



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

**BOARD OF COMMISSIONERS – REGULAR MEETING
SEPTEMBER 19, 2023 at 7:00 PM**

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

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

1. Call the Meeting to Order and Establish Quorum (President McMullen)
2. Public Comment
3. Old Business
 - a. Update – Weed Abatement (President Jon Lee)
 - b. Update – Yolo County Fire Sustainability Committee (AC Stiles)
4. Lillard Hall
 - a. Manager Report (Hall Manager Sykes) (Pages 4-8)
5. New Business
 - a. Discussion / Action – Volunteer Applications (AC Stiles)
 - b. Discussion / Action – Sale or Trade-In and Purchase of Apparatus (AC Stiles)
 - i. Purchase 2005 Westates Freightliner Quick Attack (Grass) (to Replace W230) for \$149,000.00 (plus applicable taxes) (Pages 9-12)
 - ii. Sell (or Trade-In) W230 for No Less Than \$174,000.00 (less pump test cost if traded in) (Pages 13-14)
 - c. Discussion / Action – Review Quotes and Award / Authorize Work (AC Stiles) (Pages 15-17)
 - i. Door Replacement – Office and Day Room into Apparatus Bay (Page 18)
 - ii. Flooring Replacement – Office, Kitchen, Day Room / Sleeping Quarters, Sleeping Quarters, Bathroom (Pages 19-21)
 - iii. Interior Painting and Drywall Repair - Office, Kitchen, Day Room / Sleeping Quarters, Bedroom, Bathroom, Including Doors
 - d. Discussion / Action – Standing Committees – Reports
 - i. Personnel Committee – **Amy**, Yeager
 - ii. District Funding and Development Committee – **Yeager**, Stiles

- iii. Lillard Hall Committee – **Amy**, Roos
 1. Approve August 17, 2023, Minutes (Pages 22-23)
 2. Approve September 6, 2023, Minutes (Pages 24-26)
 3. Discussion / Action – Approve Opening a Separate, New Bank Account to Hold Lillard Hall Rental / Lease Deposits
 4. Discussion / Action – Approve Changes to Lillard Hall Use/Rental Policies *Rental Fee and Security Deposit* Section (Page 27)
- iv. Budget and Benefits Committee – **Stiles**, Roos
- e. Discussion / Action – Ad Hoc Committees – Reports
 - i. LAFCO – **Yeager**, Roos (Pages 28-29)
 - ii. Solar – **Stiles**, Roos
- f. Discussion / Action – Liaison Reports
 - i. Fire Prevention / Investigation – McMullen
 - ii. Training – Yeager
 - iii. Large Equipment / Facilities – McMullen
6. Discussion / Action – Approve Policy and Procedure Updates (AC Stiles)
 - a. Policy 213 – Asset Management (Pages 30-31)
 - b. Policy 214 – Purchasing and Procurement (Pages 33-34)
 - c. Policy 1002 – Assignments and Promotions (Page 31)
 - d. Policy 1003 – Position Descriptions (Page 31)
 - e. Procedure 200 – Physical Asset Management (Pages 35-36)
 - f. Procedure 202 – Purchasing and Procurement (Pages 31-32)
7. Discussion / Action – Approve Policy and Procedures (AC Stiles)
 - a. Policy 204 – California Fair Political Practices Commission Filings (Pages 37-38)
 - b. Policy 212 – Purchase Card (Page 39)
 - c. Policy 1001 – Performance Evaluations (Pages 40-42)
 - d. Procedure 1000 – Personnel Evaluations (Pages 43-47)
8. Fire Chief’s Report (AC Stiles) (Pages 48-57)
9. Fire Fighter’s Association Report (President Jon Lee)
10. Clerk’s Report (Board Clerk Hall)
 - a. Discussion / Action – West Plainfield Fire Protection District Bill Review / Approval (Page 58)
 - b. Discussion / Action - Approval of August 15, 2023, Regular Board Meeting Minutes (Pages 59-67)

- c. Discussion / Action – Approval of August 30, 2023, Special Board meeting Minutes (Pages 68-70)
- 11. Open Forum
- 12. Next regular Board meeting on October 17, 2023, unless another date is agreed upon
- 13. Meeting Adjourned (President McMullen)

LILLARD HALL - REPORT - ACCOUNTING

Date	Check #	Payment Amount	Deposit Amount	Balance	Payable To	From	Purpose	
01/18/23			700.00	16,931.06	Counter Credit			Deposited
01/19/23		3.00		16,928.06	BofA		Check image service fee	BE
01/19/23	631	101.24		16,826.82	CalNet - Winters		Internet - Feb 2023	Cleared
02/10/23	632	390.03		16,436.79	Recology		Garbage - 01/31/23	Cleared
02/10/23	633	120.42		16,316.37	West Plainfield FPD		Invoice(s): PGE 01/26/23	Cleared
			1,600.00	17,916.37	Deposit		Rental and Security Deposit	Deposited
02/12/23	634			17,916.37	VOIDED		VOIDED CHECK	N/A
02/12/23	635	101.24		17,815.13	CalNet - Winters		Internet - Mar 2023	Cleared
02/21/23	636	104.06		17,711.07	West Plainfield FPD		Invoice(s): PGE 02/16/23	Cleared
03/01/23			600.00	18,311.07	Deposit		Rental	Deposited
03/01/23			150.00	18,461.07	Deposit	Yolo County	Rental	Deposited
03/07/23			800.00	19,261.07	Deposit		Rental	Deposited
03/13/23	637	800.00		18,461.07			Deposit Refund	Cleared
03/13/23	638	390.03		18,071.04	Recology Davis		Garbage	Cleared
03/13/23	639	106.84		17,964.20	Edward Sykes		Expense Reimbursement	Cleared
03/21/23	640	101.24		17,862.96	Cal.net Inc.		Internet	Cleared
03/24/23	641	122.08		17,740.88	West Plainfield FPD		PG&E Reimbursement	Cleared
03/24/23	642	258.92		17,481.96	West Plainfield FPD		Hall Manager Compensation 2/12 - 2/25	Cleared
03/29/23	643	816.60		16,665.36	West Plainfield FPD		Hall Manager Compensation 2/26 - 3/25	Cleared
04/03/23			500.00	17,165.36			April Rental	Deposited
04/03/23		6.00		17,159.36	BofA		Service Fees 1/20/23 - 3/21/23	Paid
04/03/23	644	800.00		16,359.36			Deposit Refund	Cleared
04/03/23	645	800.00		15,559.36			Deposit Refund - Canceled Event	Cleared
04/10/23			800.00	16,359.36		Fairfield School	Security Deposit - 4/28 Fundraiser	Deposited
04/10/23			800.00	17,159.36			Rent - May	Deposited
04/18/23	646	318.69		16,840.67	West Plainfield FPD		Hall Manager Compensation 3/26 - 4/8	Cleared
04/18/23	647	101.24		16,739.43	Cal.net Inc.		Internet	Cleared
04/18/23	648	109.31		16,630.12	West Plainfield FPD		PG&E Reimbursement	Cleared
04/18/23	649			16,630.12	VOIDED		VOIDED CHECK	N/A
04/26/23	650	390.03		16,240.09	Recology Davis		Garbage	Cleared
04/26/23	651	61.83		16,178.26	Edward Sykes		Expense Reimbursement	Cleared
04/26/23		3.00		16,175.26	BofA		Service Fees 3/22/23 - 4/18/23	Paid
05/08/23	652	395.03		15,780.23	Recology Davis		Garbage	Cleared
05/08/23	653	800.00		14,980.23	Fairfield School PTA		Deposit Refund	Cleared
05/16/23	654	101.24		14,878.99	Cal.net Inc.		Internet	Cleared
05/16/23	655	637.34		14,241.65	West Plainfield FPD		Hall Manager Compensation 4/9-5/6	Cleared
05/18/23		3.00		14,238.65	BofA		Service Fee	Paid
05/24/23			800.00	15,038.65			Rent - June	Deposited
06/07/23	656	434.12		14,604.53	West Plainfield FPD		PG&E Reimbursement / Manager Salary	Cleared

LILLARD HALL - REPORT - ACCOUNTING

Date	Check #	Payment Amount	Deposit Amount	Balance	Payable To	From	Purpose	
06/20/23		3.00		14,601.53	BofA		Service Fee	Paid
06/20/23	657	172.09		14,432.44	West Plainfield FPD		PG&E Reimbursement/Fire Extinguishers	Cleared
06/20/23	658	159.34		14,273.10	West Plainfield FPD		Hall Manager Compensation 5/21-6/3	Cleared
06/20/23	659	390.03		13,883.07	Recology Davis		Garbage	Cleared
06/20/23	660	101.24		13,781.83	Cal.net Inc.		Internet	Cleared
06/29/23			800.00	14,581.83			Deposit - 7/29/2023 Retirement Party	Deposited
06/29/23			600.00	15,181.83			Rent - July	Deposited
07/10/23	511	199.17		14,982.66	West Plainfield FPD		Hall Manager Salary 6/4-6/17	Cleared
07/10/23	512	390.03		14,592.63	Recology Davis		Garbage	Cleared
07/18/23	513	101.24		14,491.39	Cal.net Inc.		Internet	Cleared
07/18/23	514	258.92		14,232.47	West Plainfield FPD		Hall Manager Salary 6/18-7/1	Cleared
				14,232.47				
07/21/23			400.00	14,632.47			Rent - 7/29 Retirement Party	Deposited
07/21/23			800.00	15,432.47			Rent - August	Deposited
	515				VOIDED			VOIDED
	516				VOIDED			VOIDED
07/31/23	517	800.00		13,832.47			Deposit Refund - 7/29 Retirement Party	Cleared
07/31/23	518	725.00		13,107.47	Woodland Electrical		Parking Lot Light Repair	Cleared
07/31/23		3.00		13,104.47	BofA		Service Fee	Paid
08/15/23	519	390.03		12,714.44	Recology Davis		Garbage	
08/15/23	520	101.24		12,613.20	Cal.net Inc.		Internet - Septemer 2023	
08/15/23	521	758.17		11,855.03	West Plainfield FPD		PG&E Reimbursement / Manager Salary	Cleared
08/21/23	522	54.19		11,800.84	Edward Sykes		Expense Reimbursement	
08/21/23	523	426.49		11,374.35	West Plainfield FPD		PG&E Reimbursement / Manager Salary	
08/21/23		3.00		11,371.35	BofA		Service Fee	Paid

LILLARD HALL - REPORT - RENTALS

Date(s)	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
01/10/23	4H	Meeting	WPFPD Resident	No			Yes	800				Yes		No	
01/12/23	User	Dog Training	Other	No			Yes	200	08/25/22			Yes		No	
01/18/23	User	Dog Training	Other	No			N / A					N / A		Yes	
		Community Meeting													
01/18/23	Yolo County	Flooding	Meeting	No	100		Waived					No		No	
01/19/23	User	Dog Training	Other	No			N / A					N / A		No	
01/24/23	User	Dog Training	Other	No			N / A					N / A		No	
01/26/23	User	Dog Training	Other	No			N / A					N / A		No	
01/31/23	User	Dog Training	Other	No			N / A					N / A		No	
02/01/23	User	Dog Training	Other	No		01/31/23	N / A					N / A		No	
02/02/23	User	Dog Training	Other	No		01/31/23	N / A					N / A		No	
02/08/23	User	Dog Training	Other	No		01/31/23	N / A					N / A		No	
02/09/23	User	Dog Training	Other	No		01/31/23	N / A					N / A		No	
02/14/23	4H	Meeting	WPFPD Resident	No			N / A					N / A		No	
02/15/23	User	Dog Training	Other	No		01/31/23	N / A					N / A		No	
02/16/23	User	Dog Training	Other	No		01/31/23	N / A					N / A		No	
02/22/23	User	Dog Training	Other	No		01/31/23	N / A					N / A		No	
02/23/23	User	Dog Training	Other	No		01/31/23	N / A					N / A		No	
03/01/23	User	Dog Training	Other	No			N / A					N / A		No	
03/02/23	User	Dog Training	Other	No			N / A					N / A		No	
03/04/23	Fly Fishers of Davis	Fundraiser Dinner	Other	No			No		01/19/23	03/13/23	800	Yes	02/28/23	Yes	
03/05/23	WPFD Volunteers	Fundraiser Breakfast	WPFPD Personnel	No			Waived					No		No	
03/08/23	User	Dog Training	Other	No			N / A					N / A		No	
03/09/23	User	Dog Training	Other	No			N / A					N / A		No	
03/14/23	4H	Meeting	WPFPD Resident	No			N / A					N / A		No	
03/15/23	User	Dog Training	Other	No			N / A					N / A		No	
03/16/23	User	Dog Training	Other	No			N / A					N / A		No	
03/22/23	User	Dog Training	Other	No			N / A					N / A		No	
03/23/23	User	Dog Training	Other	No			N / A					N / A		No	
		Community Meeting													
03/23/23	Yolo County	Flooding	Meeting	Yes	50		Waived					No		No	
03/29/23	User	Dog Training	Other	No			N / A					No		No	
04/01/23	NACSW	CE Workshop	Other	No		09/22/22	No		09/22/22			Yes	On File	No	
04/02/23	NACSW	CE Workshop	Other	No		09/22/22	No						On File	No	
04/06/23	User	Dog Training	Other	No		03/22/23	N / A					N / A			
04/11/23	4H	Meeting	WPFPD Resident	No			No					N / A		No	
04/12/23	WPFD	Driver Operator Class		N / A			N / A								
04/15/23	WPFD	Driver Operator Class		N / A			N / A								
04/16/23	WPFD	Driver Operator Class		N / A			N / A								

LILLARD HALL - REPORT - RENTALS

Date(s)	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
04/19/23	User	Dog Training	Other	No		03/22/23	N / A					N / A		No	
04/20/23	User	Dog Training	Other	No		03/22/23	N / A					N / A		No	
04/22/23	WPFD Volunteers	Fundraiser Flea Market	WPFPD Personnel	N / A			N / A								
04/26/23	User	Dog Training	Other	No		03/22/23	N / A					N / A		No	
04/27/23	User	Dog Training	Other	No		03/22/23	N / A					N / A		No	
04/28/23	Fairfield School	Fundraiser Dinner	WPFPD Resident	No			No		04/10/23	05/08/23		Yes		Yes	
05/02/23	User	Dog Training	Other	No		04/10/23	N / A					N / A		No	
05/03/23	User	Dog Training	Other	No		04/10/23	N / A					N / A		No	
05/04/23	User	Dog Training	Other	No		04/10/23	N / A					N / A		No	
05/09/23	4H	Meeting	WPFPD Resident	No			N / A					N / A		No	
05/10/23	WPFD	Driver Operator Class		N / A			N / A								
05/11/23	User	Dog Training	Other	No		04/10/23	N / A					N / A		No	
05/17/23	WPFD	Driver Operator Class		N / A			N / A								
05/18/23	User	Dog Training	Other	No		04/10/23	N / A					N / A		No	
05/20/23	WPFD	Driver Operator Class		N / A			N / A								
05/21/23	WPFD	Driver Operator Class		N / A			N / A								
05/24/23	User	Dog Training	Other	No		04/10/23	N / A					N / A		No	
05/25/23	User	Dog Training	Other	No		04/10/23	N / A					N / A		No	
05/31/23	User	Dog Training	Other	No		04/10/23	N / A					N / A		No	
06/07/23	User	Dog Training	Other	No		05/12/23	N / A							No	
06/08/23	User	Dog Training	Other	No		05/12/23	N / A							No	
06/13/23	4H	Meeting	WPFPD Resident	No			No					N / A		No	
06/15/23	User	Dog Training	Other	No		05/12/23	N / A					Yes	05/21/23	No	
06/21/23	User	Dog Training	Other	No		05/12/23	N / A					Yes	05/21/23	No	
06/22/23	User	Dog Training	Other	No		05/12/23	N / A					Yes	05/21/23	No	
06/28/23	User	Dog Training	Other	No		05/12/23	N / A					Yes	05/21/23	No	
06/29/23	User	Dog Training	Other	No		05/12/23	N / A					Yes	05/21/23	No	
07/05/23	User	Dog Training	Other	No		06/20/23	N / A					Yes	05/21/23	No	
07/06/23	User	Dog Training	Other	No		06/20/23	N / A					Yes	05/21/23	No	
07/11/23	User	Dog Training	Other	No		06/20/23	N / A					Yes	05/21/23	No	
07/19/23	User	Dog Training	Other	No		06/20/23	N / A					Yes	05/21/23	No	
07/20/23	User	Dog Training	Other	No		06/20/23	N / A					Yes	05/21/23	No	
07/25/23	User	Dog Training	Other	No		06/20/23	N / A					Yes	05/21/23	No	
07/29/23	User	Retirement Party	WPFPD Resident	No		07/18/23	No		06/26/23	07/31/23	800	Yes	07/07/23	Yes	07/23/23
08/02/23	User	Dog Training	Other	No			N / A					Yes	05/21/23	No	
08/03/23	User	Dog Training	Other	No			N / A					Yes	05/21/23	No	
08/08/23	4H	Meeting	WPFPD Resident	No			No					N / A		No	
08/16/23	User	Dog Training	Other	No			N / A					Yes	05/21/23	No	
08/17/23	User	Dog Training	Other	No			N / A					Yes	05/21/23	No	
08/22/23	User	Dog Training	Other	No			N / A					Yes	05/21/23	No	
08/29/23	User	Dog Training	Other	No			N / A					Yes	05/21/23	No	
08/30/23	User	Dog Training	Other	No			N / A					Yes	05/21/23	No	
08/31/23	User	Dog Training	Other	No			N / A					Yes	05/21/23	No	

LILLARD HALL - REPORT - RENTALS

Date(s)	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
09/12/23	4H	Meeting	WPPFD Resident	No			No					N / A		No	
09/13/23	User	Dog Training	Other	No		08/21/23	N / A					Yes	05/21/23	No	
09/14/23	User	Dog Training	Other	No		08/21/23	N / A					Yes	05/21/23	No	
09/20/23	User	Celebration of Life	WPPFD Resident	Yes	200		Yes	800				Yes		No	
09/20/23	User	Dog Training	Other	No		08/21/23	N / A					Yes	05/21/23	No	
09/21/23	User	Dog Training	Other	No		08/21/23	N / A					Yes	05/21/23	No	
09/27/23	User	Dog Training	Other	No		08/21/23	N / A					Yes	05/21/23	No	
09/28/23	User	Dog Training	Other	No		08/21/23	N / A					Yes	05/21/23	No	
10/10/23	4H	Meeting	WPPFD Resident	No			No					N / A		No	
10/11/23	User	Dog Training	Other	No		08/21/23	N / A					Yes	05/21/23	No	
10/12/23	User	Dog Training	Other	No		08/21/23	N / A					Yes	05/21/23	No	
10/18/23	User	Dog Training	Other	No		08/21/23	N / A					Yes	05/21/23	No	
10/19/23	User	Dog Training	Other	No		08/21/23	N / A					Yes	05/21/23	No	
10/25/23	User	Dog Training	Other	No		08/21/23	N / A					Yes	05/21/23	No	
10/26/23	User	Dog Training	Other	No		08/21/23	N / A					Yes	05/21/23	No	
11/14/23	4H	Meeting	WPPFD Resident	No			No					N / A		No	
12/12/23	4H	Meeting	WPPFD Resident	No			No					N / A		No	

BRINDLEE



MOUNTAIN

FIRE APPARATUS

Sales Agreement

Brindlee Mountain Fire Apparatus (Seller) hereby agrees to sell one 2005 Westates / Freightliner Quick Attack(Apparatus) to West Plainfield Fire Department, CA (Buyer) for the sum of \$149,000.00 (One-Hundred Forty-Nine Thousand Dollars and no cents).

Apparatus: 2005 Westates / Freightliner Quick Attack, Stock #16716, VIN: 1FVACYDC05HV04415

Buyer Info: West Plainfield Fire Department, 24901 County Road 95, David, CA 95616

Seller Info: Brindlee Mountain Fire Apparatus, 15410 Highway 231, Union Grove, AL 35175

Terms and Conditions of Sale:

(1) Services Included: Seller will complete all items listed on the attached Addendum.

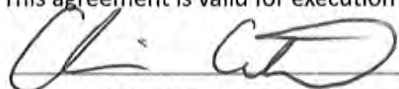
(2) Warranty: Apparatus will have a one (1) year warranty beginning with date of pick up. Warranty will cover any single component repair due to catastrophic failure in which the cost exceeds \$3,000.00 (Three Thousand Dollars and no cents) unless repairs are due to operator error, equipment misuse, or substandard maintenance. Apparatus must be maintained to manufacturer's recommended standards or warranty is voided. Total warranty costs paid by Seller to Buyer in the one (1) year warranty period shall not exceed \$12,000.00 (Twelve Thousand dollars and no cents). Apparatus components are engine, transmission, pump, electrical system, axles, and body structure.

(3) Payment and Title: Buyer will submit a 25% down payment of the sales price at the execution of this sales agreement. Buyer will make payment in full to Seller prior to the release of Apparatus for pick up or delivery. Seller will provide title free of lien to Buyer following receipt of payment.

(4) FOB Seller, Freight Prepaid: Buyer assumes the responsibility of the Apparatus upon pick up by carrier or other designated representative. Seller is responsible for all freight charges.

(5) Jurisdiction: This contract shall be governed by, construed, and enforced in accordance with the laws of Alabama. The undersigned by execution and delivery of this Agreement do hereby submit to the exclusive jurisdiction and venue of the state and federal courts of Marshall County, Alabama.

This agreement is valid for execution by September 22, 2023.



Sales Representative
Brindlee Mountain Fire Apparatus

9/5/2023

Date

Authorized Representative
BUYER

Date

Revised: 02/24/2022



Addendum to September 5, 2023 Sales Agreement

Addendum for the contract between Brindlee Mountain Fire Apparatus (Seller) and West Plainfield Fire Department, CA (Buyer). This addendum names the specific items to be completed on the Apparatus (Stock #16716) by the Seller.

1. Full chassis service of all fluids and filters.
2. Current pump service test.
3. Complete DOT inspection
4. Buff paint
5. Replace all striping.
6. Repair, or replace if needed, dented front bumper.
7. Replace any damaged or inoperable pump panel gauges
8. Replace damaged Class 1 display on pump panel
9. Ladder compartment divider is loose. Tighten.
10. Remove lettering on cab roof.
11. Replace missing pump compartment cover plate.
12. Replace hose bed cover above pump
13. Replace missing Federal Q2b siren cover.
14. Replace inoperable front bumper gauge
15. Recoat running boards (steps) on both sides of cab
16. Officer's side panel on cab corner dislodged. Repair as needed.
17. Officer's side fiberglass panel next to front door is broken. Repair as needed.
18. Threshold panel on floor damaged. Replace.
19. Auxiliary pump on / off switch indicator light missing. Replace.
20. Replace front steering tires
21. Replace windshield wiper blades
22. Reupholster any torn seating. Driver's seat torn.
23. Replace inoperable gauge on center console
24. Replace torn / worn trim on Driver's seat belt.
25. Repair, or replace if needed, Officer's side rear door trim that is loose / damaged.
26. Secure loose wiring under Driver's side dash.
27. Oil leak noted at the rear of the engine. Diagnose and repair as needed.
28. Check engine light on. Diagnose and repair as needed.
29. SCBA tree noted as loose. Properly secure.
30. Replace missing Driver's mirror lense.
31. Park brake panel is extremely loose. Repair as needed.
32. Driver's side battery cover missing. Replace.
33. Driver's side rear corner light damaged. Replace.
34. Air Conditioning inoperable. Diagnose and repair as needed.

Revised: 02/24/2022

35. Folding ladder (10') is too large for compartment. Ladder storage stop has been removed. Replace missing stop. Replace folder ladder with 8' version.
36. Replace any torn or otherwise damaged cab and compartment door seals.
37. Replace missing 2.5" discharge label.
38. Verify all DOT, emergency, compartment, ground, and scene lighting are in proper working condition. Officer's side scene light lens missing and inoperable.
39. Verify all sirens and horns are in proper working condition.
40. Verify a full complement of ground ladders, hard suction, and caps for intakes and discharges are included with Apparatus.
41. Replace cracked Officer's side front fender.
42. Install body panel on rear Driver's side base of cab, above wheel chock storage. Modify panel to allow access to wheel chock.

Revised: 02/24/2022



BRINDLEE



MOUNTAIN

FIRE APPARATUS

Sales Agreement

Brindlee Mountain Fire Apparatus (Seller) hereby agrees to sell one 2005 Westates / Freightliner Quick Attack(Apparatus) to West Plainfield Fire Department, CA (Buyer) for the sum one 2006 Elite / International Pumper Tanker and \$25,000.00 (Twenty-Five Thousand Dollars and no cents) to be paid from Seller to Buyer.

Apparatus: 2005 Westates / Freightliner Quick Attack, Stock #16716, VIN: 1FVACYDC05HV04415

Trade-In Apparatus: 2006 Elite / International Pumper / Tanker

Buyer Info: West Plainfield Fire Department, 24901 County Road 95, David, CA 95616

Seller Info: Brindlee Mountain Fire Apparatus, 15410 Highway 231, Union Grove, AL 35175

Terms and Conditions of Sale:

(1) Services Included: Seller will complete all items listed on the attached Addendum.

(2) Warranty: Apparatus will have a one (1) year warranty beginning with date of pick up. Warranty will cover any single component repair due to catastrophic failure in which the cost exceeds \$3,000.00 (Three Thousand Dollars and no cents) unless repairs are due to operator error, equipment misuse, or substandard maintenance. Apparatus must be maintained to manufacturer’s recommended standards or warranty is voided. Total warranty costs paid by Seller to Buyer in the one (1) year warranty period shall not exceed \$12,000.00 (Twelve Thousand dollars and no cents). Apparatus components are engine, transmission, pump, electrical system, axles, and body structure.

(3) Payment and Title: Seller will submit payment in full to Buyer prior to the release of Apparatus for pick up or delivery of Trade-In Apparatus. Buyer and Seller will provide titles free of lien following receipt of payment.

(4) FOB Seller, Freight Prepaid: Buyer assumes the responsibility of the Apparatus upon pick up by carrier or other designated representative. Seller is responsible for all freight charges.

(5) Jurisdiction: This contract shall be governed by, construed, and enforced in accordance with the laws of Alabama. The undersigned by execution and delivery of this Agreement do hereby submit to the exclusive jurisdiction and venue of the state and federal courts of Marshall County, Alabama.

This agreement is valid for execution by September 22, 2023.

Sales Representative
Brindlee Mountain Fire Apparatus

Authorized Representative
BUYER

Date

Date

Revised: 02/24/2022

35. Folding ladder (10') is too large for compartment. Ladder storage stop has been removed. Replace missing stop. Replace folder ladder with 8' version.
36. Replace any torn or otherwise damaged cab and compartment door seals.
37. Replace missing 2.5" discharge label.
38. Verify all DOT, emergency, compartment, ground, and scene lighting are in proper working condition. Officer's side scene light lens missing and inoperable.
39. Verify all sirens and horns are in proper working condition.
40. Verify a full complement of ground ladders, hard suction, and caps for intakes and discharges are included with Apparatus.
41. Replace cracked Officer's side front fender.
42. Install body panel on rear Driver's side base of cab, above wheel chock storage. Modify panel to allow access to wheel chock.

Revised: 02/24/2022

CAPITAL IMPROVEMENTS - MAINTENANCE TRACKING - FYE 2024

Priority	Assigned To	Project Description / Parameters	
1	D Stiles	W30 - Step Part 1 - Step - Size = see quote - Material(s) = see quote <hr/> Part 2 - Installation - by AC Stiles	2,208.33 Needs to be updated
1	D Stiles	Lawn Space - East of Station Materials = grass seed and pop-up sprinklers Installation: - Preparation by WPL members - Installation by WPL members	
1	D Stiles	Open Space - East of Station Part 1 - 20-30' north of grass Materials = DG Installation - Preparation by WPL members - Laying of DG, perhaps by WPL members Part 2 - Remaining area (north of DG) Material = TBD (maybe gravel) Installation - Preparation by WPL members - Laying of material, perhaps by WPL members	
1	S Bravo	Stackable Washer/Dryer or All-in-One Part 1 - Equipment (specifications) - Small capacity (under 4.0 cf) - Minimal features - No special color Part 2 - Installation - Electrical - Plumbing	2-in-1 would require less/no electrical work; 2,750.00 but runs longer
1	S Bravo	Lockers - Bathroom - Material = Metal or Vinyl/Plastic - Specifications: - must fit into space between toilet and shower - must allow for up to 6 persons to keep their items - Installation = by WPL members	1,383.81
1	S Bravo	Lockers (x3) + 1 Nightstand - Sleeping Quarters - Match current style - Smaller version of current lockers - Look for something similar without so much shipping cost	2,870.50

CAPITAL IMPROVEMENTS - MAINTENANCE TRACKING - FYE 2024

Priority	Assigned To	Project Description / Parameters	
1	D Bellerive	Flooring - Office, Kitchen, Sleeping Quarters, Bathroom - Floating vinyl w minimum insulation - Non-porous and moisture resistant - Able to withstand vigorous, often cleaning - Remove all existing flooring to smooth concrete - Include thresholds and moldings - WPL members to move furniture, etc	08/28/23 - Asked Bellerive to check if 2nd Quote is for labor only; confirmed second quote is labor only; so, amount shown is quote plus 15,000.00 estimated materials cost
1	D Osborn and CRita	Paint - Interior Location = Office, Kitchen, Bathroom, Sleeping Quarters Specifications - Prepare by fixing cracks, holes, other damage - One color throughout - White ceilings - Durable and cleanable with non-decaying paint surface/color - Replace any baseboards not replaced during paint project - Option of one accent wall in SQ and office WPL members to move furniture, etc	
1	D Osborn or D Bellerive - they to decide between them	Window Coverings Part 1 - Kitchen Sliding Doors - Tint Part 2 - Sleeping Quarters - Blackout Curtains - Floor length - Curtain rods - Installation by WPL members Part 3 - Office - Vinyl blinds - Installation	Total - estimate from review of Home Depot 985.00 prices
1	S Bravo	Man Doors - Office to App Bay, Sleeping Q to App Bay - Materials: Wood, with kickplate & small window for office * - Office: Push/pull w soft close - Sleeping Quarters: knob with lock - Open toward App Bay - Fire rated for 1 hour * may need to be metal to meet fire code requirements	6,848.00
1	D Bellerive	Microwave Over Range - Does it work - If not, get quote to get new one - Specifications: - fit in space - minimal features - no special color - Installation - by WPL members, if possible	0.00 Current one works

CAPITAL IMPROVEMENTS - MAINTENANCE TRACKING - FYE 2024

Priority	Assigned To	Project Description / Parameters	
1	D Bellerive	Bathroom Remodel - replace countertop - Material = Granite or Solid Surface; new faucets - Specifications: - one sink opening (on north end) - use one existing sink, if possible - like-for-like faucet replacement - Installation = by WPL members - sink (perhaps) - plumbing	Estimate from review of 500.00 Home Depot prices
2	D Stiles	Well Bladder Part 1 - Bladder - Size (gallons) = Match current - Material(s) = Match current Part 2 - Installation - by WPL members - Plumbing - Installation	
2	D Stiles	Shed - Size = 8' x 10' - Material(s) = Wood and Paint - Construction by WPL members	
2	D Bellerive	Ceiling Tiles / Light Covers - Materials only - Need estimate of number of each to be replaced - Installation by WPL members	Painting tiles may be 1,000.00 option
2	D Osborn	Asphalt Crack Repair Locations = in front of apron and north of station Materials = TBD (need some research) Work Performed by = TBD	

Priority 1 Estimate - to 09/17/23	32,545.64
Priority 2 Estimate - to 09/17/23	1,000.00
	<u>33,545.64</u>

below \$5,000 = 1 Quote; \$5,000 - \$9,999.99 = 2 written quotes; \$10,000 - \$49,999.99 = 3 written quotes



Sacs Door & Gate, CORP
 5150 Fair Oaks Blvd #313
 Carmichael, CA 95608
 916-442-7243

Estimate 18642217
 Job 18643431
 Estimate Date 8/21/2023
 Customer PO

Billing Address
 West Plainfield Fire Protection District
 24901 County Road 95
 Davis, CA 95616 USA

Job Address
 West Plainfield Fire Protection
 District
 24901 County Road 95
 Davis, CA 95616 USA

Estimate Details

West Plainfield Fire Protection District EST

Task #	Description	Quantity	Your Price	Your Total
1EST	<u>SCOPE A: BEDROOM DOOR AND OFFICE DOOR</u>	1.00	\$6,848.00	\$6,848.00
	#1 Door: Office to garage			
	(1) 3'0 x 6'8" HMD RH and HMF @ 4 7/8" KD, door will have 7'x22' vision lite clear WIREGLASS 90 MIN FIRE RATED THRESHOLD 161 PREP			
	#2 Door: Bedrooms to garage			
	(1) 3'0 x 6'8" RH HMD and HMF 4 7/8" KD door 90 MIN FIRE RATED WITH THRESHOLD			
	(2) BB NRP hinge set			
	(2) closers			
	(2) Lever locks passage function (No keyhole, Non Locking)			
	(2) Kick Plate 34" x 24"			
	90 Minute fire rating			
	161 PREP			
	TOTAL: \$6351.52			
	TAX: \$496.48			
	<u>GRAND TOTAL \$6848</u>			

Potential Savings	\$0.00
Sub-Total	\$6,848.00
Tax	\$0.00
Total	<u>\$6,848.00</u>

Thank you for your business!

I authorize this estimate in the amount of \$6,848.00. By paying the due balance on invoices provided, the Client hereby acknowledges that all requested service items for this date and/or any other dates listed above in the description section of the table, have been performed and have been tested showing successful satisfactory repair, unless otherwise stated on the invoice, in which labor service charges still apply if any repairs have been made. By accepting this invoice, the Client agrees to pay in full the amount listed in the Total section of the invoice.

All Special Orders are subject to a 50% down payment and DEPOSITS ARE NONREFUNDABLE

Canceled/NSF/Returned Checks are subject to a \$50 Charge. All payments are due at time of service. Late payments will be subject to late fees[\$15/ day and 3% interest.]

If due to non-payment and a lien on the property is placed, customer will be responsible for the \$300 Lien Fee plus the cost of parts and labor and any attorney /legal/court fees.

If due to non-payment customer is taken to small claims then customer will be responsible for any and all legal fees associated plus the cost of the original invoice including late fees and interest.

\$39 Service Call Fee Will be applied to all warranty calls past 30 days from the original service date. Minimum Labor charge will be applied to any additional work at rate of \$89.

SACS warranty service calls available Monday through Friday 9 am to 5 pm



Team Kalanetra Flooring

"Your satisfaction is our guarantee"

1315 Lake Blvd
 Davis, CA 95616
 (707) 580-1884

ykalanetra@gmail.com license# 946943

FLOORING BID-PROPOSAL

OWNER/BUYER NAME Dave Bellerive		OWNER'S ADDRESS 24901 County Road 95		DATE August 27, 2023	PROPOSAL NO. 1042
OWNER'S CITY, STATE & POSTAL CODE Davis, Ca 95616		OWNER'S HOME PHONE 530-756-0212		OWNER'S WORK PHONE	
PROJECT NAME West Plainfield Fire Protection District		PROJECT ADDRESS 24901 County Road 95			
PROJECT CITY, STATE & POSTAL CODE Davis, Ca 95616		PROJECT PHONE 530-756-0212		PROJECT PHONE 2	
CONSTRUCTION TO BEGIN DATE Tbd	CONSTRUCTION COMPLETION DATE Tbd	DATE OF PLANS	ARCHITECT	ENGINEER	

We hereby propose to furnish the following work:

- 1) Install owner provide 1551 sqft if lvp @ \$3.50 / sqft = \$5428.50
 - 2) Install owner provide 272 lf of new wall base @ \$3.00 / lf = \$816.00
 - 3) Remove and reinstall toilet = \$175.00
 - 4) Demolition and disposal of 1450 sqft of existing flooring @ \$1.75 / sqft = \$2537.50
 -It's yet to determine if there is any asbestos used as adhesives. In the event that there is...we would need to either not disturb it or a qualified asbestos removal outfit would have to be hired and do the removal.
- 4 t molding required.

PROPOSED PAYMENT: Owner agrees to pay Contractor a PROPOSED total cash price of \$ 8,957.00 Dollars.

OWNER represents that this agreement is a cash transaction wherein no financing is contemplated and contractor acts in reliance on said representation.

THE PAYMENT SCHEDULE WILL BE AS FOLLOWS:

1. Down Payment of \$ 895.70
2. Payment schedule as follows: \$8061.30 upon completion.

THIS IS A BID PROPOSAL WITH A GENERAL DESCRIPTION OF THE PROJECT AND COST. IF THE BID PROPOSAL IS ACCEPTED, A MORE FORMALIZED CONTRACT WILL BE PREPARED PROVIDING DETAILED TERMS AND CONDITIONS INCLUDING ALL YOUR RIGHTS AND YOUR RIGHT TO CANCEL.

NOTE: This proposal may be withdrawn by us if not accepted within 45 days.

ACCEPTANCE OF PROPOSAL

You are hereby authorized to return a formal contract between us to accomplish the work described in the above proposal, for which the undersigned agrees to pay the amount stated in said proposal and according to the terms thereof.

Contractor Name/Title
Gyotana Kalanetra
 Contractor Signature August 27, 2023
 Date

Owner/Buyer Authorized Signature _____ Date _____
 Owner/Buyer Authorized Signature _____ Date _____

To view flooring go to CoreTec.com or ShawFloors.com

Cont. Lic. No. 563789

VALLEY FLOORS

1013 Taft Court
Winters, CA 95694



PH: (530) 795-1713 • FAX: (530) 795-1518

SOLD TO: Sherie Rita@ West Plainfield DELIVER TO: West Plainfield Fire Protection District

ADDRESS: Station 30 24901 Co RD 95 HM. PH.: 756-0212 WK. PH.: _____

CITY: Davis STATE: CA ZIP: 95616 START DATE: _____ FINISH DATE: _____

QUANTITY	MANUFACTURER AND DESCRIPTION	PRICE	AMOUNT
1600'	50ft Shaw Commercial LVP flooring	349	5,584.00
310'	3 3/4" solid wood wall base painted white	3.00/ft	930.00
	labor		
	remove tiles in front office Breakrooms and bathrooms	2,000.00	
	Note- need to test tile under carpet bras if asbestos is present Customer must have abatement REMOVE asbestos	MATERIAL PRICE	6514.00
		FREIGHT	300.00
		TAX	494.01
		CA CRPT STEWARDSHIP ASSESSMENT	
		LABOR	6620.00
	install 1600' LVP	4,000.00	
	install 310' wall base	620.00	
		TOTAL	13,928.01
		DOWN PAYMENT	
		BALANCE DUE C.O.D.	

NOTICE TO THE BUYER: (1) Do not sign this agreement before you read it or if it contains blank spaces. (2) You are entitled to a completely filled-in copy of this Agreement. (3) **Payment is due upon completion of installation and/or delivery of materials.** This instrument and the Security Agreement is subject to additional provisions, warranties, undertakings, and rights set forth on the reverse side hereof the same being incorporated herein by reference. It is understood and agreed that moldings will be lifted only at the customer's own risk. Valley Floors does not undertake to shorten doors or adjust thresholds. The customer is to provide touch-up painting, and labor thereof, after installation. Actual carpet or linoleum may vary slightly in color from sample due to variation in dye lots, and carpet and linoleum seams are subject to be visible. Valley Floors is not responsible for customer's final decision made on color and style of materials. In the event of cancellation of escrow, buyer and owner will be held responsible for all costs, material and labor, you have three business days to cancel the contract.

Buyer acknowledges: (1) Prior to signing this Contract. Buyer has read and received a legible, exact and completely filled-in copy. That upon signing such copy, it was also signed by the parties hereto, and (2) has received a copy of every other document that was signed during the contract negotiations. Buyer agrees to have power and heat on the day of installation and that the customer will keep all children and animals away from the work area. In the case of installation change, customer will notify Valley Floors forty-eight (48) hours prior to installation date. If requested by customer, for an additional charge, the installer will move all basic furniture items but will not handle or be responsible for decorative items. Merchandise held over thirty (30) days must be paid in full. In the event of law suit to collect, the buyer agrees to pay reasonable attorney fees and court costs. For unforeseen floor preparation, such as; removal of tack strip, glue down of carpet pad, vinyl or tile under the carpet, there is an extra charge of 105.00 per man hour and materials, or per bid. Excludes asbestos.

WARNING! WARNING! WARNING! Your Property will be subject to lien if invoice is not paid in full.
CAUTION: Rubber Mats may damage vinyl floors. **CANCELLATIONS:** (1) A \$25.00 fee for measuring will be charged. (2) A 50% restocking fee will be charged on all cancelled orders held over thirty (30) days. (3) A 50% restocking fee will be charged on cancelled special orders.

Customers Signature _____ Date _____ Owner's Signature _____ Date _____
(Over)



Chief WPL <chief@westplainfieldfire.com>

Fwd: Flooring bid proposal

Dave Bellerive <dbellerive@westplainfieldfire.com>

Wed, Aug 30, 2023 at 3:06 PM

To: Chief WPL <chief@westplainfieldfire.com>, David Stiles <dstiles@westplainfieldfire.com>, Scott Bravo <sbravo@westplainfieldfire.com>, Dave Osborn <dosborn@westplainfieldfire.com>

Chief,

I confirmed, this estimate is for removal and installation only. Yootano is checking on store locations in the area. I would expect once we make a decision with regards to color and design, it will be close to the first estimate we received from Valley Floors.

Dave

----- Forwarded message -----

From: **Yottana Kalanetra** <ykalanetra@gmail.com>

Date: Sun, Aug 27, 2023 at 7:42 PM

Subject: Flooring bid proposal

To: dbellerive@westplainfieldfire.com <dbellerive@westplainfieldfire.com>

Hello Dave,

Hope all is well. Please review the attached bid proposal that reflects our discussion. Please let me know if you have any questions or if I have missed anything. Thank you very much and have a great week.

Best Regards,

Yottana

Yottana Kalanetra
Team Kalanetra Flooring
1315 Lake Blvd
Davis, CA 95616
707-580-1884
ykalanetra@gmail.com
license #946943

 **Dave Bellerive (West Plainfield Fire Protection District) 1042.pdf**
6779K



MINUTES - STANDING COMMITTEE – LILLARD HALL
August 17, 2023 at 4:00 PM

Held
Lillard Hall
24905 County Road 95
Davis CA, 95616

1. Call the Meeting to Order (Chair Amy)

Chair Amy called the meeting to order at 4:02 PM.

Present were:

Committee Members: Commissioners Emily Amy and Warren Roos
Staff: Hall Manager Ned Sykes and Fire Chief Cherie Rita
Potential Lessee: Son Chong

2. Public Comment

None

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

All present reviewed the changes made by County Counsel: (i) County's authority to revoke the District's authority to sublease and (ii) prevailing wage requirements. Mr. Chong was comfortable with the changes.

The group finalized the lease draft by: (i) adding Mr. Chong's contact information, (ii) adding the square footage of the rented space, (iii) setting the lease term to October 1, 2023, through September 30, 2028, (iv) setting a late fee (versus charging interest on late payments) of \$25.00 per day until paid in full, and (v) setting his business hours to 6:00 AM to 2:00 PM.

Chair Amy will set up a Notary signing appointment and Mr. Chong will meet her at that meeting. Chief Rita was directed to provide the final document to Chair Amy. Mr. Chong left the meeting.

4. Discussion / Action – County Notice Ordinance (Chair Amy)

Chair Amy noted that comments were due on August 18, 2023. All present had previously reviewed the document and had no concerns. Chief Rita noted that if the County passes the Ordinance, we will need to update our rental agreement as the County Ordinance is more restrictive.

5. Discussion / Action – Restroom Remodel (Chair Amy)

Chair Amy provided a copy of the 2022 California Building Code section regarding toilet requirements. Of the available options, it was decided that "banquet hall" was the closest type of activity for the purpose of determining the required number of toilets. At 150 occupancy load for the Hall, according to the Building Code we would need 1 men's "water closet" and 1 women's "water closet" per 75 persons and 1 "lavatory". It is unclear from the Building Code document what the impact of making the restrooms "all gender" would mean for the number of toilets required. Hall Manager Sykes will attempt to get the necessary information from the County Building Department.

There was a brief discussion about the need for a floor/service drain.

Chair Amy reported that she had been in contact with Tara Thronson in Supervisor Frerichs' office about possible assistance from the County. Ms. Thronson is looking into County assistance and possible other options.

6. Discussion / Action – Other Maintenance (Chair Amy)

Hall Manager Sykes noted that he has been monitoring one of the toilets, which has been intermittently making noises. Chair Amy advised Manager Sykes that a mouse had been spotted during the Commissioner's meeting the previous Tuesday. Manager Sykes noted he had seen some evidence of mice/rats and was working on it.

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

Hall Manager Sykes mentioned he was concerned about the lack of bookings and the current overhead costs. One of the significant costs is garbage. Chair Amy asked Chief Rita to talk with staff and members to see about eliminating the Hall bin.

Commissioner Roos asked if Manager Sykes had looked at advertising options yet. Manager Sykes said he had not but was considering a \$10.00 Facebook boost now that the Hall page is up. It was suggested posting on bulletin boards and with UCD events booking (Mr. Chong has a contact there).

Commissioner Amy reported that the Fire Chief had told the Board of Commissioners that the Fire Department would use the Hall while painting and new floor installation was going on at the Station. Chief Rita indicated that it would likely not be until October at the earliest and that everyone would be given ample notice. Commissioner Amy suggested that perhaps the Department could use the North half of the Hall and restricted events could use the South half, with a temporary barrier put into place (visqueen, line of file cabinets, etc).

8. Performance Review – Hall Manager

a. Close Session

b. Performance Review

c. Reopen Session / Report Out of Closed Session

Chair Amy closed the public portion of the meeting and went into closed session for the performance review. Fire Chief Rita left the meeting. Chair Amy reopened the meeting at 5:39 PM and reported that they had discussed Hall Manager concerns and support from the Lillard Hall committee. It was further reported that the relationship is working okay on both sides.

9. Calendar (Chair Amy)

a. The next Lillard Hall Committee meeting to be determined

10. Adjourn Meeting (Chair Amy)

Chair Amy adjourned the meeting at 5:40 PM.

Approved: _____

Chair Emily Amy, Commissioner

Recorded by Cherie Rita, Fire Chief



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

MINUTES - STANDING COMMITTEE – LILLARD HALL
September 6, 2023 at 10:00 AM

Held:
Fire Department
24901 County Road 95
Davis, CA 95616

1. Call the Meeting to Order (Chair Amy)

Chair Amy called the meeting to order at 10:03 AM.

Present were:

Committee Members / Commissioners: Emily Amy and Warren Roos
Staff: Hall Manager Ned Sykes, Fire Chief Cherie Rita, and
Fire Captain Scott Bravo

2. Public Comment

None

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

Chair Amy reported that the Lease had been signed and Manager Sykes reported that we had received the security deposit. Chair Amy advised that she had requested Clerk Hall add Board approval to open a separate bank account for the Hall security deposits, noting that the Lease for the kitchen calls for a separate account and that we should probably have had a separate account for deposits previously anyway. Mr. Chong's first rent is due October 1, and he has begun the remodel.

Manager Sykes indicated he and Firefighter Jon Lee had been identifying items in the Hall that could be put out for sale at the upcoming Department Flea Market, the Hall refrigerator being one of the items, along with the stove, a microwave, and some miscellaneous items.

4. Discussion / Action – Restroom Remodel (Chair Amy)

Chair Amy reported that there was nothing new to report regarding the restroom remodel, nor had she heard back from Supervisor Frerich's office regarding possible assistance with financing for the remodel. Commissioner Roos indicated he had an upcoming meeting with Supervisor Frerich's office and would follow up with them.

5. Discussion / Action – Rentals – Attracting New Renters (including possible revision of rental rates) (Chair Amy)

NOTE: at some point during this discussion, Fire Captain Bravo joined the meeting for several minutes before leaving.

The first recommendation is to add a banner to the District webpage regarding Hall rentals "Reasonable Meeting and Gathering Rates." Commissioner Roos recommended that Manager Sykes research the cost for targeted Google advertising, including "pay-per-click," though he believes the cost would be prohibitive. Manager Sykes reported that he had requested a \$10 Facebook push of the Hall Facebook page, but it has not yet been approved by Facebook.

Next to be considered were potential target groups / ideal renters. Manager Sykes suggested Yoga classes or rehearsal space; Chief Rita wondered about dance classes, but Chair Amy pointed out

that the floor would not be conducive to dance classes. Finally, previously Mr. Chong had said he had contacts at the University he could refer us to. Chair Amy directed Manager Sykes to develop a list.

The discussion about potential rate changes first focused on the “other function” category; the current rate for those functions is \$1,000. Chair Amy believes that when we changed the rate to \$1,000 we crossed a psychological barrier regarding price. After some discussion, the Committee recommends a change to the “other function” charge as follows:

Duration of 1-2 hours	\$125.00 per hour
Duration of 3-8 hours	\$120.00 per hour
Over 8 hours (daily)	\$960.00 per day

Next to be considered was the “meeting” rate. Based on the discussion about target lists and ideal renters, the Committee recommends that this category be changed to “meeting and class” rate. After further discussion, the Committee decided not to recommend changes to this rate in this category, but to revisit it at the beginning of 2024.

During the discussion about the rate for the “meeting” category and whether it should be changed, Chief Rita pointed out that during the past year, the PGE expense alone has averaged \$214 per month. The current, stable monthly income is \$1,200, provided the dog training class does not leave and after Mr. Chong starts paying rent. Fire Captain Bravo noted that in addition to monthly expenses and other repairs and bathroom remodel costs, parking lot maintenance is a potential expense. Chair Amy noted that it was the first time she had heard about parking lot maintenance being a Hall issue. Fire Captain Bravo noted that while Yolo County Public Works and Assistant Chief Dave Stiles have been keeping the lot smooth and groomed, there is not much of a base left. Chief Rita suggested that Fire Department training and events had as much of an impact on the quality of the parking lot as did the Hall renters. Captain Bravo noted he just wants to make sure that rental income keeps up with all expenses associated with those rentals.

6. Discussion / Action – Hall WiFi and Garbage Changes (Chief Rita)

a. Cancel Current WiFi Contract and Extend the Department WiFi (with any costs for equipment paid by the Hall account)

Chair Amy directed Manager Sykes to make sure there would be no cancellation charge and to go ahead and cancel the Hall WiFi account. Chief Rita and Commissioner Roos will work with Fire Captain Fish to make the change; cost of equipment to be reimbursed by the Hall account.

b. Cancel Current Garbage Service and Use Department Dumpster (with cost of additional pickups necessitated by Hall overflow paid by the Hall account)

After a brief discussion, Chair Amy directed Manager Sykes to contact Recology about canceling the Hall garbage. Chief Rita noted that there would be a different address on the Invoice for it for billing purposes, but that it’s only one property should the question arise when speaking with Recology.

7. Discussion / Action – Other Maintenance (Chair Amy)

Manager Sykes noted that the trees along the parking lot need to be trimmed. When asked by Chair Amy, Manager Sykes indicated the trees appeared to be healthy and just needed a trim. There was a brief discussion about whether to hire a tree trimmer or just have Manager Sykes trim them. The decision was to have Manager Sykes trim them.

Committee member Roos left the meeting but rejoined via phone.

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

None. But, during this portion, Commissioner Roos indicated he would purchase the equipment necessary to extend the WiFi into the Hall and gift it to the Department.

During recap of the items to be completed, Chair Amy noted that at present there are only two signatories on the current Hall account. Chair Amy and Commissioner Roos agreed that a third signature should be authorized. Chair Amy suggested that the Commissioner with the longest remaining term as Commissioner be added as an authorized signer on the Hall account.

9. Calendar (Chair Amy)

a. The next Lillard Hall Committee meeting to be determined

It was decided to set the next Committee meeting as needed, but hopefully before the next Board of Fire Commissioners meeting so action can be taken in a timely manner.

10. Adjourn Meeting (Chair Amy)

Chair Amy adjourned the meeting at 11:15 AM.

Approved: _____

EMILY AMY, Chair and Commissioner

CHERIE RITA, Recorder and Fire Chief

LILLARD HALL USE/RENTAL POLICIES

RENTAL FEE AND SECURITY DEPOSIT

	<u>Rental Fee</u>	<u>Security Deposit</u>
Personal Function - WPPFD Personnel	\$50.00 per hour	\$800.00
Personal Function - WPPFD Resident	\$50.00 per hour	\$800.00
<u>Meeting and Class</u>	\$50.00 per 2-hour block *	\$200.00 **
<u>Other Function – Duration 1-2 hours</u>	\$125.00 per hour 1,000.00	\$1,500.00
<u>Other Function – Duration 3-8 hours</u>	<u>\$120.00 per hour</u>	<u>\$1,500.00</u>
<u>Other Function – Over 8 hours (Daily)</u>	<u>\$960.00</u>	<u>\$1,500.00</u>

* Community groups meeting for any purpose which benefits the District may apply for an exemption to the meeting rental fee and security deposit. Any such exemption shall be approved by the Hall manager and a Lillard Hall committee member.

** A non-profit meeting may request a waiver on the deposit. Any such waiver shall be approved by the Hall Manager, at the Hall Manager's sole discretion.

The security deposit must be made no later than 7 days of application approval. The rental fee must be made no later than 21 days prior to the event, or upon approval of the Application if the event date is within 21 days. If the event is within 21 days of approval, the Hall Manager may require that payment be made by money order, cash, or cashier's check.

If payment is made by check, money order or cashier's check (check), two checks shall be presented to the Hall Manager: one for the rental fee and the other for the security deposit. **Checks shall be made payable to the West Plainfield Lillard Hall Fund.**

RETURN OF RENTAL SECURITY DEPOSIT

The applicant shall notify the Hall Manager of any cancellation as soon as possible. In order to receive a refund of the rental fee, the applicant must notify the Hall Manager of the cancellation at least 12 days prior to the scheduled event.

If the application states that alcohol will not be served and alcohol is found on the premises, and is determined to be associated with the event or anyone attending the event, the event will be immediately terminated and neither the security deposit will be returned to the applicant.

FORFEITURE OF RENTAL SECURITY DEPOSIT

The following actions can result in full or partial loss of the security deposit, as follows:

1. Lillard Hall premises must be cleaned, inspected, and vacated by 11:00 pm on the date of the event. **Failure to comply WILL result in forfeiture of 100% of the security deposit.**
2. Live bands, DJs and music must cease no later than 10:00 pm. **Failure to comply MAY result in forfeiture of 100% of the security deposit, at the discretion of the Hall Manager.**
3. While music is playing all doors and windows must be closed. **Failure to comply MAY result in the following forfeitures of the security deposit, at the discretion of the Hall Manager, as follows:**
 - a. Sound level below 85 decibels (measured at the frontage of the property) subject to 25% forfeiture of security deposit; and



MEMO

TO: Board of Fire Commissioners
FROM: Ad Hoc Committee – LAFCO Findings Review
DATE: September 19, 2023
SUBJECT: Committee Meeting Notes

On August 28, 2023, the following met to review the LAFCO 2022 Municipal Service Review document findings and recommendations for West Plainfield Fire Protection District (see attached page):

Commissioners: Jim Yeager (Chair) and Warran Roos
Staff: Fire Chief Cherie Rita

The below correspond to the numbered items on the attached page:

1. This has passed.
2. Not something to do now but should consider it again in the next few years. Discussed it a bit and Chief Rita is to research exactly what takes to put a Development Impact Fee into place. Several reasons for not moving forward in the past were discussed: timing, Board sentiment at the time, limited uses for the monies versus the record-keeping requirements, potential growth against which to collect the fee. Commissioner Roos suggested that when the time comes we base the fee on square footage, with a minimum before the fee is collected.
3. In progress.
4. It will get updated as we move through updating all of our policies.
5. Done.
6. Though not written down, we are doing this whenever possible.
7. Done.
8. No.
9. Updating all policies now.
10. If they reach out, we'll meet with them.
11. Not a priority.

West Plainfield FPD 2022 MSR Recommendations

Financial Ability MSR Recommendation(s)

1. West Plainfield FPD should consider adoption of a special assessment to increase revenues to provide funding for 24/7 operations, facilities, apparatus replacement, equipment needs and to maintain adequate reserves.
2. West Plainfield FPD should consider adopting a develop impact fee.
3. The West Plainfield FPD should develop an adopt a capital improvement plan that includes a plan for how the FPD will fund it.
4. The West Plainfield FPD should update its reserve policy to guide the Fire Commission in maintenance of adequate reserves.
5. The West Plainfield FPD Fire Commission should receive regular financial reports (quarterly or mid-year at a minimum) that provide a clear and complete picture of the agency's budget status and assets and liabilities, fully disclosing both positive and negative financial information.

Shared Services MSR Determination Recommendation

6. Additional items that should be included as a required element of the JOA are apparatus/equipment standardization, shared reserve apparatus, and cooperative purchasing. These efficiencies are currently either optional or not included in the JOA.

Accountability, Structure and Efficiencies MSR Recommendation(s)

7. Willow Oak and West Plainfield FPDs should provide for a coordinated and more uniform level of service and operation through either: (1) a Joint Operation Agreement (JOA); or (2) agency merger/consolidation. The goal for coordinated/joint operations in each Area is to achieve a similar service standard, efficient use of resources, consistent training/testing/reporting, standardization, and improved coordination during incident response. If any of these agencies enter into a JOA and fail to make reasonable efforts in good faith to promote these goals, a LAFCo reorganization to combine FPDs should be initiated if its determined consolidation would promote better service to the public and be a more efficient and effective utilization of resources.
8. Once the Area 3 JOA is operating successfully, combining the JOAs for Areas 1 and 3 into one larger JOA should be considered (in the 3 to 5-year timeframe).
9. The West Plainfield FPD should adopt, or update existing, policies related to meeting attendance, conduct, responsibilities of officers, and personnel (including employee/volunteer promotions, performance evaluations, drug and alcohol policies, payroll processing, etc.) In addition, accounting and financial policies should be developed to include general accounting, processing, and recording of disbursements and receipts, allowable expenditures, employee and commission travel and expense reimbursements, capital assets, debt and borrowing, credit card use, etc. LAFCo will provide policy templates for FPD use.
10. Yolo County should review agency finances with each dependent FPD each year to review agency finances, comparing budgets to actuals, comparing actuals to prior years, analyzing significant differences or changes, and determining if the reports appear reasonable.
11. Dependent special districts are not legally required to maintain a website. The West Plainfield FPD has a website but received a 27% transparency score for best practices in 2021. Please see the report at <https://www.yololafco.org/yolo-local-government-website-transparency-scorecards> for where improvements are needed.



MEMO

TO: WPPFD Board of Fire Commissioners
FROM: Cherie Rita, Chief
DATE: September 19, 2023
SUBJECT: Draft of Proposed Policy / Procedure Revisions
Portions of Policies 213, 1002, 1003
Portions of Procedure 202

NOTE: Both Policy 214 and Procedure 202 are modifications required by FEMA during the programmatic review and are due to FEMA as soon as possible.

Policy 213 – Physical Asset Management – Section 213.3, changed as follows:

213.3 RESPONSIBILITIES

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

- a. Maintaining compliance with federal, state law, and local laws regarding physical asset management, inventory control, and reporting requirements (2 CFR §§ 200.313, 200.328, and 329).
- b. Maintaining compliance with any federal, state, or local grant requirements associated with physical asset purchases, management, and disposal (2 CFR §§ 200.313 and 200.317 - 200.329).
- c. Developing procedures for the implementation of this policy, including:
 1. Procedures for disposal of all department-owned physical assets in accordance with federal, state, and local law.
 2. Procedures for safe disposal of hazardous waste.
 3. Procedures for handling surplus and obsolete physical assets.
 4. Procedures to inventory assets according to internal reporting deadlines (e.g., quarterly, annually).
- d. Developing a physical asset management plan to track the department's physical assets and maintain accurate and complete records related to these assets. The plan should include:
 1. A minimum value of the physical assets that are subject to this policy, the plan, and the implementing procedures.
 2. An inventory control and recordkeeping system to account for the movement, storage, maintenance, use, loss, damage, destruction, and disposal of the department's physical assets.

Policy 213 – Physical Asset Management – Section 213.5, changed as follows:

213.5 SURPLUS OR OBSOLETE ASSETS

When the department no longer utilizes a physical asset, the asset should be identified as surplus or obsolete. If the physical asset retains value, the item should be stored as surplus or handled in accordance with the procedures established pursuant to this policy. If the physical asset is deemed obsolete, the item shall be disposed of in accordance with this policy. When disposing of assets acquired through a grant process, the department agency shall adhere to applicable federal, state, or local laws or requirements.

Policy 1002 – Assignments and Promotions – Section 1002.5, changed as follows:

1002.5 PROMOTIONS

A candidate considered for promotion shall undergo the same process as that for assignments set out above. In addition, to qualify for a promotion a candidate must meet all the education and qualification requirements set out in the applicable position description.

Once a full-time employee has reached the rank of Fire Captain, such member is not eligible for promotion to a full- or part-time Chief Officer position unless the Board of Fire Commissioners has authorized filling such a full- or part-time position and such position is vacant or becomes vacant.

Policy 1003 – Position Descriptions – Attachment - Firefighter (Full-Time, On-Call Driver/Operator, Engineer, Volunteer, Reserve) – changed as follows:

Classification – Firefighter – Reserve

Shift Restrictions During Required Training Period

~~During the first six (6) months, the~~The Reserve Firefighter shall work only daytime shifts until the Reserve has satisfactorily completed the manipulative portion of the Reserve Firefighter Task Book. This will ensure that the Reserve has ample time to meet State mandated training requirements and to become proficient in providing emergency services to the community.

Procedure 202 – Purchasing and Procurement – changed as follows:

202.2 – INITIAL STEPS

The Purchasing Coordinator should:

- Determine if the purchase is subject to a state or local law, regulation, or ordinance concerning competitive bidding.

- If the purchase meets the threshold for competitive bidding, follow the appropriate competitive bidding process adopted by the Yolo County Board of Supervisors.
- If the purchase does not require competitive bidding, the purchasing guidelines set forth in this procedure should be used to make the purchase.
- Determine if the labor portion of the contract is subject to "prevailing wage" laws (any quote for labor over \$1,000.00 is subject to "prevailing wage" laws).
- When making purchases with funds received from State or Federal grant awards, take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible (2 CFR §20.321). Affirmative steps must include:
 - Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
 - Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
 - Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.

Purchasing and Procurement

214.1 PURPOSE AND SCOPE

Best Practice

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

214.2 POLICY

Best Practice **MODIFIED**

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

Further, it is the policy of the department that no employee, member, officer, or agent of the department or the District may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, members, and agents of the department and the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Any officer, employee, member, or agent determined to be in violation of this section could be subject to discipline action up to and including termination. Any Board member determined to be in violation of this section could be subject to prosecution and or removal from their position. (2 CFR §200.318)

214.3 PURCHASING COORDINATOR

Best Practice

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

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

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Purchasing and Procurement

- (f) Forwarding all contracts and purchase orders to the Fire Chief or the authorized designee for review, approval, and execution.

214.4 REVIEWS

Best Practice

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

Physical Asset Management

200.1 PURPOSE AND SCOPE

Best Practice **MODIFIED**

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

Corresponding Policies:

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

200.2 INVENTORY CONTROL

Best Practice **MODIFIED**

It is the department's policy to track the department's non-consumable physical assets as set forth below and in accordance with applicable federal, state or local laws or regulations (2 CFR §200.213). A maintenance schedule shall be established and maintained for each asset or asset type and all measures established to safeguard physical assets from loss, damage, or theft shall be adhered to.

200.2.1 INVENTORY

Best Practice **MODIFIED**

- Asset counts can be divided into smaller tasks and spread out over time.
- A risk-based approach may be used to determine which capital assets to count first and which ones to count later. Where the risk of loss is high, inventory counts should be scheduled as soon as possible.
- Upon acquisition of a new physical asset, an inventory record shall be created and the appropriate information documented before placing the asset into operation or service, in accordance with the Physical Asset Management Policy. The inventory record shall include a description of the property; a serial number or other identification number; the source of funding; who holds title; acquisition date; cost, including percentage of Federal participation; location, use and condition of the property; and disposition data, including the date of disposal and sale price, if any.

200.2.2 INVENTORY REVIEW

Best Practice **MODIFIED**

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

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Procedure Manual

Physical Asset Management

200.3 DISPOSAL OF PHYSICAL ASSETS

Best Practice **MODIFIED**

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

[When disposing of physical assets obtained through a grant process all federal, state, and local laws and requirements must be met \(2 CFR § 200.323\).](#)

200.4 LOSS, DAMAGE, OR DESTRUCTION

Best Practice **MODIFIED**

[Whenever practical physical assets shall be stored in areas with restricted public access. The department's video surveillance equipment shall be maintained in working order and repaired as soon as possible when not working properly.](#)

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

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

200.5 SURPLUS OR OBSOLETE ASSETS

Best Practice **MODIFIED**

Physical assets that are no longer utilized by the department should be identified and classified as surplus or obsolete and stored or disposed of by the Fire Chief, the appropriate committee chairperson, or the authorized designee according to the Physical Asset Management Policy. [Disposition of surplus or obsolete assets obtained through a grant process all federal, state, and local laws and requirements must be met \(2 CFR § 200.323\).](#)

200.6 CORRESPONDING PROCEDURES

Best Practice

Purchasing and Procurement

California Fair Political Practices Commission Filings

204.1 PURPOSE AND SCOPE

State

The purpose of this policy is to provide a uniform method for complying with the Fair Political Practices Commission (FPPC) requirements, for designated members to report all potential economic conflicts of interest to the District.

204.2 POLICY

State

It is the policy of the West Plainfield Fire Department to comply with state requirements, and designate certain job classifications as required to file a Statement of Economic Interests (Government Code § 87300).

204.3 PROCEDURE

State

The District requires certain job classifications to file a Statement of Economic Interests (Government Code § 87300). These job classifications have been identified based on the opportunity for personal gain that could result from official actions as a member of this department.

204.4 DEPARTMENT RESPONSIBILITIES

State MODIFIED

The Department Board Clerk (hereinafter "Conflict of Interest Filing Officer") shall be responsible for administering the filings in accordance with applicable laws.

All Statement of Economic Interests filings shall be screened for compliance by the Conflict of Interest Filing Officer. Members in designated classifications are required to disclose certain economic interests, which may include investments, interests in real property, income and business interests. All information provided by members on the Statement of Economic Interests is a matter of public record.

204.4.1 FILING REQUIREMENTS

State MODIFIED

Members in designated job classifications must file the following type of statements:

- Assuming office statement within 30 days after assuming office
- Annual statement due by April 1 each year
- Leaving office statement within 30 days after leaving the position

204.4.2 FILING PROCESS

State MODIFIED

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California Fair Political Practices Commission Filings

The filing process is administered by the Conflict of Interest Filing Officer and includes the following procedures:

- A Statement of Economic Interests form and filing instructions shall be distributed annually to designated department members. Additionally, forms shall be sent to designated members upon notice of appointment or termination.
- A completed Statement of Economic Interests shall be returned to the Conflict of Interest Filing Officer by the date indicated on the instructions.
- The Conflict of Interest Filing Officer shall screen the Statement of Economic Interests for completeness, potential conflicts of interest and to ensure all designated members have filed a statement, in accordance with FPPC regulations.
- Upon completion of the screening process, the Conflict of Interest Filing Officer shall retain the original for a period of time in accordance with the FFPC and the department's established records retention schedules.
- A list of all department members with potential conflict situations will be compiled and maintained by the Conflict of Interest Filing Officer.
- Any change to the FPPC filing process shall be submitted to the governing body for review and approval.

204.4.3 REPORTING REQUIREMENTS

State **MODIFIED**

All members in the designated classifications are required to report potential conflicts of interest even if they are not in a designated classification. All members are disqualified from participating in government decisions in which they have, or appear to have, a financial interest (Government Code § 87100). When a potential conflict of interest situation arises, it must be reported immediately through the chain of command to the member's immediate supervisor and then the Conflict of Interest Filing Officer.

204.4.4 DESIGNATED CLASSIFICATIONS

Discretionary **MODIFIED**

The West Plainfield Fire Department has designated the following classifications as required to complete a Statement of Economic Interests document in accordance with FPPC regulations:

- Board of Fire Commissioners of the West Plainfield Fire Protection District
- Fire Chief of the West Plainfield Fire Department

Purchase Card

212.1 PURPOSE AND SCOPE

Best Practice MODIFIED

This policy provides for the issuance and administration of the department's purchase cards.

212.2 POLICY

Best Practice MODIFIED

The Department will issue, administer, and maintain the department's purchase cards according to this policy.

212.2.1 DEFINITIONS

Best Practice MODIFIED

Point of Contact - The individual designated by the Fire Chief as having responsibility for maintaining the purchase card accounts.

Purchase Card - Credit card used to make purchases when payment by purchase order or voucher is not practical.

Authorized User - Those members identified below to whom a purchase card may be issued.

212.3 AUTHORIZED USERS / USER LIMITS

Agency Content

The following "authorized users" may be issued a purchase card at the following billing cycle limits:

- (a) Fire Chief / \$3,000.00.
- (b) Assistant Chief of Administration / \$500.00.
- (c) Assistant Chief of Operations / \$1,000.00.
- (d) Any full-time Company Officer / \$500.00.

212.4 AUTHORIZED USES

Agency Content

A purchase card may be used for any of the following purposes or in the following circumstances:

- (a) When payment by purchase order or voucher is not practical.
- (b) For recurring monthly payments, such as PGE, software subscriptions, etc.
- (c) As otherwise authorized by the Board of Fire Commissioners or Fire Chief.
- (d) [Procurement of services or supplies under a Federal or State grant award.](#)

Performance Evaluations

1001.1 PURPOSE AND SCOPE

Discretionary **MODIFIED**

The objective of the evaluation system is to record work performance for both the Department and the employee or member ("member"), giving recognition for good work and providing a guide for improvement where needed. The performance evaluation report is a gauge in measuring performance and is used for making personnel decisions relating to merit increase, promotion, assignment, discipline, demotion and termination. The report also provides a guide for mutual work planning and review and an opportunity to convert general impressions into a more objective history of work performance based on job standards.

1001.2 POLICY

Discretionary **MODIFIED**

The Department evaluates members in a non-discriminatory manner based upon job-related factors specific to the member's position, without regard to actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

1001.3 PROCEDURE

Discretionary **MODIFIED**

Each evaluation will cover a specific time period and should be based on the member's performance during that period. At the beginning of the rating period, each supervisor should discuss the tasks of the position, standards of performance expected and the evaluation rating criteria with each member. When a non-probationary member's job performance falls below the established standards of the job, the supervisor should, as soon as practicable but at least 90 days prior to the end of the annual evaluation period, advise the member in writing in order to provide an opportunity for the member to improve performance. The involved member should be provided the opportunity to initial any such writing and respond in writing within 30 days, if desired. Failure to meet established performance standards is justification for an unsatisfactory rating. Rating factors that are not observed are assumed to be performed at a standard level.

The performance evaluation report will be completed by the member's immediate supervisor. Other supervisors and members directly familiar with the member's performance during the rating period should be consulted by the immediate supervisor for their input.

The performance evaluation report of the Fire Chief shall be completed by the Personnel Committee of the West Plainfield Fire Protection District. Other Board members and members directly familiar with the Fire Chief's performance during the rating period should be consulted by the Personnel Committee members for their input.

Performance Evaluations

1001.4 PROBATIONARY EMPLOYEES AND MEMBERS

Discretionary MODIFIED

All personnel will serve a 12-month probationary period before being eligible for certification as permanent members; with the exception of volunteer firefighters who shall serve a six-month probationary period. Probationary full-time and volunteer firefighters shall be evaluated monthly, or more frequently as needed, during the probationary period. Performance evaluation reports shall be completed as defined by the Administration by specific job classification for all other full-time personnel during the probationary period.

1001.5 PERMANENT STATUS MEMBERS

Discretionary MODIFIED

Permanent members are subject to the following types of performance evaluations:

Regular - A performance evaluation report shall be completed once each year by the member's immediate supervisor on the anniversary of the member's date of hire, except for members who have been promoted. In the case of promotion, a performance evaluation report shall be completed on the anniversary of the member's date of last promotion.

New Assignment / Promotion - If a member is transferred from one assignment to another in the middle of an evaluation period and less than six months have transpired since a new assignment, an evaluation shall be completed by the current supervisor with input from the previous supervisor. A member shall be evaluated for promotional purposes as set forth in the Assignments and Promotions Policy.

Special - A special evaluation may be completed any time the rater and the rater's supervisor believe one is necessary due to member performance deficiencies. Generally, the special evaluation will be used to document areas of performance deemed less than standard when follow-up action is planned (e.g., action plan, remedial training, retraining). The evaluation form and associated documentation shall be submitted as one package.

1001.5.1 RATINGS

Discretionary MODIFIED

Outstanding - Performance that is well beyond that expected or required in the standards for the position. It is exceptional performance, definitely superior or extraordinary.

Exceeds standards - Performance that is better than expected of a fully competent member. It is superior to what is expected or required by the standards for the position but is not of such rare nature to warrant outstanding.

Meets standards - Performance expected of a fully competent member and meets the standards required of the position.

Needs improvement - Performance that is less than that expected of a fully competent member and less than the standards required of the position. A needs improvement rating should be thoroughly discussed with the member and include a structured plan intended to improve performance, with short interval interim evaluations.

West Plainfield Fire Department

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Performance Evaluations

Unsatisfactory - Performance that is inadequate or undesirable, intolerable and inferior to the standards required of the position.

Written comments should be used by the rater to document the member's strengths, weaknesses and make any suggestions for improvement. Any job dimension rating marked unsatisfactory or outstanding should be substantiated in the rater comments section.

1001.6 EVALUATION INTERVIEW

Discretionary **MODIFIED**

When a supervisor has completed the preliminary evaluation arrangements shall be made for a private discussion of the evaluation with the member. The supervisor should discuss the results with the member and answer any questions the member may have. If the member has valid and reasonable protests of any of the ratings, the supervisor may make appropriate changes to the evaluation. Areas needing improvement and goals for reaching the expected level of performance should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement and training opportunities. The supervisor and member will sign and date the evaluation. Permanent members may also write comments in the member comments section of the performance evaluation report.

1001.7 EVALUATION REVIEW

Discretionary **MODIFIED**

Before the supervisor meets with the member to review the evaluation, the draft performance evaluation report should be forwarded to the rater's supervisor for review.

The second-level supervisor should review the evaluation for fairness, impartiality, uniformity, and consistency, and evaluate the first level supervisor on the quality of the ratings to be provided to the member.

1001.8 RECORDS MANAGEMENT

Discretionary **MODIFIED**

The original performance evaluation report should be maintained in the member's personnel file as provided in the Records Management Policy. A copy should be provided to the member and a copy should be forwarded to the Administration.

Personnel Evaluations

1000.1 PURPOSE AND SCOPE

Best Practice MODIFIED

This document provides guidelines for supervisors who are responsible for completing evaluations of department personnel.

Corresponding Policies:

Records Management
Performance Evaluations
Assignments and Transfers
Position Descriptions

1000.2 INITIAL STEPS

Best Practice MODIFIED

Review the Performance Evaluations Policy.

- Determine the type of performance evaluation that needs to be completed, according to the Performance Evaluations Policy:
 - Regular
 - Assignment
 - Special
- Gather the following:
 - Job description of the member being evaluated
 - Previous evaluation of the member being evaluated
 - Supervisor notes concerning the performance of the member during the rating period
 - Any department documentation related to uniform goals for the Department and personnel
 - Input from members who have knowledge of the member's job performance

1000.3 PROBATIONARY MEMBERS

Best Practice

Supervisors should evaluate the performance of probationary members on a continuous basis throughout the probationary period, as directed by the Performance Evaluations Policy.

1000.4 PERMANENT STATUS MEMBERS

Best Practice MODIFIED

Supervisors should prepare an evaluation of each member under their command once per year on the member's anniversary date or the anniversary of the member's last promotion or assignment,

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Personnel Evaluations

prior to a new assignment, or when special circumstances warrant, as directed in the Performance Evaluations Policy.

After gathering all required documents and information, the supervisor should complete the evaluation form. While completing the form, the supervisor should remain objective and free from bias. The evaluation should be completed based on facts, observed job performance, and the member's knowledge, skills, and abilities. Supervisors should not allow personal feelings toward the member to influence the evaluation.

1000.5 FIRE CHIEF

Agency Content

An evaluation of the Fire Chief's performance should be conducted annually.

After gathering all required documents and information, the Personnel Committee of the West Plainfield Fire Protection District should complete the evaluation form. While completing the form, the Committee members should remain objective and free from bias. The evaluation should be completed based on facts, observed job performance, and the Fire Chief's knowledge, skills, and abilities. Committee members should not allow personal feelings toward the Fire Chief to influence the evaluation.

For purposes of this policy, the Personnel Committee of the West Plainfield Fire Protection District shall be considered the Fire Chief's supervisor or immediate supervisor.

1000.6 RATINGS

Best Practice

Supervisors should follow the rating categories described in the Performance Evaluations Policy when completing personnel evaluations. Additionally, the supervisor should provide specific descriptions of the member's demonstrated or observed behaviors, knowledge, skills, and abilities. When a member earns a rating that is above or below the requirements for a "meets standards" classification, the supervisor completing the evaluation should thoroughly document the reasons for the high or low rating in the rater comments section of the evaluation.

Ratings that are below "meets standards" should include comments from the supervisor related to specific deficiencies and actions as well as goals to improve the member's performance level.

1000.7 EVALUATION REVIEW

Best Practice **MODIFIED**

When the immediate supervisor has completed the evaluation form, it should be reviewed according to the Performance Evaluations Policy.

1000.8 EVALUATION INTERVIEW

Best Practice **MODIFIED**

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Personnel Evaluations

After completing the evaluation form and receiving feedback as provided in the Performance Evaluations Policy, the member's immediate supervisor should schedule a time to discuss the evaluation results with the member and present the member with a copy of the evaluation.

When the supervisor is conducting the evaluation interview, it is important to set up the desired environment including but not limited to:

- The interview should be held in private at a time convenient for both the supervisor and the member
- The evaluation interview should be held face to face, whenever practicable
- The supervisor should allow the member to read through the evaluation form in its entirety before discussing any specific ratings
- The supervisor should allow the member to ask questions about the supervisor's ratings and comments
- The interview should maintain a professional tone at all times

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WEST PLAINFIELD FIRE DEPARTMENT - PERFORMANCE EVALUATION REPORT

Name(s) of Evaluator(s) _____

Evaluation Date _____

Ratings

- **Outstanding (O)** - Performance that is well beyond that expected or required in the standards for the position. It is exceptional performance, definitely superior or extraordinary.
- **Exceeds standards (ES)** - Performance that is better than expected of a fully competent member. It is superior to what is expected or required by the standards for the position but is not of such rare nature to warrant outstanding.
- **Meets standards (MS)** - Performance expected of a fully competent member and meets the standards required of the position.
- **Needs improvement (NI)** - Performance that is less than that expected of a fully competent member and less than the standards required of the position. A needs improvement rating should be thoroughly discussed with the member and include a structured plan intended to improve performance, with short interval interim evaluations.
- **Unsatisfactory (U)** - Performance that is inadequate or undesirable, intolerable and inferior to the standards required of the position.

Full Member Name and Position/Assignment * _____

Time in Position/Assignment _____

Type of Evaluation Regular Probationary New Assignment / Promotion Other Purpose: _____

Duties, Qualifications, Knowledge, Skills, Abilities

- | | | | |
|--|------------------------------|-----------------------------|---------------------------------|
| 1 - Member meets minimum qualifications/education for the assignment/position | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> rating |
| 2 - Member meets the required additional qualifications/education for the assignment/position | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> rating |
| 3 - Member has the ability to satisfactorily perform the representative duties for the assignment/position | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> rating |
| 4 - Member has the ability to satisfactorily perform the additional duties for the assignment/position | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> rating |
| 5 - Member has satisfactorily performed the <i>representative</i> duties for the assignment/position | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> rating |
| 6 - Member has satisfactorily performed the <i>additional</i> duties for the assignment/position | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> rating |
| 7 - Member has the required <i>minimum</i> knowledge for the assignment/position | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> rating |
| 8 - Member has acquired the <i>additional</i> knowledge for the assignment/position | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> rating |
| 9 - Member has demonstrated the <i>required</i> abilities necessary for the assignment/position | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> rating |
| 10 - Member has demonstrated the <i>additional</i> abilities for the assignment/position | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> rating |
| 11 - Member has met the required number of shifts/hours, if applicable | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> rating |
| 12 - Member has attended required trainings or has demonstrated skills and knowledge presented | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> rating |

Prior Improvement Plan Objectives / Goals (attach pertinent portion of prior evaluation)

- | | | | | |
|---|------------------------------|------------------------------|-----------------------------|---------------------------------|
| 13 - Member has met prior improvement plan objectives, if any | <input type="checkbox"/> N/A | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> rating |
| 14 - Member has met prior goals, if any | <input type="checkbox"/> N/A | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> rating |

Evaluator(s) Comments (Include Item Number) (attach additional sheets if necessary)

* Attach a copy of the current assignment/position description document

WEST PLAINFIELD FIRE DEPARTMENT - PERFORMANCE EVALUATION REPORT

Full Member Name and Position/Assignment _____

Evaluation Date _____

Improvement Plan Objectives / Goals (with due dates) (attach additional sheets if necessary)

Member Comments (attach additional sheets if necessary)

EVALUATOR(S)' RECOMMENDATIONS AND SUMMARY OF FINDINGS

Evaluator Signature(s) _____

Reviewed by Evaluator's Supervisor on _____

Supervisor's Printed Name _____

Supervisor's Signature _____

Member's Acknowledgement of Review with Evaluator

Date _____

Signature _____

West Plainfield Fire Department (CA)

Davis, CA

This report was generated on 9/10/2023 2:28:40 PM



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

Start Date: 08/01/2023 | End Date: 08/31/2023







DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
08/01/2023	2023-139	[REDACTED]	311 - Medical assist, assist EMS crew	A Shift	No Zone Selected	2	4
08/02/2023	2023-140	[REDACTED]	321 - EMS call, excluding vehicle accident with injury	A Shift	0- WPL - West Plainfield Station 30 Response Area	3	4
08/02/2023	2023-141	County Road 24	322 - Motor vehicle accident with injuries	A Shift	177- MDS-WOF-WPL - Borderline Call Madison, Willow Oak, & West Plainfield	2	3
08/04/2023	2023-142	County Road 98	322 - Motor vehicle accident with injuries	B Shift	0- WPL - West Plainfield Station 30 Response Area	4	4
08/05/2023	2023-143	Cr 29	322 - Motor vehicle accident with injuries	C Shift	322- DVS-WDL-WPL - Borderline Call Davis, Woodland & West Plainfield	3	4
08/06/2023	2023-144	Cr 96	600 - Good intent call, other	C Shift	0- WPL - West Plainfield Station 30 Response Area	2	3
08/06/2023	2023-145	[REDACTED]	311 - Medical assist, assist EMS crew	C Shift	No Zone Selected	3	3
08/06/2023	2023-146	[REDACTED]	311 - Medical assist, assist EMS crew	C Shift	0- WPL - West Plainfield Station 30 Response Area	2	3
08/07/2023	2023-147	Cr 27	322 - Motor vehicle accident with injuries	A Shift	701- WOF-WPL - Borderline Call Willow Oak & West Plainfield	2	3
08/07/2023	2023-148	Cr 19	142 - Brush or brush-and-grass mixture fire	A Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	2	4
08/10/2023	2023-149	County Road 98	500 - Service Call, other	B Shift	320- DVS-WPL - Borderline Call Davis & West Plainfield	3	3
08/12/2023	2023-150	[REDACTED]	321 - EMS call, excluding vehicle accident with injury	C Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	2	3
08/14/2023	2023-151	[REDACTED]	[REDACTED] - EMS call, excluding vehicle accident with injury	A Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	9
08/15/2023	2023-152	25534 County Road 98	140 - Natural vegetation fire, other	B Shift	320- DVS-WPL - Borderline Call Davis & West Plainfield	3	6
08/16/2023	2023-153	County Road 27	322 - Motor vehicle accident with injuries	B Shift	701- WOF-WPL - Borderline Call Willow Oak & West Plainfield	2	3


Only REVIEWED incidents included.

08/16/2023	2023-154	County Road 93A	322 - Motor vehicle accident with injuries	B Shift	261- WNF-WPL - Borderline Call Winters & West Plainfield	3	4
08/17/2023	2023-155	Cr 98	611 - Dispatched & cancelled en route	C Shift	702- WOF-WDL-WPL - Borderline Call Willow Oak, Woodland, & West Plainfield	2	2
08/18/2023	2023-156	832 Graf WAY	611 - Dispatched & cancelled en route	C Shift	260- WNF Auto - Automatic Aid Winters (Not Borderline)	1	2
08/18/2023	2023-157	700 Main ST	611 - Dispatched & cancelled en route	C Shift	260- WNF Auto - Automatic Aid Winters (Not Borderline)	1	2
08/18/2023	2023-158	County Road 31	324 - Motor vehicle accident with no injuries.	C Shift	0- WPL - West Plainfield Station 30 Response Area	2	4
08/19/2023	2023-159	26127 96 CIR	554 - Assist invalid	A Shift	0- WPL - West Plainfield Station 30 Response Area	3	4
08/24/2023	2023-160	Cr 97a	611 - Dispatched & cancelled en route	C Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	5
08/25/2023	2023-161	37188 County Road 28	735 - Alarm system sounded due to malfunction	C Shift	0- WPL - West Plainfield Station 30 Response Area	3	4
08/25/2023	2023-162	Russell Blvd	324 - Motor vehicle accident with no injuries.	A Shift	0- WPL - West Plainfield Station 30 Response Area	1	3
08/26/2023	2023-163	18111 County Road 94B	571 - Cover assignment, standby, moveup	A Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	2	3
08/27/2023	2023-164	30092 County Road 31a CIR	140 - Natural vegetation fire, other	B Shift	261- WNF-WPL - Borderline Call Winters & West Plainfield	2	3
08/31/2023	2023-165	42 Main ST	111 - Building fire	A Shift	260- WNF Auto - Automatic Aid Winters (Not Borderline)	1	5

TOTAL # INCIDENTS: 27

As of September 10, 2023

-  Dashboard
-  Reimbursements
-  Employee Roster
-  Reports
-  Documents
-  Settings

















Reimburse My Employees


View YTD Reimbursement Details


Review my HRA Settings

2023 Open Enrollment Progress



Status	Employees	Percent	
 Enrolled	0	0.0%	 View
 POC* in Review	0	0.0%	 View
 POC* Declined	0	0.0%	 View
 Waived 	0	0.0%	 View
 Currently Shopping	1	33.3%	 View
 Not Started	2	66.7%	 View
 Ineligible	0	0.0%	 View

*POC stands for Proof of Coverage. Employees upload their plan info to...

Runs Currently In Progress

Run # or Last Name

+ Create New

Run
Order By

- Oldest to Newest
- Newest to Oldest
- Most Recently Updated
- Least Recently Updated
- Insurance
- Run #

RUNS IN PROGRESS

	██████████ \$455.52 Run # 2023 158	Run Date 08/18/2023	Status Confirm the Receipt of Invoice
	██████████ \$896 61 Run #: 2023-109	Run Date: 06/26/2023	Status: Follow Up
	██████████ \$634.14 Run #: 2023-117	Run Date: 07/06/2023	Status: Confirm the Receipt of Invoice
	██████████ \$520.26 Run # 2023 153	Run Date 08/16/2023	Status Confirm the Receipt of Invoice
	██████████ \$455.52 Run #: WPL-2300-162	Run Date: 08/25/2023	Status: Confirm the Receipt of Invoice
	██████████ \$455.52 Run # 2023 128	Run Date 07/18/2023	Status Invoiced Direct
	██████████ \$3 149 64 Run #: WPL2300137	Run Date: 07/27/2023	Status: Follow Up
	██████████ \$1,890.72 Run #: 2023-154	Run Date: 08/16/2023	Status: Invoiced Direct

Page 1



Landline and Hall WiFi

1 message

Patrick Fish <pfish@westplainfieldfire.com>
To: Chief WPL <chief@westplainfieldfire.com>
Cc: David Stiles <dstiles@westplainfieldfire.com>

Thu, Aug 31, 2023 at 3:22 PM

Hi,

For landline replacement (~\$67/mo) I recommend replacing it with Vonage Home (~\$10/mo). We are able to port our existing number over to this service. We would get all the standard modern phone features like caller ID, voicemail sent to email, and on-demand call forwarding to a cell phone if needed. I would recommend a new set of cordless phones to go with this. Something like this:

<https://www.amazon.com/Motorola-O212-Cordless-Answering-Handsets/dp/B09R37K2KL>

IN PROCESS

There is a footnote in our current AT&T landline bill stating our rate will go up in December. We should prioritize to avoid cost increase.

CALNET 3 will expire 12/31/23. To continue receiving the benefits of the CALNET contract, NonState agencies (local government, city, county, school, etc.) should contact your AT&T Account Mgr to confirm your new Authorization to Order (ATO) paperwork has been signed by 06/30/23. State agencies do not need to complete ATO forms.

To eliminate the Lillard Hall internet bill (101/mo), we need to purchase a wireless access point that will be used to broadcast the WiFi signal inside of the hall. We have the needed equipment to tie the buildings together. If we could purchase this, I can do the install:

<https://store.ui.com/us/en/pro/category/wifi-flagship/products/u6-pro>

DONE AND WORKING; COMMISSIONER ROOS PURCHASED THE EQUIPMENT AND CAPTAIN FISH DID THE INSTALLATION.

Patrick

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Cameras & NVRs

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U6+

U6 Enterprise

U6 Professional

AC Professional

AC Long-Range

U6 Lite

AC Lite



U6 Professional

U6-Pro

\$159.00

High-performance, ceiling-mounted WiFi 6 access point designed for large offices.

140 m² (1,500 ft²) coverage

350+ connected devices

WiFi6 (4x4 MIMO)

Powered using PoE

Deliver to Cherie Davis 95616

Electronics Enter keyword or product number

All Get the app Back to School Add People Buy Again Gift Cards Recommendations IT Supplies EN Hello, Cherie Account for West Plainfield ... Lists Try Business Prime 0

All Electronics Deals Best Sellers TV & Video Audio & Home Theater Computers Camera & Photo Wearable Technology Car Electronics & GPS Portable Audio Cell Phones Office Electronics



Office Products > Office Electronics > Telephones & Accessories > Landline Phones



Roll over image to zoom in

Motorola O213 DECT 6.0 Long Range Cordless Phone - Wireless Phones for Home & Office Phone with Answering Machine - Indoors and Outdoors, Water & Dust Resistant, IP67 Certified - Black, 3 Handsets

Visit the Motorola Store

4.0 800 ratings

| 115 answered questions

50+ bought in past month

Save 12% Lowest price in 30 days

Typical price: ~~\$129.95~~ Details

Price: **\$114.95**

FREE Returns

You Save: **\$15.00 (12%)**

Get a \$150 Amazon Gift Card upon approval for the Amazon Business American Express Card. Terms apply.

Buying multiple items? [Go to multi-select](#)

Style: **3-Handset**

- 1-Handset \$54.95
- 2-Handset \$84.95
- 3-Handset \$114.95**

4-Handset \$144.95

Brand Motorola

\$114.95

FREE Returns

FREE delivery **Thursday, September 7**

Or fastest delivery **Tomorrow, September 2.** Order within 5 hrs 27 mins

Deliver to West - Davis 95616

In Stock

Qty: 1

Buying in bulk?

Add to Cart

Secure transaction

Sold by Motorola Nursery, Sound and Voice and Fulfilled by Amazon.

Seller Credentials:
ISO 14001, ISO 9001

Return policy: [Eligible for Return, Refund or Replacement within 30 days of receipt](#)

Support: [Free Amazon product support included](#)

Add a Protection Plan:

4 Year General Merchandise Protection Plan for **\$32.99**

3 Year General Merchandise Protection Plan for **\$24.99**

Add a gift receipt for easy returns

Fund/Account Trial Balance

Period 06_2023
 Accounting Entity 1000 - Yolo County
 Fund 8061 - WEST PLAINFIELD FIRE PROTECTION DISTRICT
 Budget Unit All Budget Units Top Level
 Cost Center All Cost Centers Top Level
 Claiming Details All Dept Details Top Level
 Revenue Source All Revenue Source Top Level

JUNE 2023

Accounting Entity	Fund	Fund Description	Cost Center	Cost Center Description	Account	Sub Account Description	Beginning Balance	Activity	Activity CB
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	100000	CASH IN TREASURY		98,348.55	167,268.66	265,617.21
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	101113	RESTRICTED CASH-WPFF FPD CAPITAL ASSET REF		199,986.25	-	199,986.25
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	101114	RESTRICTED CASH-WPFF FPD ACCRUED LEAVE		26,597.28	(6,000.00)	20,597.28
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	111010	PROP TAX RECEIVABLE-CURRENT SECURED		359,803.15	(179,901.57)	179,901.58
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	111090	PROP TAX RECEIVABLE-CURRENT SECURED SUP		(39.23)	-	(39.23)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	112001	ACCOUNTS RECEIVABLE-JE		2,469.01	-	2,469.01
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	181100	BUILDING & IMPROVEMENT		97,149.28	-	97,149.28
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	181200	IMPROVEMENT OTHER THAN BUILDING		27,567.00	-	27,567.00
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	181400	EQUIPMENT		1,243,452.99	-	1,243,452.99
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	182100	ACCUMULATED DEPRECIATION-BLDG & IMPRV		(93,270.95)	(90.19)	(93,361.14)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	182200	ACCUMULATED DEPRECIATION- IMPRV OTHR THA		(19,442.02)	(104.16)	(19,546.18)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	182400	ACCUMULATED DEPRECIATION-EQUIPMENT		(825,137.04)	(3,706.34)	(828,843.38)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	190200	FUTURE LONG TERM DEBT REQUIRE		8,720.70	-	8,720.70
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	200001	ACCOUNTS PAYABLE-JE		(4,299.51)	-	(4,299.51)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	202000	OTHER ACCOUNTS PAYABLE		(1,215.35)	-	(1,215.35)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	230000	COMPENSATED ABSENCES (L/T)		(8,720.70)	-	(8,720.70)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	304001	FUND BALANCE-ASSIGNED-CAPITAL ASSET REPL		(199,588.85)	-	(199,588.85)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	304002	FUND BALANCE-ASSIGNED-ACCRUED LEAVE		(26,544.43)	6,000.00	(20,544.43)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	304003	FUND BALANCE-ASSIGNED-GENERAL RESERVE		(159,825.00)	-	(159,825.00)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	309999	UNASSIGNED		(44,517.59)	(6,000.00)	(50,517.59)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	300100	NET INVESTMENT IN CAPITAL ASSETS		(430,319.26)	3,900.69	(426,418.57)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	400100	PROPERTY TAXES-CURRENT SECURED		(359,803.15)	243.00	(359,560.15)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	400101	PROPERTY TAXES-CURRENT UNSECURED		(27,096.67)	(535.23)	(27,631.90)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	400111	PROPERTY TAXES-PRIOR UNSECURED		(237.57)	(118.33)	(355.90)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	403100	INVESTMENT EARNINGS-POOL		(816.89)	-	(816.89)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	403199	GASB 31 FAIR MARKET VALUE - DFS ONLY		(12,336.00)	-	(12,336.00)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	410050	STATE-HIGHWAY PROPERTY RENTALS		(3.42)	-	(3.42)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	410250	STATE-HOMEOWNERS PROPERTY TAX RELIEF		(240.83)	(561.93)	(802.76)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	440600	OTHER CHARGES FOR SERVICES-FIREFGHTR SEF		(53,621.98)	(32,140.06)	(85,762.04)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	500100	REGULAR EMPLOYEES		84,011.71	16,009.42	100,021.13
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	500120	OVERTIME		13,626.45	7,499.10	21,125.55
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	501110	SOCIAL SECURITY TAX		6,053.57	1,457.53	7,511.10
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	501120	MEDICARE		1,415.76	340.87	1,756.63
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	501170	UNEMPLOYMENT INSURANCE		695.09	113.17	808.26
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	501180	WORKERS' COMP INSURANCE		47,872.04	-	47,872.04
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	510010	CLOTHING & PERSONAL SUPPLIES		14,762.16	1,493.24	16,255.40
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	510020	COMMUNICATIONS		1,495.17	357.71	1,852.88
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	510030	FOOD		351.65	44.95	396.60
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	510040	HOUSEHOLD EXPENSE		4,387.49	394.51	4,782.00
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	510053	INSURANCE-OTHER		9,684.00	-	9,684.00
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	510070	MAINTENANCE-EQUIPMENT		1,754.19	2,615.99	4,370.18
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	510071	MAINTENANCE-BUILDING IMPROVEMENT		519.49	-	519.49
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	510090	MEMBERSHIPS		2,487.25	-	2,487.25
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	510102	MISCELLANEOUS EXPENSE-CREDIT CARD SERVIC		13.50	11.55	25.05
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	510110	OFFICE EXPENSE		3,760.78	-	3,760.78
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	510160	PUBLICATIONS AND LEGAL NOTICES		429.82	286.14	715.96
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	510170	RENTS AND LEASES - EQUIPMENT		296.11	118.64	414.75
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	510190	MINOR EQUIPMENT		380.56	20,009.98	20,390.54
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	510201	TRANSPORTATION & TRAVEL-FUEL		5,418.71	-	5,418.71
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	510220	UTILITIES		3,397.78	696.67	4,094.45
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	510252	PROFESSIONAL & SPECIAL SERVICES-INFO TECH		144.95	14.99	159.94
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	510275	PROFESSIONAL & SPECIAL SERVICES-OTHER		24.00	-	24.00
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DISTRICT	All Cost Centers Top Level	526601	PAYMENTS TO OTHER GOVERNMENT INSTITUTIOI		-	281.00	281.00
							(0.00)		

Fund/Account Trial Balance

Period 01_2024
 Accounting Entity 1000 - Yolo County
 Fund 8061 - WEST PLAINFIELD FIRE PROTECTION DISTRICT
 Budget Unit All Budget Units Top Level
 Cost Center All Cost Centers Top Level
 Claiming Details All Dept Details Top Level
 Revenue Source All Revenue Source Top Level

JULY 2023

Accounting Entity	Fund	Fund Description	Cost Center	Cost Center Description	Account	Sub Account	Account Description	Beginning Balance	Activity	Activity CB
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	1000000			CASH IN TREASURY	219,873.37	(111,091.47)	108,781.90
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	1000099			CASH GASB 31 FAIR MARKET VALUE DFS ONLY	(12,740.00)	12,740.00	-
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	1011113			RESTRICTED CASH-WPF FPD CAPITAL ASSET REI	203,737.31	-	203,737.31
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	1011114			RESTRICTED CASH-WPF FPD ACCRUED LEAVE	21,006.68	-	21,006.68
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	1031000			CASH ON HAND	2,335.01	-	2,335.01
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	1110100			PROP TAX RECEIVABLE-CURRENT SECURED	(14.44)	-	(14.44)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	1110900			PROP TAX RECEIVABLE-CURRENT SECURED SUF	2,923.16	-	2,923.16
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	1500000			PREPAID EXPENSE	5,208.72	-	5,208.72
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	1811000			BUILDING & IMPROVEMENT	97,149.28	-	97,149.28
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	1812000			IMPROVEMENT OTHER THAN BUILDING	27,567.00	-	27,567.00
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	1814000			EQUIPMENT	1,243,452.99	-	1,243,452.99
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	1821000			ACCUMULATED DEPRECIATION-BLDG & IMPRV	(93,812.12)	-	(93,812.12)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	1822000			ACCUMULATED DEPRECIATION- IMPRV OTHR TH	(20,067.01)	-	(20,067.01)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	1824000			ACCUMULATED DEPRECIATION-EQUIPMENT	(847,375.20)	-	(847,375.20)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	1902000			FUTURE LONG TERM DEBT REQUIRE	15,326.03	-	15,326.03
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	2000000			ACCOUNTS PAYABLE	(404.59)	404.59	-
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	2000001			ACCOUNTS PAYABLE-JE	(4,856.27)	4,856.27	-
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	2020000			OTHER ACCOUNTS PAYABLE	(1,215.35)	-	(1,215.35)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	2055000			ACCRUED PAYROLL-GROSS	(8,894.86)	8,894.86	-
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	2300000			COMPENSATED ABSENSES (L/T)	(15,326.03)	-	(15,326.03)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	3010050			FUND BALANCE-NONSPEND-PREPAID EXPENSE	(5,208.72)	-	(5,208.72)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	3040001			FUND BALANCE-ASSIGNED-CAPITAL ASSET REPL	(199,588.85)	-	(199,588.85)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	3040002			FUND BALANCE-ASSIGNED-ACCRUED LEAVE	(20,544.43)	-	(20,544.43)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	3040003			FUND BALANCE-ASSIGNED-GENERAL RESERVE	(159,825.00)	-	(159,825.00)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	3099999			UNASSIGNED	(41,791.74)	-	(41,791.74)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	3001000			NET INVESTMENT IN CAPITAL ASSETS	(406,914.94)	-	(406,914.94)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	4031999			GASB 31 FAIR MARKET VALUE - DFS ONLY	-	(12,740.00)	(12,740.00)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	4406000			OTHER CHARGES FOR SERVICES-FIREFGHTR SE	-	(1,876.92)	(1,876.92)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	5001000			REGULAR EMPLOYEES	-	10,997.89	10,997.89
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	5001200			OVERTIME	-	415.96	415.96
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	5011100			SOCIAL SECURITY TAX	-	707.66	707.66
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	5011200			MEDICARE	-	165.50	165.50
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	5011170			UNEMPLOYMENT INSURANCE	-	87.83	87.83
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	5011180			WORKERS' COMP INSURANCE	-	70,242.00	70,242.00
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	5100200			COMMUNICATIONS	-	120.00	120.00
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	5100530			INSURANCE-OTHER	-	12,395.00	12,395.00
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	5100700			MAINTENANCE-EQUIPMENT	-	67.06	67.06
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	5100900			MEMBERSHIPS	-	175.00	175.00
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	5101800			TRAINING	-	(1,265.72)	(1,265.72)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	5101900			MINOR EQUIPMENT	-	4,393.44	4,393.44
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION D	All Cost Centers Top Level	5102520			PROFESSIONAL & SPECIAL SERVICES-INFO TECH	-	311.05	311.05
								0.00		

Fund/Account Trial Balance

Period 02_2024
 Accounting Entity 1000 - Yolo County
 Fund 8061 - WEST PLAINFIELD FIRE PROTECTION DISTRICT
 Budget Unit All Budget Units Top Level
 Cost Center All Cost Centers Top Level
 Claiming Details All Dept Details Top Level
 Revenue Source All Revenue Source Top Level

AUGUST 2023

Accounting Entity	Fund	Fund Description	Cost Center	Cost Center Description	Account	Sub Account	Account Description	Beginning Balance	Activity	Activity CB
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 100000		100000		CASH IN TREASURY	108,781.90	(38,171.25)	70,610.65
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 101113		101113		RESTRICTED CASH-WPF FPD CAPITAL ASSET REP	203,737.31	-	203,737.31
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 101114		101114		RESTRICTED CASH-WPF FPD ACCRUED LEAVE	21,006.68	-	21,006.68
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 103100		103100		CASH ON HAND	2,335.01	-	2,335.01
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 111010		111010		PROP TAX RECEIVABLE-CURRENT SECURED	(14.44)	-	(14.44)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 111090		111090		PROP TAX RECEIVABLE-CURRENT SECURED SUP	2,923.16	-	2,923.16
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 150000		150000		PREPAID EXPENSE	5,208.72	-	5,208.72
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 181100		181100		BUILDING & IMPROVEMENT	97,149.28	-	97,149.28
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 181200		181200		IMPROVEMENT OTHER THAN BUILDING	27,567.00	-	27,567.00
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 181400		181400		EQUIPMENT	1,243,452.99	-	1,243,452.99
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 182100		182100		ACCUMULATED DEPRECIATION-BLDG & IMPRV	(93,812.12)	-	(93,812.12)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 182200		182200		ACCUMULATED DEPRECIATION- IMPRV OTHR THA	(20,067.01)	-	(20,067.01)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 182400		182400		ACCUMULATED DEPRECIATION-EQUIPMENT	(847,375.20)	-	(847,375.20)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 190200		190200		FUTURE LONG TERM DEBT REQUIRE	15,326.03	-	15,326.03
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 200000		200000		ACCOUNTS PAYABLE	-	(100.00)	(100.00)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 202000		202000		OTHER ACCOUNTS PAYABLE	(1,215.35)	-	(1,215.35)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 230000		230000		COMPENSATED ABSENCES (L/T)	(15,326.03)	-	(15,326.03)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 301005		301005		FUND BALANCE-NONSPEND-PREPAID EXPENSE	(5,208.72)	-	(5,208.72)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 304001		304001		FUND BALANCE-ASSIGNED-CAPITAL ASSET REPL	(199,588.85)	-	(199,588.85)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 304002		304002		FUND BALANCE-ASSIGNED-ACCRUED LEAVE	(20,544.43)	-	(20,544.43)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 304003		304003		FUND BALANCE-ASSIGNED-GENERAL RESERVE	(159,825.00)	-	(159,825.00)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 309999		309999		UNASSIGNED	(41,791.74)	-	(41,791.74)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 300100		300100		NET INVESTMENT IN CAPITAL ASSETS	(406,914.94)	-	(406,914.94)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 403199		403199		GASB 31 FAIR MARKET VALUE - DFS ONLY	(12,740.00)	-	(12,740.00)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 440600		440600		OTHER CHARGES FOR SERVICES-FIREFGHTR SEF	(1,876.92)	-	(1,876.92)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 450900		450900		OTHER MISCELLANEOUS REVENUES	-	(123.04)	(123.04)
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 500100		500100		REGULAR EMPLOYEES	10,997.89	25,506.50	36,504.39
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 500120		500120		OVERTIME	415.96	300.80	716.76
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 501110		501110		SOCIAL SECURITY TAX	707.66	1,600.06	2,307.72
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 501120		501120		MEDICARE	165.50	374.22	539.72
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 501170		501170		UNEMPLOYMENT INSURANCE	87.83	39.10	126.93
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 501180		501180		WORKERS' COMP INSURANCE	70,242.00	-	70,242.00
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 510020		510020		COMMUNICATIONS	120.00	421.20	541.20
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 510030		510030		FOOD	-	37.96	37.96
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 510040		510040		HOUSEHOLD EXPENSE	-	540.12	540.12
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 510053		510053		INSURANCE-OTHER	12,395.00	-	12,395.00
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 510070		510070		MAINTENANCE-EQUIPMENT	67.06	6,874.12	6,941.18
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 510090		510090		MEMBERSHIPS	175.00	-	175.00
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 510102		510102		MISCELLANEOUS EXPENSE-CREDIT CARD SERVIC	-	0.68	0.68
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 510112		510112		OFFICE EXPENSE-PRINTING	-	265.21	265.21
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 510170		510170		RENTS AND LEASES - EQUIPMENT	-	237.28	237.28
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 510180		510180		TRAINING	(1,265.72)	1,400.00	134.28
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 510190		510190		MINOR EQUIPMENT	4,393.44	67.34	4,460.78
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 510220		510220		UTILITIES	-	709.71	709.71
1000 - Yolo County	8061	WEST PLAINFIELD FIRE PROTECTION DAI	Cost Centers Top Leve 510252		510252		PROFESSIONAL & SPECIAL SERVICES-INFO TECH	311.05	19.99	331.04
								(0.00)		



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

September 19, 2023

Auditor-Controller
625 Court Street
Woodland, CA 95695

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

AT&T (CalNet) 08/24/2023	46.23
Burtens Fire 08/25/2023 & 09/13/2023	383.44
California State Firefighters Assn. 08/20/2023	100.00
Fire District Assn. of California 08/20/2023	200.00
Interstate Oil 08/22/2023	1,385.93
LEAF 08/21/2023	118.64
LEHR 08/22/2023	33.34
LN Curtis and Sons 08/14/2023	4,586.85
Pisani's Auto 09/07/2023 & 09/11/2023	106.81
US Bank 0/13/2023	3,047.97
Total:	<u>\$10,009.21</u>



**BOARD OF COMMISSIONERS – REGULAR MEETING – MINUTES
August 15, 2023 at 7:00 PM**

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

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

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

Present were:

Commissioners: James McMullen, Jim Yeager, Emily Amy, and Beth Stiles

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

2. Public Comment

NONE

3. Old Business

a. Update – Weed Abatement (Chief Rita)

Association President Lee reported there were 35 non-compliant properties and upon the second inspection, only had to send letters to 18 properties. At this time, a third inspection hasn't been done yet. However, he did receive calls from four homeowners requesting information on how to comply and he's been able to walk two of those properties with the homeowners. President McMullen and Chief Rita thanked Association President Lee for his efforts.

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

Assistant Chief Stiles advised there is nothing new to report on the Committee, they are waiting for the budget to be finalized and should have more information to report on after that.

4. Lillard Hall

a. Manager Report (Hall Manager Sykes)

Hall Manager Sykes advised his report is in the packet. He advised he met with an upcoming Hall rental group having a quinceañera and provided them

with the new rules. He advised he will also be attending the event in case there are any issues. He added he's receiving calls and inquiries, but no new rentals.

5. New Business

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

Chief Rita advised there's one applicant who is a district resident, he is older but would like to try the full volunteer training. She advised there are new job descriptions later in the packet, that indicate he would need to be able to pass a physical exam.

b. Discussion / Action – Standing Committees – Reports

i. Personnel Committee – Amy, Yeager

No meeting; no report.

ii. District Funding and Development Committee – Yeager, Stiles

No meeting; no report.

iii. Lillard Hall Committee – Amy, Roos

Commissioner Amy reported that the Committee received the Lease back from County Counsel and they will meet with Mr. Chong to get his signature. She advised the next meeting will be held on August 17, 2023.

iv. Budget and Benefits Committee – Stiles, Roos

No meeting; no report.

c. Discussion / Action – Ad Hoc Committees – Reports

i. LAFCO – Yeager, Roos

No meeting; no report.

Chief Rita advised she sent a Doodle poll out to try to set up a meeting to review the LAFCO findings from the 2022 Municipal Services Review.

ii. Solar – Stiles, Roos

Commissioner Stiles advised there has been no response from Supervisor Frerich's office with respect to any grant opportunities.

Assistant Chief Stiles advised he will follow up on getting additional information regarding leasing.

d. Discussion / Action – Liaison Reports

i. Fire Prevention / Investigation – McMullen

Assistant Chief Stiles reported there are no current investigations. He advised he has watched the footage from the most recent Woodland fire and will follow up with the Woodland Fire Marshall.

ii. Training – Yeager

No meeting; no report.

iii. Large Equipment / Facilities – McMullen

Chief Rita passed around a Memo from Assistant Chief Stiles regarding fleet changes. Assistant Chief Stiles reviewed the items in the Memo. He advised he would like to make changes within the fleet to ensure there are vehicles available for coverage when one is out for repair.

1. Discussion / Action – Staff Recommended Changes to Fleet

Assistant Chief Stiles recommends working with Captain Bravo to replace B230 and sell W230, the large water tender because it's too slow and big to access most properties within the District and is the most high-risk vehicle in the fleet.

President McMullen asked Chief Rita if she supported these recommendations, and she advised she did. President McMullen agreed as well.

Motion: Approve Staff Recommended Changes to Fleet.
By: Yeager
Second by: Amy
Vote: Approved unanimously

e. Discussion / Action – Authorize QSEHRA Benefits (Chief Rita)

Chief Rita reviewed the information on the QSEHRA benefits she had provided in previous meetings and advised that the Board needed to act.

Commissioner Amy had several questions regarding the plan administrator, Take Command, such as what happens to the funds should the administrator become insolvent, whether they are listed under the State of California Insurance Commission, and what the cost to the district is. Chief Rita advised if Take Command becomes insolvent, the plan will get transferred to a new insurance company, and they are registered in California with the State of California Insurance Commission. Chief Rita also advised that the estimated cost for three employees is \$100 in fees per month, but it depends on how many employees sign up. Once the employees enroll, they will have a final cost.

i. Discussion / Action – Approve Monthly Contribution Amount (Staff Recommends \$400.00 per month)

Motion: Approve Monthly Contribution Amount of \$400.00 per Employee.
By: Amy
Second by: Stiles
Vote: Approved unanimously

ii. Discussion / Action – Approval Roll-Over of Remaining QSEHRA Balance to Retiree HRA Account on Employee Separation

Motion: Approve Roll-Over of Remaining QSEHRA Balance to Retiree HRA Account on Employee Separation.

By: Amy

Second by: Stiles

Vote: Approved unanimously

iii. Discussion / Action – Enter into Service Agreement with Take Command for Administration of QSEHRA

Motion: Enter into Service Agreement with Take Command for Administration of QSEHRA.

By: Stiles

Second by: Yeager

Vote: Approved unanimously

f. Discussion / Action – Adopt Policies (Chief Rita)

i. Policy 212 – Purchase Card

Chief Rita advised per the FEMA grant agreement audit the purchase card policy needs to be re-worded in order to allow us to use it to make purchases under Federal grants.

Commissioner Amy asked if only officers get cards. Chief Rita advised that was correct.

Commissioner Amy advised she would prefer only a few employees have cards, as the more cards there are, the more opportunities for fraud. Chief Rita and Assistant Chief Stiles advised we only have five cards right now and alerts are set on each card for potentially fraudulent charges. Chief Rita monitors the account as administrator, being in the program at least twice a month. Additionally, Chief Rita advised that each card has a set limit of spending each month.

Commissioner Stiles advised of spelling and grammatical errors. Chief Rita will make the requested corrections.

Chief Rita requested to have the policy tabled until the next meeting. President McMullen and the Board agreed.

ii. Policy 300 – Incident Management (Replaces SOP – ICS – Prior Directives)

Commissioner Amy asked if there was something previously written on this or a current practice in place. Chief Rita advised there is a current process, but it needs to be codified.

Commissioner Amy asked for clarification on the acronyms SRA and FRA listed in the policy. Assistant Chief Stiles advised SRA is for

State Responsibility Area, FRA, Federal. Our District is an LRA, or Local Response Area.

Motion: Approve Policy 300 – Incident Management.
By: Yeager
Second by: Stiles
Vote: Approved unanimously

iii. Policy 302 – Fire Ground Accountability (Replaces Section 515)

Motion: Approve Policy 302 – Fire Ground Accountability.
By: Yeager
Second by: Amy
Vote: Approved unanimously

iv. Policy 303 – Rapid Intervention Two-In Two-Out (Replaces Sections 525, 530, 535)

President McMullen asked if this policy was consistent with State law. Chief Rita advised it is.

Motion: Approve Policy 303 – Rapid Intervention Two-In Two-Out.
By: Yeager
Second by: Stiles
Vote: Approved unanimously

v. Policy 316 – Safely Surrendered Baby Law (new)

Chief Rita advised there is no current policy on this but wanted a policy in place to provide direction to staff in the event a baby is dropped off at the station anyway.

President McMullen asked if we were a designated site and Chief Rita advised we were not and had no plans to become one.

Motion: Approve Policy 316 – Safely Surrendered Baby Law.
By: Amy
Second by: Stiles
Vote: Approved unanimously

vi. Policy 317 – Abandoned Infants (new)

Motion: Approve Policy 317 – Abandoned Infants.
By: Amy
Second by: Stiles
Vote: Approved unanimously

vii. Policy 800 – Records Management (new)

Chief Rita advised this is in compliance with the State recommended guidelines.

Commissioner Stiles advised of spelling and grammatical errors. Chief Rita will make the requested corrections.

Motion: Approve Policy 800 – Records Management with the requested corrections.
By: Stiles
Second by: Yeager
Vote: Approved unanimously

viii. Policy 1000 – Recruitment and Selection of Fire Suppression Personnel (new)

Commissioner Amy advised this hiring policy is different than what the District had been previously following. Chief Rita advised that based on her discussion with Commissioner Roos, Fire Suppression Personnel should be hired by the Fire Chief. Commissioner Amy agreed.

Motion: Approve Policy 1000 – Recruitment and Selection of Fire Suppression Personnel.
By: Stiles
Second by: Yeager
Vote: Approved unanimously

ix. Policy 1003 – Position Descriptions (new)

Chief Rita advised this policy includes reference to the newly drafted position descriptions and classifications and updates to others in Firefighter positions and classifications.

Commissioner Stiles advised of spelling and grammatical errors. Chief Rita will make the requested corrections.

Motion: Approve Policy 1003 – Position Descriptions with the requested corrections.
By: Stiles
Second by: Amy
Vote: Approved unanimously

x. Policy 1003 – Position Descriptions – Attachment – Firefighter Position and Classifications (replaces all Firefighter Positions and Classifications)

Chief Rita advised the attachment includes newly drafted position descriptions and classifications and updates to others in Firefighter positions and classifications.

Motion: Approve Policy 1003 – Attachment – Firefighter Position and Classifications (replacing all Firefighter Positions and Classifications).

By: Amy
Second by: Stiles
Vote: Approved unanimously

g. Discussion / Action – Procedure Approval and Adoption by Fire Chief and Assistant Chief of Operations (Chief Rita)

Chief Rita would like Board authorization for the Chief and Assistant Chief to take over the approval and adoption process for operational fire suppression procedures. However, the administrative policy and procedures would stay with the Board. She advised everyone will still need to review and sign the procedures and if there are any questions, they can be brought to the Board.

Motion: Approve Procedure Approval and Adoption by Fire Chief and Assistant Chief of Operations.
By: Amy
Second by: Stiles
Vote: Approved unanimously

h. Discussion / Action – Adopt Resolution 23-07 – A Resolution Approving Department of Forestry and Fire Protection Agreement #7GF23126 (Chief Rita)

Chief Rita advised the Resolution number on the Agenda is incorrect as 23-007 and is actually 23-07.

Vice President Yeager questioned why he and Commissioner Amy were signatories and not President McMullen. Chief Rita advised that the State directs that someone other than the individual set to sign the Agreement (in this case the Board President) to sign the resolution, so she chose the next most senior Board members.

Motion: Adopt Resolution 23-07 – A Resolution Approving Department of Forestry and Fire Protection Agreement #7GF23126.
By: Amy
Second by: Stiles
Vote (by roll): President McMullen – Aye
Vice President Yeager – Aye
Commissioner Amy – Aye
Commissioner Stiles – Aye
Commissioner Roos – Absent

i. Discussion / Action – Initiative #21-0042A1 (AKA #1935) on November 2024 Ballot (Chief Rita and Assistant Chief Stiles)

Chief Rita advised that the California State Firefighters Association has requested members to provide a letter opposing this Jarvis initiative on the November ballot.

After much discussion that this could possibly have an impact on 218, President McMullen recommended to table this item until more information could be provided. The Board agreed.

- j. Discussion / Action – Authorization to Hire 3 Firefighters (Chief Rita)**
Chief Rita advised since our 218 passed, we should be expecting additional funding for the Fiscal Year 2023-24 tax roll, and this means we can fund three additional firefighter positions. She added since 218 passed in two other districts, she recommends starting the recruitment and hiring process as soon as possible to try to get the best candidates before another district hires them. She advised due to the new policy she needs the Board's authorization.

Motion: Authorize the Hiring of Three Firefighters.
By: Stiles
Second by: Amy
Vote: Approved unanimously

6. Fire Chief's Report (Chief Rita)

Chief Rita provided a handout with the claims that were entered into the new recovery hub but advised some will likely not get paid.

Board Clerk Hall advised that the County implemented a new accounting platform and reviewed the new report layout with the trial balance for Fiscal Year 2022-23.

Chief Rita advised there are capital improvement projects on Page 78 of the Board packet, and they are listed in order of priority. She advised 218 should provide an additional \$70,000 available for improvements each year.

President McMullen asked if these projects would affect Lillard Hall. Assistant Chief Stiles advised that they will work with Hall Manager Sykes to reduce the impact on rentals and events.

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

Association President Lee advised they will not be attending the beer booth at the fair this year but are looking into other fundraising options. At this time, they have another flea market planned for October 14, 2023.

8. Clerk's Report

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

Board Clerk Hall advised that the US Bank Statement had been received earlier in the day and was now included in the bill packet.

President McMullen asked about the E30 repair. Assistant Chief Stiles advised that the truck needed air conditioning repair and had a power steering issue.

Motion: Approve the payment of bills totaling \$10,543.49
Motion By: Amy
Second By: Yeager
Vote: Approved unanimously

b. Approval of July 18, 2023, Board Meeting Minutes

Commissioner Amy requested that the members of the public be listed as attendees and provided the names of the members who spoke. Board Clerk Hall advised she would make these corrections.

Motion: Approve July 18, 2023, Board Meeting Minutes with the requested amendment.
Motion By: Amy
Second By: Yeager
Vote: Approved unanimously

9. Open Forum

President McMullen advised that he was very proud of the district citizens' support.

10. Next regular Board meeting on September 19, 2023, unless another date is agreed upon

President McMullen confirmed the next meeting date as September 19, 2023.

Chief Rita advised she would not be in attendance.

11. Meeting Adjourned (President McMullen)

Motion: Adjourn meeting
By: Yeager
Second By: Stiles
Vote: Approved unanimously

Meeting adjourned at 2047 hours.

Minutes approved:

Board President James McMullen

Board Clerk Carly Hall



BOARD OF COMMISSIONERS – SPECIAL MEETING – MINUTES
August 30, 2023 at 10:00 AM

Held via Zoom

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

Meeting called to order at 1001 hours. Chief Rita, substituting for Board Clerk Hall, called roll and confirmed there was a quorum.

Present were:

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

Department Members: Chief Cherie Rita, Assistant Chief David Stiles, Captain Scott Bravo

2. Public Comment

NONE

3. New Business

a. Discussion / Action – Adopt Policy 1002 – Assignment and Promotions (Chief Rita)

Chief Rita informed the Board that Captain Bellerive has submitted a letter of resignation effective September 23, 2023, leaving a vacancy for the Company Officer. She advised that there is a current employee that would be eligible for promotion, should they wish to apply for the position. However, as a local government agency, since we don't have a policy in place otherwise, we would need to post the position for recruitment. To avoid a lengthy, costly, and potentially unnecessary recruitment, she presented Policy 1002 regarding assignments and promotions to the Board. This would allow internal candidates to be eligible for promotion once positions become available.

Commissioner Amy questioned why Section 1002.4 Assignments listed the Hall Manager position. Chief Rita advised that even though the Hall is not currently managed by Station staff, she wanted to have it in the policy, should the Hall manager position move under Station staff in the future. Commissioner Amy doesn't understand why it's included. Chief Rita advised it could be removed. President McMullen requested that the policy be reviewed section by section and to come back to this after the other sections have been reviewed. The Board agreed.

No questions or comments on Section 1002.1.

President McMullen questioned why Section 1002.2 mentions contract

language since we don't have any contracted positions. Chief Rita advised there are currently no contracted positions but wanted to include the collective bargaining language in the policy (as she has in the previously presented policies), should the employees form a bargaining unit. President McMullen requested a discussion from the Board. Vice President Yeager advised he would like that language removed. Commissioner Roos advised that he agrees and prefers "the less language, the better". Commissioner Stiles advised that she believes that as the District becomes more progressive, it's better to have this language in place. Commissioner Roos agrees with Commissioner Stiles that it is progressive, and it doesn't hurt to keep the language in the policy.

Motion: To remove the second paragraph of Policy 1002, Section 1002.2 Policy relating to contract language.
By: Yeager
Second by: None
Vote: Motion failed due to lack of second. Language remains.

Captain Bravo advised that he and other career staff have discussed forming a bargaining unit for career personnel as the District continues to grow. He added that, if it creates less work in the future for the Board, he recommended to continue including the bargaining unit language on this and future policies.

President McMullen asked Chief Rita if she was okay with the mandatory language relating to the Fire Chief position. Chief Rita advised she was.

President McMullen requested Commissioner Amy to present her comments relating to Section 1002.4 again. Commissioner Amy requested to remove the Hall Manager position from this policy. President McMullen asked Vice President Yeager if the position had ever been managed by Station staff. Vice President Yeager advised that the Hall was previously managed by Station staff, but once the Board Clerk position was formed, they took over Hall management, and then eventually it became its own position. President McMullen advised his concern is if we leave the position in the policy, it could impact job descriptions.

Motion: To remove the Hall Manager position from Policy 1002, Section 1002.4 Assignments.
By: Amy
Second by: Roos
Vote (by roll call): President McMullen – Aye
Vice President Yeager – Aye
Commissioner Amy – Aye
Commissioner Stiles – No
Commissioner Roos – Aye

No questions or comments on Section 1002.4.1.

No questions or comments on Section 1002.4.2.

President McMullen requested to remove the “Company Officer” rank from Section 1002.5. President McMullen requested to add “of Fire Commissioners” to the term Board to state “Board of Fire Commissioners. He also requested to correct “filing” to “filling”. Chief Rita agreed, and the Board agreed.

No questions or comments on Section 1002.4.2.

Motion: Adopt Policy 1002 – Assignments and Promotions with requested amendments.
By: Amy
Second By: Yeager
Vote (by roll call): President McMullen – Aye
Vice President Yeager – Aye
Commissioner Amy – Aye
Commissioner Stiles – Aye
Commissioner Roos – Aye

4. Meeting Adjourned (President McMullen)

Motion: Adjourn meeting
By: Roos
Second By: Yeager
Vote: Approved unanimously

Meeting adjourned at 1031 hours.

Minutes approved:

Board President James McMullen

Board Clerk Carly Hall