



# LINDEN – PETERS FIRE DISTRICT

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[lpfd@sjgov.org](mailto:lpfd@sjgov.org)  
Kirk Noffsinger, Fire Chief

## Board Members

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

## AGENDA

### BOARD OF DIRECTORS MEETING

7:00 P.M. Thursday, December 3, 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"><li>• John E. Plotz, Board President</li><li>• Thomas G. Watkins Board Vice President</li><li>• David Frison, Board Secretary</li><li>• Paul Castellou Jr., Board Member</li><li>• Kenneth Watkins III, Board Member</li></ul> <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 &amp; Possible Action re: Regular Board Meeting Minutes – November 2020</p> <p>(V.) FINANCIAL SUMMARY AND REPORT</p> <p>A. Monthly Financial Current Events Summary for November 2020 – Fire Chief Kirk Noffsinger (Treasurer)</p> <p>(VI.) CONSENT AGENDA</p> <p>A. Discussion &amp; Possible Action re: Approval of the November 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 &amp; Possible Action re: 102 Oath of Office Policy</p> <p>B. Discussion &amp; Possible Action re: 200 Organizational Structure Policy</p> <p>C. Discussion &amp; Possible Action re: 208 Minimum Staffing Levels</p> | <p>D. Discussion &amp; Possible Action re: 306 Response Time Standards Policy</p> <p>(IX.) UNFINISHED BUSINESS –</p> <p>A. Discussion &amp; Possible Action re: F&amp;M Bank CalPERS Liability Loan Financing Options</p> <p>(X.) BOARD QUESTIONS AND COMMENTS</p> <p>(XI.) CLOSED SESSION – NONE</p> <p>(XII.) ADJOURNMENT</p> <p style="text-align: center;"><u>CURRENTLY THE NEXT SCHEDULED REGULAR BOARD MEETING</u><br/><b>January 7 @ 7:00PM</b></p> <p style="text-align: center;">Agenda Posted: November 30 @ or before 4:00 PM</p> <hr/> <p><u>SIGNED ORIGINAL ON FILE</u><br/>DAVID FRISON, BOARD SECRETARY</p> |
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## Linden-Peters Rural County Fire Protection District

12/03/20

## Balance Sheet

Accrual Basis

As of November 30, 2020

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	<u>Nov 30, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
101 · F&M Checking- General	4,671.67
102 · F&M Zone 1 Fund	128,647.28
104 · F&M- Capital Outlay	646,260.25
106 · F&M- Benefits Reserve Fund	30,032.54
123 · F&M Equipment Replacement F...	141,299.23
124 · F&M CD	101,679.19
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<b>Total Checking/Savings</b>	1052590.16
	<hr/>
<b>Total Current Assets</b>	1052590.16
	<hr/>
<b>TOTAL ASSETS</b>	<b>1052590.16</b>
	<hr/> <hr/>
<b>LIABILITIES &amp; EQUITY</b>	0.00

12/03/20

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

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	<u>Nov 20</u>
Allen Victor	405.00
EDHFD-Refund	1,750.00
Linden County W.D.	242.24
State of California	<u>35.50</u>
<b>TOTAL</b>	<b><u><u>2,432.74</u></u></b>

12/03/20

Linden-Peters Rural County Fire Protection District  
**Expenses by Vendor Summary**  
November 2020

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	<u>Nov 20</u>
A-1 Saw & Mower, Inc.	301.95
Albert Paper Company	700.59
Blue Cross of California	90.75
Butte Therapy Systems	22.00
California Waste Recovery Systems	291.00
Card Services	2,660.91
Cintas	99.80
Comcast	210.68
Denise Moore	245.78
E.F. Kludt & Sons	1,299.13
Frontier Communications	100.85
HI-TECH E.V.S., Inc.	100.03
James Goins	42.65
Jim Avansino	994.14
Joint Radio Users Group	1,258.85
Ken Snyder Jr.	245.78
Kirk Noffsinger	75.00
Lee Owing Jr.	994.14
Linden County Water District	391.15
Motorola Inc.	1,414.93
Pacific Gas & Electric	1,276.35
PERS Health Benefits Division	21,063.43
Premier Access Dental	1,728.63
Public Employees' Retirement System	26,674.24
R & C Pest Control	80.00
San Joaquin EMS Agency	358.00
Small Business Benefit Plan Trust	240.70
Vic Solari	994.14
<b>TOTAL</b>	<b><u><u>63,955.60</u></u></b>

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

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
410-1 · Property Tax See- Z1	87.23	13,260.00	-13,172.77
410 · Property Tax Current Secured	80,205.81	2,200,000.00	-2,119,794.19
415-1 · Property Tax Unsecured - Z1	3.19	816.00	-812.81
415 · Property Tax Curr Unsecured	0.00	180,000.00	-180,000.00
420-1 · SB813 - Z1	168.94	153.00	15.94
420 · SB813 Supplemental	28,270.72	40,000.00	-11,729.28
425-1 · Prior Tax - ZZ1	0.60	31.00	-30.40
425 · Prior Years	101.53	500.00	-398.47
440-1 · Interest Income-48901 SJC Acct	1,008.09		
450-1 · Interest - Z1	26.19	76.00	-49.81
450-2 · Interest - Benefits Reserve	6.10	70.00	-63.90
450-3 · Interest - CO	0.00	150.00	-150.00
450-4 · Interest - General Fund	364.87	2,000.00	-1,635.13
450-5 · Interest -Equipment Replace F...	27.92	30.00	-2.08
450-6 · Interest - CD	0.00	1,500.00	-1,500.00
450 · Interest - Checking	0.94	5.00	-4.06
460-1 · State - Hmownrs Prop Tax	0.00	133.00	-133.00
460 · State - Hmownrs Prop Tax Relief	0.00	10,000.00	-10,000.00
465 · Fire Prevention Service	3,119.72	15,000.00	-11,880.28
475 · Strike Team Reimbursement	11,846.28	0.00	11,846.28
480 · LCWD Fuel Reimbursement	1,332.09	5,500.00	-4,167.91
492-3 · Service Fees	2,696.80	6,000.00	-3,303.20
495 · Miscellaneous	6,100.50	5,000.00	1,100.50
<b>Total Income</b>	<b>135,367.52</b>	<b>2,480,224.00</b>	<b>-2,344,856.48</b>
<b>Expense</b>			
500 · Personnel			
510 · Salaries - Regular	473,464.58	1,150,000.00	-676,535.42

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

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>512 · Salaries - Overtime</b>	21,876.77	110,000.00	-88,123.23
<b>513 · Salaries - FLSA</b>	10,974.36	26,000.00	-15,025.64
<b>514 · Salaries - Strike Team Overtime</b>	195,793.00	0.00	195,793.00
<b>515 · Salaries - Extra Help</b>	11,595.00	22,000.00	-10,405.00
<b>517 · Salaries - Holiday</b>	0.00	68,000.00	-68,000.00
<b>518 · Salaries - Volunteers</b>	3,450.00	18,000.00	-14,550.00
<b>519 · Educational Incentive</b>	3,681.04	10,000.00	-6,318.96
<b>521 · Retirement</b>	291,704.10	430,000.00	-138,295.90
<b>525 · Social Security</b>	1,055.55	2,000.00	-944.45
<b>527 · Social Security - Medicare</b>	9,493.25	18,000.00	-8,506.75
<b>530 · Insurance- Medical</b>	104,619.55	200,000.00	-95,380.45
<b>531 · Insurance- Medical (retirees)</b>	25,952.75	58,000.00	-32,047.25
<b>532 · Insurance- Dental</b>	5,041.11	12,000.00	-6,958.89
<b>533 · Insurance - Vision</b>	853.48	2,100.00	-1,246.52
<b>534 · Insurance -Life</b>	427.35	850.00	-422.65
<b>535 · Insurance- Worker's comp</b>	57,752.00	105,000.00	-47,248.00
<b>536 · Director's Fees</b>	2,350.00	6,000.00	-3,650.00
<b>Total 500 · Personnel</b>	<u>1,220,083.89</u>	<u>2,237,950.00</u>	<u>-1,017,866.11</u>
<b>540 · Vehicle &amp; Equipment</b>			
<b>542 · Fuel, Lube, &amp; Oil</b>	8,620.09	22,000.00	-13,379.91
<b>543 · Tires</b>	5,288.35	2,500.00	2,788.35
<b>544 · Parts/Supplies</b>	3,287.84	10,000.00	-6,712.16
<b>545 · Maintenance &amp; Repair</b>	9,551.14	20,000.00	-10,448.86
<b>547 · Radios</b>	8,606.91	10,500.00	-1,893.09
<b>549 · SCBA</b>	0.00	1,000.00	-1,000.00
<b>550-4 · Small Tools &amp; Equipment</b>	1,190.64	1,500.00	-309.36
<b>551 · Medical equip, supplies, oxygen</b>	455.46	3,000.00	-2,544.54
<b>552 · Ladder Purchase/ Maintenance</b>	0.00	600.00	-600.00

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

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Total 540 · Vehicle &amp; Equipment</b>	37,000.43	71,100.00	-34,099.57
<b>560 · Buildings &amp; Grounds</b>			
<b>564 · Furniture</b>	440.70	2,000.00	-1,559.30
<b>580 · Maintenance &amp; Repair</b>	1,095.34	5,000.00	-3,904.66
<b>Total 560 · Buildings &amp; Grounds</b>	1,536.04	7,000.00	-5,463.96
<b>600 · Supplies</b>			
<b>602 · Computer Hardware &amp; Software</b>	7,559.60	10,000.00	-2,440.40
<b>606 · Office supplies</b>	447.72	4,000.00	-3,552.28
<b>607 · Postage</b>	114.00	500.00	-386.00
<b>608 · Station Supplies</b>	2,514.51	3,800.00	-1,285.49
<b>612 · Towel Service &amp; Chemicals</b>	1,179.40	2,600.00	-1,420.60
<b>613 · Clothing-uniforms</b>	0.00	2,000.00	-2,000.00
<b>616 · Clothing- Safety</b>	447.04	7,000.00	-6,552.96
<b>625 · Utilities- Electric/ Gas</b>	7,723.08	16,000.00	-8,276.92
<b>626 · Utilities- Water</b>	1,546.51	3,500.00	-1,953.49
<b>627 · Utilities- Cable TV</b>	797.44	2,600.00	-1,802.56
<b>630 · Utilities - Telephone/Cell/CAD</b>	2,613.75	5,400.00	-2,786.25
<b>631 · Utilities - Garbage</b>	1,530.95	3,400.00	-1,869.05
<b>635 · Fire Fighting Foam</b>	0.00	3,000.00	-3,000.00
<b>Total 600 · Supplies</b>	26,474.00	63,800.00	-37,326.00
<b>650 · Services</b>			
<b>652 · Insurance/ Casul/ Eq/Bond</b>	0.00	25,000.00	-25,000.00
<b>655 · Annual Audit</b>	1,350.00	17,000.00	-15,650.00
<b>656 · S.J. Co. Tax Admin Chg</b>	0.00	40,000.00	-40,000.00
<b>657 · Dispatching</b>	5,820.36	12,500.00	-6,679.64
<b>658 · Computer Support</b>	5,578.79	9,000.00	-3,421.21
<b>665 · Physical Exams</b>	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	2,027.89	13,000.00	-10,972.11
677 · Consultant Services	0.00	2,000.00	-2,000.00
678 · Attorney Fee's	307.50	5,000.00	-4,692.50
690 · Services Contingencies	8,612.28	5,000.00	3,612.28
691 · Bank Fees	296.05	800.00	-503.95
<b>Total 650 · Services</b>	<u>26,914.62</u>	<u>138,800.00</u>	<u>-111,885.38</u>
<b>695 · Zone 1</b>			
696 · Hydrant Rental	475.00	1,200.00	-725.00
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
<b>Total 695 · Zone 1</b>	<u>675.09</u>	<u>13,500.00</u>	<u>-12,824.91</u>
<b>Total Expense</b>	<u>1,312,684.07</u>	<u>2,532,150.00</u>	<u>-1,219,465.93</u>
<b>Net Ordinary Income</b>	<u>-1,177,316.55</u>	<u>-51,926.00</u>	<u>-1,125,390.55</u>
<b>Net Income</b>	<u><u>-1,177,316.55</u></u>	<u><u>-51,926.00</u></u>	<u><u>-1,125,390.55</u></u>



8:27 AM

12/03/20

Cash Basis

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

	<u>Jul - Nov 20</u>	<u>Jul - Nov 19</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
410-1 · Property Tax See- Z1	87.23	0.00	87.23	100.0%
410 · Property Tax Current Secured	80,205.81	0.00	80,205.81	100.0%
415-1 · Property Tax Unsecured - Z1	3.19	15.50	-12.31	-79.4%
415 · Property Tax Curr Unsecured	0.00	4,061.37	-4,061.37	-100.0%
420-1 · SB813 - Z1	168.94	136.20	32.74	24.0%
420 · SB813 Supplemental	28,270.72	21,455.16	6,815.56	31.8%
425-1 · Prior Tax - ZZ1	0.60	0.65	-0.05	-7.7%
425 · Prior Years	101.53	102.96	-1.43	-1.4%
440-1 · Interest Income-48901 SJC Acct	1,008.09	0.00	1,008.09	100.0%
450-1 · Interest - Z1	26.19	24.91	1.28	5.1%
450-2 · Interest - Benefits Reserve	6.10	6.07	0.03	0.5%
450-4 · Interest - General Fund	364.87	804.85	-439.98	-54.7%
450-5 · Interest -Equipment Replace F...	27.92	15.39	12.53	81.4%
450 · Interest - Checking	0.94	0.76	0.18	23.7%
465 · Fire Prevention Service	3,119.72	7,944.69	-4,824.97	-60.7%
475 · Strike Team Reimbursement	11,846.28	0.00	11,846.28	100.0%
480 · LCWD Fuel Reimbursement	1,332.09	2,282.92	-950.83	-41.7%
492-3 · Service Fees	2,696.80	3,406.57	-709.77	-20.8%
495 · Miscellaneous	6,100.50	3,153.29	2,947.21	93.5%
<b>Total Income</b>	<b>135,367.52</b>	<b>43,411.29</b>	<b>91,956.23</b>	<b>211.8%</b>
<b>Expense</b>				
<b>500 · Personnel</b>				
510 · Salaries - Regular	473,464.58	454,511.77	18,952.81	4.2%
512 · Salaries - Overtime	21,876.77	31,779.05	-9,902.28	-31.2%
513 · Salaries - FLSA	10,974.36	10,489.38	484.98	4.6%
514 · Salaries - Strike Team Overtime	195,793.00	52,408.67	143,384.33	273.6%
515 · Salaries - Extra Help	11,595.00	20,925.00	-9,330.00	-44.6%

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

	<u>Jul - Nov 20</u>	<u>Jul - Nov 19</u>	<u>\$ Change</u>	<u>% Change</u>
<b>517 · Salaries - Holiday</b>	0.00	5,443.20	-5,443.20	-100.0%
<b>518 · Salaries - Volunteers</b>	3,450.00	2,536.17	913.83	36.0%
<b>519 · Educational Incentive</b>	3,681.04	3,681.04	0.00	0.0%
<b>521 · Retirement</b>	291,704.10	235,291.80	56,412.30	24.0%
<b>525 · Social Security</b>	1,055.55	1,514.51	-458.96	-30.3%
<b>527 · Social Security - Medicare</b>	9,493.25	7,587.95	1,905.30	25.1%
<b>530 · Insurance- Medical</b>	82,679.92	81,318.59	1,361.33	1.7%
<b>531 · Insurance- Medical (retirees)</b>	21,628.48	26,277.54	-4,649.06	-17.7%
<b>532 · Insurance- Dental</b>	5,041.11	4,711.67	329.44	7.0%
<b>533 · Insurance - Vision</b>	853.48	830.20	23.28	2.8%
<b>534 · Insurance -Life</b>	427.35	344.40	82.95	24.1%
<b>535 · Insurance- Worker's comp</b>	57,752.00	43,680.00	14,072.00	32.2%
<b>536 · Director's Fees</b>	1,975.00	1,600.00	375.00	23.4%
<b>Total 500 · Personnel</b>	1,193,444.99	984,930.94	208,514.05	21.2%
<b>540 · Vehicle &amp; Equipment</b>				
<b>542 · Fuel, Lube, &amp; Oil</b>	8,620.09	9,008.63	-388.54	-4.3%
<b>543 · Tires</b>	1,966.75	109.99	1,856.76	1,688.1%
<b>544 · Parts/Supplies</b>	3,287.84	2,516.80	771.04	30.6%
<b>545 · Maintenance &amp; Repair</b>	9,551.14	22,354.49	-12,803.35	-57.3%
<b>547 · Radios</b>	8,606.91	1,856.75	6,750.16	363.6%
<b>550-4 · Small Tools &amp; Equipment</b>	1,190.64	581.69	608.95	104.7%
<b>551 · Medical equip, supplies, oxygen</b>	455.46	1,781.01	-1,325.55	-74.4%
<b>Total 540 · Vehicle &amp; Equipment</b>	33,678.83	38,209.36	-4,530.53	-11.9%
<b>560 · Buildings &amp; Grounds</b>				
<b>564 · Furniture</b>	440.70	237.58	203.12	85.5%
<b>580 · Maintenance &amp; Repair</b>	1,095.34	6,265.43	-5,170.09	-82.5%

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

	<u>Jul - Nov 20</u>	<u>Jul - Nov 19</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Total 560 · Buildings &amp; Grounds</b>	1,536.04	6,503.01	-4,966.97	-76.4%
<b>600 · Supplies</b>				
602 · Computer Hardware & Software	7,559.60	3,726.80	3,832.80	102.8%
606 · Office supplies	447.72	1,940.50	-1,492.78	-76.9%
607 · Postage	114.00	15.70	98.30	626.1%
608 · Station Supplies	2,514.51	1,261.57	1,252.94	99.3%
612 · Towel Service & Chemicals	1,079.60	1,107.56	-27.96	-2.5%
616 · Clothing- Safety	447.04	319.64	127.40	39.9%
617 · Clothing- Boots	0.00	374.04	-374.04	-100.0%
625 · Utilities- Electric/ Gas	7,723.08	7,770.49	-47.41	-0.6%
626 · Utilities- Water	1,546.51	1,471.56	74.95	5.1%
627 · Utilities- Cable TV	797.44	938.81	-141.37	-15.1%
630 · Utilities - Telephone/Cell/CAD	2,538.75	2,125.36	413.39	19.5%
631 · Utilities - Garbage	1,530.95	1,407.62	123.33	8.8%
<b>Total 600 · Supplies</b>	26,299.20	22,459.65	3,839.55	17.1%
<b>650 · Services</b>				
655 · Annual Audit	1,350.00	1,250.00	100.00	8.0%
657 · Dispatching	5,820.36	4,229.71	1,590.65	37.6%
658 · Computer Support	5,578.79	107.61	5,471.18	5,084.3%
665 · Physical Exams	2,421.75	1,748.00	673.75	38.5%
667 · Fire Prevention Bureau	150.00	813.92	-663.92	-81.6%
670 · Assoc. Memberships	350.00	785.00	-435.00	-55.4%
675 · Training	1,367.89	1,156.00	211.89	18.3%
678 · Attorney Fee's	307.50	0.00	307.50	100.0%
690 · Services Contingencies	8,612.28	1,812.45	6,799.83	375.2%
691 · Bank Fees	296.05	390.20	-94.15	-24.1%
<b>Total 650 · Services</b>	26,254.62	12,292.89	13,961.73	113.6%

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

	<u>Jul - Nov 20</u>	<u>Jul - Nov 19</u>	<u>\$ Change</u>	<u>% Change</u>
<b>695 · Zone 1</b>				
<b>696 · Hydrant Rental</b>	475.00	475.00	0.00	0.0%
<b>697 · Fire Hose and Appliances</b>	200.09	2,294.54	-2,094.45	-91.3%
<b>Total 695 · Zone 1</b>	<u>675.09</u>	<u>2,769.54</u>	<u>-2,094.45</u>	<u>-75.6%</u>
<b>Total Expense</b>	<u>1,281,888.77</u>	<u>1,067,165.39</u>	<u>214,723.38</u>	<u>20.1%</u>
<b>Net Ordinary Income</b>	<u>-1,146,521.25</u>	<u>-1,023,754.10</u>	<u>-122,767.15</u>	<u>-12.0%</u>
<b>Net Income</b>	<u><u>-1,146,521.25</u></u>	<u><u>-1,023,754.10</u></u>	<u><u>-122,767.15</u></u>	<u><u>-12.0%</u></u>

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## Oath of Office

### 102.1 PURPOSE AND SCOPE

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

### 102.2 OATH OF OFFICE

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

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

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

## Attachments

## LPFD Oath Of Office 2020.pdf



# LINDEN – PETERS FIRE DISTRICT

17725 E. Hwy 26, Linden, CA 95236  
Phone: 209.887.3710 Fax: 209.887.2821  
[info@lindenfire.org](mailto:info@lindenfire.org)  
[www.lindenfire.org](http://www.lindenfire.org)  
**Kirk Noffsinger, Fire Chief**

## Board Members

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

## OATH OF OFFICE

### Linden – Peters Fire Protection District

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

Employee Signed: \_\_\_\_\_

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



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## Organizational Structure

### 200.1 PURPOSE AND SCOPE

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

### 200.2 POLICY

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

### 200.3 DIVISIONS

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

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

#### 200.3.1 ADMINISTRATION DIVISION

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

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

#### 200.3.2 OPERATIONS DIVISION

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

# Linden-Peters Rural County Fire Protection District

## Policy Manual

### *Organizational Structure*

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#### 200.3.3 TRAINING DIVISION

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

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

#### 200.3.4 FIRE PREVENTION DIVISION

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

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

#### 200.3.5 MAINTENANCE DIVISION

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

The Maintenance Officer is responsible for maintaining adequate maintenance records.

### **200.4 UNITY OF COMMAND**

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

### **200.5 CHAIN OF COMMAND**

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

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

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

# Linden-Peters Rural County Fire Protection District

## Policy Manual

### *Organizational Structure*

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

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

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

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

#### **200.6 DIRECTIVES AND ORDERS**

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

#### **200.7 ALTERNATE CHANNELS OF COMMUNICATION**

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

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

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

# Linden-Peters Rural County Fire Protection District

## Policy Manual

### *Organizational Structure*

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

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

## Minimum Staffing Levels

### 208.1 PURPOSE AND SCOPE

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

### 208.2 POLICY

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

## Attachments

## LPE MOU 2019-2021.pdf

## Response Time Standards

### 306.1 PURPOSE AND SCOPE

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

#### 306.1.1 DEFINITIONS

Definitions related to this policy include:

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

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

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

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

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

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

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

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

### 306.2 POLICY

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

### 306.3 PERFORMANCE GOALS

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

Performance goals include:

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



## *Response Time Standards*

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(g)

### **306.4 EVALUATIONS**

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

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Chief Noffsinger,

I hope you are doing well and had a good Thanksgiving.

Just wanted to touch base with you to see if you and the board have had further discussions about the unfunded liability.

We are currently refunding the UAL for three other fire districts and the interest rates that we are seeing very attractive, significantly below what we model in the presentation, around 3.60-3.70% for 15-year term 4.00% for 20 year term, which would generate even more attractive savings for the District.

Let me know if you would like to discuss.

Thank you very much.

**Dmitry Semenov**  
**Principal**



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California Municipal Advisors LLC  
(916) 257-5789  
[dsemenov@calmuniadvisors.com](mailto:dsemenov@calmuniadvisors.com)  
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---

**From:** Kirk Noffsinger <[knoffsinger@lindenfire.org](mailto:knoffsinger@lindenfire.org)>  
**Sent:** Tuesday, October 13, 2020 12:52 PM  
**To:** [Dmitry Semenov](mailto:dsemenov@calmuniadvisors.com)  
**Subject:** RE: Weist Law Firm CalPERS Pension and (UAL) Board Presentation

Good afternoon,

Thank you for the presentation. I believe that it was beneficial for the board. The board is currently looking

# F&M BANK



Revised on:  
12/2/2020

Presented  
By

**Katie Alves, V.P. Relationship Manager**  
**Twyla Brooks, V.P. Branch Manager**

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**CONFIDENTIAL**

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# F&M BANK

## EXPRESSION OF INTEREST LETTER

12/2/2020

Board of Directors  
Linden-Peters Rural County Fire Protection District  
17725 E. Highway 26  
Linden, CA. 95236

Dear Board of Directors,

Since 1916 F&M Bank has helped make banking easy for our clients. As a locally owned and operated community focused financial institution, we have a proud history of providing innovative products and services delivered with the highest possible level of customer service. We are very pleased to have the opportunity to provide this Expression of Interest letter and to show how F&M Bank can make banking easy for you.

What follows is a proposal for your banking needs. This proposal comes with our commitment to provide personalized service delivered by a relationship team, as well as direct access to F&M Bank's Senior Management at 121 West Pine St., Lodi, CA 95240.

Again, we appreciate this opportunity and look forward to working with you.

Sincerely,



Katie Alves  
V.P. Relationship Manager



Twyla Brooks  
V.P. Branch Manager

## CREDIT PROPOSAL

### Term Loan

---

**Borrower:** Linden-Peters Rural County Fire Protection District

**Type:** Term loan

**Loan Amount:** \$2,900,000 est.

**Loan Purpose:** To refinance existing unfunded pension liability.

**Collateral:** 1<sup>st</sup> Deed of Trust located at 17725 E. Highway 26 Linden, CA.

**LTV:** 100% of unfunded pension liability.

**Interest Rate:** 15 year fixed rate at 3.85%

**Loan Fee:** 50 basis points of loan amount  
*Note: Loan fee will be reduced by \$4,500 to absorb the cost of the appraisal fee.*

**Repayment:** Semi-annual principal & interest payments  
*Note: You may provide preferred payment due dates.*

---

**Amortization Period:** 15 years

**Maturity:** 15 years

**Prepayment Penalty:** 5% years 1-2, 4% years 3-4, 3% years 5-6, 2% years 7-8, 1% thereafter.

**Loan Processing Fee:** \$695.00

**Other Charges:** All third party and out-of-pocket fees, including title, legal, appraisal, environmental surveys, etc. are to be paid by borrower. Estimated Appraisal fee of \$4,500, Estimated Environmental Fee of \$450, Estimated Title/Recording Fee of \$3,500.

**Guarantor(s):** None

## OTHER CONDITIONS

### Other Conditions:

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1. Borrower to maintain depository relationship with F&M Bank to allow for loan payments to be auto-debited from.
2. The borrower shall provide annual CPA Audited Financial Statements.
3. No secondary financing permitted without prior Bank approval.
4. Debt service coverage ratio requirement of at least 1:1.10 measured annually.
5. Resolution Authorizing the Linden Peters Rural County Fire Protection District to Borrow Money and Incur Indebtedness shall be required.
6. Additional covenants & conditions may be required.





## **LINDEN – PETERS FIRE DISTRICT**

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

### **Board Members**

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

### **Resolution No. 20-03**

## **RESOLUTION AUTHORIZING THE LINDEN-PETERS RURAL COUNTY FIRE PROTECTION DISTRICT TO BORROW MONEY AND INCUR INDEBTEDNESS TO PAY CALPERS UNFUNDED LIABILITY DEBT**

**WHEREAS**, the Health and Safety Code Section 13897 permits a district to borrow money and incur indebtedness pursuant to the authority contained in Article 7 (commencing with Section 53820), Article 7.5 (commencing with Section 53840), and Article 7.7 (commencing with Section 53859), of Chapter 4 of Part 1 of Division 2 of Title 5 of the Government Code, and

**WHEREAS**, the Government Code Section 53822 states money may be borrowed on notes, tax anticipation warrants or other evidence of indebtedness on behalf of the local agency in an amount not to exceed 50 percent of the revenue from taxes for the current fiscal year or that portion of the taxes not collected at the time of borrowing, and

**WHEREAS**, the Linden-Peters Rural County Fire Protection District (the District) anticipates property tax revenues for the fiscal year 2020/2021 to be approximately 2.5 million dollars. This revenue is distributed by the County of San Joaquin Auditor Controller, and

**WHEREAS**, the District anticipates the need of no more than \$3,000,000.00 to cover expenses for the District’s Unfunded CalPERS Liability, and

**WHEREAS**, the District has offered at public sale the anticipated line of credit as described in Government Code Section 53826, and

**NOW THEREFORE, BE IT RESOLVED**, that the Linden-Peters Rural County Fire Protection District Board of Directors does hereby enter into an agreement with the Farmers and Merchants Bank of Central California for a term loan not to exceed \$3,000,000.00. Chief Kirk Noffsinger to execute bank loan documents on behalf of the Linden – Peters Fire Protection District.



**PASSED AND ADOPTED** at a meeting of the Board of Directors on this 3<sup>rd</sup> Day of December, 2020 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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**John E. Plotz**  
President, Board of Directors

**ATTEST:**

---

**Thomas G. Watkins**  
Vice President, Board of Directors

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SEAL