

West Plainfield Fire Protection District

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

BOARD OF COMMISSIONERS MEETING

March 20, 2018 at 7:00 PM

To be held at West Plainfield Fire Department
24901 County Road 95, Davis, CA 95616

1. Call the meeting to order
2. Review and Discussion of Bills
 - a. Approve Payment of Bills (Page 1)
3. Public comment
4. Lillard Hall
 - a. Lillard Hall Business
 - b. Lillard Hall Report (Page 2)
 - c. Lillard Hall Committee Report (Hjerpe, Guarino)
 - i. Financial Analysis Report
 - ii. Landscaping / Fencing
 - iii. Lillard Hall Painting
 - iv. BBQ pit bricks behind Lillard hall
5. Financials
 - a. Deposits (Page 3)
 - b. Financial Reports (Page 4-7)
6. New Business
 - a. Discussion/Action - B230 Build
 - b. Discussion/Action – 4 way stop at County Roads 31 and 96
7. Old Business
8. Chiefs Report
9. Assistant Chiefs Report
10. Volunteer Activities Report
11. Committee Reports
 - a. Standing Committees
 - i. Benefits Committee Report (Hjerpe, Guarino)
 - ii. Budget Committee Report (Yeager, Hjerpe)
 - iii. Personnel Committee Report (Hjerpe, Guarino)
 - Discussion/Action – Adopt Revised Section 730 – Engineer (Page 8-10)
 - Discussion/Action – Adopt Revised Section 740 – Lieutenant (Page 11-13)
 - Discussion/Action – Adopt Section 750 – Fire Captain (Page 14-16)
 - Discussion/Action – Adopt Section 765 – Battalion Chief – Volunteer (Page 17-19)
 - iv. Extended Coverage / Resident Firefighter Program Committee (Beoshanz, Yeager)
 - b. Ad Hoc Committees
 - i. Policy Review Committee (Beoshanz, Guarino)
 - ii. Animal Rescue Training Committee (McMullen, Hjerpe)
 - iii. Monument Committee (Beoshanz, Yeager)
12. Bureau of Indian Health Service (BIHS) Liaison Report
13. Training Liaison Report
14. Fire Prevention Liaison Report
15. Major Equipment Repair Liaison Report
16. Minutes
 - a. Approval of February 20, 2018 Board Meeting Minutes (Page 20-26)
17. Clerk's Report
 - a. Discussion/Action – Personnel Evaluation– Sharon Grafton – Closed Session if requested
18. Open Forum
19. Calendar
 - a. The next regular scheduled Board meeting will be April 17, 2018 at 7:00 pm unless another date is agreed upon.

West Plainfield Fire Protection District

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

March 20, 2018

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:

ATT	\$ 74.02
Cascade	952.38
Edwards	78.63
EverBank	180.03
Jonhson	845.98
PG&E	699.81
Scott's PPE	44.79
US Bank	881.44
Waste Management	<u>394.38</u>
Total	\$ 4,141.46

* Not included in total

March 20, 2018

Lillard Hall Report

Deposit Income:	\$600.00	Solorzano Mora party
	\$350.00	Dog group
	\$600.00	Hernandez party

Total: \$1,550.00

Deposit:	\$500.00	Solorzano Mora party
	\$500.00	Pizano party

Total: \$1,000.00

Expenses:	\$75.00	Eva Cardosa Cabrera Hall cleaning
	\$246.00	Waste removal
	\$110.00	PG&E bill
	\$169.78	Waste Management Woodland - Hall (garbage dumpster)
	\$500.00	Solorzano Mora – party refund

Total: \$1,100.78

Balance: \$15,797.07

Jo Yeager

DEPOSITS – March 20, 2017

Total o 6 deposit totaling \$3,695.42

YCPARMIA – Reimbursement Temporary Disability \$1,110.66

YCPARMIA – Reimbursement Temporary Disability \$1,110.66

YCPARMIA – Reimbursement Temporary Disability \$1,031.33

US Bank – WSCA Contract payment - \$86.54

Lillard Hall – Reimbursement Waste Management \$246.00

Lillard Hall – Reimbursement PG&E \$110.23

Trial Balance

GL291 - Date 03/16/18
Time 14:25

Company 1000 - YOLO COUNTY
Trial Balance
For Period 7 Through 8 Ending February 28, 2018

USD

Base Currency
Amounts

Fiscal Year 2018

6223
6223 W. PLAINFIELD FIRE DIST BAL SHT

Account Nbr	Description	Beginning Balance	Debit Activity	Credit Activity	Ending Balance
100000-0000	CASH IN TREASURY	299,386.29	77,928.06	47,193.66	330,120.69
101000-0121	RC-WFF FPD CAP ASSET REPL	137,300.23	12,400.31	70,000.00	79,700.54
101000-0122	RC-WFF FPD ACCRUED LEAVE	21,708.77	463.29		22,172.06
111010-0000	PROP TAX REC-CURR SEC	142,659.43			142,659.43
111090-0000	PROP TAX REC-CURR SEC SUPPL	2,980.36			2,980.36
181100-0000	BUILDING & IMPROVEMENT	97,149.28			97,149.28
181200-0000	IMPRV OTHR THAN BLDG	27,567.00			27,567.00
181400-0000	EQUIPMENT	784,699.30			784,699.30
182100-0000	ACCUM. DEP-BLDG & IMPRV	87,224.83			87,224.83
182200-0000	ACCUM. DEP- IMPRV OTHR THAN BL	12,567.00			12,567.00
182400-0000	ACCUM. DEP-EQUIPMENT	566,033.46			566,033.46
300100-0000	NET INVESTMENT IN CAPITAL ASSE	243,590.29			243,590.29
300600-0001	FD BAL-ASSIGNED-CAP ASSET REPL	137,300.23	70,000.00	12,000.00	79,300.23
300600-0002	FD BAL-ASSIGNED-ACCRUED LEAVE	21,708.77		400.00	22,108.77
300600-0003	FD BAL-ASSIGNED-GEN RESERVE	149,825.00			149,825.00
300999-0000	UNASSIGNED	100,187.56		70,000.00	157,787.56
400100-0000	PROP TAXES-CURRENT SECURED	285,318.87			285,318.87
400101-0000	PROP TAXES-CURRENT UNSECURED	48,182.94			48,299.25
400111-0000	PROP TAXES-PRIOR UNSECURED	347.39		116.31	4.78
400700-0000	INVESTMENT EARNINGS-POOL	1,239.50		1,122.84	352.17
401061-0000	ST-HIGHWAY PROPERTY RENTALS	2.55	146.68		2,215.66
401240-0000	ST-HOMEOWNERS PROP TAX RELIEF	748.94			2.55
404117-0000	OTH MISC-INSURANCE PROP TAX RELIEF	3,720.72		6,187.97	748.94
405000-0000	SALE OF CAPITAL ASSETS	3,175.00			9,908.69
500100-0000	REGULAR EMPLOYEES	80,696.37	26,774.34		3,175.00
500320-0000	OASDI	4,117.92	1,187.86		107,470.71
500330-0000	FICA/MEDICARE	963.07	277.81		5,305.78
500380-0000	UNEMPLOYMENT INSURANCE	165.09	335.08		1,240.88
500390-0000	WORKERS' COMP INSURANCE	53.00			500.17
501010-0000	CLOTHING & PERSONAL SUPPLIES	53.00			5,000.00
501020-0000	COMMUNICATIONS	22.30			53.00
501040-0000	HOUSEHOLD EXPENSE	2,516.14	70.18		92.48
501051-0000	INSURANCE-PUBLIC LIABILITY	5,000.00	1,043.02	261.51	3,297.65
501052-0000	INSURANCE-FIRE & EXTENDED	818.78			5,000.00
501053-0000	INSURANCE-OTHER	49.59			818.78
501070-0000	MAINTENANCE-EQUIPMENT	3,069.04	2,088.08		49.59
501071-0000	MAINTENANCE-BLDG IMPROVEMENT	345.97			5,157.12
501080-0000	MED, DENTAL, & LAB SUPPLIES	1,992.34			345.97
501090-0000	MEMBERSHIPS	61.00			1,992.34
501100-0000	MISCELLANEOUS EXPENSE	128.35			61.00
501110-0000	OFFICE EXPENSE	356.42	35.15	92.22	128.35
501151-0000	PROF & SPEC SVC-AUDITG & ACCTG	6.93			299.35
501152-0000	PROF & SPEC SVC-INFO TECH SVC	1,930.35			6.93
501165-0000	PROF & SPEC SVC-OTHER	145.68			1,930.35
501190-0000	RENTS AND LEASES - EQUIPMENT	480.37	48.77		145.68
501205-0000	TRAINING	2,247.00			529.14
501210-0000	MINOR EQUIPMENT	9,956.71	11.49		2,247.00
501250-0000	TRANSPORTATION AND TRAVEL	544.74			9,945.22

Trial Balance

GL291 - Date 03/16/18
Time 14:25

Company 1000 - YOLO COUNTY
Trial Balance
For Period 7 Through 8 Ending February 28, 2018

USD

Base Currency
Amounts

Fiscal Year 2018

6223

W. PLAINFIELD FIRE DIST BAL SHT

Account Nbr	Description	Beginning Balance	Debit Activity	Credit Activity	Ending Balance
501251-0000	TRASN & TRAVEL-FUEL	0.00	1,058.69		1,058.69
501260-0000	UTILITIES	712.45	1,270.01		1,822.93
503070-0000	EQUIPMENT	1,118.11		159.53	1,118.11
503071-0000	EQUIPMENT-VEHICLE	46,919.51			46,919.51
***	Totals	0.00	207,538.82	207,538.82	0.00

Income Statement

GL293 Date 03/16/18
Time 14:28

Company 1000 - YOLO COUNTY
Income Statement
For Period 7 Through 8 Ending February 28, 2018

USD

Page 1

6223

6223 W. PLAINFIELD FIRE DIST BAL SHT

YOLOCOUNTY

Account Nbr	Description	Period Amount	Year To Date	Last Year Period	Last Year To Date
NETFUND/POST	NET FUND BALANCE				
REVENUES	REVENUES				
TAXES	TAXES				
PROPERTY TAX	PROPERTY TAX				
400100-0000	PROP TAXES-CURRENT SECURED	0.00	285,318.87-	0.00	280,781.17-
400101-0000	PROP TAXES-CURRENT UNSECURED	116.31-	48,299.25-	116.38-	36,047.28-
400111-0000	PROP TAXES-PRIOR UNSECURED	4.78-	352.17-	467.16-	737.37-
400120-0000	SUPPLEMENTAL PROP TAXES CURR	0.00	0.00	2,096.34-	2,096.34-
	Total PROPERTY TAX	121.09-	333,970.29-	2,679.88-	319,662.16-
	Total TAXES	121.09-	333,970.29-	2,679.88-	319,662.16-
REVUSEMONEY	REVENUE FROM USE OF MONEY AND				
400700-0000	INVESTMENT EARNINGS-POOL	976.16-	2,215.66-	447.92-	892.83-
400725-0000	RENTS & CONCESSIONS - OTHER	0.00	0.00	0.00	310.00-
	Total REVENUE FROM USE OF MONE	976.16-	2,215.66-	447.92-	1,202.83-
INTGOVREVENU	INTERGOVERNMENTAL REVENUES				
STATAREV	STATE REVENUE				
401061-0000	ST-HIGHWAY PROPERTY RENTALS	0.00	2.55-	0.00	0.00
401240-0000	ST-HOMEOWNERS PROP TAX RELIEF	0.00	748.94-	0.00	748.49-
	Total STATE REVENUE	0.00	751.49-	0.00	748.49-
	Total INTERGOVERNMENTAL REVENU	0.00	751.49-	0.00	748.49-
CHG FOR SVCS	CHARGES FOR SERVICES				
403610-0000	OTH CHRG FR SVC-FIREFIGHTR SVC	0.00	0.00	0.00	3,508.13-
	Total CHARGES FOR SERVICES	0.00	0.00	0.00	3,508.13-
MISCREVENUES	MISCELLANEOUS REVENUES				
404117-0000	OTH MISC-INSURANCE PROCEEDS	6,187.97-	9,908.69-	0.00	0.00
	Total MISCELLANEOUS REVENUES	6,187.97-	9,908.69-	0.00	0.00
OTHRFINANSRC	OTHER FINANCING SOURCES				
405000-0000	SALE OF CAPITAL ASSETS	0.00	3,175.00-	0.00	0.00
	Total OTHER FINANCING SOURCES	0.00	3,175.00-	0.00	0.00
	Total REVENUES	7,285.22-	350,021.13-	3,127.80-	325,121.61-
EXPENDITURES	EXPENDITURES				
SALARY&BEN	SALARIES AND EMPLOYEE BENEFITS				
SALARY&WAGES	SALARIES AND WAGES				
500100-0000	REGULAR EMPLOYEES	26,774.34	107,470.71	25,262.44	101,081.30
	Total SALARY AND WAGES	26,774.34	107,470.71	25,262.44	101,081.30
EMPBENEFITS	EMPLOYEE BENEFITS				
500320-0000	OASDI	1,187.86	5,305.78	1,566.27	6,267.03
500330-0000	FICA/MEDICARE	277.81	1,240.88	366.30	1,465.69
500380-0000	UNEMPLOYMENT INSURANCE	335.08	500.17	645.74	906.01
500390-0000	WORKERS' COMP INSURANCE	0.00	5,000.00	0.00	5,178.28
	Total EMPLOYEE BENEFITS	1,800.75	12,046.83	2,578.31	13,817.01
	Total SALARIES AND EMPLOYEE BE	28,575.09	119,517.54	27,840.75	114,898.31
SERVSUPPLIES	SERVICES AND SUPPLIES				
501010-0000	CLOTHING & PERSONAL SUPPLIES	0.00	53.00	272.44	272.44
501020-0000	COMMUNICATIONS	70.18	92.48	0.00	411.64
501040-0000	HOUSEHOLD EXPENSE	781.51	3,297.65	386.45	2,448.15
501051-0000	INSURANCE-PUBLIC LIABILITY	0.00	5,000.00	0.00	5,000.00
501052-0000	INSURANCE-FIRE & EXTENDED	0.00	818.78	0.00	883.40
501053-0000	INSURANCE-OTHER	0.00	49.59	0.00	84.23
501070-0000	MAINTENANCE-EQUIPMENT	2,088.08	5,157.12	55.17	3,630.23
501071-0000	MAINTENANCE-BLDG IMPROVEMENT	0.00	345.97-	2,920.00	3,239.75
501080-0000	MED, DENTAL, & LAB SUPPLIES	0.00	1,992.34	0.00	340.50-

Income Statement

GL293 Date 03/16/18
Time 14:28

Company 1000 - YOLO COUNTY
Income Statement
For Period 7 Through 8 Ending February 28, 2018

USD

6223 W. PLAINFIELD FIRE DIST BAL SHT YOLO COUNTY

Account Nbr	Description	Period Amount	Year To Date	Last Year Period	Last Year To Date
SERVSUPPLIES					
501090-0000	SERVICES AND SUPPLIES	0.00	61.00	0.00	2,719.00
501100-0000	MEMBERSHIPS	0.00	128.35	0.00	19.50
501110-0000	MISCELLANEOUS EXPENSE	57.07-	299.35	151.49	947.24
501111-0000	OFFICE EXP-POSTAGE	0.00	0.00	0.00	150.00
501112-0000	OFFICE EXP-PRINTING	0.00	0.00	3.71	200.41
501151-0000	PROF & SPEC SVC-AUDITG & ACCTG	0.00	6.93	0.00	6.29
501152-0000	PROF & SPEC SVC-INFO TECH SVC	0.00	1,930.35	0.00	5,784.05
501165-0000	PROF & SPEC SVC-OTHER	0.00	145.68	131.68	131.68
501190-0000	RENTS AND LEASES - EQUIPMENT	48.77	529.14	279.38	1,066.19
501205-0000	TRAINING	0.00	2,247.00	0.00	1,001.00
501210-0000	MINOR EQUIPMENT	11.49	9,945.22-	0.00	545.60
501249-0000	SPECDPT EXP-OTHER	0.00	0.00	336.82	361.82
501250-0000	TRANSPORTATION AND TRAVEL	0.00	544.74-	0.00	830.07
501251-0000	TRASNP & TRAVEL-FUEL	1,058.69	1,058.69	0.00	352.05
501260-0000	UTILITIES	1,110.48	1,822.93	990.98	3,661.07
	Total SERVICES AND SUPPLIES	5,112.13	13,854.45	5,528.12	33,405.31
CAPITALASSET					
503070-0000	EQUIPMENT	0.00	1,118.11	13,431.35	13,431.35
503071-0000	EQUIPMENT-VEHICLE	0.00	46,919.51	0.00	0.00
	Total CAPITAL ASSETS	0.00	48,037.62	13,431.35	13,431.35
	Total EXPENDITURES	33,687.22	181,409.61	46,800.22	161,734.97
	Total NET FUND BALANCE	26,402.00	168,611.52-	43,672.42	163,386.64-

WEST PLAINFIELD FIRE PROTECTION DISTRICT
Operations and Procedures Manual

DIVISION 700
Rank / Job Descriptions

EFFECTIVE DATE
03/20/2006

Section 730
Fire Engineer

REVISION DATE
DRAFT 03/16/18

730.01 DEFINITION AND QUALIFICATIONS

This is a Member who:

- Has been promoted to the rank of Fire Engineer;
- Meets and continues to meet Firefighter qualifications;
- Has successfully performed those skills outlined in the "WPFDF Trainee I Probationary FF Sign-Off Check Sheet" (Appendix 710.04b);
- Has agreed, by his or her signature, to the terms outlined in the Memorandum of Understanding - Volunteer Firefighter (Appendix 710.01);
- Is in good mental and physical health;
- Conducts him/herself in a socially acceptable, cooperative manner;
- Is able to receive, comprehend, and carry out directions;
- Performs all assigned duties competently and professionally;
- Has and maintains a valid California firefighter's restricted driver's license (at a minimum);
- Maintains current certifications and training as required by law for firefighters, including, but not limited to, advanced first aid and CPR/AED, hazardous materials training and refreshers, SIDS awareness training and refreshers, and blood-borne and airborne pathogens training and refreshers (EMT certification required for career staff); am
- Has (1) attended 100% of the regular Monday night drills and mandatory trainings and/or attained 100% of the knowledge presented at all regular Monday night and/or mandatory trainings, and (2) successfully demonstrated the skills practiced at all regular Monday night drills and mandatory trainings. Special consideration may be given to Members whose circumstances preclude their attendance at regular Monday night drills upon approval of the Fire Chief, who shall first consult with the Training Officer.

730.01 CHARACTERISTICS AND DUTIES

The Fire Engineer is fully qualified to operate any apparatus, vehicle and/or equipment, in addition to performing all normal emergency response duties and to perform basic maintenance and trouble-shooting.

The Fire Engineer:

- Drives fire apparatus to the scene of an emergency, positions apparatus, and places apparatus in operation as directed.
- Operates engines by laying hose, positioning water monitors, and monitoring hydraulic conditions, directs engine hook-up and sets up and adjusts controls to ensure proper water flow,
- Operates rescue and other specialized apparatus as may be required.
- Operates various auxiliary equipment such as lights and power during night-time emergency response.
- Sets up ladders, uses hand and power tools to obtain entry to buildings, frees trapped accident victims, shuts off utilities, and provides ventilation.
- Participates in clean-up, salvage and overhaul operations; cleans, services and ensures

WEST PLAINFIELD FIRE PROTECTION DISTRICT
Operations and Procedures Manual

DIVISION 700
Rank / Job Descriptions

EFFECTIVE DATE
03/20/2006

Section 730
Fire Engineer

REVISION DATE
DRAFT 03/16/18

operational readiness of fire vehicles, apparatus, hoses and equipment; and assists with the maintenance of station and facilities.

- Performs basic trouble-shooting and provides minor repairs to apparatus and equipment.
- Participates in various staff support assignments including but not limited to: fire prevention, inspection of commercial and residential property, training and skills improvement; maintenance of inventory records; scheduled inspections of department equipment and apparatus; and fire investigations.
- Assists in the instruction and/or supervision of FF Trainees and/or Probationary Firefighters, as assigned.
- Works with the community in a variety of educational, public relations and service programs.
- Consistently demonstrates the highest level of customer service during emergency and routine situations.
- Performs all duties and responsibilities in a safe and responsible manner.

The Fire Engineer shall possess knowledge of:

- Principles and practices of fire suppression, rescue, hazardous materials response and fire prevention.
- Principles and practices of emergency medical care at the basic life support level.
- Geographical layout of the area, location of various fire suppression utilities, and types of building construction in the community.
- Ability to drive large apparatus in a safe manner, including responding to emergency scenes in a reasonable response time.
- Knowledge of hydraulics, fire streams, fixed water systems, and fixed fire protection systems.
- Knowledge of mechanical principles including basic apparatus maintenance, pump maintenance, pumping operations, and the equipment use and operations.
- Ability to utilize apparatus efficiently during pumping operations, maintain constant water supply and solving operational problems as they occur.

730.03 EDUCATION

The Fire Engineer:

- Is expected to have successfully completed the following California State Fire Training (or equivalent) classes:
 - o Driver/Operator 1A (NOTE: this class may be waived by the Fire Chief)
 - o Driver/Operator 1B
- Is expected to continue his or her education in IFSTA Essentials, as well as to seek additional information in areas he or she is not comfortable with;
- Is encouraged to seek additional training through the Training Officer, whom may assign the Fire Engineer a training mentor, or whom may detail a specific continuing education program to help develop additional skills;
- Is encouraged to take advantage of training outside the Department. The Member may be eligible

WEST PLAINFIELD FIRE PROTECTION DISTRICT
Operations and Procedures Manual

DIVISION 700
Rank / Job Descriptions

EFFECTIVE DATE
03/20/2006

Section 730
Fire Engineer

REVISION DATE
DRAFT 03/16/18

for reimbursement of cost for such training. NOTE: Any Member seeking reimbursement of cost for outside training must get permission PRIOR TO ATTENDING the training and must provide proof of successful completion of the training; without prior approval from the Chief, reimbursement will be denied.

730.04 EVALUATION

At six (6) months from the date the Member achieved Fire Engineer status, the Member is expected to meet with his or her assigned Captain and the Assistant Chiefs for a job performance review. Thereafter, the Member is expected to meet with his or her assigned Captain and Assistant Chiefs for an annual job performance review.

WEST PLAINFIELD FIRE PROTECTION DISTRICT
Operations and Procedures Manual

DIVISION 700
Rank / Job Descriptions

EFFECTIVE DATE
05/10/2012

Section 740
Fire Lieutenant

REVISION DATE
DRAFT 03/16/18

740.01 DEFINITION AND QUALIFICATIONS

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

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

740.02 CHARACTERISTICS AND DUTIES

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

The Fire Lieutenant shall have knowledge of:

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

WEST PLAINFIELD FIRE PROTECTION DISTRICT
Operations and Procedures Manual

DIVISION 700
Rank / Job Descriptions

EFFECTIVE DATE
05/10/2012

Section 740
Fire Lieutenant

REVISION DATE
DRAFT 03/16/18

The Fire Lieutenant shall have the following skills:

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

The Fire Lieutenant shall have the ability to:

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

740.03 EDUCATION

The Fire Lieutenant:

- Is expected to have successfully completed the following California State Fire Training (or equivalent) classes:
 - Volunteer Firefighter
 - Driver/Operator 1A (NOTE: this class may be waived by the Fire Chief)
 - Driver/Operator 1B
 - Command 1A OR equivalent experience
- Shall continue his or her education in command-level classes;
- Shall seek additional training through the Training Officer, who may assign the Fire Lieutenant a mentor, or who detail a specific training program to assist in development of additional skills;

WEST PLAINFIELD FIRE PROTECTION DISTRICT
Operations and Procedures Manual

DIVISION 700
Rank / Job Descriptions

EFFECTIVE DATE
05/10/2012

Section 740
Fire Lieutenant

REVISION DATE
DRAFT 03/16/18

- Is encouraged to obtain and maintain certification as an EMT;
- Is encouraged to take advantage of training outside the Department. The Member may be eligible for reimbursement of cost for such training. NOTE: Any Member seeking reimbursement of cost for outside training must get permission PRIOR TO ATTENDING the training and must provide proof of successful completion of the training; without prior approval from the Chief, reimbursement will be denied.

740.04 EVALUATION

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

WEST PLAINFIELD FIRE PROTECTION DISTRICT
Operations and Procedures Manual

DIVISION 700
RANK / JOB DESCRIPTION

EFFECTIVE DATE
DRAFT 03/16/18

Section 750
Fire Captain

REVISION DATE
NONE

750.01 DEFINITIONS AND QUALIFICATIONS

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

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

750.02 CHARACTERISTICS AND DUTIES

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

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

This is a member who has knowledge of:

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

WEST PLAINFIELD FIRE PROTECTION DISTRICT
Operations and Procedures Manual

DIVISION 700
RANK / JOB DESCRIPTION

EFFECTIVE DATE
DRAFT 03/16/18

Section 750
Fire Captain

REVISION DATE
NONE

This member has the ability to:

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

The Fire Captain will:

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

750.03 TRAINING REQUIREMENTS / CERTIFICATIONS

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

The Fire Captain shall be proficient and knowledgeable in:

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

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

WEST PLAINFIELD FIRE PROTECTION DISTRICT
Operations and Procedures Manual

DIVISION 700
RANK / JOB DESCRIPTION

EFFECTIVE DATE
DRAFT 03/16/18

Section 750
Fire Captain

REVISION DATE
NONE

750.04 EVALUATION

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

WEST PLAINFIELD FIRE PROTECTION DISTRICT
Operations and Procedures Manual

DIVISION 700
RANK / JOB DESCRIPTIONS

EFFECTIVE DATE
DRAFT 03/16/18

Section 765
Fire Battalion Chief - Volunteer

REVISION DATE
NONE

765.01 DEFINITIONS AND QUALIFICATIONS

Fire Battalion Chief – Volunteer shall be a volunteer position. This is a Member who:

- Has been promoted to the rank of Fire Battalion Chief - Volunteer;
- Has a minimum of five (5) continuous years in the fire service as a member of an organized fire department or fire agency;
- Meets / continues to meet Fire Captain qualifications;
- Is in good mental and physical health;
- Conducts him/herself in a socially acceptable, cooperative manner;
- Is able to receive, comprehend, and carry out directions;
- Performs all assigned duties competently and professionally;
- Has and maintains a valid California firefighter's restricted driver's license (at a minimum);
- Maintains current certifications and training as required by law for firefighters, including, but not limited to, advanced first aid and CPR/AED, hazardous materials training and refreshers, SIDS awareness training and refreshers, and blood-borne and airborne pathogens training and refreshers (EMT certification required for career staff); and
- Has (1) attended 100% of the regular Monday night drills and mandatory trainings and/or attained 100% of the knowledge presented at all regular Monday night and/or mandatory trainings, and (2) successfully demonstrated the skills practiced at all regular Monday night drills and mandatory trainings. Special consideration may be given to Members whose circumstances preclude their attendance at regular Monday night drills upon approval of the Fire Chief, who shall first consult with the Training Officer.

765.02 TYPICAL TASKS

The Fire Battalion Chief may not perform all these tasks and/or may perform similar related tasks not listed here, as assigned:

- Ensures that proper firefighting, prevention and equipment maintenance techniques are adhered to.
- Conducts / manages inspections, including, but not limited to, equipment, pre-fire planning, and fire origin investigations, as necessary.
- Maintains clear, timely, and accurate communications between members so that fire protection and support activities are coordinated and fire control objectives achieved.
- Identifies ways to improve and streamline fire suppression, company inspection, training, equipment maintenance, tactics and programs including the cost and benefit of possible improvements.
- Identifies and assesses problems impacting the effectiveness of fire service delivery and takes corrective action in consultation with the Fire Chief and Assistant Fire Chiefs.
- Plans, directs, manages and coordinates the work of volunteer members as appropriate.
- Projects a positive image to individuals and groups as a professional, competent and responsive manager. Communicates effectively and openly with different individuals and groups.

WEST PLAINFIELD FIRE PROTECTION DISTRICT
Operations and Procedures Manual

DIVISION 700
RANK / JOB DESCRIPTIONS

EFFECTIVE DATE
DRAFT 03/16/18

Section 765
Fire Battalion Chief - Volunteer

REVISION DATE
NONE

- Keeps abreast of fire suppression and prevention problems and hazards within the District and exercises initiative in finding workable solutions to these problems.

765.03 MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

The Fire Battalion Chief – Volunteer shall have:

Knowledge of:

- Problems, issues, philosophies, principles and tactics associated with firefighting, fire prevention, inspection and equipment maintenance;
- Modern management, planning, organization, motivation, budgeting and communication techniques;
- District policies and regulations;
- Relevant laws, ordinances, codes and court decisions that affect fire protection;
- District geography;
- Major fire hazards; and
- Water supply systems.

Ability to:

- Manage the technical aspects of various fire suppression, prevention and training activities; and
- Quickly analyze emergency situations and direct the proper course of action.

Skill in:

- Performance evaluation and employee development;
- Written and oral communications;
- Interpersonal relations; and
- Fire protection operations and administrative / management systems.

765.04 LICENSES AND CERTIFICATES

Have and maintain:

- Possession of a valid California Driver's License with firefighter endorsement (within one month of appointment); and
- First Aid / CPR for the Professional Rescuer.

The Fire Battalion Chief – Volunteer – is encouraged to have and maintain certification as an EMT.

WEST PLAINFIELD FIRE PROTECTION DISTRICT
Operations and Procedures Manual

DIVISION 700
RANK / JOB DESCRIPTIONS

EFFECTIVE DATE
DRAFT 03/16/18

Section 765
Fire Battalion Chief - Volunteer

REVISION DATE
NONE

765.05 TRAINING / EDUCATION AND EXPERIENCE

In addition to four (4) years of fire suppression experience, including two (2) years' experience at the rank of Fire Captain, or higher, and have any of (1) an Associate of Arts Degree, (2) a Bachelor of Arts Degree, or (3) Fire Officer Certification.

750.04 EVALUATION

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

West Plainfield Fire Protection District

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

**Minutes – February 20, 2018
West Plainfield Fire Protection District Board of Commissioners**

1. CALL TO ORDER

The meeting was called to order at 7:13 pm by President McMullen. Present were:

Commissioners: Beoshanz, McMullen, Yeager, Hjerpe and Guarino
Staff: Assistant Chief Bill Heins, Chief Cherie Rita, Volunteer Fire Department
President Patrick Fish and Clerk Sharon Grafton
Guests: Dr. Michael Payne and Jo Yeager, Hall Manager.

Since Dr. Michael Payne is present to discuss the Animal Rescue Training, it was agreed to take this item out of order.

11. COMMITTEE REPORTS

- b. Ad Hoc Committee
- ii. Animal Rescue Training Committee

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To take this Committee Report out of order.

Passed: Unanimously

President McMullen gave an overview of the Committee's work from the past several months. The members of the Committee are James McMullen, Charles Hjerpe, Dr. Michael Payne as the technical advisor, Chief Rita and Assistant Chief Heins as staff.

Chief Rita explained that this training program is a new program that was created for large animal rescues in cases of fires and other disasters. There are 3 sections to the program. 1) classroom portion, 2) technical portion and 3) hands on portion.

The focus is on moving animals in an emergency such as fire vs. getting them out of a ravine or other life-threatening situation. It is a Fire Operations Animal Rescue.

The first class is scheduled for June 2nd for only the West Plainfield Fire Department and hopefully will be rolled out to the county in the future.

Assistant Chief Heins stated that sometimes fires move so fast that animals can't be moved and the Firefighter is ill equipped on how to handle large animals. This program will help them in working with animals.

Dr. Payne is a large animal veterinarian and currently works as a volunteer firefighter in the Vacaville Fire Protection District. He stated that the training had been well thought out and it will help firefighters to not be the victim of an animal that is in panic or in pain.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve moving forward as presented.

Passed: Unanimously

2. REVIEW DISCUSSION OF BILLS

- a. Approve payment of bills as amended.

Motion by: Commissioner Yeager
2nd: Commissioner Guarino

To approve the bills in the amount of \$2,837.12.

Passed: Unanimously

3. PUBLIC COMMENT

None

3. LILLARD HALL

- a. Lillard Hall Business
No new business
- b. Lillard Hall Reports
No comments
- c. Lillard hall Committee Report Ad Hoc
- i. Financial Analysis Report
Nothing to report
- ii. Recommendation/Action: Salary for Hall Manager
There was discussion and recommendations from the Lillard Hall Committee to have the Hall Manager paid \$200 per month. It was decided that the Hall Manager should be a management employee of the District. It was also agreed that the Lillard Hall would reimburse the district for the amount paid to the Hall Manager. Assistant Chief Heins will work with Jo Yeager to get the appropriate paperwork and get her set up in the system.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To have the Hall Manager be put on payroll as a management employee of the Fire District at a monthly salary of \$200.

Abstained: Commissioners Yeager & Beoshanz
Passed: with 3 votes

- iii. Recommendation/Action: Policy for signing checks
There was discussion regarding reasons for check signing for Lillard Hall. There are 2 reasons, first to reimburse the Hall Manager and the other to refund deposit money. It was agreed that any of the Commissioners should be able to sign the checks that are needed.

Motion by: Commissioner Guarino
2nd: Commissioner McMullen

To have refund checks signed by Commissioner Yeager and members of the Lillard Hall Committee. If they are not available the President of the Board would sign.

Motion Withdrawn

Motion amended by: Commissioner Guarino
2nd: Commissioner Hjerpe

To have checks requesting refund be signed by any member of the Board unless they are related to the Hall Manager.

Abstained: Commissioner Yeager
Passed: with 4 votes

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To replace original motion: Checks may be signed by any member of the Board with the exception of those checks paid to the Hall Manager. Checks paid to the Hall Manager may not be signed by any member related to the Hall Manager.

Abstained: Commissioner Yeager
Passed: with 4 votes

- v. Landscaping/Fencing
The volunteers were asked for input regarding the space between the Hall and the Station and the southernmost end of the Hall. Patrick Fish, President of the Volunteer Fire Department stated that it had been discussed and the volunteers would like to see landscaping so they could potentially have picnic tables. Patrick Fish was asked to take this back to the Volunteers to see what type of partnership could be made to help pay for the expense of the landscaping.

- d. Lillard Hall Painting Committee Report
Nothing new to report. The Commissioners asked that this Committee be dissolved and this item be moved under the Current Lillard Hall Committee report as 4cv.

5. **FINANCIALS**

- a. Deposits
2 Deposits totaling \$1,814.66
- b. Financial Reports
Chief Rita informed the Board that the Capital Asset Replacement account has been corrected and now has the correct amount.

6. **NEW BUSINESS**

- a. Discussion/Action – B230 Build
Chief Rita asked the Boards permission to start gathering bids for chassis on the B230 Build.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To give permission to begin getting the bids as requested.

Passed: Unanimously

- b. Discussion/Action – One-time salary augmentation – AC Heins for 2017.
Commissioner Guarino recommended giving Assistant Chief Heins a one-time salary augmentation of \$1,000.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve a one-time salary augmentation of \$1,000

Amended Motion by: Commissioner Beoshanz
2nd: Commissioner Yeager

To revise the one-time salary augmentation to \$1,200

Passed: Unanimously

7. **OLD BUSINESS**

- a. Discussion/Action on Mill Stone Monument Update
Commissioner Beoshanz informed the Board that the Mill Stone had been put in the wrong location. The current location will interfere with the electrical lines to the sign if it is stabilized with posts in the ground.

Commissioners Yeager stated that the electrical line could be moved easily but would require an electrician to disconnect and move.

Motion by: Commissioner Yeager
2nd: Commissioner Guarino

To have staff and an electrician move the wiring.

Passed: Unanimously

8. CHIEF'S REPORT

Chief Rita informed the Board of a few items.

- The Pancake Breakfast will be held March 4th this year.
- At the County Chiefs meeting, the Chiefs decided to move forward to meet with the supervisions about getting a portion of the Safety Tax and the Cannabis Tax.
- Have a new member joining us officially, Garret Beoshanz.

9. ASSISTANT CHIEF REPORT

Assistant Chief Heins informed the Board of a few items.

- There is a total of 3 new trainees currently. 2 just joined that live on Corcoran Hill Road. Assistant Chief Heins stated he would invite them to the next Board Meeting,
- The injured staff member has been placed on an additional 3-month rehabilitation but is doing light work. His doctor is very optimistic he will return to work
- Working on several audits. Completed the audit for the County and the State Controller audit is coming up in a couple of months.
- Statistics and letters for funding requests have gone out.
- Disneyland sent a thank you to members of the Fire Department (Firefighters) inviting them to Disneyland by giving them one ticket for them and a guest.
- Weed abatement need to be revamped but this year we will continue with what we have done in the past. A suggested change will be brought back to the Board for review and approval.
- LAFCO Transparency Webinar is 2/28 from 11-12pm. Patrick Fish has agreed to go out tot his website and make any changes to satisfy this transparency.

10. VOLUNTEER ACTIVITIES REPORT

President Patrick Fish stated that there are only a couple items.

- Pancake Breakfast is March 4th.
- We will be staffing a Beer Booth again at the Yolo County Fair August 15-19.
- Volunteers agreed to use the money this year from the Pancake Breakfast to purchase another Combi tool for Brush 30 along with cabinetry.

11. COMMITTEE REPORTS

a. Standing Committees

- i. Benefits Committee Report (Hjerpe, Guarino)– No meeting, no report.
- ii. Budget Committee Report (Yeager, Hjerpe) – No meeting, no report.
- iii. Personnel Committee Report (Hjerpe, Guarino)
Chief Rita stated that she had received suggestions from the Volunteers regarding the attached drafts of the job description attached and would like to wait for discussion so she can revise and submit at the next meeting. All agreed.
- iv. Extended Coverage/Resident Firefighter Program Committee (Beoshanz, Yeager)
 - Commissioner Yeager stated there were 2 letters send out for funding. The funding is for a full-time staff member and a brush rig.
 - Yocha Dehe has asked for more information regarding the brush rig.
 - The airport may be able to become a service district and we may be able to get \$2500 a year for this.
 - Chief Rita suggested a committee be appointed to take a look at creating an Airport Service District Funding Committee – Ad Hoc

Commissioners Yeager and Hjerpe are appointed with Chief Rita as staff.

- b. Ad Hoc Committees
 - i. Policy Review Committee (Beoshanz, Guarino)– No meeting, no report.
 - ii. Animal Rescue Training Committee (McMullen, Hjerpe)- taken of order and Covered.
 - iii. Monument Committee (Beoshanz, Yeager) – Covered under Assistant Chief Heins report.

12. BUREAU OF INDIAN HEALTH SERVICE (BHHS) LIASION REPORT

Commissioner McMullen stated that there had been an article stating that they may have changed the name of the facility again. Also, the Funding seems promising.

He also stated that there was a study done recommending that there be a right and left turn pocket. Litigation is underway regarding the road.

13. TRAINING LIASION REPORT

Nothing new to report.

14. FIRE PREVENTION LIASION REPORT

Nothing to report. Assistant Chief Heins already covered.

15. MAJOR EQUIPMENT LIASION REPORT

Nothing new to report.

16. CONSENT CALENDAR

It was clarified that this only need be on the agenda the month following each quarter.

17. MINUTES

- a. Approval of January 16, 2018 Board Meeting Minutes

Move to approve minutes as corrected on page 2 of 5.

Motion by: Commissioner Yeager
2nd: Commissioner Guarino

Passed: Unanimously

18. CLERKS' REPORT

Clerk Grafton stated she had the final copy of the Special Districts Financial Transactions Report and asked if any of the Commissioners would like to see it. She stated it would be there at the station if they wanted to look at it.

- a. Discussion/Action – Personnel Evaluation – Sharon Grafton
President McMullen asked that the Personnel Committee meet with Clerk Grafton and bring back recommendation to the Board.

He also suggested they get a copy of the job description to review

19. OPEN FORUM

Commissioner Beoshanz stated that there used to be a BBQ pit in the back of Lillard Hall and it was lined with bricks. He noted that it was covered in and suggested that the bricks be dug out as there are somewhere around 100 bricks. President McMullen asked that this go to the Lillard Hall Committee for discussion and to come back with a recommendation.

Commissioner Beoshanz also stated that he would like to see a 4 way stop sign at the intersections of 31 & 96. President McMullen asked that this be added to the Board Agenda for new month.

20. CALENDAR

The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday March 20, 2018.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To adjourn,

Passed: Unanimously

Meeting adjourned 9:25pm

Vice President

Clerk