



# LINDEN – PETERS FIRE DISTRICT

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

## Board Members

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

## AGENDA

### BOARD OF DIRECTORS MEETING

7:00 P.M. Thursday, May 6, 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

- (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 Castillou 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.) MINUTES
  - A. Discussion & Possible Action re: Regular Board Meeting Minutes – April 8, 2021
- (V.) BOARD COMMITTEE REPORTS
  - A. Succession Planning Committee Report – Board Member Paul Castillou, Jr.
- (VI.) FINANCIAL SUMMARY AND REPORT
  - A. Monthly Financial Current Events Summary for April 2021 – Fire Chief Kirk Noffsinger (Treasurer)
- (VII.) CONSENT AGENDA
  - A. Discussion & Possible Action re: Approval of the April 2021 Monthly Financial Report and expenditures.
- (VIII.) CURRENT EVENT SUMMARIES, REPORTS, AND/OR CORRESPONDENCE - (Current Event Summaries are regarding activities of the Fire District and the status and progress relating thereto)
  - A. Departmental Report – (Fire Chief Kirk Noffsinger)
  - B. Union Report – (Union Representative)
- (IX.) 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.)
  - A. Discussion & Possible Action re: 1012 Discriminatory Harassment Policy

- B. Discussion & Possible Action re: 1024 Workplace Violence Policy
- (IX.) UNFINISHED BUSINESS –
  - A. Discussion & Possible Action re: Station Improvement Project
  - B. Discussion & Possible Action re: Replace Water Tender 52
- (X.) BOARD QUESTIONS AND COMMENTS
- (XI.) CLOSED SESSION - NONE
- (XII.) ADJOURNMENT

CURRENTLY THE NEXT SCHEDULED REGULAR BOARD MEETING

**June 3 @ 7:00PM**

Agenda Posted: May 31 @ or before 4:00 PM

SIGNED ORIGINAL ON FILE  
DAVID FRISON, BOARD SECRETARY



## LINDEN – PETERS FIRE DISTRICT

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

### Board Members

President: John E. Plotz  
Vice-President: Thomas G. Watkins  
Secretary: David Frison  
Member: Paul Castillou Jr.  
Member: Kenneth “Kenny” Watkins III

### Minutes of Board Meeting

Thursday, April 8, 2021

The meeting of the Linden–Peters Rural County Fire Protection District Board of Directors was called to order by President John E. Plotz at 7:03 PM. Members present: Board Vice President Thomas G. Watkins, Board Member Paul Castillou, Jr., Board Secretary David Frison arrived at 7:06 p.m. Members Absent: Board Member Kenny Watkins III. L.P.F.D. on duty staff present: Fire Chief Kirk Noffsinger, Captain Jacob Reed, Lieutenant Rod Ruegsegger, and Administrative Assistant Lorena Coose.

**(I.)** Call to Order.

**(II.)** Roll Taken

Meeting minutes were taken by Administrative Assistant Lorena Coose.

**(III.)** Public Comment – None

**(IV.)** Minutes:

- A. Discussion & Possible Action re: Regular Board Meeting Minutes- March 2021 Board Minutes approved on motion by P. Castillou, Jr. and seconded by T. Watkins. Motion passed with a vote of 3-0.

Board Secretary David Frison arrived at this point in the meeting.

**(V.)** Board Committee Reports

- A. Finance Committee Report -Board Vice President Thomas G. Watkins provided an update on the Finance Committee meeting noting that the financials for the quarter were reviewed at this meeting and everything looks good.
- B. Succession Planning Committee Report –Board Member Paul Castillou Jr. provided an update. The Board reviewed the pros and cons for the four available options. By Board Consensus, the Battalion Chief and Assistant Chief on Shift Work options were removed. The Captain Training and Assistant Chief (40-hr/full time) options would be explored and developed further.

**(VI.)** Financial Summary and Report

- A. Monthly Financial, Current events summary for March 2021 - Presented by Fire Chief Kirk Noffsinger. Chief Noffsinger provided an update on the March 2021 Financial Reports noting that staff would be working on a preliminary budget to present to the Board in June 2021.

**(VII.)** Consent Agenda:

- A. Discussion & Possible Action re: Approval of the March 2021 Monthly Financial Report and expenditures. A motion to approve the financial report was made by P. Castellou Jr. seconded by T. Watkins. Motion passed with a vote of 4-0.

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

Current Events 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 March 2021. Captain Jacob Reed provided the shift reports.

Chief Noffsinger noted that an equipped CalOES Type VI Brush Rig was being offered to the Fire District. The contract would include staff responding with the Type VI on Strike Teams. Board Member Paul Castellou Jr. had concerns that this would limit the response of our Type III. After some discussion, it was noted that the contract could be terminated with a 14-day notice. Chief Noffsinger noted that this may provide an opportunity for Volunteer Firefighters to respond to Strike Teams. A motion to move forward with the contract with CalOES was made by D. Frison and seconded by T. Watkins. The motion passed with a vote of 4-0.

Chief Noffsinger requested that the Board approve the surplus of hose. A motion to approve to surplus the hose was made by D. Frison seconded by J. Plotz. The motion passed with a vote of 4-0.

- B. Union Report – Union Shop Steward Jacob Reed read a letter to request to open contract negotiations to the Board and provided the letter to Board President J. Plotz. Board President J. Plotz appointed Board Secretary D. Frison and Vice President T. Watkins to the Labor Negotiations Committee.

**(IX.)** New Business

- A. Discussion & Possible Action re: Replace Water Tender 52  
After some discussion, the Board directed Chief Noffsinger to look for quotes, so that the Board may have more discussion on the replacement of the Water Tender.
- B. Discussion & Possible Action re: 900 Injury and Illness Prevention Program Policy -  
A motion to approve the 900 Injury and Illness Prevention Program Policy was made by D. Frison and seconded by P. Castellou Jr. The motion passed with a vote of 4-0.
- C. Discussion & Possible Action re: 1032 On-Duty Injuries Policy – A motion to approve the 1032 On-Duty Injuries Policy was made by D. Frison and seconded by P. Castellou Jr. The motion passed with a vote of 4-0.
- D. Discussion & Possible Action re: 1033 Temporary Modified-Duty Policy – A motion to approve the 1033 Temporary Modified-Duty Policy was made by D. Frison and seconded by P. Castellou Jr. The motion passed with a vote of 4-0.

E. Discussion & Possible Action re: 1035 Return to Work Policy – A motion to approve the 1035 Return to Work Policy was made by K. Watkins III and seconded by D. Frison. The motion passed with a vote of 4-0.

F. Discussion & Possible Action re: 915 Personal Protective Equipment Policy – A motion to approve the 915 Personal Protective Equipment Policy was made by K. Watkins III and seconded by D. Frison. The motion passed with a vote of 4-0.

**(X.)** Unfinished Business –

A. Discussion & Possible Action re: F&M Bank CalPERS Pension Liability Loan Financing – A motion to approve the F&M Bank CalPERS Pension Liability Loan in an amount of \$3,000,000.00 was made by T. Watkins and seconded by P. Castillou, Jr. The motion passed with a vote of 4-0.

B. Discussion & Possible Action re: Station Improvement Project  
Chief Noffsinger noted that this item has been tabled and staff is looking at other options.

**(XI.)** Board Questions and Comments - None

**(XII.)** Closed Session - None

**(XIII.)** 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 8:33 pm.

---

John E. Plotz, President

---

Thomas G. Watkins, Vice President

---

David Frison, Secretary

---

Paul Castillou, Jr., Member

---

ABSENT

---

Kenneth "Kenny" Watkins III

## Linden-Peters Rural County Fire Protection District

05/03/21

## Balance Sheet

Accrual Basis

As of April 30, 2021

---

|                                      | <u>Apr 30, 21</u> |
|--------------------------------------|-------------------|
| <b>ASSETS</b>                        |                   |
| <b>Current Assets</b>                |                   |
| <b>Checking/Savings</b>              |                   |
| 101 · F&M Checking- General          | 36,528.82         |
| 102 · F&M Zone 1 Fund                | 130,363.17        |
| 104 · F&M- Capital Outlay            | 1334436.55        |
| 106 · F&M- Benefits Reserve Fund     | 30,039.89         |
| 123 · F&M Equipment Replacement F... | 134,334.18        |
| 124 · F&M CD                         | 101,831.75        |
|                                      | <hr/>             |
| <b>Total Checking/Savings</b>        | 1767534.36        |
|                                      | <hr/>             |
| <b>Total Current Assets</b>          | 1767534.36        |
|                                      | <hr/>             |
| <b>TOTAL ASSETS</b>                  | <b>1767534.36</b> |
|                                      | <hr/> <hr/>       |
| <b>LIABILITIES &amp; EQUITY</b>      | 0.00              |

05/03/21

Linden-Peters Rural County Fire Protection District  
Income by Customer Summary  
April 2021

---

|                                      | <u>Apr 21</u>           |
|--------------------------------------|-------------------------|
| Chinchiolo Fruit Company             | 1,477.00                |
| Fire Recovery USA, LLC Trust Acco... | 389.60                  |
| Metropolitan Reporting Bureau        | 5.00                    |
| Morada Produce                       | 1,447.00                |
| Norman's Nursery                     | 467.00                  |
| San Joaquin County                   | 165.00                  |
| State of California                  | <u>68,448.46</u>        |
| <b>TOTAL</b>                         | <b><u>72,399.06</u></b> |

05/03/21

Linden-Peters Rural County Fire Protection District

**Expenses by Vendor Summary**

April 2021

---

|                                       | <u>Apr 21</u>           |
|---------------------------------------|-------------------------|
| Albert Paper Company                  | 418.79                  |
| Amazon                                | 89.41                   |
| Blue Cross of California              | 78.75                   |
| Butte Therapy Systems                 | 52.50                   |
| California Waste Recovery Systems     | 298.00                  |
| Cintas                                | 199.60                  |
| Comcast                               | 433.42                  |
| County of San Joaquin Purch & Support | 10.00                   |
| Denise Moore                          | 238.25                  |
| Diesel Performance, Inc.              | 704.46                  |
| E.F. Kludt & Sons                     | 1,586.44                |
| FDAC/FASIS                            | 28,876.00               |
| Frontier Communications               | 46.25                   |
| Jim Avansino                          | 1,151.69                |
| Joint Radio Users Group               | 1,314.03                |
| Ken Snyder Jr.                        | 238.25                  |
| Kirk Noffsinger                       | 75.00                   |
| Lee Owing Jr.                         | 1,151.69                |
| Life Assist                           | 241.36                  |
| Linden County Water District          | 384.22                  |
| Nor-Cal Battery Co.                   | 355.35                  |
| Pacific Gas & Electric                | 1,118.21                |
| PERS Health Benefits Division         | 23,106.40               |
| Plus IT, Inc.                         | 54.65                   |
| Premier Access Dental                 | 1,689.39                |
| Public Employees' Retirement System   | 28,542.64               |
| R & C Pest Control                    | 80.00                   |
| Rinaldi's Market                      | 7.83                    |
| San Joaquin County (SJC)              | 245.58                  |
| Small Business Benefit Plan Trust     | 237.10                  |
| State Board Of Equalization           | 279.00                  |
| Trinity Urgent Care                   | 95.00                   |
| Vic Solari                            | 1,151.69                |
| Zylstra Auto & Hardware               | 82.95                   |
| <b>TOTAL</b>                          | <b><u>94,633.90</u></b> |

**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> |
|--|-------------------------|---------------------|-----------------------|
| <b>Ordinary Income/Expense</b>           |                         |                     |                       |
| <b>Income</b>                            |                         |                     |                       |
| 410-1 · Property Tax See- Z1             | 7,438.20                | 13,260.00           | -5,821.80             |
| 410 · Property Tax Current Secured       | 1,370,762.06            | 2,200,000.00        | -829,237.94           |
| 415-1 · Property Tax Unsecured - Z1      | 711.01                  | 816.00              | -104.99               |
| 415 · Property Tax Curr Unsecured        | 124,338.90              | 180,000.00          | -55,661.10            |
| 420-1 · SB813 - Z1                       | 271.64                  | 153.00              | 118.64                |
| 420 · SB813 Supplemental                 | 46,314.70               | 40,000.00           | 6,314.70              |
| 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   | 1,760.09                |                     |                       |
| 450-1 · Interest - Z1                    | 57.70                   | 76.00               | -18.30                |
| 450-2 · Interest - Benefits Reserve      | 13.45                   | 70.00               | -56.55                |
| 450-3 · Interest - CO                    | 0.00                    | 150.00              | -150.00               |
| 450-4 · Interest - General Fund          | 730.92                  | 2,000.00            | -1,269.08             |
| 450-5 · Interest -Equipment Replace F... | 65.15                   | 30.00               | 35.15                 |
| 450-6 · Interest - CD                    | 0.00                    | 1,500.00            | -1,500.00             |
| 450 · Interest - Checking                | 2.07                    | 5.00                | -2.93                 |
| 460-1 · State - Hmownrs Prop Tax         | 52.23                   | 133.00              | -80.77                |
| 460 · State - Hmownrs Prop Tax Relief    | 9,173.86                | 10,000.00           | -826.14               |
| 462 · Grant Income                       | 4,300.00                |                     |                       |
| 465 · Fire Prevention Service            | 14,011.77               | 15,000.00           | -988.23               |
| 475 · Strike Team Reimbursement          | 344,118.15              | 0.00                | 344,118.15            |
| 480 · LCWD Fuel Reimbursement            | 2,966.56                | 5,500.00            | -2,533.44             |
| 492-3 · Service Fees                     | 3,282.02                | 6,000.00            | -2,717.98             |
| 495 · Miscellaneous                      | 45,127.60               | 5,000.00            | 40,127.60             |
| <b>Total Income</b>                      | <b>1,975,600.21</b>     | <b>2,480,224.00</b> | <b>-504,623.79</b>    |
| <b>Expense</b>                           |                         |                     |                       |
| 500 · Personnel                          |                         |                     |                       |



**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> |
|--|-------------------------|---------------------|-----------------------|
| <b>510 · Salaries - Regular</b>              | 951,951.41              | 1,150,000.00        | -198,048.59           |
| <b>512 · Salaries - Overtime</b>             | 59,352.49               | 110,000.00          | -50,647.51            |
| <b>513 · Salaries - FLSA</b>                 | 22,055.37               | 26,000.00           | -3,944.63             |
| <b>514 · Salaries - Strike Team Overtime</b> | 219,854.81              | 0.00                | 219,854.81            |
| <b>515 · Salaries - Extra Help</b>           | 11,595.00               | 22,000.00           | -10,405.00            |
| <b>517 · Salaries - Holiday</b>              | 66,022.68               | 68,000.00           | -1,977.32             |
| <b>518 · Salaries - Volunteers</b>           | 6,235.00                | 18,000.00           | -11,765.00            |
| <b>519 · Educational Incentive</b>           | 7,362.08                | 10,000.00           | -2,637.92             |
| <b>521 · Retirement</b>                      | 403,328.73              | 430,000.00          | -26,671.27            |
| <b>525 · Social Security</b>                 | 1,228.22                | 2,000.00            | -771.78               |
| <b>527 · Social Security - Medicare</b>      | 17,654.87               | 18,000.00           | -345.13               |
| <b>530 · Insurance- Medical</b>              | 201,694.24              | 200,000.00          | 1,694.24              |
| <b>531 · Insurance- Medical (retirees)</b>   | 49,991.65               | 58,000.00           | -8,008.35             |
| <b>532 · Insurance- Dental</b>               | 10,196.31               | 12,000.00           | -1,803.69             |
| <b>533 · Insurance - Vision</b>              | 1,733.50                | 2,100.00            | -366.50               |
| <b>534 · Insurance -Life</b>                 | 857.10                  | 850.00              | 7.10                  |
| <b>535 · Insurance- Worker's comp</b>        | 117,068.00              | 105,000.00          | 12,068.00             |
| <b>536 · Director's Fees</b>                 | 4,800.00                | 6,000.00            | -1,200.00             |
| <b>Total 500 · Personnel</b>                 | <u>2,152,981.46</u>     | <u>2,237,950.00</u> | <u>-84,968.54</u>     |
| <b>540 · Vehicle &amp; Equipment</b>         |                         |                     |                       |
| <b>542 · Fuel, Lube, &amp; Oil</b>           | 15,278.21               | 22,000.00           | -6,721.79             |
| <b>543 · Tires</b>                           | 5,325.35                | 2,500.00            | 2,825.35              |
| <b>544 · Parts/Supplies</b>                  | 9,986.44                | 10,000.00           | -13.56                |
| <b>545 · Maintenance &amp; Repair</b>        | 20,571.92               | 20,000.00           | 571.92                |
| <b>547 · Radios</b>                          | 8,694.21                | 10,500.00           | -1,805.79             |
| <b>549 · SCBA</b>                            | 0.00                    | 1,000.00            | -1,000.00             |
| <b>550-4 · Small Tools &amp; Equipment</b>   | 1,988.46                | 1,500.00            | 488.46                |
| <b>551 · Medical equip, supplies, oxygen</b> | 1,714.02                | 3,000.00            | -1,285.98             |
| <b>552 · Ladder Purchase/ Maintenance</b>    | 491.50                  | 600.00              | -108.50               |

**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> |
|---|-------------------------|---------------|-----------------------|
| <b>Total 540 · Vehicle &amp; Equipment</b>    | 64,050.11               | 71,100.00     | -7,049.89             |
| <b>560 · Buildings &amp; Grounds</b>          |                         |               |                       |
| <b>564 · Furniture</b>                        | 440.70                  | 2,000.00      | -1,559.30             |
| <b>580 · Maintenance &amp; Repair</b>         | 1,556.13                | 5,000.00      | -3,443.87             |
| <b>Total 560 · Buildings &amp; Grounds</b>    | 1,996.83                | 7,000.00      | -5,003.17             |
| <b>600 · Supplies</b>                         |                         |               |                       |
| <b>600-1 · Grant Expense-Supplies</b>         | 4,300.00                |               |                       |
| <b>602 · Computer Hardware &amp; Software</b> | 12,320.84               | 10,000.00     | 2,320.84              |
| <b>606 · Office supplies</b>                  | 1,781.09                | 4,000.00      | -2,218.91             |
| <b>607 · Postage</b>                          | 187.05                  | 500.00        | -312.95               |
| <b>608 · Station Supplies</b>                 | 3,810.60                | 3,800.00      | 10.60                 |
| <b>612 · Towel Service &amp; Chemicals</b>    | 2,177.40                | 2,600.00      | -422.60               |
| <b>613 · Clothing-uniforms</b>                | 10.00                   | 2,000.00      | -1,990.00             |
| <b>616 · Clothing- Safety</b>                 | 1,280.16                | 7,000.00      | -5,719.84             |
| <b>625 · Utilities- Electric/ Gas</b>         | 13,351.01               | 16,000.00     | -2,648.99             |
| <b>626 · Utilities- Water</b>                 | 2,996.46                | 3,500.00      | -503.54               |
| <b>627 · Utilities- Cable TV</b>              | 1,628.72                | 2,600.00      | -971.28               |
| <b>630 · Utilities - Telephone/Cell/CAD</b>   | 5,342.73                | 5,400.00      | -57.27                |
| <b>631 · Utilities - Garbage</b>              | 2,999.31                | 3,400.00      | -400.69               |
| <b>635 · Fire Fighting Foam</b>               | 3,097.08                | 3,000.00      | 97.08                 |
| <b>Total 600 · Supplies</b>                   | 55,282.45               | 63,800.00     | -8,517.55             |
| <b>650 · Services</b>                         |                         |               |                       |
| <b>652 · Insurance/ Casul/ Eq/Bond</b>        | 20,836.00               | 25,000.00     | -4,164.00             |
| <b>655 · Annual Audit</b>                     | 13,875.00               | 17,000.00     | -3,125.00             |
| <b>656 · S.J. Co. Tax Admin Chg</b>           | 20,030.50               | 40,000.00     | -19,969.50            |
| <b>657 · Dispatching</b>                      | 11,526.04               | 12,500.00     | -973.96               |
| <b>658 · Computer Support</b>                 | 7,529.69                | 9,000.00      | -1,470.31             |

**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>     |
|---------------------------------------|---------------------------|--------------------------|---------------------------|
| <b>665 · Physical Exams</b>           | 4,560.75                  | 3,300.00                 | 1,260.75                  |
| <b>667 · Fire Prevention Bureau</b>   | 166.15                    | 3,000.00                 | -2,833.85                 |
| <b>670 · Assoc. Memberships</b>       | 2,775.00                  | 3,200.00                 | -425.00                   |
| <b>675 · Training</b>                 | 4,217.72                  | 13,000.00                | -8,782.28                 |
| <b>677 · Consultant Services</b>      | 0.00                      | 2,000.00                 | -2,000.00                 |
| <b>678 · Attorney Fee's</b>           | 307.50                    | 5,000.00                 | -4,692.50                 |
| <b>690 · Services Contingencies</b>   | 15,610.61                 | 5,000.00                 | 10,610.61                 |
| <b>691 · Bank Fees</b>                | 646.90                    | 800.00                   | -153.10                   |
| <b>Total 650 · Services</b>           | <u>102,081.86</u>         | <u>138,800.00</u>        | <u>-36,718.14</u>         |
| <b>695 · Zone 1</b>                   |                           |                          |                           |
| <b>696 · Hydrant Rental</b>           | 950.00                    | 1,200.00                 | -250.00                   |
| <b>697 · Fire Hose and Appliances</b> | 5,000.00                  | 5,000.00                 | 0.00                      |
| <b>698 · S.J. Co. Tax Admin Chg</b>   | 114.00                    | 300.00                   | -186.00                   |
| <b>699 · Fire Hydrant Purchase</b>    | 930.66                    | 7,000.00                 | -6,069.34                 |
| <b>Total 695 · Zone 1</b>             | <u>6,994.66</u>           | <u>13,500.00</u>         | <u>-6,505.34</u>          |
| <b>Total Expense</b>                  | <u>2,383,387.37</u>       | <u>2,532,150.00</u>      | <u>-148,762.63</u>        |
| <b>Net Ordinary Income</b>            | <u>-407,787.16</u>        | <u>-51,926.00</u>        | <u>-355,861.16</u>        |
| <b>Net Income</b>                     | <u><u>-407,787.16</u></u> | <u><u>-51,926.00</u></u> | <u><u>-355,861.16</u></u> |

**Linden-Peters Rural County Fire Protection District**  
**FY 20-21 vs FY 19-20 Profit & Loss Prev Year Comparison**  
**July 2020 through April 2021**

|  | <u>Jul '20 - Apr 21</u> | <u>Jul '19 - Apr 20</u> | <u>\$ Change</u>   | <u>% Change</u> |
|--|-------------------------|-------------------------|--------------------|-----------------|
| <b>Ordinary Income/Expense</b>           |                         |                         |                    |                 |
| <b>Income</b>                            |                         |                         |                    |                 |
| 410-1 · Property Tax See- Z1             | 7,438.20                | 13,155.23               | -5,717.03          | -43.5%          |
| 410 · Property Tax Current Secured       | 1,370,762.06            | 2,192,818.04            | -822,055.98        | -37.5%          |
| 415-1 · Property Tax Unsecured - Z1      | 711.01                  | 700.88                  | 10.13              | 1.5%            |
| 415 · Property Tax Curr Unsecured        | 124,338.90              | 185,230.85              | -60,891.95         | -32.9%          |
| 420-1 · SB813 - Z1                       | 271.64                  | 243.82                  | 27.82              | 11.4%           |
| 420 · SB813 Supplemental                 | 46,314.70               | 39,916.88               | 6,397.82           | 16.0%           |
| 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   | 1,760.09                | 0.00                    | 1,760.09           | 100.0%          |
| 450-1 · Interest - Z1                    | 57.70                   | 62.68                   | -4.98              | -8.0%           |
| 450-2 · Interest - Benefits Reserve      | 13.45                   | 15.04                   | -1.59              | -10.6%          |
| 450-4 · Interest - General Fund          | 730.92                  | 1,543.55                | -812.63            | -52.7%          |
| 450-5 · Interest -Equipment Replace F... | 65.15                   | 41.61                   | 23.54              | 56.6%           |
| 450-6 · Interest - CD                    | 0.00                    | 1,514.81                | -1,514.81          | -100.0%         |
| 450 · Interest - Checking                | 2.07                    | 2.90                    | -0.83              | -28.6%          |
| 460-1 · State - Hmownrs Prop Tax         | 52.23                   | 55.77                   | -3.54              | -6.4%           |
| 460 · State - Hmownrs Prop Tax Relief    | 9,173.86                | 9,609.33                | -435.47            | -4.5%           |
| 462 · Grant Income                       | 4,300.00                | 0.00                    | 4,300.00           | 100.0%          |
| 465 · Fire Prevention Service            | 14,011.77               | 20,010.84               | -5,999.07          | -30.0%          |
| 475 · Strike Team Reimbursement          | 344,118.15              | 91,489.06               | 252,629.09         | 276.1%          |
| 480 · LCWD Fuel Reimbursement            | 2,966.56                | 5,664.91                | -2,698.35          | -47.6%          |
| 492-3 · Service Fees                     | 3,282.02                | 4,226.95                | -944.93            | -22.4%          |
| 495 · Miscellaneous                      | 45,127.60               | 23,257.74               | 21,869.86          | 94.0%           |
| <b>Total Income</b>                      | <b>1,975,600.21</b>     | <b>2,589,664.50</b>     | <b>-614,064.29</b> | <b>-23.7%</b>   |
| <b>Expense</b>                           |                         |                         |                    |                 |
| 500 · Personnel                          |                         |                         |                    |                 |
| 510 · Salaries - Regular                 | 951,951.41              | 909,634.52              | 42,316.89          | 4.7%            |

**Linden-Peters Rural County Fire Protection District**  
**FY 20-21 vs FY 19-20 Profit & Loss Prev Year Comparison**  
**July 2020 through April 2021**

|  | <u>Jul '20 - Apr 21</u> | <u>Jul '19 - Apr 20</u> | <u>\$ Change</u> | <u>% Change</u> |
|--|-------------------------|-------------------------|------------------|-----------------|
| <b>512 · Salaries - Overtime</b>             | 59,352.49               | 67,384.80               | -8,032.31        | -11.9%          |
| <b>513 · Salaries - FLSA</b>                 | 22,055.37               | 21,001.44               | 1,053.93         | 5.0%            |
| <b>514 · Salaries - Strike Team Overtime</b> | 219,854.81              | 53,480.67               | 166,374.14       | 311.1%          |
| <b>515 · Salaries - Extra Help</b>           | 11,595.00               | 20,925.00               | -9,330.00        | -44.6%          |
| <b>517 · Salaries - Holiday</b>              | 66,022.68               | 66,753.14               | -730.46          | -1.1%           |
| <b>518 · Salaries - Volunteers</b>           | 6,235.00                | 5,936.17                | 298.83           | 5.0%            |
| <b>519 · Educational Incentive</b>           | 7,362.08                | 7,362.08                | 0.00             | 0.0%            |
| <b>521 · Retirement</b>                      | 403,328.73              | 332,714.41              | 70,614.32        | 21.2%           |
| <b>525 · Social Security</b>                 | 1,228.22                | 1,725.31                | -497.09          | -28.8%          |
| <b>527 · Social Security - Medicare</b>      | 17,654.87               | 14,964.41               | 2,690.46         | 18.0%           |
| <b>530 · Insurance- Medical</b>              | 179,464.05              | 160,614.30              | 18,849.75        | 11.7%           |
| <b>531 · Insurance- Medical (retirees)</b>   | 45,183.87               | 48,665.12               | -3,481.25        | -7.2%           |
| <b>532 · Insurance- Dental</b>               | 10,196.31               | 9,423.34                | 772.97           | 8.2%            |
| <b>533 · Insurance - Vision</b>              | 1,733.50                | 1,654.08                | 79.42            | 4.8%            |
| <b>534 · Insurance -Life</b>                 | 857.10                  | 738.60                  | 118.50           | 16.0%           |
| <b>535 · Insurance- Worker's comp</b>        | 117,068.00              | 99,647.00               | 17,421.00        | 17.5%           |
| <b>536 · Director's Fees</b>                 | 4,400.00                | 3,725.00                | 675.00           | 18.1%           |
| <b>Total 500 · Personnel</b>                 | 2,125,543.49            | 1,826,349.39            | 299,194.10       | 16.4%           |
| <b>540 · Vehicle &amp; Equipment</b>         |                         |                         |                  |                 |
| <b>542 · Fuel, Lube, &amp; Oil</b>           | 15,278.21               | 16,392.01               | -1,113.80        | -6.8%           |
| <b>543 · Tires</b>                           | 5,325.35                | 109.99                  | 5,215.36         | 4,741.7%        |
| <b>544 · Parts/Supplies</b>                  | 9,986.44                | 6,876.13                | 3,110.31         | 45.2%           |
| <b>545 · Maintenance &amp; Repair</b>        | 20,571.92               | 33,631.05               | -13,059.13       | -38.8%          |
| <b>547 · Radios</b>                          | 8,694.21                | 3,420.24                | 5,273.97         | 154.2%          |
| <b>549 · SCBA</b>                            | 0.00                    | 1,250.50                | -1,250.50        | -100.0%         |
| <b>550-4 · Small Tools &amp; Equipment</b>   | 1,988.46                | 714.51                  | 1,273.95         | 178.3%          |
| <b>551 · Medical equip, supplies, oxygen</b> | 1,714.02                | 2,038.16                | -324.14          | -15.9%          |
| <b>552 · Ladder Purchase/ Maintenance</b>    | 491.50                  | 463.50                  | 28.00            | 6.0%            |

**Linden-Peters Rural County Fire Protection District**  
**FY 20-21 vs FY 19-20 Profit & Loss Prev Year Comparison**  
**July 2020 through April 2021**

|   | <u>Jul '20 - Apr 21</u> | <u>Jul '19 - Apr 20</u> | <u>\$ Change</u> | <u>% Change</u> |
|---|-------------------------|-------------------------|------------------|-----------------|
| <b>Total 540 · Vehicle &amp; Equipment</b>    | 64,050.11               | 64,896.09               | -845.98          | -1.3%           |
| <b>560 · Buildings &amp; Grounds</b>          |                         |                         |                  |                 |
| <b>564 · Furniture</b>                        | 440.70                  | 872.23                  | -431.53          | -49.5%          |
| <b>580 · Maintenance &amp; Repair</b>         | 1,556.13                | 9,247.75                | -7,691.62        | -83.2%          |
| <b>Total 560 · Buildings &amp; Grounds</b>    | 1,996.83                | 10,119.98               | -8,123.15        | -80.3%          |
| <b>600 · Supplies</b>                         |                         |                         |                  |                 |
| <b>600-1 · Grant Expense-Supplies</b>         | 4,300.00                | 0.00                    | 4,300.00         | 100.0%          |
| <b>602 · Computer Hardware &amp; Software</b> | 12,320.84               | 9,829.30                | 2,491.54         | 25.4%           |
| <b>606 · Office supplies</b>                  | 1,781.09                | 2,791.94                | -1,010.85        | -36.2%          |
| <b>607 · Postage</b>                          | 187.05                  | 147.30                  | 39.75            | 27.0%           |
| <b>608 · Station Supplies</b>                 | 3,810.60                | 2,947.48                | 863.12           | 29.3%           |
| <b>612 · Towel Service &amp; Chemicals</b>    | 2,177.40                | 2,165.32                | 12.08            | 0.6%            |
| <b>613 · Clothing-uniforms</b>                | 10.00                   | 697.54                  | -687.54          | -98.6%          |
| <b>616 · Clothing- Safety</b>                 | 1,280.16                | 2,439.83                | -1,159.67        | -47.5%          |
| <b>617 · Clothing- Boots</b>                  | 0.00                    | 374.04                  | -374.04          | -100.0%         |
| <b>625 · Utilities- Electric/ Gas</b>         | 13,351.01               | 12,858.56               | 492.45           | 3.8%            |
| <b>626 · Utilities- Water</b>                 | 2,996.46                | 2,919.20                | 77.26            | 2.7%            |
| <b>627 · Utilities- Cable TV</b>              | 1,628.72                | 1,912.91                | -284.19          | -14.9%          |
| <b>630 · Utilities - Telephone/Cell/CAD</b>   | 5,267.73                | 4,453.69                | 814.04           | 18.3%           |
| <b>631 · Utilities - Garbage</b>              | 2,999.31                | 2,875.12                | 124.19           | 4.3%            |
| <b>635 · Fire Fighting Foam</b>               | 3,097.08                | 2,907.10                | 189.98           | 6.5%            |
| <b>Total 600 · Supplies</b>                   | 55,207.45               | 49,319.33               | 5,888.12         | 11.9%           |
| <b>650 · Services</b>                         |                         |                         |                  |                 |
| <b>652 · Insurance/ Casul/ Eq/Bond</b>        | 20,836.00               | 18,301.00               | 2,535.00         | 13.9%           |
| <b>655 · Annual Audit</b>                     | 13,875.00               | 13,460.00               | 415.00           | 3.1%            |
| <b>656 · S.J. Co. Tax Admin Chg</b>           | 20,030.50               | 38,948.00               | -18,917.50       | -48.6%          |
| <b>657 · Dispatching</b>                      | 11,526.04               | 9,776.72                | 1,749.32         | 17.9%           |

**Linden-Peters Rural County Fire Protection District**  
**FY 20-21 vs FY 19-20 Profit & Loss Prev Year Comparison**  
**July 2020 through April 2021**

|                                       | <u>Jul '20 - Apr 21</u>   | <u>Jul '19 - Apr 20</u>  | <u>\$ Change</u>          | <u>% Change</u>       |
|---------------------------------------|---------------------------|--------------------------|---------------------------|-----------------------|
| <b>658 · Computer Support</b>         | 7,529.69                  | 2,057.61                 | 5,472.08                  | 265.9%                |
| <b>665 · Physical Exams</b>           | 4,560.75                  | 2,749.25                 | 1,811.50                  | 65.9%                 |
| <b>667 · Fire Prevention Bureau</b>   | 166.15                    | 1,660.02                 | -1,493.87                 | -90.0%                |
| <b>670 · Assoc. Memberships</b>       | 2,775.00                  | 3,103.22                 | -328.22                   | -10.6%                |
| <b>675 · Training</b>                 | 4,217.72                  | 6,409.84                 | -2,192.12                 | -34.2%                |
| <b>678 · Attorney Fee's</b>           | 307.50                    | 1,750.00                 | -1,442.50                 | -82.4%                |
| <b>690 · Services Contingencies</b>   | 15,610.61                 | 7,689.40                 | 7,921.21                  | 103.0%                |
| <b>691 · Bank Fees</b>                | 646.90                    | 769.20                   | -122.30                   | -15.9%                |
| <b>Total 650 · Services</b>           | <u>102,081.86</u>         | <u>106,674.26</u>        | <u>-4,592.40</u>          | <u>-4.3%</u>          |
| <b>695 · Zone 1</b>                   |                           |                          |                           |                       |
| <b>696 · Hydrant Rental</b>           | 950.00                    | 950.00                   | 0.00                      | 0.0%                  |
| <b>697 · Fire Hose and Appliances</b> | 5,000.00                  | 2,294.54                 | 2,705.46                  | 117.9%                |
| <b>698 · S.J. Co. Tax Admin Chg</b>   | 114.00                    | 222.00                   | -108.00                   | -48.7%                |
| <b>699 · Fire Hydrant Purchase</b>    | 930.66                    | 0.00                     | 930.66                    | 100.0%                |
| <b>Total 695 · Zone 1</b>             | <u>6,994.66</u>           | <u>3,466.54</u>          | <u>3,528.12</u>           | <u>101.8%</u>         |
| <b>Total Expense</b>                  | <u>2,355,874.40</u>       | <u>2,060,825.59</u>      | <u>295,048.81</u>         | <u>14.3%</u>          |
| <b>Net Ordinary Income</b>            | <u>-380,274.19</u>        | <u>528,838.91</u>        | <u>-909,113.10</u>        | <u>-171.9%</u>        |
| <b>Net Income</b>                     | <u><b>-380,274.19</b></u> | <u><b>528,838.91</b></u> | <u><b>-909,113.10</b></u> | <u><b>-171.9%</b></u> |



## LINDEN – PETERS FIRE DISTRICT

17725 E. Hwy 26, Linden, CA 95236  
Phone: 209.887.3710 Fax: 209.887.2821  
[lpfd@sjgov.org](mailto: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

May 6, 2021

### FINANCIAL SUMMARY AND REPORT:

For the month ending April 30, 2021

- 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 March 31, 2021.

### CURRENT EVENT SUMMARIES, REPORTS, AND/OR CORRESPONDENCE:

- **Meetings for the month**
    - 4/7 SJC Fire Chief's Meeting
    - 4/8 LPFD Board Meeting
    - 4/8 LPFD Finance Committee Meeting
    - 4/9 California State Fire Training Meeting
    - 4/13 Policy Committee Meeting
    - 4/14 SJC/FCA EMS Committee Meeting
    - 4/14 DOC Meeting
    - 4/16 FDAC Qtrly Board Meeting
    - 4/19 B-Shift Budget Meeting
    - 4/19 LUSD Safety Meeting
    - 4/21 JRUG Meeting
    - 4/22 SJC Fire Marshalls Meeting
    - 4/27 Policy Committee Meeting
    - 4/28 C-Shift Budget Meeting
    - 4/29 A-Shift Budget Meeting
  - **Correspondence/Events:** None
-



- **Current Projects/Updates:** Grant Application – Lt. Ken Dahlenburg submitted an application to CalFire for a 50/50 cost share grant. If awarded the District will pay approximately \$9,000 while CalFire pays the additional \$9,000. The grant is for radios, wildland gloves, and boots.

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

**Activities for the Month**

- Responded to 29 calls for service
- Tested and inspected all supply hose on E51
- Repaired pressure gauge on E52
- Programmed and placed new CAD in service on E52
- Hosted and conducted volunteer drill
- Repainted and labeled fuel tanks on E53
- Purchased new box light on E53
- Les Schwab replaced valve stem and extension on WT52 rear inner dual
- Attended budget meeting with admin
- Provided coverage for FAR and attended funeral for retired Clements Fire Chief Raymond Engel
- Completed and issued two EMS recertifications to SJCEMS for B. Ruegsegger and G. Schaede

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

**Activities for the Month**

- Responded to 24 calls for service
- Completed inspection at Norman's Nursery
- Conducted an alarm test at Morada Produce
- Filled the air trailer at WMR
- Attended budget meeting with admin

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

**Activities for the Month**

- Responded to 25 calls for service
  - Replaced rear tailboard light with LED on E54
  - Painted downstairs bathroom.
  - Ordered a new battery for the medical suction on E54
  - Reported that Roberts Tree Service will remove the oak tree near the lawn area.
  - Tested and inspected 600' of 3"; 200' of 1 3/4" hose; and one suction.
  - Attended budget meeting with admin
-

**DEPARTMENT FIRE PREVENTION REPORT:**

- Issued five permits in the month of April.
- First surveys for weed abatement are underway in our District.
- Projects: Morada Produce Solar Project and Orlando’s Market Patio
- Project Completed: None

**On Duty Training**

|                        |   |
|------------------------|---|
| <b>Fire Scene Ops:</b> | Progressive Hoselay & Fire Shelter Deployment |
| <b>EMS:</b>            | Gunshot Wounds                                |
| <b>LPE Policy:</b>     | Multiple Lexipol Policy/Procedure Review      |
| <b>SJCEMS Policy:</b>  | #5584 Abdominal Trauma                        |
| <b>Other:</b>          | RT-130 Annual Wildland Fire Safety Refresher  |

**Volunteer Firefighter Training**

- 4/12 Progressive Hoselay & Fire Shelter Deployment

**Outside Training**

- 4/5 – 4/9 J. Davis attended Driver Operator 1B in Rancho Cordova, CA

**FIRE VOLUNTEERS, FIRE CADETS, AND VOLUNTEER FIREFIGHTERS ASSOCIATION**

**Volunteer Personnel:** During the month of April, Volunteer Firefighter M. Winston worked a 24 hour shift assignment.

**Association Activities:** The volunteer association did not participate in any activities in the month of April. The Volunteer Association Rib Feed will be held on November 6, 2021. More details to follow.

**Correspondence:** The association did not receive any correspondences for the month of April.

**Memorial Donations:** The association has received a total of \$13,705.00 in memorial donations.

**Donations made by the Association:** The association made a \$175.00 donation to Linden High School for a half-page yearbook ad.

---

**INCIDENT AND COVERAGE REPORT:**

| LINDEN - PETERS FIRE DISTRICT     |              |               |                 | MONTH - YEAR: Apr-21   |                 |
|-----------------------------------|--------------|---------------|-----------------|------------------------|-----------------|
| INCIDENT TYPE                     | NO.          | POSTED        | CANCELED        | PAID STAFF             |                 |
| STRUCTURE FIRE                    | 5            |               | 2               | 102 B. RUEGSEGGER      | 4               |
| VEGETATION FIRE                   | 7            |               | 2               | 106 M. MOJALLI         | 15              |
| VEHICLE FIRE                      | 5            |               | 1               | 108 J. REED            | 7               |
| FIRE OTHER                        | 2            |               |                 | 105 J. GOINS           | 10              |
| EMS CALL                          | 31           | 4             | 3               | 107 K. DAHLENBURG      | 11              |
| MVA                               | 12           |               | 2               | 110 R. RUEGSEGGER      | 15              |
| RESCUE CALL                       |              |               |                 | 111 T. WATSON          | 8               |
| HAZARDOUS CONDITION               |              |               |                 | 118 M. GARCIA          | 3               |
| SERVICE CALL (NON EMERGENCY)      | 2            |               |                 | 119 M. VERDON          | 5               |
| GOOD INTENT CALLS                 |              |               |                 | 120 B. WRIGHT          | 1               |
| FALSE ALARMS                      | 4            |               | 1               | 122 D. DENNIS          | 2               |
| WEATHER / DISASTER                |              |               |                 | 123 J. DAVIS           | 4               |
| SPECIAL INCIDENTS/OTHER           | 10           | 7             | 3               |                        |                 |
| <b>TOTAL FOR THE MONTH:</b>       | <b>78</b>    |               |                 | <b>TOTAL:</b>          | <b>85</b>       |
| <b>TOTAL FOR THE YEAR:</b>        | <b>263</b>   |               |                 | <b>VOLUNTEER STAFF</b> | <b>STA COV.</b> |
| <b>PREVIOUS YEAR COMPARISON</b>   |              | <b>Diff</b>   | <b>%</b>        | 117 G. SCHAEDE (VFF)   | 16              |
| MONTH:                            | 53           | 25            | 32%             | 148 M. WINSTON (VFF)   | 1               |
| YEAR:                             | 241          | 22            | 8%              | 130 B. Carr (VFF)      | 1               |
| DAY CALLS (8AM - 5PM):            | 39           |               |                 | <b>TOTAL:</b>          | <b>18</b>       |
| NIGHT CALLS (5PM - 8AM):          | 39           |               |                 |                        |                 |
| <b>CALLS PER SHIFT</b>            |              |               |                 |                        |                 |
| A:                                | 29           |               |                 |                        |                 |
| B:                                | 24           |               |                 |                        |                 |
| C:                                | 25           |               |                 |                        |                 |
| <b>AUTOMATIC AID</b>              |              |               |                 |                        |                 |
|                                   | <b>GIVEN</b> | <b>POSTED</b> | <b>CANCELED</b> | <b>RECEIVED</b>        |                 |
| WATERLOO MORADA (WMR)             | 13           | 3             | 7               | 6                      |                 |
| MOKELUMNE (MKE)                   | 3            | 1             |                 | 6                      |                 |
| CLEMENTS (CLE)                    |              |               |                 |                        |                 |
| FARMINGTON (FAR)                  | 1            |               |                 |                        |                 |
| COLLEGEVILLE (CVG)                |              |               |                 |                        |                 |
| STOCKTON (STO)                    |              |               |                 |                        |                 |
| MONTEZUMA (ZUM)                   |              |               |                 |                        |                 |
| LODI (LOD)                        |              |               |                 |                        |                 |
| WOODBIDGE (WOO)                   | 1            |               |                 |                        |                 |
| LIBERTY (LIB)                     |              |               |                 |                        |                 |
| ESCALON (ESL)                     |              |               |                 |                        |                 |
| RIPON (RIP)                       |              |               |                 |                        |                 |
| CALAVERAS CONSOLIDATED            | 1            |               |                 | 5                      |                 |
| CalFire (TCU)                     |              |               |                 | 2                      |                 |
| OES, XSJ, EOC, SQF, VNC, BEU, MMU |              |               |                 |                        |                 |
| <b>TOTAL:</b>                     | <b>19</b>    | <b>4</b>      | <b>7</b>        | <b>19</b>              |                 |

**San Joaquin County Joint Fire Investigation Unit**

2021 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                       |          |          |          |     |     |     |     |     |     |     |     |     |
| Lathrop-Manteca             |          |          |          |     |     |     |     |     |     |     |     |     |
| Farmington                  |          |          |          |     |     |     |     |     |     |     |     |     |
| Linden-Peters               |          |          |          |     |     |     |     |     |     |     |     |     |
| Clements                    |          |          |          |     |     |     |     |     |     |     |     |     |
| Woodbridge                  |          |          |          |     |     |     |     |     |     |     |     |     |
| South County Fire Authority |          |          |          |     |     |     |     |     |     |     |     |     |
| French Camp/Mountain House  |          |          |          |     |     |     |     |     |     |     |     |     |
| Liberty                     |          |          |          |     |     |     |     |     |     |     |     |     |
| Mokelumne                   |          |          |          |     |     |     |     |     |     |     |     |     |
| Collegeville                |          |          |          |     |     |     |     |     |     |     |     |     |
| Waterloo-Morada             |          |          |          |     |     |     |     |     |     |     |     |     |
| Thornton                    |          |          | 1        |     |     |     |     |     |     |     |     |     |
| Montezuma                   |          |          |          |     |     |     |     |     |     |     |     |     |
| Lodi                        |          |          | 1        |     |     |     |     |     |     |     |     |     |
| Stockton                    |          |          |          |     |     |     |     |     |     |     |     |     |
| Manteca                     |          |          |          |     |     |     |     |     |     |     |     |     |
| <b>Total FIU Callouts</b>   | <b>0</b> | <b>0</b> | <b>2</b> |     |     |     |     |     |     |     |     |     |

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

**January** – No activity to report.

**February** – No activity to report.

**March**

*Lodi* – Structure fire. Covered by Brandon Wright on duty, George Wells (WMR), Jaime Ramirez (WOO)

*Thornton* – Boat fires. Covered by George Wells (WMR)

**April** – **To be provided at the meeting.**

## Discriminatory Harassment

### 1012.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent department members from being subjected to discriminatory harassment, including sexual harassment and retaliation (Government Code § 12940(k); 2 CCR 11023). Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

### 1012.2 POLICY

The Linden-Peters Rural County Fire Protection District is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Department will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits, and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy or the rights and privileges it is designed to protect.

The nondiscrimination policies of the Department may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

### 1012.3 DEFINITIONS

Definitions related to this policy include:

#### 1012.3.1 DISCRIMINATION

The Department prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or department equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to department policy and to a work environment that is free of discrimination.

# Linden-Peters Rural County Fire Protection District

## Policy Manual

### *Discriminatory Harassment*

---

#### 1012.3.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated.

#### 1012.3.3 SEXUAL HARASSMENT

The Department prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, position, or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
- (c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

#### 1012.3.4 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:

- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and the California Fair Employment and Housing Council guidelines.
- (b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with District or department rules or regulations, or any other appropriate work-related communication between supervisor and member.

#### **1012.4 RESPONSIBILITIES**

This policy applies to all department members who shall follow the intent of these guidelines in a manner that reflects department policy, professional standards, and the best interest of the Linden-Peters Rural County Fire Protection District and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Fire Chief, ~~the~~ ; or the Fire District Board.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or

# Linden-Peters Rural County Fire Protection District

## Policy Manual

### *Discriminatory Harassment*

---

retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with a resolution as stated below.

#### 1012.4.1 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Fire Chief, the Assistant Chief, the Fire District Board, or the California Department of Fair Employment and Housing (DFEH) for further information, direction, or clarification (Government Code § 12950).

#### 1012.4.2 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors and managers shall include but are not limited to:

- (a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.
- (c) Ensuring that their subordinates understand their responsibilities under this policy.
- (d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- (e) Making a timely determination regarding the substance of any allegation based upon all available facts.
- (f) Notifying the Fire Chief or the Assistant Chief in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

#### 1012.4.3 SUPERVISOR'S ROLE

Supervisors and managers shall be aware of the following:

- (a) Behavior of supervisors and managers should represent the values of the Department and professional standards.
- (b) False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline, in a manner that is consistent with established procedures.

# Linden-Peters Rural County Fire Protection District

## Policy Manual

### *Discriminatory Harassment*

---

#### **1012.5 INVESTIGATION OF COMPLAINTS**

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Linden-Peters Rural County Fire Protection District that all complaints of discrimination, retaliation, or harassment shall be fully documented, [utilizing the department's complaint form \( See attachment: employee-complaint-form.pdf \)](#), and promptly and thoroughly investigated.

##### **1012.5.1 SUPERVISOR RESOLUTION**

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

##### **1012.5.2 FORMAL INVESTIGATION**

If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or for offering testimony or evidence in an investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Fire Chief, the Assistant Chief, or the Fire District Board.

##### **1012.5.3 ALTERNATIVE COMPLAINT PROCESS**

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Department. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.



# Linden-Peters Rural County Fire Protection District

## Policy Manual

### *Discriminatory Harassment*

---

#### **1012.6 DOCUMENTATION OF COMPLAINTS**

All complaints or allegations shall be thoroughly documented on the appropriate forms [See attachment: employee-complaint-form.pdf](#) and in a manner designated by the Fire Chief. The outcome of all reports shall be:

- (a) Approved by the Fire Chief, the Fire District Board, or the Assistant Chief, depending on the ranks of the involved parties.
- (b) Maintained in accordance with the established records retention schedule.

##### **1012.6.1 NOTIFICATION OF DISPOSITION**

The complainant and/or victim will be notified in writing of the disposition of the investigation and the actions taken to remedy or address the circumstances giving rise to the complaint.

#### **1012.7 TRAINING**

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that the member has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during the member's term with the Department.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.

##### **1012.7.1 STATE-REQUIRED TRAINING**

The Training Captain should ensure that employees receive the required state training and education regarding sexual harassment, prevention of abusive conduct, and harassment based on gender identity, gender expression, and sexual orientation as follows (Government Code § 12950.1; 2 CCR 11024):

- (a) Supervisory employees shall receive two hours of classroom or other effective interactive training and education within six months of assuming a supervisory position.
- (b) All other employees shall receive one hour of classroom or other effective interactive training and education within six months of their employment or sooner for seasonal or temporary employees as described in Government Code § 12950.1.
- (c) All employees shall receive refresher training every two years thereafter.

If the required training is to be provided by the DFEH online training courses, the Training Captain should ensure that employees are provided the link or website address to the training course (Government Code § 12950).

##### **1012.7.2 TRAINING RECORDS**

The Training Captain shall be responsible for maintaining records of all discriminatory harassment training provided to members. Records shall be retained in accordance with established records retention schedules and for a minimum of two years (2 CCR 11024).

# Linden-Peters Rural County Fire Protection District

Policy Manual

## *Discriminatory Harassment*

---

### **1012.8 REQUIRED POSTERS**

The Department shall display the required poster regarding discrimination, harassment, and transgender rights in a prominent and accessible location for members (Government Code § 12950).

## Attachments

## employee-complaint-form.pdf



# Employee Complaint Form

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

## Complaint Information

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Please describe the incident in detail:

---

---

---

---

---

---

---

---

If there are others who have witnessed the incident, please provide their names and phone numbers below:

---

---

---

Is this the first time you have raised this concern about this person?

\_\_\_ Yes \_\_\_ No

Have you raised this concern about this person to your immediate supervisor?

\_\_\_ Yes \_\_\_ No – If no, please list the reason why.

---

---

---

Do you have any suggestions for resolving the complaint? If so, please explain.

---

---

---

Do you have any additional information or complaints? If so, please explain.

---

---

---

---

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Comment Section for Supervisor:

---

---

---

---

---

---

---

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Comment Section for Fire Chief:

---

---

---

---

---

Fire Chief Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**STANDARD OPERATING PROCEDURES**

TO BE REMOVED AND  
REPLACED WITH POLICY NO. 1012

Chapter: 200 – PERSONNEL

Subject: 208 – HARASSMENT POLICY

Adopted: 03 – 11 – 2010

Revised:

**208.01 PURPOSE**

- A. The purpose of this policy is to prevent harassment, educate employees about inappropriate treatment of others, and to stop harassment once it has occurred.

**208.02 POLICY**

- A. The District has a strict policy against harassment of any type and its goal is to provide a work environment free from harassment. Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events. This policy covers harassment of any employee, applicant, or person providing services pursuant to a contract or any person who has a business, service or professional relationship with any agent of the District.
- B. This includes harassment based on race, color, religion, national origin, age, medical condition, disability, marital status, sex (including sexual harassment), sexual orientation or any other characteristic or activity protected by law. Although the following amplification specifically addresses the sexual harassment issues of the policy, its reporting, investigation and disciplinary provisions also apply to all other forms of unlawful harassment.
- C. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:
  - 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
  - 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual, or
  - 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment, even if there are no tangible or economic job consequences.
- D. The term "sexual harassment" includes many forms of offensive behavior. The following is a partial list of conduct that may constitute sexual harassment:
  - 1. Sexual advances
  - 2. Offering employment benefits in exchange for sexual favors
  - 3. Verbal conduct including derogatory comments, epithets, slurs or jokes that are either gender-based or of a sexual nature

## STANDARD OPERATING PROCEDURES

4. Visual conduct including leering, sexual gestures or the display of sexually suggestive objects, pictures or cartoons
  5. Physical contact including touching, assaulting or impeding another's movement
  6. Gender-based harassment including harassment by someone of the same sex as the victim
- E. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, visual or physical conduct that denigrates or shows hostility or aversion toward an individual because of a characteristic or activity discussed in the first paragraph above that:
1. Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
  2. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
  3. Otherwise adversely affects an individual's employment opportunities.
- F. Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).
- G. Sexual conduct is considered harassment only when it is "unwelcome." This inquiry often involves an assessment of whether the recipient made it known that the conduct was unwelcome. If you are subjected to unwelcome sexual conduct, therefore, you are encouraged
1. To inform the perpetrator that the conduct is considered offensive and should stop, and/or
  2. To initiate the internal complaint procedure described below (Section 282.3).
- H. Sexual harassment is considered to be unlawful sex discrimination in violation of applicable federal and state law, including Title VII of the federal Civil Rights Act and the California Fair Employment and Housing Act. It also is unlawful to retaliate against an employee because the employee has complained about harassment or participated in an investigation, proceeding or hearing based on such a complaint. Retaliation against an individual for reporting harassment or for participating in an investigation of a claim of harassment is a serious violation of this policy and, like harassment itself, will be subject to disciplinary action.

### 208.03 PROCEDURE

- A. There is an internal procedure for reporting and handling complaints of sexual harassment. Employees should immediately report any incidents of harassment,



## **STANDARD OPERATING PROCEDURES**

discrimination, Workers Compensation abuse, potential workplace violence situations or any workplace ethics violations.

- B. Employees should submit such a complaint to your immediate Supervisor, a Chief Officer and/or the Secretary of the District Board of Directors. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, the District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.
- C. Employees who have had a complaint addressed by this complaint procedure should immediately make a further complaint should the harassment reoccur.

### **208.04 INVESTIGATION AND ENFORCEMENT**

- A. A prompt, thorough and objective investigation of the complaint will be conducted.
- B. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.
- C. Upon completion of the investigation, and where warranted, appropriate corrective action will be taken to eliminate the sexual harassment. Corrective action may include, but is not limited to:
  - 1. Training,
  - 2. Counseling,
  - 3. Reassignment and/or
  - 4. Discipline up to and including termination of employment.
- D. To the extent possible, the investigation of a complaint and any subsequent action taken in response to the complaint will proceed in an atmosphere of confidentiality.
- E. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

### **208.05 EDUCATION**

- A. All employees shall attend harassment training biennially.

---

## Workplace Violence

### 1024.1 PURPOSE AND SCOPE

The purpose of this policy is to make clear that the Department does not tolerate any direct or implied threats of violence or violent behavior in the workplace or any act or behavior that is or can be perceived as threatening, hostile, and/or violent.

### 1024.2 POLICY

It is the policy of the Linden-Peters Rural County Fire Protection District to provide and maintain a safe work environment for its employees, volunteers, and members of the public.

In responding to any violent behavior in the workplace, the Department is committed to providing protection to all involved parties, including protection from future physical and/or mental harm and the protection of the legal rights of victims, witnesses, and those instigating the harm.

### 1024.3 PROHIBITED BEHAVIOR

No member shall engage in, encourage, or promote violent behavior toward any person while conducting department business or on department property.

No member engaged in department business shall carry or possess weapons or explosives unless either:

- (a) Permitted by department policy
- (b) State or local law prohibits the Department from restricting the possession of the weapon or explosive

### 1024.4 REPORTING AND INVESTIGATING

#### 1024.4.1 MEMBER RESPONSIBILITY

Department members who experience, observe, or have knowledge of prohibited behaviors and actions in the workplace, have a responsibility to report the situation as soon as practicable to a supervisor, a manager, or a human resources representative and to the local police department, if a threat has been made or a crime has occurred.

Members should render aid to anyone who may be in need and be prepared to assist emergency responders, as requested, following any incident of violence in the workplace.

#### 1024.4.2 SUPERVISOR, MANAGER, AND CAPTAIN RESPONSIBILITIES

Upon receipt of a report of potential or actual workplace violence, supervisors shall gather as much information as possible to assess and determine the severity and potential of the situation. If the report is found to be credible, the next immediate supervisor shall be notified as soon as practicable and appropriate action taken.

Local law enforcement personnel shall be notified immediately of all threatening or violent behavior.

# Linden-Peters Rural County Fire Protection District

## Policy Manual

### *Workplace Violence*

---

#### 1024.4.3 INVESTIGATION

The Administration will promptly, impartially, and with as much confidentiality as practicable coordinate the investigation of all reports of violent behavior.

Department members are required to cooperate in any investigation. A timely resolution of each report should be reached and communicated to all parties involved as quickly as possible.

#### 1024.4.4 REPORTING NON-WORK-RELATED THREATENING OR VIOLENT BEHAVIOR

Department members who are victims of domestic violence or other threatening behavior outside of the workplace or who believe they are potential victims of such behavior and fear it may enter the workplace, are encouraged to report the situation as soon as possible to their supervisors.

Supervisors receiving any such report shall contact the Administration Division as soon as practicable so that any appropriate safety measures or plans may be developed.

#### 1024.5 RETALIATION PROHIBITED

Any form of retaliation against a member for making a report concerning violent behavior in the workplace is prohibited.

Any member who becomes aware of any retaliation or threatened retaliation shall immediately notify his/her supervisor.

#### 1024.6 RESTRAINING ORDERS

Members who obtain a restraining order listing their workplace, person, or the Department as a protected area must provide a copy of the restraining order to their immediate supervisor or the Assistant Chief. The Department needs this information in order to provide a safe workplace.

#### 1024.7 FOLLOW-UP ACTION

Any employee reported to have exhibited violent or potentially violent behavior will be afforded all rights provided by law, the applicable memorandum of understanding, and/or the Firefighter Bill of Rights provisions before the Department takes any disciplinary action.

Actions that may be taken when an employee has been found to have violated this policy include but are not limited to the following:

- Mandatory participation in counseling
- Placing the employee on paid administrative leave pending investigation into an alleged threat or act
- Corrective/disciplinary action up to and including termination
- Criminal arrest and prosecution
- Special procedures, such as job relocation or initiation of a court order

If, upon investigation, it is determined that an allegation is false or was made maliciously, the employee who provided the false information will be subject to disciplinary action, up to and including termination, as well as possible criminal arrest and prosecution.

## *Workplace Violence*

---

### **1024.8 LEGAL ACTION**

The Administration, in consultation with the department's legal counsel, will determine if the Department will seek a temporary restraining order or injunction to reduce future or threatened violent behavior in the workplace (Code of Civil Procedure § 527.8).

### **1024.9 CORRECTIVE ACTIONS**

At the completion of the investigation and a review of the incident, or in the case of a threat of violence, non-disciplinary corrective actions should be implemented or requested to ensure overall workplace safety. These actions may include but are not limited to:

- Placing the involved member on administrative leave pending further review and determination of permanent action. Administrative leave would be unpaid in the case of a volunteer.
- Reassigning the member to a different work location.
- Referring the member to conflict resolution training sessions.
- Referring the member to the Employee Assistance Program (EAP).
- Modifying workstation designs and office traffic flow patterns.
- Requiring the member to attend a fitness-for-duty evaluation.
- Developing specific workplace violence procedures for incident response, prevention, and corrective actions.

### **1024.10 WORKPLACE VIOLENCE PREVENTION**

All department members are responsible for assisting in the prevention of violence in the workplace.

The Department will provide appropriate training to members regarding workplace violence.

In the event a violent incident occurs in the workplace, the Fire Chief is responsible for ensuring that all responsibilities have been met and actions carried out, as detailed in this policy, and shall review the results of any investigation and ensure appropriate action is taken. Information gathered during an investigation should be used for the continuous improvement of policies and procedures to prevent workplace violence.