



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

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**BOARD OF COMMISSIONERS – REGULAR MEETING  
APRIL 18, 2023 at 7:00 PM**

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

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

1. Call the Meeting to Order and Establish Quorum (President McMullen)
2. Introduction and Welcome – New Board Member Warren Roos (President McMullen)
3. Public Comment
4. Old Business
  - a. Update – Weed Abatement (Chief Rita)
  - b. Update – Yolo County Fire Sustainability Committee (AC Stiles)
  - c. Update and Discussion / Action – Election of Board Officers (President McMullen)
5. Lillard Hall
  - a. Manager Report (Hall Manager Sykes)
6. New Business
  - a. Discussion / Action – Volunteer Applications (Chief Rita)
    - i. Lindsey Phillips – Administration Assistant
  - b. Discussion / Action – Standing Committees – Reports
    - i. Personnel Committee – **Amy**, Yeager
      1. Approval of March 29, 2023, Committee Meeting Minutes
      2. Approval of April 15, 2023, Committee Meeting Minutes
      3. Discussion / Action - Hire Recommended Candidate for Open Company Officer Position (Commissioner Amy)
        - a. Closed Session, if necessary
        - b. Reopen Session
        - c. Report Out of Closed Session

- ii. District Funding and Development Committee – **Yeager**, Stiles
  - 1. Approval of April 5, 2023, Committee Meeting Minutes
  - 2. Discussion / Action – Presentation by SCI and Potential Changes to Formula (Jeanette Hynson)
- iii. Lillard Hall Committee – **Amy**, Guarino
  - 1. Approval of April 3, 2023, Committee Meeting Minutes
  - 2. Discussion / Action – Common Grounds' Proposal
  - 3. Discussion / Action – Bathroom Remodels
  - 4. Discussion / Action – Adopt Changes to Use Policies
- iv. Budget and Benefits Committee – **Stiles**, Guarino
  - 1. Approval of March 17, 2023, Committee Meeting Minutes
  - 2. Approval of April 14, 2023, Committee Meeting Minutes
- c. Discussion / Action – Ad Hoc Committees – Reports
  - i. LAFCO – **Yeager**, Guarino
  - ii. Solar – **Stiles**, Guarino
- d. Discussion / Action – Liaison Reports
  - i. Fire Prevention / Investigation – McMullen
  - ii. Training – Yeager
  - iii. Large Equipment / Facilities – McMullen
  - iv. IHS – McMullen
- e. Discussion / Action – Approve Resolution 23-02 (an amendment of Resolution 22-03) (Chief Rita)
- f. Discussion / Action – Policies and Procedures Updates – Lexipol (Chief Rita)
  - i. Approve Policy 70 – Mission Statement (replaces 110.01)
  - ii. Approve Policy 90 – Code of Ethics (replaces, in part, 110.02)
  - iii. Approve Policy 100 – Fire Service Authority – new
  - iv. Approve Policy 102 – Oath of Office – new
  - v. Approve Policy 103 – Policy Manual – new
  - vi. Approve Policy 202 – Department Directives - new
  - vii. Approve Policy 206 – Electronic Mail – new
  - viii. Approve Policy 207 – Administrative Communications – new
  - ix. Approve Policy 325 – Performance of Duties – new
  - x. Approve Policy 328 – Line of Duty Deaths - new

- xi. Approve Policy 704 – Information Technology Use – new
  - xii. Approve Policy 709 – Photography and Electronic Imaging – new
  - xiii. Approve Policy 1045 – Member Speech, Expression, and Social Networking – new
- 7. Fire Chief’s Report (Chief Rita)
- 8. Fire Fighter’s Association Report (President Jon Lee)
- 9. Clerk’s Report
  - a. Discussion / Action – West Plainfield Fire Protection District Bill Review / Approval
  - b. Approval of March 21, 2023, Regular Board Meeting Minutes
- 10. Open Forum
- 11. Next regular Board meeting on May 16, 2023, unless another date is agreed upon
- 12. Meeting Adjourned (President McMullen)



Chief WPL &lt;chief@westplainfieldfire.com&gt;

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**Re: Board Question**

**Philip Pogledich** <Philip.Pogledich@yolocounty.org>  
To: Chief WPL <chief@westplainfieldfire.com>

Thu, Mar 30, 2023 at 5:17 PM

Cherie,

Seeing your other email reminded me of this one. I had some back and forth with another attorney in my office. I wanted him to take a look to see if he had a different perspective. He does not. In his words:

I read section 13853 as only applying to an elected board, not one that is appointed. In this case, the Board of Supervisors is the District Board, but has delegated its powers to an appointed fire commission. See H&S Code § 13844. As a result, the requirement that the Board elect its officers "within 60 days ... after each general district election or unopposed election" does not apply to the fire commission, because the district does not have a "district election."

So I think that's where we're at. I sense this may not be the answer you were hoping for, but it's our best reading of this strangely worded statute.

Phil

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**From:** Chief WPL <chief@westplainfieldfire.com>  
**Sent:** Monday, March 20, 2023 1:17 PM  
**To:** Philip Pogledich <Philip.Pogledich@yolocounty.org>  
**Subject:** Re: Board Question

Hi,  
Just following up on the follow up question below. Thanks.  
Cherie

On Wed, Mar 1, 2023 at 6:18 PM Cherie Rita <chief@westplainfieldfire.com> wrote:  
They are appointed by the Supervisors. They have staggered terms.

Cherie Rita, Chief  
West Plainfield Fire  
Sent from my iPhone

On Mar 1, 2023, at 3:38 PM, Philip Pogledich <Philip.Pogledich@yolocounty.org> wrote:

With all the fire districts out there I can't keep straight how different Boards are constituted. Is yours an elected Board that sometimes has appointments by the Board of Supervisors in lieu of an election, or are all members simply appointed by the Board of Supervisors? I'd maybe treat an appointment in lieu of an election as one in the same as an unopposed election, but not a simple appointment.

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**From:** Chief WPL <chief@westplainfieldfire.com>  
**Sent:** Wednesday, March 1, 2023 2:49 PM  
**To:** Philip Pogledich <Philip.Pogledich@yolocounty.org>  
**Subject:** Re: Board Question

Thinking about it some more, though .. wouldn't the bit that reads: "... or unopposed election" seem to indicate a reappointment for purposes of your analysis below?

Cherie

On Wed, Mar 1, 2023 at 2:21 PM Philip Pogledich <[Philip.Pogledich@yolocounty.org](mailto:Philip.Pogledich@yolocounty.org)> wrote:

Chief Rita,

That is not a very clear statute. As I read it, section 13853 does not seem to address whether an election of officers is necessary after a reappointment of a new Board member. As you can see, it refers only to appointments in the context of an "initial" appointment (arguably you can read even that differently, but I'm fairly certain only the word "initial" was intended to apply equally to the "election" or "appointment" of a new Board member). So I think the best reading of the statute is that an election of officers is required only after the "initial" appointment of a new member, and not upon their reappointment. Otherwise, the Legislature would have included a reference to "reappointment" in the first sentence.

I realize this is a bit of an odd outcome, as it would require officer elections after the reelection of existing members at a general election for an elected Board but not after the reappointment of existing members for an appointed Board. The Legislature acts in mysterious ways.

I believe this answers your question, but please let me know if you have any questions or if I've misunderstood your request.

Phil

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**From:** Chief WPL <[chief@westplainfieldfire.com](mailto:chief@westplainfieldfire.com)>  
**Sent:** Wednesday, March 1, 2023 1:29 PM  
**To:** Philip Pogledich <[Philip.Pogledich@yolocounty.org](mailto:Philip.Pogledich@yolocounty.org)>  
**Subject:** Board Question

Hi Phil,

President McMullen asked that I forward a question about elections for President and Vice-President of our Board (our clerk is not a Board member). The code section he and one Board member appear to be reading reads as follows:

<image.png>

We have one seat expiring, which may or may not be filled by the current board member (he wants to continue) at the discretion of the Board of Supervisors, at the end of this month. Would that trigger a requirement for election/relection of our Board's officers within 60 days of appointment/reappointment of that seat?

Cherie

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**Cherie Rita**  
**Fire Chief**  
**West Plainfield FPD**  
**24901 CR 95**  
**Davis, CA 95616**  
**(530) 756-0212**  
**(530) 902-0434**

[THIS EMAIL ORIGINATED FROM OUTSIDE YOLO COUNTY. PLEASE USE CAUTION AND VALIDATE THE AUTHENTICITY OF THE EMAIL PRIOR TO CLICKING ANY LINKS OR PROVIDING ANY INFORMATION. IF YOU ARE UNSURE, PLEASE CONTACT THE HELPDESK (x5000) FOR ASSISTANCE]

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**Cherie Rita**  
**Fire Chief**  
**West Plainfield FPD**  
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**Cherie Rita**  
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## **West Plainfield Fire Protection District**

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### **West Plainfield Fire Protection District Board of Directors**

#### **Policy 16-005 – Procedures for Elections of Board Officers and their Titles**

#### **Procedures for Elections of Board Officers and their Titles**

##### **Background:**

The intent of this Policy is to clearly identify the procedures this District will follow for conducting elections for Board Officers and their Titles. Pursuant to the California Health and Safety Code 1380 – 1387 The West Plainfield Fire Protection District adopts the following titles and procedures for electing Board Officers.

Within 60 days after initial appointment and after each general election the district board shall meet and elect officers. The officers of the District Board are a President, Vice President and a Secretary or Clerk. The Secretary or Clerk may be a member of the District Board. He or she may receive compensation set by the district. The District Board may choose to employ a Clerk to perform the duties of the Secretary.

##### **Procedure:**

The President of the Board shall appoint an Election officer and Assistant Election Officer neither of whom are eligible to hold office.

1. The election Officer will open the nominations for the office of President. Only sitting members of the Board of Fire Commissioners are eligible to serve as officers and only sitting board members may put forth nominations.
2. The Election Officer will make three calls for nominations, a first call, second call and a final call.
3. The Election Officer will record the nominations and the Assistant Election Officer will verify the names.
4. The Election Officer will announce that nominations are closed and announce the nominees in the order they were nominated.
5. The Election Officer will ask each nominee if they accept or decline the nomination and if they would like to make a statement. After acceptance and statements are concluded the Election Officer will call for a vote.
6. The Election Officer will call the names in the order they were nominated asking for a show of hands. "All those in favor of Commissioner X please raise their hand." Members may only vote once for each office.
7. The Election Officer and Assistant will count the votes.
8. The Election Officer will announce the results.
9. The Secretary or Clerk will record the results.



## West Plainfield Fire Protection District

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This process will be repeated for Vice President and Secretary if the Board chooses to elect a Secretary. If the Board elects to employ a Clerk no nominations or vote are necessary for Secretary.

Policy 16-002 adopted this 15<sup>th</sup> Day of November, 2016

A handwritten signature in black ink that reads 'Ed Beoshanz'. The signature is written in a cursive style and extends to the right with a long, sweeping underline.

Ed Beoshanz  
President, West Plainfield Fire Protection District

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LILLARD HALL - REPORT - ACCOUNTING

Date	Check #	Payment Amount	Deposit Amount	Balance	Payable To	From	Purpose	
08/23/22		30.00			BofA		Stop Payment Fee	Included for record purposes only
08/29/22			3,200.00		Counter Credit			Included for record purposes only
09/04/22	605	800.00			██████████		Refund Deposit	Included for record purposes only
09/06/22			1,800.00		Counter Credit			Included for record purposes only
09/15/22	606	1,393.65			West Plainfield FPD		Invoice(s): Payroll & PGE Aug 2022	Included for record purposes only
09/20/22	607	756.23			West Plainfield FPD		Invoice(s): Payroll & PGE Sept 2022	Included for record purposes only
09/20/22		3.00			BofA		Check image service fee	Included for record purposes only
09/26/22			1,950.00		Counter Credit			Included for record purposes only
09/28/22	608	416.44			West Plainfield FPD		Invoice(s): Payroll 09/30/22	Included for record purposes only
10/15/22	612	641.17			West Plainfield FPD		Invoice(s): Payroll & PGE 10/14/22	Included for record purposes only
10/19/22		3.00			BofA		Check image service fee	Included for record purposes only
10/20/22				19,030.28			Beginning Balance - Bank Statement	BEGINNING BALANCE
08/24/22	604	800.00		18,230.28	██████████			Cleared
09/26/22	609	800.00		17,430.28	██████████		Refund Deposit	Cleared
10/05/22	610	101.24		17,329.04	CalNet - Winters		Internet - Oct 2022	Cleared
10/18/22	611	765.44		16,563.60	Recology		Garbage	Cleared
10/18/22	613	178.14		16,385.46	██████████		Reimburse: Motion lights (Home Depot)	Cleared
10/30/22	614	800.00		15,585.46	██████████		Refund Deposit	Cleared
11/01/22	615	106.24		15,479.22	CalNet - Winters		Internet - Nov 2022	Cleared
11/11/22	616	380.22		15,099.00	Recology		Garbage	Cleared
11/11/22	617	230.00		14,869.00	Woodland Electrical	??????????????	Troubleshoot light pole	Cleared
11/11/22	618	378.59		14,490.41	West Plainfield FPD		Invoice(s): Payroll 10/28/22	Cleared
11/13/22	619	800.00		13,690.41	██████████		Refund Deposit	Cleared
11/15/22	620	473.23		13,217.18	West Plainfield FPD		Invoice(s): Payroll 11/14/22	Cleared
11/17/22		3.00		13,214.18	BofA		Check image service fee	Cleared
12/01/22	621	106.24		13,107.94	CalNet - Winters		Internet - Dec 2022	Cleared
12/01/22	622	375.22		12,732.72	Recology		Garbage	Cleared
12/01/22	623	800.00		11,932.72	██████████		Refund Deposit	Cleared
12/04/22	624	200.00		11,732.72	██████████		Refund Deposit	Cleared
12/05/22			5,850.00	17,582.72	Deposit	??????????????		Deposited
12/16/22	625	824.29		16,758.43	West Plainfield FPD		Invoice(s): 11/16/22, 11/22/22, 12/06/22	Cleared
12/19/22		3.00		16,755.43	BofA		Check image service fee	BE
	626			16,755.43	VOIDED			VOIDED
12/26/22	627	542.91		16,212.52		??????????????	??????????????	Cleared
	628			16,212.52	VOIDED			VOIDED
12/26/22	629	101.24		16,111.28	CalNet - Winters		Internet - Jan 2023	Cleared
12/27/22			500.00	16,611.28	Deposit	██████████	Rental	Deposited
12/30/22	630	380.22		16,231.06	Recology		Garbage - Past Due	Cleared
01/18/23			700.00	16,931.06	Counter Credit			Deposited

LILLARD HALL - REPORT - ACCOUNTING

Date	Check #	Payment Amount	Deposit Amount	Balance	Payable To	From	Purpose	
01/19/23		3.00		16,928.06	BofA		Check image service fee	BE
01/19/23	631	101.24		16,826.82	CalNet - Winters		Internet - Feb 2023	Cleared
02/10/23	632	390.03		16,436.79	Recology		Garbage - 01/31/23	Cleared
02/10/23	633	120.42		16,316.37	West Plainfield FPD		Invoice(s): PGE 01/26/23	Cleared
			1,600.00	17,916.37	Deposit		Rental and Security Deposit	Deposited
02/12/23	634			17,916.37	VOIDED		VOIDED CHECK	
02/12/23	635	101.24		17,815.13	CalNet - Winters		Internet - Mar 2023	Cleared
02/21/23	636	104.06		17,711.07	West Plainfield FPD		Invoice(s): PGE 02/16/23	Cleared
03/01/23			600.00	18,311.07	Deposit		Rental	Deposited
03/01/23			150.00	18,461.07	Deposit	Yolo County	Rental	Deposited
03/07/23			800.00	19,261.07	Deposit		Rental	Deposited
03/13/23	637	800.00		18,461.07			Deposit Refund	
03/13/23	638	390.03		18,071.04	Recology Davis		Garbage	
03/13/23	639	106.84		17,964.20			Expense Reimbursement	
03/21/23	640	101.24		17,862.96	Cal.net Inc.		Internet	
03/24/23	641	122.08		17,740.88	West Plainfield FPD		PG&E Reimbursement	
03/24/23	642	258.92		17,481.96	West Plainfield FPD		Hall Manager Compensation 2/12 - 2/25	
03/29/23	643	816.60		16,665.36	West Plainfield FPD		Hall Manager Compensation 2/26 - 3/25	
04/03/23			500.00	17,165.36			April Rental	
04/03/23		6.00		17,159.36	BofA		Service Fees 1/20/23 - 3/21/23	
04/03/23	644	800.00		16,359.36			Deposit Refund	
04/03/23	645	800.00		15,559.36			Deposit Refund - Canceled Event	
04/10/23			800.00	16,359.36			Security Deposit - 4/28 Fundraiser	
04/10/23			800.00	17,159.36			Rent - May	

### LILLARD HALL - REPORT - RENTALS

Date(s)	Applicant Name and Phone	Event Type	Applicant Type	Rent Due	Amt Due	Date Paid	Security Deposit Due	SD Amt Due	Date Paid	Date Refunded	Refund Amt	Ins Cert Required	Date Cert Provided	Guard Required	Date Contract Provided
01/10/23	4H	Meeting	WPPFD Resident	No			Yes	800				Yes		No	
01/12/23		Dog Training	Other	Yes	100		Yes	200	08/25/22			Yes		No	
01/18/23		Dog Training	Other	Yes	100		N / A					N / A		Yes	
01/18/23		Community Meeting													
01/18/23		Flooding	Meeting	Yes	100		Waived					No		No	
01/19/23		Dog Training	Other	Yes	100		N / A					N / A		No	
01/24/23		Dog Training	Other	Yes	100		N / A					N / A		No	
01/26/23		Dog Training	Other	Yes	100		N / A					N / A		No	
01/31/23		Dog Training	Other	Yes	100		N / A					N / A		No	
02/01/23		Dog Training	Other	Yes	100	01/31/23	N / A					N / A		No	
02/02/23		Dog Training	Other	Yes	100	01/31/23	N / A					N / A		No	
02/08/23		Dog Training	Other	Yes	100	01/31/23	N / A					N / A		No	
02/09/23		Dog Training	Other	Yes	100	01/31/23	N / A					N / A		No	
02/14/23	4H	Meeting	WPPFD Resident	No			N / A					N / A		No	
02/15/23		Dog Training	Other	Yes	100	01/31/23	N / A					N / A		No	
02/16/23		Dog Training	Other	Yes	100	01/31/23	N / A					N / A		No	
02/22/23		Dog Training	Other	Yes	100	01/31/23	N / A					N / A		No	
02/23/23		Dog Training	Other	Yes	100	01/31/23	N / A					N / A		No	
03/01/23		Dog Training	Other	Yes	100		N / A					N / A		No	
03/02/23		Dog Training	Other	Yes	100		N / A					N / A		No	
03/04/23		Fundraiser Dinner	Other	No			No		01/19/23	03/13/23	800	Yes	02/28/23	Yes	
03/05/23	WPPFD Volunteers	Fundraiser Breakfast	WPPFD Personnel	No			Waived					No		No	
03/08/23		Dog Training	Other	No	100		N / A					N / A		No	
03/09/23		Dog Training	Other	No	100		N / A					N / A		No	
03/14/23	4H	Meeting	WPPFD Resident	No			N / A					N / A		No	
03/15/23		Dog Training	Other	No	100		N / A					N / A		No	
03/16/23		Dog Training	Other	No	100		N / A					N / A		No	
03/22/23		Dog Training	Other	No	100		N / A					N / A		No	
03/23/23		Dog Training	Other	No	100		N / A					N / A		No	
03/23/23		Community Meeting													
03/23/23		Flooding	Meeting	Yes	50		Waived					No		No	
03/29/23		Dog Training	Other	No	100		N / A					No		No	

## LILLARD HALL - REPORT - RENTALS

Date(s)	Applicant Name and Phone	Event Type	Applicant Type	Rent Due	Amt Due	Date Paid	Security Deposit Due	SD Amt Due	Date Paid	Date Refunded	Refund Amt	Ins Cert Required	Date Cert Provided	Guard Required	Date Contract Provided
04/01/23	[REDACTED]	CE Workshop	Other	No		09/22/22	No		09/22/22			Yes	On File	No	
04/02/23	NACSW	CE Workshop	Other	No		09/22/22	No						On File	No	
04/06/23	[REDACTED]	Dog Training	Other	No	100	03/22/23	N / A					N / A			
04/11/23	4H	Meeting	WPFDP Resident	No			No					N / A		No	
04/12/23	WPFDP	Driver Operator Class		N / A			N / A								
04/15/23	WPFDP	Driver Operator Class		N / A			N / A								
04/16/23	WPFDP	Driver Operator Class		N / A			N / A								
04/19/23	[REDACTED]	Dog Training	Other	No	100	03/22/23	N / A					N / A		No	
04/20/23	[REDACTED]	Dog Training	Other	No	100	03/22/23	N / A					N / A		No	
04/22/23	[REDACTED]	Fundraiser Flea Market	WPFDP Personnel	N / A			N / A								
04/26/23	[REDACTED]	Dog Training	Other	No	100	03/22/23	N / A					N / A		No	
04/27/23	[REDACTED]	Dog Training	Other	No	100	03/22/23	N / A					N / A		No	
04/28/23	[REDACTED]	Fundraiser Dinner	WPFDP Resident	No			No		04/10/23			Yes		Yes	
05/02/23	[REDACTED]	Dog Training	Other	No	100	04/10/23	N / A					N / A		No	
05/03/23	[REDACTED]	Dog Training	Other	No	100	04/10/23	N / A					N / A		No	
05/04/23	[REDACTED]	Dog Training	Other	No	100	04/10/23	N / A					N / A		No	
05/09/23	4H	Meeting	WPFDP Resident	No			N / A					N / A		No	
05/10/23	WPFDP	Driver Operator Class		N / A			N / A								
05/11/23	[REDACTED]	Dog Training	Other	No	100	04/10/23	N / A					N / A		No	
05/17/23	WPFDP	Driver Operator Class		N / A			N / A								
05/18/23	[REDACTED]	Dog Training	Other	No	100	04/10/23	N / A					N / A		No	
05/20/23	WPFDP	Driver Operator Class		N / A			N / A								
05/21/23	WPFDP	Driver Operator Class		N / A			N / A								
05/24/23	[REDACTED]	Dog Training	Other	No	100	04/10/23	N / A					N / A		No	
05/25/23	[REDACTED]	Dog Training	Other	No	100	04/10/23	N / A					N / A		No	
05/31/23	[REDACTED]	Dog Training	Other	No	100	04/10/23	N / A					N / A		No	
06/13/23	4H	Meeting	WPFDP Resident	No			No					N / A		No	
07/11/23	4H	Meeting	WPFDP Resident	No			No					N / A		No	
08/08/23	4H	Meeting	WPFDP Resident	No			No					N / A		No	
09/12/23	4H	Meeting	WPFDP Resident	No			No					N / A		No	
09/23/23	[REDACTED]	Quinceanera	Other	Yes	800		No		09/21/22			Yes		Yes	
10/10/23	4H	Meeting	WPFDP Resident	No			No					N / A		No	
11/14/23	4H	Meeting	WPFDP Resident	No			No					N / A		No	
12/12/23	4H	Meeting	WPFDP Resident	No			No					N / A		No	

## **WPL Committees and Liaisons – as of April 18, 2022**

### Liaisons

Facilities and Large Equipment Liaison – McMullen  
Fire Prevention Liaison – McMullen  
Training Liaison – Yeager  
IHS – McMullen

### Standing Committees

Budget & Benefits Committee – **Stiles**, Roos; staff: Rita  
Personnel Committee – **Amy**, Yeager; staff: Rita  
Funding and Development Committee - **Yeager**, Stiles; staff: Rita  
and Bravo  
Lillard Hall Committee – **Amy**, Roos; staff: Rita

### Ad Hoc Committees

LAFCO – **Yeager**, Roos  
Solar – **Stiles**, Roos



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

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**STANDING COMMITTEE – PERSONNEL – MEETING - MINUTES**  
**March 29, 2023 at 10:00 AM**

Held at Property Located at  
34791 Creeksedge Road  
Davis CA, 95616

**1. Call the Meeting to Order (Chair Amy)**

Chair Amy called the meeting to order at 10:01 AM.

Present were:

Commissioners: Emily Amy and Jim Yeager

Staff: Fire Chief Cherie Rita

**2. Public Comment**

NONE

**3. Performance Review – Fire Chief (Chair Amy)**

**a. Close Session**

Session closed at 10:02 AM by Chair Amy.

**b. Performance Review – Fire Chief**

**c. Reopen Session**

Session reopened at 10:35 AM by Chair Amy.

**d. Report Out of Closed Session**

Reviewed prior performance review documents, set new goals, and discussed improvements implemented by Chief Rita re project management.

**4. Discussion / Action – Immediate Opening for Company Officer (Chief Rita)**

**a. Status Review**

Chief Rita reported that the web page had been updated and the flyer had been published in the *Daily Dispatch*. Three applications had been received to date.

**b. Develop Plan**

Chief Rita to send job flyer to listservs and publish on social media platforms. Though Commissioner Yeager would not be here, after looking at the calendar, it was decided to hold interviews on Saturday, April 15, 2023, for possible advancement of candidate for hire to the Board at the April 18, 2023, meeting. Chair Amy was going to confirm with President McMullen that three persons on the interview panel: Chair Amy, Chief Rita, and AC Jon Guse (Willow Oak Fire) would be acceptable.

**5. Adjourn Meeting (Chair Amy)**

Meeting adjourned by Chair Amy at 10:50 hours.

Approved April 18, 2023

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Emily Amy, Chair, Commissioner

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Cherie Rita, Fire Chief, Recorder



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

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**STANDING COMMITTEE – FUNDING & DEVELOPMENT – MEETING - MINUTES**  
**April 5, 2023 at 3:00 PM**

In Person  
West Plainfield Fire  
24901 County Road 95  
Davis, CA 95616

Via 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 (Chair Yeager)**

Chair Yeager called the meeting to order at 3:04 PM.

Present were:

Committee Members / Commissioners: Jim Yeager and Beth Stiles  
Staff: Fire Chief Cherie Rita and  
Asst Chief Stiles

**2. Public comment**  
NONE

**3. Discussion / Action (All)**

**a. Survey Results (SCI)**

Jeanette Hynson, SCI, presented a slide show with the survey results analysis. Ms. Hynson reported a slightly over 30% return of surveys, the highest she's seen in awhile, if ever. The weighted survey response of "yes" votes in the survey was 41.6%. As expected, Ms. Hynson reported there was little support from those with ag land, whether cultivated or not.

Jeanette Hynson indicated that with some heavy focus on public education around the survey comments, we might have a chance of the measure passing. She indicated we also need to focus on the parcels with the larger assessments.

Chair Yeager directed Chief Rita to send the presentation and supporting documents (most of which are for internal use only) to all the Board members.

Ms. Hynson reported that Chief Rita had provided her with some parcels that needed adjustments in the EFSE determination, including removal of the UCD parcel that contains the primate center; Chief Rita noted that with removal of the one parcel for UCD they would be inclined to vote "yes". This will result in new amounts due from all parcel owners. SCI will make those



STANDING COMMITTEE – FUNDING & DEVELOPMENT – MEETING - MINUTES

April 5, 2023 at 3:00 PM

Page 2

changes and provide a new spreadsheet of potential assessment amounts for each parcel.

SCI is still on track to provide at the Board's May meeting the Resolutions for holding the vote on the measure, with ballots going out late May, early June. Ms. Hynson asked about ballot collection. After some discussion, Chair Yeager asked Ms. Hynson to check with the County to see if they can collect them so we don't have them until it is time to count them.

**b. Next Steps (All)**

SCI and Chief Rita will work on updating our internal talking points document. The goal is to have it finished in time for the Flea Market on April 22, 2023.

Jeanette Hynson left the meeting.

The committee resumed the meeting by setting the following community meeting dates:

Tuesday, April 25, 2023, at 6:30 PM  
Saturday, April 29, 2023, at 3:00 PM  
Tuesday, May 23, 2023, at 6:30 PM  
Saturday, June 10, 2023, at 3:00 PM – if needed

Chair Yeager directed Chief Rita to send a postcard mailing to all parcel owners for those dates, as soon as possible.

The committee then reviewed the list of parcels with assessments valued at over \$1,000.00. Members who knew a parcel owner were tasked with talking with that owner. Chief Rita will mail out letters to the agents for service of process of all the LLCs and Corporations for which we have no contact information and will send out the list to all the Board members, to start, to see if any of them knew an unassigned parcel owner and could reach out to them.

Chief Rita has spoken with Glide Ranch, whom she noted needs another meeting with someone, Davis Joint United School District, and Sacred Oaks. Chief Rita indicated she had a meeting set with the Airport, but had been unsuccessful in getting anyone from the Church or DQU to respond to her requests for a meeting.

**c. Recommendations to Board**

Begin reaching out to neighbors and assigned parcel owners, if they haven't already, as soon as possible. There needs to be at least one Commissioner at each community meeting.

**4. Discussion / Action (All)**

**a. Cost Recovery – Incidents (Presentation by Fire Recovery USA)**

**b. Recommendations to Board (All)**

The representative for this company did not show up for the meeting. Chair Yeager requested that Chief Rita contact the Company and moved this item to the next Funding and Development Committee meeting.

**5. Open Forum**  
NONE

**6. Calendar**

**a. The next Funding and Development Committee meeting to be determined.**

Chair Yeager scheduled the next Funding and Development Committee meeting for April 20, 2023, at 2:00 PM.

**7. Adjourn (Chair Yeager)**

Chair Yeager adjourned the meeting at 4:43 PM.

Approved April 18, 2023

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JIM YEAGER, Chair / Commissioner

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CHERIE RITA, Fire Chief / Recorder




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## survey comments

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**Jeanette Hynson** <jeanette.hynson@sci-cg.com>

Wed, Apr 5, 2023 at 4:02 PM

To: "chief@westplainfieldfire.com" <chief@westplainfieldfire.com>

Hi Cherie,

Attached are the detailed survey comments and the current timeline.

One other thing I forgot to mention that you may want to consider. I met with **Madison FPD** a couple of weeks ago and they indicated that their property owners didn't like the idea of paying a premium (increased travel time factor) for being close to the Fire Station and they would rather the factors start with 1 and then property owners further away from the fire station, receiving less benefit, get a discounted travel time factor and reduced assessment. We did some analysis and came up with the following travel time factors:

Travel Time	Normalized Travel Time Factor
<3	1.00
3 to 6	0.92
6 to 8	0.88
8 to 10	0.86
10+	0.84

**Esparto and Willow Oak** are considering similar travel time factors, the only thing is when we apply these factors the total benefit units are reduced causing the base rate to increase. I know you've been doing a lot of outreach and may not want to make significant changes like this, let me know if you want to consider this and I can tell you how much the base rate in your District would increase.

Thanks,

**Jeanette Hynson**, Senior Consultant

SCIConsultingGroup

Phone 707-430-4300

Email [jeanette.hynson@sci-cg.com](mailto:jeanette.hynson@sci-cg.com)

4745 Mangels Blvd., Fairfield, CA 94534

[LinkedIn](#)

# West Plainfield Fire Protection Districts Proposed Funding Measure Survey Results

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*Presented by:*  
Jeanette Hynson

# Survey Objectives

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- Evaluate the support and priorities of property owners within the West Plainfield Fire Protection District regarding current and proposed fire protection and emergency response services.
- Measure the level of support for a local funding measure to provide increased fire protection and emergency response services.

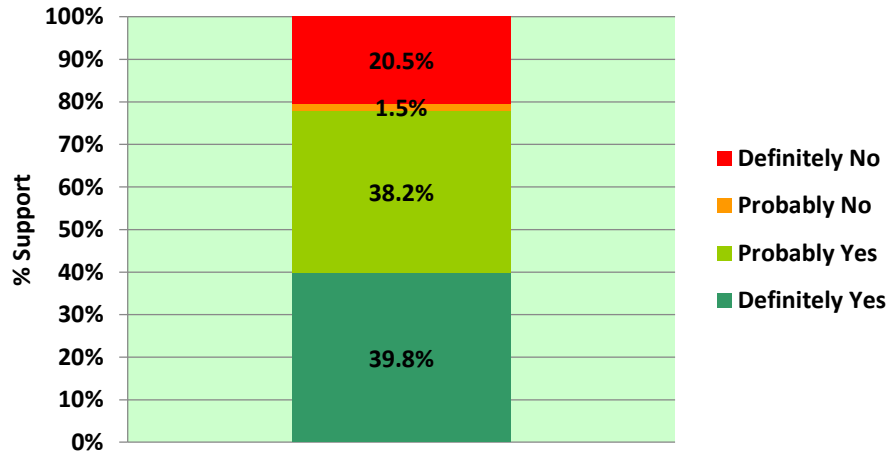
# Survey Scope of Work & Methodology

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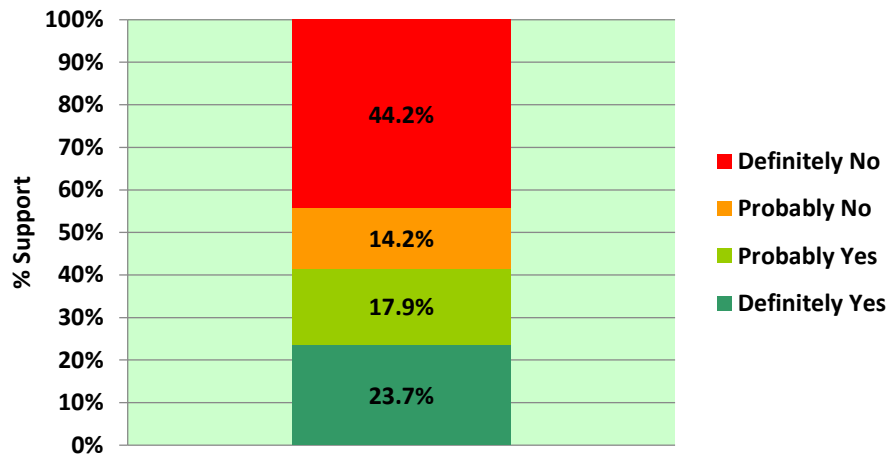
- Surveys mailed March 3 and returned up to April 3
- Survey mailed to all property owners - responses received by mail and online
- Assessment rates tested:
  - West Plainfield - \$325.42 per single family home & \$8.27 per acre for agricultural
- Survey response:
  - West Plainfield – 285 surveys mailed, 110 surveys returned (38.6%), +/- 7.3% margin of error

# Detailed Support for West Plainfield FPD

## Detailed SFR Support



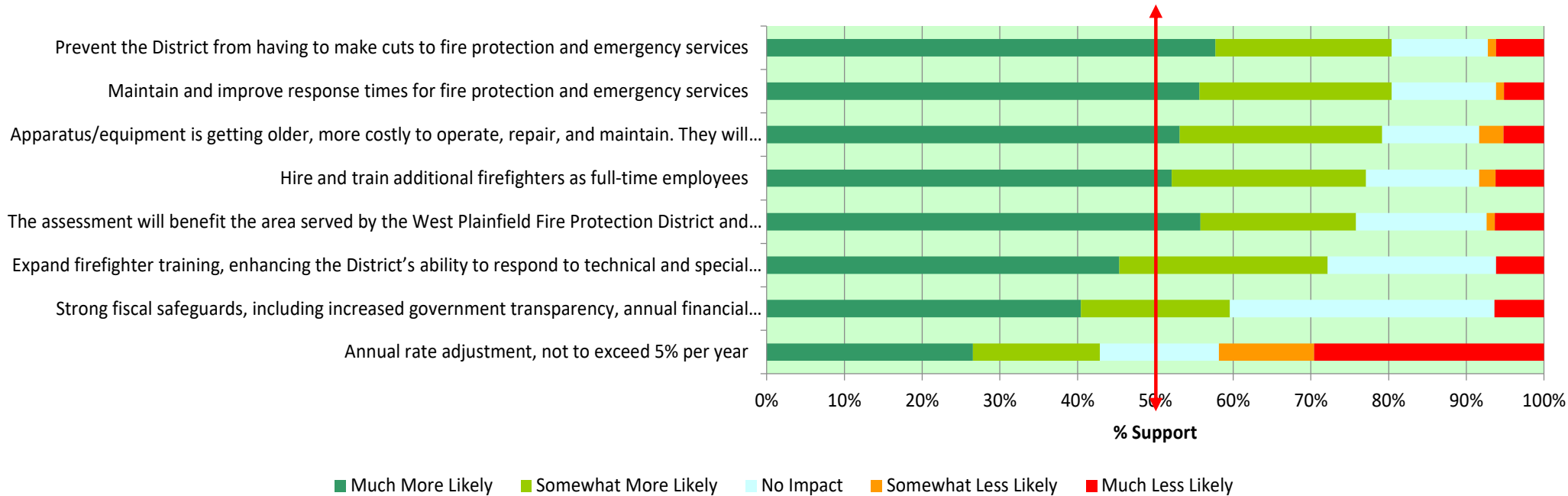
## Detailed Overall Support



Property Type	Percent of Vote	Weighted Support
Single Family Residential	17.3%	78.0%
Apartment and Investment Property	0.3%	75.0%
Business and Industrial	3.0%	24.4%
Large Property Owners	42.0%	25.0%
Agricultural and Other	37.5%	39.1%
<b>Total</b>	<b>100.0%</b>	<b>41.6%</b>

# West Plainfield Projects & Issue Support

## Detailed Support by Projects and Issues for All Respondents





# West Plainfield Survey Comments

West Plainfield FPD Voters in Favor of the Measure	
# of Comments	Comment Topic
8	Fire District are Important to the Community
7	I would like more information
6	We can not afford it/The amount is too high/The annual increase is too high
6	Miscellaneous
5	General Support
2	Mistrust in the Government
1	Fire District Staffing
<b>35</b>	<b>Total Comments in Favor</b>

West Plainfield Voters Against the Measure	
# of Comments	Comment Topic
18	We can not afford it/The amount is too high/The annual increase is too high
8	No more taxes
4	Mistrust of Government Agencies
4	The District doesn't need the money/Should get the money elsewhere
3	We need more information
3	Miscellaneous
1	We don't use the Fire District/Service levels
<b>41</b>	<b>Total Comments Against</b>

# West Plainfield FPD Findings & Recommendations

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- The West Plainfield single family homeowners are very supportive of the Fire District's services and funding needs at this time, but more support is needed from agricultural and large property owners.
- Projects and issues proposed by the Fire District are supported by a majority of property owners at this time.
- A funding measure at this time could be successful with considerable outreach.
- Considerable, targeted community outreach is needed:
  - Need more large property owner support
  - Need more agricultural property owner support

**West Plainfield Fire Protection District**  
 Timeline for Property Owner Mailed Survey  
 And Proposition 218 Ballot Measure 2023

<b>Dates</b>	<b>Task</b>
January	Draft Engineer's Reports to Fire District
February	Engineer's Report comments back from District
February 16	Draft survey instrument to District
February 27	Survey finalized
February 27	Survey instrument and data to print house
March 3	Surveys mailed to property owners
April 3	Survey input cut-off
April 5	Tabulate and analyze survey results, discuss key findings with District
April 18	<b>Board Meeting</b> Present results and recommendations to Board
April	Outreach materials to District
April - July	Informational outreach to the public
April 25	Draft Resolutions and ballot materials to District
May 2	Resolutions, Engineer's Report and Ballot materials to County Counsel
May 9	Engineer's Report and Ballot materials finalized
May 16	<b>Board Meeting</b> Consider two resolutions: Preliminarily approving the budget, assessment rate, Engineer's Report, and calling for the mailing of ballots Adopting Proposition 218 assessment ballot proceedings
May 17	Data and ballot materials to mail house
May 18 - 31	Ballots and public hearing notices printed
June 1	Ballots mailed ( <i>must be mailed at least 45 days before public hearing</i> )
July 18	<b>Board Meeting</b> Public hearing and close of balloting period Ballot tabulation Accept tabulation results, consider resolution to levy assessments for 2023-24 (if measure passes)
<b>Aug 10 2023</b>	<b>Assessment levies submitted to County Auditor for Fiscal Year 2023-24</b>

*Board meets 3<sup>rd</sup> Tuesday of every month.*



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

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**STANDING COMMITTEE – LILLARD HALL – MEETING - MINUTES**  
**April 3, 2023 at 4:00 PM**

Held:  
Lillard Hall  
24905 County Road 95  
Davis CA, 95616

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

Chair Amy called the meeting to order at 4:00 PM.

Present were:

Commissioner: Emily Amy

Past Commissioner: Richard Guarino

Staff: Hall Manager Ned Sykes, Fire Chief Cherie Rita and Asst Chief Dave Stiles

Public: Son Chong, owner Common Grounds

**2. Public comment**

NONE

**3. Discussion / Action - Remodel to meet ADA requirements**

**a. Proposed kitchen remodel partnership**

Manager Sykes introduced Son Chong, owner of Common Grounds, who is interested in renting the kitchen for his coffee catering business. See attached for the main points of the proposal. In addition to the items addressed in the proposal, it was noted that an electrical panel upgrade will also be likely and that he would like to put a keypad entry system on one of the entry doors.

Mr. Chong is going to try to have his architect provide better numbers for the upcoming full Board meeting. Details: rental amount, repayment of improvements over time, etc. would all need to be worked out soon as Mr. Chong needs to move soon.

Chair Amy questioned putting in a stove and/or microwave now. It was decided that any remodel would include leaving space for installation of future stove and hood and/or microwave if they are not purchased at time of the remodel.

**b. Restrooms**

AC Stiles asked whether we need to get more than one quote for the remodel. Chief Rita replied that it depends on the total cost of the part of the

project that might require a bid (for instance the contractor to widen the doors).

Manager Sykes indicated he had a bid for the doors of \$2,900. Total estimate of entire project, if we don't have to move the toilets, would be around \$4,000. AC Stiles asked about needing to pay prevailing wage for contracts. Chief Rita will check with County Counsel.

Commissioner Amy directed Chief Rita to ask Peter Maggenti to double-check the location of the sink and toilet for ADA purposes and whether the sink style is appropriate.

#### **4. Discussion / Action – Status Report by Hall Manager (Sykes)**

##### **a. Status of repairs**

###### **i. North door**

On hold as door seems to be working okay.

###### **ii. Parking lot light**

Still need another quote.

###### **iii. Floors**

AC Stiles ground down high edges and Manager Sykes put down high-visibility tape. The floors are good for now but will need to be revisited.

###### **iv. Oven**

At this point anything further will depend on kitchen remodel.

###### **v. Other**

NONE

##### **b. Additional repairs, if any**

The light bar in the southeast corner of the Hall is not working. Manager Sykes, with Association President Jon Lee's assistance, has made a temporary fix to get light into that corner. Manager Sykes will be checking with PGE to see if there are any grants available for upgrading all the interior lights.

##### **c. Reservations**

###### **i. Cancellation of May rental**

The May rental has been cancelled. Manager Sykes is refunding the appropriate sums.

###### **ii. Keefer rental conflict**

Manager Sykes reported there was conflict with a training function and the Keefer rental. AC Stiles indicated the dates he'd requested were the only ones available to him for the class he was teaching.

AC Stiles and Manager Sykes discussed the issue: AC Stiles will get dates to Manager Sykes earlier for next year's classes and Manager Sykes will explain to Keefer that there may be dates in the future she needs to find alternative locations for her class in April or May.

iii. **Other**  
NONE

5. **Discussion / Action – Policy Modifications (Amy)**

a. **Modifications requested by Board**

b. **Additional modifications as deemed appropriate**

After review and discussion changes were made to the current version of the Lillard Hall Use Policies, for Board approval of those not already approved. No changes were made to the security guard policies at this time. Chair Amy directed Chief Rita to check with YCPARMIA regarding liability risk of Department/Hall signing the contracts for security services and being reimbursed by renter (or increasing rent to cover cost) versus continuing as we are doing. Chair Amy directed Manager Sykes to develop an approved list of security companies.

6. **Open Forum – Other Hall Business**

NONE

7. **Calendar**

a. **The next Lillard Hall Committee meeting to be determined**

No meeting scheduled; one will be scheduled as/when needed.

8. **Adjourn Meeting (Chair Amy)**

The meeting was adjourned by Chair Amy at 6:00 PM.

Approved: April 18, 2023

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Emily Amy, Chair / Commissioner

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Cherie Rita, Fire Chief / Recorder

## **KITCHEN REMODEL PARTNERSHIP**

Business Owner Son Chong of Common Grounds Coffee in South Davis is closing his retail business and focusing his efforts on his catering business. He is proposing a long-term commitment to use the Lillard Hall kitchen as his new catering kitchen.

He would need use of the kitchen Monday through Friday in the mornings for 2-3 hours a day. Occasionally he might need to brew coffee on the weekend, but that is rare.

Doing so will require a complete remodel of the existing kitchen to get it up to code. This will include:

- Replace Countertops.
- Replace Cabinets with Stainless Steel or Wire Rack Shelves
- New Refrigerator
- New Freezer
- New Range
- New Microwave
- Install Coving on Floor
- Add 240V Electrical for Coffee Makers
- Add Keypad Entry on Door
- Add Roll-Up Window and Install Kitchen Door
- Remove Exhaust Fan

This is an off-the-top-of-our-head list, so it is likely incomplete. But Mr. Chong has offered to pay for most of it at the outset. Since he does not need a range or a microwave (he just makes the coffee) Lillard Hall would either pay for those out of our funds or remove them altogether for code purposes. A cursory search on the internet shows NSF-rated microwaves at around \$300 and NSF-rated ranges at around \$2000.

Everything else would be covered by Mr. Chong. He estimates the cost for the whole project will be \$30,000-\$40,000.

Lillard Hall would have free use of the new catering kitchen for as long as the Hall remains in existence. He hopes to work out a 10-year deal with us.

In return, Mr. Chong would require that we reduce his rent through his monthly payments until Lillard Hall has paid for the remodel.

# LILLARD HALL USE/RENTAL POLICIES

Applicant Name \_\_\_\_\_ Event Date \_\_\_\_\_

## USE AND RENTAL CONDITIONS

Following are the conditions for the use/rental of Lillard Hall, the surrounding lawns, and the public parking area:

1. The applicant must be at least 18 years of age.
2. If alcohol is to be served at the event the applicant must:
  - a. be at least 21 years of age and able to show current and valid identification upon request;
  - b. either (i) hire a licensed bartender or (ii) require that the applicant (or a designee of the applicant, who must be at least 21 years of age) remain on the premises for the duration of the event; the applicant (or designee) must complete, and provide proof of completion of, the California Alcohol and Beverage Control Board California Responsible Beverage Service (RBS) Certification Course; and
  - c. during the event, the applicant (or designee) will be responsible for cutting off alcohol service as necessary; and
  - b.d. contract for and provide, from Lillard Hall's preferred list, two uniformed security guards from a security company licensed by the California Department of Consumer Affairs, Bureau of Security and Investigative Services and provide a copy of the paid contract with the security firm (which contract shall include the company's state license number) to the Hall Manager no later than 14 days prior to the event, or upon approval of the Application if the event date is within 14 days; and
  - e. no later than 14 days prior to the event, or upon approval of the Application if the event date is within 14 days, the applicant must provide proof of insurance (i) proof of RBS course completion or a copy of bartender's license and (ii) a copy of the paid security firm contract to the Hall Manager.
3. Obtain liability insurance listing WPPFD as an additional insured for the use of the venue in the minimum amount of \$~~1,500,000.00~~1,000,000.00 against property damage, personal injury, and wrongful death (Event Insurance). Additional Event Insurance will be required if Bouncy Houses/Carnival Rides are present at the event or if alcohol will be served. The applicant must provide proof of appropriate Event Insurance no later than 14 days prior to the event, or upon approval of the Application if the event date is within 14 days.
4. If the event will have a live band, DJ or music, the applicant must provide, from Lillard Hall's preferred list, two uniformed security guards from a security company licensed by the California Department of Consumer Affairs, Bureau of Security and Investigative Services and provide a copy of the paid contract with the security firm (which contract shall include the company's state license number) to the Hall Manager no later than 14 days prior to the event, or upon approval of the Application if the event date is within 14 days. **Security guards must remain on-site until for the**



## LILLARD HALL USE/RENTAL POLICIES

**duration of the event. Security guards must also check-in with on-duty fire fighter upon arrival.**

5. If the applicant is neither a resident of the West Plainfield Fire Protection District (WPFPD or District) nor District personnel, at the discretion of the Hall Manager the Hall Manager may require that the applicant appear before the Board of Commissioners (Board) for approval. NOTE: The Board meets monthly, typically on the 3<sup>rd</sup> Tuesday.
6. "Sub-leasing" of Lillard Hall is not allowed ~~(i.e., a resident of the WPFPD cannot apply for the use/rental of the Hall for another person who may be a non-district resident).~~
7. The applicant must attend, and personally supervise, the event and shall meet all conditions outlined herein as appropriate to the event. The Hall Manager must be able to reach the applicant must be reachable by phone (text or voice) at all times during the event.
8. The maximum permitted size of any group is 150.
9. The Hall may be reserved from 10:00 am to ~~Midnight~~11:00 pm. The reservation period includes setup through cleanup of the premises.
10. Events must end by 10:00 pm and the vacate the premises must be cleaned, inspected, and vacated by ~~midnight~~11:00 pm. All applicants must secure and lock all windows and doors and turn off the lights, heater or air conditioner prior to vacating the premises.
11. No weapons of any kind allowed on premises.
12. All alcoholic beverages must remain inside Lillard Hall. No glass beverage containers will be permitted on Lillard Hall or Fire Department grounds.
13. Live bands, DJs and music must cease no later than ~~11:00~~10:00 pm. While music is playing all doors and windows must be closed.
14. At no time shall any of the building exits and door/panic hardware (push bars) be obstructed by decorations, chairs, tables or any other item in any manner whatsoever.
15. All drapery and decorations must be inherently flame retardant or treated with State Fire Marshall approved fire retardant chemicals.
16. The use of nails, screws, tacks, staples, etc. is prohibited. Cellophane tape may be used to secure decorative materials to walls and tables only and all tape must be removed after the function. Tape is not to be applied to any painted surface. The use of straw, hay and similar materials is not permitted.
17. All Fire Department equipment and buildings are off limits.
18. Parking on the concrete to the west or in front, of the fire station house is not permitted under any circumstances; event parking is permitted only on the graveled area directly in front of Lillard Hall.
19. Activities that violate federal, state or local laws, codes, standards or regulations are not permitted.
20. The WPFPD reserves the right to cancel or suspend any event for just cause, including, but not limited to: the consumption of alcoholic beverages by minors, disorderly conduct, vandalism,

## LILLARD HALL USE/RENTAL POLICIES

destruction of property or the violation of any conditions contained in this Agreement. If WPFPD cancels or suspends the event, all fees and deposits are forfeited.

21. The WPFPD specifically reserves that right to seek recovery from the applicant for any damages to the premises, facilities, fixtures or furnishings.
22. The applicant is responsible for any damage caused during the event.
23. The WPFPD is not responsible for damage or loss of property, nor for claims arising from personal injury to, or death of, any guest of the applicant or the actions of any guest of the applicant.
24. Applicant agrees to respect and follow direction from all WPFPD staff.
25. Applicant agrees to indemnify and hold harmless the WPFPD, its officers, agents and employees from and against all loss or expense, including costs and attorney fees, by reason of liability imposed upon the WPFPD, including, but not limited to: bodily injury or death, damages to property, including loss of use thereof, arising out of or in consequence of the performance of the Agreement and these conditions, providing such injury or death to persons or damage to property is due or claimed to be due to the acts or omissions of the WPFPD, its officers, employees or agents.
26. Keys to Lillard Hall will be supplied to the applicant as arranged by the Hall Manager.
27. The Hall Manager and one member of the Board may modify the Lillard Hall use/rental policies in specific instances as they deem appropriate.

### APPLICATION PROCESS

The applicant should consult with the Hall Manager to determine if Lillard Hall is available for rental. The applicant can also arrange to preview the facilities for suitability and limitations.

If Lillard Hall is available, an "Application for the Use of Lillard Hall" must then be completed and presented to the Hall Manager. The Hall Manager shall review the application and approve or deny it as outlined below.

### APPLICATION APPROVAL

The approval process depends on the type of activity, as outlined below:

1. A personal function (private party or event) hosted by a WPFPD personnel requires approval by the Hall Manager.
2. A meeting is defined as an event lasting no longer than two hours, is hosted by an entity, and has no food or beverage service. Additional 2-hour blocks are available for an additional fee with Manager approval.
3. Any other function (party or event hosted by or on behalf of an entity or a personal function hosted by a non-district resident) requires approval by the Hall Manager and one member of the Board.

# LILLARD HALL USE/RENTAL POLICIES

## RENTAL FEE AND SECURITY DEPOSIT

	<u>Rental Fee</u>	<u>Security Deposit</u>
Personal Function - WPPFD Personnel	<del>None</del> <u>\$50.00 per hour</u>	\$800.00
Personal Function - WPPFD Resident	<u>\$50.00 per hour</u> <del>None</del>	\$800.00
Meeting	\$50.00 per 2-hour block	\$200.00*
Other Function	<del>\$800.00</del> <u>1,000.00</u>	<del>\$800.00</del> <u>1,500.00</u>

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

\*A non-profit meeting may request a waiver on the deposit; upon approval of Hall Manager.

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

## RETURN OF RENTAL SECURITY DEPOSIT

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

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

## FORFEITURE OF RENTAL SECURITY DEPOSIT

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

1. Lillard Hall premises must be cleaned, inspected, and vacated by ~~Midnight~~ 11:00 pm on the date of the event. **Failure to comply WILL result in forfeiture of 100% of the security deposit.**
2. Live bands, DJs and music must cease no later than ~~10:00~~ 11:00 pm. **Failure to comply MAY result in forfeiture of 100% of the security deposit, at the discretion of the Hall Manager.**
3. While music is playing all doors and windows must be closed. **Failure to comply MAY result in the following forfeitures of the security deposit, at the discretion of the Hall Manager, as follows:**
  - a. Sound level below 85 decibels (measured at the frontage of the property) subject to 25% forfeiture of security deposit; and
  - b. Sound level above 85% decibels (measured at the frontage of the property) subject to 50% forfeiture of security deposit.

## DAMAGE AND CLEANING; USE OF SECURITY DEPOSIT TO MAKE CORRECTIONS

~~Shortly after 1:00 pm the day following the event~~ After each event and prior to the applicant vacating the premises, the Hall Manager will inspect the premises. The entire security deposit will be refunded to the applicant only if the Hall Manager determines the following conditions have been met:

## LILLARD HALL USE/RENTAL POLICIES

1. All debris has been deposited in the dumpster located in the parking area south of Lillard Hall and the lids are closed tightly.
2. All exterior grounds and parking lot were properly cleaned of debris immediately following termination of the event.
3. All decorations and materials used to affix the decorations have been properly removed.
4. All chairs and tables have been cleaned and properly restored.
5. The floors have been swept clean and wet mopped.
6. The bathrooms (including the sinks, toilets and floors) have been cleaned.
7. The kitchen sinks, counters, refrigerator, range, grill and floor have been cleaned.

The Hall Manager shall notify the applicant of any deficiencies and may allow the applicant to correct the deficiencies. If the applicant fails to correct the deficiencies within a 24-hour period, the Hall Manager shall use the security deposit to correct the deficiencies.

If the Hall Manager determines that additional cleaning or repairs are required the Security Deposit will be withheld until the cleaning is complete. The cost of the cleaning or repairs will be deducted from the deposit and the balance returned to the applicant.

If the cost to bring the premises back to its original condition exceeds the deposit amount, the applicant will be billed the excess charges. The applicant shall be denied further use of the Hall. If the applicant fails to pay the additional charges the WPPFD will take legal action to secure payment.

### **RIGHT TO CANCEL OR SUSPEND AN EVENT, IMPOSE ADDITIONAL PENALTIES**

**THE WPPFD RESERVES THE RIGHT TO CANCEL OR SUSPEND ANY EVENT FOR JUST CAUSE, INCLUDING, BUT NOT LIMITED TO: THE CONSUMPTION OF ALCOHOLIC BEVERAGES BY MINORS, DISORDERLY CONDUCT, VANDALISM, DESTRUCTION OF PROPERTY OR THE VIOLATION OF ANY CONDITIONS CONTAINED IN THIS AGREEMENT.**

**FAILURE TO MEET ANY OTHER USE AND RENTAL POLICY TERM AND CONDITION MAY RESULT IN FOREFITURE OF SECURITY DEPOSIT, AT THE DISCRETION OF THE HALL MANAGER.**

I, \_\_\_\_\_, applicant herein, have read and understand the above Lillard Hall Use/Rental Policies.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# LILLARD HALL USE/RENTAL POLICIES

## CONTRACT ADDENDUM Required for all users after June 23, 2021

All users of Lillard Hall will follow any posted rules at the Hall, and the most recent guidelines set by California Department of Public Health (CDPH), the State of California and/or Yolo County. The following websites will provide the most recent guidelines and information.

**California Department of Public Health**

[www.cdph.ca.gov](http://www.cdph.ca.gov)

**State of California**

[www.covid19.ca.gov](http://www.covid19.ca.gov)

**Yolo County**

[www.yolocounty.org](http://www.yolocounty.org)

**California Alcohol and Beverage Control Board – RBS Course**

<https://www.abc.ca.gov/education/rbs/>

Signature \_\_\_\_\_

Date \_\_\_\_\_

DRAFT



**YOLO COUNTY AUDITOR-CONTROLLER  
FIRE DISTRICT BUDGET WORKSHEET - APPROPRIATIONS - SCHEDULE B**

**FISCAL YEAR: 2023 - 2024**

**DISTRICT NAME: West Plainfield Fire Protection District**

Account #	Account Name	2022 - 2023 Appropriation	Actual 02/28/23	Estimated Additional 2022 - 2023	Total Estimated Use	Difference	Est Appropriations 2023 - 2024
500100	REGULAR EMPLOYEES	205,137	140,161.57	70,080.79	210,242.36		243,583
500110	EXTRA HELP	44,960			0.00		
500120	OVERTIME	4,153	21,849.68	13,924.84	35,774.52		
500130	STANDBY TIME	30,000			0.00		
500160	LEAVE BUYOUT	0			0.00		
500310	RETIREMENT	0			0.00		
500320	OASDI	18,000	10,044.71	5,022.35	15,067.06		17,051
500330	FICA / MEDICARE TAX	4,200	2,349.17	1,174.59	3,523.76		4,872
500340	HEALTH INSURANCE	0		0.00	0.00		
500380	UNEMPLOYMENT INSURANCE	3,000	1,734.05	867.03	2,601.08		2,436
500390	WORKER'S COMPENSATION INSURANCE	30,000	47,872.04		47,872.04		60,000
500400	OTHER EMPLOYEE BENEFITS	12,000			0.00		18,000
	<b>TOTAL SALARY &amp; BENEFITS</b>	<b>351,450</b>	<b>224,011.22</b>	<b>91,069.59</b>	<b>315,080.81</b>	<b>36,369.19</b>	<b>345,941</b>

DRAFT  
March 17, 2023

**YOLO COUNTY AUDITOR-CONTROLLER**  
**FIRE DISTRICT BUDGET WORKSHEET - APPROPRIATIONS - SCHEDULE B**  
**FISCAL YEAR: 2023 - 2024**  
**DISTRICT NAME: West Plainfield Fire Protection District**

Account #	Account Name	2022 - 2023 Appropriation	Actual 02/28/23	Estimated Additional 2022 - 2023	Total Estimated Use	Difference	Est Appropriations 2023 - 2024
501010	CLOTHING & PERSONAL SUPPLIES	20,000	16,131.55	13,000.00	29,131.55		50,628
501020	COMMUNICATIONS	3,600	2,558.06	1,599.26	4,157.32		10,798
501030	FOOD	223	515.47	180.00	695.47		400
501040	HOUSEHOLD EXPENSE	10,920	5,607.64	2,572.12	8,179.76		6,615
501051	INSURANCE - PUBLIC LIABILITY	6,000			0.00		
501052	INSURANCE - FIRE & EXTENDED	2,000			0.00		
501053	INSURANCE - OTHER	100	9,684.00		9,684.00		11,621
501070	MAINTENANCE - EQUIPMENT	30,000	12,379.81	6,000.00	18,379.81		10,324
501071	MAINTENANCE - BULDGS & IMPROVEMENTS	8,500	944.88	1,250.56	2,195.44		17,000
501080	MEDICAL, DENTAL & LAB SUPPLIES	2,500	367.86	600.00	967.86		1,000
501090	MEMBERSHIPS	2,000	2,487.25		2,487.25		2,500
501100	MISCELLANEOUS	500			0.00		
501102	MISC EXPENSE - CREDIT CARD SVC CHARGES	200	36.93	20.00	56.93		
501110	OFFICE EXPENSE	5,490	3,824.26	7,100.00	10,924.26		5,203
501111	OFFICE EXPENSE - POSTAGE	500		1,200.00	1,200.00		500
501112	OFFICE EXPENSE - PRINTING	100		600.00	600.00		600
501151	PROF & SPEC SVC - AUDITING & ACCOUNTING	300		175.00	175.00		200
501152	PROF & SPEC SVC - INFORMATION TECH SERVICES	100	299.91	367.20	667.11		739
501154	PROF & SPCE SVC - FISCAL AGENT FEES	0			0.00		
501155	PROF & SPEC SVC - MEDICAL, DENTAL & LAB	1,000	160.00	800.00	960.00		800
501156	PROF & SPEC SVC - LEGAL SERVICES	500		500.00	500.00		500
501165	PROF & SPEC SVC - OTHER	500	24.00		24.00		500
501169	BOARD MEETING STIPENDS				0.00		
501180	PUBLICATIONS & LEGAL NOTICES	500	715.96	1,000.00	1,715.96		750
501190	RENTS & LEASES - EQUIPMENT	3,120	770.67	518.40	1,289.07		3,000
501191	RENTS & LEASES - BLDGS & IMPROVEMENTS				0.00		
501205	TRAINING	2,000			0.00		2,000
501210	MINOR EQUIPMENT	3,000	20,390.54	1,000.00	21,390.54		3,000
501232	SPEC DEPT EXP - ELECTION SUPPLIES & SERVICES				0.00		
501249	SPEC DEPT EXP - OTHER				0.00		
501250	TRANSPORTATION & TRAVEL				0.00		
501251	TRANSPORTATION & TRAVEL - FUEL	15,000	6,945.05	8,000.00	14,945.05		16,500
501260	UTILITIES	12,000	6,436.99	3,500.00	9,936.99		12,000
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>130,653</b>	<b>90,280.83</b>	<b>49,982.54</b>	<b>140,263.37</b>	<b>-9,610</b>	<b>157,177</b>



**YOLO COUNTY AUDITOR-CONTROLLER**  
**FIRE DISTRICT BUDGET WORKSHEET - APPROPRIATIONS - SCHEDULE B**  
**FISCAL YEAR: 2023 - 2024**  
**DISTRICT NAME: West Plainfield Fire Protection District**

Account #	Account Name	2022 - 2023 Appropriation	Actual 02/28/23	Estimated Additional 2022 - 2023	Total Estimated Use	Difference	Est Appropriations 2023 - 2024
502031	RETIRE LTD - CAPITAL LEASE OBLIGATION						
502039	RETIRE LTD - OTHER						
502049	INTEREST - LTD - OTHER						
502080	TAXES & ASSESSMENTS						
502110	VOLUNTEER FIREMEN						
502120	CONTRIBUTION TO NON-COUNTY AGENCIES						
502121	CITY OF DAVIS						
502201	PAYMENTS TO OTHER GOV INSTITUTIONS		281.00		281.00		
	<b>TOTAL OTHER CHARGES</b>	<b>0</b>	<b>281.00</b>	<b>0.00</b>	<b>281.00</b>	<b>-281</b>	<b>0</b>
503000	LAND						
503020	BUILDINGS & IMPROVEMENTS			83,950.00	83,950.00		
503015	EASEMENTS - NON DEPRECIABLE						
503070	EQUIPMENT	15,000					
503071	EQUIPMENT - VEHICLE						10,000
	<b>TOTAL CAPITAL ASSETS</b>	<b>15,000</b>	<b>0.00</b>	<b>83,950.00</b>	<b>83,950.00</b>	<b>-68,950</b>	<b>10,000</b>
<b>89-9900</b>	<b>APPROPRIATIONS FOR CONTINGENCY</b>	<b>20,000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20,000</b>	<b>20,000</b>
	<b>TOTAL APPROPRIATIONS</b>	<b>517,103</b>	<b>314,573.05</b>	<b>225,002.13</b>	<b>539,575.18</b>	<b>-22,472</b>	<b>533,118</b>
	ADDITIONS TO GENERAL RESERVE						0
	ADDITIONS TO CAPITAL ASSET REPLACEMENT RESERVE						0
	ADDITIONS TO ACCRUED LEAVE RESERVE						
	<b>TOTAL FINANCING USES *</b>	<b>517,103</b>	<b>314,573.05</b>	<b>225,002.13</b>	<b>539,575.18</b>	<b>-22,472</b>	<b>533,118</b>

N1 For Salary & Benefits - is actual as of February 15, 2023  
N2 See previous two lines; budgeted \$8,000  
N3 County is putting Alhambra here  
N4 Annuals + another \$10k  
N5 Clark + another \$1k  
+ At \$22, \$21, \$20/hr & \$350/mo health/retirement 2023

N6 Includes ESO (or similar) w/ payment this year and next  
N7 Software subscriptions (some also included in Office Expense, above)  
N8 This includes \$19,709.33 for Radios (grant - to be reimbursed \$9,763.78)  
N9 HazMat / CUPA  
N10 Well share; doesn't include \$20K share of radio grant recently applied for  
+ At \$22, \$21, \$20/hr & \$500/mo each health/retirement 2024



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

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**STANDING COMMITTEE – BUDGET AND BENEFITS – MEETING - MINUTES**  
**March 17, 2023 at Noon**

In Person  
West Plainfield Fire  
24901 County Road 95  
Davis, CA 95616

Via 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 (Chair Stiles)**  
Meeting called to order by Chair Stiles at 12:04 PM.  
  
Present were:  
Committee Members: Commissioners Beth Stiles and Richard Guarino  
Staff: Fire Chief Cherie Rita
2. **Public comment**  
NONE
3. **Discussion/Action (All)**
  - a. **Review Current Budget Usage - FYE 2023**  
All present reviewed the current ledger printout.
  - b. **Projected Budget Usage - Remainder of FYE 2023**  
Chief Rita presented the updated numbers. There were no questions.
  - c. **Continue Work on Proposed Budget – FYE 2024**  
Chief Rita reviewed the line items that had been changed due to the new projections. No changes were made.
  - d. **Recommendations to Board, if any**  
NONE.
4. **Calendar**
  - a. **The next Budget Committee meeting to be determined**  
The next Budget Committee meeting is scheduled for Friday, April 14, 2023, at 1:00 PM, at the station.

STANDING COMMITTEE – BUDGET AND BENEFITS – MEETING - MINUTES

March 17, 2023 at Noon

Page 2

**5. Adjourn (Chair Stiles)**

Meeting adjourned by Chair Stiles at 12:35 PM.

Approved April 18, 2023

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Beth Stiles, Chair, Commissioner

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Cherie Rita, Fire Chief, Recorder

DRAFT



## West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

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### RESOLUTION NO. 23-02 Criminal History Access

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) authorize cities, counties, districts and joint powers authorities to access state and local summary criminal history information for employment, licensing or certification purposes; and

WHEREAS, Penal Code Section 11105(b)(11) authorizes cities, counties, districts and joint powers authorities to access federal level criminal history information by transmitting fingerprint images and related information to the Department of Justice to be transmitted to the Federal Bureau of Investigation; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) requires that there be a requirement or exclusion from employment, licensing, or certification based on specific criminal conduct on the part of the subject of the record; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) requires the city council, board of supervisors, governing body of a city, county or district or joint powers authority to specifically authorize access to summary criminal history information for employment, licensing, or certification purposes.

NOW THEREFORE BE IT RESOLVED, that the West Plainfield Fire District is hereby authorized to access state and federal level summary criminal history information for employment with West Plainfield Fire District, (including volunteers and contract employees) and may not disseminate the information to any entity; and

BE IT FURTHER RESOLVED that the District shall not consider a person who has been convicted of a violent or serious felony or serious misdemeanor eligible for employment (including volunteers and contract employees if applicable).

The Clerk of the West Plainfield Fire Protection District shall certify as to the adoption of this Resolution.

CERTIFICATION: PASSED, APPROVED, AND ADOPTED on April 18, 2023.

AYE:

NO:

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Board Clerk



# IMPLEMENTATION POLICY TIERS

## FIRE & RESCUE

Lexipol's Implementation Policy Tiers provide a proven, systematic approach to implementing policies. Each tier represents about 20% of the manual and includes one-on-one collaborative assistance to help you review, customize and adopt the policies efficiently and effectively. Choose one or more tiers to jumpstart your new manual or combine all five for maximum efficiency.

### **TIER 1 - HIGH-RISK POLICIES**

Foundational policies necessary to provide structure and authority to your policy manual, as well as policies addressing high-risk, low-frequency and high-risk, high-frequency incidents.

- Mission Statement
- Philosophy and Goals
- Firefighter Code of Ethics
- Fire Service Authority
- Chief Executive Officer
- Oath of Office
- Policy Manual
- Organizational Structure
- Interim Directives
- Electronic Mail
- Administrative Communications
- Minimum Staffing Levels
- Incident Management
- Fireground Accountability
- Rapid Intervention/Two-In Two-Out
- Response Time Standards
- Performance of Duties
- Line-of-Duty Death & Serious Injury Investigations
- Information Technology Use
- Photography & Electronic Imaging
- Illness and Injury Prevention Program
- Conduct and Behavior
- Personal Appearance Standards
- Work-Related Illness and Injury Reporting
- Temporary Modified-Duty Assignments
- Return to Work
- Member Speech, Expression & Social Networking

## TIER 2 - HIGH-LIABILITY POLICIES

Policies that relate to common day-to-day calls for service that have a higher level of potential liability.

- Liability Claims
- Post-Incident Analysis
- Annual Planning Master Calendar
- Emergency Response
- Tactical Withdrawal
- Atmospheric Monitoring for Carbon Monoxide
- Duty Firearms and Use of Force
- Fire Inspections
- Permits
- Fire Investigations
- Code Enforcement
- Pre-Hospital Care Reports
- Patient Refusal of Pre-Hospital Care
- Advance Health Care Directives
- Controlled Substance Accountability
- Training Records
- Personal Communication Devices
- Non-Official Use of Department Property
- Records Management
- Release of Records
- Subpoenas and Court Appearances
- Patient Medical Record Security and Privacy
- Occupational Safety and Health Inspections
- Notification of Illness, Injury or Death
- Personal Protective Equipment
- Hazardous Energy Control
- Personal Firearms
- Discriminatory Harassment
- Workplace Violence
- Smoking and Tobacco Use
- Drug- and Alcohol-Free Workplace
- Nepotism and Conflicting Relationships
- Anti-Retaliation

## TIER 3 - DAILY OPERATIONS POLICIES

Policies needed for orderly daily operations of your organization.

- Emergency Action Plan and Fire Prevention Plan
- Training Policy
- Conflict of Interest
- Solicitation of Funds
- Safely Surrendered Baby Law
- News Media and Community Relations
- Child Abuse
- Disposition of Valuables
- Adult Abuse
- Traffic Collisions
- Community Volunteer Program
- Ride-Along Program
- Fire Apparatus Driver/Operator Training
- CPR and Automated External Defibrillator Training
- Vehicle & Apparatus Inspections, Testing, Repair & Maintenance
- Communicable Diseases
- Soft Body Armor
- Respiratory Protection Program
- Personal Alarm Devices
- Hazard Communication
- Reporting for Duty
- Personnel Complaints
- Personnel Records
- Grievance Procedure
- Critical Incident Stress Debriefing
- Uniform Regulations
- Badges
- Identification Cards
- Release of HIPAA-Protected Information
- Line-of-Duty Death
- Line-of-Duty Death and Serious Injury Notification
- Family and Medical Leave
- Military Leave
- Driver License Requirements
- DOT Drug and Alcohol Testing

## TIER 4 - DEFENSIBILITY POLICIES

Policies essential to agency and agency member defensibility, including civil liability-related topics.

- Aircraft Operations
- Staging
- High-Rise Incident Management
- Alternative Materials & Methods Requests
- Community Fire Station Visitation Program
- Fireworks Displays
- Maximum Occupancy - Overcrowding
- Juvenile Firesetter Referrals
- Fire Watch Services
- Medical Supplies
- Communicable Disease Training Program
- Emergency Action Plan & Fire Prevention Plan Training
- Hazard Communication Program Training
- Hazardous Materials (HAZMAT) Training
- Hearing Conservation & Noise Control Training
- Heat Illness Prevention Training
- Health Insurance Portability & Accountability Act (HIPAA) Training
- National Incident Management System (NIMS) Training
- Repetitive Motion Injuries & Ergonomics Training
- Respiratory Protection Training
- Wildland Fire Shelter Deployment Training
- Firefighter Health, Safety & Survival Training
- Use of Department-Owned & Personal Property
- Use of Department Vehicles
- Mobile Data Terminal Use
- Knox-Box® Access
- Communications Operations
- Public Alerts
- High-Visibility Safety Vests
- Apparatus/Vehicle Backing
- Heat Illness Prevention Program
- Health & Safety Officer (HSO)
- Vehicle Seat Belts
- Wellness and Fitness Program
- Physical Fitness

## TIER 5 - OPERATIONAL CONSISTENCY POLICIES

Policies needed to ensure operational consistency across your organization.

- Elevator Entrapments
- Elevator Restrictions During Emergencies
- Swiftwater Rescue and Flood Search & Rescue Responses
- Confined Space Rescue
- Wildland Firefighting
- Trench Rescue
- Carbon Monoxide Detector Activations
- Hazardous Materials Response
- Scene Preservation
- National Fire Incident Reporting System (NFIRS)
- Grocery Shopping On-Duty
- Chaplains
- Active Shooter & Other Violent Incidents
- Hazardous Materials Disclosures
- Latex Sensitivity
- Fire Station Safety
- Ground Ladder Testing
- Recruitment & Selection
- Performance Evaluations
- Promotions and Transfers
- Position Descriptions
- Classification Specifications
- Career Tracks
- Fire Officer Development
- Educational Incentives
- Tuition Reimbursement
- Emergency Recall
- Overtime
- Outside Employment
- Personal Projects On-Duty
- On-Duty Voting in Statewide Elections
- Commendations & Meritorious Service
- Lactation Breaks
- Family Support Liaison
- Funerals
- Facility Security
- Emergency Power
- Wastewater Discharge
- Department-Owned Fuel Storage Tanks
- Flag Display

# West Plainfield Fire Department

Policy Manual

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## **MISSION**

To preserve the high quality of life for all who live, work, visit, and invest in the West Plainfield Fire Protection District through the efficient delivery of emergency services supported by fire prevention and public education.

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# West Plainfield Fire Department

## Policy Manual

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### **FIREFIGHTER CODE OF ETHICS**

The West Plainfield Fire Department recognizes that all members must conduct themselves in a professional manner while representing the Department. The Department recognizes that public perception and trust are important and all members must strive to protect the image and reputation of the Department.

As a firefighter and member of the West Plainfield Fire Department, my fundamental duty is to serve the community; to safeguard and preserve life and property against the elements of fire and disaster; and maintain a proficiency in the art and science of fire engineering.

I will uphold the standards of my profession, continually search for new and improved methods and share my knowledge and skills with my contemporaries and successors.

I will not allow personal feelings, nor danger to self, deter me from my responsibilities as a firefighter.

I will at all times, respect the property and rights of all men and women, the laws of my community and my country, and the chosen way of life of my fellow citizens.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the fire service. I will never use my official position to obtain advantages or favors for myself, my friends or family.

I will constantly strive to achieve the objectives and ideals, dedicating myself to my chosen profession—saving of life, fire prevention and fire suppression.

As a member of the West Plainfield Fire Department, I accept this self-imposed and self-enforced obligation as my responsibility.

# Fire Service Authority

## 100.1 PURPOSE AND SCOPE

Best Practice MODIFIED

This policy describes the legal authority of the Department and the individual members.

## 100.2 POLICY

Best Practice MODIFIED

It is the policy of the West Plainfield Fire Department to limit its members to only exercise the authority granted to them by law.

While the West Plainfield Fire Department recognizes the authority of members granted to them, members are encouraged to use sound discretion in the exercise of their authority, and this department does not tolerate abuse of authority.

## 100.3 ORGANIZATIONAL POWERS

Best Practice MODIFIED

This department is authorized to perform the following:

- (a) Fire code enforcement
- (b) Fire suppression
- (c) Investigation of suspicious fires
- (d) Provision of Emergency Medical Services (EMS)
- (e) Issue EMS continuing education credits

## 100.4 FIREFIGHTER POWERS

State MODIFIED

Firefighters are sworn members of this department and have the following authority:

- (a) Participate in a wide range of emergency and rescue activities, including EMS, extrication and heavy rescue
- (b) Perform fire suppression duties, including the suppression of structural, aircraft, wildland, and other types of fires
- (c) Investigate causes of fires
- (d) Collect and preserve evidence when a fire is of a suspicious origin
- (e) Possess peace officer status when serving as a fire investigator or Fire Marshal (Penal Code § 830.37)
- (f) Perform specialty services, including hazardous materials response, technical rescue, water rescue, and additional services as authorized by the Fire Chief
- (g) Provide fire code enforcement inspection and plan review services
- (h) Provide public education and fire prevention activities and services

# West Plainfield Fire Department

## Policy Manual

### *Fire Service Authority*

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#### **100.5 CONSTITUTIONAL REQUIREMENTS**

Federal MODIFIED

When exercising their authority, members shall observe and comply with every person's clearly established rights under the United States and California Constitutions.

#### **100.6 SUPERVISORY AUTHORITY**

Best Practice MODIFIED

Any Company Officer or above may relieve a member under his/her command from duty when, in his/her judgment, an offense committed is sufficiently serious to warrant immediate action. A report of such action shall be made immediately through the appropriate channels to their immediate Supervisor, followed by written documentation of the charges, in accordance with department procedures. All such processes shall comply with established rules and regulations.

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## Oath of Office

### 102.1 PURPOSE AND SCOPE

State **MODIFIED**

This policy establishes the oath of office for all sworn personnel of the West Plainfield Fire Department.

### 102.2 OATH OF OFFICE

State

Upon employment, all sworn personnel shall be required to affirm the oath of office expressing commitment to support and defend the Constitution of the United States and the Constitution of the State of California (CA. Const. art. XX, § 3 and Government Code § 3102). The oath shall be as follows:

I, [employee name], do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

# Policy Manual

## 103.1 PURPOSE AND SCOPE

Best Practice **MODIFIED**

The Policy Manual of the West Plainfield Fire Department is hereby established and shall be referred to as the "Policy Manual." The Policy Manual is a statement of the current policies, rules, and guidelines of this department. All department members are expected to conform to the provisions of this Policy Manual. All prior and existing policies, manuals, orders, and regulations that are in conflict with this Policy Manual are revoked, except to the extent that portions of the existing policies, manuals, orders, and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this Policy Manual.

## 103.2 POLICY

Best Practice **MODIFIED**

Except where otherwise expressly stated, the provisions of this Policy Manual shall be considered guidelines. It is recognized that fire and rescue work is not always predictable, and circumstances may arise that warrant departure from these guidelines.

It is intended that the provisions of this manual be viewed using an objective standard, taking into consideration the sound discretion entrusted to the members of this department under the circumstances reasonably available at the time of any incident.

### 103.2.1 DISCLAIMER

Best Practice

The provisions contained in the Policy Manual are not intended to create an employment contract, nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the West Plainfield Fire Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the District, its officials, or members. Violations of any provision of any policy contained within this manual shall only form the basis for administrative action, training, or discipline. The West Plainfield Fire Department reserves the right to revise any policy content, in whole or in part.

### 103.2.2 SEVERABILITY

Best Practice **MODIFIED**

In the event that any term or provision of this Policy Manual is declared illegal, invalid, or unenforceable by any court or any federal or state government agency, the remaining terms and provisions that are not affected shall remain in full force and effect. If any provision of the Policy Manual is found to be in conflict with a local, state, or federal law, District policy, or such law, District policy, or shall take precedence over that provision of the Policy Manual.

## 103.3 RESPONSIBILITIES

Best Practice **MODIFIED**

# West Plainfield Fire Department

## Policy Manual

### *Policy Manual*

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The responsibility for the contents of this Policy Manual rests with the Board of Fire Commissioners of the West Plainfield Fire Protection District ("Board"). Since it is not practical for the Board to prepare and maintain the Policy Manual, the following delegations have been made:

#### 103.3.1 BOARD OF FIRE COMMISSIONERS

**Discretionary** **MODIFIED**

The Board shall be considered the ultimate authority for the provisions of this manual and shall continue to issue, as needed, directives that shall modify those provisions of the manual to which they pertain. Any directive so issued shall remain in effect until such time as they may be permanently incorporated into the manual.

#### 103.3.2 STAFF

**Discretionary** **MODIFIED**

Staff shall consist of the following:

- All Chief Officers
- All Company Officers

Staff shall review all recommendations regarding proposed changes to the manual and make recommendations to the Board on final manual changes.

#### 103.3.3 OTHER PERSONNEL

**Discretionary** **MODIFIED**

Any member suggesting revision of the contents of the Policy Manual shall forward the suggestion, in writing, to the Fire Chief.

### 103.4 FORMATTING CONVENTIONS FOR THE POLICY MANUAL

**Best Practice**

The purpose of this section is to provide examples of abbreviations and definitions used in this manual.

#### 103.4.1 ACCEPTABLE ABBREVIATIONS

**Discretionary**

The following abbreviations are acceptable substitutions in the manual:

- Policy Manual sections may be abbreviated as "Section 106.4" or "§ 106.4."

#### 103.4.2 DEFINITIONS

**Best Practice** **MODIFIED**

The following words and terms shall have these assigned meanings, unless it is apparent from the content that they have a different meaning:

**Adult** - Any person 18 years of age or older.

**District** - The West Plainfield Fire Protection District.

**Non-sworn** - Members and volunteers who are not sworn employees.

# West Plainfield Fire Department

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### *Policy Manual*

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**Department/WPFD** - The West Plainfield Fire Department.

**Employee** - Any person employed by, or who volunteers to serve with, the District or Department.

**Board Member** - An individual appointed to the Board of Fire Commissioners of the West Plainfield Fire Protection District by the Yolo County Board of Supervisors.

**Fire Code** - The 2018 edition of the International Fire Code (IFC) (2019 California Fire Code, Title 24, Part 9) as adopted by the State of California and the incorporated California amendments (Health and Safety Code § 18928).

**Firefighter/Sworn, appointed, or elected** - Those members, regardless of rank, who perform fire suppression duties as part of their primary duties as sworn, appointed, or elected members of the West Plainfield Fire Department.

**Manual** - The West Plainfield Fire Department Policy Manual.

**May** - Indicates a permissive, discretionary, or conditional action.

**Member** - Any person employed or appointed by the West Plainfield Fire Department, including:

- Full- and part-time employees
- Sworn, appointed, or elected firefighters
- Reserve firefighters
- Non-sworn employees
- Volunteers

**On-duty** - Member status during the period when he/she is actually engaged in the performance of his/her assigned duties.

**Order** - A written or verbal instruction issued by a superior.

**Rank** - The job classification title held by a firefighter or other administrative or fire suppression department member.

**Shall or will** - Indicates a mandatory action.

**Should** - Indicates a generally required or expected action, absent a rational basis for failing to conform.

**Supervisor** - A person in a position of authority regarding hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other department members, directing the work of other members, or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment. The term "supervisor" may also include any person (e.g., firefighter-in-charge, lead, or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank, or compensation.

# West Plainfield Fire Department

## Policy Manual

### *Policy Manual*

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**Non-Public Access Areas** - living area, including kitchen, day room, and sleeping quarters; apparatus floor, and storage areas.

#### **103.5 DISTRIBUTION OF THE POLICY MANUAL**

Best Practice MODIFIED

Copies of the Policy Manual shall be distributed to the following:

- Fire Chief
- Company Officers
- Assistant Chief of Operations
- The fire station

An electronic version of the Policy Manual will be made available on the West Plainfield Fire Department network for access by all members. The electronic version will be limited to viewing and printing specific chapters or sections. No changes shall be made to the electronic version without authorization from the Fire Chief or the authorized designee.

#### **103.6 POLICY MANUAL ACCEPTANCE**

Best Practice

As a condition of employment, all members are required to read and obtain necessary clarification of this Policy Manual. All are required to sign a statement of receipt acknowledging that they have received a copy or have been provided access to the Policy Manual and understand that they are responsible to read and become familiar with its content.

#### **103.7 REVISIONS TO POLICIES**

Best Practice MODIFIED

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping informed of all Policy Manual revisions.

All members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to the Fire Chief.,



## Department Directives

### 202.1 PURPOSE AND SCOPE

Discretionary MODIFIED

The purpose of this policy is to establish a process to make immediate changes to department policy or procedure. Department directives will immediately modify or change and supersede the sections of the manual to which they pertain.

### 202.2 POLICY

State MODIFIED

It is the policy of the West Plainfield Fire Department to make any immediate changes to policy and procedure as permitted by Government Code § 3500 et seq. Generally the establishment of department directives is management's prerogative but employee participation may be sought in the development of those policies.

### 202.3 RESPONSIBILITIES

Best Practice MODIFIED

The Fire Chief shall issue all department directives.

All department officers shall be responsible for communicating department directives to all members in their command.

Department directives will be considered to have been rescinded upon incorporation into the appropriate manual.

## Electronic Mail

### 206.1 PURPOSE AND SCOPE

**Best Practice**

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the Department.

### 206.2 POLICY

**Best Practice**

West Plainfield Fire Department members shall use email in a professional manner in accordance with this policy and current law (e.g., California Public Records Act).

### 206.3 PRIVACY EXPECTATION

**Best Practice**

Members forfeit any expectation of privacy with regard to emails or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any department technology system.

The Department reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Department, including the department email system, computer network or any information placed into storage on any department system or device. This includes records of all keystrokes or Web-browsing history made at any department computer or over any department network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices or networks.

### 206.4 RESTRICTED USE

**Best Practice**

Messages transmitted over the email system are restricted to official business activities, or shall only contain information that is essential for the accomplishment of business-related tasks or for communications that are directly related to the business, administration or practices of the Department.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the email system is prohibited and may result in discipline.

Email messages addressed to the entire department are only to be used for official business related items that are of particular interest to all users. In the event that a member has questions about sending a particular email communication, the member should seek prior approval from his/her supervisor.

It is a violation of this policy to transmit a message under another name or email address or to use the password of another to log into the system unless directed to do so by a supervisor. Members

# West Plainfield Fire Department

## Policy Manual

### *Electronic Mail*

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are required to log off the network or secure the workstation when the computer is unattended. This added security measure will minimize the potential misuse of a member's email, name or password.

#### **206.5 EMAIL RECORD MANAGEMENT**

**State** **MODIFIED**

Email may, depending upon the individual content, be a public record under California Public Records Act and must be managed in accordance with the established records retention schedule and in compliance with state law.

The Custodian of Records shall ensure that email messages are retained and recoverable as outlined in the Records Management Policy.

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# Administrative Communications

## 207.1 PURPOSE AND SCOPE

Discretionary

The purpose of this policy is to establish guidelines, format and authority levels for the various types of administrative communication documents in existence within the Department.

## 207.2 POLICY

Discretionary

It shall be the policy of this department to control the use of the name of the Department and the use of letterhead, and to ensure that official administrative communications follow a specific format and are released only by persons with the authority to do so.

## 207.3 PERSONNEL ORDERS

Discretionary

Personnel orders may be issued periodically by the Fire Chief to announce and document promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

## 207.4 CORRESPONDENCE

Discretionary MODIFIED

In order to ensure that the letterhead and name of the Department are not misused, all external correspondence shall be on department letterhead. Members of the Department may use letterhead only for official business and with approval of their supervisor.

## 207.5 MEMORANDUMS

Discretionary

Memorandums are a necessary and important component of effective operations at all levels of the Department. For the purposes of clarity and to ensure appropriate distribution of written communications, all memorandums between department members shall utilize a standardized format.

Memorandums typically are used to memorialize and/or summarize communication and facts. Memorandums can be generated by a supervisor and sent to subordinates or a group of subordinates to give direction, clarify a policy decision or request an action by another division. A memorandum also may be written by line-level members to communicate information. If the recipient is of higher rank than the member's immediate supervisor or is outside the Department, the information should be approved by the proper chain of command before being forwarded to the recipient.

Recommendations for a standardized department memorandum format: a standard heading including the name of the Department, the date of the memorandum, the intended recipient of the

# West Plainfield Fire Department

## Policy Manual

### *Administrative Communications*

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memorandum, the name, rank and division of the department member creating the memorandum, and a brief statement of the subject of the memorandum.

#### **207.6 FACSIMILE COVER SHEETS**

**Discretionary**

All outgoing facsimile transmissions should include a standard department cover sheet as the first page of the transmission. The name of the member sending the facsimile should be clearly printed on the cover sheet along with all other pertinent information.

#### **207.7 SURVEYS**

**Discretionary**

All surveys made in the name of the Department shall be authorized by the Fire Chief or the authorized designee.

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# Performance of Duties

## 325.1 PURPOSE AND SCOPE

Best Practice

This policy establishes daily performance expectations.

## 325.2 POLICY

Best Practice

It is the policy of the West Plainfield Fire Department to provide safe and appropriate responses to emergency calls and for its members to provide professional and competent services.

## 325.3 RESPONSIBILITIES

Best Practice

All members should be familiar with and obedient to the policies, standard operating procedures, classification specifications, duties as assigned and any other lawful instruction or order from a superior officer.

## 325.4 EMERGENCY RESPONSE

Best Practice MODIFIED

All members, upon receipt of any emergency alarm, shall immediately cease all activities and without delay report to their assigned apparatus, respond immediately to the fire or other emergency dispatched, and exert reasonable effort to perform to the best of their ability, given the totality of circumstances. Volunteer members shall respond as they are able, obeying all traffic laws. Members shall respond to the department unless the member will pass the incident. The member may not respond directly to the incident if the member does not have all of his or her personal protective equipment with him or her.

## 325.5 COMPETENT PERFORMANCE

Best Practice

Members should perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the Department.

Unsatisfactory performance may include, but not be limited to, the following:

- Excessive or unauthorized leave
- Tardiness
- Demonstration of a lack of knowledge
- Failure to conform to the work standards established for the member's classification, grade or position
- Any other failure to demonstrate good conduct

# West Plainfield Fire Department

## Policy Manual

### *Performance of Duties*

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#### **325.6 SAFETY**

**Best Practice** **MODIFIED**

All members will exercise reasonable precautionary measures and good judgment to avoid injury to themselves or others while on-duty or when responding to an incident. Members who witness or are made aware of unsafe behavior should take appropriate steps to report or prevent such actions.

#### **325.7 DRIVER LICENSE**

**Best Practice** **MODIFIED**

All members shall possess a valid state-issued driver license of the class required for their assigned duties (Vehicle Code § 12500(d)).

All members should be familiar with the state vehicle code and all applicable department policies and procedures.

All members shall report to their supervisor any change in their driver license status. Failure to maintain a valid driver license in accordance with an employee's current classification specification may result in disciplinary action (e.g., being placed on unpaid leave status until license reinstatement, or termination if reinstatement is not possible).

#### **325.8 PROPER COMPLETION OF WRITTEN COMMUNICATION**

**Best Practice**

All members shall complete and submit all necessary reports, forms and memos on time and in accordance with any other applicable department policy or procedure.

Reports, forms and memos submitted by members shall be truthful and complete. No member shall knowingly enter or cause to be entered any inaccurate, incomplete, false or improper information.

#### **325.9 FIRE DEPARTMENT IDENTIFICATION**

**Best Practice**

Members shall carry their badges and identification cards on their persons while on-duty and in accordance with the Badges Policy, except when impractical or dangerous to their safety or a risk to an investigation.

Members shall furnish their name and department identification number to any person requesting that information, other than in situations in which the member's personal safety is at risk.

#### **325.10 LOSS OF EQUIPMENT**

**Best Practice**

Members shall report to their supervisor the loss or recovery of any department badge, identification card, manual, key or equipment. In the case of an equipment loss, a police report should be filed in the jurisdiction where the loss occurred.

# Line-of-Duty Death Investigations

## 328.1 PURPOSE AND SCOPE

**Best Practice**

The purpose of this policy is to provide guidelines for the investigation of a line-of-duty death, the documentation of the events leading to the death and to make recommendations directed toward preventing similar occurrences in the future.

## 328.2 POLICY

**Best Practice**

It is the policy of the West Plainfield Fire Department to identify the causal factors pertaining to any event involving a line-of-duty death, and to document and secure evidence which may be a factor in any regulatory actions or litigation resulting from the event. An investigation into the circumstances of the line-of-duty death is separate and distinct from any investigation being conducted regarding the cause of a fire.

## 328.3 PROCEDURE

**Best Practice** **MODIFIED**

As soon as practicable after a line-of-duty death has occurred, the Fire Chief or the authorized designee, shall assign an investigation team to conduct an investigation into the circumstances of the event.

- (a) The Assistant Chief of Operations should function as the team leader and direct the investigation of the incidents involved in the line-of-duty death. The investigation team should report to the team leader, who is responsible for the management of the investigative process.
- (b) All members of the West Plainfield Fire Department shall give their full and complete cooperation to the investigation team.
- (c) The California Division of Occupational Safety and Health (Cal/OSHA) will conduct an investigation of the incidents involving the death of an employee. The investigation team shall provide a liaison to the Cal/OSHA investigators.
- (d) The West Plainfield Fire Department should cooperate with all other government agencies that have a legal cause to be involved in the investigation of a line-of-duty death and should voluntarily share relevant information with other organizations working in areas of fire service occupational safety and health education and training. Participation by these agencies shall be at their own discretion, depending on the circumstances of the incident. These agencies may or may not produce their own reports of the incident with recommendations for corrective actions. These reports do not supersede the investigation team report.
- (e) The investigation team report and all related documentation shall be an internal West Plainfield Fire Department administrative report.



# West Plainfield Fire Department

## Policy Manual

### *Line-of-Duty Death Investigations*

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- (f) Any public release of the report requires the approval of the Fire Chief or the authorized designee. Such release will generally be processed in accordance with the provisions of the California Public Records Act.

#### **328.4 INVESTIGATION TEAM**

**Best Practice** **MODIFIED**

The investigation team shall consist, at a minimum, of the following team members:

- (a) Assistant Chief of Operations
- (b) Fire investigator
- (c) The incident's Safety Officer
- (d) Risk manager

Additional personnel may be added as required by the specific circumstances of the incident, including an investigative representative from the appropriate law enforcement agency, when there is reasonable cause to believe a crime may be connected with the investigation.

##### **328.4.1 DUTIES AND RESPONSIBILITIES**

**Best Practice**

The duties of the investigation team include, but are not limited to, the following:

- (a) Gather and analyze all physical evidence related to the incident.
- (b) Interview all witnesses with direct or indirect knowledge of the circumstances. When interviewing members, represented employees shall have the right to have their labor representatives present, and all firefighter interviews shall comply with the Firefighter Bill of Rights.
- (c) Collect and preserve recordings and copies of radio traffic, telephone conversations, photographs, film, videotape, incident histories and other related information. The pertinent aspects of the radio and telephone recordings should be transcribed.
- (d) Consult with persons having special knowledge of the factors involved in the incident, including private sector experts and consultants.
- (e) Liaison with other agencies involved in the investigation of the incident.
- (f) Establish and maintain ongoing communication between the team leader and the legal counsel for the Department.
- (g) Develop a written report of the incident, including conclusions and recommendations.
- (h) Coordinate activities with Fire Prevention to avoid interference with any criminal investigation.

# West Plainfield Fire Department

## Policy Manual

### *Line-of-Duty Death Investigations*

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#### 328.4.2 DOCUMENTATION

**Best Practice** **MODIFIED**

The investigation team should ensure that the scene where the line-of-duty death occurred is documented, including diagrams, photographs and observations. When feasible, all witness interviews should be recorded or transcribed. When recording or transcription is not feasible, the investigator's notes of the interview should be preserved. In addition, the investigation team should:

- (a) Obtain, examine and secure all protective clothing, breathing apparatus and equipment used by the deceased employee.
  1. A complete physical description of the protective clothing, breathing apparatus and equipment shall be included in the report of the incident.
  2. A performance evaluation report conducted by a qualified professional on all safety equipment should be included in the report of the incident.
- (b) Review and comment on the application of policies and procedures to the incident, the observance of policies and procedures and their effect on the situation. Recommend changes, additions or deletions to such policies and procedures.
- (c) Attempt to obtain any photographs, videotape or other information relating to the incident from news media or other sources. Such evidence should be obtained with the agreement that it will only be used for investigative and educational purposes.

#### 328.5 FINAL REPORT

**Best Practice**

The investigation team should present the final report to the Fire Chief. The Fire Chief should determine the schedule and method of presentation of the final report.

# Information Technology Use

## 704.1 PURPOSE AND SCOPE

### Best Practice

The purpose of this policy is to provide guidelines for the proper use of department information technology resources, including computers, electronic devices, hardware, software and systems.

### 704.1.1 DEFINITIONS

#### Best Practice

Definitions related to this policy include:

**Computer system** - All computers (on-site and portable), hardware, software, and resources owned, leased, rented or licensed by the West Plainfield Fire Department that are provided for official use by members. This shall include all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Department or department funding.

**Hardware** - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones including cellular and satellite, pagers, modems or any other tangible computer device generally understood to comprise hardware.

**Software** - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

**Temporary file, permanent file or file** - Any electronic document, information or data residing or located, in whole or in part, on the system, including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports or messages, photographs or videos.

## 704.2 POLICY

### Best Practice

West Plainfield Fire Department members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Department in a professional manner and in accordance with this policy.

## 704.3 PRIVACY EXPECTATION

### State

Members forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any Internet site that is accessed, transmitted, received, or reviewed on any department technology system.

The Department reserves the right to access, audit, and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received, or reviewed over any technology that is issued or maintained by the Department, including the department email system, computer network, or any information placed into storage on any department system or device. This includes records of all keystrokes or Web-browsing history made at any department computer or over any department network. The fact that access to a

# West Plainfield Fire Department

## Policy Manual

### *Information Technology Use*

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database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices, or networks.

The Department shall not require a member to disclose a personal username or password for accessing personal social media or open a personal social website; however, the Department may request access when it is reasonably believed to be relevant to the investigation of allegations of work-related misconduct (Labor Code § 980).

#### **704.3 RESTRICTED USE**

**Best Practice** **MODIFIED**

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisor or to the Fire Chief.

Members shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

##### **704.3.1 SOFTWARE**

**Best Practice**

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes, in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software infection, members shall not install any unlicensed or unauthorized software on any department computer. Members shall not install personal copies of any software on any department computer. Any files or software that a member finds necessary to install on department computers or networks shall be installed only with the approval of department information systems technology (IT) staff and only after being properly scanned for malicious attachments.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Department while on department premises, computer systems or electronic devices. Such unauthorized use of software exposes the Department and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as a part of the automated maintenance or update process of department- or District-approved or installed programs by the original manufacturer, producer or developer of the software. Any other introduction of software requires prior authorization from IT staff.

##### **704.3.2 HARDWARE**

**Best Practice**

Access to technology resources provided by or through the Department shall be strictly limited to department-related activities. Data stored on or available through department

# West Plainfield Fire Department

## Policy Manual

### *Information Technology Use*

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computer systems shall only be accessed by authorized members who are engaged in an approved department-related project or program or who otherwise have a legitimate department-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

#### 704.3.3 INTERNET USE

**Best Practice**

Internet access provided by or through the Department shall be strictly limited to department-related activities. Internet sites containing information that is not appropriate or applicable to department use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, gambling, chat rooms, and similar or related Internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information from the Internet shall be limited to messages, mail and data files.

#### 704.3.4 OFF-DUTY USE

**Best Practice**

Members shall only use technological resources related to their job while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other "off-the-clock" work-related activities.

### 704.3 INSPECTION OR REVIEW

**Best Practice**

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Department involving one of its members or a member's duties, an alleged or suspected violation of any department policy, a request for disclosure of data, or a need to perform or provide a service.

The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the department computer system when requested by a supervisor or during the course of regular duties that require such information.

### 704.3 PROTECTION OF SYSTEMS AND FILES

**Best Practice**

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the computer system.

# West Plainfield Fire Department

## Policy Manual

### *Information Technology Use*

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Members shall ensure department computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to a supervisor.

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# Photography And Electronic Imaging

## 709.1 PURPOSE AND SCOPE

Federal MODIFIED

The purpose of this policy is to authorize members of the West Plainfield Fire Department to utilize photography and electronic imaging to document incidents while also protecting the privacy of citizens and ensuring compliance with the mandates of the Health Insurance Portability and Accountability Act (HIPAA).

This policy establishes legal ownership of all photographs and electronic images collected by members, establishes the parameters for the types of incidents, subjects and activities that may be photographed or electronically imaged, and establishes restrictions on the use of such photographs and electronic images.

## 709.2 POLICY

Federal MODIFIED

It is the policy of the West Plainfield Fire Department to authorize members to utilize photography and electronic imaging to document incidents and department activities that are subject to compliance with specific regulations, conditions, restrictions and guidelines.

The use of photography or electronic imaging of medical patients, injured victims or other people who are medically evaluated or treated by department members must also comply with the requirements of HIPAA.

The West Plainfield Fire Department shall respect the privacy rights established in the state and federal constitutions.

## 709.3 OWNERSHIP AND COMMERCIAL USE OF PHOTOGRAPHS AND ELECTRONIC IMAGES

Federal MODIFIED

All photographs and electronic images taken by members while on-duty or acting in an official capacity are the sole property of the West Plainfield Fire Department and may not be sold, transferred for commercial use, bartered or otherwise distributed for profit by any member of the West Plainfield Fire Department without the express prior approval of the Fire Chief, the President of the Board of Fire Commissioners, or the designee of either (17 USC § 201).

## 709.4 AUTHORIZED USE OF PHOTOGRAPHY AND ELECTRONIC IMAGING

Best Practice

### 709.4.1 NON-INCIDENT EVENTS

Best Practice MODIFIED

Photography and electronic imaging may be utilized by members for non-incident events, including:

# West Plainfield Fire Department

## Policy Manual

### *Photography And Electronic Imaging*

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- (a) Documentation of department training events, exercises, lectures, classes or activities, and all fire academy-related activities.
- (b) Documentation of internal events and activities, such as promotional ceremonies, member recognition or award presentations, meetings, seminars, workshops and other activities involving department members.
- (c) Documentation of public events, such as safety seminars, fire station open house events, Fire Prevention education events and activities, school safety presentations and club or service organization events.
- (d) Documentation of all department vehicles, apparatus, tools and equipment, facilities and other -owned property.
- (e) Creating and maintaining a photo/image bank depicting all department members.
- (f) Documentation of all buildings, structures, facilities, infrastructure components, landmarks and recreational areas within the 's jurisdiction for later use in disaster mitigation, recovery and cost-recovery efforts.
- (g) To document any condition, activity or event related to the department's code enforcement responsibilities.
- (h) To document inspections, code compliance activities or any other activity of Fire Prevention.
- (i) Unless prohibited elsewhere in this policy, to document any department activity for future use in training.
- (j) For any other purpose authorized by the Fire Chief.

#### 709.4.2 INCIDENT-RELATED EVENTS

**Best Practice** **MODIFIED**

Photography and electronic imaging may be utilized by members at incident scenes, including:

- (a) Documentation of the conditions on arrival and during suppression activities at any fire incident.
- (b) Documentation of fire, smoke, water, structural collapse or any other damage or conditions resulting from any fire or fire-related event.
- (c) Documentation of people at the scene of a fire or a fire-related incident for the purpose of future investigation.
- (d) Documentation of anything of evidentiary value found at a fire or incident scene where any type of investigation may be initiated.
- (e) Documentation of the location, position, trauma, injuries or any other factor of investigative interest related to deceased victims at a fire or fire-related incident or other incidents.
- (f) Documentation of the condition of vehicles, apparatus, bicycles or other items involved in collisions, accidents, entrapments or other rescue or medical events.



# West Plainfield Fire Department

## Policy Manual

### Photography And Electronic Imaging

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- (g) Documentation of the extrication of trapped individuals in any rescue situation.
- (h) Documentation of the cause, location, extent, severity and nature of traumatic injuries of patients at the scene. These images may be transferred to the receiving physician, nurse or other authorized representative who assumes medical care for the patient.
- (i) Documentation of all aspects of any incident involving hazardous materials.
- (j) Documentation of severe weather events, including any damage, injuries or fatalities caused by such events.
- (k) Documentation of any other event, situation or activity as deemed appropriate and necessary by the Incident Commander of any event.

#### 709.5 PROHIBITED USE OF PHOTOGRAPHY OR ELECTRONIC IMAGING

Best Practice **MODIFIED**

Department members are prohibited from using photography or electronic imaging except as permitted in this policy.

Prohibited use of photography or electronic imaging shall include, but is not limited to:

- (a) Photographs and/or electronic images may not be taken, transmitted or used in violation of any HIPAA regulation.
- (b) Photographs and/or electronic images may not be taken, transmitted or used for personal purposes.
- (c) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images should be taken inside a private residence during a non-traumatic medical aid incident.
- (d) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images should be taken of a minor (under 18 years of age) patient resulting from a medical aid response.
- (e) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images depicting patient genitalia or the exposed breasts of female patients should be taken by members.
- (f) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photograph or electronic image should be taken of a patient being treated by members if the person expresses or indicates that he/she does not wish to be photographed. In the event that the need arises to take a photograph or electronic image of a medical patient against the patient's wishes, the medical need for taking the image will be explained to the patient with a witness present. Details regarding the need for the photograph or electronic image, the explanation provided to the patient and the identity of the witness present shall be included in a patient care report and/or incident report for the response.

# Member Speech, Expression and Social Networking

## 1045.1 PURPOSE AND SCOPE

### Best Practice

This policy is intended to address issues associated with member use of social networking sites and to provide guidelines for the regulation and balancing of member speech and expression with the needs of the Department.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, about matters of public concern, such as misconduct or corruption.

Members are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

### 1045.1.1 APPLICABILITY

#### Best Practice

This policy applies to all forms of communication including, but not limited to, film, video, print media, public or private speech, use of all Internet services, including the World Wide Web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video and other file-sharing sites.

## 1045.2 POLICY

### Federal MODIFIED

Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this department. Due to the nature of the work and influence associated with the fire profession, it is necessary that members of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the West Plainfield Fire Department will carefully balance the individual member's rights against the department's needs and interests when exercising a reasonable degree of control over its members' speech and expression.

## 1045.3 SAFETY

### Best Practice MODIFIED

Members should consider carefully the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of the members, such as posting personal information in a public forum, can result in compromising a member's home address or family ties. Members should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the

# West Plainfield Fire Department

## Policy Manual

### *Member Speech, Expression and Social Networking*

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safety of any member, a member's family or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing the address of a fellow firefighter.
- Otherwise disclosing where another firefighter can be located off-duty.

#### **1045.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT**

Best Practice **MODIFIED**

To meet the safety, performance and public-trust needs, the following is prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen on a matter of public concern):

- (a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the West Plainfield Fire Department, or its members.
- (b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the West Plainfield Fire Department and tends to compromise or damage the mission, function, reputation or professionalism of either or its members. Examples may include:
  - (a) Statements that indicate a disregard for the law of the state or U.S. Constitution.
  - (b) Expression that demonstrates support for criminal activity.
  - (c) Participating in sexually explicit photographs or videos for compensation or distribution.
  - (d) Postings containing sexually explicit photographs, videos, or writings that appear next to postings clearly identifiable as those associated with any West Plainfield Fire Department facility, apparatus/vehicle, member, or Department-related activity.
- (c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the member as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination, or illegal behavior.
- (d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the members of the Department.
- (e) Speech or expression that is contrary to the canons of the Firefighters' Code of Ethics as adopted by the West Plainfield Fire Department.
- (f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the Department for financial or personal gain, or any disclosure of such materials without the express authorization of the Fire Chief or the authorized designee.
- (g) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of Department logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the West

# West Plainfield Fire Department

## Policy Manual

### *Member Speech, Expression and Social Networking*

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Plainfield Fire Department on any personal or social networking or other website or web page, without the express authorization of the Fire Chief or the President of the Board of Fire Commissioners, or the designee of either.

- (h) Accessing websites for non-authorized purposes, or use of any personal communication device, game device or media device, whether personally or District owned, for personal purposes while on duty, except in the following circumstances:
  1. When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).
  2. During authorized breaks; however, such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Members must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the member (e.g., social or personal website).

#### 1045.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

**Federal** **MODIFIED**

While members are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit, members may not represent the West Plainfield Fire Department or identify themselves in any way that could be reasonably perceived as representing in order to do any of the following, unless specifically authorized by the Fire Chief or by the President of the Board of Fire Commissioners, or the designee of either, (Government Code § 3206; Government Code § 3252):

- (a) Endorse, support, oppose or contradict any political campaign or initiative.
- (b) Endorse, support, oppose or contradict any social issue, cause or religion.
- (c) Endorse, support or oppose any product, service, company or other commercial entity.
- (d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video, public broadcast or on any website.

Additionally, when it can reasonably be construed that a member, acting in his/her individual capacity or through an outside group or organization (e.g., bargaining group), is affiliated with this department, the member shall give a specific disclaiming statement that any such speech or expression is not representative of the West Plainfield Fire Department.

Members retain their right to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of a recognized bargaining unit, on political subjects and candidates at all times while off-duty. However, members may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Members are also prohibited from directly or indirectly using their official authority to coerce, command or advise another member to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

# West Plainfield Fire Department

## Policy Manual

### *Member Speech, Expression and Social Networking*

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#### 1045.4.2 POLITICAL ACTIVITY

**State**

The following rights are retained by firefighters by statute and are extended to all other members by the West Plainfield Fire Department (Government Code § 3252).

- (a) No member shall be prohibited from engaging in political activity, unless otherwise prohibited by law, in violation of department policy or any time a member is on-duty or in uniform.
- (b) Members shall not be coerced or required to engage in political activity.
- (c) A member can seek election to, or serve as a member of, the governing board of a school district or any local agency where he/she is not employed, including, but not limited to, any city, county, special district or political subdivision.

#### 1045.5 PRIVACY EXPECTATION

**State**

Members forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any Internet site that is accessed, transmitted, received, or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

The Department shall not require a member to disclose a personal username or password for accessing personal social media, or open a personal social website; however, the Department may request access when it is reasonably believed to be relevant to the investigation of allegations of work-related misconduct (Labor Code § 980).

#### 1045.6 CONSIDERATIONS

**Best Practice** **MODIFIED**

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Fire Chief, the President of the Board of Fire Commissioners, or the authorized designee of either should consider include:

- (a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.
- (b) Whether the speech or conduct would be contrary to the good order of the Department or the efficiency or morale of its members.
- (c) Whether the speech or conduct would reflect unfavorably upon the Department.
- (d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.
- (e) Whether similar speech or conduct has been previously authorized.
- (f) Whether the speech or conduct may be protected and outweighs any interest of the Department.

# West Plainfield Fire Department

## Policy Manual

### *Member Speech, Expression and Social Networking*

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#### **1045.7 TRAINING**

##### **Best Practice**

Subject to available resources, the Department should provide training regarding the limitations on speech, expression and the use of social networking to firefighters and supervisors.

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# Income Statement

GL293 Date 04/14/23  
Time 13:03

Company 1000 - YOLO COUNTY  
Income Statement  
For Period 1 Through 9 Ending March 31, 2023

USD

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Fiscal Year 2023 Budget 5

6223-0053-02751-8060

62235327518060 WEST PLAINFIELD FIRE DIST OPER

Account Nbr	Description	Period Amount	Period Budget	Pct Of Budget	Year To Date Amount	Year To Date Budget	Pct Of Budget
NETFUND/POST	NET FUND BALANCE						
REVENUES	REVENUES						
TAXES	TAXES						
PROPERTY TAX	PROPERTY TAX						
400100-0000	PROP TAXES-CURRENT SECURED	359,560.15-	340,000.00-	105.75	359,560.15-	340,000.00-	105.75
400101-0000	PROP TAXES-CURRENT UNSECURED	27,130.98-	28,000.00-	96.90	27,130.98-	28,000.00-	96.90
400111-0000	PROP TAXES-PRIOR UNSECURED	425.47-	400.00-	106.37	425.47-	400.00-	106.37
400120-0000	SUPPLEMENTAL PROP TAXES CURR	323.06-	0.00	0.00	323.06-	0.00	0.00
	Total PROPERTY TAX	387,439.66-	368,400.00-	105.17	387,439.66-	368,400.00-	105.17
	Total TAXES	387,439.66-	368,400.00-	105.17	387,439.66-	368,400.00-	105.17
REVUSEMONEY	REVENUE FROM USE OF MONEY AND						
400700-0000	INVESTMENT EARNINGS-POOL	2,176.54-	500.00-	435.31	2,176.54-	500.00-	435.31
400705-0000	GASB 31 FMV - DFS ONLY	12,336.00-	0.00	0.00	12,336.00-	0.00	0.00
	Total REVENUE FROM USE OF MONE	14,512.54-	500.00-	2902.51	14,512.54-	500.00-	2902.51
INTGOVREVENU	INTERGOVERNMENTAL REVENUES						
STATEREV	STATE REVENUE						
401061-0000	ST-HIGHWAY PROPERTY RENTALS	3.42-	0.00	0.00	3.42-	0.00	0.00
401240-0000	ST-HOMEOWNERS PROP TAX RELIEF	802.76-	0.00	0.00	802.76-	0.00	0.00
401340-0000	ST-OTHER	5,444.87-	0.00	0.00	5,444.87-	0.00	0.00
	Total STATE REVENUE	6,251.05-	0.00	0.00	6,251.05-	0.00	0.00
	Total INTERGOVERNMENTAL REVENU	6,251.05-	0.00	0.00	6,251.05-	0.00	0.00
CHG FOR SVCS	CHARGES FOR SERVICES						
403610-0000	OTH CHRGR FR SVC-FIREFGHTR SVC	86,709.36-	0.00	0.00	86,709.36-	0.00	0.00
403699-0000	OTHER CHARGES FOR SERVICES	243.00-	60,000.00-	.41	243.00-	60,000.00-	.41
	Total CHARGES FOR SERVICES	86,952.36-	60,000.00-	144.92	86,952.36-	60,000.00-	144.92
MISCREVENUES	MISCELLANEOUS REVENUES						
404190-0000	OTHER MISC REVENUES	264.86-	0.00	0.00	264.86-	0.00	0.00
	Total MISCELLANEOUS REVENUES	264.86-	0.00	0.00	264.86-	0.00	0.00
OTHRFINANSRC	OTHER FINANCING SOURCES						
405000-0000	SALE OF CAPTIAL ASSETS	0.00	5,000.00-	0.00	0.00	5,000.00-	0.00
	Total OTHER FINANCING SOURCES	0.00	5,000.00-	0.00	0.00	5,000.00-	0.00
	Total REVENUES	495,420.47-	433,900.00-	114.18	495,420.47-	433,900.00-	114.18
EXPENDITURES	EXPENDITURES						
SALARY&BEN	SALARIES AND EMPLOYEE BENEFITS						
SALARY&WAGES	SALARY AND WAGES						
500100-0000	REGULAR EMPLOYEES	168,755.10	205,137.00	82.26	168,755.10	205,137.00	82.26
500110-0000	EXTRA HELP	0.00	44,960.00	0.00	0.00	44,960.00	0.00
500120-0000	OVERTIME	23,251.28	4,153.00	559.87	23,251.28	4,153.00	559.87
500130-0000	STANDBY TIME	0.00	30,000.00	0.00	0.00	30,000.00	0.00
	Total SALARY AND WAGES	192,006.38	284,250.00	67.55	192,006.38	284,250.00	67.55
EMPBENEFITS	EMPLOYEE BENEFITS						
500320-0000	OASDI	11,904.40	18,000.00	66.14	11,904.40	18,000.00	66.14
500330-0000	FICA/MEDICARE	2,784.10	4,200.00	66.29	2,784.10	4,200.00	66.29
500380-0000	UNEMPLOYMENT INSURANCE	1,836.13	3,000.00	61.20	1,836.13	3,000.00	61.20
500390-0000	WORKERS' COMP INSURANCE	47,872.04	30,000.00	159.57	47,872.04	30,000.00	159.57
500400-0000	OTHER EMPLOYEE BENEFITS	0.00	12,000.00	0.00	0.00	12,000.00	0.00
	Total EMPLOYEE BENEFITS	64,396.67	67,200.00	95.83	64,396.67	67,200.00	95.83
	Total SALARIES AND EMPLOYEE BE	256,403.05	351,450.00	72.96	256,403.05	351,450.00	72.96
SERVSUPPLIES	SERVICES AND SUPPLIES						

# Income Statement

GL293 Date 04/14/23  
Time 13:03

Company 1000 - YOLO COUNTY  
Income Statement  
For Period 1 Through 9 Ending March 31, 2023

USD

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Fiscal Year 2023 Budget

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6223-0053-02751-8060

62235327518060

WEST PLAINFIELD FIRE DIST OPER

Account Nbr	Description	Period Amount	Period Budget	Pct Of Budget	Year To Date Amount	Year To Date Budget	Pct Of Budget
501010-0000	CLOTHING & PERSONAL SUPPLIES	16,543.74	20,000.00	82.72	16,543.74	20,000.00	82.72
501020-0000	COMMUNICATIONS	3,017.90	3,600.00	83.83	3,017.90	3,600.00	83.83
501030-0000	FOOD	515.47	223.00	231.15	515.47	223.00	231.15
501040-0000	HOUSEHOLD EXPENSE	6,027.78	10,920.00	55.20	6,027.78	10,920.00	55.20
501051-0000	INSURANCE-PUBLIC LIABILITY	0.00	6,000.00	0.00	0.00	6,000.00	0.00
501052-0000	INSURANCE-FIRE & EXTENDED	0.00	2,000.00	0.00	0.00	2,000.00	0.00
501053-0000	INSURANCE-OTHER	9,684.00	100.00	9684.00	9,684.00	100.00	9684.00
501070-0000	MAINTENANCE-EQUIPMENT	13,130.90	30,000.00	43.77	13,130.90	30,000.00	43.77
501071-0000	MAINTENANCE-BLDG IMPROVEMENT	2,785.37	8,500.00	32.77	2,785.37	8,500.00	32.77
501080-0000	MED, DENTAL, & LAB SUPPLIES	367.86	2,500.00	14.71	367.86	2,500.00	14.71
501090-0000	MEMBERSHIPS	2,487.25	2,000.00	124.36	2,487.25	2,000.00	124.36
501100-0000	MISCELLANEOUS EXPENSE	0.00	500.00	0.00	0.00	500.00	0.00
501102-0000	MISC EXP-CREDIT CARD SVC CHRGS	38.28	200.00	19.14	38.28	200.00	19.14
501110-0000	OFFICE EXPENSE	3,833.89	5,490.00	69.83	3,833.89	5,490.00	69.83
501111-0000	OFFICE EXP-POSTAGE	0.00	500.00	0.00	0.00	500.00	0.00
501112-0000	OFFICE EXP-PRINTING	0.00	100.00	0.00	0.00	100.00	0.00
501151-0000	PROF & SPEC SVC-AUDITG & ACCTG	0.00	300.00	0.00	0.00	300.00	0.00
501152-0000	PROF & SPEC SVC-INFO TECH SVC	319.90	100.00	319.90	319.90	100.00	319.90
501155-0000	PROF & SPEC SVC-MED,DENTAL,LAB	169.00	1,000.00	16.90	169.00	1,000.00	16.90
501156-0000	PROF & SPEC SVC-LEGAL SVC	0.00	500.00	0.00	0.00	500.00	0.00
501165-0000	PROF & SPEC SVC-OTHER	24.00	500.00	4.80	24.00	500.00	4.80
501180-0000	PUBLICATIONS AND LEGAL NOTICES	715.96	500.00	143.19	715.96	500.00	143.19
501190-0000	RENTS AND LEASES - EQUIPMENT	889.31	3,120.00	28.50	889.31	3,120.00	28.50
501205-0000	TRAINING	0.00	2,000.00	0.00	0.00	2,000.00	0.00
501210-0000	MINOR EQUIPMENT	20,623.97	3,000.00	687.47	20,623.97	3,000.00	687.47
501251-0000	TRASNP & TRAVEL-FUEL	6,945.05	15,000.00	46.30	6,945.05	15,000.00	46.30
501260-0000	UTILITIES	7,870.39	12,000.00	65.59	7,870.39	12,000.00	65.59
	Total SERVICES AND SUPPLIES	95,990.02	130,653.00	73.47	95,990.02	130,653.00	73.47
OTHERCHARGES	OTHER CHARGES						
502201-0000	PAYMENTS TO OTH GOV INSTITUTIO	281.00	0.00	0.00	281.00	0.00	0.00
	Total OTHER CHARGES	281.00	0.00	0.00	281.00	0.00	0.00
CAPITALASSET	CAPITAL ASSETS						
503070-0000	EQUIPMENT	0.00	15,000.00	0.00	0.00	15,000.00	0.00
	Total CAPITAL ASSETS	0.00	15,000.00	0.00	0.00	15,000.00	0.00
CONTINGENCY	APPROPRIATION FOR CONTINGENCIE						
503300-0000	APPROPRIATION FOR CONTINGENCY	0.00	20,000.00	0.00	0.00	20,000.00	0.00
	Total APPROPRIATION FOR CONTIN	0.00	20,000.00	0.00	0.00	20,000.00	0.00
	Total EXPENDITURES	352,674.07	517,103.00	68.20	352,674.07	517,103.00	68.20
	Total NET FUND BALANCE	142,746.40-	83,203.00	171.56-	142,746.40-	83,203.00	171.56-



# West Plainfield Fire Department (CA)

Davis, CA

This report was generated on 4/10/2023 3:31:43 PM



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

Start Date: 03/01/2023 | End Date: 03/31/2023

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
03/02/2023	2023-036	County Road 29	322 - Motor vehicle accident with injuries	C Shift	322- DVS-WDL-WPL - Borderline Call Davis, Woodland & West Plainfield	3	8
03/03/2023	2023-037	400 Morgan ST	611 - Dispatched & cancelled en route	C Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	2	3
03/05/2023	2023-038	106 Edwards ST	554 - Assist invalid	A Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	3
03/05/2023	2023-039	County Road 98	323 - Motor vehicle/pedestrian accident (MV Ped)	A Shift	702- WOF-WDL-WPL - Borderline Call Willow Oak, Woodland, & West Plainfield	2	6
03/05/2023	2023-040	County Road 29A	324 - Motor vehicle accident with no injuries.	A Shift	261- WNF-WPL - Borderline Call Winters & West Plainfield	3	8
03/06/2023	2023-041	County Road 29A	400 - Hazardous condition, other	C Shift	261- WNF-WPL - Borderline Call Winters & West Plainfield	2	3
03/11/2023	2023-042	31870 County Road 27 CIR	322 - Motor vehicle accident with injuries	C Shift	170- MDS-WPL - Borderline Call Madison & West Plainfield	3	4
03/12/2023	2023-043	26420 County Road 97 CIR	321 - EMS call, excluding vehicle accident with injury	B Shift	No Zone Selected	4	4
03/12/2023	2023-044	25484 County Road 95	554 - Assist invalid	B Shift	0- WPL - West Plainfield Station 30 Response Area	5	5
03/13/2023	2023-045	25484 County Road 95	611 - Dispatched & cancelled en route	B Shift	No Zone Selected	4	6
03/14/2023	2023-046	4281 Simian LN	711 - Municipal alarm system, malicious false alarm	C Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	1	3
03/16/2023	2023-047	36720 County Road 30	611 - Dispatched & cancelled en route	C Shift	0- WPL - West Plainfield Station 30 Response Area	1	3
03/17/2023	2023-048	County Road 97	324 - Motor vehicle accident with no injuries.	A Shift	No Zone Selected	4	6

Only REVIEWED incidents included.



DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
03/19/2023	2023-049	33100 County Road 31 CIR	321 - EMS call, excluding vehicle accident with injury	B Shift	0- WPL - West Plainfield Station 30 Response Area	3	4
03/21/2023	2023-050	County Road 98	322 - Motor vehicle accident with injuries		0- WPL - West Plainfield Station 30 Response Area	3	4
03/21/2023	2023-051	County Road 99	611 - Dispatched & cancelled en route	C Shift	702- WOF-WDL-WPL - Borderline Call Willow Oak, Woodland, & West Plainfield	2	3
03/22/2023	2023-052	County Road 95	611 - Dispatched & cancelled en route		701- WOF-WPL - Borderline Call Willow Oak & West Plainfield	2	4
03/25/2023	2023-053	26420 County Road 97 CIR	321 - EMS call, excluding vehicle accident with injury	B Shift	0- WPL - West Plainfield Station 30 Response Area	5	7
03/30/2023	2023-54	25372 County Road 96 CIR	500 - Service Call, other	B Shift	0- WPL - West Plainfield Station 30 Response Area	3	3
03/31/2023	2023-55	County Road 31	324 - Motor vehicle accident with no injuries.	B Shift	320- DVS-WPL - Borderline Call Davis & West Plainfield	3	4

**TOTAL # INCIDENTS: 20**

Only REVIEWED incidents included.





## West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

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March 21, 2023

Auditor-Controller  
625 Court Street  
Woodland, CA 95695

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

CalNet (ATT) 03/24/2023	47.97
Interstate Oil 03/13/2023	728.74
LEHR 04/03/2023 & 04/04/2023	125.90
US Bank Statement 04/13/2023	2,599.11
Total:	<u><u>\$3,501.72</u></u>



## West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

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### BOARD OF COMMISSIONERS – REGULAR MEETING – MINUTES March 21, 2023 at 7:00 PM

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

#### 1. Call the Meeting to Order and Establish Quorum (Vice President Yeager)

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

Present were:

Commissioners: Jim Yeager, Richard Guarino, and Beth Stiles

Department Members: Chief Cherie Rita, Assistant Chief David Stiles, Captain Patrick Fish, Lieutenant Jose Ponce, Firefighter and Association President Jon Lee, Firefighter Peter Maggenti, Hall Manager Ned Sykes, Board Clerk Carly Hall

Guest: Juan 'Miguel' Valencia

Joined via Zoom: Captain Scott Bravo and Patricia Pesavento

#### 2. Public Comment

NONE

#### 3. Old Business

##### a. Update – Weed Abatement (Assistant Chief Stiles)

Assistant Chief Stiles advised that there was no update.

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

##### i. Discussion / Action – Approve for Signature – Grant Funding Agreement Between the County of Yolo and West Plainfield Fire Protection District (FY 22/23 Contingency Funding Guidelines for Fire District Sustainability)

Assistant Chief Stiles advised there were no new meetings but advised that Chief Rita included a copy of the grant funding agreement for the Fiscal Year 2022/23 Contingency Funding Guidelines for Fire District Sustainability that needs to be discussed and voted on. He added that there is a stipulation that the County can require reimbursement if they believe that the District has not, in

good faith, completed the requirements for 218.

Motion: Approve grant funding agreement between the county of Yolo and West Plainfield Fire Protection District.  
Motion By: Guarino  
Second By: Stiles  
Vote: Approved unanimously.

#### 4. Lillard Hall

##### a. Manager Report (Hall Manager Sykes)

Hall Manager Sykes provided an update on his ongoing projects and current rental agreements. He advised he has spoken with the dog program renter and she advised she will start cleaning up after their meetings. He also gave an update on items he will be reviewing with the Lillard Hall committee when they next meet upon Commissioner Amy's return.

#### 5. New Business

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

##### i. Board Approval of Out-of-District Applicant – Juan Valencia

Chief Rita advised that she had received one new volunteer applicant, who lives outside of the district and does require Board action. Chief Rita introduced Juan 'Miguel' Valencia to the Board.

Mr. Valencia provided some background on his career and experience, advising he's a certified EMT and currently volunteers with Sacramento Volunteer Fire District, but the active volunteers are not being utilized. He would be available to come to the station around three times a month to assist with duty shifts and would like to assist with any needs at the station.

Motion: Approve Juan Valencia, an out-of-district applicant, as a volunteer firefighter.  
Motion By: Guarino  
Second By: Stiles  
Vote: Approved unanimously.

##### b. Discussion / Action – Request to Hold Election of Board President and Vice-President – April 2023 Meeting (Commissioner Stiles)

Commissioner Stiles advised she is requesting to hold an election of Board President and Vice President at the April 2023 meeting.

Vice President Yeager advised that the Presidents are usually elected at the pleasure of the Board and by seniority. Commissioner Stiles advised that the guidelines indicate the election can take place within 60 days of a

commissioner's term. Captain Fish provided a printout of the guidelines for the Board members.

**c. Discussion / Action – Standing Committee Reports**

**i. Budget and Benefits Committee – Stiles, Guarino**

Chief Rita advised that Lieutenant Ponce is resigning and will be posting the vacancy to get the position filled quickly. She passed out an updated budget and advised there was one added expense for the well repair.

**ii. Personnel Committee – Amy, Yeager**

No meeting; no report.

**iii. District Funding and Development Committee – Yeager, Stiles**

No meeting; no report. Chief Rita added that they will be meeting with SCI to go over survey results on April 5, 2023.

**1. Approval of February 27, 2023, Committee Meeting Minutes**

Motion: Approve February 27, 2023, Committee Meeting Minutes.

Motion By: Guarino

Second By: Stiles

Vote: Approved unanimously.

**iv. Lillard Hall Committee – Amy, Guarino**

No meeting; no report.

**d. Discussion / Action – Ad Hoc Committee Reports**

**i. LAFCO – Yeager, Guarino**

No meeting; no report.

**ii. Solar – Stiles, Guarino**

No meeting; no report.

Commissioner Stiles added that the Committee is still waiting to hear back on the cannabis funds grant application in May 2023.

**e. Discussion / Action – Liaison Reports**

**i. Fire Prevention / Investigation – McMullen**

No meeting; no report.

**ii. Training – Yeager**

Firefighter Maggenti advised each training is averaging about 10-12 people, with usually 3 being from out of the district.

**iii. Large Equipment / Facilities – McMullen**

No meeting; no report.

Assistant Chief Stiles added that during the well repair, they recommended installing a second pressure tank, citing this will cut down on cycle time and put less wear on the motor pump. He and Chief Rita will plan for it in the next budget year.

**iv. HIS – McMullen**

No meeting; no report.

Chief Rita advised that she has a phone call scheduled to discuss 218 and will speak to them regarding the other HIS issues.

**6. Fire Chief's Report (Chief Rita)**

Chief Rita advised the weed abatement cards should go out next week. She also advised that our policy with YCPARMIA provides free Lexipol access; she began training and policy development on March 22, 2023.

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

Association President Lee advised they raised around \$5,000 at the pancake breakfast which is the same amount as last year. He added they are holding a flea market on April 22, 2023, and made signs to put out next week. They already have five people on the list to sign up for booths and will have space for 14 indoor booths. They will try to expand the spaces outside to allow for tents and vehicles to help block the wind.

**8. Clerk's Report**

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

Board Clerk Hall advised that she sent out a revised bill packet earlier in the day that included three additional bills totaling \$245.52. This changes the total amount due from \$4,989.341 to \$5,234.93.

Motion: Approve the payment of bills totaling \$5,234.93.  
Motion By: Guarino  
Second By: Stiles  
Vote: Approved unanimously.

**b. Approval of February 21, 2023, Board Meeting Minutes**

Motion: Approve February 21, 2023, Board Meeting Minutes.  
Motion By: Guarino  
Second By: Stiles  
Vote: Approved unanimously.

**9. Open Forum**

Association President Lee advised there were a lot of adverse comments on the Next Door website regarding the 218 assessment questionnaire.

Assistant Chief Stiles advised that he applied for a Federal grant that would allow funding for reserve firefighters for four years. The grant was approved, and the paperwork is to come. It will provide over \$300,000 and requires no match.

Commissioner Stiles advised she did not see that President McMullen has joined any of the committees per their discussion at the February 21, 2023, meeting. Vice President Yeager countered that it's unusual for the Board President to be on committees. Commissioner Stiles advised that President McMullen has been on the Board for over 30 years but isn't active with the committees or decision-making. She added that all Board members are volunteers and have other commitments, so it would be helpful for him to participate as much as everyone else, it's important.

**10. Next regular Board meeting on April 18, 2023, unless another date is agreed upon**

Vice President Yeager confirmed the next meeting date as April 18, 2023. He advised he will not be in attendance.

**11. Meeting Adjourned (Vice President Yeager)**

Motion: Adjourn meeting.  
By: Guarino  
Second By: Stiles  
Vote: Approved unanimously.

Meeting adjourned at 1954 hours.

Minutes approved: \_\_\_\_\_

\_\_\_\_\_  
President James McMullen

\_\_\_\_\_  
Board Clerk Carly Hall