



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

BOARD OF COMMISSIONERS – REGULAR MEETING
April 16, 2024, at 7:00 PM

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

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

1. Call the Meeting to Order and Establish Quorum (President McMullen)
 - a. Introduce New Board Member John Lindsey (President McMullen)
 - b. Roll Call and Establish Quorum (Interim Clerk Rita)
2. Public Comment
3. Lillard Hall Manager Report (pgs 3-5)
4. Weed Abatement Report (Firefighter Lee)
5. Old Business
 - a. Discussion / Action – Withdraw from Take Command Services Agreement (Chief Rita)
 - b. Discussion / Action – Adopt Revised Policy 1201 – Meetings (Commissioner Amy) (pgs 6-13)
6. New Business
 - a. Discussion / Action – Medical and Other Health Evaluations (Commissioner Amy and Chief Rita)
 - b. Discussion / Action – QSEHRA Benefits After Separation - Roll Over to Retiree HRA or Pay Out Balance (Chief Rita)
 - c. Discussion / Action – Enter Into Contract With SCI Consulting for Levy Administration Services (Chief Rita) (pgs 14-29)
 - d. Discussion / Action – Adopt Policies and Position Description (Chief Rita)
 - i. Position Description – Historian (Attachment to Policy 1003 – Position Descriptions) (new) (pg 30)
 - ii. Policy 210 – Annual Planning Calendar (new) (pgs 31-32)
 - iii. Policy 1300 – Accounting General (new) (pg 33)
 - iv. Policy 1302 – Budget Preparation (new) (pg 34)

Agenda – Board Meeting – Regular
April 16, 2024
Page 2

- v. Policy 1303 – Budget Adoption (new) (pg 35)
 - vi. Policy 1301 – Fund Balances and Reserves (new) (pgs 36-40)
- 7. Assistant Chief’s Report (Assistant Chief Stiles)
 - a. E330 Repairs
- 8. Fire Chief’s Report (Chief Rita) (pgs 41-45)
 - a. Staffing
 - b. Liability Claim Update
 - c. Recognition of Retired Commissioners Guarino and Yeager
 - d. Other Items Not Otherwise Addressed Elsewhere During Meeting
- 9. Fire Fighter’s Association Report (President Lee)
- 10. Clerk’s Report (Interim Board Clerk)
 - a. Discussion / Action – West Plainfield Fire Protection District Bill Review / Ratification (pg 46)
 - b. Discussion / Action - Approval of March 19, 2024, Regular Board Meeting Minutes (pgs 47-58)
- 11. Open Forum
- 12. Next regular Board meeting on May 21, 2024, unless another date is agreed upon
- 13. Meeting Adjourned (President McMullen)

unhide	Applicant Organization	Event Type	Rent Due	Security Deposit Due	SD Amt Due	Date Paid	Date Refunded	Refund Amt	Ins Cert Required	Date Cert Provided	Guard Required
04/03/24	User	Dog Training	No	N / A					Yes	05/21/23	No
04/04/24	User	Dog Training	No	N / A					Yes	05/21/23	No
04/09/24	4H	Meeting	No	No					N / A		No
04/10/24	User	Dog Training	No	N / A					Yes	05/21/23	No
04/11/24	User	Dog Training	No	N / A					Yes	05/21/23	No
04/17/24	User	Dog Training	No	N / A					Yes	05/21/23	No
04/18/24	User	Dog Training	No	N / A					Yes	05/21/23	No
04/24/24	User	Dog Training	No	N / A					Yes	05/21/23	No
04/25/24	User	Dog Training	No	N / A					Yes	05/21/23	No
04/27/24	WPFV Volunteers	Flea Market	N / A	N / A					N / A		N / A
05/14/24	4H	Meeting	No	No					N / A		No

Date	Check #	Payment	Deposit	Balance	Payable To	From	Purpose	
11/22/23			400.00	400.00		Son Chong	Rent - November 2023	Deposited
12/06/23		39.43		360.57	First Northern Bank		Check Order	Cleared
12/13/23			400.00	760.57		Son Chong	Rent - December 2023	Deposited
01/03/24			5,000.00	5,760.57		Lillard Hall Fund - BofA	Transfer funds to new Operating Account	Deposited
01/08/24			2,000.00	7,760.57		Son Chong, Jennie Keifer, Fairfield School	Rent - January Dates	Deposited
01/20/24	1001	258.53		7,502.04	Blake's		HVAC General Maintenance	Cleared
01/24/24			600.00	8,102.04		Liliana Castaneda	Rent - Memorial Reception 1/27/24	Deposited
01/30/24	1002	2,627.00		5,475.04	Community Planning Services		Architecture Drawings - Bathrooms	Cleared
02/07/24			1,200.00	6,675.04		Son Chong, Jennie Keifer	Rent - February Dates	Deposited
02/13/24	1003	1,482.28		5,192.76	WPFDP		PG&E / Payroll 12/16/23-1/27/24	Cleared
02/26/24			960.00			Fly Fishers Davis	Rent - March 9 Event	Deposited
03/12/24			1,200.00	6,392.76		Son Chong, Jennie Keifer	Rent - March Dates	Deposited
03/12/24	1004	854.51		5,538.25	WPFDP		PG&E / Payroll 1/28/24-2/24/24	Cleared
03/21/24	1005	2,442.00		3,096.25	DJ B&E General Eng.		Parking Lot Gravel	Cleared
03/21/24			3,802.43	6,898.68		Lillard Hall	BofA Balance Transfer	Deposited
04/10/24			1,100.00	7,998.68		Son Chong, Jennie Keifer	Rent - April Dates	

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

Meetings

1201.1 POLICY

It is the Policy of the West Plainfield Fire Protection District Board of Fire Commissioners to hold regular monthly meetings on the third Tuesday of each month, unless another date is agreed upon. The Board may also hold special and emergency meetings as necessary. Additionally, a Committee Chair may set and hold meetings as appropriate. As used herein "presiding member" shall refer to the President of the Board, Vice-President, or the Chair of the committee.

1201.2 ATTENDANCE AT MEETINGS

Members of the Board of Fire Commissioners are expected to and shall attend all regular, special, and emergency meetings of the Board unless there is good cause for absence.

To be counted as present for any meeting, Board Members must be present for the duration of the meeting.

Good cause for absence, including late arrivals or early departures, includes vacations, temporary illness or other unavoidable circumstances of which the presiding member is notified prior to the meeting. Good cause also includes Board authorized meeting absences such as attendance at a conference directly related to the functions and interests of the District or at the meeting of another public agency in order to participate in an official capacity.

A Board Member who will be absent for good cause may notify the presiding member by electronic transmission (email), telephone communication, or letter. The presiding member shall notify the Board Clerk of all absences that are excused for good cause. The minutes shall indicate whether an absence was excused.

A vacancy on the Board of Fire Commissioners shall occur if a Board Member is absent from three consecutive regular meetings without good cause, except as otherwise provided for by law or as authorized by this section.

1201.3 MEETING PREPARATION

Board members shall thoroughly prepare themselves to discuss agenda items at meetings of the Board.

A member may request information from staff before meetings.

- (a) Requests by individual members for substantive information and/or research from District or Department staff will be channeled through either the Board Clerk or Fire Chief as appropriate.
- (b) The Fire Chief shall provide the requested information to the Board Clerk.
- (c) The Board Clerk shall be responsible for providing the requested information to all Board members.

Meetings

If writings are distributed to a majority of the Board in connection with an agenda item, those writings shall be made available to the public in the manner required by law.

1201.4 ABSTENTIONS AND FAILURE TO VOTE

A Board member should not abstain from the Board's decision-making responsibilities unless a personal or financial conflict of interest exists. Members abstaining due to a disqualifying conflict of interest will not be counted as part of a quorum and will be considered absent for the purposes of determining the outcome of a vote on the matter. Members who fail to vote in the absence of a declared conflict of interest will be counted as part of a quorum and in effect consent that a majority of the quorum will determine the outcome of a vote on the matter.

1201.5 RULES OF ORDER

All meetings shall commence at the time stated on the agenda. The presiding member shall conduct meetings in a manner consistent with the policies of the District. [These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules such as *Robert's Rules of Order*. The -shall conduct its meetings under the formalized *Robert's Rules of Order* and as otherwise outlined below.](#) By motion made, seconded, and approved by a majority vote, the President of the Board may at any regular or special Board meeting (a) temporarily suspend these rules in whole or in part, (b) amend these rules in whole or in part, or (c) both.

1201.5.1 BOARD MEMBER CONDUCT

Board members:

- (a) Shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at any meeting.
- (b) Shall defer to the President of the Board for conduct of meetings of the Board or the Chair of any committee, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed.
- (c) May request for inclusion into the meeting minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or a dissenting vote).

1201.5.2 AGENDA AND ACTION ITEM PRESENTATION DURING MEETINGS

The placement of an item on the agenda shall not be deemed a requirement that the items proceed in any particular order. The presiding member, with concurrence of a majority of the Board, or the remaining committee member if the meeting is a committee meeting, may alter the order in which agenda items shall be considered for discussion and/or action.

Action items shall be brought before and considered by the Board by motion in accordance with this policy.

1201.5.3 CONDUCT OF MEETINGS

A. GENERALLY

Meetings

Meetings shall be conducted as follows:

- The meetings shall be conducted in an open, fair, and orderly manner.
- The public shall be given ample opportunity to participate in the meetings as set forth below.
- Due process principles shall apply to quasi-judicial proceedings, or as otherwise required by law.
- The meetings shall proceed in a manner that facilitates decision-making and problem-solving.

Public comment on items on the agenda, and general public comment regarding matters within the jurisdiction of the Board or committee, shall be allowed as follows:

- Five minutes may be allotted to each speaker and a maximum of 20 minutes to each subject.
- The presiding member may allow additional time per speaker and per subject comment period when necessary for a full and fair proceeding.
- No disruptive conduct shall be permitted at any meeting.
- Persistence in disruptive conduct shall be grounds for summary termination, by the presiding member, of that person's privilege of address.

Willful disruption of any of meeting shall not be permitted. If the presiding member finds that there is willful disruption of any meeting, the presiding member may do the following:

- Notify the disrupting parties to immediately stop the conduct and that they will be asked to leave the meeting if the behavior continues.
- If the behavior continues after notice, order the disrupting parties out of the room and conduct the Board or committee business without them present.
- In cases of extreme disruption, clear the room of all members of the public and conduct the Board or committee business without them present.
- Duly accredited representatives of the news media whom the presiding member finds not to have participated in the disruption shall be permitted to remain in the meeting.

B. PRODUCTIVE DIALOG AND OBTAINING THE FLOOR

Generally, the presiding member may direct that any Board or staff member desiring to speak should address the presiding member and, upon recognition by the presiding member, may continue to address the subject under discussion. Board members and staff are encouraged to engage in productive dialog and the presiding member may choose to allow open dialog without the need to be recognized by the presiding member.

C. MOTIONS

Any Board member, including the presiding member, may make a motion. A motion shall be brought and considered as follows:

Meetings

- A Board member makes a motion, another seconds it, and the presiding member restates the motion.
- Once the motion has been restated by the presiding member, it is open to discussion and debate.
- After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the presiding member will call for the vote.

D. SECONDARY MOTIONS

Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made by other Board members and considered before voting on the main motion. Some examples:

- Motion to Amend - A main motion may be amended before it is voted on, either by the consent of the members who moved and seconded, or by a new motion and second.
- Motion to Table - A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the members.
- Motion to Postpone - A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the members.
- Motion to Refer to Committee - A main motion may be referred to either an ad hoc or standing committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the members.
- Motion to Close Debate and Vote Immediately - As provided above, any Board member may move to close debate and immediately vote on a main motion.
- Motion to Adjourn - A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the members before voting on a main motion.

1201.6 BROWN ACT COMPLIANCE - OPEN MEETING REQUIREMENTS

The Legislature adopted the Brown Act, commonly referred to as California's "Open Meetings Laws" in 1964. The Brown Act is contained in Government Code § 54950 et seq. The Brown Act is broadly construed and compliance is constitutionally mandated.

All meetings of the Board of Fire Commissioners shall comply with the Brown Act.

- Meetings occur whenever the majority of the Board members, including newly appointed members prior to assuming office, meet to discuss District business.
- All Board meetings shall be open and freely accessible to the public, including those with disabilities.
- Meetings through the use of intermediaries, serial communications, or emails are prohibited.
- The Board shall only take action during a properly noticed meeting.

Meetings

Additionally, standing committees created by formal action of the Board shall comply with the Brown Act.

1201.7 MEETING AGENDA

The Board Clerk, shall in cooperation with the Board President or the committee Chair, prepare an agenda for each regular and special meeting of the Board of Fire Commissioners and for any standing committee meeting in accordance with the Brown Act.

1201.7.1 ADDITION OF AGENDA ITEMS

Any Board member or the Fire Chief may contact the Board Clerk and request an item to be placed on the agenda no later than 5:00 P.M. on the day prior to the required posting date for that agenda. Any Department member requesting an addition to an agenda shall make such request through the Fire Chief.

Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Boards, subject to the following conditions:

- (a) The request must be in writing and be submitted to the Board Clerk together with supporting documents and information, if any, at least seven business days prior to the date of the meeting.
- (b) The Board Clerk shall be the sole judge of whether the public request is or is not a "matter directly related to District business."
- (c) The Board Clerk shall determine the timing of when the item will be placed on the agenda.
- (d) The public member requesting the agenda item may appeal the Board Clerk's decision at the next regular meeting of the Board. Any Board member may request that the item be placed on the agenda of the Board's next regular meeting.
- (e) No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this section.
- (f) The Board of Fire Commissioners may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

1201.7.2 AGENDA ITEM DESCRIPTIONS

All agendas shall include an unambiguous description of each item on the agenda to be discussed, including closed session items. The Board shall ensure that the description gives notice to the public of the essential nature of business to be considered.

1201.8 MEETING MINUTES AND AUDIO / VIDEO RECORDINGS

The Board Clerk, or designee, shall prepare and keep minutes of all regular and special meetings of the Board of Fire Commissioners. The Chair of a committee, or designee, shall prepare and keep minutes of standing committee meetings. All regular Board of Fire Commissioners' meetings shall

Meetings

also be available via recorded Zoom or similar meeting software and the recordings maintained as provided below.

1201.8.1 MEETING MINUTES

A copy of draft meeting minutes (regular, special, or committee) shall be included in the meeting agenda packet for the next regular Board meeting. Once approved, the Board Clerk shall scan and post the approved minutes on the District's website and upload them to the appropriate electronic file folder. The electronic copy shall be maintained according to the Records Management Policy and the original shall be maintained for one year.

In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

- Date, place and type of each meeting.
- Directors present and absent by name.
- Administrative staff present by name.
- Call to order.
- Time and name of late arriving Board members.
- Time and name of early departing Board members.
- Names of Board members absent during any agenda item upon which action was taken.
- Summary record of staff reports.
- Summary record of public comment regarding matters not on the agenda, including names of commentators.
- Approval of the minutes or modified minutes of preceding meetings.
- Approval of financial reports.
- Complete information as to each subject of the Board's deliberation.
- Record of the vote of each Board member on every action item for which the vote was not unanimous.
- Resolutions and ordinances described as to their substantive content and sequential numbering.
- Record of all contracts and agreements, and their amendment, approved by the Board.
- Approval of the annual budget.
- Approval of all polices, rules and/or regulations.
- Approval of all dispositions of District assets.
- Approval of all purchases of District assets.
- Time of meeting's adjournment.

Meetings

1201.8.2 AUDIO / VIDEO RECORDINGS

The recorded meeting file shall be stored electronically and shall be available to the public upon request. Such recordings shall be available for a minimum of 60 days after the meeting.

1201.9 TYPES OF MEETINGS

1201.9.1 REGULAR MEETING

Regular meetings of the Board of Fire Commissioners shall be held on the third Tuesday of each calendar month at 7:00 PM at Lillard Hall, 24905 County Road 95, Davis, California 95616. The date, time and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board, or such other time as the Board may determine due to a change in District needs and circumstances.

1201.9.2 SPECIAL MEETING

Special meetings of the Board of Fire Commissioners may be called by the President of the Board or by a majority of the Board.

- All Board members shall be notified of the special meeting and the purpose or purposes for which it is called.
- Notice of the meeting shall be in writing, received by all Board members at least 72 hours prior to the meeting.
- An agenda shall be prepared and posted at least 72 hours before the meeting and shall be delivered with the notice of the special meeting to the Board members.
- Notice of the meeting shall be provided to any entity or person who has requested to receive notices of meetings by serving a copy of the agenda at least 72 hours before the meeting.
- Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

1201.9.3 EMERGENCY MEETING

In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Fire Commissioners may hold an emergency special meeting as provided in the Brown Act (Government Code § 54950 et seq). An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the Board.

- When possible, notice shall be provided to any entity or individual requesting notice at least one hour before the meeting.
- Actions taken during an emergency meeting shall be by roll call vote.
- The Board may meet in closed session if agreed to by 2/3 vote of the members present, or if less than 2/3 present, by unanimous vote.
- Following an emergency meeting, the minutes of the meeting, a list of persons notified or attempted to be notified of the meeting, and actions taken must be posted for ten (10) days in the District office.

Meetings

1201.9.4 ADJOURNED MEETING

A majority vote of the quorum of the Board may adjourn any Board meeting at any place in the agenda to a time and place specified in the order of adjournment. If no quorum is present or no Board members are present at any regular or adjourned regular meeting, the President of the Board or the Board Clerk may declare the meeting adjourned to a stated time and place. Notice of the adjourned meeting shall be posted on or near the door of the meeting within 24 hours after the adjournment and the adjourned meeting shall be noticed in the same manner as a special meeting.

1201.9.5 ANNUAL ORGANIZATION MEETING

The Board of Fire Commissioners shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a President and Vice President from among its members to serve during the coming calendar year. If the District has hired a Board Clerk such individual shall serve as Board Clerk. If the position of Board Clerk is open, the President of the Board will appoint someone to serve in such position until it is filled.

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Chief WPL <chief@westplainfieldfire.com>

RE: FY 24-25 assessment admin

1 message

Jeanette Hynson <jeanette.hynson@sci-cg.com>
To: Chief WPL <chief@westplainfieldfire.com>

Thu, Apr 11, 2024 at 1:56 PM

Hi Cherie,

Apologies for the delayed response. I got some advice from County Counsel on the recommended process for continuing the assessments as SCI's recommended process is a bit more involved than is required for a Fire assessment. Here is the recommended process from County Counsel:

- 1 – Prepare a report based on the original Engineer's Report that looks at what the CPI adjustment could be and whether the costs are still needed per the original Engineer's Report.
- 2 – Approve a resolution of intention to levy annual assessment and scheduling the Public Hearing.
- 3 – Publish public hearing notice at least 10 days prior to the public hearing.
- 4 – Hold public hearing and approve Resolution Ordering the Levy of Assessments and setting the upcoming FY rate for the upcoming fiscal year

As far as the data requirements and submission to the County, they will need you to send a list of the parcels and the amount to charge the parcel. Attached is a copy of what we sent them last year. SCI's annual process updates the assessment roll with the July assessor data every year, new parcels are created and property use types change, but probably not that often in your District. Attached is a copy of the submission requirements the County just sent out for FY 24-25.

Let me know if you have any questions.

Thanks,

Jeanette Hynson | [SCIconultingGroup](#) | 707.430.4300 x105



County of Yolo

www.yolocounty.org

TOM HAYNES
Chief Financial Officer
EVIS MORALES
Deputy Chief Financial Officer

DEPARTMENT OF FINANCIAL SERVICES

625 Court Street, Room 102
PO BOX 1268
WOODLAND, CA 95776
PHONE: (530) 666-8190
FAX: (530) 666-8215
EMAIL: DFS@yolocounty.org

- Financial Leadership
- Budget & Financial Planning
- Treasury & Finance
- Tax & Revenue Collection
- Accounting & Financial Reporting
- Internal Audit

To: All Taxing Entities Placing Special Assessments on the Property Tax Roll.

Subject: Instructions and Approval for placing Special Assessments on the 2024-25 Tax Roll

Submit all data files and required documentation to ptaxaccounting@yolocounty.org

The Yolo County Department of Financial Services (DFS) will begin accepting your agency's (County Department, City, Special District, School District) special assessment data files on July 8, 2024. To assist you with the process, we have outlined the forms and requirements necessary for enrollment of special assessments on the 2024-25 Secured Property Tax Roll as indicated below. Attached are the data requirements and forms.

- Direct Charge Layout
- Direct Charge Transmittal
- Certification of Assessment
- Resolution

Please note the agency data file will not be processed until all completed documents are received.

Please note that the agency's decision to use a third-party administrator for any of the agency's special assessment districts is at the sole discretion of the agency and any applicable legal requirements. However, the Certification of Assessment Form and Direct Charge Transmittal Form must be signed by the agency's authorized administrator and not the third-party administrator.

- Direct Charge Parcel List
A current list of **VALID** parcel numbers (in parcel number order), the direct charge amount per parcel and the direct charge tax code. The amount to be billed must be an even amount (divisible by 2). Any errors will be returned to you for correction.

We accept direct charge parcel list submissions via email or USB compatible flash drive. The layout requirements for these are attached.
- Direct Charge Transmittal
See the attached for the current year transmittal form to be completed.
- Certification of Assessment
See the attached for the current year Certification of Assessment form to be completed. Please do not use prior years' forms.

April 10, 2024
Page 2 of 6

- Resolution

A resolution, in a format such as the one that accompanies this letter, from your district's governing body authorizing your direct charges to be placed on the tax roll. The intent of the resolution is to specify each party's responsibility regarding the collections of special taxes, fees, and assessments as required by Proposition 218.

New Special Assessments

If your agency is going to place a new special assessment(s) on the 2024-25 Secured Property Tax Roll, please complete, sign and return the required information on or before June 24, 2024. Earlier submission is encouraged. All required information must be completed, as applicable. A copy of the legal authority (resolution, ordinance or statute), description of the special assessment and supporting documentation authorizing the enrollment of the assessment on the 2024-25 Secured Tax Roll must be included with your written request.

Special Assessments levied on SBE (State Board of Equalization) Utility Parcels

If your agency intends to place its special assessment on a utility company property, please note that the utility company's parcel number will not be available on the Yolo property tax database until provided by the State Board of Equalization on or about August 1. If your agency is prepared to submit your special assessments prior to that date, please omit any utility company special assessments and submit them separately when the parcel number is available.

Public Agency-Owned Property

Public agency-owned property is typically non-taxable for ad valorem tax, if it is used for public purposes and is located within the jurisdictional boundaries of the public agency. If an agency needs to place a direct charge levy on publicly-owned property, it must do so via its own direct billing. Please refer to Proposition 218 legal requirements in conjunction with billing of public agencies (California State Constitution, Article XIII D, Section 4(a)).

Assessments levied for Solid Waste or Delinquent Charges

Charges for Abatement, Utilities, Sewer, Water Drainage, etc. are a result of services provided to customers. These utility and/or delinquent charges are not considered a special tax or direct assessment and are not afforded upper-priority lien status pursuant to Revenue and Taxation Code §2192.1. When submitting utilities or delinquent charges on the annual Secured Property Tax Roll, please ensure that these charges are separately listed on the Resolution and a lien is recorded with the Yolo County Clerk-Recorder. The assessment amounts will not be enrolled, otherwise.

Right to Vote on Taxes Act also known as Proposition 218

Proposition 218 establishes procedures for "imposing or increasing" a fee or charge for a "property related" service. The entity providing special assessment lists to be placed on the tax roll is responsible for compliance with Proposition 218 or establishing that they are exempt from those requirements. Proposition 218 was approved by the voters on November 5, 1996 and affects the ability of special districts and other local governments to levy and collect existing and future taxes, assessments, and property-related fees and charges. It sets requirements and procedures for assessments, charges and fees on top of any authorizing legislation requirements or specifically enabling legislation requirements.

April 10, 2024
Page 3 of 6

- Only “special benefits” are assessable. A special benefit represents particular and distinct benefits over and above general benefits conferred on real property located in the district or to the public at large.
- General enhancement of property value does not constitute “special benefit”.
- An assessment shall not exceed the reasonable cost of the proportional special benefit conferred on that parcel.
- Local Agencies and State properties are not exempt from special assessments, if these properties are proportionally benefited.

Proposition 218 added Articles XIIC and XIID to the Constitution and significantly altered local government and special district finances in California. Special assessments existing prior to July 1, 1997 are considered to be “grandfathered” as long as no changes are made to the methodology used to calculate the levy.

Submission of data files(s)

It is the agency’s responsibility to submit the required data files prior to the August 10th deadline and if necessary, to re-submit a corrected file in a timely manner to ensure enrollment of your agency’s special assessment on the tax roll. Please note the following time-lines.

- Agency’s data file can be submitted during the period of **July 8, 2024 to August 12, 2024.**
- Your agency should expedite review, correction and complete the “Certification Form for Changes” for the resubmission of data file, if resubmission is needed.
- No Correction to the annual submission will be made after **August 23, 2024.**

Please refer to the enclosed instructions that outline specification required for formatting the special assessment data.

Submit all data files and required documentation to ptaxaccounting@yolocounty.org

Correction of the special assessment amount

Request for corrections of the agency’s assessment amount after the issuance of annual secured tax bills must be in writing. (*Request for Direct Charge Correction Form*). The County will recover its cost for each direct charge change or deletion. The minimum cost is **\$20.00** per parcel.

Cancellations or proration of tax bills and tax bills less than \$10.00

If a tax bill’s amount of ad valorem taxes and direct charges is less than \$10, the County may cancel these tax bills under the provisions of Revenue and Taxation Code §2611.4.

DFS will also cancel the entire tax bill when the Assessor’s Office indicates that the Assessor’s Parcel Number should not be on the roll.

If a tax bill on the secured tax roll is transferred to the unsecured tax roll due to becoming exempt or for any other reason, the assessments may or may not be transferred. DFS will notify the special assessment entity of any amounts removed from the tax roll.

Collections and Apportionments

For all direct assessments billed on the secured tax bills, payment dates are December 10 and April 10.

Payments received will be apportion as follows:

April 10, 2024
Page 4 of 6

<u>Collection Dates</u>	<u>Approximate Apportionment Month</u>
July 1 – December 10	Mid-January
December 11 – April 10	Mid-May
April 11 – June 30	Mid-August

If your agency's funds are in the County Treasury, the apportionment will be made directly to your fund. If your agency's funds are not in the County Treasury, the distribution will be made to your district/agency the month following the apportionment.

Delinquent Accounts

Any special assessment not collected by June 30 will be collected as redemption account unless judicial foreclosure is required (see "Judicial Foreclosures"). Under the Teeter plan, the County of Yolo will purchase all eligible delinquent special assessments and you will receive the appointment for the delinquent purchases in the final apportionment.

Judicial Foreclosures

Some agencies have a covenant with bondholders that delinquent accounts will be judicially foreclosed upon rather than follow the tax sale process mention above. If your special assessment requires judicial foreclosure, you must notify us at the time your special assessment agreement form, and data files are submitted. As part of this business process, your governing body must pursue the removal of the delinquent assessments from the delinquent secured tax bill as specified by the bond convent and Government Code Section §53356.2 and Street and Highways Code Section §8833. Upon receiving a copy of the recoded notice, the Tax Collector will remove the identified delinquent assessments from the delinquent secured tax bill. By this process, your agency will relieve the County of Yolo of any further responsibility for the collections of these delinquent assessments.

The County continues to receive substantial inquiries from sellers or agents requesting itemization of all direct charges/special assessments on the tax bills and identification of those special assessments that are foreclosable. Based on our experience, it appears that some entities may not be aware of the disclosure requirements enacted by Senate Bill 1122, effective January 1, 2003. This legislation amended Civil Code Sections §1102.6(b) and §53340.2 and added Government Code Section §53754. Civil Code Section §1102.6(b) requires that the seller or agent of a property disclose special assessments (Mello-Roos and 1915 Bonds Act assessments) that are subject to accelerated foreclosure. Upon request by the seller or agent, the entity must provide a specific disclosure notice promptly to the requestor.

The County will recover its cost for each special assessment removal.

Transaction Reporting Requirements – AB 2109, chapter 781, enacted September 29, 2014

Effective with FY 2016-17 and thereafter, your agency (as applicable) is required to include the following information for the amount reported under the Special Assessments portion of the Local Government Annual Financial Reports (LGAFR):

1. Type and rate of parcel tax imposed
2. Number of parcels subject to the parcel tax
3. Number of parcels exempt from the parcel tax

April 10, 2024
Page 5 of 6

4. Sunset date of parcel tax, if any
5. Amount of revenue received from the parcel tax
6. Manner in which the revenue received from the parcel tax is being used

The definition of “Parcel Tax” per State Controller’s Office is as follows:

1. -Non ad-valorem tax imposed as an incident of property ownership and collected on the tax annual tax bill.
2. The tax is charged on a parcel of property based on:
 - a. A flat per parcel rate, or
 - b. A variable rate depending on the size, used and/or number of units on the parcel.
3. A parcel tax includes, but is not limited to, all types of Mello-Roos taxes and special taxes for governmental purposes.

Agency Responsibility

It is the agency’s responsibility to determine the validity and accuracy of the agency’s special assessment for both Assessor’s Parcel Numbers (APN) and amount. The County of Yolo is not responsible for the validity or the computation of the special assessment. If the agency needs to place its assessment on a parcel that doesn’t have a valid and billable APN for the tax roll year, it is the agency’s responsibility to directly bill and collect from the party that is liable. To evidence the County of Yolo’s authority to add special assessments to the tax bills on your behalf, please forward a copy of your board resolution obtaining the appropriate legal code sections, total assessment amount and count, assessment engineer’s report and proper approval.

If an agency uses the Office of the Assessor’s use code or property characteristic to assist in determine the application of the agency’s special assessment, it does so at its own risk. Please note the Assessor’s Office maintains its database for the purpose of ad-valorem taxation as required by Revenue and Taxation Code and not the purpose of billing special assessment/direct charges.

In order to improve our customer service to taxpayers, we request that:

- Your agency responds to taxpayer’s inquires in a timely and efficient manner.
- Your agency does not refer taxpayers to the County’s staff regarding removal or correction of the special assessments.
- Your agency provides a written request for any removal or corrections of your agency’s special assessment.
- Your agency reimburses the County of Yolo for its cost in processing the removal or corrections of your agency’s special assessments.

You may request parcel information for the upcoming (Assessment) Roll from the Assessor’s Office. The Assessor’s contact is listed below.

Assessor’s Office

George Galang
(530) 666-8163
george.galang@yolocounty.org

April 10, 2024
Page 6 of 6

If you have any questions, please do not hesitate to contact us at (530) 666-8190 extension 8137, 9202 or 920 or ptaxaccounting@yolocounty.org

Sincerely,

Tom Haynes
Chief Financial Officer

By: Cynthia Bono
Property Tax Supervisor

TH:cb
Enclosures

February 1, 2024

Submitted via e-mail

chief@westplainfieldfire.com

Cherie Rita, Fire Chief
West Plainfield Fire Protection District
24901 County Road 95
Davis, CA 95616

Re: Agreement for Providing Levy Administration Services for the West Plainfield Fire Protection District

Dear Chief Rita:

SCI Consulting Group ("SCI") is pleased to submit, for your review, the enclosed Agreement to serve as the Engineer of Work and provide professional consulting and levy administration services for the West Plainfield Fire Protection District, Fire Protection and Emergency Response Services Assessment.

Established in 1985, SCI Consulting Group is a recognized public finance consulting firm with leading expertise in assisting California public agencies with local funding of public services and improvements. We also possess industry leading expertise with the important legal and procedural requirements for the formation of Community Facilities Districts, Benefit Assessment Districts and other local financing mechanisms. SCI has formed and annually administers over 850 special taxes, assessments and fees for over 140 public agencies throughout the State. This expertise and experience will ensure that your goals and objectives are met successfully, collaboratively, on schedule and on budget.

The Scope of Work within this Agreement includes the tasks required for the year-round administration of the Assessment District. Below is a summary of the Scope of Work.

Engineer's Report and Other Documents Each year SCI will carefully evaluate all Proposition 218 developments that may have a bearing on the District's assessment. SCI will make recommendations for upgrades to the Engineer's Report, Resolutions and other related documents as needed. SCI will also assist with the publication of the notice for the continuation of the assessment.

Confirmation of District Parcels, Levy Calculation, Verification and Submittal On an annual basis, SCI will calculate and confirm levies on a parcel-by-parcel basis for all properties based on final lien roll data as of July 1. We take great pride in our levy determination process and our stringent quality control and oversight to ensure the accuracy of the levies. Each year for every special levy, we conduct over 50 checks and validation queries on each parcel so any parcels that may require additional research can be identified, researched and determined. After the levies have been determined, another consultant with SCI will perform a thorough peer review and audit. These multiple stage reviews and quality assurance steps are a key element in SCI's proven ability to ensure the highest level of accuracy and to maximize special levy revenues for our clients.

District Information and Levy Confirmation After submittal of the levy roll to the County Auditor, SCI will confirm with the Auditor the number of parcels to be charged and the total revenue for the coming year, and we will report these figures to the District.

Responding to Public Inquiries and Appeals SCI will coordinate with the County for our taxpayer inquiry line to be placed on the County tax bill so taxpayers can directly contact SCI throughout the fiscal year with questions regarding the levy. We have representatives who are fluent in English and Spanish. SCI will research and, if necessary, revise any levies which are based upon incorrect assessor information used in the determination of the levy. If any taxpayer appeals a special levy for their property, SCI will investigate the claim and adjust the levy as needed. Our goal is to represent the District professionally and to minimize any inconvenience to the inquiring taxpayer or the District.

Attached is the Agreement for fiscal year(s) 2024-25 through 2026-27 levy administration services. If the Agreement meets with your approval, please sign and return a copy to me at your earliest convenience.

If you have any questions or require additional information, please do not hesitate to contact me. I can be reached at (707) 430-4300 or via email at jeanette.hynson@sci-cg.com. We look forward to this opportunity to assist the District with this important project and stand ready to proceed.

Sincerely,



Jeanette Hynson
Senior Consultant

Levy Administration Services Agreement

THIS AGREEMENT is made on _____, 2024, between the **West Plainfield Fire Protection District**, (“District”) and **SCI Consulting Group** (“Consultant” or “SCI”), a California Corporation, who agree as follows:

1. **Scope of Work (“Work”).** Consultant shall perform the work and render the services described in the Scope of Work shown below (the “Work”). The Consultant shall provide all labor, equipment, material and supplies required or necessary to properly and competently perform the Work, and determine the method, details and means of doing the Work.
2. **Payment.**
 - a. In exchange for the Work, District shall pay to the Consultant a fee for completed phases of the Work. The total fee for the Work shall not exceed amounts set forth in the Fee Schedule shown below. There shall be no compensation for extra or additional work or services by the Consultant unless approved in advance in writing by District. The Consultant’s fee shall include all of the Consultant’s costs and expenses related to the Work.
 - b. At the completion of each phase of the Work, the Consultant shall submit to the District an invoice for the Work performed. If the Work is satisfactorily completed and the invoice is accurately computed, the District shall pay the invoice within 30 days of its receipt.
3. **Term.** This Agreement shall take effect on the above date and shall continue in effect until completion of the Work.
4. **Insurance.**
 - a. **Types & Limits.** The Consultant, at its sole cost and expense, shall procure and maintain for the duration of this Agreement the following types and limits of insurance:

Commercial General Liability	\$2,000,000 per occurrence \$4,000,000 aggregate
Automobile Liability	\$2,000,000 per accident
Workers' Compensation	Statutory limits
Professional Liability	\$2,000,000 per claim
Excess Liability (over General Liability & Auto Liability)	\$1,000,000 per occurrence & \$1,000,000 aggregate
 - b. **Other Requirements.** The general liability policy(ies) shall be endorsed to name the District, its officers and employees as additional insureds regarding liability arising out of the Work.
 - c. **Proof of Insurance.** Upon request, the Consultant shall provide to the District proof of insurance.

5. **Indemnification.** The Consultant shall indemnify, defend, protect, and hold harmless the District, and its officers and employees from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) arising out of the Consultant's performance of the Work and caused by willful misconduct of or by the Consultant or its employees, agents and subcontractors.
6. **Entire Agreement.** This writing represents the sole, final, complete, exclusive and integrated expression and statement of the terms of this contract between the parties concerning the Work, and supersedes all prior oral and/or written negotiations, representations or contracts. This Agreement may be amended only by a subsequent written contract approved and executed by both parties.
7. **Independent Contractor.** The Consultant's relationship to the District is that of an independent contractor.
8. **Successors and Assignment.** This Agreement shall bind and inure to the benefit of the heirs, successors and assigns of the parties; however, the Consultant shall not subcontract, assign or transfer this Agreement or any part of it without the prior written consent of the District.
9. **No Waiver of Rights.** Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default.
10. **Severability.** If any part of this Agreement is held to be void, invalid or unenforceable, then the remaining parts will nevertheless continue in full force and effect.
11. **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of California.
12. **Default.** In the event that the Consultant defaults in the obligations of the Consultant under this Agreement, or the Consultant defaults in the performance of the terms and conditions of this Agreement, the District may, at its option, declare this Agreement to be in default and, at any time thereafter, may do any one or more of the following: a) enforce performance of the Agreement by the Consultant; or b) terminate this Agreement. In the event that this Agreement is terminated, payment shall still be due for all Work performed by the Consultant through the date of the termination.
13. **Cancellation.** The District or the Consultant may cancel this Agreement without cause. The party desiring to cancel this Agreement shall notify the other party in writing. In the event that this Agreement is cancelled, payment shall still be due for all Work performed by the Consultant through the date of the notification of cancellation.
14. **Attorney's Fees.** In the event any legal action is brought to enforce or construe this Agreement, the prevailing party shall be entitled to an award of reasonable attorney's fees, expert witness and consulting fees, and litigation costs.

15. **Notice.** Any notice, invoice or other communication that is required or permitted to be given under this Agreement shall be in writing and either served personally or sent by prepaid, first class U.S. mail or by commercial delivery service, addressed as follows:

Public Agency:
West Plainfield Fire Protection District
24901 County Road 95
Davis, CA 95616

Consultant:
SCI Consulting Group
4745 Mangels Boulevard
Fairfield, CA 94534

Any party may change its address by notifying the other party of the change in the manner provided below:

_____	_____
_____	_____
_____	_____
_____	_____

Scope of Work

This section outlines the engineering services and other responsibilities SCI would perform as the Engineer of Work and Assessment Levy Administrator for West Plainfield Fire Protection District.

DEFINITIONS

District:	West Plainfield Fire Protection District, staff and Board of Commissioners.
Assessment:	Fire Protection and Emergency Response Services Assessment
SCI or Consultant:	SCI Consulting Group, and any and all employees and subcontractors.
Administration:	Services related to the determination, levy and collection of assessment revenues.

Engineer's Report and Other Documents

1. Obtain upcoming fiscal year estimated cost information from the District to use as a basis for the budget in the Engineer's Report.
2. Calculate and prepare the preliminary assessment roll for inclusion in the Engineer's Report.
3. Prepare the Engineer's Report, including any necessary upgrades due to any recent court rulings or other requirements.
4. File the final Engineer's Report with the District.
5. Prepare any needed resolutions and staff reports for the Assessment.
6. Prepare and assist with the publication of any notices for the continuation of the Assessment.
7. Attend the District Board meeting at which the public hearing is held, and the Engineer's Report is approved.

Confirmation of District Parcels, Levy Calculation, Verification and Submittal

1. Create a database including every parcel in the boundaries of the Assessment District, including the parcel attributes necessary for calculating the Assessments, and update it with new information for the upcoming year.
2. Identify new or changed parcels that may require an updated or new assessment calculation and recalculate the final assessment on a parcel-by-parcel basis.
3. Prepare the final Assessment Roll for the Assessment District and submit it to the County for inclusion on the upcoming fiscal year tax bills.

District Information and Levy Confirmation

1. Verify and validate Auditor's levy data prior to the printing of tax bills.

Responding To Public Inquiries And Appeals

1. Provide the County Auditor/Tax Collector with our toll-free phone number so property owners can directly contact SCI Consulting Group throughout the fiscal year regarding any questions that arise.
2. Throughout the fiscal year, research and, if necessary, revise any Assessments which we find to be based upon incorrect information being used to apply the method of assessment. (It should be noted that, due to our comprehensive levy validation procedures, actual revisions are expected to be very minimal, if any.)

Defense and Support of the Assessments

1. Provide a full response, support of the assessments and basis for the assessments to any person who questions the assessments or the legal basis for the assessments.
2. In the event of any legal challenge or petition against the assessments, provide professional, assessment engineering and technical support in support of the assessments. If such services are required, they would be provided in close collaboration with the District and District legal counsel.

Fee Schedule

SCI shall be compensated for the performance of the Scope of Work as follows:

	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>
Annual Administration	\$6,000	\$6,180	\$6,365
Incidental Costs	<u>\$500</u>	<u>\$500</u>	<u>\$500</u>
Total Contract Authorization	\$6,500	\$6,680	\$6,865

Amounts are due on August 10 of each Fiscal Year.

1. The Scope of Work includes one meeting with the District. Any additional meetings shall be billed at the rate of \$550 per person per meeting.
2. In the event that the District elects to request optional, additive scope of work, SCI will work with the District to negotiate compensation for these additional tasks and execute an Addendum to the agreement for these additional services.
3. Incidental costs incurred by SCI for the purchase of property data, maps, travel and other out-of-pocket expenses incurred in performing the Scope of Work shall be reimbursed at actual cost by the District with total cost not to exceed \$500 per year, without prior authorization from the District.

Note: All costs associated with this proposal can be financed or refunded by assessment proceeds.

The Fee Schedule shown above is valid as long as this agreement is executed within 90 days from the date this agreement was submitted to the District.

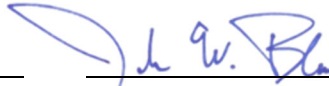
Signature Page

By signing below, we agree to the terms of this Levy Administration Services Agreement.

Accepted:

Accepted:

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



John W. Bliss
President
SCI Consulting Group

Date

Date

West Plainfield Fire Department



POLICY 1003 – POSITION DESCRIPTIONS (04/16/2024)

POSITION DESCRIPTION – HISTORIAN

Description

This individual documents and maintains the history of the West Plainfield Fire Protection District and the West Plainfield Fire Department. Information may be written as a story or may be scanned and preserved for members (past, present, and future) to further the understanding of how the District and Department have emerged and progressed through the decades.

Representative Duties

The following duties are typical for this position. A person assigned to the position of Historian may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth.

- Review various sources of information, including, but not limited to, Board minutes, items stored in containers or file cabinets, newspaper articles, etc.
- Interview past and current members.
- With the aid of Department members, maintain and keep current the list of Department personnel, including lists on display in Lillard Hall or other locations.

Annual Planning Calendar

210.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that there is a master schedule of annual activities that will assist with overall planning and coordination of West Plainfield Fire Protection District, West Plainfield Fire Department, and Lillard Hall resources, training and other activities.

210.1.1 DEFINITIONS

Definitions related to this policy include:

Target hazard - A building or occupancy that is unusually dangerous in terms of life loss, or that has a high potential for property damage. A target hazard is often the subject of a target hazard assessment and training by virtue of its potential to overload equipment and personnel resources; involve atypical hazards; require special technical advice; require a multi-agency response; involve complex firefighting operations; have a significant impact on the community if the target were destroyed.

210.2 POLICY

The District and Department will develop and maintain an annual planning calendar.

210.3 RESPONSIBILITIES

The Training Officer, with input from the Assistant Chief of Operations, shall create and maintain a Department training calendar. This calendar shall be maintained on the Shift Schedule Calendar and should include at a minimum:

- Training required for job-specific duties and functions. Training may include manipulative exercises, didactic classroom work, and simulations.
- An annual review of vehicle inventory.
- An annual inspection and review of all plot plans and pre-fire attack plans, if any.
- All other training required by any federal, state, or local agency.

The Assistant Chief of Operations shall create and maintain a Department calendar that includes a schedule of maintenance, inspection and testing. This calendar shall be maintained on the Shift Schedule Calendar and should include at a minimum:

- Protective clothing inspection.
- Hose and ladders inspection and testing.
- Vehicle and pump capacity inspection and testing.
- All other testing and inspections required by any federal, state, or local agency.
- Routine annual building and grounds maintenance.

Annual Planning Calendar

The Board Clerk shall create and maintain a District calendar that includes a schedule of Board member training and District reporting. This calendar shall be maintained on the Board Clerk's calendar and should include at a minimum:

- Biennial Conflict-of-Interest reporting.
- Harassment Avoidance training.
- All other training and reporting required by any federal, state, or local agency.

The Hall Manager shall create and maintain a Lillard Hall calendar. This calendar shall be maintained on the Lillard Hall Reservations calendar and should include at a minimum:

- Scheduled rentals.+
- Routine annual Hall and grounds maintenance.

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Accounting General

1300.1 POLICY

It is the policy of the District to record, maintain, and report all budget, accounting transactions, and balances in conformance to Generally Accepted Accounting Principles (GAAP) as prescribed by the Governmental Accounting Standards Board (GASB). The West Plainfield Fire Protection District's fiscal year for budget and financial reporting purposes begins on July 1 and ends on June 30.

1300.2 ACCOUNT STRUCTURE - DISTRICT AND FIRE DEPARTMENT FUNDS

All West Plainfield Fire Protection District and West Plainfield Fire Department financial/accounting transactions and balances shall be recorded in the District's official accounting system maintained by the County of Yolo. The District's account structure is limited to the account structure provided in the County's financial system. The account structure provided adheres to guidance provided by the California State Controller to meet statutory reporting requirements. The District records all transactions in one operating fund, known as the General Fund, a governmental fund.

Additional funds, accounts, cost centers and other account structure fields may be requested as necessary subject to the approval of the County.

1300.3 ACCOUNT STRUCTURE - LILLARD HALL ACCOUNTS

All Lillard Hall financial/accounting transactions and balances shall be recorded on forms developed by the District.

Budget Preparation

1302.1 POLICY

It is the policy of the West Plainfield Fire Protection District to prepare and adopt a balanced budget each fiscal year.

1302.2 STANDARD - DISTRICT/FIRE DEPARTMENT

The Fire Chief shall draft the preliminary West Plainfield Fire Protection District/West Plainfield Fire Department budget for review and adjustment by the Budget and Benefits Committee. An annual final budget proposal shall be prepared by the Budget and Benefits Committee (or its successor), with additional input from Board and staff members.

The budget shall include estimated revenues for each revenue sub-object (account) the District expects to record revenue to. All estimated revenue accounts shall be totaled to calculate total estimated revenue. Cancellation of reserves and other financing sources shall be subtotaled separately then added to total estimated revenue to calculate total financing sources.

The budget shall include appropriation amounts for each expenditure sub-object (account) the District intends to record expenditures to. All appropriations for expenditures shall be subtotaled at the object level and then all object level subtotals shall be totaled to calculate total appropriations. Provision for reserves and other financing uses shall be subtotaled separately then added to total appropriations to calculate total financing uses.

Total revenue (financing sources) must equal total appropriations (financing use).

1302.3 STANDARD - LILLARD HALL

The Hall Manager shall draft a preliminary Lillard Hall budget for review and adjustment by the Lillard Hall Committee. An annual final budget proposal shall be prepared by the Lillard Hall Committee (or its successor), with additional input from Board and staff members.

The budget shall include estimated income (revenue) by type and estimated expenditures (appropriations) by type.

Total revenue must equal total appropriations.

Budget Adoption

1303.1 POLICY

It is the policy of the West Plainfield Fire Protection District to adopt a balanced budget for each fiscal year.

1303.2 ADOPTING THE BUDGET - DISTRICT/DEPARTMENT

On or before the Board's June meeting each year, the Budget and Benefits Committee shall forward a draft preliminary West Plainfield Fire Protection District/West Plainfield Fire Department budget to the District's Board for consideration, revision (if appropriate), and adoption of a final budget. The District's Board shall adopt a final budget no later than July 31 each year. If the District's Board has not adopted a final budget by July 31 each year, the amounts deemed appropriated shall be based on the budget of the preceding fiscal year, except for capital assets and new permanent employee positions.

Once the District's Board has adopted its final budget, the Board Clerk shall forward the adopted budget to the Yolo County Department of Financial Services, along with a copy of the Board minutes adopting the budget. The District budget shall be adopted by the Yolo County Board of Supervisors on or before October 1 each year.

1303.3 ADOPTING THE BUDGET - LILLARD HALL

On or before the Board's June meeting each year, the Lillard Hall Committee shall forward a draft preliminary Lillard Hall budget to the District's Board for consideration, revision (if appropriate), and adoption of a final budget. The District's Board shall adopt a final Lillard Hall budget no later than July 31 each year. If the District's Board has not adopted a final budget by July 31 each year, the amounts deemed appropriated shall be based on the budget of the preceding fiscal year.

1303.4 PUBLICATION

On or before June 30 of each year, the District shall publish a notice stating all of the following:

- It will adopt a final budget, a draft copy of which is available for inspection at a time and place within the District specified in the notice.
- The date, time, and plan when the District Board will meet to adopt the final budget and that any person may appear and be heard regarding any item in the budget or regarding the addition of other items.

The notice shall be published pursuant to GC §6061 in at least one newspaper of general circulation in Yolo County. The first publication shall be at least two weeks before the date of the meeting.

Fund Balance and Reserves

1301.1 POLICY

It is the policy of the West Plainfield Fire Protection District to maintain District fund balances and reserves as set forth herein. The District shall maintain separate accounts and balances dedicated primarily for use by Lillard Hall for the following purposes: maintenance, upkeep, and salaries or other expenditures deemed to solely benefit Lillard Hall.

1301.2 FUND CLASSIFICATIONS

Fund balances can be reported as non-spendable, restricted, committed, assigned or unassigned based primarily on the extent to which the District is bound to honor constraints on how specific amounts can be used. The five classifications conform to GASB Statement No. 54 and are, in order of decreasing constraint:

- Non-spendable – These are amounts that cannot be spent due to their nature (e.g. prepaid amounts) or are amounts that must be maintained intact legally or contractually (e.g. corpus of a permanent fund).
- Restricted – The amounts are constrained for a specific purpose by external parties, constitutional provisions, or enabling legislation. The constraints are imposed by either laws, grantors, contributors, or creditors. The constraints can only be removed by the imposing party.
- Committed – The amounts are constrained for a specific purpose by the District's Board. A Board resolution or ordinance is required to impose, remove, or change the constraints placed on these resources.
- Assigned – These amounts reflect intended uses of resources by the District's Board. Assigned amounts cannot cause a deficit in unassigned fund balance. Typically, these amounts include set asides for capital asset replacement and outstanding contract obligations.
- Unassigned – These amounts have no restrictions.

1301.3 ORDER OF SPENDING

In order to preserve maximum flexibility, when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, it is presumed that restricted funds are spent first. Similarly, when an expenditure is incurred for purposes for which amounts in any unrestricted fund balances could be used, it is presumed that the committed amounts are spent first, then the assigned amounts, then the unassigned amounts. The District's Board may authorize a different order of spending in specific cases.

1301.4 FUND CLASSIFICATIONS

The District's operating fund, the general fund, fund balance can be reported as non-spendable, restricted, committed, assigned or unassigned based primarily on the extent to which the District is

Fund Balance and Reserves

bound to honor constraints on how specific amounts can be used. The five classifications conform to GASB Statement No. 54 and are, in order of decreasing constraint:

- Non-spendable – These are amounts that cannot be spent due to their nature (e.g. prepaid amounts) or are amounts that must be maintained intact legally or contractually (e.g. corpus of a permanent fund).
- Restricted – The amounts are constrained for a specific purpose by external parties, constitutional provisions, or enabling legislation. The constraints are imposed by either laws, grantors, contributors, or creditors. The constraints can only be removed by the imposing party.
- Committed – The amounts are constrained for a specific purpose by the District's Board of Fire Commissioners. A Board resolution or ordinance is required to impose, remove, or change the constraints placed on these resources.
- Assigned – These amounts reflect intended uses of resources by the District. Assigned amounts cannot cause a deficit in unassigned fund balance. Typically, these amounts include set asides for capital asset replacement and outstanding contract obligations.
- Unassigned – These amounts have no restrictions.

1301.5 SPECIFIC RESERVES AND RESERVE FUNDS

The District may establish reserves to accumulate sufficient assets to pay known future liabilities or expenditures associated with known events which can be estimated with a reasonable degree of certainty. The purposes of these reserves may include, but are not limited to:

- Self Insurance
- Capital asset replacement
- Litigation settlement
- Environmental remediation
- Audit disallowance
- To maintain liquidity

The District shall, at a minimum, maintain the following specific reserve funds:

- General Reserve - The purpose of this reserve is to ensure liquidity (dry-period financing) between secured property tax distributions. Ideally, the amount of the General Reserve shall equal 50% of the current secured property revenue received in the most recent closed prior fiscal year. The General Reserve may be increased or decreased only during the annual budget process, except during a legally declared emergency as defined in GC §29127. Secured property taxes, the largest component of the District's revenues, are distributed to the District as follows:
 - 50% in December
 - 45% in April
 - 5% in June

Fund Balance and Reserves

- Non-Spend - Prepaid Expense - Prepaid expenses are payments to vendors that reflect costs applicable to future accounting periods and are recorded as prepaid items. Reported prepaid amounts of governmental funds are reported as assets, but are not in spendable form and thus, an equivalent portion of fund balance is shown as nonspendable. Typical prepaid expenses arise from payments for memberships, maintenance contracts and insurance. The District shall record prepaid expenses in excess of \$1,000, per payment.
- Assigned - Accrued Leave - The purpose of this fund is to ensure that adequate funds are available to pay out the remaining balance of accrued leave at the time of an employee's separation from employment.
- Assigned - QSHERA - The purpose of this fund is to ensure that adequate funds are available to pay out, or transfer to a retiree HRA, the remaining benefits at the time of an employee's separation from employment.
- Assigned - Capital Asset Replacement - The purpose of this fund is to ensure adequate funds are available for timely replacement of capital assets.

Asset Type	Capitalization Threshold	Useful Life
Equipment	\$5,000.00	2 to 20 years
Buildings	\$10,000.00	10 to 40 years
Improvements Other Than Buildings	\$5,000.00	10 to 40 years
Land	\$1,000.00	N/A
Easements	\$10,000.00	Life of the easement
Other Intangible Assets	\$10,000.00	Varies

1301.6 LILLARD HALL FUNDS AND RESERVES

Lillard Hall shall maintain, at a minimum, two accounts:

- Operating - This account shall be used for rental and other non-refundable deposits and for payment of operating expenses.
- Security and Other Refundable Deposits - This account shall hold all security and other refundable deposits.

Lillard Hall shall consider a third account - to hold reserve funds. Ideally, the funds in this account will total the funds necessary for capital improvements and/or repairs and maintenance that would not be considered ordinary.

1301.7 DEFINITIONS - ASSET TYPES

The District defines capital assets as follows:

- Equipment - Includes tangible personal property that is moveable, or if attached is readily detachable without appreciable impairment to the unit to which it is attached, has a useful life of more than one (1) year, and total cost or fair market value, if donated, of \$5,000 or more. Equipment includes vehicles, heavy machinery, furnishings, computers, office equipment, instruments, technical and diagnostic

Fund Balance and Reserves

equipment, and similar moveable items. Equipment shall be recorded at historical cost, plus ancillary charges, net of all trade discounts and rebates necessary to place the asset into its intended location and condition for use. Costs normally include:

- Purchase price or construction costs.
- Freight or other transportation charges.
- Taxes.
- Installation costs.
 - Improvements (or betterments) are capitalized expenditures if they materially add value to the property or appreciably extends its life.
 - The cost of replacing an existing component with one of higher quality is to be added to the values of the asset when the original cost of the replaced component can be specifically identified. If the original cost of the component cannot be identified, the expenditure is treated as maintenance, though the asset's life may be extended. Replacing part of an existing asset with another of like quality is not a betterment, even though the useful life may be extended.
 - All betterments are capitalized when costs exceed capitalization thresholds.
- Buildings - Buildings are capital assets with physical properties of a permanent (non-moveable) nature, such as structures, structural attachments or fixtures, storage tanks, towers, etc. Fixtures are defined as permanent attachments to buildings that are not intended to be removed and that function as part of the building, such as boilers, lighting fixtures or plumbing. Buildings are capitalized when the acquisition and ancillary costs or appraised fair value, at time of donation, exceed \$10,000. The costs may include (not all inclusive):
 - Acquisition price if purchased, legal fees and title search.
 - If constructed (not all inclusive):
 - Site preparation, surveying fees, soil testing.
 - Architectural, engineering, cost of construction, permits and licenses.
 - Construction management, direct and indirect (except general administration costs), legal fees.
 - Condemnation costs.
 - Insurance during construction.
 - Cost of fixtures attached to and forming a permanent part of the structure.
 - Additions are extensions of an existing unit which increases the unit's capacity. Costs include the same items as if constructed new are capitalized if costs exceed \$10,000.
- Improvements Other Than Buildings - Includes permanent (non-moveable) improvements, other than buildings, that add value to land, but do not have an

Fund Balance and Reserves

indefinite life. Examples include fences, retaining walls, parking lots, and most landscaping. All improvements to land are capitalized if costs related to a specific improvement exceed \$5,000.

- Land - Land, including acreage, parcel, or plot associated with infrastructure, shall be reported at cost, estimated cost, or estimated fair value at date of acquisition. The costs may include (not all inclusive):
 - Acquisition price or estimated fair market value if donated.
 - Appraisal, negotiation fees, legal, title search and surveying fees.
 - Cost of obtaining consents and condemnation costs.
 - Filing costs, escrow fees.
 - Basic site improvements, including the cost of removing, relocating, or reconstructing the property of others (e.g. power lines).
- Easements - An "other intangible asset."
- Other Intangible Assets - Those assets that lack physical substance, are non-financial in nature, and have an initial useful life extending beyond a single reporting period. Examples of intangible assets include easements, water rights, computer software, copyrights, patents, intellectual property, leases, goodwill, and privileges. Intangible assets are recorded at historical cost, including all appropriate ancillary costs.

Maintenance expenditures that neither materially add to the value of the property nor appreciably prolong its life, but merely keep it in an ordinarily efficient operating condition, are typically not capitalized.

West Plainfield Fire Department (CA)



Davis, CA

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

Start Date: 03/01/2024 | End Date: 03/31/2024

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
03/01/2024	2024-48	34040 Russell BLVD	553 - Public service	B Shift	0- WPL - West Plainfield Station 30 Response Area	2	3
03/02/2024	2024-49	700 Main ST	611 - Dispatched & cancelled en route	B Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	4
03/05/2024	2024-050	18111 County Road 94B CIR	571 - Cover assignment, standby, moveup	A Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	4
03/05/2024	2024-051		321 - EMS call, excluding vehicle accident with injury	A Shift	703- WOF Auto - Automatic Aid Willow Oak (Not Borderline)	2	4
03/08/2024	2024-052	Russell Blvd	611 - Dispatched & cancelled en route	C Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	2
03/11/2024	2024-053	Russell BLVD	323 - Motor vehicle/pedestrian accident (MV Ped)	A Shift	0- WPL - West Plainfield Station 30 Response Area	5	8
03/11/2024	2024-054	County Road 95	422 - Chemical spill or leak	A Shift	0- WPL - West Plainfield Station 30 Response Area	3	6
03/11/2024	2024-055		321 - EMS call, excluding vehicle accident with injury	A Shift	0- WPL - West Plainfield Station 30 Response Area	5	6
03/12/2024	2024-056	24830 County Road 95	541 - Animal problem	B Shift	0- WPL - West Plainfield Station 30 Response Area	1	4
03/12/2024	2024-057		321 - EMS call, excluding vehicle accident with injury	B Shift	260- WNF Auto - Automatic Aid Winters (Not Borderline)	2	3
03/13/2024	2024-58	County Road 27	322 - Motor vehicle accident with injuries		177- MDS-WOF-WPL - Borderline Call Madison, Willow Oak, & West Plainfield	4	4
03/16/2024	2024-059		321 - EMS call, excluding vehicle accident with injury	A Shift	0- WPL - West Plainfield Station 30 Response Area	4	6
03/19/2024	2024-060	Stevenson Bridge Rd	143 - Grass fire	B Shift	810- DIX - Special Call or Mutual Aid to Dixon	1	5
03/22/2024	2024-061	24830 County Road 95 CIR	542 - Animal rescue	A Shift	0- WPL - West Plainfield Station 30 Response Area	1	3
03/22/2024	2024-062	24830 County Road 95	542 - Animal rescue	A Shift	0- WPL - West Plainfield Station 30 Response Area	1	5
03/24/2024	2024-63	26960 County Road 96	733 - Smoke detector activation due to malfunction	B Shift	0- WPL - West Plainfield Station 30 Response Area	5	6
03/25/2024	2024-64		321 - EMS call, excluding vehicle accident with injury	B Shift	0- WPL - West Plainfield Station 30 Response Area	1	2
03/26/2024	2024-065	CR 27	611 - Dispatched & cancelled en route		No Zone Selected	4	4
03/27/2024	2024-066		321 - EMS call, excluding vehicle accident with injury	C Shift	0- WPL - West Plainfield Station 30 Response Area	2	4
03/31/2024	2024-68	35270 County Road 31	700 - False alarm or false call, other	B Shift	0- WPL - West Plainfield Station 30 Response Area	3	6

Only REVIEWED incidents included.

TOTAL # INCIDENTS: 20

YOLO COUNTY AUDITOR-CONTROLLER
FIRE DISTRICT BUDGET WORKSHEET - FINANCING SOURCES - SCHEDULE A
FISCAL YEAR: 2024 - 2025
DISTRICT NAME: West Plainfield Fire Protection District (8061)

Account #	Account Name	Budgeted Revenue 2023-2024	Actual Revenue ao 03/31/24 2023-2024
206051	PROPERTY TAXES - CURRENT SECURED	354,000.00	366,696.90
206052	PROPERTY TAXES - CURRENT UNSECURED	27,600.00	27,713.93
206054	PROPERTY TAXES - PRIOR UNSECURED	400.00	392.64
206055	SUPPLEMENTAL PROPERTY TAXES - CURRENT		(154.44)
206056	SUPPLEMENTAL PROPERTY TAXES - PRIOR		
400500	OTHER TAXES-SALES & USE TAXES		(6,549.00)
403100	INVESTMENT EARNINGS - POOL	500.00	2,983.88
403199	GASB		12,740.00
403214	RENTS & CONCESSIONS - OTHER		
410050	ST-HIGHWAY PROPERTY RENTALS		4.26
410250	ST-HOMEOWNERS PROP TAX RELIEF		755.94
410900	ST-OTHER		1,952.00
420900	FEDERAL-OTHER		(1,952.00)
430000	OTHER-IN-LIEU TAXES		
430001	OTHER-IN-LIEU TAX-RDA PASS THRU		
430020	OTHER GOVT AGENCY-OTHER CO-CITYS		
430022	OTHER COUNTIES & CITIES - YOLO	127,810.00	63,905.00
430070	OTHER TRIBAL - YOCHA DEHE CAPITAL		
440003	SPECIAL ASSESSMENT	242,103.00	243,003.66
440600	OTHER CHARGES - SERVICE - FIREFIGHTERS		5,938.77
440690	OTHER CHARGES FOR SERVICES		180.00
450000	OTHER SALES - TAXABLE		
450302	OTHER MISC - DONATION		
450304	OTH MISC - INSURANCE PROCEEDS		
450900	OTHER MISC REVENUES	190,759.00	1,400.34
460000	SALE OF CAPITAL ASSETS	174,000.00	174,000.00
	TOTAL ESTIMATED REVENUE	1,117,172.00	893,011.88
	ESTIMATED FUND BALANCE AVAILABLE	8,497.00	
	DECREASE IN GENERAL RESERVE		
	DECREASE IN CAPITAL ASSET REPLACEMENT RESERVE		
	DECREASE IN ACCRUED LEAVE RESERVE		
	TOTAL FINANCING SOURCES	1,125,669.00	893,011.88

YOLO COUNTY AUDITOR-CONTROLLER
FIRE DISTRICT BUDGET WORKSHEET - APPROPRIATIONS - SCHEDULE B
FISCAL YEAR: 2024 - 2025
DISTRICT NAME: West Plainfield Fire Protection District (8061)

Account #	Account Name	Budgeted Appropriations 2023-2024	Actual Appropriations ao 03/31/24 2023-2024
500100	REGULAR EMPLOYEES	275,981.00	235,797.60
500110	EXTRA HELP		812.00
500120	OVERTIME	57,693.00	11,535.56
500130	STANDBY TIME		
500160	LEAVE BUYOUT		
501100	RETIREMENT		
501110	SOCIAL SECURITY TAX	21,689.00	14,581.17
501120	MEDICARE TAX	5,005.00	3,550.84
501130	HEALTH INSURANCE		
501170	UNEMPLOYMENT INSURANCE	3,337.00	2,641.31
501180	WORKER'S COMPENSATION INSURANCE	70,242.00	70,242.00
501190	OTHER EMPLOYEE BENEFITS	28,800.00	
	TOTAL SALARY & BENEFITS	462,747.00	339,160.48

YOLO COUNTY AUDITOR-CONTROLLER
FIRE DISTRICT BUDGET WORKSHEET - APPROPRIATIONS - SCHEDULE B
FISCAL YEAR: 2024 - 2025
DISTRICT NAME: West Plainfield Fire Protection District (8061)

Account #	Account Name	Budgeted Appropriations 2023-2024	Actual Appropriations ao 03/31/24 2023-2024
510010	CLOTHING & PERSONAL SUPPLIES	97,496.00	32,248.62
510012	AGRICULTURAL SUPPLIES		367.18
510020	COMMUNICATIONS	6,752.00	3,420.37
510030	FOOD	400.00	279.19
510040	HOUSEHOLD EXPENSE	19,710.00	7,491.20
510051	INSURANCE - PUBLIC LIABILITY		
510052	INSURANCE - FIRE & EXTENDED		
510053	INSURANCE - OTHER	12,395.00	12,395.00
510070	MAINTENANCE - EQUIPMENT	32,666.00	25,001.91
510071	MAINTENANCE - BULDGS & IMPROVEMENTS	47,364.00	38,023.15
510080	MEDICAL, DENTAL & LAB SUPPLIES	1,000.00	321.75
510090	MEMBERSHIPS	2,980.00	425.00
510100	MISC EXPENSE		305.76
510102	MISC EXPENSE - CREDIT CARD SERVICE CHARGES	25.00	10.95
510110	OFFICE EXPENSE	4,500.00	863.60
510111	OFFICE EXPENSE - POSTAGE	500.00	
510112	OFFICE EXPENSE - PRINTING	857.00	523.42
510120	IT SERVICE-DEPT SYSTEM MAINTENANCE		1,381.18
510140	BOARD MEETING STIPENDS		
510160	PUBLICATIONS & LEGAL NOTICES	750.00	
510170	RENTS & LEASES - EQUIPMENT	3,000.00	1,265.05
510171	RENTS & LEASES - BLDGS & IMPROVEMENTS		538.13
510180	TRAINING	2,000.00	549.28
510190	MINOR EQUIPMENT	25,310.00	14,503.27
510200	TRANSPORTATION & TRAVEL		
510201	TRANSPORTATION & TRAVEL - FUEL	10,500.00	5,469.10
510220	UTILITIES	15,000.00	6,863.25
510251	PROF & SPEC SVC - AUDITING & ACCOUNTING	200.00	396.00
510252	PROF & SPEC SVC - INFORMATION TECH SERVICES	9,787.00	1,437.58
510254	PROF & SPCE SVC - FISCAL AGENT FEES		35.58
510255	PROF & SPEC SVC - MEDICAL, DENTAL & LAB	3,360.00	1,437.00
510256	PROF & SPEC SVC - LEGAL SERVICES	500.00	
510275	PROF & SPEC SVC - OTHER	1,520.00	854.81
510282	SPEC DEPT EXP - ELECTION SUPPLIES & SERVICES		
510288	SPEC DEPT EXP - OTHER		908.61
	TOTAL SERVICES & SUPPLIES	298,572.00	157,315.94

YOLO COUNTY AUDITOR-CONTROLLER
FIRE DISTRICT BUDGET WORKSHEET - APPROPRIATIONS - SCHEDULE B
FISCAL YEAR: 2024 - 2025
DISTRICT NAME: West Plainfield Fire Protection District (8061)

Account #	Account Name	Budgeted Appropriations 2023-2024	Actual Appropriations ao 03/31/24 2023-2024
525015	RETIRE LTD - CAPITAL LEASE OBLIGATION		
525030	RETIRE LTD - OTHER		
525060	INTEREST - LTD - OTHER		
526020	TAXES & ASSESSMENTS	11,113.00	
526035	VOLUNTEER FIREMEN		
526040	CONTRIBUTION TO NON-COUNTY AGENCIES		
526200	CITY OF DAVIS		
526601	PAYMENTS TO OTHER GOV INSTITUTIONS		
	TOTAL OTHER CHARGES	11,113.00	0.00
530000	LAND		
530021	BUILDINGS & IMPROVEMENTS	86,250.00	
530010	EASEMENTS - NON DEPRECIABLE		
530070	EQUIPMENT		
530072	EQUIPMENT - VEHICLE	149,000.00	149,000.00
	TOTAL CAPITAL ASSETS	235,250.00	149,000.00
590100	APPROPRIATIONS FOR CONTINGENCY	27,700.00	0.00
	TOTAL APPROPRIATIONS	1,035,382.00	645,476.42
	ADDITIONS TO GENERAL RESERVE		
	ADDITIONS TO CAPITAL ASSET REPLACEMENT RESERVE	80,000.00	
	ADDITIONS TO ACCRUED LEAVE RESERVE	10,287.00	
	TOTAL FINANCING USES	1,125,669.00	645,476.42



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

DATED April 16, 2024

TO Board of Fire Commissioners

FROM Budget & Benefits Committee Chair Commissioner Beth Stiles
Board of Fire Commissioners Interim Board Clerk Cherie Rita
Fire Chief Cherie Rita

SUBJECT Bills Paid Since Last Report - For Board Ratification
Estimated US Bank Statement (Informational - Final Statement Not Yet Received)
Deposits to Date FYE 2024 (Informational)

Bills Paid

Advantage Gear (Lopez - station wear - pants, shirt, belt, boots)	\$1,102.26
Dignity Health (Betz)	49.00
Dignity Health (Betz)	78.00
Dignity Health (Betz)	42.00
Gonzales Tires (E30 x4 rear)	2,462.61
InterState Oil (300 gal diesel)	1,468.33
LEAF (copier lease)	118.64
LN Curtis (GRANT - wildand - 3 shelters, 8 gloves, 2 helmets, 6 goggles)	2,547.67
LN Curtis (GRANT - wildland - 2 gloves)	83.60
Radio Guys (BK radio belt clip)	31.00
TOTAL	<u><u>\$7,983.11</u></u>

Estimated US Bank Statement (Informational - Final Statement Not Yet Received)

Backgroundchecks.com (Lopez)	\$54.95
Alhambra (5 gal x4)	47.95
PGE (03/14/2024 statement + credit card charges)	1,272.24
FirstNet (ATT) (iPads + duty phone 03/03 thru 04/02)	246.65
Vista Print (weed abatement mailing)	235.34
Take Command (April)	140.00
Alhambra (5 gal x4)	47.95
Google (March)	251.99
Wizix (March/April - 598 b/w 315 color)	60.52
Recology (March)	410.87
Vonage (03/06/24 thru 04/05/24)	15.89
Adobe (04/08/24 thru 05/07/24)	19.99
Starlink (04/02/24 thru 05/01/24)	120.00
Sams (toilet paper)	24.85
Sams (paper towels)	21.60
Fresh Cleaners (Mincey - station wear alteration)	22.00
Total <u>estimated</u> US Bank	<u><u>\$2,992.79</u></u>

Deposits (Informational)

REV	08/09/2023	Compex - Record Production	\$15.00
APP	08/14/2023	LH Payroll and PGE Reimbursement	758.17
REV	08/28/2023	Cal Card Rebate - Q2	108.04
APP	09/08/2023	LH Payroll and PGE Reimbursement; DO 1B Training	606.49
APP	09/22/2023	LH Payroll Reimbursement	278.83
APP	10/11/2023	LH Payroll Reimbursement	179.25
APP	10/20/2023	LH Payroll, PGE & Amazon Reimbursement	1,374.29
APP	11/22/2023	LH Payroll, PGE & Mileage Reimbursement	675.42
REV	11/22/2023	Fire Recovery USA 1501259	195.00
REV	11/22/2023	Fire Recovery USA 1469507	455.52
REV	11/22/2023	Fire Recovery USA 1501258	1,155.18
REV	11/24/2023	Cal Card Rebate - Q3	122.90
REV	01/17/2024	Fire Recovery USA	\$1,805.70
APP	01/24/2024	LH Payroll, PGE & Recology Reimbursement	905.54
REV	01/24/2024	Cash from W230 swap with E330	25,000.00
REV	02/28/2024	Fire Sustainability Q1 and Q2	63,905.00
APP	02/28/2024	LH Payroll and PGE Reimbursement	1,482.28
APP	03/06/2024	CA DMV Registration Overpayment Refund	1,952.00
REV	03/13/2024	Fire Recovery USA 1547463	325.26
REV	03/13/2024	Fire Recovery USA 1552253	1,930.89
APP	03/20/2024	LH Payroll and PGE Reimbursement	854.51
TOTAL			<u><u>\$104,085.27</u></u>

new since last report



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

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

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

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

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

The meeting was called to order at 7:00 PM by President McMullen.

Interim Board Clerk Rita called roll and confirmed that a quorum was present.

Present were:

Commissioners: James McMullen, Beth Stiles, Emily Amy, Warren Roos

Staff: Assistant Chief Dave Stiles, Fire Captain Patrick Fish,
Firefighter and Volunteer Association President Jon Lee, and
Hall Manager Ned Sykes

Via Zoom: Fire Captain Tom Stiles and Fire Chief Marcus Klinkhammer

2. Public Comment

NONE

3. Lillard Hall Manager Report (Manager Sykes)

Hall Manager Sykes reported that the parking lot had been graded and gravel delivered. He further reported that the last of the checks had cleared the Bank of America account and he would be closing it the following day.

4. Weed Abatement Report (Firefighter Lee)

Firefighter Lee reported that the weed abatement postcards would be sent shortly. He further reported that he would begin inspection in early April, weather permitting.

5. Old Business

a. Discussion / Action - Board Position on Supporting Legislation, Regulations, Codes, Standards, Etc (Chief Rita)

Chief Rita pointed out some upcoming Federal OSHA changes which were now in the comment period. Such changes, if passed as written, will have significant impacts on administrative processes and finances. It had been reported during a Zoom webinar that Chief Rita attended that there were at least 30 NFPA standards that were recommended to be adopted in whole and over 1,500 references to the words “may” and “shall” in those

standards, which would then become regulations that must be followed. One instance in particular would be the requirement to meet all the medical exam evaluation processes listed in the NFPA standard. Commissioner Stiles didn't see anything wrong with that as we should be concerned about the health of our members.

There was also further discussion about simply letting Associations to which the District belongs respond for the fire service on our behalf, whether we agree with those responses or not.

Both Commissioner Amy and Commissioner Stiles reiterated their concerns.

Motion: Board will consider certain legislation or regulations if they are brought to the Board for consideration
 By: Commissioner Amy
 Second By: Commissioner Roos
 Discussion: President McMullen enquired whether Commissioner Amy wanted to include codes and standards in the motion.

Motion Amended: To include codes and standards
 By: Commissioner Amy
 Second to Amendment: Commissioner Roos
 Discussion: Firefighter Lee asked what would happen if the Volunteer Firefighter Association did not agree with the Board's position on a matter. Commissioner Amy responded that this motion covers items that are not currently in effect but are being proposed by governmental or private entities. Fire Chief Rita replied that the Association, as an Association, would be able to submit its own public comment.

Motion and Amended Motion passed by the following vote:

Aye: Commissioners Amy, Roos, and McMullen.
 No: Commissioner Stiles.

b. Discussion / Action – Withdraw from Take Command Services Agreement (Chief Rita)

Chief Rita reported that she had reviewed the contract provisions regarding our obligations and ability to terminate under the current contract. We can terminate at any time without penalty. She further reported that she had done further research on the IRS web page and we need to have several documents in place: (i) a reimbursement form, (ii) notice to employees regarding the plan, and (iii) a plan document. The IRS publication regarding the notice to employees has a sample notice and the reimbursement form does not require anything special. The plan document is the one document that the District will need to find someone to prepare. Chief Rita noted that there are several companies that can prepare one for us and she will

research the cost. In the meantime, because of the plan document requirement, we need to continue with the Take Command Services Agreement for now. She will provide an update at the April Board meeting.

Commissioner Stiles asked about the two employees who were terminating and whether we had set up their retiree accounts yet. Chief Rita reported that she had not yet done so. It may be that they can continue with the current plan since they have not completely separated from the Department, as both are staying on as On-Call Driver/Operators.

Consensus to table until next meeting.

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

i. Policy 205 – Liability Claims (new)

This is back because Commissioner Amy had asked whether the Board should have a separate policy since this was written referencing only the Department.

Chief Rita reported that County Counsel had reviewed it and indicated that we should have one policy manual that provides policy for both the District and the Department. Therefore, the policies can, and should where appropriate, be written to cover both the District and the Department. Chief Rita did revise the draft to include specific references to both the District and the Department.

Motion: To approve Policy 205 as modified in the current draft provided to the Board

By: Commissioner Amy

Second By: Commissioner Stiles

Discussion: No further

Motion passed unanimously.

ii. Policy 1202 – Committees (new)

This is back on the Agenda so that the full Board can review it.

Commissioner Amy noted that 1202.4 specifically mentions the Board President is required to be appointed to at least one committee. She wondered if instead it should state that all Board members are required to accept at least one committee assignment. Commissioner Roos asked about the language in Section 1202.1 regarding technical advisors. Commissioner Amy advised that staff were the technical advisors. While she noted that the language as drafted was a result of the Board President having never served on a committee since she'd been on the Board, Commissioner Stiles did not have a problem with rewording Section 1202.4 as suggested by Commissioner Amy.

Chair Amy recommended that section 1202.4 be changed from referencing that the Board President must serve to require that all Board members shall serve on at least one committee, recommending that the language be changed to: “All board members shall serve as committee members” and then anywhere it says “President” it should reference all Board members. President McMullen asked if we need to keep the “due to the size” language. Commissioner Amy believed we should keep it as it is the reason all members should serve.

Chief Rita suggested the following change to the entire Section 1202.4:

“1202.4 BOARD MEMBERS AS COMMITTEE MEMBERS

“Due to the size of the West Plainfield Fire Protection District Board of Fire Commissioners, all Board members shall accept at least one Committee assignment each year.”

Motion: Adopt Policy 1202 as modified by Chief Rita’s suggested revisions to Section 1202.4
 By: Commissioner Amy
 Second By: Commissioner Stiles
 Discussion: No further
 Motion passed unanimously.

6. New Business

a. Discussion / Action – Adopt Policies and Procedures (Chief Rita)

i. Policy 1201 – Meetings (revised)

Commissioner Amy asked for additional time to review this Policy and compare it to those adopted by other similar agencies. For instance, she suggested making the public comment time 5 minutes. Commissioner Roos asked about the strikeout regarding flexibility concerning Roberts Rules. He wondered if we should do away with Roberts Rules and make it less formal and whether we would be outside the law to consider it. Chief Rita replied that when she asked Yolo County Counsel for samples, she was given California Special Districts (CSD) documents as templates. This policy is drafted from those documents. Chief Rita reported that she had modified the CSD template to include references to Roberts Rules as our current policies include it.

Commissioner Roos also asked about why not voting is considered to have voted “yes.” The only valid reason for not voting on a matter before the Board is a declared conflict of interest for reasons set forth

by law. In the absence of a properly declared conflict of interest, all members must vote.

Chief Rita requested that if any Board member has changes they want to have considered at the next meeting they please provide them to Interim Clerk Rita for inclusion in the next draft.

By consensus, this item is moved to the next meeting.

ii. Procedure 1004 – Background Investigation and Medical Evaluation or Re-Evaluation (new)

Commissioner Amy asked if we do annual re-evaluations. Chief Rita replied we do not unless a member is injured and a re-evaluation is required before they resume duties. Assistant Chief Stiles pointed out that an annual physical had discovered a major health issue for one of his colleagues at UC Davis Fire when he had worked there. Commissioner Amy indicated that she brought it up because at a recent training she had taken many departments do require an annual re-evaluation as they catch issues early. Chief Rita agreed it is something we should consider. Commissioner Stiles likes the idea and we should also consider mental health evaluations; after all, the ultimate goal is to ensure our members retire healthy.

Commissioner McMullen requested the source of the language. Chief Rita replied that she drafted it as she did not find it in any of the source template documents. Commissioner McMullen reported he had heard of firefighters at other departments being afraid of losing their jobs after something is found.

Assistant Chief Stiles stated that at UC Davis they do annual re-evaluations for the HazMat team members and the year before he left they started annual screening on all personnel for several different diseases. He knows that those screenings caught at least one cancer early. Finally, he noted that, while it would be unfortunate for a member to discover they are no longer physically fit, the benefit of catching health issues early is important.

Commissioner Amy noted that at her recent training there was mention of other departments developing a one-year plan for those individuals who are discovered to have a health issue affecting their ability to serve and so we would not just terminate someone without first attempting to provide the rehabilitation needed for that individual to fully resume their duties. She will reach out to Chief Tubbs at South Marin Fire and find out more about the program.

President McMullen asked if we should table this item until we get more information. Chief Rita requested this draft procedure be adopted as it represents our current procedures regarding medical

evaluations. Commissioner Stiles asked why we needed to adopt this procedure now as we have procedures and policies in place already. Chief Rita replied we have unwritten procedures regarding the medical evaluations and re-evaluations and need a new written procedure regarding what, at a minimum, needs to occur for the background investigations we perform, including the safeguards required by the Departments of Justice when using the LiveScan program. Assistant Chief Stiles noted that Chief Rita was simply requesting we adopt in writing steps we are currently taking regarding medical evaluations. President McMullen and Assistant Chief Stiles noted we can update the medical portions later as we determine what changes we want to make.

Motion: Adopt Procedure 1004 – Background Investigation and Medical Evaluation or Re-Evaluation as presented
 Motion by: Commissioner Stiles
 Seconded by: Commissioner Roos
 Discussion: No further discussion
 Motion approved unanimously.

b. Discussion / Action – Revise References to EMR/CPR/AED in Policy 1003 – Position Descriptions (including its resource documents) - from EMR/CPR/AED to FA/CPR/AED (Chief Rita)

Motion: Revise references to EMR/CPR/AED in Policy 1003, including its resource documents, from EMR/CPR/AED to FA/CPR/AED
 Motion by: Commissioner Amy
 Seconded by: Commissioner Roos
 Discussion: None
 Motion approved unanimously.

c. Discussion / Action – Standing Committee – Reports

i. Lillard Hall Committee – Amy, Roos

Before getting into the Agenda items, Commissioner Amy asked if Hall Manager Sykes needs to attend every Board meeting. She pointed out that he provides written financial and rental reports and rarely has an update that is not covered in Lillard Hall Committee meeting minutes or that she cannot report on herself. By consensus it was decided that Hall Manager Sykes need not attend every Board meeting. Commissioner Amy will notify him.

1. Discussion / Action – Adopt Lillard Hall Budget (Chair Amy)

The Committee had previously adopted the draft budget and the Board needs to adopt it as it is a District asset.

Motion: Adopt Lillard Hall Budget: \$23,757.00 total income/use of assets (revenue) and \$23,757 total liabilities (appropriations)

Motion by: Commissioner Amy

Seconded by: Commissioner Stiles

Discussion: Commissioner Roos asked about the priority of the capital projects as he thought the roof repair was the top priority. Commissioner Amy noted that the items listed under that heading are not listed in priority. Captain Fish asked about the amounts shown for liabilities for Hall internet. Commissioner Amy replied that the amounts are listed as those being due during the fiscal year and that category had been adjusted accordingly.

Motion approved unanimously.

2. Discussion / Action – Approve February 14, 2024, Meeting Minutes

Motion: Approve February 14, 2024, meeting minutes as presented

Motion by: Commissioner Amy

Seconded by: Commissioner Roos

Discussion: None

Motion approved unanimously.

ii. Budget and Benefits Committee – Stiles, Roos (no meeting)

Commissioner Stiles reported one was scheduled in April. Commissioner Amy asked if our finances get audited annually as she has never seen one. If so, are they GASB? Chief Rita replied that the County audits their budgets annually and ours is part of that audit; the County is governed by, and audits meet, GASB requirements. Commissioner Amy asked if the Board could receive a copy of the report, not necessarily for last fiscal year, but certain when the audit for the current fiscal year is completed. Chief Rita will provide a copy to everyone once the next audit is completed.

iii. Personnel Committee – Amy, Roos (no meeting)

Hall Manager and Fire Chief are due for evaluation. For the Fire Chief review the Committee is to solicit input from members. Chair Amy noted she had received a template from the City of Davis, but it did not seem to apply to firefighters. She will make some modifications for our use. Commissioner Amy asked to whom she should send the solicitation. By consensus it was agreed that it should be sent to all Department members and all Commissioners.

d. Discussion / Action – Liaison Reports

i. Fire Prevention / Investigation – McMullen

Assistant Chief Stiles reported that he and Chief Rita are exploring joining the Sacramento-Sierra Regional Arson Investigators Task Force. The dues are \$100 per year. It provides services similar to the program developed by the Yolo County Fire Chiefs Association and will expand access to resources, particularly fire investigators and training. He noted that though we do have the County program, it struggles to maintain trained personnel.

Commissioner McMullen asked if there was any obligation for our Department to provide members to the Sacramento-Sierra Regional Arson Investigators Task Force. Assistant Chief Stiles replied no, though if we have any members that do want to become investigators for that group tasks they are free to do so.

Chair McMullen asked if we needed to agree by consensus. Commissioner Amy replied that, as it was an operational matter, staff should be left to take care of it. AC Stiles and Chief Rita will make the final determination.

ii. Large Equipment / Facilities – McMullen

Assistant Chief Stiles reported that E330 is out-of-service due to several leaks that should have been repaired prior to delivery but were not. He is working with Brindlee Mountain and 505 Trucking to get them fixed.

iii. Discussion / Action – Duties of and Continued Need for Liaisons (All)

Commissioner Stiles noted this was briefly discussed at the last Board meeting and is back for final resolution. She noted that we rarely have reports under this item or that, when given, a staff member gives the report. Commissioner Amy believes we should move these items to other section reports.

Commissioner Amy questioned whether we need to have Liaison reports, or Committees with no reports, on the Agenda at all unless there is something to report. Removing these reports will shorten the meetings. If a Commissioner or staff member wants something on the Agenda, they can forward a request to the Board Clerk. If a Board member has questions about something not on the Agenda they can address those items during Open Forum.

It was agreed, by consensus, to (a) remove “reports,” whether by Committee or staff, from the Agenda unless an item is specifically provided to the Board Clerk for inclusion, and (b) discontinue the use of these Liaison positions.

7. Fire Chief's Report (Chief Rita)

a. Staffing

Chief Rita reported that the latest on-call driver/operator hire was separated during the probationary period. She reported that one of the Reserves has moved to Southern California, leaving two active and one application pending. She further reported that two of the career firefighters had given notice – one going to CalFire, the other into the private sector. Due to the timing of the first notice and knowing that the second notice was coming, she went to the list to fill the first position. For the second position and since we did have the first position filled already at that point, she sent an email to all members soliciting interest in being considered for the open firefighter career position; which notice period ended at 5:00 PM that day. Having received no responses to that solicitation, Chief Rita indicated she will go back to the list to fill the second position.

b. JOA

The JOA chiefs have begun working on a strategic plan, with one, three and five-year goals. One of the first-year goals is for all the partners to have completed the preparation and adoption of those policies LAFCO had identified as being missing or inadequate for each partner's District. Chief Rita has received templates from LAFCO and YCPARMIA. When completed the JOA strategic plan will be presented to the Winters City Manager and the District Boards for consideration and input.

c. Tablet Command

Captain Fish reported he had been working on this since late 2021. Most of the fire agencies in Yolo County will be participating. Yolo OES will contract with Tablet Command and, at least, the first year will be paid for by the County; all participating Districts are requested to provide funding in their ongoing budgets to cover the future costs, if necessary; in our case, worst-case scenario would be \$5,467. T-Mobile will be providing free iPads and reduced data rates; we will be replacing the iPads in all the apparatus. The Board thanked Captain Fish for all his hard work on the matter. By consensus it was agreed we should participate.

d. Other Items Not Otherwise Addressed Elsewhere During Meeting

Chief Rita reported that we have heard from the FBI and California DOJ and our LiveScan program is operational. The fee schedule for printing on the DOJ website is outdated, so we won't know what the fee is until our first LiveScan, which will occur soon.

Chief Rita reported that she was about done with the scanning project. There are at least a dozen boxes to be shredded. However, she noted that retired Commissioner Yeager had expressed interest in going through them and other media as the District "historian." After some discussion and by consensus it was agreed that Jim Yeager be designated as the District Historian. Chief Rita noted that we should develop a job

description. Commissioner Amy suggested that retired Commissioner Yeager draft it.

Chief Rita reported that Firefighter Mendoza's vehicle had been damaged during the latest wind event. The vehicle had been parked in the North lot, next to the sidewalk where an old ping-pong table had been stored until it could be disposed of. The table blew into the vehicle causing damage. The claim has been submitted and we are waiting to see if the insurance company will cover it and what our deductible will be. We have 45 days to complete the claim. Commissioner Amy asked if the damage would be less than our deductible. Chief Rita reported that she did not know yet as the claim had just been submitted, but that it had put a hole in the fiberglass body of the vehicle.

Finally, Chief Rita reported she had been working on a succession plan, as directed by the Personnel Committee last year. It will be presented to the Personnel Committee for review and implementation as it will be necessary soon; certainly no later than January 1, 2025.

8. Fire Fighter's Association Report (President Lee)

President Lee reported the Pancake Breakfast was a success. He further reported that we sold 35 alcoholic drinks and would likely sell them again next year, as several people told him they would have purchased one if they had known ahead of time they would be available. The breakfast netted about \$5,000, which has been the average over the years.

During the breakfast, President Lee was approached by several people that are interested in volunteering, but not as firefighters. The Association will explore ways to utilize them, perhaps reinstating the auxiliary.

President Lee noted that he was on track for a Spring Flea Market to be held on April 27, where food would be sold as an additional fundraiser. We will have a Department booth to try to sell some of our surplus and miscellaneous items. The Association will be selling food at the market and may use it as a test run for a future tri-tip dinner fundraiser. President Lee confirmed the next flea market is in the Spring, not the Fall as on the flyer he had just provided; he will fix it.

Commissioner Amy suggested that we consider a raffle at the tri-tip dinner event. President Lee reported that that item is already under discussion.

9. Report (Interim Board Clerk)

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

The Interim Board Clerk pointed out that she had added to this report a list of the deposits made this fiscal year to date.

Motion: Ratify the reported bill payments
 Motion by: Commissioner Amy

Seconded by: Commissioner Stiles
 Discussion: None
 Motion passed unanimously.

b. Discussion / Action - Approval of January 16, 2024, Regular Board Meeting Minutes

Commissioner Amy advised that under Item 1 of the draft, Hall Manager Ned Sykes needs to be added as a staff member present at the meeting. Commissioner Roos commented on the price of the decals. Assistant Chief Stiles reported those were the basic decals.

Motion: Approve the January 16, 2024, regular Board meeting minutes as corrected to include Hall Manager Ned Sykes in Item 1
 Motion by: Commissioner Amy
 Seconded by: Commissioner Stiles
 Discussion: No further

Motion passed, with Commissioner McMullen abstaining because he had not been at the meeting.

c. Discussion / Action – Approval of February 27, 2024, Special Board Meeting Minutes

Motion: Approve the February 27, 2024, Special Board meeting minutes as presented
 Motion by: Commissioner Roos
 Seconded by: Commissioner Amy
 Discussion: None
 Motion passed unanimously.

10. Open Forum

Commissioner Amy reported she had attended the Board member training provided by the Fire Districts Association of California in Williams that past weekend. She noted she had learned that it was not just email that could be confiscated, but laptops, phones, and computers used to review email and documents, as well. She asks that the Budget and Benefits Committee consider funding for the purchase of tablets or similar devices for the Board members to use. Commissioner Roos asked if the tablets that will be replaced under the Tablet Command deal would work. Fire Captain Fish reported that four of them did. Commissioner Roos wondered if we were being overly cautious about it. Chief Rita wondered if we did that what else we should consider changing: phones, etc. President McMullen believes it should be explored outside the Budget and Benefits Committee. Chief Rita recommended discussion start with the Budget and Benefits Committee. President McMullen referred it to the Budget and Benefits Committee and thanked Commissioner Amy for attending the training.

Commissioner Roos asked about doing something for retired Commissioner Yeager. Commissioner Amy asked about Guarino. Chief Rita reported she had been working on it with President McMullen and would continue to do so.

11. Next regular Board meeting on April 16, 2024, unless another date is agreed upon

By consensus, the next regular Board meeting date was confirmed as April 16, 2024.

12. Meeting Adjourned (President McMullen)

Motion: To adjourn
Motion by: Commissioner Amy
Seconded by: Commissioner Roos
Discussion: None
Motion passed unanimously.

President McMullen adjourned the meeting at 8:59 PM.

Minutes Approved: April 16, 2024

JAMES F. McMULLEN, President

CHERIE RITA, Interim Board Clerk