2021	17600	611 - Dispatched & cancelled en route
LaTour, Larry J Lieutenant E30 NARRATIVE: E30 was dispatched for a mutual aid response for a structure fire. E30 was cancelled and returned to quarters.			
Lt. La Tour.			
2021-269	12/14/2021		611 - Dispatched & cancelled en route
LaTour, Larry J Lieutenant E30 NARRATIVE: E30 was dispatched for a vehicle accident. E30 was cancelled and returned to quarters.			
Lt. La Tour.			

Only REVIEWED incidents included. CAD and Medical Narratives not included
The column labeled Street Number is the number part of the address, for example 123 Main Street would show 123 in this column.



2021-272

12/16/2021

18111

571 - Cover assignment, standby, moveup

Bravo, Scott Fire Captain E30 NARRATIVE: WPL E30 was requested to move central to cover WOF while they were committed to a SF3 in WDL. All units remained available, no incidents for either district. All units were released and returned to quarters.

Only REVIEWED incidents included. CAD and Medical Narratives not included
The column labeled Street Number is the number part of the address, for example 123 Main Street would show 123 in this column.





West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

December 21, 2021

Auditor-Controller
625 Court Street
Woodland, CA 95695

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

Advantage Gear	\$756.39
Amazon Business	\$82.96
AT&T (CalNet)	44.78
AT&T Mobility (FirstNet)	263.64
Entenmann_Rovin Co.	149.13
InterState Oil	937.37
Leaf	119.53
Pisani's Auto Parts	275.24
PG&E	1,554.77
Recology	367.82
River City Fire Equipment	93.92
US Bank	322.68
Yolo County Environmental Health	231.00

Total: \$5,199.23

West Plainfield Fire Protection District

24901 County Road 95, Davis, California 95616 (530)756-0212

BOARD OF COMMISSIONERS – REGULAR MEETING – MINUTES November 16, 2021, at 7:00 PM

Held in Person at:

**Lillard Hall
24901 County Road 95
Davis CA, 95616**

1) Call to Order

The meeting was called to order at 7:00 pm by President McMullen and quorum was established.

Commissioners: James McMullen, Jim Yeager, Richard Guarino, Charles Hjerpe, and Emily Amy

Staff: Battalion Chief Eric Wilson, Captain Scott Bravo, Clerk Brenda Gonzalez,
Firefighter Jon Lee, Firefighter/Training Officer Peter Maggenti

2) Public Comment

None

3) Old Business

a) Update – Weed Abatement (BC Wilson)

BC Wilson updated the Board that this year's weed abatement is complete, and the rains have turned things green. BC Wilson also reported that the 2022 Weed abatement notifications will start in March/April.

b) Update – Yolo County Fire Sustainability Committee (Was 172 Funds) (AC Stiles)

No report.

4) Lillard Hall

a) Manager Report (Hall Manager Gonzalez)

Hall Manager Gonzalez presented to the Board the upcoming hall rentals and latest accounting. BC Wilson inquired about Wi-Fi for the Hall. Manager Gonzalez stated she would look into it further.

5) New Business

a) Discussion / Action – Out of District Volunteer Applications (BC Wilson)

BC Wilson reported to the Board that he did not have any new applications to present to the Board.

b) Discussion/Action – Amendment to Operations and Procedure manual – Fire Lieutenant Job Description Section 740.03 - Education (BC Wilson)

This item was tabled until next meeting.

c) Discussion/Action – Salary Increase – FC Bravo (BC Wilson)

BC Wilson reported to the Board that he had recently evaluated Capt. Bravo's performance. Both he and Chief Rita recommend that Captain Bravo be awarded a salary increase based on the recent evaluation and job performance review; he had not had an increase in 2 years. Recommended increase by Fire Chief and BC Wilson is between 3% and 5%.

BC Wilson advised the Board that the current Sacramento region Consumer Price Index is 6.2%. After some discussion of the options, President McMullen suggested pay raise be 6.2% to match CPI. Commissioner Amy recommended to the Board that Captain Bravo's pay increase should be based on Fire Chief Rita's recommendation.

President McMullen suggested that since it had been 2 years since Captain Bravo's last increase it should be approved by the Board.

Motion: Commissioner Amy

2nd: Commissioner Hjerpe

Motion to increase Captain Bravo's salary by 5%

President McMullen asked for a roll call.

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guarino: Aye

Commissioner Amy: Aye

President McMullen: Aye

Passed 5-0

d) Discussion/Action – Standing Committees – Reports (President McMullen)

i) Budget & Benefit Committee – **Hjerpe**, Amy

No Meeting No Report

ii) Personnel Committee – **Guarino**, Amy

No Meeting No Report

iii) District Funding and Development Committee - **Yeager**, Hjerpe

No Meeting No Report

- iv) Lillard Hall Committee – **Yeager, Amy**
No Meeting No Report

- e) Discussion/Action – Liaison Reports (President McMullen)
 - i) Fire Prevention/Investigation – **McMullen**
No Meeting No Report

 - ii) Training – **Yeager**
No Meeting No Report

 - iii) Large Equipment/Facilities – **McMullen**
No Meeting No Report

 - iv) IHS – **McMullen**
No Meeting No Report

BC Wilson reported to the Board that the District has an inspection scheduled the following week at Sacred Oaks.

- f) Discussion/Action – Ad Hoc Committee Reports (President McMullen)
 - i) LAFCO – **Guarino, Yeager**

Commissioner Yeager reported to the Board that a committee meeting was held. It does not appear that the LAFCO report will recommend any changes to our District boundaries. The LAFCO representative will be visiting all rural districts.

 - ii) Station Water Usage – **Yeager, Guarino**

Commissioner Yeager reported to the Board that he and Commissioner Guarino met to draft a new water usage policy for station water use.

Commissioner Amy suggested that the phrase “as determined by the Fire Chief” be added towards the end of the policy.

As amended, the draft policy reads:

“West Plainfield Fire Protection District Well Water; Usage for Community Use
“Part of the Mission statement for the West Plainfield Fire Protection District’s states:
‘Efficient delivery of emergency services for the District.’

“In this statement the District needs to be prepared for multiple types of services. Fire protection is only one of the services, but when needed the District needs resources such as fire apparatus,

trained personnel, emergency equipment and water for fire extinguishment.

“With this in mind, our well water is a valuable asset to deliver services to our District. In that scenario the District, especially in drought years, needs to conserve our well water for emergency use only.

“If a District resident well goes dry and has large animals that need water, we might, if our water resources are not jeopardized, as determined by the Fire Chief, give a one-time fill up, to 400 gallons.

“Contact Yolo County Emergency Services for large water delivery services in the county.”

Motion: Commissioner Guarino

2nd: Commissioner Hjerpe

To adopt water usage policy with corrections

President McMullen asked for a roll call.

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guarino: Aye

Commissioner Amy: Aye

President McMullen: Aye

Motion Passed: 5-0

iii) DQU – **Guarino**, McMullen

No meeting No Report

6) Fire Chief's Report

No Report

7) Battalion Chief's Report

BC Wilson:

- gave an update on the District's call volume increase.
- reported that the quarterly Inspection for Sacred Oaks is scheduled for the following week
- responded to Commissioner Hjerpe's inquiry into staff retention and recruitment. BC Wilson pointed out that any salary comparison or survey statistics would need to be with comparable agencies.

Action Item – Commissioner Amy requested that the Personnel Committee receive a report from BC Wilson, including a salary and benefits comparison of at least four comparable agencies.

8) Fire Fighter's Association Report

Firefighter Lee reported to the Board that this year's Christmas Party is scheduled for 5pm on December 19.

9) Clerk's Report

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

Motion: Commissioner Amy
2nd: Commissioner Guarino
To approve the bills as presented.

President McMullen asked for a roll call.

Commissioner Yeager: Aye
Commissioner Hjerpe: Aye
Commissioner Guarino: Aye
Commissioner Amy: Aye
President McMullen: Aye
Motion Passed 5-0

b) Approval of Prior Board Meeting Minutes (Clerk Gonzalez)

i) Regular Meeting – October 19, 2021

Clerk Gonzalez presented to the Board the draft minutes for the October 19, 2021, meeting.

Commissioner Amy suggested to make changes to 5d. and join the phrases.

Captain Bravo also noted that 5e(iii) should be corrected to Dunnigan, instead of Colusa. He also noted that E30 should be corrected to E230.

Motion: Commissioner Guarino
2nd: Commissioner Yeager
To approve minutes as presented with corrections.

President McMullen asked for a roll call.

Commissioner Yeager: Aye
Commissioner Hjerpe: Aye
Commissioner Guarino: Aye

Commissioner Amy: Aye

President McMullen: Aye

Motion Passed 5-0

10) Open Forum

Commissioner Yeager suggested updating the display cases in the hall.

Commissioner Yeager suggested adding the history of the large stone wheel in front of the station in the information board.

11) Calendar

Next regular Board meeting on December 21, 2021, unless another date is agreed upon.

Motion: Commissioner Guarino

2nd: Commissioner Yeager

To Adjourn Meeting

President McMullen asked for a roll call.

Commissioner Yeager: Aye

Commissioner Hjerpe: Aye

Commissioner Guarino: Aye

Commissioner Amy: Aye

President McMullen: Aye

Motion Passed 5-0

Meeting Adjourned

President McMullen

Clerk