



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, October 8, 2020

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

- | | |
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| <p>(I.) CALL TO ORDER</p> <p>(II.) ROLL CALL OF BOARD MEMBERS</p> <ul style="list-style-type: none">• John E. Plotz, Board President• Thomas G. Watkins Board Vice President• David Frison, Board Secretary• Paul Castellou Jr., Board Member• Kenneth Watkins III, Board Member <p>(III.) PUBLIC COMMENT - (Public comment/input is welcome. All comments/input are limited to three minutes per individual)</p> <p>(IV.) MINUTES</p> <p>A. Discussion & Possible Action re: Regular Board Meeting Minutes – Aug 2020</p> <p>B. Discussion & Possible Action re: Regular Board Meeting Minutes – Sep 2020</p> <p>(V.) FINANCIAL SUMMARY AND REPORT</p> <p>A. Monthly Financial Current Events Summary for Sep 2020 – Fire Chief Kirk Noffsinger (Treasurer)</p> <p>(VI.) CONSENT AGENDA</p> <p>A. Discussion & Possible Action re: Approval of the Sep 2020 Monthly Financial Report and expenditures.</p> <p>(VII.) CURRENT EVENT SUMMARIES, REPORTS, AND/OR CORRESPONDENCE - (Current Event Summaries are regarding activities of the Fire District and the status and progress relating thereto)</p> <p>A. Departmental Report – (Fire Chief Kirk Noffsinger)</p> <p>B. Union Report – (Union Representative)</p> <p>(VIII.) NEW BUSINESS - (Public comment/input is welcome before each agenda item of New and Unfinished Business. Individual comments are limited to three minutes per individual and must pertain to the specific agenda item.)</p> <p>A. Discussion & Possible Action re: Weist Law Firm CalPERS Pension and (UAL) Board Presentation</p> | <p>B. Discussion & Possible Action re: Purchase of Water Tender</p> <p>C. Discussion & Possible Action re: Purchase of Battery Operated Extrication Tools for New Engine 51</p> <p>D. Discussion & Possible Action re: Sale of Old Engine 51</p> <p>(IX.) UNFINISHED BUSINESS</p> <p>A. Discussion & Possible Action re: Mission Policy</p> <p>B. Discussion & Possible Action re: Firefighter Code of Ethics Policy</p> <p>C. Discussion & Possible Action re: Philosophy and Goals Policy</p> <p>D. Discussion & Possible Action re: 100 Fire Service Authority Policy</p> <p>E. Discussion & Possible Action re: 101 Chief Executive Officer (Fire Chief) Policy</p> <p>F. Discussion & Possible Action re: 103 Policy Manual</p> <p>(X.) BOARD QUESTIONS AND COMMENTS</p> <p>(XI.) CLOSED SESSION</p> <p>(XII.) CLOSED SESSION –</p> <p>A. Section 54957: Labor Negotiations Unrepresented Employee - Contract Firefighter</p> <p>(XIII.) ADJOURNMENT</p> |
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CURRENTLY THE NEXT SCHEDULED REGULAR BOARD MEETING

November 5 @ 7:00PM

Agenda Posted: October 5 @ or before 4:00 PM

SIGNED ORIGINAL ON FILE

DAVID FRISON, BOARD SECRETARY



LINDEN – PETERS FIRE DISTRICT

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

Minutes of Board Meeting

Thursday, August 6, 2020

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

(I.) Call to Order.

(II.) Roll Taken

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

(III.) Public Comment – None

(IV.) Minutes:

A. Discussion & Possible Action re: Regular Board Meeting Minutes- July 2020 – Board Minutes approved on motion by P. Castillou Jr. and seconded by D. Frison. Motion passed with a vote of 4-0.

(V.) Financial Summary and Report

A. Monthly Financial, Current events summary for July 2020 - Presented by Fire Chief Kirk Noffsinger. Chief Noffsinger provided an update on the July 2020 Financial Reports. Board Secretary David Frison inquired about certain payments. Chief Noffsinger explained that Target Solutions was our training tracking software, MacLoed Watts provided our Other Post Employment Benefits Valuation, and Occumed provides physicals for our employees.

B. Finance Committee Report – No report was given. Administrative Assistant Lorena Coose noted that this item was inadvertently left on the Agenda.

(VI.) Consent Agenda:

A. Discussion & Possible Action re: Approval of the July 2020 Monthly Financial Report and expenditures. A motion to approve the financial report was made by D. Frison seconded by T. Watkins. Motion passed with a vote of 4-0.

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

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

- A. Departmental Report-Chief Kirk Noffsinger: Chief Noffsinger provided an update on the events and meetings held for the month July 2020. Chief Noffsinger noted that he did not attend the DOC and JRUG meetings because they were being held in-person. The Station Improvement project is moving forward. The new engine is almost ready and may be delivered in three weeks. The FEMA grant announcements will start Friday, August 7. The District is waiting to see if the Water Tender grant is approved. The Chief will provide the Board a list of policies that have been approved. The Chief announced that the District was not awarded a set of extrication equipment for the new Engine. The Board approved to add this item to a future Board meeting for discussion. Upon the Union's request, they were provided the last three year's of the District's audited reports. Chief Noffsinger stated that the Succession planning may not move forward. It does not look like the Waterloo Morada Board is interested in forming a JPA. Captain Ruegsegger provided the shift, training, prevention, and volunteer report.
- B. Union Report – None

(VIII.) New Business

- A. Discussion & Possible Action re: Purchase Vehicle to Replace Car 51 in an amount not to exceed \$50,000
Chief Noffsinger requested to table this item in order to gather more information. The Board agreed to discuss this item at the next Board meeting.
- B. Discussion & Possible Action re: Weist Law Firm's CalPERS Pension and UAL Assessment Analysis and Mitigation Plan
The Board directed Chief Noffsinger to consult CPA Marck Croce before the firm is invited to present at the Board meeting.

(IX.) Unfinished Business – None

(X.) Board Questions and Comments – None

(XI.) Closed Session – None

(XII.) Adjournment: Motion made by D. Frison and seconded by P. Castillou Jr. to adjourn the meeting. Vote in favor 4-0. Motion carried and so ordered at 7:39 pm.

John E. Plotz, President

Thomas G. Watkins, Vice President

David Frison, Secretary

Paul Castillou, Jr., Member

Absent

Kenneth "Kenny" Watkins III



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Board Members

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

Minutes of Board Meeting

Thursday, September 3, 2020

The meeting of the Linden–Peters Rural County Fire Protection District Board of Directors was called to order by President John E Plotz at 7:01 PM. Members present: Vice President Thomas G. Watkins, Board Secretary David Frison, Board Member Paul Castillou Jr., and Board Member Kenny Watkins III. Members Absent: None. L.P.F.D. on duty staff present: Fire Chief Kirk Noffsinger.

(I.) Call to Order.

(II.) Roll Taken

Minutes for September’s meeting were taken by Fire Chief Kirk Noffsinger.

(III.) Public Comment – None

(IV.) Minutes:

A. Discussion & Possible Action re: Regular Board Meeting Minutes- August 2020 – Approval of the August 2020 Board Minutes were tabled until October 2020’s meeting.

(V.) Financial Summary and Report

A. Monthly Financial, Current events summary for August 2020 - Presented by Fire Chief Kirk Noffsinger. Chief Noffsinger provided an update on the August 2020 Financial Reports. There was some discussion on bills for the month. The Board discussed the station improvement project and the progress of the new fire engine.

(VI.) Consent Agenda:

A. Discussion & Possible Action re: Approval of the August 2020 Monthly Financial Report and expenditures. A motion to approve the financial report was made by P. Castillou Jr. seconded by K. Watkins III. Motion passed with a vote of 5-0.

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

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

A. Departmental Report-Chief Kirk Noffsinger: Chief Noffsinger provided an update on the events and meetings held for the month August 2020. Chief Noffsinger notified the Board that the Covid-19 pandemic is still driving many of the meetings held throughout the month via zoom or other on-line platform. Covid-19 guidelines are still in effect by not allowing guests at the fire station, maintaining social distancing, and requiring full PPE while on calls, and daily temperature checks for staff. Chief Noffsinger provided an update on Succession Planning for the District. The Succession Planning Committee has not met and the Chief does not believe that Waterloo – Morada’s board is

interested in any administrative JPA's with LPE. The Chief provided the shift reports as well as the volunteer reports.

B. Union Report – None

(VIII.) New Business

A. Discussion & Possible Action re: Approval Final FY 2020-21 Budget: The Chief discussed with the board the final budget. The Chief recommended no changes and asked for the board's approval as the final budget. A motion was made by K. Watkins III to approval the final 20-21 budget. The motion was seconded by P. Castillou Jr. Vote 5-0

Items B – G were tabled following a board discussion. BM K. Watkins III did not feel comfortable approving policies that he had not reviewed and comparing them to policies that were already in place being removed. The Chief advised the board that these policies are updated and new policies that have been reviewed and agreed upon by all members of the committee, staff and union. The Chief advised the board that he would have copies of the new policies and those existing policies that are being replaced made for the board members to review before the next meeting.

B. Discussion & Possible Action re: Mission Policy

C. Discussion & Possible Action re: Firefighter Code of Ethics Policy

D. Discussion & Possible Action re: Philosophy and Goals Policy

E. Discussion & Possible Action re: 100 Fire Service Authority Policy

F. Discussion & Possible Action re: 101 Chief Executive Officer (Fire Chief) Policy

G. Discussion & Possible Action re: 103 Policy Manual

(IX.) Unfinished Business –

A. Discussion & Possible Action re: Purchase Vehicle to Replace Car 51 in an Amount Not to Exceed \$66,000.00

The Chief had asked at the last meeting to table this item to get updated information and pricing. The board discussed this request and decided that the Chief's current vehicle was still in good shape and had too low mileage to warrant replacing it. The Chief advised the board that although the miles were low the vehicle was past its useful life and should be replaced. The board agreed to deny the request and take no further action.

(X.) Board Questions and Comments – None

(XI.) Closed Session – None

(XII.) Adjournment: Motion made by K. Watkins III and seconded by P. Castellou Jr. to adjourn the meeting. Vote in favor 5-0. Motion carried and so ordered at 8:08 pm.

John E. Plotz, President

Thomas G. Watkins, Vice President

David Frison, Secretary

Paul Castellou, Jr., Member

Kenneth "Kenny" Watkins III

SAN JOAQUIN COUNTY AUDITOR CONTROLLER

ESTIMATED TAX REVENUE VS. BUDGET

FY 2020-FY 2021

| | FY 2020-FY 2021 LPFD Budget Estimated Tax Revenue | FY 2020-FY 2021 SJC Estimated Tax Revenue | Difference |
|--------------|--|--|---------------------|
| General Fund | \$2,465,755.00 | \$2,573,505.06 | \$107,750.06 |
| Zone 1 | \$14,469.00 | \$14,661.56 | \$192.56 |
| Total | \$2,480,224.00 | \$2,588,166.62 | \$107,942.62 |

Linden-Peters Rural County Fire Protection District
Balance Sheet
As of September 30, 2020

| | <u>Sep 30, 20</u> |
|--------------------------------------|--------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 124 · F&M CD | 101,679.19 |
| 123 · F&M Equipment Replacement F... | 136,857.72 |
| 101 · F&M Checking- General | 31,776.80 |
| 102 · F&M Zone 1 Fund | 128,729.19 |
| 104 · F&M- Capital Outlay | 923,378.76 |
| 106 · F&M- Benefits Reserve Fund | 30,029.49 |
| | <hr/> |
| Total Checking/Savings | 1352451.15 |
| | <hr/> |
| Total Current Assets | 1352451.15 |
| | <hr/> |
| TOTAL ASSETS | <u>1352451.15</u> |
| | <hr/> |
| LIABILITIES & EQUITY | 0.00 |

10/07/20

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

| | <u>Sep 20</u> |
|--------------------------------------|-------------------------|
| Chinchiolo Fruit Company | 1,190.00 |
| Fire Recovery USA, LLC Trust Acco... | 2,307.20 |
| Linden County W.D. | 783.19 |
| State of California | <u>11,846.28</u> |
| TOTAL | <u>16,126.67</u> |

10/07/20

Linden-Peters Rural County Fire Protection District

Expenses by Vendor Summary

September 2020

| | <u>Sep 20</u> |
|-------------------------------------|-------------------------|
| Albert Paper Company | 355.47 |
| Amazon | 277.85 |
| BG Agri | 53.48 |
| Blue Cross of California | 84.75 |
| Butte Therapy Systems | 11.00 |
| California Waste Recovery Systems | 291.00 |
| Card Services | 946.54 |
| Cintas | 292.12 |
| Clutch & Brake Xchange, Inc. | 90.36 |
| Comcast | 406.13 |
| Denise Moore | 245.78 |
| E.F. Kludt & Sons | 637.01 |
| F & M Bank | 85.80 |
| Foothill Copier Service | 125.00 |
| Interstate Truck Center | 62.99 |
| Jacob Reed | 1,966.75 |
| Jim Avansino | 994.14 |
| Ken Snyder Jr. | 245.78 |
| Kirk Noffsinger | 75.00 |
| L.N. Curtis & Sons | 200.09 |
| Lawson Products, Inc. | 33.22 |
| Lee Owing Jr. | 994.14 |
| Linden County Water District | 388.07 |
| Lodi Uniform | 60.62 |
| Mid Valley Agricultural Service | 0.00 |
| Mike Verdon | 150.00 |
| Pacific Gas & Electric | 1,882.14 |
| PERS Health Benefits Division | 20,294.72 |
| Plus IT, Inc. | 1,719.20 |
| Premier Access Dental | 1,504.39 |
| Public Employees' Retirement System | 30,504.34 |
| Rinaldi's Market | 29.31 |
| Safeguard Business Systems | 132.54 |
| San Joaquin EMS Agency | 32.00 |
| Small Business Benefit Plan Trust | 215.20 |
| The Fire Store | 252.83 |
| Vic Solari | 994.14 |
| Zylstra Auto & Hardware | 226.09 |
| TOTAL | <u>66,859.99</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 | | | |
| 450-6 · Interest - CD | 0.00 | 1,500.00 | -1,500.00 |
| 450-5 · Interest -Equipment Replace F... | 13.91 | 30.00 | -16.09 |
| 410 · Property Tax Current Secured | 1,190.00 | 2,200,000.00 | -2,198,810.00 |
| 410-1 · Property Tax See- Z1 | 87.23 | 13,260.00 | -13,172.77 |
| 415 · Property Tax Curr Unsecured | 0.00 | 180,000.00 | -180,000.00 |
| 415-1 · Property Tax Unsecured - Z1 | 3.19 | 816.00 | -812.81 |
| 420 · SB813 Supplemental | 0.00 | 40,000.00 | -40,000.00 |
| 420-1 · SB813 - Z1 | 168.94 | 153.00 | 15.94 |
| 425 · Prior Years | 0.00 | 500.00 | -500.00 |
| 425-1 · Prior Tax - ZZ1 | 0.60 | 31.00 | -30.40 |
| 450 · Interest - Checking | 0.48 | 5.00 | -4.52 |
| 450-1 · Interest - Z1 | 13.10 | 76.00 | -62.90 |
| 450-2 · Interest - Benefits Reserve | 3.05 | 70.00 | -66.95 |
| 450-3 · Interest - CO | 0.00 | 150.00 | -150.00 |
| 450-4 · Interest - General Fund | 237.49 | 2,000.00 | -1,762.51 |
| 460 · State - Hmownrs Prop Tax Relief | 0.00 | 10,000.00 | -10,000.00 |
| 460-1 · State - Hmownrs Prop Tax | 0.00 | 133.00 | -133.00 |
| 465 · Fire Prevention Service | 757.00 | 15,000.00 | -14,243.00 |
| 475 · Strike Team Reimbursement | 11,846.28 | 0.00 | 11,846.28 |
| 480 · LCWD Fuel Reimbursement | 1,089.85 | 5,500.00 | -4,410.15 |
| 492-3 · Service Fees | 2,696.80 | 6,000.00 | -3,303.20 |
| 495 · Miscellaneous | 15.00 | 5,000.00 | -4,985.00 |
| Total Income | 18,122.92 | 2,480,224.00 | -2,462,101.08 |
| Expense | | | |
| 500 · Personnel | | | |
| 514 · Salaries - Strike Team Overtime | 128,181.19 | 0.00 | 128,181.19 |
| 510 · Salaries - Regular | 298,050.40 | 1,150,000.00 | -851,949.60 |

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

| | <u>Jul '20 - Jun 21</u> | <u>Budget</u> | <u>\$ Over Budget</u> |
|--|-------------------------|---------------------|-----------------------|
| 512 · Salaries - Overtime | 18,771.06 | 110,000.00 | -91,228.94 |
| 513 · Salaries - FLSA | 6,892.38 | 26,000.00 | -19,107.62 |
| 515 · Salaries - Extra Help | 10,155.00 | 22,000.00 | -11,845.00 |
| 517 · Salaries - Holiday | 0.00 | 68,000.00 | -68,000.00 |
| 518 · Salaries - Volunteers | 3,375.00 | 18,000.00 | -14,625.00 |
| 519 · Educational Incentive | 2,342.48 | 10,000.00 | -7,657.52 |
| 521 · Retirement | 255,455.43 | 430,000.00 | -174,544.57 |
| 525 · Social Security | 953.25 | 2,000.00 | -1,046.75 |
| 527 · Social Security - Medicare | 6,181.89 | 18,000.00 | -11,818.11 |
| 530 · Insurance- Medical | 68,846.14 | 200,000.00 | -131,153.86 |
| 531 · Insurance- Medical (retirees) | 17,304.21 | 58,000.00 | -40,695.79 |
| 532 · Insurance- Dental | 2,882.58 | 12,000.00 | -9,117.42 |
| 533 · Insurance - Vision | 482.44 | 2,100.00 | -1,617.56 |
| 534 · Insurance -Life | 251.85 | 850.00 | -598.15 |
| 535 · Insurance- Worker's comp | 57,752.00 | 105,000.00 | -47,248.00 |
| 536 · Director's Fees | 1,575.00 | 6,000.00 | -4,425.00 |
| Total 500 · Personnel | <u>879,452.30</u> | <u>2,237,950.00</u> | <u>-1,358,497.70</u> |
| 540 · Vehicle & Equipment | | | |
| 542 · Fuel, Lube, & Oil | 5,638.55 | 22,000.00 | -16,361.45 |
| 543 · Tires | 1,966.75 | 2,500.00 | -533.25 |
| 544 · Parts/Supplies | 1,387.84 | 10,000.00 | -8,612.16 |
| 545 · Maintenance & Repair | 3,247.25 | 20,000.00 | -16,752.75 |
| 547 · Radios | 7,179.41 | 10,500.00 | -3,320.59 |
| 549 · SCBA | 0.00 | 1,000.00 | -1,000.00 |
| 550-4 · Small Tools & Equipment | 662.85 | 1,500.00 | -837.15 |
| 551 · Medical equip, supplies, oxygen | 111.06 | 3,000.00 | -2,888.94 |
| 552 · Ladder Purchase/ Maintenance | 0.00 | 600.00 | -600.00 |
| Total 540 · Vehicle & Equipment | <u>20,193.71</u> | <u>71,100.00</u> | <u>-50,906.29</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> |
|---|-------------------------|---------------|-----------------------|
| 560 · Buildings & Grounds | | | |
| 580 · Maintenance & Repair | 838.83 | 5,000.00 | -4,161.17 |
| 564 · Furniture | 440.70 | 2,000.00 | -1,559.30 |
| Total 560 · Buildings & Grounds | 1,279.53 | 7,000.00 | -5,720.47 |
| 600 · Supplies | | | |
| 602 · Computer Hardware & Software | 7,559.60 | 10,000.00 | -2,440.40 |
| 606 · Office supplies | 447.72 | 4,000.00 | -3,552.28 |
| 607 · Postage | 114.00 | 500.00 | -386.00 |
| 608 · Station Supplies | 1,680.06 | 3,800.00 | -2,119.94 |
| 612 · Towel Service & Chemicals | 780.20 | 2,600.00 | -1,819.80 |
| 613 · Clothing-uniforms | 0.00 | 2,000.00 | -2,000.00 |
| 616 · Clothing- Safety | 297.04 | 7,000.00 | -6,702.96 |
| 619 · Medical Supplies- Soft | 150.00 | | |
| 625 · Utilities- Electric/ Gas | 4,965.19 | 16,000.00 | -11,034.81 |
| 626 · Utilities- Water | 958.06 | 3,500.00 | -2,541.94 |
| 627 · Utilities- Cable TV | 797.44 | 2,600.00 | -1,802.56 |
| 630 · Utilities - Telephone/Cell/CAD | 1,561.44 | 5,400.00 | -3,838.56 |
| 631 · Utilities - Garbage | 948.95 | 3,400.00 | -2,451.05 |
| 635 · Fire Fighting Foam | 0.00 | 3,000.00 | -3,000.00 |
| Total 600 · Supplies | 20,259.70 | 63,800.00 | -43,540.30 |
| 650 · Services | | | |
| 691 · Bank Fees | 218.55 | 800.00 | -581.45 |
| 652 · Insurance/ Casul/ Eq/Bond | 0.00 | 25,000.00 | -25,000.00 |
| 655 · Annual Audit | 1,350.00 | 17,000.00 | -15,650.00 |
| 656 · S.J. Co. Tax Admin Chg | 0.00 | 40,000.00 | -40,000.00 |
| 657 · Dispatching | 3,767.95 | 12,500.00 | -8,732.05 |
| 658 · Computer Support | 3,919.19 | 9,000.00 | -5,080.81 |
| 665 · Physical Exams | 2,421.75 | 3,300.00 | -878.25 |

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

| | <u>Jul '20 - Jun 21</u> | <u>Budget</u> | <u>\$ Over Budget</u> |
|--------------------------------|---------------------------|--------------------------|---------------------------|
| 667 · Fire Prevention Bureau | 150.00 | 3,000.00 | -2,850.00 |
| 670 · Assoc. Memberships | 350.00 | 3,200.00 | -2,850.00 |
| 675 · Training | 349.89 | 13,000.00 | -12,650.11 |
| 677 · Consultant Services | 0.00 | 2,000.00 | -2,000.00 |
| 678 · Attorney Fee's | 307.50 | 5,000.00 | -4,692.50 |
| 690 · Services Contingencies | 5,951.37 | 5,000.00 | 951.37 |
| Total 650 · Services | 18,786.20 | 138,800.00 | -120,013.80 |
| 695 · Zone 1 | | | |
| 696 · Hydrant Rental | 285.00 | 1,200.00 | -915.00 |
| 697 · Fire Hose and Appliances | 200.09 | 5,000.00 | -4,799.91 |
| 698 · S.J. Co. Tax Admin Chg | 0.00 | 300.00 | -300.00 |
| 699 · Fire Hydrant Purchase | 0.00 | 7,000.00 | -7,000.00 |
| Total 695 · Zone 1 | 485.09 | 13,500.00 | -13,014.91 |
| Total Expense | 940,456.53 | 2,532,150.00 | -1,591,693.47 |
| Net Ordinary Income | -922,333.61 | -51,926.00 | -870,407.61 |
| Net Income | <u>-922,333.61</u> | <u>-51,926.00</u> | <u>-870,407.61</u> |

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

| | <u>Jul - Sep 20</u> | <u>Jul - Sep 19</u> | <u>\$ Change</u> | <u>% Change</u> |
|--|---------------------|---------------------|-------------------|-----------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 450-5 · Interest -Equipment Replace F... | 13.91 | 11.51 | 2.40 | 20.9% |
| 410 · Property Tax Current Secured | 1,190.00 | 0.00 | 1,190.00 | 100.0% |
| 410-1 · Property Tax See- Z1 | 87.23 | 0.00 | 87.23 | 100.0% |
| 415 · Property Tax Curr Unsecured | 0.00 | 3,911.42 | -3,911.42 | -100.0% |
| 415-1 · Property Tax Unsecured - Z1 | 3.19 | 15.50 | -12.31 | -79.4% |
| 420 · SB813 Supplemental | 0.00 | 21,455.16 | -21,455.16 | -100.0% |
| 420-1 · SB813 - Z1 | 168.94 | 136.20 | 32.74 | 24.0% |
| 425 · Prior Years | 0.00 | 102.96 | -102.96 | -100.0% |
| 425-1 · Prior Tax - ZZ1 | 0.60 | 0.65 | -0.05 | -7.7% |
| 450 · Interest - Checking | 0.48 | 0.54 | -0.06 | -11.1% |
| 450-1 · Interest - Z1 | 13.10 | 18.69 | -5.59 | -29.9% |
| 450-2 · Interest - Benefits Reserve | 3.05 | 4.54 | -1.49 | -32.8% |
| 450-4 · Interest - General Fund | 237.49 | 611.20 | -373.71 | -61.1% |
| 465 · Fire Prevention Service | 757.00 | 5,410.50 | -4,653.50 | -86.0% |
| 475 · Strike Team Reimbursement | 11,846.28 | 0.00 | 11,846.28 | 100.0% |
| 480 · LCWD Fuel Reimbursement | 1,089.85 | 1,553.66 | -463.81 | -29.9% |
| 492-3 · Service Fees | 2,696.80 | 1,162.51 | 1,534.29 | 132.0% |
| 495 · Miscellaneous | 15.00 | 2,199.49 | -2,184.49 | -99.3% |
| Total Income | 18,122.92 | 36,594.53 | -18,471.61 | -50.5% |
| Expense | | | | |
| 500 · Personnel | | | | |
| 514 · Salaries - Strike Team Overtime | 128,181.19 | 12,447.33 | 115,733.86 | 929.8% |
| 510 · Salaries - Regular | 298,050.40 | 248,196.53 | 49,853.87 | 20.1% |
| 512 · Salaries - Overtime | 18,771.06 | 18,119.39 | 651.67 | 3.6% |
| 513 · Salaries - FLSA | 6,892.38 | 5,721.48 | 1,170.90 | 20.5% |
| 515 · Salaries - Extra Help | 10,155.00 | 11,625.00 | -1,470.00 | -12.7% |
| 517 · Salaries - Holiday | 0.00 | 0.00 | 0.00 | 0.0% |

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

| | <u>Jul - Sep 20</u> | <u>Jul - Sep 19</u> | <u>\$ Change</u> | <u>% Change</u> |
|--|---------------------|---------------------|-------------------|-----------------|
| 518 · Salaries - Volunteers | 2,300.00 | 1,970.00 | 330.00 | 16.8% |
| 519 · Educational Incentive | 2,342.48 | 2,007.84 | 334.64 | 16.7% |
| 521 · Retirement | 242,571.32 | 195,104.50 | 47,466.82 | 24.3% |
| 525 · Social Security | 886.60 | 905.67 | -19.07 | -2.1% |
| 527 · Social Security - Medicare | 6,166.31 | 3,889.42 | 2,276.89 | 58.5% |
| 530 · Insurance- Medical | 47,862.67 | 49,474.83 | -1,612.16 | -3.3% |
| 531 · Insurance- Medical (retirees) | 12,979.94 | 16,127.50 | -3,147.56 | -19.5% |
| 532 · Insurance- Dental | 1,191.74 | 2,980.29 | -1,788.55 | -60.0% |
| 533 · Insurance - Vision | 482.44 | 506.70 | -24.26 | -4.8% |
| 534 · Insurance -Life | 251.85 | 199.65 | 52.20 | 26.2% |
| 535 · Insurance- Worker's comp | 28,876.00 | 21,840.00 | 7,036.00 | 32.2% |
| 536 · Director's Fees | 1,200.00 | 1,000.00 | 200.00 | 20.0% |
| Total 500 · Personnel | <u>809,161.38</u> | <u>592,116.13</u> | <u>217,045.25</u> | <u>36.7%</u> |
| 540 · Vehicle & Equipment | | | | |
| 542 · Fuel, Lube, & Oil | 4,992.33 | 5,530.40 | -538.07 | -9.7% |
| 543 · Tires | 1,966.75 | 109.99 | 1,856.76 | 1,688.1% |
| 544 · Parts/Supplies | 1,187.42 | 2,260.34 | -1,072.92 | -47.5% |
| 545 · Maintenance & Repair | 3,247.25 | 10,741.76 | -7,494.51 | -69.8% |
| 547 · Radios | 7,134.12 | 207.59 | 6,926.53 | 3,336.6% |
| 550-4 · Small Tools & Equipment | 256.53 | 362.06 | -105.53 | -29.2% |
| 551 · Medical equip, supplies, oxygen | 100.06 | 1,203.48 | -1,103.42 | -91.7% |
| Total 540 · Vehicle & Equipment | <u>18,884.46</u> | <u>20,415.62</u> | <u>-1,531.16</u> | <u>-7.5%</u> |
| 560 · Buildings & Grounds | | | | |
| 580 · Maintenance & Repair | 494.71 | 3,991.00 | -3,496.29 | -87.6% |
| 564 · Furniture | 440.70 | 237.58 | 203.12 | 85.5% |
| Total 560 · Buildings & Grounds | <u>935.41</u> | <u>4,228.58</u> | <u>-3,293.17</u> | <u>-77.9%</u> |

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

| | <u>Jul - Sep 20</u> | <u>Jul - Sep 19</u> | <u>\$ Change</u> | <u>% Change</u> |
|--------------------------------------|---------------------|---------------------|------------------|-----------------|
| 600 · Supplies | | | | |
| 602 · Computer Hardware & Software | 7,559.60 | 3,726.80 | 3,832.80 | 102.8% |
| 606 · Office supplies | 447.72 | 1,083.09 | -635.37 | -58.7% |
| 607 · Postage | 1.80 | 1.70 | 0.10 | 5.9% |
| 608 · Station Supplies | 1,393.42 | 599.62 | 793.80 | 132.4% |
| 612 · Towel Service & Chemicals | 580.60 | 722.92 | -142.32 | -19.7% |
| 616 · Clothing- Safety | 297.04 | 278.93 | 18.11 | 6.5% |
| 617 · Clothing- Boots | 0.00 | 224.04 | -224.04 | -100.0% |
| 619 · Medical Supplies- Soft | 150.00 | 0.00 | 150.00 | 100.0% |
| 625 · Utilities- Electric/ Gas | 4,965.19 | 5,123.81 | -158.62 | -3.1% |
| 626 · Utilities- Water | 958.06 | 886.96 | 71.10 | 8.0% |
| 627 · Utilities- Cable TV | 601.78 | 551.10 | 50.68 | 9.2% |
| 630 · Utilities - Telephone/Cell/CAD | 1,250.56 | 1,335.52 | -84.96 | -6.4% |
| 631 · Utilities - Garbage | 948.95 | 844.84 | 104.11 | 12.3% |
| Total 600 · Supplies | 19,154.72 | 15,379.33 | 3,775.39 | 24.6% |
| 650 · Services | | | | |
| 691 · Bank Fees | 218.55 | 199.95 | 18.60 | 9.3% |
| 655 · Annual Audit | 1,350.00 | 1,250.00 | 100.00 | 8.0% |
| 657 · Dispatching | 2,545.38 | 3,094.93 | -549.55 | -17.8% |
| 658 · Computer Support | 3,919.19 | 0.00 | 3,919.19 | 100.0% |
| 665 · Physical Exams | 2,421.75 | 88.00 | 2,333.75 | 2,652.0% |
| 667 · Fire Prevention Bureau | 150.00 | 509.60 | -359.60 | -70.6% |
| 670 · Assoc. Memberships | 350.00 | 150.00 | 200.00 | 133.3% |
| 675 · Training | 349.89 | 0.00 | 349.89 | 100.0% |
| 678 · Attorney Fee's | 307.50 | 0.00 | 307.50 | 100.0% |
| 690 · Services Contingencies | 5,672.98 | 969.05 | 4,703.93 | 485.4% |
| Total 650 · Services | 17,285.24 | 6,261.53 | 11,023.71 | 176.1% |
| 695 · Zone 1 | | | | |

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

| | <u>Jul - Sep 20</u> | <u>Jul - Sep 19</u> | <u>\$ Change</u> | <u>% Change</u> |
|--------------------------------|---------------------------|---------------------------|---------------------------|----------------------|
| 696 · Hydrant Rental | 285.00 | 285.00 | 0.00 | 0.0% |
| 697 · Fire Hose and Appliances | 200.09 | 1,964.51 | -1,764.42 | -89.8% |
| Total 695 · Zone 1 | <u>485.09</u> | <u>2,249.51</u> | <u>-1,764.42</u> | <u>-78.4%</u> |
| Total Expense | <u>865,906.30</u> | <u>640,650.70</u> | <u>225,255.60</u> | <u>35.2%</u> |
| Net Ordinary Income | <u>-847,783.38</u> | <u>-604,056.17</u> | <u>-243,727.21</u> | <u>-40.4%</u> |
| Net Income | <u><u>-847,783.38</u></u> | <u><u>-604,056.17</u></u> | <u><u>-243,727.21</u></u> | <u><u>-40.4%</u></u> |



LINDEN – PETERS FIRE DISTRICT

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

Board Members

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

LINDEN – PETERS FIRE DEPARTMENT MONTHLY BOARD REPORT

October 7, 2020

FINANCIAL SUMMARY AND REPORT:

For the month ending September 30, 2020

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

CURRENT EVENT SUMMARIES, REPORTS, AND/OR CORRESPONDENCE:

- **Meetings for the month**
 - 9/1 FDAC Education Committee Meeting
 - 9/2 SJC Fire Chiefs Meeting
 - 9/3 LPE Board Meeting
 - 9/16 JRUG Meeting
 - 9/21 SJC Approval Authority Meeting
 - **Correspondence/Events:**
 - Strike Team Deployments – 9/10-9/12 Fork Fire; 9/12 North Complex West Zone Fire.
 - 9/9 – Onsite Financial Audit for FY 2019-FY 2020
 - **Current Projects/Updates**
 - Station Improvement Project – Awaiting bids on the project.
 - Engine 51 – Delivered on 9/17/2020.
 - Water Tender 52 – FEMA grant was not approved. This is an Agenda item for discussion.
 - Promotion – Captain Jacob Reed promoted to Captain II.
-

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

Activities for the Month of September

- Responded to 15 calls for service
- Ordered Radio Antennas for XTS 2500 Radios
- Submitted EMT Renewal to SJCEMSA for M. Garcia
- Ordered a Demo Wildland Hose Pack for Review before Purchase
- Sprayed Weeds

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

Activities for the Month- September

- Responded to 18 Calls for Service
- Contacted Overhead Door repaired roll up door.
- Completed Inspection for Sambado Packing main office.

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

Activities for the Month- September

- Responded to 27 Calls for Service
- Ordered batter powered PPV for new Engine 51.
- Repaired on PASS device for Engine 53.
- Diesel Performance completed repairs on Engine 51 including temp gauge, tire rotation, and engine service.
- Diesel Performance completed a tire rotation and break adjustment on Engine 52.

DEPARTMENT FIRE PREVENTION REPORT:

- Three permits have been issued and inspections postponed due to COVID-19. Self inspection forms were sent out to low risk businesses. Some permits were extended through December 31, 2020.
- Projects: Foothill Landfill Solar and Morada Produce.
- Project Completed: Northern Interior Wine Building

On Duty Training

| | |
|------------------------|--|
| Fire Scene Ops: | Lead Line Deployment |
| EMS: | Pediatric Emergencies |
| LPE Policy: | Multiple Lexipol Policy/Procedure Review |
| SJCEMS Policy: | #5500 BLS Treatment Protocols |
| Other: | NFPA 1500 Respiratory Protection |

Volunteer Firefighter Training

- Cancelled due to COVID-19

FIRE VOLUNTEERS, FIRE CADETS, AND VOLUNTEER FIREFIGHTERS ASSOCIATION

Volunteer Personnel: During the month of September Volunteer Firefighter Parker Whitaker worked as Summer Help. Parker Whitaker's last shift as Summer Help is scheduled for October 9.

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

Correspondence: None.

Events: None.

Donations made by the Association: None.

INCIDENT AND COVERAGE REPORT:

| LINDEN - PETERS FIRE DISTRICT | | | | MONTH - YEAR: Sep-20 | |
|-----------------------------------|--------------|---------------|-----------------|------------------------|-----------------|
| INCIDENT TYPE | NO. | POSTED | CANCELED | PAID STAFF | |
| STRUCTURE FIRE | 3 | | 2 | 102 B. RUEGSEGGER | 3 |
| VEGETATION FIRE | 5 | | 1 | 106 M. MOJALLI | 3 |
| VEHICLE FIRE | 3 | | | 108 J. REED | |
| FIRE OTHER | 4 | | | 105 J. GOINS | |
| EMS CALL | 26 | 3 | 3 | 107 K. DAHLENBURG | 1 |
| MVA | 12 | | 5 | 110 R. RUEGSEGGER | 3 |
| RESCUE CALL | | | | 111 T. WATSON | |
| HAZARDOUS CONDITION | | | | 118 M. GARCIA | |
| SERVICE CALL (NON EMERGENCY) | 1 | | | 119 M. VERDON | |
| GOOD INTENT CALLS | 1 | | 1 | 120 B. WRIGHT | 1 |
| FALSE ALARMS | 2 | | 2 | 122 D. DENNIS | 1 |
| WEATHER / DISASTER | | | | 123 J. DAVIS | |
| SPECIAL INCIDENTS/OTHER | 3 | 2 | 1 | | |
| TOTAL FOR THE MONTH: | 60 | | | TOTAL: | 12 |
| TOTAL FOR THE YEAR: | 599 | | | VOLUNTEER STAFF | STA COV. |
| PREVIOUS YEAR COMPARISON | | Diff | % | 117 G. SCHAEDE (VFF) | 5 |
| MONTH: | 82 | -22 | -37% | 128 D. STEINKAMP (VFF) | |
| YEAR: | 745 | -146 | -24% | 148 M. WINSTON (VFF) | |
| | | | | 152 P. WHITAKER (VFF) | 2 |
| | | | | 130 B. Carr (VFF) | 3 |
| DAY CALLS (8AM - 5PM): | 33 | | | TOTAL: | 10 |
| NIGHT CALLS (5PM - 8AM): | 27 | | | | |
| CALLS PER SHIFT | | | | | |
| A: | 15 | | | | |
| B: | 18 | | | | |
| C: | 27 | | | | |
| AUTOMATIC AID | | | | | |
| | GIVEN | POSTED | CANCELED | RECEIVED | |
| WATERLOO MORADA (WMR) | 5 | | 4 | 2 | |
| MOKELUMNE (MKE) | 4 | | 3 | 8 | |
| CLEMENTS (CLE) | | | | 1 | |
| FARMINGTON (FAR) | 1 | | 1 | 1 | |
| COLLEGEVILLE (CVG) | | | | | |
| STOCKTON (STO) | | | | | |
| MONTEZUMA (ZUM) | | | | | |
| LODI (LOD) | | | | | |
| WOODBIDGE (WOO) | 1 | | | | |
| LIBERTY (LIB) | | | | | |
| ESCALON (ESL) | | | | | |
| RIPON (RIP) | | | | | |
| CALAVERAS CONSOLIDATED | | | | 1 | |
| CalFire (TCU) | 2 | | | | |
| OES, XSJ, EOC, SQF, VNC, BEU, MMU | | | | | |
| TOTAL: | 13 | 0 | 8 | 13 | |

San Joaquin County Joint Fire Investigation Unit

2020 Linden-Peters Fire Investigator Activity

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

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

*Red = In District investigation, not a county FIU callout

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

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

February -Stockton – Commercial warehouse. BW off duty.

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

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

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

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

May - Mokelumne – Greenhouse fire. BW off duty.

June - Woodbridge – Structure fire, BW on duty.

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

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

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

August – No Activity to report.

September – Pending report due to Strike Teams.

Subject: Weist Law Firm CalPERS Pension Mitigation Plan

Page 1 of 1

ACTION ITEM: **WEIST LAW FIRM CALPERS PENSION
MITIGATION PLAN**

LEAD STAFF: **KIRK NOFFSINGER
FIRE CHIEF**

BUDGET: **UNKNOWN**

DISCUSSION:

The District has an unfunded retirement liability expense that is increasing annually. The Weist Law Firm contacted the District to discuss how they can assist with the District's increasing unfunded liability debt.

ACTION:

Weist Law Firm staff will provide a presentation to the Board regarding their services and how they can help to decrease the District's unfunded liability debt.

Subject: Purchase of Water Tender

Page 1 of 1

ACTION ITEM: PURCHASE OF WATER TENDER**LEAD STAFF: KIRK NOFFSINGER
FIRE CHIEF****BUDGET: UNKNOWN****DISCUSSION:**

The District applied for a FEMA Grant to replace Water Tender 52. Grant awards have been announced and the District was not awarded a grant to purchase a new Water Tender. Water Tender 52 has reached it's life expectancy and needs to be replaced.

ACTION:

Staff requests the Board to discuss options on replacing the Water Tender.

Subject: Purchase of Battery Operated Extrication Equipment

Page 1 of 1

ACTION ITEM: **PURCHASE OF BATTERY OPERATED EXTRICATION EQUIPMENT FOR NEW ENGINE 51**

LEAD STAFF: **KIRK NOFFSINGER
FIRE CHIEF**

BUDGET: **\$50,000 Appoximate**

DISCUSSION:

The District applied for a California Office of Traffic Safety grant for a set of extrication equipment for new Engine 51. The grant was not awarded to the District. There is a need to purchase a new set of extrication equipment for Engine 51.

ACTION:

Staff requests approval to purchase a new set of extrication equipment in an approximate amount of \$50,000.00.

Linden-Peters Rural County Fire Protection District

Policy Manual

MISSION

Be prepared, prevent harm, respond to the needs of the public, survive and be nice. (Agency Mission statement)

Linden-Peters Rural County Fire Protection District

Policy Manual

FIREFIGHTER CODE OF ETHICS

As a firefighter and member of the Linden-Peters Rural County Fire Protection District, my fundamental duty is to serve the community; to safeguard and preserve life and property against the elements of fire and disaster; and maintain a proficiency in the art and science of fire engineering.

I will uphold the standards of my profession, continually search for new and improved methods and share my knowledge and skills with my contemporaries and successors.

I will not allow personal feelings, nor danger to self, deter me from my responsibilities as a firefighter.

I will at all times, respect the property and rights of all men and women, the laws of my community and my country, and the chosen way of life of my fellow citizens.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the fire service. I will never use my official position to obtain advantages or favors for myself, my friends or family.

I will constantly strive to achieve the objectives and ideals, dedicating myself to my chosen profession—saving of life, fire prevention and fire suppression.

As a member of the Linden-Peters Rural County Fire Protection District, I accept this self-imposed and self-enforced obligation as my responsibility.

Linden-Peters Rural County Fire Protection District

Policy Manual

PHILOSOPHY AND GOALS

Motto

Mission, Team, Self

Values:

Courage, Honor, Valor, and Education

Fire Service Authority

100.1 PURPOSE AND SCOPE

Best Practice

This policy describes the legal authority of the Department and the individual members.

100.2 POLICY

Best Practice

It is the policy of the Linden-Peters Rural County Fire Protection District to limit its members to only exercise the authority granted to them by law.

While the Linden-Peters Rural County Fire Protection District recognizes the authority of members granted to them, members are encouraged to use sound discretion in the exercise of their authority, and this department does not tolerate abuse of authority.

100.3 ORGANIZATIONAL POWERS

Best Practice **MODIFIED**

This department is authorized to perform the following:

- (a) Fire code enforcement
- (b) Fire suppression
- (c) Investigation of individuals suspected of starting fires
- (d) Provision of Emergency Medical Services (EMS)

100.4 FIREFIGHTER POWERS

State

Firefighters are sworn members of this department and have the following authority:

- (a) Participate in a wide range of emergency and rescue activities, including EMS, extrication and heavy rescue
- (b) Perform fire suppression duties, including the suppression of structural, aircraft, wildland and other types of fires
- (c) Investigate causes of fires
- (d) Collect and preserve evidence when a fire is of a suspicious origin
- (e) Possess peace officer status when serving as a fire investigator or Fire Marshal (Penal Code § 830.37)
- (f) Perform specialty services, including hazardous materials response, technical rescue, water rescue and additional services as authorized by the Fire Chief
- (g) Provide fire code enforcement inspection and plan review services
- (h) Provide public education and fire prevention activities and services

Linden-Peters Rural County Fire Protection District

Policy Manual

Fire Service Authority

100.5 CONSTITUTIONAL REQUIREMENTS

Federal

When exercising their authority, members shall observe and comply with every person's clearly established rights under the United States and California Constitutions.

100.6 SUPERVISORY AUTHORITY

Best Practice **MODIFIED**

A senior officer may relieve a member under his/her command from duty when, in his/her judgment, an offense committed is sufficiently serious to warrant immediate action. A report of such action shall be made immediately through the appropriate channels to the Fire Chief, followed by written documentation of the charges, in accordance with department procedures. All such processes shall comply with established rules, regulations and applicable collective bargaining agreements.

Chief Executive Officer (Fire Chief)

101.1 PURPOSE AND SCOPE

This policy identifies the education, experience or certifications desired for the Fire Chief.

101.2 POLICY

It is the policy of the Linden-Peters Rural County Fire Protection District to have a highly qualified Chief Executive Officer (Fire Chief).

101.3 CHIEF EXECUTIVE OFFICER (FIRE CHIEF)

Higher-level college degrees in public or business management, completion of the National Fire Academy Executive Fire Officer (EFO) and the Center for Public Safety Excellence Chief Fire Officer (CFO) programs as well as experience in chief officer positions enhance the professional credibility of candidates for the rank of Fire Chief.

101.4 CERTIFIED FIRE CHIEF

The Peer Assessment for Chief Executive (PACE IV) certification established by the OSFM is a desired qualification. Certified Fire Chief status may be achieved through the California Office of the State Fire Marshal (OSFM) by acquiring a PACE IV certification, holding a chief officer rank for a minimum of one year and completing the application process described in the training manual. The certification requirements are described in the State Fire Training Procedures Manual.

Policy Manual

103.1 PURPOSE AND SCOPE

Best Practice

The Policy Manual of the Linden-Peters Rural County Fire Protection District is hereby established and shall be referred to as the “Policy Manual.” The Policy Manual is a statement of the current policies, rules, and guidelines of this department. All department members are expected to conform to the provisions of this Policy Manual. All prior and existing policies, manuals, orders, and regulations that are in conflict with this Policy Manual are revoked, except to the extent that portions of the existing policies, manuals, orders, and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this Policy Manual.

103.2 POLICY

Best Practice

Except where otherwise expressly stated, the provisions of this Policy Manual shall be considered guidelines. It is recognized that fire and rescue work is not always predictable, and circumstances may arise that warrant departure from these guidelines.

It is intended that the provisions of this manual be viewed using an objective standard, taking into consideration the sound discretion entrusted to the members of this department under the circumstances reasonably available at the time of any incident.

103.2.1 DISCLAIMER

Best Practice

The provisions contained in the Policy Manual are not intended to create an employment contract, nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Linden-Peters Rural County Fire Protection District and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the District, its officials, or members. Violations of any provision of any policy contained within this manual shall only form the basis for administrative action, training, or discipline. The Linden-Peters Rural County Fire Protection District reserves the right to revise any policy content, in whole or in part.

103.2.2 SEVERABILITY

Best Practice MODIFIED

In the event that any term or provision of this Policy Manual is declared illegal, invalid, or unenforceable by any court or any federal or state government agency, the remaining terms and provisions that are not affected shall remain in full force and effect. If any provision of the Policy Manual is found to be in conflict with a local, state, or federal law, or collective bargaining agreement, such law, or collective bargaining agreement shall take precedence over that provision of the Policy Manual.

In the event that any of the terms or provisions of the Policy Manual are determined to conflict with any portion of a collective bargaining agreement, the Department will seek to resolve the conflict.

Policy Manual

103.3 RESPONSIBILITIES

Best Practice

The responsibility for the contents of this Policy Manual rests with the Fire Chief. Since it is not practical for the Fire Chief to prepare and maintain the Policy Manual, the following delegations have been made:

103.3.1 FIRE CHIEF

Discretionary **MODIFIED**

Pursuant to the authority vested in the Fire Chief by the board of directors, he/she shall be considered the ultimate authority for the provisions of this manual and shall continue to issue, as needed, directives that shall modify those provisions of the manual to which they pertain. Any directive so issued shall remain in effect until such time as they may be permanently incorporated into the manual.

103.3.2 POLICY COMMITTEE

Discretionary **MODIFIED**

The Policy Committee shall consist of the following:

- Fire Chief
- Training Captain
- Union Representative
- Administrative Assistant
- One additional member

Policy Committee shall review all recommendations regarding proposed changes to the manual and make recommendations to the Fire Chief on final manual changes.

103.3.3 OTHER PERSONNEL

Discretionary

Any member suggesting revision of the contents of the Policy Manual shall forward the suggestion through the chain of command, in writing, to his/her Captain.

103.4 FORMATTING CONVENTIONS FOR THE POLICY MANUAL

Best Practice

The purpose of this section is to provide examples of abbreviations and definitions used in this manual.

103.4.1 ACCEPTABLE ABBREVIATIONS

Discretionary

The following abbreviations are acceptable substitutions in the manual:

- Policy Manual sections may be abbreviated as “Section 106.4” or “§ 106.4.”

Linden-Peters Rural County Fire Protection District

Policy Manual

Policy Manual

103.4.2 DEFINITIONS

Best Practice **MODIFIED**

The following words and terms shall have these assigned meanings, unless it is apparent from the content that they have a different meaning:

Acting Fire Chief - A person's temporary appointment to the position of Chief Officer.

Acting Position - A temporary position at a higher classification occupied for a specific period of time by any member so designated.

Active Duty - That period of time during which a member shall be at a designated place of assignment.

Administrative Office - Office of the Fire Chief.

Adult - Any person 18 years of age or older.

Alarm - A notification to Fire Department units to initiate a response.

Apparatus - Automotive vehicles with a specific firefighting function, designed in accordance with NFPA #1901 Standards, used to carry firefighting personnel and equipment.

Chain of Command - Relationship of responsibility and authority, as shown on organizational chart.

Civilian - Members and volunteers who are not sworn employees.

Communications - Interchange of correspondence or message; verbal or written.

Company - Engine and/or Truck company members under the command of a Company Officer, assigned to a station with apparatus.

Company Inspection - An inspection by fire company(ies) of an occupancy or premises for the purpose of code enforcement.

Company Officer - Any officer in command of a company and their assigned quarters.

Department - The District of Linden-Peters Rural Fire Protection District.

District - The District of Linden-Peters Rural Fire Protection District.

Detail - One or more members given a routine or special assignment.

Division - A major subdivision of the Fire Department with specific responsibilities.

Division Commander - Classification of rank. A Chief Officer assigned as administrative head over a division of the Fire Department.

Drill - A practical simulation of an actual firefighting situation.

Employee - Any person employed by the Department.

Equipment - All articles used by the department, other than apparatus, quarters, and expendable supplies.

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Fire Captain: Classification of rank. Officer-In-Charge, May serve as Shift Training Officer, and/or Company Officer.

Fire Chief - Classification of rank. Chief administrative officer of the department.

Fire Code - The 2019 edition of the International Fire Code as adopted by the State of California and the incorporated California amendments (Health and Safety Code § 18928).

Fire Department Staff - Fire Chief, Assistant Fire Chief, Executive Secretary of the Fire Department.

Fire Investigator - A department member assigned the collateral duties of fire investigation.

Fire Lieutenant - Classification of rank. Designated Driver Engineer. May serve as Officer-In-Charge, May serve as Shift Training Officer, and/or Company Officer.

Fire Prevention Officer: A department member assigned the duties and responsibilities of fire prevention.

Firefighter/Engineer - Classification of rank. Operates fire apparatus and performs general fire department duties under the supervision of a company officer.

Firefighter/Sworn, appointed, or elected - Those members, regardless of rank, who perform fire suppression duties as part of their primary duties as sworn, appointed, or elected members of the Linden-Peters Rural County Fire Protection District.

Fireground: Operational area at a fire under command of an incident commander; the place where firefighting operations are being conducted.

First Due - The Company that is normally to arrive first on an alarm.

First-In-Officer - The first Fire Department officer to arrive at the scene of an emergency.

Goal - A general statement of aim and direction which establishes the overall mission for an organization.

Immediate Family - The immediate family is defined in the employee Memorandum of Understanding MOU (Employee Contract)

Incident Commander - The member who is in charge and has the responsibilities of an emergency incident that the fire department is involved in.

Incident Command System - The Incident Command System (ICS) has been developed and approved by the Linden – Peters Fire Department. ICS is a standardized organization and management system utilized in the handling of emergency incidents.

Leave of Absence - A granted leave from the Fire Department (with or without pay) within the guidelines of the department.

Manual - The Linden-Peters Rural County Fire Protection District Policy Manual.

May - Indicates a permissive, discretionary, or conditional action.

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Member - Any person employed or appointed by the Linden-Peters Rural County Fire Protection District, including:

- Full- and part-time employees
- Sworn, appointed, or elected firefighters
- Volunteer firefighters
- Civilian employees
- Civilian volunteers

Memo - A method of written communication utilizing a transitory notice issued for the guidance and information of members of the department.

Memorandum of Understanding (M.O.U.) - Agreement between representatives of executive management of the Fire District and the representatives of appropriate employee organizations concerning hours, wages, and working conditions of members of the Linden - Peters Fire Department.

Meritorious Act - One that is worthy of commendation or possesses merit and is deserving of reward or recognition.

Objective - A specific statement of desired achievement and/or performance which is directly measurable in scope and time factor.

Officer-In-Charge - An individual in charge of the fire suppression forces assigned to a fire station.

Officers - Officers of the Fire Department. Order of rank: Fire Chief, Assistant Fire Chief, Fire Captain, Fire Lieutenant.

On-duty - Member status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Oral Reprimand - An official oral notification by the department manager to the employee that there is cause for dissatisfaction with his/her performance, and that further disciplinary measures may be taken, if not corrected.

Order - A written or verbal instruction issued by a superior.

Pre-Fire Plan - A plan of operations containing current strategic information and procedures for fire suppression operations in a given occupancy or complex.

Pre-Fire Plan Inspection - An inspection made by Fire Department members to study potential firefighting and rescue problems at a given occupancy and to formulate a pre-fire plan.

Quarters - Any department building or place wherein members or companies are assigned.

Rank - The job classification title held by a firefighter.

Senior - Rank (first), length of service in rank (second), length of service in department (third).

Seniority - Measured by continuous length of service in the department.

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Senior Officer - One who has served longer in the same office position than another, or one who has achieved a higher rank.

Shall or will - Indicates a mandatory action.

Shift - A period of twenty-four (24) consecutive hours commencing at 0800 and ending at 0800 the following day;

OR

One of the three (3) groups of assigned twenty-four (24) hour personnel which are on duty on a rotational basis.

OR

One of five (5) overlapping eight (8) hour duty periods to which Administrative Staff are assigned.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Special Duty - When a member is assigned to perform a particular service of a non-routine nature, when regularly on-duty.

Special Notice - A transitory notice issued by the Fire Chief or other authoritative source for the guidance and information of members of the department.

Subordinates - A member who stands in order of rank below another.

Superior - A member who stands in rank above another.

Supervisor - A person in a position of authority regarding hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other department members, directing the work of other members, or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

The term "supervisor" may also include any person (e.g., firefighter-in-charge, lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank, or compensation.

Truck - A piece of aerial apparatus equipped with ground ladders and standard ladder company equipment.

Written Reprimand - An official notification in writing by the Department Manager to the employee that there is cause for dissatisfaction with his/her performance, and that further disciplinary measures may be taken, if not corrected.

103.5 DISTRIBUTION OF THE POLICY MANUAL

Best Practice **MODIFIED**

Copies of the Policy Manual shall be distributed to the following:

- Fire Chief

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- Administration Office
- Fire Station

An electronic version of the Policy Manual will be made available on the department network for access by all employees. The electronic version will be limited to viewing and printing specific chapters or sections. No changes shall be made to the electronic version without authorization from the Fire Chief or the authorized designee.

103.6 POLICY MANUAL ACCEPTANCE

Best Practice

As a condition of employment, all members are required to read and obtain necessary clarification of this Policy Manual. All are required to sign a statement of receipt acknowledging that they have received a copy or have been provided access to the Policy Manual and understand that they are responsible to read and become familiar with its content.

103.7 REVISIONS TO POLICIES

Best Practice

All members are responsible for keeping abreast of all Policy Manual revisions. All changes to the Policy Manual will be posted on the department Intranet.

The Training Captain will forward notice of revisions to the Policy Manual as needed to all personnel via electronic mail. Each member shall acknowledge receipt by return email, review the revisions, and seek clarification as needed.

Each supervisor/manager will ensure that members under his/her command are aware of any Policy Manual revisions.