



# LINDEN – PETERS FIRE DISTRICT

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

## Board Members

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

## AGENDA

### BOARD OF DIRECTORS MEETING

**7:00 P.M. Thursday, April 7, 2022**

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 Castillou Jr., Board Member</li><li>• Kenneth Watkins III, Board Member</li></ul> <p>(III.) PUBLIC COMMENT –<br/>(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 – March 2022</p> <p>(V.) BOARD COMMITTEE REPORTS</p> <p>A. Succession Planning Committee Report – Board Member Paul Castillou, Jr.</p> <p>B. Finance Committee Report – Board Vice President Thomas G. Watkins</p> <p>(VI.) FINANCIAL SUMMARY AND REPORT</p> <p>A. Monthly Financial Current Events Summary for March 2022 – Fire Chief Kirk Noffsinger (Treasurer)</p> <p>(VII.) CONSENT AGENDA</p> <p>A. Discussion &amp; Possible Action re: Approval of the March 2022 Financial Report and Expenditures</p> <p>(VIII.) CURRENT EVENT SUMMARIES, REPORTS, AND/OR CORRESPONDENCE<br/>(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>(IX.) UNFINISHED BUSINESS – NONE<br/>(Public comment/input is welcome before each agenda item of Unfinished and New Business. Individual comments are limited to three minutes per individual and must pertain to the specific agenda item.)</p> <p>(X.) NEW BUSINESS –</p> <p>A. Discussion &amp; Possible Action re: Approval of the Designation of FIU Investigators as Peace Officers</p> <p>B. Discussion &amp; Possible Action re: Worker’s Compensation Insurance FASIS vs Private Agency</p> <p>(XI.) BOARD QUESTIONS AND COMMENTS</p> <p>(XII.) CLOSED SESSION - NONE</p> <p>(XIII.) ADJOURNMENT</p> <p style="text-align: center;"><u>CURRENTLY THE NEXT SCHEDULED</u><br/><u>REGULAR BOARD MEETING</u><br/><b>May 5<sup>th</sup> @ 7:00PM</b></p> <p style="text-align: center;">Agenda Posted: April 4 @ or before 4:00 PM</p> <hr/> <p style="text-align: center;"><u>SIGNED ORIGINAL ON FILE</u><br/>DAVID FRISON, BOARD SECRETARY</p> |
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Kirk Noffsinger, Fire Chief

### Board Members

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

### Minutes of Board Meeting

Thursday, March 3, 2022

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, Secretary David Frison, Board Member Paul Castellou, Jr., and Board Member Kenny Watkins III. Members Absent: None L.P.F.D. on duty staff present: Fire Chief Kirk Noffsinger, FF/Eng Martin Garcia, FF Jordan Davis, and Administrative Assistant Lorena Coose.

- (I.) Call to Order – 7:00 PM
- (II.) Roll Taken  
Meeting minutes were taken by Administrative Assistant Lorena Coose.
- (III.) Public Comment – None
- (IV.) Minutes:
  - A. Discussion & Possible Action re: Regular Board Meeting Minutes – February 2022. Board Minutes approved on motion by D. Frison, and seconded by K. Watkins III. Motion passed with a vote of 5-0.
- (V.) Board Committee Reports
  - A. Succession Planning Committee Report – Chief Noffsinger noted that there were no updates at this time.
- (VI.) Financial Summary and Report
  - A. Monthly Financial, Current events summary for February 2022 - Presented by Fire Chief Kirk Noffsinger. Board Member K. Watkins III inquired about the use of Zone 1 funds. Chief Noffsinger explained that the Certified Backflow Testing expense would be paid with Zone 1 funding. The Board directed Chief Noffsinger to provide an update regarding the PG&E bills to see what changes had resulted from the lighting project.
- (VII.) Consent Agenda:
  - A. Discussion & Possible Action re: Approval of the February 2022 Monthly Financial Reports and expenditures. A motion to approve the financial reports was made by and P. Castellou Jr. seconded by K. Watkins III. Motion passed with a vote of 5-0.
- (VIII.) Current Events Summaries, Reports, and/or Correspondence:  
Current Events for the Linden-Peters Fire District months of February 2022 was presented by Fire Chief Kirk Noffsinger.
  - A. Departmental Report-Fire Chief Kirk Noffsinger:

Chief Noffsinger provided an update on the events and meetings held for the month of February 2022. Chief Noffsinger also provided the Shift and Training Reports noting that the Linden County Water District Tank Project is completed and should be signed off next year. Chief Noffsinger noted that there is an AT&T project on Jack Tone Road. The Volunteer Association will have a booth at the Cherry Festival and is possibly looking to hold the Christmas party and Open House. The Association is considering funding a digital sign for in front of the station.

B. Union Report – None

(IX.) Unfinished Business – None

(X.) New Business

A. Discussion & Possible Action re: Approval to purchase Personal Protective Equipment for Active Shooter Incidents. A motion to approve the resolution was made by P. Castillou Jr. and seconded by K. Watkins III. Motion passed with a vote of 5-0.

(XI.) Board Questions and Comments – None

(XII.) Closed Session – None

(XIII.) Adjournment: Motion made by D. Frison and seconded by P. Castillou Jr. to adjourn the meeting. Vote in favor 5-0. Motion carried and so ordered at 7:29 pm.

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John E. Plotz, President

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Thomas G. Watkins, Vice President

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David Frison, Secretary

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Paul Castillou, Jr., Member

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Kenneth “Kenny” Watkins III

## Balance Sheet

As of March 31, 2022

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	<u>Mar 31, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
101 · F&M Checking- General	44,131.59
102 · F&M Zone 1 Fund	140,519.72
104 · F&M- Capital Outlay	1588446.51
106 · F&M- Benefits Reserve Fund	30,053.64
123 · F&M Equipment Replacement F...	311,676.07
124 · F&M CD	101,984.50
	<hr/>
<b>Total Checking/Savings</b>	2216812.03
	<hr/>
<b>Total Current Assets</b>	2216812.03
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<b>TOTAL ASSETS</b>	<b>2216812.03</b>
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<b>LIABILITIES &amp; EQUITY</b>	0.00

04/06/22

Linden-Peters Rural County Fire Protection District  
Income by Customer Summary  
March 2022

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	<u>Mar 22</u>
FASIS	19,531.00
Linden County W.D.	440.32
PizzaPlus	225.00
Prima Frutta Packing, Inc.	1,747.00
San Joaquin County	165.00
United States Treasury.	49,459.71
TOTAL	<u><u>71,568.03</u></u>

04/06/22

Linden-Peters Rural County Fire Protection District

**Expenses by Vendor Summary**

March 2022

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	<u>Mar 22</u>
Albert Paper Company	248.44
Amazon	115.32
Blue Cross of California	87.30
Brandon K. Wright	325.00
CaL Fire - State Training	840.00
California Employers Association	2,495.00
California Waste Recovery Systems	333.23
Card Services	92.80
Cintas	214.52
Comcast	466.19
E.F. Kludt & Sons	3,266.49
Frontier Communications	46.51
Health Education Services	2,219.14
HI-TECH E.V.S., Inc.	9,826.20
Interstate Truck Center	1,253.19
Jim Avansino	908.01
Joint Radio Users Group	1,371.22
Ken Snyder Jr.	232.94
Kirk Noffsinger	147.14
Lee Owning Jr.	908.01
Linden County Water District	393.51
Occu-Med, Ltd.	294.75
Pacific Gas & Electric	1,519.62
PERS Health Benefits Division	25,713.46
Premier Access Dental	1,689.39
Public Employees' Retirement System	26,780.18
R & C Pest Control	80.00
Scott's PPE Recon Inc.	1,702.67
Small Business Benefit Plan Trust	237.10
Vic Solari	908.01
Zylstra Auto & Hardware	33.39
<b>TOTAL</b>	<b><u>84,748.73</u></b>

**Linden-Peters Rural County Fire Protection District**  
**Profit & Loss Budget vs. Actual**  
**July 2021 through June 2022**

	<u>Jul '21 - Jun 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
410-1 · Property Tax See- Z1	7,781.90	14,016.25	-6,234.35
410 · Property Tax Current Secured	1,376,231.97	2,588,767.76	-1,212,535.79
415-1 · Property Tax Unsecured - Z1	732.12	711.01	21.11
415 · Property Tax Curr Unsecured	127,308.47	127,447.37	-138.90
420-1 · SB813 - Z1	328.70	475.79	-147.09
420 · SB813 Supplemental	57,595.94	84,226.84	-26,630.90
425-1 · Prior Tax - ZZ1	18.95	0.60	18.35
425 · Prior Years	3,355.44	104.07	3,251.37
440-1 · Interest Income-48901 SJC Acct	856.00	1,956.09	-1,100.09
450-1 · Interest - Z1	45.88	57.70	-11.82
450-2 · Interest - Benefits Reserve	10.00	13.45	-3.45
450-4 · Interest - General Fund	510.60	730.92	-220.32
450-5 · Interest -Equipment Replace F...	98.64	65.15	33.49
450-6 · Interest - CD	152.75	0.00	152.75
450 · Interest - Checking	4.77	2.07	2.70
460-1 · State - Hmownrs Prop Tax	52.33	88.79	-36.46
460 · State - Hmownrs Prop Tax Relief	9,098.21	15,985.45	-6,887.24
462 · Grant Income	45,478.00	0.00	45,478.00
465 · Fire Prevention Service	6,918.00	14,176.77	-7,258.77
475 · Strike Team Reimbursement	392,160.01	0.00	392,160.01
476 · Hosted Training	3,500.00		
480 · LCWD Fuel Reimbursement	3,191.93	3,308.69	-116.76
492-3 · Service Fees	3,928.99	3,282.02	646.97
495 · Miscellaneous	25,649.43	2,500.00	23,149.43
<b>Total Income</b>	<b>2,065,009.03</b>	<b>2,857,916.79</b>	<b>-792,907.76</b>
<b>Expense</b>			
500 · Personnel			

**Linden-Peters Rural County Fire Protection District**  
**Profit & Loss Budget vs. Actual**  
**July 2021 through June 2022**

	<u>Jul '21 - Jun 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>510 · Salaries - Regular</b>	880,642.97	1,180,000.00	-299,357.03
<b>512 · Salaries - Overtime</b>	115,179.41	90,000.00	25,179.41
<b>513 · Salaries - FLSA</b>	20,468.67	29,000.00	-8,531.33
<b>514 · Salaries - Strike Team Overtime</b>	215,194.97	0.00	215,194.97
<b>515 · Salaries - Extra Help</b>	0.00	22,000.00	-22,000.00
<b>517 · Salaries - Holiday</b>	70,447.68	68,000.00	2,447.68
<b>518 · Salaries - Volunteers</b>	3,135.00	9,000.00	-5,865.00
<b>519 · Educational Incentive</b>	6,692.80	9,000.00	-2,307.20
<b>521 · Retirement</b>	438,658.13	273,000.00	165,658.13
<b>525 · Social Security</b>	6,342.17	2,000.00	4,342.17
<b>527 · Social Security - Medicare</b>	17,108.82	20,000.00	-2,891.18
<b>530 · Insurance- Medical</b>	193,523.18	240,000.00	-46,476.82
<b>531 · Insurance- Medical (retirees)</b>	42,906.55	60,000.00	-17,093.45
<b>532 · Insurance- Dental</b>	8,387.31	15,000.00	-6,612.69
<b>533 · Insurance - Vision</b>	1,473.50	2,500.00	-1,026.50
<b>534 · Insurance -Life</b>	772.95	1,000.00	-227.05
<b>535 · Insurance- Worker's comp</b>	71,256.00	125,000.00	-53,744.00
<b>536 · Director's Fees</b>	3,625.00	6,000.00	-2,375.00
<b>Total 500 · Personnel</b>	<u>2,095,815.11</u>	<u>2,151,500.00</u>	<u>-55,684.89</u>
<b>540 · Vehicle &amp; Equipment</b>			
<b>542 · Fuel, Lube, &amp; Oil</b>	20,394.22	22,000.00	-1,605.78
<b>543 · Tires</b>	1,184.02	1,500.00	-315.98
<b>544 · Parts/Supplies</b>	2,723.25	9,000.00	-6,276.75
<b>545 · Maintenance &amp; Repair</b>	34,877.69	20,000.00	14,877.69
<b>547 · Radios</b>	555.91	15,000.00	-14,444.09
<b>549 · SCBA</b>	0.00	1,000.00	-1,000.00
<b>550-4 · Small Tools &amp; Equipment</b>	875.87	16,300.00	-15,424.13
<b>551 · Medical equip, supplies, oxygen</b>	4,495.89	5,000.00	-504.11
<b>552 · Ladder Purchase/ Maintenance</b>	678.45	800.00	-121.55



**Linden-Peters Rural County Fire Protection District**  
**Profit & Loss Budget vs. Actual**  
**July 2021 through June 2022**

	<u>Jul '21 - Jun 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Total 540 · Vehicle &amp; Equipment</b>	65,785.30	90,600.00	-24,814.70
<b>560 · Buildings &amp; Grounds</b>			
<b>564 · Furniture</b>	3,796.00	10,000.00	-6,204.00
<b>580 · Maintenance &amp; Repair</b>	11,150.89	12,000.00	-849.11
<b>Total 560 · Buildings &amp; Grounds</b>	14,946.89	22,000.00	-7,053.11
<b>600 · Supplies</b>			
<b>600-1 · Grant Expense-Supplies</b>	292.20	10,000.00	-9,707.80
<b>602 · Computer Hardware &amp; Software</b>	5,441.35	15,000.00	-9,558.65
<b>606 · Office supplies</b>	1,995.01	8,000.00	-6,004.99
<b>607 · Postage</b>	140.57	500.00	-359.43
<b>608 · Station Supplies</b>	4,743.40	10,000.00	-5,256.60
<b>613 · Clothing-uniforms</b>	0.00	3,000.00	-3,000.00
<b>616 · Clothing- Safety</b>	3,517.90	14,000.00	-10,482.10
<b>625 · Utilities- Electric/ Gas</b>	12,946.60	18,000.00	-5,053.40
<b>626 · Utilities- Water</b>	2,735.50	4,200.00	-1,464.50
<b>627 · Utilities- Cable TV</b>	1,596.38	2,400.00	-803.62
<b>630 · Utilities - Telephone/Cell/CAD</b>	5,284.10	4,600.00	684.10
<b>631 · Utilities - Garbage</b>	2,808.93	3,600.00	-791.07
<b>635 · Fire Fighting Foam</b>	0.00	3,000.00	-3,000.00
<b>Total 600 · Supplies</b>	41,501.94	96,300.00	-54,798.06
<b>650 · Services</b>			
<b>652 · Insurance/ Casul/ Eq/Bond</b>	6,956.00	25,000.00	-18,044.00
<b>655 · Annual Audit</b>	4,000.00	17,000.00	-13,000.00
<b>656 · S.J. Co. Tax Admin Chg</b>	23,047.50	40,000.00	-16,952.50
<b>657 · Dispatching</b>	12,361.26	16,500.00	-4,138.74
<b>658 · Computer Support</b>	1,879.30	5,000.00	-3,120.70
<b>665 · Physical Exams</b>	598.75	3,300.00	-2,701.25

**Linden-Peters Rural County Fire Protection District**  
**Profit & Loss Budget vs. Actual**  
**July 2021 through June 2022**

	<u>Jul '21 - Jun 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>667 · Fire Prevention Bureau</b>	1,672.10	3,500.00	-1,827.90
<b>670 · Assoc. Memberships</b>	3,100.00	4,000.00	-900.00
<b>674 · Training - Hosted</b>	1,960.00		
<b>675 · Training</b>	2,131.85	12,000.00	-9,868.15
<b>677 · Consultant Services</b>	1,000.00	3,000.00	-2,000.00
<b>678 · Attorney Fee's</b>	0.00	5,000.00	-5,000.00
<b>690 · Services Contingencies</b>	445.57	5,000.00	-4,554.43
<b>691 · Bank Fees</b>	565.95	1,000.00	-434.05
<b>Total 650 · Services</b>	<u>59,718.28</u>	<u>140,300.00</u>	<u>-80,581.72</u>
<b>695 · Zone 1</b>			
<b>696 · Hydrant Rental</b>	855.00	1,200.00	-345.00
<b>697 · Fire Hose and Appliances</b>	0.00	7,000.00	-7,000.00
<b>698 · S.J. Co. Tax Admin Chg</b>	132.50	300.00	-167.50
<b>699 · Fire Hydrant Purchase</b>	0.00	7,000.00	-7,000.00
<b>Total 695 · Zone 1</b>	<u>987.50</u>	<u>15,500.00</u>	<u>-14,512.50</u>
<b>Total Expense</b>	<u>2,278,755.02</u>	<u>2,516,200.00</u>	<u>-237,444.98</u>
<b>Net Ordinary Income</b>	<u>-213,745.99</u>	<u>341,716.79</u>	<u>-555,462.78</u>
<b>Net Income</b>	<u><u>-213,745.99</u></u>	<u><u>341,716.79</u></u>	<u><u>-555,462.78</u></u>

**Linden-Peters Rural County Fire Protection District**  
**FY 21-22 vs FY 20-21 Profit & Loss Prev Year Comparison**  
**July 2021 through March 2022**

	<u>Jul '21 - Mar ...</u>	<u>Jul '20 - Mar ...</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
410-1 · Property Tax See- Z1	7,781.90	7,438.20	343.70	4.6%
410 · Property Tax Current Secured	1,376,231.97	1,370,762.06	5,469.91	0.4%
415-1 · Property Tax Unsecured - Z1	732.12	711.01	21.11	3.0%
415 · Property Tax Curr Unsecured	127,308.47	124,338.90	2,969.57	2.4%
420-1 · SB813 - Z1	328.70	271.64	57.06	21.0%
420 · SB813 Supplemental	57,595.94	46,314.70	11,281.24	24.4%
425-1 · Prior Tax - ZZ1	18.95	0.60	18.35	3,058.3%
425 · Prior Years	3,355.44	101.53	3,253.91	3,204.9%
440-1 · Interest Income-48901 SJC Acct	856.00	1,760.09	-904.09	-51.4%
450-1 · Interest - Z1	45.88	57.70	-11.82	-20.5%
450-2 · Interest - Benefits Reserve	10.00	13.45	-3.45	-25.7%
450-4 · Interest - General Fund	510.60	730.92	-220.32	-30.1%
450-5 · Interest -Equipment Replace F...	98.64	65.15	33.49	51.4%
450-6 · Interest - CD	152.75	152.56	0.19	0.1%
450 · Interest - Checking	4.77	2.07	2.70	130.4%
460-1 · State - Hmownrs Prop Tax	52.33	52.23	0.10	0.2%
460 · State - Hmownrs Prop Tax Relief	9,098.21	9,173.86	-75.65	-0.8%
462 · Grant Income	45,478.00	4,300.00	41,178.00	957.6%
465 · Fire Prevention Service	6,918.00	10,455.77	-3,537.77	-33.8%
475 · Strike Team Reimbursement	392,160.01	275,669.69	116,490.32	42.3%
476 · Hosted Training	3,500.00	0.00	3,500.00	100.0%
480 · LCWD Fuel Reimbursement	3,191.93	2,966.56	225.37	7.6%
492-3 · Service Fees	3,928.99	2,892.42	1,036.57	35.8%
495 · Miscellaneous	25,649.43	45,122.60	-19,473.17	-43.2%
<b>Total Income</b>	<b>2,065,009.03</b>	<b>1,903,353.71</b>	<b>161,655.32</b>	<b>8.5%</b>
<b>Expense</b>				
500 · Personnel				

**Linden-Peters Rural County Fire Protection District**  
**FY 21-22 vs FY 20-21 Profit & Loss Prev Year Comparison**  
**July 2021 through March 2022**

	<u>Jul '21 - Mar ...</u>	<u>Jul '20 - Mar ...</u>	<u>\$ Change</u>	<u>% Change</u>
<b>510 · Salaries - Regular</b>	880,642.97	866,152.75	14,490.22	1.7%
<b>512 · Salaries - Overtime</b>	115,179.41	52,538.80	62,640.61	119.2%
<b>513 · Salaries - FLSA</b>	20,468.67	20,081.55	387.12	1.9%
<b>514 · Salaries - Strike Team Overtime</b>	215,194.97	219,854.81	-4,659.84	-2.1%
<b>515 · Salaries - Extra Help</b>	0.00	11,595.00	-11,595.00	-100.0%
<b>517 · Salaries - Holiday</b>	70,447.68	66,022.68	4,425.00	6.7%
<b>518 · Salaries - Volunteers</b>	3,135.00	4,470.00	-1,335.00	-29.9%
<b>519 · Educational Incentive</b>	6,692.80	6,692.80	0.00	0.0%
<b>521 · Retirement</b>	438,658.13	382,772.43	55,885.70	14.6%
<b>525 · Social Security</b>	6,342.17	1,118.79	5,223.38	466.9%
<b>527 · Social Security - Medicare</b>	17,108.82	16,430.75	678.07	4.1%
<b>530 · Insurance- Medical</b>	168,712.09	160,906.26	7,805.83	4.9%
<b>531 · Insurance- Medical (retirees)</b>	39,720.59	40,376.09	-655.50	-1.6%
<b>532 · Insurance- Dental</b>	8,387.31	9,188.64	-801.33	-8.7%
<b>533 · Insurance - Vision</b>	1,473.50	1,562.44	-88.94	-5.7%
<b>534 · Insurance -Life</b>	772.95	778.35	-5.40	-0.7%
<b>535 · Insurance- Worker's comp</b>	71,256.00	88,192.00	-16,936.00	-19.2%
<b>536 · Director's Fees</b>	3,250.00	3,900.00	-650.00	-16.7%
<b>Total 500 · Personnel</b>	<b>2,067,443.06</b>	<b>1,952,634.14</b>	<b>114,808.92</b>	<b>5.9%</b>
<b>540 · Vehicle &amp; Equipment</b>				
<b>542 · Fuel, Lube, &amp; Oil</b>	20,394.22	13,412.77	6,981.45	52.1%
<b>543 · Tires</b>	1,184.02	5,325.35	-4,141.33	-77.8%
<b>544 · Parts/Supplies</b>	2,723.25	9,568.39	-6,845.14	-71.5%
<b>545 · Maintenance &amp; Repair</b>	34,877.69	19,867.46	15,010.23	75.6%
<b>547 · Radios</b>	555.91	8,694.21	-8,138.30	-93.6%
<b>549 · SCBA</b>	0.00	150.00	-150.00	-100.0%
<b>550-4 · Small Tools &amp; Equipment</b>	875.87	1,988.46	-1,112.59	-56.0%
<b>551 · Medical equip, supplies, oxygen</b>	4,495.89	1,270.16	3,225.73	254.0%
<b>552 · Ladder Purchase/ Maintenance</b>	678.45	491.50	186.95	38.0%

**Linden-Peters Rural County Fire Protection District**  
**FY 21-22 vs FY 20-21 Profit & Loss Prev Year Comparison**  
**July 2021 through March 2022**

	<u>Jul '21 - Mar ...</u>	<u>Jul '20 - Mar ...</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Total 540 · Vehicle &amp; Equipment</b>	65,785.30	60,768.30	5,017.00	8.3%
<b>560 · Buildings &amp; Grounds</b>				
<b>564 · Furniture</b>	3,796.00	440.70	3,355.30	761.4%
<b>580 · Maintenance &amp; Repair</b>	11,150.89	1,476.13	9,674.76	655.4%
<b>Total 560 · Buildings &amp; Grounds</b>	14,946.89	1,916.83	13,030.06	679.8%
<b>600 · Supplies</b>				
<b>600-1 · Grant Expense-Supplies</b>	292.20	4,300.00	-4,007.80	-93.2%
<b>602 · Computer Hardware &amp; Software</b>	5,441.35	12,320.84	-6,879.49	-55.8%
<b>606 · Office supplies</b>	1,995.01	1,691.68	303.33	17.9%
<b>607 · Postage</b>	140.57	187.05	-46.48	-24.9%
<b>608 · Station Supplies</b>	4,743.40	3,363.73	1,379.67	41.0%
<b>612 · Towel Service &amp; Chemicals</b>	0.00	1,977.80	-1,977.80	-100.0%
<b>616 · Clothing- Safety</b>	3,517.90	1,280.16	2,237.74	174.8%
<b>625 · Utilities- Electric/ Gas</b>	12,946.60	12,232.80	713.80	5.8%
<b>626 · Utilities- Water</b>	2,735.50	2,707.24	28.26	1.0%
<b>627 · Utilities- Cable TV</b>	1,596.38	1,452.10	144.28	9.9%
<b>630 · Utilities - Telephone/Cell/CAD</b>	5,209.10	4,694.88	514.22	11.0%
<b>631 · Utilities - Garbage</b>	2,808.93	2,701.31	107.62	4.0%
<b>635 · Fire Fighting Foam</b>	0.00	3,097.08	-3,097.08	-100.0%
<b>Total 600 · Supplies</b>	41,426.94	52,006.67	-10,579.73	-20.3%
<b>650 · Services</b>				
<b>652 · Insurance/ Casul/ Eq/Bond</b>	6,956.00	20,836.00	-13,880.00	-66.6%
<b>655 · Annual Audit</b>	4,000.00	13,875.00	-9,875.00	-71.2%
<b>656 · S.J. Co. Tax Admin Chg</b>	23,047.50	20,030.50	3,017.00	15.1%
<b>657 · Dispatching</b>	12,361.26	10,406.81	1,954.45	18.8%
<b>658 · Computer Support</b>	1,879.30	7,475.04	-5,595.74	-74.9%
<b>665 · Physical Exams</b>	598.75	4,465.75	-3,867.00	-86.6%

**Linden-Peters Rural County Fire Protection District**  
**FY 21-22 vs FY 20-21 Profit & Loss Prev Year Comparison**  
**July 2021 through March 2022**

	<u>Jul '21 - Mar ...</u>	<u>Jul '20 - Mar ...</u>	<u>\$ Change</u>	<u>% Change</u>
<b>667 · Fire Prevention Bureau</b>	1,672.10	166.15	1,505.95	906.4%
<b>670 · Assoc. Memberships</b>	3,100.00	2,775.00	325.00	11.7%
<b>674 · Training - Hosted</b>	1,960.00	0.00	1,960.00	100.0%
<b>675 · Training</b>	2,131.85	4,217.72	-2,085.87	-49.5%
<b>677 · Consultant Services</b>	1,000.00	0.00	1,000.00	100.0%
<b>678 · Attorney Fee's</b>	0.00	307.50	-307.50	-100.0%
<b>690 · Services Contingencies</b>	445.57	15,365.03	-14,919.46	-97.1%
<b>691 · Bank Fees</b>	565.95	1,341.90	-775.95	-57.8%
<b>Total 650 · Services</b>	<u>59,718.28</u>	<u>101,262.40</u>	<u>-41,544.12</u>	<u>-41.0%</u>
<b>695 · Zone 1</b>				
<b>696 · Hydrant Rental</b>	855.00	855.00	0.00	0.0%
<b>697 · Fire Hose and Appliances</b>	0.00	5,000.00	-5,000.00	-100.0%
<b>698 · S.J. Co. Tax Admin Chg</b>	132.50	114.00	18.50	16.2%
<b>699 · Fire Hydrant Purchase</b>	0.00	930.66	-930.66	-100.0%
<b>Total 695 · Zone 1</b>	<u>987.50</u>	<u>6,899.66</u>	<u>-5,912.16</u>	<u>-85.7%</u>
<b>Total Expense</b>	<u>2,250,307.97</u>	<u>2,175,488.00</u>	<u>74,819.97</u>	<u>3.4%</u>
<b>Net Ordinary Income</b>	<u>-185,298.94</u>	<u>-272,134.29</u>	<u>86,835.35</u>	<u>31.9%</u>
<b>Net Income</b>	<u><b>-185,298.94</b></u>	<u><b>-272,134.29</b></u>	<u><b>86,835.35</b></u>	<u><b>31.9%</b></u>

# Fire Investigations

## 402.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to ensure that all fires and explosions responded to by the Linden-Peters Rural County Fire Protection District and occurring within this jurisdiction are investigated and properly documented in accordance with state and federal laws as well as national standards.

## 402.2 POLICY

Best Practice

It is the policy of the Linden-Peters Rural County Fire Protection District to promptly investigate the cause, origin, and circumstances of fires and explosions occurring in this jurisdiction that involve the loss of life or injury to a person, or the destruction of or damage to property.

## 402.3 RESPONSIBILITIES

Best Practice **MODIFIED**

The Fire Chief has overall responsibility for fire investigations. The Fire [Chief or his/her designee Marshal](#) is responsible for management of the fire investigations program. The Incident Commander (IC) of each incident is responsible for ensuring that each fire is investigated for origin and cause.

## 402.4 PRELIMINARY INVESTIGATION

Best Practice **MODIFIED**

The first-in Company Officer should conduct a preliminary investigation of each fire or explosion to identify the origin, cause, and circumstances. The Company Officer will notify the IC of the results of the preliminary investigation.

If the origin of a fire or explosion appears to be suspicious, the IC should take immediate charge of all physical evidence relating to the fire or explosion, coordinate with investigators, and contact local law enforcement.

The IC is responsible for determining when fire investigators, fire investigators with arrest authority, or sworn law enforcement investigators, from this or another agency, are appropriate to investigate an incident.

The immediate response of an appropriate [LPFD](#) investigator should be requested ([if LPFD investigator is not available the SJCFIU Team shall be requested](#)) when any of the following circumstances exist:

- (a) Major or unusual fires that exceed the investigative abilities of a Company Officer
- (b) Any fire resulting in a major injury or death

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## Policy Manual

### Fire Investigations

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- (c) Incidents involving special circumstances, such as an especially high dollar loss, extensive damage, political sensitivity, or any other circumstance deemed appropriate by the Captain
- (d) Arson and/or incendiary devices are involved, or the origin of the fire is otherwise suspicious
- (e) There has been an explosion
- (f) There is evidence or suspicion that a crime has occurred in connection with a fire or explosion
- (g) A fire has been started by a juvenile
- (h) Any illegal activity that potentially could cause a fire and/or explosion has occurred

#### 402.5 FIRE INVESTIGATORS

Best Practice **MODIFIED**

Fire investigators assigned to an incident are responsible for pursuing the investigation through its completion and providing complete written documentation.

In cases where a fire investigator reasonably believes that arson or an unlawful act may be involved in a fire, the investigator should consult with the Fire [Chief or his/her designee](#) **Marshal** and request the assistance of an investigator with arrest authority, if appropriate.

##### 402.5.1 FIRE INVESTIGATOR QUALIFICATIONS

Best Practice **MODIFIED**

Fire investigators should:

- (a) Meet the job performance requirements of the National Fire Protection Association's (NFPA) standards for fire investigators.
- (b) Complete the certification requirements of the California Office of the State Fire Marshal certification program for fire investigators.
- (c) Comply with all federal and state statutory and constitutional investigatory requirements, including limitations on searches and seizures.

#### 402.6 FIRE INVESTIGATORS WITH ARREST AUTHORITY

Best Practice

Fire investigators with arrest authority assigned to an incident are responsible for conducting a thorough investigation and providing complete written documentation.

Fire investigators who reasonably anticipate an arrest in connection with an investigation should arrange to have a law enforcement officer from a law enforcement agency with jurisdiction present. If a law enforcement officer is unavailable to assist with an arrest, investigators should consider delaying the arrest until such time that law enforcement can be present.

In situations where a fire investigator finds it necessary to arrest a suspect without the assistance of local law enforcement, the investigator should notify the local law enforcement agency that an



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arrest is being made and, if possible, arrange to have another investigator from this department present on the scene at the time of arrest.

#### 402.6.1 FIRE INVESTIGATORS WITH ARREST AUTHORITY QUALIFICATIONS

State **MODIFIED**

In addition to the general qualifications for fire investigators required by this policy, fire investigators with arrest authority shall complete the training required for peace officers as provided in Penal Code § 832.

[LPFD Fire Investigators with arrest authority shall have a Peace Officer designation letter on file.](#)

#### 402.7 DUTY FIREARMS

**Best Practice**

Fire investigators with arrest authority who are authorized to carry firearms shall also comply with the Duty Firearms and Use of Force Policy.

#### 402.8 EQUIPMENT

**Best Practice** **MODIFIED**

The fire investigator's vehicle, [if provided](#), should be stocked with the following equipment to help investigate fire cause, origin, and circumstance:

- Digital camera
- Spare batteries
- Voice recording device and spare media
- Fire investigator toolbox
- Shovels, rake, broom, and sifter
- Disposable latex evidence collection gloves
- Evidence collection markers and labels for canisters

##### 402.8.1 USE OF PROTECTIVE GEAR

**Best Practice**

Fire investigators are responsible for using personal protective equipment (PPE) and respiratory protection appropriate for the conditions present at an investigation scene.

When entering any fire scene during the fire, before or during overhaul, or when there is a chance of reignition, fire investigators shall wear full structural PPE and self-contained breathing apparatus (SCBA).

See the Respiratory Protection Program Policy and the Personal Protective Equipment Policy for additional guidance.

##### 402.8.2 LOGBOOK

**Best Practice**

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Each investigator should maintain a logbook of field training, continued professional training hours, and investigative experience. The purpose of this log is to assist in establishing the member as an expert witness in court appearances.

#### **402.9 INCIDENT REPORTS**

**Best Practice** **MODIFIED**

To ensure department incidents are documented in the National Fire Incident Reporting System (NFIRS), investigators should complete and submit a report to the Fire [Chief or his/her designee](#) **Marshal** for each investigation conducted. All areas of the report are to be filled out, and when an item is not applicable, N/A is to be placed in the box. For additional information, see the National Fire Incident Reporting System (NFIRS) Policy.

The Fire [Chief or his/her designee](#) **Marshal** is responsible for reviewing and approving the investigative reports.