



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

STANDING COMMITTEE – BUDGET AND BENEFITS – MINUTES
November 15, 2023 at 4:00 PM

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

1. Call the meeting to order (Chair Stiles)

Chair Stiles called the meeting to order at 4:07 PM.

Present were:

Commissioners: Beth Stiles and Warren Roos

Staff: Chief Cherie Rita and Assistant Chief Dave Stiles

2. Public comment

NONE

3. Discussion / Action – FYE 2024 Budget (All)

a. Review Current Budget Usage

Chief Rita noted that revenues won't really start to populate the budget reports until after the first of the year, but that all, including our share of the \$1.5 million to be allocated by the County to the Department, are now available. Appropriations (expenditures) were current as the first quarter of 2024.

Chief Rita reported that she had requested YCPARMIA prepare a 10-year loss history for us. Commissioner Roos asked if we knew how much all the claims amounted to. Commissioner Stiles asked about when claims would start being removed. Assistant Chief Stiles mentioned that, while seemingly expensive, the coverage has been good for our members. Commissioner Roos asked about self-insuring, but after some discussion and using Fire Captain Rita's lung surgery and another member's shoulder surgery, the cost could potentially be even greater.

b. Draft Revisions to Previously Adopted FYE 2024 Budget

Chief Rita reported that she had added a column to the draft budget to show those items representing our fixed cost of doing business, along with the projects and grant projects to be completed in this FYE 2024. Chief Rita also prepared several supplemental documents more clearly identifying those items and their associated cost. During the discussions that ensued, Chief Rita noted a revision to the supplement document that concerned accrued leave, the general reserve, and salaries; when identifying the revenues, Chief Rita noted that the non-stable revenues had also been included. When removing those, the amount necessary to meet the County's recommended general reserve amount decreased that amount from \$358,156 to \$216,381.

Chief Rita reported that the draft presented was not a balanced budget as she wanted input about where to put the remaining funds.

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Everyone started by reviewing the Revenue estimates. Chief Rita noted she updated it to show addition of the 218 funds and the promised County funds, as well as sale of the water tender. During the meeting, the Revenue estimates were modified to show receipt of grant funds for the well project, which is anticipated to be completed this fiscal year.

Next to be reviewed and discussed was the section on salaries and benefits. Chief Rita reported that with the exception of adding the new hires, she had not otherwise changed this section. She did request, however, that the Board consider putting some of the remaining funds that had yet to be budgeted toward a pay increase from \$18.00 to at least \$19.00 per hour for our on-call driver/operators (formerly relief firefighters. Chair Stiles asked Chief Rita to recalculate salaries and benefits with on-call driver/operators receiving \$20.00 per hour. After discussing the difference, it was decided to recommend to the Board that on-call driver/operators receive an increase from \$18.00 per hour to \$20.00 per hour.

The current budget for salaries and benefits will increase next year by approximately \$100,000 because the calculations for this year include only a partial year for the new hires. Something to keep in mind when discussing possible raises. Chief Rita further pointed out that we had recently raised salaries and provided the QSEHRA benefits, which is partly why the *Estimated Fund Balance Available* on the *Revenue* worksheet had decreased. And the new hires probationary periods will not end until early next fiscal year.

After the changes to payroll and other adjustments, the balance remaining to still be allocated to a fund was \$7,700. It was agreed that this amount should be allocated to the appropriations fund (Account 590100).

c. Recommendations to Board, if any

The committee recommends that the Board:

- i. Approve salary increase from \$18.00 per hour to \$20.00 per hour for those members classified as on-call driver/operators, effective the next full pay period.
- ii. Adopt the revised 2023-2024 budget as modified (see attached).

4. Calendar

a. The next Budget Committee meeting to be determined

The next meeting is scheduled for January 11, 2024, at 4:00 PM.

5. Adjourn (Chair Stiles)

Chair Stiles adjourned the meeting at 5:20 PM.

Approved: November 21, 2023



BETH STILES, Committee Chair and Commissioner



Recorder CHERIE RITA, Fire Chief