



LINDEN – PETERS FIRE DISTRICT

17725 E. Hwy 26, Linden, CA 95236
Phone: 209.887.3710 Fax: 209.887.2821
lpfd@sjgov.org
Kirk Noffsinger, Fire Chief

Board Members

President: John E. Plotz
Vice-President: Thomas G. Watkins
Secretary: David Frison
Member: Paul Castellou Jr.
Member: Kenneth Watkins III

AGENDA

BOARD OF DIRECTORS MEETING

7:00 P.M. Thursday, January 7, 2021

The Agenda for this regular meeting was posted in the lobby window of the Fire Station at least 72 hours prior to the meeting. Kirk Noffsinger – Fire Chief

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| <p>(I.) CALL TO ORDER</p> <p>(II.) ROLL CALL OF BOARD MEMBERS</p> <ul style="list-style-type: none">• John E. Plotz, Board President• Thomas G. Watkins Board Vice President• David Frison, Board Secretary• Paul Castellou Jr., Board Member• Kenneth Watkins III, Board Member <p>(III.) PUBLIC COMMENT - (Public comment/input is welcome. All comments/input are limited to three minutes per individual)</p> <p>(IV.) MINUTES</p> <p>A. Discussion & Possible Action re: Regular Board Meeting Minutes – December 2020</p> <p>(V.) FINANCIAL SUMMARY AND REPORT</p> <p>A. Monthly Financial Current Events Summary for December 2020 – Fire Chief Kirk Noffsinger (Treasurer)</p> <p>(VI.) CONSENT AGENDA</p> <p>A. Discussion & Possible Action re: Approval of the December 2020 Monthly Financial Report and expenditures.</p> <p>(VII.) CURRENT EVENT SUMMARIES, REPORTS, AND/OR CORRESPONDENCE - (Current Event Summaries are regarding activities of the Fire District and the status and progress relating thereto)</p> <p>A. Departmental Report – (Fire Chief Kirk Noffsinger)</p> <p>B. Union Report – (Union Representative)</p> <p>(VIII.) NEW BUSINESS - (Public comment/input is welcome before each agenda item of New and Unfinished Business. Individual comments are limited to three minutes per individual and must pertain to the specific agenda item.)</p> <p>A. Discussion & Possible Action re: Croce Sanguinetti & Vander Veen February Annual Audit Presentation Options</p> <p>B. Discussion & Possible Action re: Ethics Training</p> | <p>(IX.) UNFINISHED BUSINESS –</p> <p>A. Discussion & Possible Action re: F&M Bank CalPERS Liability Loan Financing Options</p> <p>B. Discussion & Possible Action re: 102 Oath of Office Policy</p> <p>C. Discussion & Possible Action re: 200 Organizational Structure Policy</p> <p>D. Discussion & Possible Action re: 208 Minimum Staffing Levels</p> <p>E. Discussion & Possible Action re: 306 Response Time Standards Policy</p> <p>(X.) BOARD QUESTIONS AND COMMENTS</p> <p>(XI.) CLOSED SESSION – NONE</p> <p>(XII.) ADJOURNMENT</p> <p style="text-align: center;"><u>CURRENTLY THE NEXT SCHEDULED REGULAR BOARD MEETING</u></p> <p style="text-align: center;">February 4 @ 7:00PM</p> <p style="text-align: center;">Agenda Posted: January 4 @ or before 4:00 PM</p> <p><u>SIGNED ORIGINAL ON FILE</u></p> <p>DAVID FRISON, BOARD SECRETARY</p> |
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Secretary: David Frison
Member: Paul Castellou Jr.
Member: Kenneth Watkins III

AGENDA

SPECIAL BOARD OF DIRECTORS MEETING

7:00 P.M. Thursday, January 7, 2021

Immediately Following the Regular Board Meeting on January 7, 2021 at 7:00 P.M.

The Agenda for this special meeting was posted in the lobby window of the Fire Station at least 24 hours prior to the meeting. Kirk Noffsinger – Fire Chief

- (I.) CALL TO ORDER
- (II.) ROLL CALL OF BOARD MEMBERS
 - John E. Plotz, Board President
 - Thomas G. Watkins Board Vice President
 - David Frison, Board Secretary
 - Paul Castellou Jr., Board Member
 - Kenneth Watkins III, Board Member
- (III.) PUBLIC COMMENT - (Public comment/input is welcome.
All comments/input are limited to three minutes per individual)
- (IV.) CLOSED SESSION
 - A. PERSONNEL – PUBLIC EMPLOYMENT (§ 54957)
TITLE: FIRE CHIEF SUCCESSION PLANNING
- (V.) ADJOURNMENT

CURRENTLY THE NEXT SCHEDULED REGULAR
BOARD MEETING

February 4 @ 7:00PM

Agenda Posted: January 6 @ or before 4:00 PM

SIGNED ORIGINAL ON FILE

DAVID FRISON, BOARD SECRETARY



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Secretary: David Frison
Member: Paul Castillou Jr.
Member: Kenneth “Kenny” Watkins III

Minutes of Board Meeting

Thursday, December 3, 2020

The meeting of the Linden–Peters Rural County Fire Protection District Board of Directors was called to order by President John E Plotz at 7:00 PM. Members present: Vice President Thomas G. Watkins, and Board Member Kenny Watkins III. Board Secretary David Frison arrived at 7:04pm. Members Absent: Board Member Paul Castillou, Jr. L.P.F.D. on duty staff present: Fire Chief Kirk Noffsinger, Captain Brandon Ruegsegger, and Administrative Assistant Lorena Coose.

(I.) Call to Order.

(II.) Roll Taken

Minutes for December’s meeting were taken by Administrative Assistant Lorena Coose.

(III.) Public Comment – None

(IV.) Minutes:

A. Discussion & Possible Action re: Regular Board Meeting Minutes- November 2020 Board Minutes approved on motion by D. Frison and seconded by K. Watkins III. Motion passed with a vote of 4-0.

(V.) Financial Summary and Report

A. Monthly Financial, Current events summary for November 2020 - Presented by Fire Chief Kirk Noffsinger. Fire Chief Kirk Noffsinger provided an update on the November 2020 Financial Reports.

(VI.) Consent Agenda:

A. Discussion & Possible Action re: Approval of the November 2020 Monthly Financial Report and expenditures. Board Secretary D. Frison inquired about the EDHFD Refund on the Income for the Month Report. Administrative Assistant Lorena Coose explained that it was a refund for a training that was cancelled due to the Covid-19 pandemic. A motion to approve the financial report was made by K. Watkins III seconded by D. Frison. Motion passed with a vote of 4-0.

(VII.) Current Events Summaries, Reports, and/or Correspondence:

Current Events and Reserve Report for the Linden-Peters Fire District was presented by Fire Chief Kirk Noffsinger

A. Departmental Report-Fire Chief Kirk Noffsinger: Chief Noffsinger provided an update on the events and meetings held for the month November 2020. Chief Noffsinger explained that the Station Improvement Project is moving forward. Haggerty Construction completed a walkthrough and will submit a bid soon. The old engine has

sold and the money should be received by the District in December 2020. Captain Ruegsegger provided the shift reports. Engine 51 is at Hi-Tech for an air leak on the shaft. There will be a write-up on the new Engine in the Linden Herald when it is available to photograph.

B. Union Report – None

(VIII.) New Business

A. Discussion & Possible Action re: 102 Oath of Office Policy
The Board agreed to table this item for the next Board meeting.

B. Discussion & Possible Action re: 200 Organizational Structure Policy
The Board agreed to table this item for the next Board meeting.

C. Discussion & Possible Action re: 208 Minimum Staffing Levels
The Board agreed to table this item for the next Board meeting.

D. Discussion & Possible Action re: 306 Response Time Standards Policy
The Board agreed to table this item for the next Board meeting.

(IX.) Unfinished Business – None

A. Discussion & Possible Action re: F&M Bank CalPERS Pension Liability Loan Financing Options
The Board directed Chief Noffsinger to begin the Request for Bids process for the loan. The Board also directed staff to research and identify the annual unfunded liability, so that it can be paid before accruing interest.

(X.) Board Questions and Comments

There was some discussion about the Covid-19 pandemic. San Joaquin County will be administering vaccines to EMS staff. There is now a process where staff must be notified if there is a positive case at the Fire District.

(XI.) Closed Session – None

(XII.) Adjournment: Motion made by D. Frison and seconded by T. Watkins to adjourn the meeting. Vote in favor 4-0. Motion carried and so ordered at 7:42 pm.

John E. Plotz, President

Thomas G. Watkins, Vice President

David Frison, Secretary

ABSENT

Paul Castillou, Jr., Member

Kenneth "Kenny" Watkins III

01/06/21

Linden-Peters Rural County Fire Protection District
Income by Customer Summary
December 2020

	<u>Dec 20</u>
Linden County W.D.	445.27
San Joaquin County	<u>1,253,920.71</u>
TOTAL	<u><u>1,254,365.98</u></u>

01/06/21

Linden-Peters Rural County Fire Protection District

Expenses by Vendor Summary

December 2020

	<u>Dec 20</u>
Albert Paper Company	64.41
BG Agri	78.25
Blue Cross of California	87.75
Brandon K. Wright	330.00
Butte Therapy Systems	35.00
California Waste Recovery Systems	291.00
Card Services	312.97
Cintas	199.60
Comcast	335.47
County of San Joaquin Auditor-Controller	19,585.00
Denise Moore	245.78
Diesel Performance, Inc.	906.52
E.F. Kludt & Sons	1,128.94
Frontier Communications	46.25
Jim Avansino	994.14
Joint Radio Users Group	1,326.52
Ken Snyder Jr.	245.78
Kirk Noffsinger	103.16
L.N. Curtis & Sons	335.58
Lee Owing Jr.	994.14
Les Schwab Tire Center	3,321.60
Linden County Water District	387.30
Linden Herald	150.00
Martin Garcia	330.00
Nor-Cal Battery Co.	83.09
Pacific Gas & Electric	1,095.53
PERS Health Benefits Division	22,789.92
Premier Access Dental	1,620.57
Public Employees' Retirement System	29,060.96
Rinaldi's Market	14.61
Small Business Benefit Plan Trust	230.90
Trinity Urgent Care	225.00
Vic Solari	994.14
Zylstra Auto & Hardware	128.39
TOTAL	<u>88,078.27</u>

Linden-Peters Rural County Fire Protection District
Profit & Loss Budget vs. Actual
July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
410-1 · Property Tax See- Z1	7,184.92	13,260.00	-6,075.08
410 · Property Tax Current Secured	1,327,028.83	2,200,000.00	-872,971.17
415-1 · Property Tax Unsecured - Z1	3.19	816.00	-812.81
415 · Property Tax Curr Unsecured	0.00	180,000.00	-180,000.00
420-1 · SB813 - Z1	168.94	153.00	15.94
420 · SB813 Supplemental	28,270.72	40,000.00	-11,729.28
425-1 · Prior Tax - ZZ1	0.60	31.00	-30.40
425 · Prior Years	101.53	500.00	-398.47
440-1 · Interest Income-48901 SJC Acct	1,008.09		
450-1 · Interest - Z1	32.31	76.00	-43.69
450-2 · Interest - Benefits Reserve	7.53	70.00	-62.47
450-3 · Interest - CO	0.00	150.00	-150.00
450-4 · Interest - General Fund	408.82	2,000.00	-1,591.18
450-5 · Interest -Equipment Replace F...	34.64	30.00	4.64
450-6 · Interest - CD	0.00	1,500.00	-1,500.00
450 · Interest - Checking	1.16	5.00	-3.84
460-1 · State - Hmownrs Prop Tax	15.67	133.00	-117.33
460 · State - Hmownrs Prop Tax Relief	2,752.16	10,000.00	-7,247.84
465 · Fire Prevention Service	3,295.72	15,000.00	-11,704.28
475 · Strike Team Reimbursement	11,846.28	0.00	11,846.28
480 · LCWD Fuel Reimbursement	1,777.36	5,500.00	-3,722.64
492-3 · Service Fees	2,696.80	6,000.00	-3,303.20
495 · Miscellaneous	6,100.50	5,000.00	1,100.50
Total Income	1,392,735.77	2,480,224.00	-1,087,488.23
Expense			
500 · Personnel			
510 · Salaries - Regular	605,026.89	1,150,000.00	-544,973.11

Linden-Peters Rural County Fire Protection District
Profit & Loss Budget vs. Actual
July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
512 · Salaries - Overtime	36,952.17	110,000.00	-73,047.83
513 · Salaries - FLSA	14,025.09	26,000.00	-11,974.91
514 · Salaries - Strike Team Overtime	195,793.00	0.00	195,793.00
515 · Salaries - Extra Help	11,595.00	22,000.00	-10,405.00
517 · Salaries - Holiday	66,022.68	68,000.00	-1,977.32
518 · Salaries - Volunteers	3,450.00	18,000.00	-14,550.00
519 · Educational Incentive	4,684.96	10,000.00	-5,315.04
521 · Retirement	308,167.40	430,000.00	-121,832.60
525 · Social Security	1,055.55	2,000.00	-944.45
527 · Social Security - Medicare	12,404.43	18,000.00	-5,595.57
530 · Insurance- Medical	102,535.32	200,000.00	-97,464.68
531 · Insurance- Medical (retirees)	29,884.32	58,000.00	-28,115.68
532 · Insurance- Dental	5,809.20	12,000.00	-6,190.80
533 · Insurance - Vision	1,007.46	2,100.00	-1,092.54
534 · Insurance -Life	515.10	850.00	-334.90
535 · Insurance- Worker's comp	57,752.00	105,000.00	-47,248.00
536 · Director's Fees	2,650.00	6,000.00	-3,350.00
Total 500 · Personnel	1,459,330.57	2,237,950.00	-778,619.43
540 · Vehicle & Equipment			
542 · Fuel, Lube, & Oil	9,796.87	22,000.00	-12,203.13
543 · Tires	5,288.35	2,500.00	2,788.35
544 · Parts/Supplies	3,512.18	10,000.00	-6,487.82
545 · Maintenance & Repair	10,457.66	20,000.00	-9,542.34
547 · Radios	8,606.91	10,500.00	-1,893.09
549 · SCBA	0.00	1,000.00	-1,000.00
550-4 · Small Tools & Equipment	1,190.64	1,500.00	-309.36
551 · Medical equip, supplies, oxygen	490.46	3,000.00	-2,509.54
552 · Ladder Purchase/ Maintenance	0.00	600.00	-600.00

Linden-Peters Rural County Fire Protection District
Profit & Loss Budget vs. Actual
July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total 540 · Vehicle & Equipment	39,343.07	71,100.00	-31,756.93
560 · Buildings & Grounds			
564 · Furniture	440.70	2,000.00	-1,559.30
580 · Maintenance & Repair	1,095.34	5,000.00	-3,904.66
Total 560 · Buildings & Grounds	1,536.04	7,000.00	-5,463.96
600 · Supplies			
602 · Computer Hardware & Software	7,662.76	10,000.00	-2,337.24
606 · Office supplies	447.72	4,000.00	-3,552.28
607 · Postage	114.00	500.00	-386.00
608 · Station Supplies	2,611.08	3,800.00	-1,188.92
612 · Towel Service & Chemicals	1,279.20	2,600.00	-1,320.80
613 · Clothing-uniforms	0.00	2,000.00	-2,000.00
616 · Clothing- Safety	782.62	7,000.00	-6,217.38
625 · Utilities- Electric/ Gas	8,818.61	16,000.00	-7,181.39
626 · Utilities- Water	1,838.81	3,500.00	-1,661.19
627 · Utilities- Cable TV	921.68	2,600.00	-1,678.32
630 · Utilities - Telephone/Cell/CAD	3,061.28	5,400.00	-2,338.72
631 · Utilities - Garbage	1,821.95	3,400.00	-1,578.05
635 · Fire Fighting Foam	0.00	3,000.00	-3,000.00
Total 600 · Supplies	29,359.71	63,800.00	-34,440.29
650 · Services			
652 · Insurance/ Casul/ Eq/Bond	0.00	25,000.00	-25,000.00
655 · Annual Audit	1,350.00	17,000.00	-15,650.00
656 · S.J. Co. Tax Admin Chg	19,474.00	40,000.00	-20,526.00
657 · Dispatching	6,956.83	12,500.00	-5,543.17
658 · Computer Support	5,578.79	9,000.00	-3,421.21
665 · Physical Exams	2,646.75	3,300.00	-653.25

Linden-Peters Rural County Fire Protection District
Profit & Loss Budget vs. Actual
July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
667 · Fire Prevention Bureau	150.00	3,000.00	-2,850.00
670 · Assoc. Memberships	350.00	3,200.00	-2,850.00
675 · Training	2,027.89	13,000.00	-10,972.11
677 · Consultant Services	0.00	2,000.00	-2,000.00
678 · Attorney Fee's	307.50	5,000.00	-4,692.50
690 · Services Contingencies	9,075.25	5,000.00	4,075.25
691 · Bank Fees	356.30	800.00	-443.70
Total 650 · Services	<u>48,273.31</u>	<u>138,800.00</u>	<u>-90,526.69</u>
695 · Zone 1			
696 · Hydrant Rental	570.00	1,200.00	-630.00
697 · Fire Hose and Appliances	200.09	5,000.00	-4,799.91
698 · S.J. Co. Tax Admin Chg	111.00	300.00	-189.00
699 · Fire Hydrant Purchase	0.00	7,000.00	-7,000.00
Total 695 · Zone 1	<u>881.09</u>	<u>13,500.00</u>	<u>-12,618.91</u>
Total Expense	<u>1,578,723.79</u>	<u>2,532,150.00</u>	<u>-953,426.21</u>
Net Ordinary Income	<u>-185,988.02</u>	<u>-51,926.00</u>	<u>-134,062.02</u>
Net Income	<u><u>-185,988.02</u></u>	<u><u>-51,926.00</u></u>	<u><u>-134,062.02</u></u>

Linden-Peters Rural County Fire Protection District
FY 20-21 vs FY 19-20 Profit & Loss Prev Year Comparison
July through December 2020

	<u>Jul - Dec 20</u>	<u>Jul - Dec 19</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
410-1 · Property Tax See- Z1	7,184.92	6,744.46	440.46	6.5%
410 · Property Tax Current Secured	1,327,028.83	1,185,266.10	141,762.73	12.0%
415-1 · Property Tax Unsecured - Z1	3.19	15.50	-12.31	-79.4%
415 · Property Tax Curr Unsecured	0.00	4,061.37	-4,061.37	-100.0%
420-1 · SB813 - Z1	168.94	136.20	32.74	24.0%
420 · SB813 Supplemental	28,270.72	21,455.16	6,815.56	31.8%
425-1 · Prior Tax - ZZ1	0.60	0.65	-0.05	-7.7%
425 · Prior Years	101.53	102.96	-1.43	-1.4%
440-1 · Interest Income-48901 SJC Acct	1,008.09	0.00	1,008.09	100.0%
450-1 · Interest - Z1	32.31	37.14	-4.83	-13.0%
450-2 · Interest - Benefits Reserve	7.53	9.08	-1.55	-17.1%
450-4 · Interest - General Fund	408.82	854.29	-445.47	-52.2%
450-5 · Interest -Equipment Replace F...	34.64	23.02	11.62	50.5%
450 · Interest - Checking	1.16	1.08	0.08	7.4%
460-1 · State - Hmownrs Prop Tax	15.67	17.49	-1.82	-10.4%
460 · State - Hmownrs Prop Tax Relief	2,752.16	2,882.80	-130.64	-4.5%
465 · Fire Prevention Service	3,295.72	9,583.72	-6,288.00	-65.6%
475 · Strike Team Reimbursement	11,846.28	0.00	11,846.28	100.0%
480 · LCWD Fuel Reimbursement	1,777.36	3,870.58	-2,093.22	-54.1%
492-3 · Service Fees	2,696.80	3,837.35	-1,140.55	-29.7%
495 · Miscellaneous	6,100.50	18,508.87	-12,408.37	-67.0%
Total Income	1,392,735.77	1,257,407.82	135,327.95	10.8%
Expense				
500 · Personnel				
510 · Salaries - Regular	561,630.37	536,998.49	24,631.88	4.6%
512 · Salaries - Overtime	29,137.17	37,800.48	-8,663.31	-22.9%
513 · Salaries - FLSA	13,038.18	12,396.54	641.64	5.2%

Linden-Peters Rural County Fire Protection District
FY 20-21 vs FY 19-20 Profit & Loss Prev Year Comparison
July through December 2020

	<u>Jul - Dec 20</u>	<u>Jul - Dec 19</u>	<u>\$ Change</u>	<u>% Change</u>
514 · Salaries - Strike Team Overtime	195,793.00	53,480.67	142,312.33	266.1%
515 · Salaries - Extra Help	11,595.00	20,925.00	-9,330.00	-44.6%
517 · Salaries - Holiday	66,022.68	66,753.14	-730.46	-1.1%
518 · Salaries - Volunteers	3,450.00	2,536.17	913.83	36.0%
519 · Educational Incentive	4,350.32	4,350.32	0.00	0.0%
521 · Retirement	312,330.22	253,585.25	58,744.97	23.2%
525 · Social Security	1,055.55	1,514.51	-458.96	-30.3%
527 · Social Security - Medicare	11,736.64	9,655.83	2,080.81	21.6%
530 · Insurance- Medical	104,429.87	97,581.94	6,847.93	7.0%
531 · Insurance- Medical (retirees)	25,952.75	31,352.56	-5,399.81	-17.2%
532 · Insurance- Dental	6,093.36	5,705.10	388.26	6.8%
533 · Insurance - Vision	1,033.10	999.56	33.54	3.4%
534 · Insurance -Life	515.10	421.80	93.30	22.1%
535 · Insurance- Worker's comp	57,752.00	43,680.00	14,072.00	32.2%
536 · Director's Fees	2,350.00	1,975.00	375.00	19.0%
Total 500 · Personnel	1,408,265.31	1,181,712.36	226,552.95	19.2%
540 · Vehicle & Equipment				
542 · Fuel, Lube, & Oil	9,796.87	11,254.33	-1,457.46	-13.0%
543 · Tires	5,288.35	109.99	5,178.36	4,708.0%
544 · Parts/Supplies	3,512.18	2,732.46	779.72	28.5%
545 · Maintenance & Repair	10,457.66	24,190.92	-13,733.26	-56.8%
547 · Radios	8,606.91	2,609.57	5,997.34	229.8%
550-4 · Small Tools & Equipment	1,190.64	618.73	571.91	92.4%
551 · Medical equip, supplies, oxygen	490.46	1,851.01	-1,360.55	-73.5%
552 · Ladder Purchase/ Maintenance	0.00	0.00	0.00	0.0%
Total 540 · Vehicle & Equipment	39,343.07	43,367.01	-4,023.94	-9.3%
560 · Buildings & Grounds				
564 · Furniture	440.70	237.58	203.12	85.5%

Linden-Peters Rural County Fire Protection District
FY 20-21 vs FY 19-20 Profit & Loss Prev Year Comparison
July through December 2020

	<u>Jul - Dec 20</u>	<u>Jul - Dec 19</u>	<u>\$ Change</u>	<u>% Change</u>
580 · Maintenance & Repair	1,095.34	8,362.19	-7,266.85	-86.9%
Total 560 · Buildings & Grounds	1,536.04	8,599.77	-7,063.73	-82.1%
600 · Supplies				
602 · Computer Hardware & Software	7,587.76	3,726.80	3,860.96	103.6%
606 · Office supplies	447.72	2,090.50	-1,642.78	-78.6%
607 · Postage	114.00	17.60	96.40	547.7%
608 · Station Supplies	2,611.08	1,428.64	1,182.44	82.8%
612 · Towel Service & Chemicals	1,279.20	1,299.88	-20.68	-1.6%
616 · Clothing- Safety	782.62	329.64	452.98	137.4%
617 · Clothing- Boots	0.00	374.04	-374.04	-100.0%
625 · Utilities- Electric/ Gas	8,818.61	8,867.72	-49.11	-0.6%
626 · Utilities- Water	1,838.81	1,760.78	78.03	4.4%
627 · Utilities- Cable TV	921.68	1,133.05	-211.37	-18.7%
630 · Utilities - Telephone/Cell/CAD	3,061.28	2,602.24	459.04	17.6%
631 · Utilities - Garbage	1,821.95	1,689.26	132.69	7.9%
Total 600 · Supplies	29,284.71	25,320.15	3,964.56	15.7%
650 · Services				
655 · Annual Audit	1,350.00	1,250.00	100.00	8.0%
656 · S.J. Co. Tax Admin Chg	19,474.00	0.00	19,474.00	100.0%
657 · Dispatching	6,956.83	5,224.39	1,732.44	33.2%
658 · Computer Support	5,578.79	957.61	4,621.18	482.6%
665 · Physical Exams	2,646.75	1,748.00	898.75	51.4%
667 · Fire Prevention Bureau	150.00	1,292.25	-1,142.25	-88.4%
670 · Assoc. Memberships	350.00	1,043.22	-693.22	-66.5%
675 · Training	2,027.89	1,191.10	836.79	70.3%
678 · Attorney Fee's	307.50	0.00	307.50	100.0%
690 · Services Contingencies	9,075.25	1,929.14	7,146.11	370.4%

Linden-Peters Rural County Fire Protection District
FY 20-21 vs FY 19-20 Profit & Loss Prev Year Comparison
July through December 2020

	<u>Jul - Dec 20</u>	<u>Jul - Dec 19</u>	<u>\$ Change</u>	<u>% Change</u>
691 · Bank Fees	356.30	479.50	-123.20	-25.7%
Total 650 · Services	48,273.31	15,115.21	33,158.10	219.4%
695 · Zone 1				
696 · Hydrant Rental	570.00	570.00	0.00	0.0%
697 · Fire Hose and Appliances	200.09	2,294.54	-2,094.45	-91.3%
698 · S.J. Co. Tax Admin Chg	111.00	0.00	111.00	100.0%
Total 695 · Zone 1	881.09	2,864.54	-1,983.45	-69.2%
Total Expense	1,527,583.53	1,276,979.04	250,604.49	19.6%
Net Ordinary Income	-134,847.76	-19,571.22	-115,276.54	-589.0%
Net Income	<u><u>-134,847.76</u></u>	<u><u>-19,571.22</u></u>	<u><u>-115,276.54</u></u>	<u><u>-589.0%</u></u>



LINDEN – PETERS FIRE DISTRICT

17725 E. Hwy 26, Linden, CA 95236
Phone: 209.887.3710 Fax: 209.887.2821
lpfd@sjgov.org
Kirk Noffsinger, Fire Chief

Board Members

President: John E. Plotz
Vice-President: Thomas G. Watkins
Secretary: Duane R. Brown
Member: David Frison
Member: Paul Castillou Jr.

LINDEN – PETERS FIRE DEPARTMENT MONTHLY BOARD REPORT

January 7, 2021

FINANCIAL SUMMARY AND REPORT:

For the month ending December 31, 2020

- Accounts Balance Sheet (See attached)
- Income for the Month (See attached)
- Bills Paid Listing (See attached)
- Budget Report (See attached)
- Budget Comparison Prev. Year (See attached)
- All Accounts Balanced as of November 30, 2020.

CURRENT EVENT SUMMARIES, REPORTS, AND/OR CORRESPONDENCE:

- **Meetings for the month**
 - 12/1 Policy Committee Meeting
 - 12/2 SJC Fire Chief's Meeting
 - 12/3 LPFD Board Meeting
 - 12/4 Linden Potential Traffic Signal Meeting
 - 12/7 Volunteer Roundtable Discussion
 - 12/9 DOC Meeting
 - 12/10 LUSD Disaster Safety Team Meeting
 - 12/15 Policy Committee Meeting
 - 12/16 JRUG Meeting
- **Correspondence/Events:** 12/28/2020 – Thank you letter from Holy Cross Catholic Church.
- **Current Projects/Updates**
 - Station Improvement Project – No update available at this time.

A SHIFT PERSONNEL: Captain J. Reed / Lieutenant R. Ruegsegger / Firefighter Engineer B. Wright / Firefighter Engineer D. Dennis

Activities for the Month of December

- Responded to 25 calls for service
- Filled air trailer @ WMR
- Driveway inspection @ 13245 E. Tokay Colony Rd.
- Driveway inspection @ 17388 E. Front St.
- Issued new cadets PPE

B SHIFT PERSONNEL: Captain B. Ruegsegger / Lieutenant K. Dahlenburg / Firefighter/Engineer M. Garcia / Firefighter J. Davis

Activities for the Month of December

- Responded to 24 calls for service

C SHIFT PERSONNEL: Captain M. Mojalli / Lieutenant J. Goins, Firefighter/Engineer T. Watson / Firefighter/Engineer M. Verdon / Contract Firefighter P. Whitaker

Activities for the Month of December

- Responded to 22 calls for service
- Mounted Hurst spreaders and replaced PPV on Engine 54
- Picked up Engine 51 from Hi-Tech
- Ecogreen conducted an energy audit of the firehouse to retrofit lighting to LED
- Performed annual ladder testing
- Calibrated foam indicator gauge on Engine 51
- Driveway inspection @ 14875 East Live Oak Rd.

DEPARTMENT FIRE PREVENTION REPORT:

- No permits have been issued in the month of December.
- Projects: Morada Produce and Orlando's Market Patio
- Project Completed: Gonya Farms

On Duty Training

Fire Scene Ops:	Ladder Throws & Carries / Haz Mat Refresher
EMS:	SIDS
LPE Policy:	Multiple Lexipol Policy/Procedure Review
SJCEMS Policy:	#5511 BLS Cardiac Arrest
Other:	First Responder Operations Level Refresher

Volunteer Firefighter Training

- Cancelled due to COVID-19

FIRE VOLUNTEERS, FIRE CADETS, AND VOLUNTEER FIREFIGHTERS ASSOCIATON

Volunteer Personnel: None.

Association Activities: Association meetings have been cancelled due to COVID-19 pandemic.

Correspondence: None.

Events: None.

Donations made by the Association: None.

INCIDENT AND COVERAGE REPORT:

LINDEN - PETERS FIRE DISTRICT				MONTH - YEAR: Dec-20	
INCIDENT TYPE	NO.	POSTED	CANCELED	PAID STAFF	
STRUCTURE FIRE	7		2	102 B. RUEGSEGGER	3
VEGETATION FIRE	5			106 M. MOJALLI	12
VEHICLE FIRE	2			108 J. REED	1
FIRE OTHER	4			105 J. GOINS	1
EMS CALL	40	5	7	107 K. DAHLENBURG	13
MVA	4	1	1	110 R. RUEGSEGGER	12
RESCUE CALL				111 T. WATSON	4
HAZARDOUS CONDITION	1			118 M. GARCIA	
SERVICE CALL (NON EMERGENCY)	3			119 M. VERDON	
GOOD INTENT CALLS				120 B. WRIGHT	1
FALSE ALARMS	2		1	122 D. DENNIS	
WEATHER / DISASTER				123 J. DAVIS	
SPECIAL INCIDENTS/OTHER	3		1	152 P. WHITAKER	5
TOTAL FOR THE MONTH:	71			TOTAL:	52
TOTAL FOR THE YEAR:	787			VOLUNTEER STAFF	STA COV.
PREVIOUS YEAR COMPARISON					
		Diff	%	117 G. SCHAEDE (VFF)	16
MONTH:	63	8	11%	128 D. STEINKAMP (VFF)	
YEAR:	808	-21	-3%	148 M. WINSTON (VFF)	5
				130 B. Carr (VFF)	1
DAY CALLS (8AM - 5PM):	34			TOTAL:	22
NIGHT CALLS (5PM - 8AM):	37				
CALLS PER SHIFT					
A:	25				
B:	24				
C:	22				
AUTOMATIC AID					
	GIVEN	POSTED	CANCELED	RECEIVED	
WATERLOO MORADA (WMR)	9	2	3	7	
MOKELUMNE (MKE)	2		2	6	
CLEMENTS (CLE)					
FARMINGTON (FAR)	1			1	
COLLEGEVILLE (CVG)					
STOCKTON (STO)					
MONTEZUMA (ZUM)					
LODI (LOD)					
WOODBIDGE (WOO)					
LIBERTY (LIB)					
ESCALON (ESL)	1				
RIPON (RIP)					
CALAVERAS CONSOLIDATED	1		1		
CalFire (TCU)	1		1		
OES, XSJ, EOC, SQF, VNC, BEU, MMU					
TOTAL:	15	2	7	14	

San Joaquin County Joint Fire Investigation Unit

2020 Linden-Peters Fire Investigator Activity

Fire Investigators – FF/ENG Martin Garcia and FF/ENG Brandon Wright

Agency	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Escalon												
Ripon	1			1							1	
Lathrop-Manteca												
Farmington												
Linden-Peters			1	2								
Clements												
Woodbridge						1			1			
South County Fire Authority												
French Camp/Mountain House	1					1						
Liberty												
Mokelumne					1	1						
Collegeville												
Waterloo-Morada												
Thornton					1							
Montezuma												
Lodi												
Stockton		1					1					
Manteca												

- ***Black** = FIU callout attended to by a LPPD investigator
- ***Green** = FIU callout NOT attended to by a LPPD investigator
- ***Red** = In District investigation, not a county FIU callout

January -French Camp – Residential structure fire (one fatality). MG on duty, BW off duty.

Ripon – Residential structure fire (garage). BW on duty, MG off duty.

February -Stockton – Commercial warehouse. BW off duty.

March -Linden-Peters – Travel trailer fire (Waverly/Flood). MG on duty.

April -Ripon – Travel trailer fire (one fatality). BW on duty, MG off duty.

Linden-Peters – Travel trailer fire (Waverly/Flood). MG on duty.

Linden-Peters – Barn structure fire. (Milton Rd). BW off duty.

May - Mokelumne – Greenhouse fire. BW off duty.

June - Woodbridge – Structure fire, BW on duty.

Mokelumne – Structure fire (Requested by Sheriffs Dept, phone support only). BW on duty.

French Camp – Structure fire (Requested by Sheriffs Dept, phone support only). BW on duty.

July - Stockton – Outside fire which burned multiple structures. MG on duty, BW off duty.

August – No activity to report.

September - Woodbridge – Vehicle fire, incendiary fire, requested by Sheriff. MG on duty, BW off duty.

October – No activity to report.

November - Ripon – Structure fire covered by Brandon Wright LPE (on duty) and George Wells WMR.

December – No update available at this time.



Holy Cross Catholic Church

18633 E. Front Street / PO Box 52

Linden, CA 95236

(209) 887-3341

www.holycrosslinden.org

December 28, 2020

Linden-Peters Fire Department

17725 E. Highway 26

Linden, CA 95236

Thank you for the use of the cones during our Christmas Masses here at Holy Cross Church. We are grateful for your kindness.

The generous support of groups like yours makes it possible for our church to help make our community a great place to live.

Christ's Blessings & Peace,

Fr. Bill L. Kraft

Fr. Bill L. Kraft

Pastor

No goods or services were provided to you by the church in connection with any contribution, or their value was insignificant or consisted entirely of intangible religious benefits. (Tax ID# 43-1989605)

Oath of Office

102.1 PURPOSE AND SCOPE

This policy establishes the oath of office for all sworn personnel of this department.

102.2 OATH OF OFFICE

Upon employment, all sworn personnel shall be required to affirm the oath of office expressing commitment to support and defend the Constitution of the United States and the Constitution of the State of California (California Constitution, Article 20, Section 3 and Government Code § 3102). The oath shall be as follows:

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

[See attachment: LPFD Oath Of Office 2020.pdf](#)

Attachments

LPFD Oath Of Office 2020.pdf



LINDEN – PETERS FIRE DISTRICT

17725 E. Hwy 26, Linden, CA 95236
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Vice-President: Thomas G. Watkins
Secretary: David Frison
Member: Paul Castillou Jr.
Member: Kenneth “Kenny” Watkins III

OATH OF OFFICE

Linden – Peters Fire Protection District

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

Employee Signed: _____

Signed in the presence of _____ on _____
John E. Plotz
President, Board of Directors

Organizational Structure

200.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the organizational structure of the Linden-Peters Rural County Fire Protection District. This policy also provides guidance regarding the department's reporting process through the chain of command.

200.2 POLICY

It is the policy of the Linden-Peters Rural County Fire Protection District to organize its resources in a manner that allows for effective and efficient service delivery to the public. To ensure effective organizational communication, members should generally adhere to the established chain of command unless there is a good faith and reasonable basis for utilizing an alternate channel of communication.

200.3 DIVISIONS

The Fire Chief is responsible for managing the Linden-Peters Rural County Fire Protection District. The following divisions make up the Linden-Peters Rural County Fire Protection District:

- Administration Division
- Operations Division
- Training Division
- Fire Prevention Division
- Maintenance Division

200.3.1 ADMINISTRATION DIVISION

The Administration Division is directed by the Administrative Assistant and provides administrative support to the Fire Chief; prepares and coordinates the department budget; acts as liaison with the Administration regarding recruitment, promotion and performance appraisals; manages information technology systems and payroll functions; and reviews, prepares and presents staff reports to the department, the District staff and District officials.

It is the responsibility of the Administrative Assistant to prepare and maintain a current organizational chart.

200.3.2 OPERATIONS DIVISION

The Operations Division is directed by the Fire Chief [and/or the Duty Officer](#). The Operations Division responds to all fire, rescue and medical aid calls for service; manages major disaster responses; and staffs engine companies..

Linden-Peters Rural County Fire Protection District

Policy Manual

Organizational Structure

200.3.3 TRAINING DIVISION

The Training Division is directed by a Training Officer. The Training Division's mission is to develop and conduct the departments training program. The program includes fire training, ems training and all types of specialized rescue training.

The Training Officer is responsible for maintaining accurate training records for all personnel. Prepare and maintain a yearly department training calendar.

200.3.4 FIRE PREVENTION DIVISION

The Fire Prevention Division is directed by the Fire Prevention Officer. The Fire Prevention Division's mission is to engage in prevention and mitigate the impact of fire incidents.

The Fire Prevention Officer performs inspections of businesses and occupancies as mandated by applicable law. In addition, the Fire Prevention Officer may assist the Fire Investigator in the investigation of all major fires occurring within the jurisdiction of the Linden-Peters Rural County Fire Protection District.

200.3.5 MAINTENANCE DIVISION

The Maintenance Division is directed by a Maintenance Officer. The Maintenance Division is responsible for the maintenance and upkeep of all department apparatus, equipment, buildings and grounds.

The Maintenance Officer is responsible for maintaining adequate maintenance records.

200.4 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each member is accountable to a single supervisor at any time for a given assignment or responsibility. Except where specifically delegated or where authority exists by virtue of policy or a special assignment (e.g., emergency incidents), any supervisor may temporarily direct any subordinate if an operational need exists.

200.5 CHAIN OF COMMAND

Respect for rank is essential for administrative and operational efficiency. All members of the Linden-Peters Rural County Fire Protection District shall adhere to the chain of command. All members shall be thoroughly familiar with the Incident Command System (ICS) and operate within its parameters throughout the duration of all emergency incidents.

A supervising or commanding officer will be identified for each department member. This supervisor/commanding officer is the first step in the organizational chain of command, followed by the next level of commanding officer as set forth in the department's organizational structure. In the event that no supervisory officer is available, rank will be determined by seniority in rank.

Members of the Linden-Peters Rural County Fire Protection District shall generally conduct department business through the established chain of command. Members shall consult with and report to their commanding officer/supervisor when making recommendations for changes, alterations or improvements concerning department matters. Members shall forward all reports

Linden-Peters Rural County Fire Protection District

Policy Manual

Organizational Structure

and recommendations through the chain of command. The submission should include written comments from the member's immediate supervisor to indicate whether he/she approves of the recommendation. No memo or recommendation should be stopped in the chain of command before it reaches its intended destination/officer.

Other than the exceptions set forth below (Sect. 200.7), no member of the Linden-Peters Rural County Fire Protection District shall initiate contact with any member of the governing board or with any other local, regional, state or federal official regarding any matter affecting the Linden-Peters Rural County Fire Protection District without having first made every attempt to inform the Fire Chief through the chain of command.

The Linden-Peters Rural County Fire Protection District (LPFD) chain of command consists of:

1. LPFD Board of Directors
2. Fire Chief
3. Assistant Fire Chief
4. Captain
5. Lieutenant
6. Firefighter/Engineer
7. Firefighter
8. Probationary Firefighter **OR** Firefighter Trainee **OR** Contract Firefighter

200.6 DIRECTIVES AND ORDERS

Members of the Linden-Peters Rural County Fire Protection District shall make a good faith and reasonable effort to comply with lawful orders of superior officers. Refusal to comply with a lawful order may result in disciplinary action.

200.7 ALTERNATE CHANNELS OF COMMUNICATION

All members shall endeavor to keep their supervisors informed of any matters that may affect the safety, welfare or operations of the Department.

As a general matter, any concern about a workplace situation should first be raised with the member's immediate supervisor. It is recognized, however, that there may be occasions where the use of the normal chain of command may not be appropriate. If an issue is of a personal nature, involves a sensitive matter, is of significant importance to the Department or involves other members or supervisors, the member may consult directly with the Captain, the Fire Chief or a representative of the Administration.

All members are free to make or prepare to make, in good faith, any complaint that identifies ethical or legal violations, including fraud, waste, abuse of authority, gross mismanagement, violations of the law or practices that may pose a threat to health, safety and security without fear of actual or threatened discrimination, retaliation or reprisal. Such complaints may be made to any

Linden-Peters Rural County Fire Protection District

Policy Manual

Organizational Structure

supervisor, the Fire Chief or directly to the Board of Directors if the complaint involves the Fire Chief. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, applicable law, ordinance or collective bargaining agreement.

Any form of reprisal or retaliation against any member for making or filing a complaint in good faith or for participating in the investigation of a complaint is prohibited. Any member engaging in any form or type of reprisal or retaliation is subject to discipline.

Minimum Staffing Levels

208.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for minimum staffing levels.

208.2 POLICY

See Article 31 Staffing in MOU - [See attachment: LPE MOU 2019-2021.pdf](#)

Attachments

LPE MOU 2019-2021.pdf

Response Time Standards

306.1 PURPOSE AND SCOPE

The purpose of this policy is to establish turnout, travel and response time goals and objectives for emergency incidents.

306.1.1 DEFINITIONS

Definitions related to this policy include:

Dispatch processing time - The time elapsed between receipt of the alarm or telephone call and the dispatch of emergency response units.

Minimum staffing - Includes members responding from LPFD and automatic aid.

Remote area - Travel distance is greater than or equal to 8 miles.

Response time - The time elapsed between the dispatch center receiving the first notification of the emergency and the arrival of the first emergency response unit. Response time combines dispatch, processing, turnout and travel times.

Rural area - 500 or less people in a square mile radius

Suburban area - 500 - 1000 people in a square mile radius

Travel time - The time elapsed between the emergency response unit beginning travel to the emergency and when the emergency response unit arrives.

Turnout time - The time elapsed between dispatch notifying firefighters of the emergency and when the emergency response unit begins travel.

306.2 POLICY

It is the policy of the Linden-Peters Rural County Fire Protection District to document all department response times to emergency incidents and establish response time baselines and performance objectives.

306.3 PERFORMANCE GOALS

Linden-Peters Rural County Fire Protection District shall make every effort in meeting the performance goals set forth in the most current version of NFPA 1720.

Performance goals include:

- (a) One minute or less for dispatch processing time.
- (b) One minute or less for turnout time for Emergency Medical Services (EMS) incidents.
- (c) One minute 20 seconds or less for turnout time for non-EMS incidents.
- (d)
- (e)
- (f)

Response Time Standards

(g)

306.4 EVALUATIONS

The Department shall annually evaluate its level of service, deployment delivery and response time objectives. The evaluation shall be based on available data relating to level of service, deployment and the achievement of each response time performance objective in the geographic area of the jurisdiction.