



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, June 3, 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 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.) MINUTES
 - A. Discussion & Possible Action re: Regular Board Meeting Minutes – May 6, 2021
- (V.) BOARD COMMITTEE REPORTS
 - A. Succession Planning Committee Report – Board Member Paul Castellou, Jr.
- (VI.) FINANCIAL SUMMARY AND REPORT
 - A. Monthly Financial Current Events Summary for May 2021 – Fire Chief Kirk Noffsinger (Treasurer)
- (VII.) CONSENT AGENDA
 - A. Discussion & Possible Action re: Approval of the May 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: FY 2021-FY 2022 Preliminary Budget
 - B. Discussion & Possible Action re: Adopt the Fiscal Year 2021-2022 Proposition 4 Appropriation Limit
 - C. Discussion & Possible Action re: 1026 Smoking/Tobacco Policy
 - D. Discussion & Possible Action re: 1027 Drug and Alcohol Free Workplace Policy
 - E. Discussion & Possible Action re: 1044 Nepotism and Conflicting Relationships Policy
 - F. Discussion & Possible Action re: 1046 Anti-Retaliation Policy
 - G. Discussion & Possible Action re: 305 Tactical Withdrawal Policy
 - H. Discussion & Possible Action re: 209 Post-Incident Analysis 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
 - A. Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR – Fire Chief
 - 1. Report of actions taken in closed session.
- (XII.) ADJOURNMENT

CURRENTLY THE NEXT SCHEDULED REGULAR BOARD MEETING

July 8 @ 7:00PM

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

SIGNED ORIGINAL ON FILE

DAVID FRISON, BOARD SECRETARY

Linden-Peters Rural County Fire Protection District

06/02/21

Balance Sheet

Accrual Basis

As of May 31, 2021

	<u>May 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · F&M Checking- General	16,992.62
102 · F&M Zone 1 Fund	130,363.17
104 · F&M- Capital Outlay	2383958.50
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/>
Total Checking/Savings	2797520.11
	<hr/>
Total Current Assets	2797520.11
	<hr/>
TOTAL ASSETS	2797520.11
	<hr/>
LIABILITIES & EQUITY	0.00

06/02/21

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

	<u>May 21</u>
Linden County W.D.	342.13
San Joaquin County	<u>83,035.10</u>
TOTAL	<u><u>83,377.23</u></u>

06/02/21

Linden-Peters Rural County Fire Protection District

Expenses by Vendor Summary

May 2021

	<u>May 21</u>
Albert Paper Company	231.50
BG Agri	16.36
Blue Cross of California	84.75
Butte Therapy Systems	52.50
California Waste Recovery Systems	298.54
Card Services	2,714.95
Cintas	99.80
Comcast	433.42
County of San Joaquin Purch & Support	7.41
Denise Moore	238.25
E.F. Kludt & Sons	1,678.48
Jim Avansino	1,151.69
Joint Radio Users Group	1,517.52
Ken Snyder Jr.	238.25
Kirk Noffsinger	75.00
Lee Owning Jr.	1,151.69
Les Schwab Tire Center	109.99
Linden County Water District	387.30
Pacific Gas & Electric	1,194.98
PERS Health Benefits Division	23,106.40
Plus IT, Inc.	54.65
Premier Access Dental	1,689.39
Public Employees' Retirement System	25,775.72
Rinaldi's Market	37.63
Small Business Benefit Plan Trust	237.10
Vic Solari	1,151.69
Zylstra Auto & Hardware	79.20
TOTAL	<u>63,814.16</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	14,016.26	13,260.00	756.26
410 · Property Tax Current Secured	2,525,627.08	2,200,000.00	325,627.08
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	475.79	153.00	322.79
420 · SB813 Supplemental	82,172.53	40,000.00	42,172.53
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	1,956.09		
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	88.79	133.00	-44.21
460 · State - Hmownrs Prop Tax Relief	15,595.56	10,000.00	5,595.56
462 · Grant Income	4,300.00		
465 · Fire Prevention Service	14,176.77	15,000.00	-823.23
475 · Strike Team Reimbursement	344,118.15	0.00	344,118.15
480 · LCWD Fuel Reimbursement	3,308.69	5,500.00	-2,191.31
492-3 · Service Fees	3,282.02	6,000.00	-2,717.98
495 · Miscellaneous	45,127.60	5,000.00	40,127.60
Total Income	3,180,266.66	2,480,224.00	700,042.66
Expense			
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>
510 · Salaries - Regular	1,037,285.95	1,150,000.00	-112,714.05
512 · Salaries - Overtime	67,693.98	110,000.00	-42,306.02
513 · Salaries - FLSA	24,029.19	26,000.00	-1,970.81
514 · Salaries - Strike Team Overtime	224,888.17	0.00	224,888.17
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	6,235.00	18,000.00	-11,765.00
519 · Educational Incentive	8,031.36	10,000.00	-1,968.64
521 · Retirement	421,118.11	430,000.00	-8,881.89
525 · Social Security	1,228.22	2,000.00	-771.78
527 · Social Security - Medicare	18,941.24	18,000.00	941.24
530 · Insurance- Medical	197,982.94	200,000.00	-2,017.06
531 · Insurance- Medical (retirees)	49,991.65	58,000.00	-8,008.35
532 · Insurance- Dental	11,203.98	12,000.00	-796.02
533 · Insurance - Vision	1,904.56	2,100.00	-195.44
534 · Insurance -Life	941.85	850.00	91.85
535 · Insurance- Worker's comp	117,068.00	105,000.00	12,068.00
536 · Director's Fees	4,800.00	6,000.00	-1,200.00
Total 500 · Personnel	<u>2,270,961.88</u>	<u>2,237,950.00</u>	<u>33,011.88</u>
540 · Vehicle & Equipment			
542 · Fuel, Lube, & Oil	16,956.69	22,000.00	-5,043.31
543 · Tires	5,435.34	2,500.00	2,935.34
544 · Parts/Supplies	10,050.78	10,000.00	50.78
545 · Maintenance & Repair	20,571.92	20,000.00	571.92
547 · Radios	10,444.58	10,500.00	-55.42
549 · SCBA	150.00	1,000.00	-850.00
550-4 · Small Tools & Equipment	2,283.34	1,500.00	783.34
551 · Medical equip, supplies, oxygen	1,630.31	3,000.00	-1,369.69
552 · Ladder Purchase/ Maintenance	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>
Total 540 · Vehicle & Equipment	68,014.46	71,100.00	-3,085.54
560 · Buildings & Grounds			
564 · Furniture	440.70	2,000.00	-1,559.30
580 · Maintenance & Repair	1,556.13	5,000.00	-3,443.87
Total 560 · Buildings & Grounds	1,996.83	7,000.00	-5,003.17
600 · Supplies			
600-1 · Grant Expense-Supplies	4,300.00		
602 · Computer Hardware & Software	12,620.74	10,000.00	2,620.74
606 · Office supplies	1,931.80	4,000.00	-2,068.20
607 · Postage	187.05	500.00	-312.95
608 · Station Supplies	4,097.16	3,800.00	297.16
612 · Towel Service & Chemicals	2,277.20	2,600.00	-322.80
613 · Clothing-uniforms	17.41	2,000.00	-1,982.59
616 · Clothing- Safety	1,280.16	7,000.00	-5,719.84
625 · Utilities- Electric/ Gas	14,545.99	16,000.00	-1,454.01
626 · Utilities- Water	3,288.76	3,500.00	-211.24
627 · Utilities- Cable TV	1,805.34	2,600.00	-794.66
630 · Utilities - Telephone/Cell/CAD	5,794.33	5,400.00	394.33
631 · Utilities - Garbage	3,297.85	3,400.00	-102.15
635 · Fire Fighting Foam	3,097.08	3,000.00	97.08
Total 600 · Supplies	58,540.87	63,800.00	-5,259.13
650 · Services			
652 · Insurance/ Casul/ Eq/Bond	20,836.00	25,000.00	-4,164.00
655 · Annual Audit	13,875.00	17,000.00	-3,125.00
656 · S.J. Co. Tax Admin Chg	40,061.00	40,000.00	61.00
657 · Dispatching	12,848.76	12,500.00	348.76
658 · Computer Support	7,584.34	9,000.00	-1,415.66

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>
665 · Physical Exams	4,560.75	3,300.00	1,260.75
667 · Fire Prevention Bureau	300.24	3,000.00	-2,699.76
670 · Assoc. Memberships	2,775.00	3,200.00	-425.00
675 · Training	4,302.72	13,000.00	-8,697.28
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	15,610.61	5,000.00	10,610.61
691 · Bank Fees	729.40	800.00	-70.60
Total 650 · Services	<u>123,791.32</u>	<u>138,800.00</u>	<u>-15,008.68</u>
695 · Zone 1			
696 · Hydrant Rental	1,045.00	1,200.00	-155.00
697 · Fire Hose and Appliances	5,000.00	5,000.00	0.00
698 · S.J. Co. Tax Admin Chg	228.00	300.00	-72.00
699 · Fire Hydrant Purchase	930.66	7,000.00	-6,069.34
Total 695 · Zone 1	<u>7,203.66</u>	<u>13,500.00</u>	<u>-6,296.34</u>
Total Expense	<u>2,530,509.02</u>	<u>2,532,150.00</u>	<u>-1,640.98</u>
Net Ordinary Income	<u>649,757.64</u>	<u>-51,926.00</u>	<u>701,683.64</u>
Net Income	<u><u>649,757.64</u></u>	<u><u>-51,926.00</u></u>	<u><u>701,683.64</u></u>

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

	<u>Jul '20 - May ...</u>	<u>Jul '19 - May ...</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
410-1 · Property Tax See- Z1	14,016.26	13,375.39	640.87	4.8%
410 · Property Tax Current Secured	2,525,627.08	2,230,642.18	294,984.90	13.2%
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	475.79	446.76	29.03	6.5%
420 · SB813 Supplemental	82,172.53	74,996.97	7,175.56	9.6%
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	1,956.09	0.00	1,956.09	100.0%
450-1 · Interest - Z1	57.70	69.24	-11.54	-16.7%
450-2 · Interest - Benefits Reserve	13.45	16.56	-3.11	-18.8%
450-4 · Interest - General Fund	730.92	1,710.97	-980.05	-57.3%
450-5 · Interest -Equipment Replace F...	65.15	48.56	16.59	34.2%
450-6 · Interest - CD	0.00	1,514.81	-1,514.81	-100.0%
450 · Interest - Checking	2.07	3.17	-1.10	-34.7%
460-1 · State - Hmownrs Prop Tax	88.79	94.05	-5.26	-5.6%
460 · State - Hmownrs Prop Tax Relief	15,595.56	16,335.86	-740.30	-4.5%
462 · Grant Income	4,300.00	0.00	4,300.00	100.0%
465 · Fire Prevention Service	14,176.77	20,420.87	-6,244.10	-30.6%
475 · Strike Team Reimbursement	344,118.15	91,489.06	252,629.09	276.1%
480 · LCWD Fuel Reimbursement	3,308.69	5,664.91	-2,356.22	-41.6%
492-3 · Service Fees	3,282.02	4,816.55	-1,534.53	-31.9%
495 · Miscellaneous	45,127.60	24,505.74	20,621.86	84.2%
Total Income	3,180,266.66	2,672,186.99	508,079.67	19.0%
Expense				
500 · Personnel				
510 · Salaries - Regular	1,037,285.95	992,015.90	45,270.05	4.6%

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

	<u>Jul '20 - May ...</u>	<u>Jul '19 - May ...</u>	<u>\$ Change</u>	<u>% Change</u>
512 · Salaries - Overtime	67,693.98	71,101.43	-3,407.45	-4.8%
513 · Salaries - FLSA	24,029.19	22,919.64	1,109.55	4.8%
514 · Salaries - Strike Team Overtime	224,888.17	53,480.67	171,407.50	320.5%
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	6,235.00	5,936.17	298.83	5.0%
519 · Educational Incentive	8,031.36	8,031.36	0.00	0.0%
521 · Retirement	421,118.11	348,837.49	72,280.62	20.7%
525 · Social Security	1,228.22	1,725.31	-497.09	-28.8%
527 · Social Security - Medicare	18,941.24	16,085.14	2,856.10	17.8%
530 · Insurance- Medical	197,982.94	176,747.67	21,235.27	12.0%
531 · Insurance- Medical (retirees)	49,991.65	52,993.26	-3,001.61	-5.7%
532 · Insurance- Dental	11,203.98	10,416.77	787.21	7.6%
533 · Insurance - Vision	1,904.56	1,823.44	81.12	4.5%
534 · Insurance -Life	941.85	820.95	120.90	14.7%
535 · Insurance- Worker's comp	117,068.00	99,647.00	17,421.00	17.5%
536 · Director's Fees	4,800.00	3,725.00	1,075.00	28.9%
Total 500 · Personnel	2,270,961.88	1,953,985.34	316,976.54	16.2%
540 · Vehicle & Equipment				
542 · Fuel, Lube, & Oil	16,956.69	16,781.52	175.17	1.0%
543 · Tires	5,435.34	109.99	5,325.35	4,841.7%
544 · Parts/Supplies	10,050.78	7,177.44	2,873.34	40.0%
545 · Maintenance & Repair	20,571.92	36,614.80	-16,042.88	-43.8%
547 · Radios	10,444.58	3,420.24	7,024.34	205.4%
549 · SCBA	150.00	1,250.50	-1,100.50	-88.0%
550-4 · Small Tools & Equipment	2,283.34	714.51	1,568.83	219.6%
551 · Medical equip, supplies, oxygen	1,630.31	2,187.85	-557.54	-25.5%
552 · Ladder Purchase/ Maintenance	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 May 2021

	<u>Jul '20 - May ...</u>	<u>Jul '19 - May ...</u>	<u>\$ Change</u>	<u>% Change</u>
Total 540 · Vehicle & Equipment	68,014.46	68,720.35	-705.89	-1.0%
560 · Buildings & Grounds				
564 · Furniture	440.70	872.23	-431.53	-49.5%
580 · Maintenance & Repair	1,556.13	11,110.85	-9,554.72	-86.0%
Total 560 · Buildings & Grounds	1,996.83	11,983.08	-9,986.25	-83.3%
600 · Supplies				
600-1 · Grant Expense-Supplies	4,300.00	0.00	4,300.00	100.0%
602 · Computer Hardware & Software	12,620.74	10,129.20	2,491.54	24.6%
606 · Office supplies	1,931.80	2,791.94	-860.14	-30.8%
607 · Postage	187.05	155.55	31.50	20.3%
608 · Station Supplies	4,097.16	3,124.97	972.19	31.1%
612 · Towel Service & Chemicals	2,277.20	2,357.64	-80.44	-3.4%
613 · Clothing-uniforms	17.41	697.54	-680.13	-97.5%
616 · Clothing- Safety	1,280.16	2,439.83	-1,159.67	-47.5%
617 · Clothing- Boots	0.00	374.04	-374.04	-100.0%
625 · Utilities- Electric/ Gas	14,545.99	13,783.00	762.99	5.5%
626 · Utilities- Water	3,288.76	3,209.96	78.80	2.5%
627 · Utilities- Cable TV	1,805.34	2,108.60	-303.26	-14.4%
630 · Utilities - Telephone/Cell/CAD	5,794.33	4,783.15	1,011.18	21.1%
631 · Utilities - Garbage	3,297.85	3,166.55	131.30	4.2%
635 · Fire Fighting Foam	3,097.08	2,907.10	189.98	6.5%
Total 600 · Supplies	58,540.87	52,029.07	6,511.80	12.5%
650 · Services				
652 · Insurance/ Casul/ Eq/Bond	20,836.00	18,301.00	2,535.00	13.9%
655 · Annual Audit	13,875.00	13,460.00	415.00	3.1%
656 · S.J. Co. Tax Admin Chg	40,061.00	38,948.00	1,113.00	2.9%
657 · Dispatching	12,848.76	9,776.72	3,072.04	31.4%

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

	<u>Jul '20 - May ...</u>	<u>Jul '19 - May ...</u>	<u>\$ Change</u>	<u>% Change</u>
658 · Computer Support	7,584.34	2,057.61	5,526.73	268.6%
665 · Physical Exams	4,560.75	2,749.25	1,811.50	65.9%
667 · Fire Prevention Bureau	300.24	1,660.02	-1,359.78	-81.9%
670 · Assoc. Memberships	2,775.00	3,515.12	-740.12	-21.1%
675 · Training	4,302.72	6,409.84	-2,107.12	-32.9%
678 · Attorney Fee's	307.50	1,942.50	-1,635.00	-84.2%
690 · Services Contingencies	15,610.61	9,773.26	5,837.35	59.7%
691 · Bank Fees	729.40	840.80	-111.40	-13.3%
Total 650 · Services	<u>123,791.32</u>	<u>109,434.12</u>	<u>14,357.20</u>	<u>13.1%</u>
695 · Zone 1				
696 · Hydrant Rental	1,045.00	1,045.00	0.00	0.0%
697 · Fire Hose and Appliances	5,000.00	2,294.54	2,705.46	117.9%
698 · S.J. Co. Tax Admin Chg	228.00	222.00	6.00	2.7%
699 · Fire Hydrant Purchase	930.66	0.00	930.66	100.0%
Total 695 · Zone 1	<u>7,203.66</u>	<u>3,561.54</u>	<u>3,642.12</u>	<u>102.3%</u>
Total Expense	<u>2,530,509.02</u>	<u>2,199,713.50</u>	<u>330,795.52</u>	<u>15.0%</u>
Net Ordinary Income	<u>649,757.64</u>	<u>472,473.49</u>	<u>177,284.15</u>	<u>37.5%</u>
Net Income	<u><u>649,757.64</u></u>	<u><u>472,473.49</u></u>	<u><u>177,284.15</u></u>	<u><u>37.5%</u></u>

Linden-Peters Rural County Fire Protection District
FY 2021 - 22 BUDGET WORKSHEET

REVENUE		Final Budget 2019 - 2020	Final Budget 2020-2021	Preliminary Budget 2021 - 2022
450-6	Interest - CD	\$ 1,514.81	\$ -	\$ -
450-5	Interest - Equipment Replacement	\$ 55.29	\$ 65.15	\$ 65.15
410	Property Tax Current Secured	\$ 2,230,642.18	\$ 2,525,627.08	\$ 2,588,767.76
415	Property Tax Curr Unsecured	\$ 185,230.85	\$ 124,338.90	\$ 127,447.37
420	SB813 Supplemental	\$ 74,996.97	\$ 82,172.53	\$ 84,226.84
425	Prior Years	\$ 102.96	\$ 101.53	\$ 104.07
450	Interest - 48901 SJC Acct	\$ -	\$ 1,956.09	\$ 1,956.09
450	Interest - Checking	\$ 3.31	\$ 2.07	\$ 2.07
450-2	Interest - Benefits Reserve	\$ 18.04	\$ 13.45	\$ 13.45
450-3	Interest - CO	\$ -	\$ -	\$ -
450-4	Interest - General Fund	\$ 1,863.58	\$ 730.92	\$ 730.92
460	State - Hmownrs Prop Tax Relief	\$ 16,335.86	\$ 15,595.56	\$ 15,985.45
462	Grant Income		\$ 4,300.00	\$ -
465	Fire Prevention Service	\$ 26,197.87	\$ 14,176.77	\$ 14,176.77
475	Strike Team Reimbursement	\$ 91,489.06	\$ 344,118.15	\$ -
480	LCWD Fuel Reimbursement	\$ 6,147.96	\$ 3,308.69	\$ 3,308.69
492-3	Service Fees	\$ 4,816.55	\$ 3,282.02	\$ 3,282.02
495	Miscellaneous	\$ 24,719.62	\$ 45,127.60	\$ 2,500.00

General Fund Total: \$ 2,664,134.91 \$ 3,164,916.51 **\$ 2,842,566.65**

*Due to Strike Team Income at Zero

ZONE ONE FUND

410-1	Property Tax See- Z1	\$ 13,375.39	\$ 14,016.25	\$ 14,016.25
415-1	Property Tax Unsecured - Z1	\$ 713.17	\$ 711.01	\$ 711.01
420-1	SB813 - Z1	\$ 446.76	\$ 475.79	\$ 475.79
425-1	Prior Tax - ZZ1	\$ 1.45	\$ 0.60	\$ 0.60
450-1	Interest - Z1	\$ 75.59	\$ 57.70	\$ 57.70
460-1	State - Hmownrs Prop Tax	\$ 110.45	\$ 88.79	\$ 88.79

Zone One Fund Total: \$ 14,722.81 \$ 15,350.14 \$ 15,350.14

TOTAL REVENUE: \$ 2,678,857.72 \$ 3,180,266.65 **\$ 2,857,916.79**

*Due to Strike Team Income at Zero

Linden-Peters Rural County Fire Protection District
FY 2021 - 22 BUDGET WORKSHEET

EXPENDITURES

500 - Personnel

510	Salaries - Regular	\$ 1,074,667.28	\$ 1,122,714.49	\$ 1,135,000.00	+2.5% Projected Increase
512	Salaries - Overtime	\$ 75,582.59	\$ 68,625.45	\$ 90,000.00	
513	Salaries - FLSA	\$ 24,837.84	\$ 27,963.00	\$ 29,000.00	
514	Salaries - Strike Teams	\$ 55,548.24	\$ 195,793.00	\$ -	
515	Salaries - Extra Help	\$ 20,925.00	\$ 11,595.00	\$ 22,000.00	
517	Salaries - Holiday	\$ 66,753.14	\$ 66,022.68	\$ 68,000.00	
518	Salaries - Volunteers	\$ 5,936.17	\$ 6,000.00	\$ 9,000.00	
519	Education Pay	\$ 8,700.64	\$ 8,700.64	\$ 9,000.00	
521	Retirement	\$ 366,876.16	\$ 430,000.00	\$ 273,000.00	
	Retirement - Loan Payment	\$ -	\$ -	\$ -	Starts in FY 2022 \$265,946.62
525	Social Security	\$ 1,725.31	\$ 1,725.31	\$ 2,000.00	
527	Social Security - Medicare	\$ 17,250.85	\$ 17,250.85	\$ 20,000.00	
530	Insurance- Medical	\$ 192,881.04	\$ 230,000.00	\$ 240,000.00	
531	Insurance- Medical (retirees)	\$ 57,321.40	\$ 58,000.00	\$ 60,000.00	
532	Insurance- Dental	\$ 11,410.20	\$ 12,000.00	\$ 15,000.00	
533	Insurance - Vision	\$ 1,992.80	\$ 2,100.00	\$ 2,500.00	
534	Insurance -Life	\$ 903.30	\$ 1,000.00	\$ 1,000.00	
535	Insurance- Worker's comp	\$ 99,647.00	\$ 115,504.00	\$ 125,000.00	
536	Director's Fees	\$ 4,100.00	\$ 4,500.00	\$ 6,000.00	
Total 500 - Personnel:		\$ 2,087,058.96	\$ 2,379,494.42	\$ 2,106,500.00	

540 - Vehicle & Equipment

542	Fuel, Lube, & Oil	\$ 18,434.39	\$ 22,000.00	\$ 22,000.00	
543	Tires	\$ 109.99	\$ 5,288.35	\$ 1,500.00	
544	Parts/Supplies	\$ 7,567.54	\$ 9,986.44	\$ 9,000.00	
545	Maintenance & Repair	\$ 36,614.80	\$ 20,571.92	\$ 20,000.00	
547	Radios	\$ 3,420.24	\$ 8,694.21	\$ 3,000.00	
549	SCBA	\$ 1,250.50	\$ 1,000.00	\$ 1,000.00	
550-4	Small Tools & Equipment	\$ 714.51	\$ 1,988.46	\$ 16,300.00	
551	Medical equip, supplies, & oxygen	\$ 2,601.77	\$ 1,714.02	\$ 3,000.00	
552	Ladder Purchase/ Maintenance	\$ 463.50	\$ 491.50	\$ 800.00	
Total 540 - Vehicle & Equipment:		\$ 71,177.24	\$ 71,734.90	\$ 76,600.00	

560 - Buildings & Grounds

545	Maintenance & Repair	\$ 11,333.67	\$ 5,000.00	\$ 9,000.00	
564	Furniture	\$ 1,732.05	\$ 2,000.00	\$ 2,000.00	
Total 560 - Buildings & Grounds:		\$ 13,065.72	\$ 7,000.00	\$ 11,000.00	

Linden-Peters Rural County Fire Protection District
FY 2021 - 22 BUDGET WORKSHEET

600 - Supplies

600-1	Grant Expense - Supplies	\$ -	\$ 4,300.00	\$ 9,000.00
602	Computer Hardware & Software	\$ 10,129.20	\$ 12,320.84	\$ 15,000.00
606	Office supplies	\$ 3,102.23	\$ 4,000.00	\$ 8,000.00
607	Postage	\$ 511.61	\$ 500.00	\$ 500.00
608	Station Supplies	\$ 3,374.36	\$ 3,623.77	\$ 10,000.00
612	Towels & Cleaning Chemicals	\$ 2,549.96	\$ 2,600.00	\$ -
613	Clothing-uniforms	\$ 697.54	\$ 2,000.00	\$ 3,000.00
616	Clothing- Safety	\$ 3,916.72	\$ 7,000.00	\$ 8,000.00
625	Utilities- Electric/ Gas	\$ 15,135.14	\$ 16,000.00	\$ 18,000.00
626	Utilities- Water	\$ 3,503.03	\$ 3,500.00	\$ 4,200.00
627	Utilities- Cable TV	\$ 2,304.29	\$ 2,600.00	\$ 2,400.00
630	Utilities- Telephone/Cell/CAD	\$ 5,264.65	\$ 5,400.00	\$ 4,600.00
631	Utilities - Garbage	\$ 3,457.02	\$ 3,400.00	\$ 3,600.00
635	Fire Fighting Foam	\$ 2,907.10	\$ 3,000.00	\$ 3,000.00
Total 600 - Supplies:		\$ 56,852.85	\$ 70,244.61	\$ 89,300.00

650 - Services

652	Insurance/ Casul/ Eq/Bond	\$ 18,301.00	\$ 25,000.00	\$ 25,000.00
655	Annual Audit	\$ 13,460.00	\$ 17,000.00	\$ 17,000.00
656	S.J. Co. Tax Admin Chg	\$ 38,948.00	\$ 40,061.00	\$ 40,000.00
657	Dispatching	\$ 10,849.40	\$ 12,500.00	\$ 16,500.00
658	Computer Support	\$ 11,284.48	\$ 9,000.00	\$ 3,000.00
665	Physical Exams	\$ 2,749.25	\$ 4,221.75	\$ 3,300.00
667	Fire Prevention Bureau	\$ 1,660.02	\$ 3,000.00	\$ 3,500.00
670	Assoc. Membership	\$ 3,775.12	\$ 3,200.00	\$ 4,000.00
675	Training	\$ 6,661.22	\$ 13,000.00	\$ 12,000.00
676	Elections	\$ -	\$ -	\$ -
677	Consultant Services	\$ -	\$ 2,000.00	\$ 2,000.00
678	Attorney Fee's	\$ 1,970.00	\$ 5,000.00	\$ 5,000.00
690	Services Contingencies	\$ 9,773.26	\$ 15,610.61	\$ 5,000.00
691	Bank Fees	\$ 912.40	\$ 1,000.00	\$ 1,000.00
Total 650 - Services:		\$ 120,344.15	\$ 150,593.36	\$ 137,300.00

Linden-Peters Rural County Fire Protection District
FY 2021 - 22 BUDGET WORKSHEET

General Fund Total Revenue: \$ 2,664,134.91 \$ 3,164,916.51 \$ 2,842,566.65
General Fund Total Expenditures: \$ 2,348,498.92 \$ 2,679,067.29 \$ 2,420,700.00
General Fund Ending Balance: \$ 315,635.99 \$ 485,849.22 \$ 421,866.65

695 - Zone 1

696	Hydrant Rental	\$ 1,140.00	\$ 1,200.00	\$ 1,200.00
697	Fire Hose and Appliances	\$ 2,294.54	\$ 5,000.00	\$ 7,000.00
698	S.J. Co. Tax Admin Chg	\$ 222.00	\$ 228.00	\$ 300.00
699	Fire Hydrant Purchase	\$ -	\$ 7,000.00	\$ 7,000.00

Total 695 - Zone 1: \$ 3,656.54 \$ 13,428.00 \$ 15,500.00
Zone One Fund Total Revenue: \$ 14,722.81 \$ 15,350.14 \$ 15,350.14
Zone One Fund Total Expenditure: \$ 3,656.54 \$ 13,428.00 \$ 15,500.00
Zone One Fund Ending Balance: \$ 11,066.27 \$ 1,922.14 \$ (149.86)

Linden-Peters Rural County Fire Protection District
FY 2021 - 22 BUDGET WORKSHEET

THIS PRELIMINARY BUDGET PASSED AND ADOPTED at a meeting of the Board of Directors of the Linden - Peters Rural County Fire Protection District on the 4th day of June, 2020 by the following:

Vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

John E. Plotz, President

ATTEST:

Dave Frison
Secretary, Board of Directors



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 Castillou Jr.
Member: Kenneth Watkins III

Resolution No. 21-01

**RESOLUTION TO ADOPT THE FISCAL YEAR 2021 – 2022
PROPOSITION 4 APPROPRIATION LIMIT**

WHEREAS, the San Joaquin County Auditor-Controller has reported to the Linden-Peters Rural County Fire Protection District (the District) that the proposed FY 2021 – 2022 Proposition 4 Appropriation Limit is \$ 4,562,306 for the District, and

WHEREAS, the District is required to pass a resolution adopting a Proposition 4 Appropriation Limit annually,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Linden-Peters Rural County Fire Protection District adopts the FY 2021 – 2022 Proposition 4 Appropriation Limit of \$ 4,562,306

PASSED AND ADOPTED at a meeting of the Board of Directors on this 3rd Day of June, 2021, by the following vote:

- AYES:** ()
- NOES:** ()
- ABSENT:** ()
- ABSTAIN:** ()

John E. Plotz
President, Board of Directors

ATTEST:

David Frison
Secretary, Board of Directors

(OFFICIAL SEAL)

Smoking / Tobacco Products

1026.1 PURPOSE AND SCOPE

The U.S. Surgeon General has determined that the use of tobacco in any form can be hazardous to one's health. Tobacco products in any form may be offensive to other members and the public.

1026.2 POLICY

It is the policy of the Linden-Peters Rural County Fire Protection District that all members are ~~prohibited~~ discouraged from smoking or using tobacco products while on-duty.

Smoking ~~and use~~ of ~~other~~ tobacco products is not permitted inside any department facility, office, department vehicle or fire apparatus, fire station, training facility or any other public building (Labor Code § 6404.5). The s moking of tobacco products is prohibited -within close proximity to any of these facilities to prevent smoke from being inhaled by the public or other members. It is the responsibility of all members to ensure that no person smokes ~~or uses~~ any tobacco product inside department facilities and vehicles.

No person shall smoke tobacco products within 20 feet of a main entrance, exit or operable window of any public building (including any department facility), or buildings on the campuses of the University of California, California State University and California community colleges, whether that person is present for training, enforcement or any other purpose (Government Code § 7596 et seq.).

Chapter: 400 – RULES AND REGULATIONS

Subject: 405 – SMOKING POLICY

Adopted: 09-13-2000

Revised:

405.01 PURPOSE

- A. Numerous studies have found that tobacco smoke is a major contributor to indoor air pollution; and
- B. Reliable studies have shown that breathing second-hand smoke is a significant health hazard for certain population groups, including elderly people, individuals with cardiovascular disease, and individuals with impaired respiratory function, including asthmatics and those with obstructive airway disease; and health hazards induced by breathing second-hand smoke include lung cancer, respiratory infection, decreased exercise tolerance, decreased respiratory function, bronchoconstriction and bronchospasm; and
- C. Numerous studies have shown that a majority of both smokers and non-smokers desire to have restrictions on smoking in public places and places of employment; and
- D. Smoking is a documented cause of fires, cigarette and cigar burns, ash-stains, and smoke odor in furnishings and draperies.
- E. Accordingly, the Board of Supervisors of San Joaquin County has adopted Ordinance No. 3456, Division 1 of Title 5, (commencing with Section 5-1300) known as the Smoking Pollution Control Ordinance.
- F. It is the policy of the District to comply with this Ordinance, which is the purpose of this written smoking policy.

405.02 POLICY

- A. It is the policy of the District to provide smoke-free areas for non-smoking employees within all buildings, facilities, and enclosed areas.
- B. The District, as of the date of this writing, adopts, implements, and maintains this written smoking policy which states the following provisions:
 - 1. Smoking is prohibited inside all buildings, offices, apparatus rooms, restrooms, vehicles, and any other enclosed area under ownership or control of the District.
 - 2. Smoking shall be permitted outdoors only, in designated smoking areas only.
 - 3. Designated smoking areas are limited to the patio area and parking lot.
- C. This smoking policy shall be communicated in written form to all current

STANDARD OPERATING PROCEDURES

employees and members. A copy of this policy shall be posted in the “District Manual” located in the fire station office.

- D. All prospective employees and any newly hired employees shall be given a written copy of this program within three (3) days of hiring.
- E. Notwithstanding any other provision of this policy, the Chief shall have the right to designate any station, or any portion thereof, as a non-smoking area. (Section 5-1305, Subsection E)
- F. Notwithstanding any provision to the contrary, the provisions of this policy do not supersede any established safety rules and/or procedures set forth by the District concerning smoking, such as smoking around flammables, oxygen, etc. (Section 5-1305, Subsection F)

Drug and Alcohol Free Workplace

1027.1 PURPOSE AND SCOPE

The Linden-Peters Rural County Fire Protection District prohibits the use of drugs and alcohol in the workplace in order to provide a safer work environment for members and to protect the public's safety and welfare. This policy applies to all members when they are on District property or when performing District-related business elsewhere.

1027.1.1 DEFINITIONS

Definitions related to this policy include:

Controlled substance or drug - Those substances listed in the Controlled Substances Act (21 USC § 812), except that lawful possession or use of medications prescribed by the member's licensed physician shall be excluded.

Reasonable suspicion - Belief based on objective factors, such as behavior, speech, body odor, appearance or other evidence of impairment which would lead a reasonable person to believe that the member may be under the influence of drugs or alcohol.

1027.2 POLICY

It is the policy of the Linden-Peters Rural County Fire Protection District to provide a drug free workplace for all members.

1027.3 GENERAL GUIDELINES

The Linden-Peters Rural County Fire Protection District recognizes the need to maintain an attitude of assistance and treatment toward member's problems. However, because of the dangers to members' health and safety and that of the general public, alcohol and drug use in the workplace or on department time shall not be tolerated. Any paid employee violating this policy shall be subject to disciplinary action, up to and including termination. Any volunteer violating this policy may be temporarily or permanently prohibited from performing department duties.

1027.3.1 USE OF PRESCRIBED MEDICATIONS

Department members who are medically required to take prescription medications during work hours shall not allow such medications to impair their ability to perform their work.

Any member who is required to take any medication with side effects which might impair his/her ability to fully and safely perform all requirements of the position shall report the need for such medication to his/her immediate supervisor. No member shall be permitted to work or drive a vehicle owned or leased by the Department while taking such potentially impairing medication without a written release from his/her physician.

Possession or use of medical marijuana or being under the influence of marijuana on- or off-duty is prohibited and may lead to disciplinary action.

Linden-Peters Rural County Fire Protection District

Policy Manual

Drug and Alcohol Free Workplace

1027.4 DRUG AND ALCOHOL TESTING

Except as provided otherwise in an employee collective bargaining agreement or as modified for volunteers who are required to test under the DOT Drug and Alcohol Testing Policy, the Department has the discretion to test a current employee for alcohol or drugs as follows.

1027.4.1 REASONABLE SUSPICION

The Department may require a blood test, urinalysis or other drug and/or alcohol screening of those persons reasonably suspected of using or being under the influence of a drug or alcohol at work. With the exception of members described in the DOT Alcohol and Drug Test Policy, testing must be approved by the Administration.

In order to receive authority to test, the supervisor must record the factors that support reasonable suspicion and discuss the matter with the Administration. If there is a reasonable suspicion of drug or alcohol use, the member will be relieved from duty and placed on sick leave if he/she is a paid employee, or restricted from working if he/she is a volunteer, until the test results are received.

1027.4.2 POST-COLLISION TESTING

See the DOT Drug and Alcohol Testing Policy.

1027.5 MEMBER RESPONSIBILITIES

Members shall come to work in an appropriate mental and physical condition and are absolutely prohibited from manufacturing, distributing, dispensing, possessing or using controlled substances or alcohol on department premises or on department time.

Members must notify their supervisor before beginning work when they are taking any medications or drugs, prescription or non-prescription, which may interfere with the safe and effective performance of duties or operation of District equipment.

Members must notify a supervisor immediately when they observe behavior or other evidence they believe demonstrates that a fellow employee poses a risk to the health and safety of the employee or others due to drug or alcohol use.

Members are required to notify their immediate supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

1027.6 COMPLIANCE WITH THE DRUG FREE WORKPLACE ACT

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member engaged in the performance of a federal grant, the Department will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

1027.7 EMPLOYEE ASSISTANCE PROGRAM

Employees who experience drug or alcohol problems are encouraged to seek referral for rehabilitation through an Employee Assistance Program (EAP) or their insurance provider. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to

Linden-Peters Rural County Fire Protection District

Policy Manual

Drug and Alcohol Free Workplace

performance problems. Employees may contact the Administration, their insurance provider or an EAP representative for additional information.

The Department recognizes the need for confidentiality and privacy and forbids disclosure of any information relating to chemical abuse treatment, except on a need to know basis or as allowed by law. Information shall only be released with the express written consent of the employee involved or pursuant to an agreement or other lawful process. All documents generated by the EAP are considered confidential medical records.

1027.8 SEARCHES

In order to promote a safe, productive and efficient workplace, the Department has the right to search and inspect all District property, including, but not limited to, lockers, storage areas, furniture, vehicles and other places under the common control of the District or the joint control of the District and members. No member has any expectation of privacy in any District building, on any District property or when using any District communications system.

If the member is covered by the Firefighters Procedural Bill of Rights Act , no search of such spaces shall be made except in the member's presence or with his/her consent or after notice has been given to the member (Government Code § 3250 et. seq.). Nothing herein shall affect a search conducted pursuant to a search warrant.

Nepotism and Conflicting Relationships

1044.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure equal opportunity and effective employment practices by avoiding actual or perceived favoritism, discrimination or actual or potential conflicts of interest by or between members of this department (Government Code § 12940). These employment practices include: recruiting, testing, hiring, compensation, assignment, promotion, use of facilities, access to training opportunities, supervision, performance appraisal, discipline and workplace safety and security.

1044.1.1 DEFINITIONS

Definitions related to this policy include:

Business relationship - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder or investor in an outside business, company, partnership, corporation, venture or other transaction, where the employee's annual interest, compensation, investment or obligation is greater than \$250.

Conflict of interest - Any actual, perceived or potential conflict of interest in which it reasonably appears that an employee's action, inaction or decisions are or may be influenced by the employee's personal or business relationship.

Nepotism - The practice of showing favoritism to relatives over others in appointment, employment, promotion or advancement by any public official in a position to influence these personnel decisions.

Personal relationship - Includes marriage, cohabitation, dating or any other intimate relationship beyond mere friendship.

Public official - A supervisor, officer or employee vested with authority by law, rule or regulation or to whom authority has been delegated.

Relative - An employee's parent, stepparent, spouse, domestic partner, significant other, child (natural, adopted or step), sibling or grandparent.

Subordinate - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

Supervisor - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation and/or performance of a subordinate employee.

1044.2 POLICY

The Linden-Peters Rural County Fire Protection District is committed to fair and equitable treatment of all members and to creating a work atmosphere that is free of both actual and apparent conflicts of interest that could compromise this principle.

Linden-Peters Rural County Fire Protection District

Policy Manual

Nepotism and Conflicting Relationships

1044.3 RESTRICTED DUTIES AND ASSIGNMENTS

The Department will not prohibit all personal or business relationships between employees. However, in order to avoid nepotism or other inappropriate conflicts, the following reasonable restrictions shall apply:

- (a) Whenever possible, employees are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.
 - 1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor shall make every reasonable effort to defer matters pertaining to the involved employee to an uninvolved supervisor.
 - 2. When personnel and circumstances permit, the Department will attempt to make every reasonable effort to avoid placing such employees in supervisor/subordinate situations. The Department, however, reserves the right to transfer or reassign any employee to another position within the same classification in order to avoid conflicts with any provision of this policy.
- (b) Employees are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative or with whom they are involved in a personal or business relationship.
- (c) ~~Whenever possible, trainers should not be assigned to train relatives.~~ Trainers are prohibited from entering into or maintaining personal or business relationships with any member they are assigned to train until such time as the training has been successfully completed and, if an employee, is off probation.
- (d) To avoid actual or perceived conflicts of interest, members of this department should refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of or as a direct result of any official contact.
- (e) Except as required in the performance of official duties or, in the case of immediate relatives, employees shall not develop or maintain personal or financial relationships with any individual they know or reasonably should know is under criminal investigation, is a convicted felon, parolee, fugitive or registered sex or arson offender or who engages in serious violations of state or federal laws.

1044.3.1 EMPLOYEE RESPONSIBILITY

Prior to entering into any personal or business relationship or other circumstance which the employee knows or reasonably should know could create a conflict of interest or other violation of this policy, the employee shall promptly notify his/her uninvolved, next highest level of supervisor.

Whenever any employee is placed in circumstances that would require the employee to take enforcement action or provide official information or services to any relative or individual with whom the employee is involved in a personal or business relationship, the employee shall promptly notify his/her uninvolved, immediate supervisor. In the event that no uninvolved supervisor is

Linden-Peters Rural County Fire Protection District

Policy Manual

Nepotism and Conflicting Relationships

immediately available, the employee shall promptly notify dispatch to have another uninvolved employee either relieve the involved employee or minimally remain present to witness the action.

1044.3.2 SUPERVISOR'S RESPONSIBILITY

Upon being notified of, or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to promptly mitigate or avoid such violations whenever possible.

Supervisors shall also promptly notify the Fire Chief of such actual or potential violations through the chain of command.

Anti-Retaliation

1046.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. 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, law, ordinance or collective bargaining agreement.

1046.2 POLICY

The Linden-Peters Rural County Fire Protection District has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

1046.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including, but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

Anti-Retaliation

1046.4 COMPLAINTS OF RETALIATION

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, a command staff member, the Fire Chief or the District Assistant Chief.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false or with willful or reckless disregard for the truth or falsity of the information, or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

1046.5 SUPERVISOR RESPONSIBILITIES

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.
- (b) Receiving all complaints in a fair and impartial manner.
- (c) Documenting the complaint and any steps taken to resolve the problem.
- (d) Acknowledging receipt of the complaint, notifying the Fire Chief via the chain of command and explaining to the member how the complaint will be handled.
- (e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.
- (f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.
- (g) Periodically following up with the complainant to ensure that retaliation is not continuing.
- (h) Not interfering with or denying the right of a member to make any complaint.
- (i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

Linden-Peters Rural County Fire Protection District

Policy Manual

Anti-Retaliation

1046.6 COMMAND STAFF RESPONSIBILITIES

The Fire Chief should communicate to all supervisors the prohibition against retaliation.

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including, but not limited to:

- (a) Communicating to all members the prohibition against retaliation.
- (b) Reviewing complaint investigations in a timely manner.
- (c) Taking steps toward remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.
- (d) Communicating the outcome to the complainant in a timely manner.

1046.7 WHISTLE-BLOWING

California law protects members who (Labor Code § 1102.5; Government Code § 53296 et seq.):

- (a) Report a violation of a state or federal statute or regulation to a government or law enforcement agency, including the member's supervisor or any other member with the authority to investigate the reported violation.
- (b) Provide information or testify before a public body if the member has reasonable cause to believe a violation of law occurred.
- (c) Refuse to participate in an activity that would result in a violation of a state or federal statute or regulation.
- (d) File a complaint with a local agency about gross mismanagement or a significant waste of funds, an abuse of authority or a substantial and specific danger to public health or safety. Members shall exhaust all available administrative remedies prior to filing a formal complaint.
- (e) Are family members of persons who have engaged in any protected acts described above.

Members are encouraged to report any legal violations through the chain of command (Labor Code § 1102.5).

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Fire Chief or authorized designee through the appropriate supervisory chain of command for investigation pursuant to the Personnel Complaints Policy.

1046.7.1 DISPLAY OF WHISTLE-BLOWER LAWS

The Department shall display a notice to members regarding their rights and responsibilities under the whistle-blower laws, including the whistle-blower hotline maintained by the Office of the Attorney General (Labor Code § 1102.8).

1046.8 RECORDS RETENTION AND RELEASE

The Custodian of Records shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

Anti-Retaliation

1046.9 TRAINING

This policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.

Tactical Withdrawal

305.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for tactical withdrawals from any scene or location when confronted by violent individuals or threatening situations, circumstances or events. The violence or threat need not be specifically directed at department members to justify the application of this policy.

305.2 POLICY

The Linden-Peters Rural County Fire Protection District is committed to the safety of its members. It is the policy of the Linden-Peters Rural County Fire Protection District to allow members to withdraw from the scene or general location of an emergency call for service when they are confronted by violent individuals, violent or potentially violent situations or any other circumstance presenting a real or perceived imminent threat to member safety.

305.3 THREAT ASSESSMENT

All members of the Department are expected to continually evaluate their surroundings while responding to incidents or participating in the mitigation of emergency or non-emergency events. The actions and conduct of persons at an event should be a primary element of the ongoing scene-safety evaluation. Certain types of events, certain actions taken by individuals involved in events and a variety of other circumstances should trigger a heightened awareness and consideration of personnel safety. Situations or circumstances that should initiate such consideration include:

- (a) Gang-related activity, particularly any event involving violent encounters, confrontations or conflicts between members of rival gangs.
- (b) Any situation involving shots fired, or on any scene where shooting occurs or is heard in the immediate vicinity.
- (c) Any time a subject challenges or threatens members of the Department with violence or harm.
- (d) Any scene where members of the Department are attacked in any way. Examples include rocks, bottles or other projectiles thrown or launched at members or department vehicles or apparatus; individuals attempting to gain access to department vehicles or apparatus; or any direct act of violence committed against members of this department.
- (e) Any event involving civil disturbance, large-scale demonstrations or protests. This includes any event involving a large gathering of people where the nature of the activity appears to include violent confrontation or the perceived threat of violent confrontation between opposing groups, or between the protesters and law enforcement personnel or other government representatives.

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Tactical Withdrawal

Any member who believes that there is a threat of violence to personnel at any incident should promptly relay that information to the appropriate supervisor as quickly as possible.

The Incident Commander (IC), scene supervisor or senior ranking member has the authority to initiate a tactical withdrawal and the responsibility for ensuring that all members on-scene or at risk due to the threat are notified of the action. Authority for the decision resides primarily with on-scene personnel and should not be delayed while seeking approval or confirmation from a higher authority, who may not be at the incident scene.

In the event that a credible threat to personnel is discovered at a level of the incident command structure above an on-scene supervisor, a tactical withdrawal may be ordered and initiated down the chain of command to the on-scene supervisor. In that event, the supervisor has the responsibility for ensuring that all members on-scene or at risk due to the threat are notified of the initiation of a tactical withdrawal.

305.4 CONDUCTING TACTICAL WITHDRAWALS

305.4.1 WITHDRAWAL OPTIONS

The following guidelines should be applied when the decision has been made to initiate a tactical withdrawal:

- (a) During the response to an incident:
 - 1. If a tactical withdrawal occurs during the response phase of an incident the department member responsible for initiating the withdrawal is responsible for notifying all responding units and the Dispatch Center of the withdrawal action. The relay of the withdrawal decision to individual units may be conducted by the member, or he/she may choose to have the Dispatch Center notify all responding units to cancel their response or to respond to a defined staging area.
- (b) After arrival at an incident:
 - 1. When units are on-scene at an incident and a decision is made to initiate a tactical withdrawal, the IC or ranking supervisor is responsible for notifying all involved units (including those assigned to the incident but that have not yet arrived) of the withdrawal action. The IC should also notify the Dispatch Center of the tactical withdrawal, and if time and circumstances allow, the situation and reason for the withdrawal. Individual unit supervisors are responsible for notifying all of their assigned personnel of the withdrawal.

305.4.2 WITHDRAWAL GUIDELINES

The following guidelines should be applied when the decision has been made to initiate a tactical withdrawal:

- (a) Whenever a tactical withdrawal is initiated, a defined staging area will be established at a safe location away from the incident scene and all involved units and personnel

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Tactical Withdrawal

should withdraw to that staging area. Whenever practicable, all involved units should withdraw from the incident scene as a single group. If that is not practicable, individual units should attempt to congregate together, forming the fewest and largest groups practicable, and withdraw in those groups.

- (b) After all units have been initially notified of a tactical withdrawal, individual unit supervisors are responsible for personnel accountability ensuring all members of their crew are accounted for and withdrawing as directed. The on-scene supervisor is responsible for accounting for all units assigned to the call and ensuring that all units are withdrawing as directed.
- (c) Whenever a tactical withdrawal is initiated, the Dispatch Center should immediately notify and request an immediate response by the appropriate law enforcement agency to provide security for the withdrawing units.
- (d) Once the IC or scene supervisor believes that all units and personnel have withdrawn from an incident, he/she should conduct a Personnel Accountability Report (PAR) of all units assigned to the incident to confirm they have safely withdrawn. Individual unit supervisors shall confirm that all members of their crew are accounted for and safe.
- (e) Once all involved units have gathered at the staging area, the IC or scene supervisor should again conduct a PAR to confirm that all personnel are safe. If any person involved in the operation is unaccounted for, emergency procedures should be initiated.

305.5 PATIENT CARE CONSIDERATIONS

Special consideration should be taken when a tactical withdrawal is initiated after members have begun providing medical assessment or medical care at an incident scene. If a tactical withdrawal is initiated at a time that members are providing medical services to sick or injured patients, those members should, whenever practicable, attempt to maintain their care of medical patients and evacuate those patients as part of the withdrawal process.

In the event that violence or the threat of violence forces members to abandon any patient under their care, the involved member should immediately notify the appropriate law enforcement agency of the location of the patient and request immediate assistance in securing the scene to allow for safe and timely medical treatment and evacuation of the patient. The members should remain on the call and wait for law enforcement clearance or other information indicating that it is safe to enter the incident scene. Once it is safe to do so, the members should attempt to locate the patient and resume medical evaluation, treatment and transport per protocol. In the event that law enforcement personnel and department members are unable to relocate the patient, the patient may be deemed to have self-extracted and the appropriate documentation should be prepared.

305.6 NOTIFICATIONS

Whenever a tactical withdrawal is initiated, the circumstances of the incident, including the incident location, will be relayed up the chain of command to the on-duty Captain. The Captain should

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ensure that all Fire Operations Division personnel are immediately notified of the location and circumstances of the incident.

The Captain should coordinate with the Dispatch Center and law enforcement to ensure additional calls for service to the affected area are screened and determined safe for entry.

Post-Incident Analysis

209.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a uniform Post-Incident Analysis (PIA) to identify strengths and weaknesses within the Department. This policy describes the various types of PIA that can be used in the evaluation of department performance. A PIA may also be used to identify equipment needs, staffing deficiencies and training needs. The information collected during the PIA process also may be useful in justifying future funding requests for equipment, personnel and/or training.

209.2 POLICY

The PIA is a valuable tool to improve the overall operations of the fire service. It is the policy of this department to use the PIA as a tool for Incident Commanders (ICs), Fire Marshals, Captains, [Duty Officer](#) ~~Shift Commanders~~ and command staff to identify areas of strength and weakness within the Department on an incident-by-incident basis, for the purpose of continuous improvement.

The PIA may additionally be utilized in department-wide training to communicate continuous improvement of emergency scene operations and fireground safety.

209.2.1 RESPONSIBILITIES

The ICs, Fire Marshals, Captains, [Duty Officer](#) ~~Shift Commanders~~ and command staff have shared responsibility for the overall effectiveness of the PIA process.

The IC should informally analyze every incident to improve personnel, unit and system performance. After every major incident or special event, the IC should develop a PIA to determine strengths, weaknesses and lessons learned about the incident operation.

Anyone may request a PIA of a particular incident. Any PIA requests must be made through the chain of command.

Any significant safety issue that is identified in the PIA should be addressed immediately, if it was not already resolved prior to the PIA being completed. If appropriate, a report should be sent to the International Association of Fire Chiefs (IAFC) Near-Miss Reporting System on any significant safety issues.

209.3 POST-INCIDENT ANALYSIS

A PIA should be completed within 30 days of an incident and may result in recommendations for changes to procedures, staffing, equipment use, policy and/or training to better enable the Department to serve the community.

A PIA should include lessons learned from the observation of effective and efficient methods of mitigating a major incident. These include all strategic decisions, operational issues, built-in fire protection devices and anything else that assisted in mitigating the incident.

- (a) A PIA may include:
 1. Evaluation of the overall operational effectiveness.

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2. Evaluation of safety procedures.
 3. Evaluation of the success or failure of tactical objectives.
 4. Evaluation of the application and effectiveness of policies and/or procedures.
 5. Specific knowledge that might be beneficial.
- (b) The information gained from a PIA should be used by company officers and staff teams to:
1. Reinforce the incident management system.
 2. Evaluate current training programs and/or identify training needs.
 3. Evaluate current policies and procedures.
 4. Identify and prioritize planning needs for the future.
 5. Identify equipment problems/concerns.
 6. Evaluate fire prevention inspection and public education effectiveness.

209.4 TYPES OF POST-INCIDENT ANALYSIS

209.4.1 TAILBOARD DEBRIEF

An incident “[tailboard debrief meeting](#) -wash” should be performed at the incident scene prior to the release of equipment or personnel. A [tailboard debrief meeting](#) -wash is a meeting of all involved personnel on-scene. It is an informal briefing of the incident, the actions taken and problems encountered. An IC may present an analysis with key companies or crews while they are on-scene. The advantage to this is that crews are present and all aspects of the call are still fresh. One disadvantage to a [tailboard debrief](#) hot-wash might occur at medical incidents, when some members may be caring for patients and are unable to participate.

If the analysis takes place while on-scene, it is the responsibility of the IC to:

- Meet in a safe area, even if it requires relocating to another area.
- Ensure that the meeting area is inaccessible by the public and media.
- Consider the impact of company downtime.
- Consider public perception.

209.4.2 INFORMAL PIA

An informal PIA is used following smaller multi-company incidents, such as structure fires, medical incidents or special operations incidents. The IC or a designated representative should arrange for and conduct the informal analysis.

209.4.3 COMPANY-LEVEL PIA

A company-level PIA is highly encouraged and should be a standard communication tool for all company officers. It is appropriate for significant incidents involving single companies as well as multiple-company stations where more than one company participated in the incident.

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Post-Incident Analysis

Company-level analysis promotes unity and teamwork, enhances communication, improves company performance and is a useful tool for evaluating the health and welfare of crew members following certain traumatic incidents. A company-level PIA can take place while returning from a call using the headsets, at the fire station or any location that provides privacy.

209.4.4 FORMAL PIA

- (a) A formal PIA should be conducted following all:
 - 1. Multiple-alarm structure fires.
 - 2. Multiple-alarm brush fires.
 - 3. Multiple-alarm Emergency Medical Services (EMS) incidents.
 - 4. Multiple-alarm special operations incidents.
 - 5. Major disaster drills.
 - 6. Unusual incidents identified by the IC or other staff officers.
- (b) A formal PIA should be considered for:
 - 1. A building fire in which three or more rooms are severely damaged by fire, or where unusual extinguishment problems existed.
 - 2. Any incident in which an unusual event occurs, (e.g., explosion, collapse).
 - 3. Any fire resulting in a fatality.
 - 4. Any fire resulting in injury to firefighters that is serious enough to require transport to a medical facility.
 - 5. Any "close call" incident where firefighters could have been injured.
 - 6. Any hazardous materials incident with multi-company involvement.
 - 7. Any specialty rescue operation with multi-company involvement.
 - 8. Any incident, at the IC's discretion or at the direction of a senior officer.
- (c) The Training Division Captain and Incident Commander are responsible for scheduling and facilitating the presentation of all formal PIAs. This will include:
 - (a) Setting a presentation date and location within three days (whenever possible) of the incident.
 - (b) Supervising the completion of an incident analysis packet that should include a summary of the incident, drawings and identification of any lessons learned.
 - (c) Developing a written After Action Report (AAR) summarizing the PIA and submitting it to the Fire Chief for approval and distribution.
 - (d) Notifying Duty Officer ~~Shift Commanders~~.
 - (e) Coordinating/scheduling with other departments or outside agencies that worked the incident.
 - (f) Arranging move-up and/or cover companies from other departments if needed.

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The Duty Officer ~~Shift Commander~~ is responsible for notifications to all members of the shift who are scheduled to attend the PIA. All members should be notified within one week if a formal PIA is being arranged to allow them to prepare or gather any necessary documentation.

Copies of the formal AAR should be posted at the ~~each~~ fire station for all personnel to review.

A copy of all PIAs and AARs shall be forwarded to the Fire Chief for approval prior to distribution, including any determinations or conclusions reached through the PIA presentations.