

West Plainfield Fire Protection District

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

December 17, 2019

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:

All Star Fire Equipment	\$ 415.06
ATT	46.19
Curtis	311.03
Emergency Reporting	463.75
Ferrellgas	259.56
Jonathan Poganski	700.00
Pisani's Auto	13.29
River City Fire Equipment	271.30
Scott's PPE	257.51
TIAA	139.45
Waste Management	159.05
Yolo County Environmental Control	<u>149.68</u>
Total	\$ 3,185.87

* Not included in total

**Minutes – October 29, 2019
West Plainfield Fire Protection District
Ad Hoc Committee – Lillard Hall Manager Replacement**

1. CALL TO ORDER

The meeting was called to order at 16:42 pm by Commissioner Hjerpe. Present were:

Commissioners: Commissioners Hjerpe and Guarino
Staff: Hall Manager Jo Yeager and Fire Chief Cherie Rita

Assistant Chief Bill Heins was absent.

2. PUBLIC COMMENT

None

3. LILLARD HALL MANAGER – JOB DESCRIPTION, NEW HIRE PROCESS

The Hall Manager position will become open as of December 31, 2019. The committee members had requested various statistics from the current Hall Manager, which were available for review (see attached).

In addition to reviewing the numbers during this meeting, the committee members and staff brain-stormed ideas for replacement of the Hall Manager:

- West Plainfield Fire Department paid firefighters manage the Hall. After much discussion, this idea was finally rejected because of the total time commitment (roughly 1 total shift per week).
- Lease the building to someone else to manage. Several ways of achieving this were discussed; but, in the end, it was determined that none served the best interests of the community for which the Hall was built and/or did not provide for funding for adequately maintaining the Hall.
- No longer renting out the Hall. However, it is a community Hall and given that the District itself will need a meeting space once the Fire Department staffing model changes to 24/7 staffing, this is not feasible.
- Combine the Board Clerk and Hall Manager positions. It is unlikely that the current Board Clerk will want to take on the responsibilities; so, at this time, this is not feasible.

Next, the committee members and staff looked at the Job Description. Changes needed, at a minimum: add required skills; add requirement for automobile insurance; and changes anticipated by making the application process more automated.

The committee members and staff next discussed possible hourly compensation for the position. After looking at the numbers: hours worked and monies taken in, the recommendation re hourly compensation is \$15.00.

Finally, the committee members and staff determined how/where to advertise. Final recommendations: (1) at the Station on the message board and (2) newspapers: Daily Democrat, Davis Enterprise, and the Winters Express.

Because the current Hall Manager was present, the members asked her what kind of improvements she would recommend. She recommended the following:

- WiFi
- Resurface the floor (needs fixing again)
- Paint
- Fix the supply cabinet area
- Install more outside lights (auto at dusk or turn on by movement)
- Landscaping

4. **CALENDAR**

The next Ad Hoc Committee – Lillard Hall Manager Replacement meeting has yet to be scheduled.

Meeting adjourned (time not noted).

Commissioner Hjerpe

Recorder

DRAFT

DEPOSITS – December 17, 2019

Total deposit of \$150.00

Willow Oak – Cost for Haz Mat Class	\$ 150.00
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Trial Balance

GL291 - Date 12/12/19
Time 10:59

Company 1000 - YOLO COUNTY
Trial Balance
For Period 4 Through 4 Ending October 31, 2019

USD

Base Currency
Amounts
Fiscal Year 2020

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6223

6223

W.PLAINFIELD FIRE DIST BAL SHT

Account Nbr	Description	Beginning Balance	Debit Activity	Credit Activity	Ending Balance
100000-0000	CASH IN TREASURY	123,697.03	4,296.39	39,435.55-	88,557.87
101000-0121	RC-WPF FPD CAP ASSET REPL	382,393.83	2,341.75		384,735.58
101000-0122	RC-WPF FPD ACCRUED LEAVE	22,659.03	138.76		22,797.79
111090-0000	PROP TAX REC-CURR SEC SUPPL	2,249.11			2,249.11
112020-0000	ACCOUNTS RECEIVABLE-JE	1,941.23			1,941.23
180300-0000	CIP	90,302.42			90,302.42
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	873,588.61			873,588.61
182100-0000	ACCUM. DEP-BLDG & IMPRV	89,480.83-			89,480.83-
182200-0000	ACCUM. DEP- IMPRV OTHR THAN BL	15,067.00-			15,067.00-
182400-0000	ACCUM. DEP-EQUIPMENT	615,354.41-			615,354.41-
200001-0000	ACCOUNTS PAYABLE-JE	2,912.85-			2,912.85-
300100-0000	NET INVESTMENT IN CAPITAL ASSE	368,705.07-			368,705.07-
300600-0001	FD BAL-ASSIGNED-CAP ASSET REPL	382,393.83-			382,393.83-
300600-0002	FD BAL-ASSIGNED-ACCRUED LEAVE	22,659.03-			22,659.03-
300600-0003	FD BAL-ASSIGNED-GEN RESERVE	159,825.00-			159,825.00-
300999-0000	UNASSIGNED	36,558.07-			36,558.07-
400700-0000	INVESTMENT EARNINGS-POOL	0.00	135.97	3,569.19-	3,433.22-
400705-0000	GASB 31 FMV - DFS ONLY	3,532.45			3,532.45
403610-0000	OTH CHRG FR SVC-FIREFGHTR SVC	11,864.95-			11,864.95-
404117-0000	OTH MISC-INSURANCE PROCEEDS	1,359.99-			1,359.99-
500100-0000	REGULAR EMPLOYEES	33,388.89	26,289.71		59,678.60
500320-0000	OASDI	2,070.10	1,629.96		3,700.06
500330-0000	FICA/MEDICARE	484.14	381.20		865.34
500380-0000	UNEMPLOYMENT INSURANCE	69.83	154.69		224.52
500390-0000	WORKERS' COMP INSURANCE	13,250.00			13,250.00
501010-0000	CLOTHING & PERSONAL SUPPLIES	3,966.27			3,966.27
501020-0000	COMMUNICATIONS	719.26	46.55		765.81
501040-0000	HOUSEHOLD EXPENSE	1,062.32	101.87		1,164.19
501051-0000	INSURANCE-PUBLIC LIABILITY	5,000.00			5,000.00
501052-0000	INSURANCE-FIRE & EXTENDED	870.51			870.51
501053-0000	INSURANCE-OTHER	58.68			58.68
501070-0000	MAINTENANCE-EQUIPMENT	1,713.25	4,092.00		5,805.25
501071-0000	MAINTENANCE-BLDG IMPROVEMENT	0.00	847.31		847.31
501090-0000	MEMBERSHIPS	59.00			59.00
501100-0000	MISCELLANEOUS EXPENSE	0.00	39.70		39.70
501102-0000	MISC EXP-CREDIT CARD SVC CHRGS	61.36			61.36
501110-0000	OFFICE EXPENSE	3,905.93	28.92		3,934.85
501152-0000	PROF & SPEC SVC-INFO TECH SVC	2,176.00			2,176.00
501165-0000	PROF & SPEC SVC-OTHER	1,291.00		727.20-	563.80
501205-0000	TRAINING	2,730.00			2,730.00
501210-0000	MINOR EQUIPMENT	2,784.72	2,098.19		4,882.91
501250-0000	TRANSPORTATION AND TRAVEL	1,157.98	28.03		1,186.01
501251-0000	TRASNP & TRAVEL-FUEL	994.05			994.05
501260-0000	UTILITIES	1,254.44	1,080.94		2,335.38
503071-0000	EQUIPMENT-VEHICLE	2,033.31			2,033.31
*** Totals		0.00	43,731.94	43,731.94	0.00

Balance Sheet

GL292 Date 12/12/19
Time 11:01

Company 1000 - YOLO COUNTY
Balance Sheet
For Period 4 Ending October 31, 2019

USD

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Fiscal Year 2020

Account Nbr	Description	Current Year	Previous Year	Change	Percent
6223	6223	W. PLAINFIELD FIRE DIST BAL SHT			
ASSETS					
ASSETS					
CURR ASSETS					
CURRENT ASSETS					
CASH					
CASH & INVESTMENTS					
100000-0000	CASH IN TREASURY	88,557.87	213,087.15	124,529.28-	58.4-
101000-0121	RC-WPF FPD CAP ASSET REPL	384,735.58	228,291.00	156,444.58	68.5
101000-0122	RC-WPF FPD ACCRUED LEAVE	22,797.79	22,520.79	277.00	1.2
	Total CASH & INVESTMENTS	496,091.24	463,898.94	32,192.30	6.9
	Total CASH	496,091.24	463,898.94	32,192.30	6.9
RECEIVABLES					
RECEIVABLES					
PROPERTY TAX RECEIVABLES					
111090-0000	PROP TAX REC-CURR SEC SUPPL	2,249.11	3,008.86	759.75-	25.3-
	Total PROPERTY TAX RECEIVABLES	2,249.11	3,008.86	759.75-	25.3-
ACCOUNTS RECEIVABLE					
112020-0000	ACCOUNTS RECEIVABLE-JE	1,941.23	0.00	1,941.23	
	Total ACCOUNTS RECEIVABLE	1,941.23	0.00	1,941.23	
	Total RECEIVABLES	4,190.34	3,008.86	1,181.48	39.3
	Total CURRENT ASSETS	500,281.58	466,907.80	33,373.78	7.1
NONCURRENT ASSETS					
NON-CURRENT ASSETS					
CAPITAL ASSETS					
NON-DEPRECIABLE					
180300-0000	CIP	90,302.42	0.00	90,302.42	
	Total NON-DEPRECIABLE	90,302.42	0.00	90,302.42	
DEPRECIABLE					
DEPRECIABLE					
181100-0000	BUILDING & IMPROVEMENT	97,149.28	97,149.28	0.00	
181200-0000	IMPRV OTHR THAN BLDG	27,567.00	27,567.00	0.00	
181400-0000	EQUIPMENT	873,588.61	789,118.80	84,469.81	10.7
	Total DEPRECIABLE	998,304.89	913,835.08	84,469.81	9.2
ACCUMULATED DEPRECIATION					
182100-0000	ACCUM. DEP-BLDG & IMPRV	89,480.83-	88,352.83-	1,128.00-	1.3
182200-0000	ACCUM. DEP- IMPRV OTHR THAN BLDG	15,067.00-	13,817.00-	1,250.00-	9.0
182400-0000	ACCUM. DEP-EQUIPMENT	615,354.41-	575,348.41-	40,006.00-	7.0
	Total ACCUMULATED DEPRECIATION	719,902.24-	677,518.24-	42,384.00-	6.3
	Total CAPITAL ASSETS	368,705.07	236,316.84	132,388.23	56.0
	Total NON-CURRENT ASSETS	368,705.07	236,316.84	132,388.23	56.0
	Total ASSETS	868,986.65	703,224.64	165,762.01	23.6
LIABILITIES AND FUND BALANCES					
LIABILITIES					
CURRENT LIABILITIES					
ACCOUNTS PAYABLE					
200001-0000	ACCOUNTS PAYABLE-JE	2,912.85-	0.00	2,912.85-	
	Total ACCOUNTS PAYABLE	2,912.85-	0.00	2,912.85-	
	Total CURRENT LIABILITIES	2,912.85-	0.00	2,912.85-	
FUND BALANCE					
300600-0001	FD BAL-ASSIGNED-CAP ASSET REPL	382,393.83-	227,798.32-	154,595.51-	67.9
300600-0002	FD BAL-ASSIGNED-ACCRUED LEAVE	22,659.03-	22,412.08-	246.95-	1.1
300600-0003	FD BAL-ASSIGNED-GEN RESERVE	159,825.00-	149,825.00-	10,000.00-	6.7
300900-0000	CURRENT YEAR FUND BALANCE	104,067.20	25,583.95	78,483.25	306.8

Balance Sheet

GL292 Date 12/12/19
Time 11:01

Company 1000 - YOLO COUNTY
Balance Sheet
For Period 4 Ending October 31, 2019

USD

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Fiscal Year 2020

6223

6223

W.PLAINFIELD FIRE DIST BAL SHT

Account Nbr	Description	Current Year	Previous Year	Change	Percent
300999-0000	UNASSIGNED	36,558.07-	92,456.35-	55,898.28	60.5-
	Total FUND BALANCE	497,368.73-	466,907.80-	30,460.93-	6.5
NETPOSITION	NET POSITION				
300100-0000	NET INVESTMENT IN CAPITAL ASSETS	368,705.07-	236,316.84-	132,388.23-	56.0
	Total NET POSITION	368,705.07-	236,316.84-	132,388.23-	56.0
	Total LIABILITIES	868,986.65-	703,224.64-	165,762.01-	23.6
	Total LIABILITIES AND FUND BAL	868,986.65-	703,224.64-	165,762.01-	23.6

Income Statement

GL293 Date 12/12/19
Time 11:17

Company 1000 - YOLO COUNTY
Income Statement
For Period 4 Through 4 Ending October 31, 2019

USD

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Fiscal Year 2020

Account Nbr	Description	Period Amount	Year To Date	Last Year Period	Last Year To Date
6223	6223	W.PLAINFIELD FIRE DIST BAL SHT		YOLOCOUNTY	
NETFUND/POST	NET FUND BALANCE				
REVENUES	REVENUES				
REUSEMONEY	REVENUE FROM USE OF MONEY AND				
400700-0000	INVESTMENT EARNINGS-POOL	3,433.22-	3,433.22-	2,273.19-	2,273.19-
400705-0000	GASB 31 FMV - DFS ONLY	0.00	3,532.45	0.00	0.00
	Total REVENUE FROM USE OF MONE	3,433.22-	99.23	2,273.19-	2,273.19-
CHG FOR SVCS	CHARGES FOR SERVICES				
403610-0000	OTH CHRG FR SVC-FIREFGHTR SVC	0.00	11,864.95-	0.00	0.00
	Total CHARGES FOR SERVICES	0.00	11,864.95-	0.00	0.00
MISCREVENUES	MISCELLANEOUS REVENUES				
404117-0000	OTH MISC-INSURANCE PROCEEDS	0.00	1,359.99-	1,142.39-	6,684.36-
404190-0000	OTHER MISC REVENUES	0.00	0.00	161.32-	147,161.32-
	Total MISCELLANEOUS REVENUES	0.00	1,359.99-	1,303.71-	153,845.68-
	Total REVENUES	3,433.22-	13,125.71-	3,576.90-	156,118.87-
EXPENDITURES	EXPENDITURES				
SALARY&BEN	SALARIES AND EMPLOYEE BENEFITS				
SALARY&WAGES	SALARY AND WAGES				
500100-0000	REGULAR EMPLOYEES	26,289.71	59,678.60	20,515.30	62,048.30
	Total SALARY AND WAGES	26,289.71	59,678.60	20,515.30	62,048.30
EMPBENEFITS	EMPLOYEE BENEFITS				
500320-0000	OASDI	1,629.96	3,700.06	927.44	2,578.89
500330-0000	FICA/MEDICARE	381.20	865.34	216.90	603.16
500380-0000	UNEMPLOYMENT INSURANCE	154.69	224.52	115.62	261.64
500390-0000	WORKERS' COMP INSURANCE	0.00	13,250.00	0.00	8,125.59
	Total EMPLOYEE BENEFITS	2,165.85	18,039.92	1,259.96	11,569.28
	Total SALARIES AND EMPLOYEE BE	28,455.56	77,718.52	21,775.26	73,617.58
SERVSUPPLIES	SERVICES AND SUPPLIES				
501010-0000	CLOTHING & PERSONAL SUPPLIES	0.00	3,966.27	747.24	9,065.55
501020-0000	COMMUNICATIONS	46.55	765.81	151.92	2,177.00
501040-0000	HOUSEHOLD EXPENSE	101.87	1,164.19	199.31	1,120.61
501051-0000	INSURANCE-PUBLIC LIABILITY	0.00	5,000.00	0.00	5,000.00
501052-0000	INSURANCE-FIRE & EXTENDED	0.00	870.51	0.00	0.00
501053-0000	INSURANCE-OTHER	0.00	58.68	13,079.00	13,999.77
501070-0000	MAINTENANCE-EQUIPMENT	4,092.00	5,805.25	4,413.82	4,884.85
501071-0000	MAINTENANCE-BLDG IMPROVEMENT	847.31	847.31	0.00	998.94
501080-0000	MED, DENTAL, & LAB SUPPLIES	0.00	0.00	0.00	484.21
501090-0000	MEMBERSHIPS	0.00	59.00	0.00	185.00
501100-0000	MISCELLANEOUS EXPENSE	39.70	39.70	0.00	0.00
501102-0000	MISC EXP-CREDIT CARD SVC CHRGS	0.00	61.36	0.00	0.00
501110-0000	OFFICE EXPENSE	28.92	3,934.85	28.26	28.26
501111-0000	OFFICE EXP-POSTAGE	0.00	0.00	0.00	20.58
501152-0000	PROF & SPEC SVC-INFO TECH SVC	0.00	2,176.00	0.00	0.00
501165-0000	PROF & SPEC SVC-OTHER	727.20-	563.80	0.00	0.00
501205-0000	TRAINING	0.00	2,730.00	0.00	0.00
501210-0000	MINOR EQUIPMENT	0.00	4,882.91	4,703.84	16,195.56
501250-0000	TRANSPORTATION AND TRAVEL	28.03	1,186.01	0.00	229.86
501251-0000	TRASNP & TRAVEL-FUEL	0.00	994.05	0.00	0.00
501260-0000	UTILITIES	1,080.94	2,335.38	299.04-	2,309.88
	Total SERVICES AND SUPPLIES	7,636.31	37,441.08	23,024.35	56,700.07
CAPITALASSET	CAPITAL ASSETS				
503070-0000	EQUIPMENT	0.00	0.00	0.00	51,385.17
503071-0000	EQUIPMENT-VEHICLE	0.00	2,033.31	0.00	0.00

Income Statement

GL293 Date 12/12/19
Time 11:17

Company 1000 - YOLO COUNTY USD
Income Statement
For Period 4 Through 4 Ending October 31, 2019

Fiscal Year 2020

6223		6223		W.PLAINFIELD FIRE DIST BAL SHT		YOLOCOUNTY	
Account Nbr	Description	Period Amount	Year To Date	Last Year Period	Last Year To Date		
	Total CAPITAL ASSETS	0.00	2,033.31	0.00	51,385.17		
	Total EXPENDITURES	36,091.87	117,192.91	44,799.61	181,702.82		
	Total NET FUND BALANCE	32,658.65	104,067.20	41,222.71	25,583.95		

**WEST PLAINFIELD FIRE PROTECTION DISTRICT
Operations and Procedures Manual**

**DIVISION 200
BOARD OF COMMISSIONERS**

**EFFECTIVE DATE
2/16/2010**

**Section 210
District Clerk**

**REVISION DATE
DRAFT – v121219**

SECTIONS HIGHLIGHTED IN YELLOW EITHER NEW OR
HEAVILY REVISED; SECTION 210.04 UPDATED TO
REFLECT NEW QUALIFICATIONS NEEDED FOR NEW
REPORTING REQUIREMENTS

210.01 DEFINITION

The District Clerk ("Clerk") is a member who is hired or appointed by the Board of Commissioners ("Board") to provide administrative support and ensure that actions of the Board are documented, carried out, and made available to the public in compliance with state laws for public commissions. The Clerk is supervised by the Board President or his or her designee.

210.02 RESPONSIBILITIES

The Clerk shall:

- Serve as the Board's expert on compliance with state laws on freedom of information access, public notice of meetings, the requirements of meetings at which official business will be conducted, and Board member training requirements; including, but not limited to, (1) The Brown Act, (2) Roberts Rules of Order; and (3) Conflicts of Interest
- On behalf of the Fire Protection District or the Board, prepare and file appropriate forms as may be required by law; including, but not limited to, California Form 700 and other annual reporting requirements to the Secretary of State, etc.
- Be knowledgeable about the budget preparation and approval process; including, but not limited to, due dates for submission of various documents and supporting documents; ensure that such deadlines are met and documents submitted
- Accurately prepare (content, spelling, grammar, punctuation, format), properly post (Station and District Website) and distribute appropriate documents for Board and committee meetings as directed and/or required by law; this includes, but is not limited to, agendas and all packet items
 - o Draft agenda to be sent to the Board or Committee President, as appropriate, and to District Staff (1) one and one-half (1½) weeks prior to regularly scheduled Board meetings and (2) for any special or emergency Board meeting and/or any Committee (standing or ad hoc) meeting sufficiently ahead of such scheduled meeting as to allow the Board or Committee President, as appropriate, and District Staff to request modifications or additions
 - o Assemble supporting documents for each meeting
 - Ensure that all draft minutes, for the proper periods and meetings, are included
 - Ensure that the correct financial and/or quarterly Fire Department reports, for the proper periods, are run and included
 - Ensure all statements requiring payment are gathered and included
 - Prepare and present accurate cover letter for approval of bill payment; ensure that each separate bill claim form correctly and properly indicates the correct account type(s) / account number(s)

WEST PLAINFIELD FIRE PROTECTION DISTRICT
Operations and Procedures Manual

DIVISION 200
BOARD OF COMMISSIONERS

EFFECTIVE DATE
2/16/2010

Section 210
District Clerk

REVISION DATE
DRAFT – v121219

- o Ensure that the approved Agenda and packet items are available for distribution to the Board Members and Fire Department Staff at least one (1) week prior to any meeting; or, in the case of an emergency meeting, as soon as such items are available
- o Post approved Agenda at the Station and the Agenda and packet items to the District Website no later than seventy-two (72) hours prior to a scheduled meeting; post any amendments or additions to such documents as soon as possible prior to the meeting; or, in the case of an emergency meeting, as soon as such items are available
- Attend all Board (regular, special, or emergency) and Committee (standing or ad hoc) meetings and accurately record and then transcribe minutes of any such meeting
 - o If the Clerk will be absent, the Clerk is responsible for leaving the assigned District tablet / laptop computer where it can be used by the President to record the meeting for later transcription by the Clerk as provided herein
 - o The Clerk is responsible for ensuring that all meeting minutes are accurately prepared (content, spelling, grammar, punctuation, format) and provided to Board and/or Committee members, as appropriate, within seventy-two (72) hours of each meeting, whether the Clerk attended the meeting or not
 - o Once minutes of a Board or Committee meeting have been approved and signed, the Clerk shall post each such set of minutes on the District Website within seventy-two (72) hours of approval and signature
 - o Distribute approved minutes to the appropriate County, State, or Federal agency, as may be required for budget or grant purposes or as otherwise directed by the Board
- Ensure electronic and paper files are organized, accurate and available for audit
- Utilizing modern technology, scan and archive District records and files
- Maintain and distribute, as appropriate, the official list of Board members and the contact information for each
- Sign or countersign correspondence, reports, contracts, applications, or other documents on behalf of the District as directed by the Board
- Read, analyze, sort and distribute incoming Board correspondence no less often than weekly
- Respond to written, telephonic and/or email communications addressed or directed to the Clerk with requested information or documentation within forty-eight (48) hours of receipt of any such communication
- Prepare and maintain, with input from the Board and Fire Chief, a District Clerk Procedures and Forms manual
- Securely maintain, and return upon request, all District property assigned to the Clerk; keep all such items in proper working order and good condition, barring normal wear and tear
- Periodically review the operating practices of the Board and the procedures and forms of the Clerk and identify ways to reduce operating costs or make improvements in areas such as workflow or reporting procedures
- Perform other administrative duties as requested and approved by the Board

WEST PLAINFIELD FIRE PROTECTION DISTRICT
Operations and Procedures Manual

DIVISION 200
BOARD OF COMMISSIONERS

EFFECTIVE DATE
2/16/2010

Section 210
District Clerk

REVISION DATE
DRAFT – v121219

210.03 COMPENSATION, HOURS WORKED, AND SICK LEAVE

Compensation, if any, shall be set by the Board. The Clerk (hereinafter "employee") will not have regular office hours, but shall instead work the hours necessary to accomplish assigned tasks. Time reports are to be presented to the Board President, or his or her designee, for approval. Time reports shall be presented to, and as directed by, the Office of the Yolo County Auditor, payroll department.

The employee is entitled to a minimum of twenty-four (24) hours of paid sick leave for the following purposes:

- Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member.
- For an employee who is a victim of domestic violence, sexual assault, or stalking, the purposes described in subdivision (c) of Section 230 and subdivision (a) of Section 230.1.

Sick leave with pay shall not be granted for illness or injury for which Workers' Compensation benefits are available.

"Family member" means any of the following:

- A child, which for purposes of this article means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status.
- A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
- A spouse.
- A registered domestic partner.
- A grandparent.
- A grandchild.
- A sibling.

PROCEDURE

If the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notification. If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable. An Employee not reporting to work pursuant to this section shall advise the Board President or his/her designee.

Such notification shall be made by a telephone call during which the Employee and the Board President or his or her designee speak to one another. Due to the unreliable nature of electronic forms of communication, in all cases the Employee shall have a telephone conversation with the Board President

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**Section 210
District Clerk**

**REVISION DATE
DRAFT – v121219**

or his or her designee regarding his/her absence. Leaving a phone message or voicemail, or sending an email or text, is not an adequate method of reporting an illness and intended absence from work.

An Employee will be allowed to return to work/duty on days that he/she utilizes sick leave and hours will be adjusted accordingly at the discretion of the Board President or his or her designee.

After consultation with the Board President or his or her designee, the Board President may request a physician's certificate at any time.

Paid sick leave made available under this policy has no cash value, and the West Plainfield Fire Protection District does not pay eligible employees for unused sick leave at separation.

210.04 QUALIFICATIONS

The Clerk shall have:

- an ability to prioritize his or her workload
- an ability to work unsupervised
- a basic working knowledge of Microsoft Word and Adobe products
- a working knowledge of web- and software-based email systems
- excellent written and verbal communication skills
- basic math skills

210.05 INSURANCE

This individual shall have and maintain automobile insurance as required by California law and shall provide proof of such to the Board upon each renewal period.

OPERATIONS AND PROCEDURES MANUAL
DIVISION 800 – MISCELLANEOUS
SECTION 800 – HALL MANAGER

NEW SECTIONS MARKED WITH YELLOW

800.01 DEFINITION

This is an individual who is hired for the purpose of managing and maintaining Lillard Hall, the community hall, for continued use by the community.

800.02 MANAGEMENT RECEIVED AND EXERCISED

The Hall Manager reports to, and takes direction from, the Board of Commissioners and/or its designee(s) (hereinafter "Board").

800.03 CHARACTERISTICS AND DUTIES

This individual shall:

- Take telephone calls from prospective hall renters or processes online application, as appropriate; itemize list of requirements for hall rental: rental fees, cleaning deposit, liability insurance, and security, if needed.
- Meet potential renter at Lillard Hall, if requested.
- When date is confirmed, put date on calendar in station and/or online.
- Deposit money when application is received and/or confirm that deposit was made electronically.
- Re-inspect the hall before event and clean, or arrange for cleaning, as needed.
- Meet renters before event to give them the key, inspect the hall pre-event, arrange with renters when to meet after the event to inspect hall, refund deposit as appropriate, and retrieve key.
- Purchase supplies when needed.
- Inform the Board of any improvements, maintenance or repairs that are needed.
- Schedule maintenance as needed and/or as directed by the Board.
- Maintain record of dates and hours worked and report total hours to District member assigned to process payroll on the payroll cycle used by the West Plainfield Fire Protection District.
- Maintain record of each Hall rental, including: date and type of event; fee collected; security deposit amount retained, if any; and, if renter is a district resident, non-district resident, non-profit organization; or county, State, or federal entity.
- Prepare a monthly report to be given to the Board Clerk prior to each monthly Board of Commissioners meeting, including: total of any money deposited in bank, and a list of any new rental dates.

800.04 MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

The ideal individual for this position shall have the following knowledge, abilities and skills:

- Knowledge of modern management and maintenance of rental spaces, including promotion of space availability, budgeting and communication techniques.

OPERATIONS AND PROCEDURES MANUAL
DIVISION 800 – MISCELLANEOUS
SECTION 800 – HALL MANAGER

- Ability and skill to fully utilize web-based and other applications to streamline the rental and maintenance processes.
- Basic math skills
- Basic skills in Microsoft and Adobe products.
- Skilled at written and oral communications.

800.04 INSURANCE

This individual shall have and maintain automobile insurance as required by California law and shall provide proof of such to the Board upon each renewal period.

WEST PLAINFIELD FIRE PROTECTION DISTRICT
Operations and Procedures Manual

DIVISION 200
BOARD OF COMMISSIONERS

EFFECTIVE DATE
2/16/2010

Section 210
District Secretary

REVISION DATE
NONE

210.01 DEFINITION

The District Secretary ("Secretary") is a member who is hired or appointed by the Board of Commissioners ("Board") to provide administrative support and ensure that actions of the Board are documented, carried out, and made available to the public in compliance with state laws for public commissions. The Secretary is supervised by the Board Chair or his or her designee.

210.02 RESPONSIBILITIES

The Secretary shall:

- Serve as the Board's expert on compliance with state laws on freedom of information access, public notice of meetings, the requirements of meetings at which official business will be conducted, and Board member training requirements
- Be knowledgeable about the budget preparation and approval process
- Prepare, post and distribute appropriate documents for Board and committee meetings as directed
- Attend all Board meetings, regular or special, and accurately record and then transcribe minutes of the meeting
- Within 2 days after a Board meeting, regular or special, prepare and provide an updated list of action items to all Board members, the Fire Chief, and others assigned to complete an action item
- Within 14 days after a Board meeting, regular or special, prepare and provide a written draft of minutes to all Board members and to the Fire Chief
- Sign the final, approved Board meeting minutes and ensure that the signed copy is maintained in the District's records
- Maintain the official list of Board members
- Sign or countersign correspondence, reports, contracts, applications, or other documents on behalf of the District as directed by the Board
- Open, read, analyze, sort and distribute incoming correspondence no less often than every other mail delivery day
- Prepare and maintain, with input from the Board and Fire Chief, a District Secretary Procedures and Forms manual
- Periodically review the operating practices of the Board and the procedures and forms of the Secretary and identify ways to reduce operating costs or make improvements in areas such as workflow or reporting procedures
- Perform other administrative duties as requested and approved by the Board

**WEST PLAINFIELD FIRE PROTECTION DISTRICT
Operations and Procedures Manual**

DIVISION 200
BOARD OF COMMISSIONERS

EFFECTIVE DATE
2/16/2010

Section 210
District Secretary

REVISION DATE
NONE

210.03 COMPENSATION, HOURS WORKED, AND SICK LEAVE

Compensation, if any, shall be set by the Board. The Secretary (hereinafter "employee") will not have regular office hours, but shall instead work the hours necessary to accomplish assigned tasks. Time reports are to be presented to the Board Chair, or his or her designee, for approval. Time reports shall be presented to, and as directed by, the Office of the Yolo County Auditor, payroll department.

The employee is entitled to a minimum of 24 hours of paid sick leave for the following purposes:

- Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member.
- For an employee who is a victim of domestic violence, sexual assault, or stalking, the purposes described in subdivision (c) of Section 230 and subdivision (a) of Section 230.1.

Sick leave with pay shall not be granted for illness or injury for which Workers' Compensation benefits are available.

"Family member" means any of the following:

- A child, which for purposes of this article means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status.
- A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
- A spouse.
- A registered domestic partner.
- A grandparent.
- A grandchild.
- A sibling.

PROCEDURE

If the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notification. If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable. An Employee not reporting to work pursuant to this section shall advise the Board Chair or his/her designee.

Such notification shall be made by a telephone call during which the Employee and the Board Chair or his or her designee speak to one another. Due to the unreliable nature of electronic forms of communication, in all cases the Employee shall have a telephone conversation with the Board Chair or his or her designee regarding his/her absence. Leaving a phone message or voicemail, or sending an email or text, is not an adequate method of reporting an illness and intended absence from work.

An Employee will be allowed to return to work/duty on days that he/she utilizes sick leave and hours will be adjusted accordingly at the discretion of the Board Chair or his or her designee.

**WEST PLAINFIELD FIRE PROTECTION DISTRICT
Operations and Procedures Manual**

**DIVISION 200
BOARD OF COMMISSIONERS**

**EFFECTIVE DATE
2/16/2010**

**Section 210
District Secretary**

**REVISION DATE
NONE**

After consultation with the Board Chair or his or her designee, the Board Chair may request a physician's certificate at any time.

Paid sick leave made available under this policy has no cash value, and the West Plainfield Fire Protection District does not pay eligible employees for unused sick leave at separation.

210.04 QUALIFICATIONS

The Secretary shall have:

- an ability to prioritize his or her workload
- an ability to work unsupervised
- a working knowledge of MS Word and MS Excel
- a working knowledge of web- and software-based email systems
- excellent written and verbal communication skills

West Plainfield Fire Protection District Annual Employee Evaluation

Employee Information

Name		Date of Review	
Title		Review Period	
Supervisor		Bonus or Promotion Eligible (See Comments)	

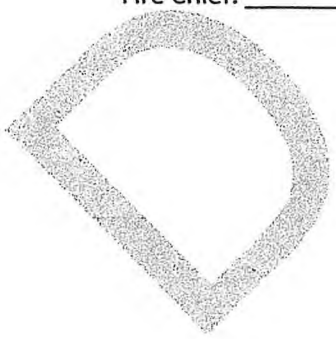
4	3	2	1	0
Outstanding	Good	Acceptable	Needs Improvement	Unacceptable
Exceptional job performance.	Exceeds expectations.	Meets expectations.	See Performance Improvement Plan.	See Performance Improvement Plan.

Category	Rating	Comments
Organizational knowledge		
Attitude		
Communication		
Customer Service		
Dependability		
Initiative		
Innovation		
Productivity		
Technical Skills		

Other Comments	
Performance Improvement Plan, as needed	

Employee: _____ Date: _____ Supervisor: _____ Date: _____

Fire Chief: _____ Date: _____ Board: _____ Date: _____



**Minutes – November 15, 2019
West Plainfield Fire Protection District
Standing Committee – Personnel**

1. CALL TO ORDER – NOVEMBER 15, 2019

The meeting was called to order at 1735 hours by Commissioner Hjerpe. Present were:

Members: Commissioners Hjerpe and Guarino

Staff: Fire Chief Rita, AC Heins, Board Clerk Grafton, and Capt. Bravo

2. CALL TO ORDER – NOVEMBER 18, 2019

The meeting was called to order at 1640 hours by Commissioner Hjerpe. Present were:

Members: Commissioner Hjerpe

Absent: Commissioner Guarino

Staff: Fire Chief Rita and Assistant Chief Heins

3. CALL TO ORDER – DECEMBER 12, 2019

The meeting was called to order at 0833 hours by Commissioner Hjerpe. Present were:

Members: Commissioners Hjerpe and Guarino

Staff: Fire Chief Rita, Assistant Chief Heins, and Captain Bravo

4. PUBLIC COMMENT

None.

5. CLERK GRAFTON ANNUAL EVALUATION

Because we are in the process of updating our evaluation forms (all) and job descriptions (Hall Manager and Board Clerk), this matter has been postponed until after completion of the forms and job descriptions.

6. HALL MANAGER JOB DESCRIPTION/DUTIES

Members and staff reviewed and discussed the draft revisions. There were several minor changes to Section 800.04: re math and adding Microsoft and Adobe products proficiencies. The members reviewed the revised draft at the December 12, 2019, continued meeting, made a few more revisions to Section 800.03, and with those revisions recommended it be presented to the full Board for approval and adoption.

7. CLERK JOB DESCRIPTION/DUTIES

The Commissioners and staff reviewed the current job description and a list of expectations, to be incorporated into the job description. Some items were removed,

some added. Chief Rita combined the two, as modified, and sent it to the committee members and Clerk Grafton. The members reviewed the draft at the December 12, 2019, meeting and recommended it be presented to the full Board for approval and adoption.

Some discussion was had surrounding who supervisors the Clerk. Commissioner Hjerpe felt a staff member that worked more closely with the Clerk should be the immediate supervisor, not the Board President. The committee did not have a recommendation for the Board regarding that matter.

8. COMBINING CLERK AND HALL MANAGER POSITION

Clerk Grafton thought maybe once everything is all set up and working properly, the Board Clerk and Hall Manager positions might be able to be combined. In the meantime, though, Clerk Grafton is not interested.

9. REVISE EMPLOYEE EVALUATION FORMS

After review of current forms and discussion among members and staff at the original November 15, 2019, it was determined that Assistant Chief Heins was the best person to prepare a draft, combining the two forms. This form revision would be for West Plainfield Fire career staff and the Board Clerk, not chief officers. Assistant Chief Heins agreed to prepare the draft for the continuation of the meeting. At the December 12, 2019, continued meeting, members and staff reviewed the draft and made several suggested changes. With those changes, the members recommended it be presented to the full Board for approval and adoption.

10. CALENDAR

The Standing Committee –Personnel meeting was continued to Monday, November 18, 2019, at 5:30 PM, and further continued to Thursday, December 12, 2019, at 8:30 AM.

Meeting suspended at 1810 hours on November 15, 2009, further suspended at 1707 hours on November 18, 2019, and finally adjourned on December 12, 2019, at 1024 hours. The next meeting of the Committee has not been scheduled.

Commissioner Hjerpe

Recorder

West Plainfield Fire Department

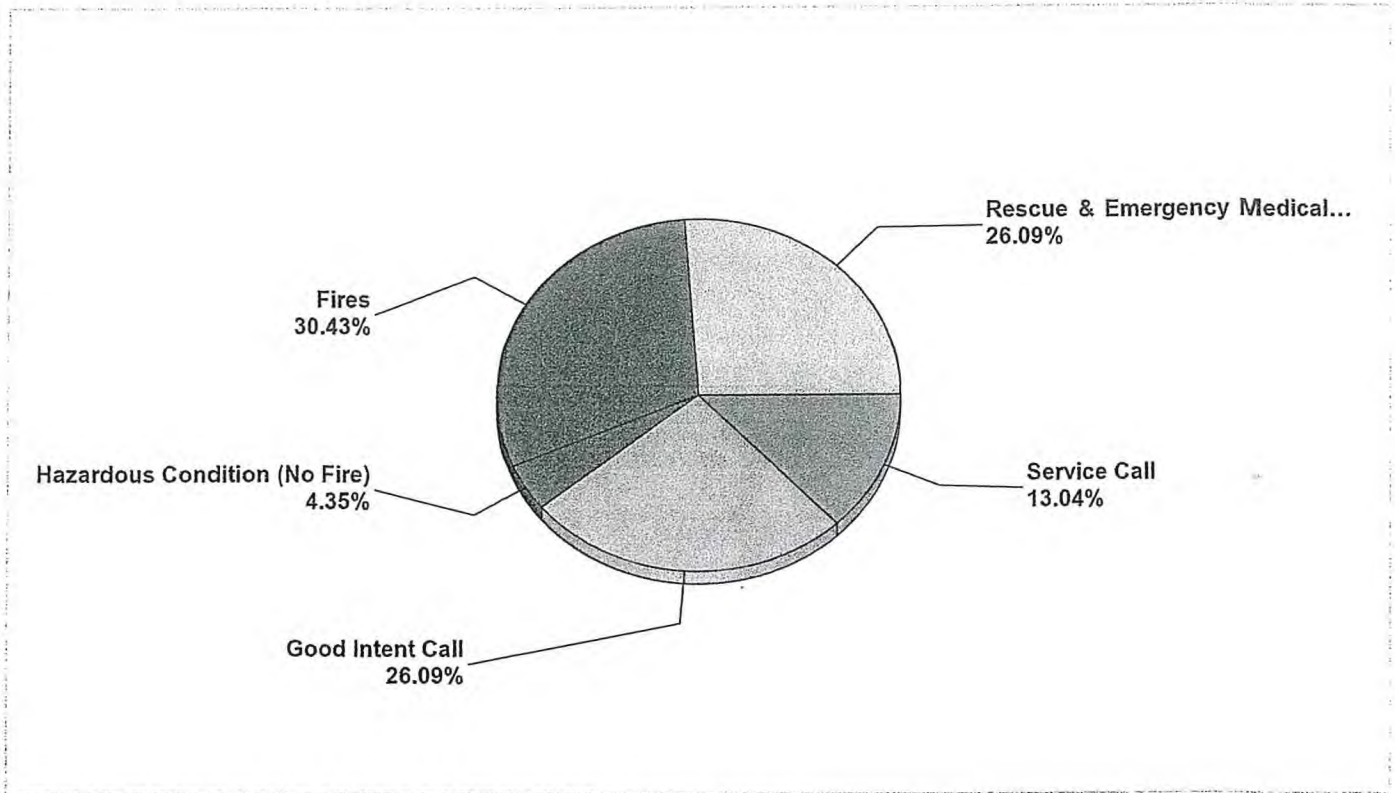
Davis, CA

This report was generated on 12/13/2019 9:12:45 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 11/01/2019 | End Date: 11/30/2019



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	7	30.43%
Rescue & Emergency Medical Service	6	26.09%
Hazardous Condition (No Fire)	1	4.35%
Service Call	3	13.04%
Good Intent Call	6	26.09%
TOTAL	23	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero. Does not include Imported data.

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Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	2	8.70%
118 - Trash or rubbish fire, contained	1	4.35%
142 - Brush or brush-and-grass mixture fire	1	4.35%
170 - Cultivated vegetation, crop fire, other	1	4.35%
172 - Cultivated orchard or vineyard fire	2	8.70%
321 - EMS call, excluding vehicle accident with injury	3	13.04%
322 - Motor vehicle accident with injuries	2	8.70%
324 - Motor vehicle accident with no injuries.	1	4.35%
444 - Power line down	1	4.35%
500 - Service Call, other	1	4.35%
561 - Unauthorized burning	2	8.70%
600 - Good intent call, other	1	4.35%
611 - Dispatched & cancelled en route	3	13.04%
631 - Authorized controlled burning	2	8.70%
TOTAL INCIDENTS:	23	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero. Does not include Imported data.

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West Plainfield Fire Department

Davis, CA

This report was generated on 12/13/2019 8:58:29 AM



Incident Statistics

Start Date: 11/01/2019 | End Date: 11/30/2019

INCIDENT COUNT

INCIDENT TYPE	# INCIDENTS
EMS	6
FIRE	17
TOTAL	23

TOTAL TRANSPORTS (N2 and N3)

APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
E30	0	0	3
TOTAL	0	0	3

PRE-INCIDENT VALUE

\$0.00

LOSSES

\$0.00

CO CHECKS

TOTAL

MUTUAL AID

Aid Type

Total

Aid Given

6

Aid Received

3

OVERLAPPING CALLS

OVERLAPPING

0

% OVERLAPPING

NaN

LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station	EMS	FIRE
WPL Station 30	0:05:47	0:08:16
AVERAGE FOR ALL CALLS		0:07:40

LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)

Station	EMS	FIRE
WPL Station 30	0:01:12	0:02:45
AVERAGE FOR ALL CALLS		0:02:23

AGENCY

West Plainfield Fire Department

AVERAGE TIME ON SCENE (MM:SS)

92:06

Only Reviewed Incidents included. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = # of PCR with disposition "Treated, Transported by EMS". # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate.

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West Plainfield Fire Department

Davis, CA

This report was generated on 12/13/2019 9:11:26 AM



Incident Type Count per Station for Date Range

Start Date: 11/01/2019 | End Date: 11/30/2019

INCIDENT TYPE	# INCIDENTS
Station: 30 - WPL STATION 30	
111 - Building fire	2
118 - Trash or rubbish fire, contained	1
142 - Brush or brush-and-grass mixture fire	1
170 - Cultivated vegetation, crop fire, other	1
172 - Cultivated orchard or vineyard fire	2
321 - EMS call, excluding vehicle accident with injury	3
322 - Motor vehicle accident with injuries	2
324 - Motor vehicle accident with no injuries.	1
444 - Power line down	1
500 - Service Call, other	1
561 - Unauthorized burning	2
600 - Good intent call, other	1
611 - Dispatched & cancelled en route	3
631 - Authorized controlled burning	2

Incidents for 30 - WPL Station 30: 23

Only REVIEWED incidents included.

25

West Plainfield Fire Department

Davis, CA

This report was generated on 12/13/2019 9:14:42 AM



Total Incidents per Personnel for Date Range

Personnel: Beoshanz, Marc; Beoshanz, Garret; Boswell, Dean; Bravo, Scott; DeBonis, Nick M and 19 more | Sort By: Personnel | Start Date: 11/01/2019 | End Date: 11/30/2019

PERSONNEL	COUNT	PERCENTAGE
<u>Beoshanz, Garret</u>	5	21.74 %
<u>Beoshanz, Marc</u>	14	60.87 %
<u>Boswell, Dean</u>	4	17.39 %
<u>Bravo, Scott</u>	18	78.26 %
<u>DeBonis, Nick M</u>	5	21.74 %
<u>Defty, Jonathan</u>	2	8.70 %
<u>Fish, Patrick</u>	6	26.09 %
<u>Heins, William T</u>	5	21.74 %
<u>Kane, Nathan B</u>	12	52.17 %
<u>Maggenti, Peter A</u>	7	30.43 %
<u>Rita, Cherie</u>	11	47.83 %
<u>Schlosser, Frank</u>	1	4.35 %
<u>Sheehan, Steven</u>	5	21.74 %
<u>Sinclair, Katelyn N</u>	2	8.70 %
<u>Stiles, David</u>	15	65.22 %
<u>Stiles, Tom</u>	8	34.78 %
Sum of Individual Responses	120	
Total Incidents for Date Range	23	

Includes incidents where personnel responded to on or off an apparatus. Only REVIEWED incidents included.

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West Plainfield Fire Department

Davis, CA

This report was generated on 12/13/2019 9:17:22 AM



Daily Log Items per Personnel for Activity Code for Personnel

Personnel: All Personnel | Activity Codes: Duty Shift Fire - Volunteer Station Duty Shift Suppression, Duty Shift Support - Volunteer Station Duty Shift Non-Suppression | Start Time: 00:00 | End Time: 23:00 | Start Date: 11/01/2019 | End Date: 11/30/2019

START	END	LOG TYPE	APPARATUS	NOTES	HOURS
Beoshanz, Garret					
11/27/2019 08:00:00	11/27/2019 18:00:00	DAYBOOK			10.00
11/30/2019 14:00:00	11/30/2019 18:00:00	DAYBOOK			4.00
Total Hours for: Beoshanz, Garret					14.00
Bravo, Gena R					
11/17/2019 08:00:00	11/17/2019 15:00:00	DAYBOOK			7.00
Total Hours for: Bravo, Gena R					7.00
Davis, Delaney					
11/06/2019 10:00:00	11/06/2019 14:30:00	DAYBOOK			4.50
11/13/2019 11:00:00	11/13/2019 15:30:00	DAYBOOK			4.50
Total Hours for: Davis, Delaney					9.00
Fish, Patrick					
11/08/2019 09:00:00	11/08/2019 10:30:00	DAYBOOK			1.50
Total Hours for: Fish, Patrick					1.50
Fulton, Andrew					
11/01/2019 08:30:00	11/01/2019 16:30:00	DAYBOOK			8.00
11/17/2019 08:00:00	11/17/2019 10:30:00	DAYBOOK			2.50
11/27/2019 08:00:00	11/27/2019 18:00:00	DAYBOOK			10.00
Total Hours for: Fulton, Andrew					20.50
Hall, Justin					
11/15/2019 08:30:00	11/15/2019 14:00:00	DAYBOOK			5.50
11/17/2019 09:00:00	11/17/2019 15:00:00	DAYBOOK			6.00
Total Hours for: Hall, Justin					11.50
Kane, Nathan B					
11/16/2019 11:00:00	11/16/2019 14:00:00	DAYBOOK			3.00
Total Hours for: Kane, Nathan B					3.00
Medina, Michael S					
11/04/2019 08:00:00	11/04/2019 12:30:00	DAYBOOK			4.50
Total Hours for: Medina, Michael S					4.50
Stiles, David					
11/15/2019 08:00:00	11/15/2019 13:00:00	DAYBOOK			5.00

Lists the Daily Log items, grouped by Personnel, corresponding to the selected Activity Code and Personnel.

START	END	LOG TYPE	APPARATUS	NOTES	HOURS	
					Total Hours for: Stiles , David	5.00
					Total of all Personnel Hours	76.00

Lists the Daily Log items, grouped by Personnel, corresponding to the selected Activity Code and Personnel.

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West Plainfield Fire Protection District

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

**Minutes – October 15, 2019
West Plainfield Fire Protection District Board of Commissioners**

1. CALL TO ORDER

The meeting was called to order at 7:00 pm by Vice President Jim Yeager and a quorum was established. Present were:

Commissioners: Ed Beoshanz, Jim Yeager, Richard Guarino and Charles Hjerpe
Staff: Fire Chief Cherie Rita, Assistant Chief Bill Heins and Assistant Chief Dave Stiles
Absent: James McMullen President, Sharon Grafton, Clerk
afton Clerk

2. REVIEW DISCUSSION OF BILLS

- a. Approve payment of bills.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To approve the bills in the amount of \$ 8,681.58

Passed: Unanimously

3. PUBLIC COMMENT

None

4. LILLARD HALL

- a. Lillard Hall Business
None

- b. Lillard Hall Report
No comments

- c. Lillard hall Committee Report Ad Hoc
i. Retirement Hall Manager

The committee reported that they had met and determined that they needed some information from the Hall Manager before they could make recommendations to the board regarding the hiring process. The committee members explained that as soon as the committee received the information from the current Hall Manager that they would schedule another meeting and develop recommendations for the board.

- ii. Financial Analysis Report

The committee members explained that this topic is tied to the information being requested from the current Hall Manager and once collected will be addressed by the committee with recommended actions for the board.

5. FINANCIALS

- a. Deposits
None

- b. Financial Reports:
There were no deposits. Commissioner Yeager asked for clarification on Equipment Vehicle. It was usually entered in Maintenance. Chief Rita stated she thought it may have been mis coded. She believes it should be placed in Maintenance Equipment.

6. **NEW BUSINESS**

- a. Discussion/Action – Wifi for Lillard Hall

Motion by: Commissioner Hjerpe
2nd: Commissioner Beoshanz

To provide Wifi for Lillard Hall with the understanding that the Hall account would fund the service and the cost passed along to the renters if they chose to utilize the service for their event(s).

Passed: Unanimously

- b. Discussion/Action on recommended actions – Volunteer Applications

Assistant Chief Heins presented two applicants for Board approval. After Discussion the Board requested additional information regarding applicant number 1. AC Heins will collect the information and bring Applicant number 1 back for the next meeting.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To approve volunteer applicant Delaney Davis

Passed: Unanimously

- c. Discussion/Action – Volunteer recognition

Commissioner Yeager asked if the Volunteer Association was planning to recognize volunteers who staffed the fire station during the summer. Chief Rita explained that there was a plan to recognize these individuals at the end of year recognition which takes place at the annual holiday gathering. Commissioner Yeager asked if this was sufficient and Assistant Chief Heins explained to the Board that they could choose to honor these members in addition to the Volunteer Association.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To direct staff to develop a certificate or proclamation to recognize members who went above and beyond to staff the fire station during the summer.

Passed: Unanimously

- d. Discussion/Action – Lillard Hall/Hall Manager
This item was addressed during the Lillard Hall Committee report and will be

tabled to the November meeting.

e. Discussion/Action – AC Heins Annual Evaluation

Closed session was requested. – Reporting out of closed session VP Yeager reported that the commissioners were unanimous that they are very happy with AC Heins' performance this year and are thankful for his contribution to the department and district. VP Yeager also reported that the Personnel Committee had recommended a one-time salary augmentation for AC Heins, but that the commissioners could not come to a conclusion and noted that should wait until the full board is present.

7. **OLD BUSINESS**

a. Fire District Website Update

Assistant Chief Heins stated that due to other projects the training of the Fire Chief and Clerk would be completed prior to the November meeting.

b. District News Letter

Assistant Chief Heins updated the Board and told them that he and Captain Bravo were in the process of compiling the information and that a draft should be ready for the November meeting.

8. **CHIEF'S REPORT**

Chief Rita informed the Board that the District's mandated annual financial transaction report is due and reported that this could be completed by the district, Yolo County or someone of the district's choosing. She suggested that they follow last year's direction and contract with Mark Krummenacker. By consensus the board approved.

9. **ASSISTANT CHIEF REPORT**

a. Assistant Chief, Operations (Stiles)

- AC Stiles reported that Engine 230 repairs have been completed, that it is in service, but still does not have a complete inventory to be placed into service in addition to Engine 30. At this time there will be items that will need to be taken off of Engine 30 to place Engine 230 into service. He is continuing to work toward finding the necessary additional equipment. Commissioner Yeager asked about the upholstery and Chief Stiles told him that the engine is serviceable as is, but that he is looking at cost effective options for repair or replacement of the upholstery.
- AC Stiles reminded the Board that he is representing the district on the Yolo County committee looking at long term planning for the fire service. He said the first meeting was for the member introductions and to establish a direction for future meetings. He told the board that he plans to report regularly to the board.
- AC Stiles also informed the Board that he was assigned to a pre-positioned task force within the county during the last red flag wind event. This was part of the State OES strategy to pre-deploy resources to rapidly respond to emergencies with the state. The deployment ran through 0700 Wednesday to 0800 Friday, He also informed the board that the district will be compensated for his and the apparatus' time.

b. Assistant Chief, Administration (Heins)

Assistant Heins reported the following:

- He continues to support the County's fire service strategic planning by

providing support and statistical information.

- That the department is moving forward with planning for 24-hour staffing. This includes policy, fire station configuration, hiring and other areas needed to make the change as smooth as possible.
- He is waiting on the MOA from Sacred Oaks and will inform the Sacred Oaks Committee when it arrives.
- Paid staff is training two new Relief Firefighters, both from Yocha Dehe
- Has requested the Hall Manager block out the first 3 Mondays and the third Tuesday of the month for department training and Board Meetings in anticipation of the 24/7 staffing
- He continues to transition additional projects and responsibilities to paid staff
- Reported a continued high interest in people wishing to volunteer with the department
- Paid staff have reported an increase in the amount of trash and debris found around the hall and station after events. This has been reported to the Hall Manager.
- The department is in the process of the annual certification of personnel for use of SCBA (Self Contained Breathing Apparatus)
- With flu season here administering the vaccination program for all personnel

10. VOLUNTEER ACTIVITIES REPORT

The Association President, Jon Lee was absent, but Chief Rita reported that the annual holiday party is scheduled for December 15th in the Hall and that the October cancer awareness shirts are here and available for purchase.

11. COMMITTEE REPORTS

a. Standing Committees

- i. Benefits Committee Report (Chair Hjerpe, Guarino)– No meeting, no report.
- ii. Budget Committee Report (Yeager, Chair Hjerpe) – No meeting, no report.
- iii. Personnel Committee Report (Chair Hjerpe, Guarino) – Met to evaluate AC Heins and presented its findings to the Board. Commissioner Yeager asked that the Clerk’s annual evaluation be completed by the Personnel Committee prior to the November meeting and it be placed on the agenda.
- iv. District Funding and Development Committee (Beoshanz, Chair Yeager) No meeting, no report
- v. IHS/Sacred Oaks Committee (Chair McMullen, Guarino) Chief Rita stated that this committee is waiting on a draft MOA and once received the committee will meet.

b. Ad Hoc Committees

- i. IHS Engineering Report Committee (Hjerpe, Chair Yeager) – Commissioner Yeager reported that this committee reported to the Board during the last meeting and that its business is complete. This committee can be taken off the agenda and that the committee is no longer needed. The committee has sunset.

12. TRAINING LIAISON REPORT

Commissioner Yeager informed the Board that he is meeting regularly with Lieutenant Booth to continue to build a rapport. He continues to be enthusiastic and has a draft training plan for the next season.

13. FIRE PREVENTION LIAISON REPORT

President McMullen was absent and AC Heins informed the Board that there were still properties not in compliance and staff is working to improve them. He also stated that staff is working on revising the Weed Abatement Ordinance and will bring it to the Board when completed.

14. FACILITIES/EQUIPMENT LIASION REPORT

Nothing to report.

15. MINUTES

a. Approval of August 20, 2019 Board Meeting Minutes.

Motion by: Commissioner Guarino
2nd: Commissioner Hjerpe

To approve the minutes of September 17, 2019 as corrected.

Passed: Unanimously

16. CLERKS' REPORT

The Clerk was absent. No Report

17. OPEN FORUM

None

18. CALENDAR

The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday November 19, 2019 at 7:00 pm.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To adjourn.

Passed: Unanimously

Meeting adjourned 9:00 pm

President

Clerk

West Plainfield Fire Protection District

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

**Minutes – November 18, 2019
West Plainfield Fire Protection District Board of Commissioners**

1. CALL TO ORDER

The meeting was called to order at 7:00 pm by President McMullen and a quorum was established. Present were:

Commissioners: Ed Beoshanz, Jim Yeager, Richard Guarino, James McMullen and Charles Hjerpe
Staff: Fire Chief Cherie Rita, Assistant Chief Bill Heins and Assistant Chief Dave Stiles, FF Association President Jon Lee

2. REVIEW DISCUSSION OF BILLS

- a. Approve payment of bills.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve the bills in the amount of \$ 8,195.07

Passed: Unanimously

3. PUBLIC COMMENT

None

4. LILLARD HALL

- a. Lillard Hall Business
None

- b. Lillard Hall Report
No comments

- c. Lillard hall Committee Report Ad Hoc
i. Retirement Hall Manager

The committee reported that they had met and are working on a job description for the Hall Manager. The Committee recommended that the hourly rate be set at \$15/hour based on a 30/hour month. They plan to advertise in the local newspapers such as the Davis Enterprise and Woodland Democrat. The draft minutes from the meeting were included in the Board packet for review.

Commissioner Yeager stated that he had discussed the hourly rate with the current Hall Manager, and suggested making the position a monthly salary instead of hourly as it is hard to track hours.

There was discussion on the requirements for renting the Hall. The following suggestions were made and it was decided to have the Committee consider these options and bring back recommendations to the next meeting.

- Only rent to district residents
- Make sure there is adequate insurance coverage.
- Possibly rent to someone or an organization that will manage the Hall for their use and pay a monthly rental fee.

ii. Financial Analysis Report

It was agreed that this has already been covered and should be removed from the agenda.

5. **FINANCIALS**

a. Deposits

There was one deposit of \$7,519.10, which is the first installment of reimbursements from the Yolo County Airport.

b. Financial Reports:

Chief Rita stated that the income statement was the wrong fiscal year. There was discussion regarding format change, to which AC Heins informed the group that any changes in format were not possible as they are run off county software.

6. **NEW BUSINESS**

a. Discussion/Action – Sacred Oaks Memorandum of Agreement (MOA)

President McMullen stated that the IHS Committee met and reviewed the MOA between Sacred Oaks and West Plainfield Fire District. This MOA also included a contract for services for \$54,74948, which would be enough to hire a 3rd full time person. There were suggestive changes made which were only for clarity some points. The facility is planned to be open in December 2019. Chief Rita noted that there were a couple of questions that the Committee had that needed to be answered by Sacred Oaks before signing the MOA.

- Cost of living
- Length of contract

The Committee requested the board grant them authority to sign the MOA once agreement is made and the two questions are answered. If not, the board could request a special meeting be held to discuss and review the final MOA.

Motion by: Commissioner Yeager
2nd: Commissioner Beoshanz

To grant the Committee approval to sign the MOA once reviewed and accepted and the questions are answered.

Passed: Unanimously

b. One Time Salary Augmentation AC Heins

At the last board meeting the Personnel Committee had recommended a one-time salary augmentation for AC Heins, but the commissioner was split on their decision and decided this should wait until the full board was present. After some discussion, it was agreed that an increase in hourly wage was not a good option at this time as it was not planned into the budget. Therefore, a one-time augmentation of \$2,000 was recommended.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To authorize a \$2,000 one-time augmentation for AC Heins effective January 1, 2020.

Passed: Unanimously

- c. Discussion/Action – Board Clerk Annual Evaluation – Closed Session if requested

Chief Rita explained that at the last Personnel Committee meeting it was decided to postpone the Clerks Evaluation as they would like to complete the new job description first and have it approved by the Board. It was decided to add approval of the job description to the December board meeting and the evaluation at the following Board meeting.

- d. Discussion/Action on recommended actions – 24 Hour Staffing Preparation

AC Heins informed the Board that in anticipation of 24-hour staffing, there were a few things that needed to be updated and revisited at the station.

- Possibility of a modular unit
- Bed/furniture would need to be purchased
- Storage space
- Station alerting system
- PA system

HC Heins stated that nothing need be done now but he wanted the Board to be aware of what will be needed. It was recommended by the Board to bring this back to the next meeting with an estimate of funds needed for this project and suggestions for the best way to support the 24-hour position.

- e. Discussion/Action on recommended actions – Volunteer Applications

AC Heins stated that currently there are not new applicants.

7. **OLD BUSINESS**

- a. Lillard Hall Manager

Already covered under Lillard Hall Committee report.

- b. Fire District Website Update

AC Heins stated that training of the Chief and Clerk is completed and everyone is on track to start the online process as of January 1, 2020.

- c. District News Letter

AC Heins stated that he and Captain Bravo were in the process of compiling the information and that a draft should be ready for the December meeting.

8. **CHIEF'S REPORT**

Chief Rita informed the Board that she had included the packet the list of meetings regarding the Yolo County Cannabis Land Use Ordinance in case anyone wanted to attend. She also stated that she had included the Yolo County Fire Protection Sustainability Board Ad Hoc Committee progress update as of October 10th, 2019. AC Stiles will review in his report.

9. ASSISTANT CHIEF REPORT

a. Assistant Chief, Operations (Stiles)

- AC Stile reminded the Board that he is representing the district on the Yolo County committee looking at long term planning for the fire service. AC Stiles reported that the Yolo County Fire Protection Sustainability Board Ad Hoc Committee had canceled their last schedule meeting due to most of the Board being out of town. There has been a lot of data compiled and they have been hashing through the data. The next meeting is scheduled for this coming Thursday, November 22nd. They are also looking at traveling through the county district stations to see how they are set up and taking a look at the staffing. There should be a preliminary report the first part of next year submitted to the Board of Supervisors and a full report in early summer.
- AC Stiles informed the Board that as a funding option there may be a rural tax increase. He will give an update next month.
- Engine E30 has had radios installed and updated and he has rewired all the charging stations with a mounting plate on the dash.

b. Assistant Chief, Administration (Heins)

- AC Heins stated that the trainees have moved to probation and one firefighter has moved to driver. There are currently 31 volunteers on the roster and most are active members. Last training there were 12 volunteers in attendance.
- He stated he had sat on the oral board of Willow Oak.
- He informed the Board that he is currently taking photos for the Lillard Hall Board.
- As a point of information, AC Heins informed the Board that in the month of October, with the heavy winds the station ran 32 calls. Since 2015 the average number of calls in October were 11-20. AC Heins wanted to commend the volunteers and paid staff for their hard work and availability to run all the calls.

Motion by: Commissioner Guarino

2nd: Commissioner Yeager

To direct staff to give Board commendations to the Volunteers and paid staff for all their hard work during the month of October.

Passed: Unanimously

- AC Heins stated that during the last power outages the station was a focal point for residents who needed water for animals. He noted that currently, if the station loses power there will be not water as the generator is not connected to the water pump for the well. AC Heins suggested to the Board that they look into either a new generator and an additional propane tank for the well or to increase the size of the currently generator and run power lines to the well.

By consensus it was agreed to have staff research the best solution to solve the water problem in a power outage and bring back recommendations to the Board next meeting.

10. **VOLUNTEER ACTIVITIES REPORT**

The Association President, Jon Lee informed the Board that the holiday party is on December 15th this year and all are invited. He stated an email should go out shortly with all the information.

11. **COMMITTEE REPORTS**

a. Standing Committees

- i. Benefits Committee Report (Chair Hjerpe, Guarino)– No meeting, no report.
- ii. Budget Committee Report (Yeager, Chair Hjerpe) – No meeting, no report.
- iii. Personnel Committee Report (Chair Hjerpe, Guarino) – Already covered.
- iv. District Funding and Development Committee (Beoshanz, Chair Yeager)
No meeting, no report
- v. IHS/Sacred Oaks Committee (Chair McMullen, Guarino) Already covered.

b. Ad Hoc Committees

- i. IHS Engineering Report Committee (Hjerpe, Chair Yeager) – Commissioner Yeager reported that this committee can be taken off the agenda and that the committee is no longer needed. The committee has sunset.

12. **TRAINING LIASION REPORT**

Commissioner Yeager informed the Board that there was not meeting but that he has been taking regularly with Lieutenant Booth and encourages him to attend training meeting which he is currently attending.

13. **FIRE PREVENTION LIASION REPORT**

AC Heins informed the Board that there were still properties not in compliance and staff is working to improve them.

14. **FACILITIES/EQUIPMENT LIASION REPORT**

Nothing to report.

15. **MINUTES**

- a. Approval of September 17, 2019 Board Meeting Minutes.

These meeting minutes were approved at the last meeting and were included in error. The October and November meeting minutes will be included in the December packet for approval at the December Board meeting.

16. **CLERKS' REPORT**

The Clerk stated that she had received information regarding a Bank account at Bank of America which is asking for West Plainfield Fire Protection District to confirm ownership. She stated that she did not know of any account that was active with Bank of America and asked direction from the Board. Chief Rita stated that she thought it was account that had been opened in the past and was not longer active. The Board asked that the Clerk contact Bank of America and find out if the accounts has funds and when it was opened. Chief Rita will contact the bank of there are funds still in the account or it needs to be closed.

17. **OPEN FORUM**

Nothing

18. **CALENDAR**

The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday December 17, 2019 at 7:00 pm.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To adjourn.

Passed: Unanimously

Meeting adjourned 8:45 pm

President

Clerk