West Plainfield Fire Protection District
24901 County Road 95, Davis, CA 95616 (530) 756-0212

AGENDA
BOARD OF COMMISSIONERS – REGULAR MEETING
November 17, 2026, at 7:00 PM

To be Held in Person at Lillard Hall
24905 County Road 95
Davis, CA 95616

And by Zoom: https://us06web.zoom.us/j/98831083439
One tap mobile – +16699006833,98831083439#
Dial by your location – (669) 900-6833 US (San Jose)
Meeting ID: 988 3108 3439

NOTICE - Public Comment
To ensure all voices are heard while maintaining an efficient meeting, public comment during any meeting of the West Plainfield Fire Protection District Board of Fire Commissioners is limited to **3 minutes per speaker, with a maximum of 20 minutes for each subject**. The presiding member may allow additional time per subject comment period when necessary for a full and fair proceeding.

You may also share your thoughts with the West Plainfield Fire Protection District Board of Fire Commissioners by submitting a written statement via email to clerk@westplainfieldfire.gov.

1. Call the Meeting to Order and Establish Quorum (President Lindsey)

2. Public Comment
(**NOTE**: public comment in this section is restricted to items not otherwise on the Agenda; per the Ralph M. Brown Act, Board members may briefly respond to statements made or questions posed during this section of the Agenda, but may not take action on such items other than to direct the Board Clerk to put the item on a future Agenda, as appropriate.)

3. Old Business - **NONE**

4. New Business

    a. Discussion / Action – Standing Committee – Reports and Minutes

        i. Lillard Hall Committee – **Roos**, Eoff

            1. Hall Financial and Rental Reports **(Pgs 3 - 7)**

    b. Discussion / Action – Adopt Revised Policies (Chief Stiles)

        i. Recruitment and Selection of Fire Suppression Personnel (Policy 1000) **(Pgs 8 - 13)**

ii. Assignments and Promotions (Policy 1002) **(Pgs 14 - 16)**

5. Fire Chief's Report (Chief Stiles)
   a. Incidents for October 2026 **(Pgs 17 - 27)**
   b. Staffing Updates
   c. Grant Updates
   d. Miscellaneous
6. Assistant Chief's Report (AC Beoshanz)
7. Fire Fighter's Association Report (President Lee)
8. Board Clerk's Report (Clerk Rita)
   a. Informational
      i. Trial Balance – FYE 2026 – Period 12 – Not Closed **(Pg 28)**
      ii. Trial Balance – FYE 2027 – Period 4 – Not Closed **(Pg 29)**
      iii. FYE 2027 Deposits to Date **(Pg 30)**
   b. Discussion / Action – West Plainfield Fire Protection District Bill Review / Payment Ratification **(Pg 31)**
   c. Discussion / Action – Approve October 20, 2026, Board Meeting Minutes **(Pgs 32 - 35)**
9. Open Forum
   (**NOTE**: per the Ralph M. Brown Act, Board members may briefly respond to statements made or questions posed during this section of the Agenda but may not act on such items other than to direct the Board Clerk to put the item on a future Agenda, as appropriate.)
10. Next Regular Board Meeting on December 15, 2026, Unless Another Date is Agreed Upon
11. Meeting Adjourned (President Lindsey)

LILLARD HALL REPORT - RENTALS - FYE 2027

Event Date	Event Description	Rent Due	Rent Amt Due	Rent Date Paid	SD Due	SD Amt Due	Date SD Paid	Date SD Refunded	SD Refund Amt	Ins Cert Required	Addt'l Ins Required	Date Cert Provided	Guard Required	Date Contract Provided	Alcohol Served	Date ABC License Provided	Servers	Date Certificate Provided
07/01/26	Dog Training	Paid	100	06/25/26	Paid	200	Pre 2025	N / A	N / A	Yes	No	04/20/26	No	N / A	No	N / A	N / A	N / A
07/02/26	Dog Training	Paid	100	06/25/26	Paid	200	Pre 2025	N / A	N / A	Yes	No	04/20/26	No	N / A	No	N / A	N / A	N / A
07/07/26	Dog Training	Paid	100	06/25/26	Paid	200	Pre 2025	N / A	N / A	Yes	No	04/20/26	No	N / A	No	N / A	N / A	N / A
07/08/26	Dog Training	Paid	100	06/25/26	Paid	200	Pre 2025	N / A	N / A	Yes	No	04/20/26	No	N / A	No	N / A	N / A	N / A
07/09/26	Dog Training	Paid	100	06/25/26	Paid	200	Pre 2025	N / A	N / A	Yes	No	04/20/26	No	N / A	No	N / A	N / A	N / A
07/28/26	Dog Training	Paid	100	06/25/26	Paid	200	Pre 2025	N / A	N / A	Yes	No	07/16/26	No	N / A	No	N / A	N / A	N / A
08/11/26	4H Meeting	W'vd	-	-	W'vd	-	-	-	-	Yes	No	09/03/26	No	N / A	No	N / A	N / A	N / A
08/12/26	Dog Training	Paid	100	07/28/26	Paid	200	Pre 2025	N / A	N / A	Yes	No	07/16/26	No	N / A	No	N / A	N / A	N / A
08/13/26	Dog Training	Paid	100	07/28/26	Paid	200	Pre 2025	N / A	N / A	Yes	No	07/16/26	No	N / A	No	N / A	N / A	N / A
08/25/26	Dog Training	Paid	100	07/28/26	Paid	200	Pre 2025	N / A	N / A	Yes	No	07/16/26	No	N / A	No	N / A	N / A	N / A
08/26/26	Dog Training	Paid	100	07/28/26	Paid	200	Pre 2025	N / A	N / A	Yes	No	07/16/26	No	N / A	No	N / A	N / A	N / A
08/27/26	Dog Training	Paid	100	07/28/26	Paid	200	Pre 2025	N / A	N / A	Yes	No	07/16/26	No	N / A	No	N / A	N / A	N / A
09/08/26	4H Meeting	W'vd	-	-	W'vd	-	-	-	-	Yes	No	09/03/26	No	N / A	No	N / A	N / A	N / A
09/09/26	Dog Training	Yes	100	08/26/26	Paid	200	Pre 2025	N / A	N / A	Yes	No	07/16/26	No	N / A	No	N / A	N / A	N / A
09/10/26	Dog Training	Yes	100	08/26/26	Paid	200	Pre 2025	N / A	N / A	Yes	No	07/16/26	No	N / A	No	N / A	N / A	N / A
09/16/26	Dog Training	Yes	100	08/26/26	Paid	200	Pre 2025	N / A	N / A	Yes	No	07/16/26	No	N / A	No	N / A	N / A	N / A
09/17/26	Dog Training	Yes	100	08/26/26	Paid	200	Pre 2025	N / A	N / A	Yes	No	07/16/26	No	N / A	No	N / A	N / A	N / A
09/24/26	Dog Training	Yes	100	08/26/26	Paid	200	Pre 2025	N / A	N / A	Yes	No	07/16/26	No	N / A	No	N / A	N / A	N / A
09/30/26	Dog Training	Yes	100	08/26/26	Paid	200	Pre 2025	N / A	N / A	Yes	No	07/16/26	No	N / A	No	N / A	N / A	N / A
10/01/26	Dog Training	Yes	100	09/30/26	Paid	200	Pre 2025	N / A	N / A	Yes	No	07/16/26	No	N / A	No	N / A	N / A	N / A
10/13/26	4H Meeting	W'vd	-	-	W'vd	-	-	-	-	Yes	No	09/03/26	No	N / A	No	N / A	N / A	N / A
10/14/26	Dog Training	Yes	100	09/30/26	Paid	200	Pre 2025	N / A	N / A	Yes	No	07/16/26	No	N / A	No	N / A	N / A	N / A
10/15/26	Dog Training	Yes	100	09/30/26	Paid	200	Pre 2025	N / A	N / A	Yes	No	07/16/26	No	N / A	No	N / A	N / A	N / A
10/25/26	4H Meeting	W'vd	-	-	W'vd	-	-	-	-	Yes	No	09/03/26	No	N / A	No	N / A	N / A	N / A
10/27/26	Dog Training	Yes	100	09/30/26	Paid	200	Pre 2025	-	-	Yes	No	07/16/26	No	N / A	No	N / A	N / A	N / A
10/28/26	Dog Training	Yes	100	09/30/26	Paid	200	Pre 2025	-	-	Yes	No	07/16/26	No	N / A	No	N / A	N / A	N / A
11/10/26	4H Meeting	W'vd	-	-	W'vd	-	-	-	-	Yes	No	09/03/26	No	N / A	No	N / A	N / A	N / A
11/15/26	Banquet	Paid	960	08/18/26	Paid	1,500	08/18/26			Yes	Yes	11/10/26	Yes	11/09/26	Yes	11/10/26	ABC Training	11/09/26
11/18/26	Dog Training	Yes	100		Paid	200	Pre 2025			Yes	No	07/16/26	No	N / A	No	N / A	N / A	N / A
11/19/26	Dog Training	Yes	100		Paid	200	Pre 2025			Yes	No	07/16/26	No	N / A	No	N / A	N / A	N / A
11/24/26	Dog Training	Yes	100		Paid	200	Pre 2025			Yes	No	07/16/26	No	N / A	No	N / A	N / A	N / A
11/25/26	Dog Training	Yes	100		Paid	200	Pre 2025			Yes	No	07/16/26	No	N / A	No	N / A	N / A	N / A
11/28/26	Quincenera	Paid	960		Paid	1,500	04/15/26			Yes	Yes		Yes		Yes			
12/08/26	4H Meeting	W'vd	-	-	W'vd	-	-	-	-	Yes	No	09/03/26	No	N / A	No	N / A	N / A	N / A
12/11/26	Seminar Setup	Paid	1,000	08/27/26	Paid	200	Pre 2025			Yes	No	08/27/26	No	N / A	No	N / A	N / A	N / A
12/12/26	Seminar	Paid	see above	08/27/26	Paid	see above	Pre 2025			Yes	No	08/27/26	No	N / A	No	N / A	N / A	N / A
12/13/26	Seminar	Paid	see above	08/27/26	Paid	see above	Pre 2025			Yes	No	08/27/26	No	N / A	No	N / A	N / A	N / A
01/12/27	4H Meeting	W'vd	-	-	W'vd	-	-	-	-	Yes	No	09/03/26	No	N / A	No	N / A	N / A	N / A
02/09/27	4H Meeting	W'vd	-	-	W'vd	-	-	-	-	Yes	No	09/03/26	No	N / A	No	N / A	N / A	N / A
03/09/27	4H Meeting	W'vd	-	-	W'vd	-	-	-	-	Yes	No	09/03/26	No	N / A	No	N / A	N / A	N / A
04/13/27	4H Meeting	W'vd	-	-	W'vd	-	-	-	-	Yes	No	09/03/26	No	N / A	No	N / A	N / A	N / A
05/11/27	4H Meeting	W'vd	-	-	W'vd	-	-	-	-	Yes	No	09/03/26	No	N / A	No	N / A	N / A	N / A
06/08/27	4H Meeting	W'vd	-	-	W'vd	-	-	-	-	Yes	No	09/03/26	No	N / A	No	N / A	N / A	N / A

LILLARD HALL REPORT - FIRST NORTHERN BANK OPERATING ACCOUNT

Date	Check #	Pymt	Deposit	Balance	Payable To	From	Purpose
04/14/26	-	-	458.00	14,843.97	-	Common Grounds	Kitchen Lease - April
04/14/26	-	-	700.00	15,543.97	-	Jennie K	Rental Fees - April
04/14/26	-	-	960.00	16,503.97	-	Fly Fishers of Davis	Rental Fee - Event
04/17/26	1048	832.73	-	15,671.24	WPFPD	-	Payroll Reimb - February/March/April
04/21/26	1049	297.49	-	15,373.75	PGE	-	PGE - March
05/27/26	-	-	458.00	15,831.75	-	Common Grounds	Kitchen Lease - May
05/27/26	-	-	700.00	16,531.75	-	Jennie K	Rental Fees - May
05/29/26	1050	353.29	-	16,178.46	PGE	-	PGE - April
06/01/26	-	-	(700.00)	15,478.46	-	Jennie K	Rental Fees - May
06/12/26	-	-	800.00	16,278.46	-	Jennie K	Rental Fees - June
06/12/26	-	-	700.00	16,978.46	-	Jennie K	Rental Fees - May
06/12/26	-	-	960.00	17,938.46	-	Teresa T	Rental Fee - Event
06/15/26	1051	-	-	17,938.46	VOIDED	-	VOIDED
06/15/26	1052	488.14	-	17,450.32	PGE	-	PGE - May
06/15/26	1053	654.29	-	16,796.03	WPFPD	-	Payroll Reimb - April/May
06/23/26	-	-	458.00	17,254.03	-	Common Grounds	Kitchen Lease - June
07/06/26	1054	396.54		16,857.49	WPFPD	-	Payroll Reimb - June
07/15/26	-	-	458.00	17,315.49	-	Common Grounds	Kitchen Lease - July
07/15/26	-	-	600.00	17,915.49	-	Jennie K	Rental Fees - July
07/16/26	1055	454.48	-	17,461.01	PGE	-	PGE - June
08/05/26	-	-	500.00	17,961.01	-	Jennie K	Rental Fees - August
08/07/26	-	-	458.00	18,419.01	-	Common Grounds	Kitchen Lease - August
08/18/26	1056	427.82	-	17,991.19	PGE	-	PGE - July
08/19/26	1057	25.73	-	17,965.46	WPFPD	-	Reimburse - Lock Box
09/11/26	-	-	960.00	18,925.46	-	Mellisa L	Rental Fee
09/11/26	-	-	1,000.00	19,925.46	-	Jennie K	Rental Fee
09/11/26	-	-	458.00	20,383.46	-	Common Grounds	Kitchen Lease - September
09/21/26	ACH	422.88	-	19,960.58	PGE	-	PGE - August
09/11/26	-	-	600.00	20,560.58	-	Jennie K	Rental Fees - September
10/13/26	-	-	500.00	21,060.58	-	Jennie K	Rental Fees - October
10/21/26	-	-	492.00	21,552.58	-	Common Grounds	Kitchen Lease - October
10/23/26	ACH	388.53	-	21,164.05	PGE	-	PGE - September
11/09/26	-	-	492.00	21,656.05	-	Common Grounds	Kitchen Lease - November
11/22/26	ACH	309.48	-	21,346.57	PGE	-	PGE - October

LILLARD HALL
WEST PLAINFIELD FIRE PROTECTION DISTRICT
BUDGET - FYE 2027

	BUDGET 07/01/2026	BUDGET USE 11/17/20226
INCOME / USE OF ASSETS		
Guaranteed Income		
Son Chong (Common Grounds)	5,784.00	2,358.00
Other Rental Income		
Dog Training	6,000.00	2,200.00
Other Rentals	3,840.00	1,960.00
TOTAL INCOME / USE OF ASSETS	**15,624.00**	**6,518.00**
EXPENSES		
Propane	1,500.00	
PGE *	5,000.00	2,003.19
Payroll (none anticipated FYE 2027)	0.00	396.54
Bank Fees	0.00	
Supplies	300.00	25.73
Savings for Capital Improvements	6,126.00	
Repairs and Maintenance	2,198.00	
Advertising / Internet Posting Expenses	500.00	
TOTAL EXPENSES	**15,624.00**	**2,425.46**

ASSETS	07/01/2026	11/17/2026
FNB Operating Account	17,254.03	21,346.57
FNB Security Deposits Account	3,200.00	4,700.00
TOTAL ASSETS	**20,454.03**	**26,046.57**

LIABILITIES	07/01/2026	11/17/2026
Kitchen Remodel	6,475.00	3,475.00
TOTAL LIABILITIES	**6,475.00**	**3,475.00**

* includes current month payment due

LILLARD HALL KITCHEN REMODEL 2023

Reimbursement Payment Tracking

Date	Reimb Pymt	Balance	Notes/Details
		26,275.00	**Final Project Cost Agreed Upon**
10/01/23	(600.00)	25,675.00	1st payment
11/01/23	(600.00)	25,075.00	
12/01/24	(600.00)	24,475.00	
01/01/24	(600.00)	23,875.00	
02/01/24	(600.00)	23,275.00	
03/01/24	(600.00)	22,675.00	
04/01/24	(600.00)	22,075.00	
05/01/24	(600.00)	21,475.00	
06/01/24	(600.00)	20,875.00	
07/01/24	(600.00)	20,275.00	
08/01/24	(600.00)	19,675.00	
09/01/24	(600.00)	19,075.00	
10/01/24	(600.00)	18,475.00	
11/01/24	(600.00)	17,875.00	
12/01/24	(600.00)	17,275.00	
01/01/25	(600.00)	16,675.00	
02/01/25	(600.00)	16,075.00	
03/01/25	(600.00)	15,475.00	
04/01/25	(600.00)	14,875.00	
05/01/25	(600.00)	14,275.00	
06/01/25	(600.00)	13,675.00	
07/01/25	(600.00)	13,075.00	
08/01/25	(600.00)	12,475.00	
09/01/25	(600.00)	11,875.00	
10/01/25	(600.00)	11,275.00	
11/01/25	(600.00)	10,675.00	
12/01/25	(600.00)	10,075.00	
01/01/26	(600.00)	9,475.00	
02/01/26	(600.00)	8,875.00	
03/01/26	(600.00)	8,275.00	
04/01/26	(600.00)	7,675.00	
05/01/26	(600.00)	7,075.00	
06/01/26	(600.00)	6,475.00	
07/01/26	(600.00)	5,875.00	
08/01/26	(600.00)	5,275.00	
09/01/26	(600.00)	4,675.00	
10/01/26	(600.00)	4,075.00	
11/01/26	(600.00)	3,475.00	
12/01/26		3,475.00	
01/01/27		3,475.00	
02/01/27		3,475.00	
03/01/27		3,475.00	
04/01/27		3,475.00	
05/01/27		3,475.00	End date; $475 Due *

* Assumes all paid on time; last payment $475 NOT $600

LILLARD HALL REPORT - FIRST NORTHERN BANK DEPOSIT ACCOUNT

Date	Check #	Payment	Deposit	Balance	Payable To	From	Purpose	Reconcile
07/28/25	-	-	1,500.00	3,200.00	-	Teresa T	Security Deposit	Cleared
07/28/25	-	-	1,500.00	4,700.00	-	Esperanza M	Security Deposit	Cleared
09/19/25	-	-	1,500.00	6,200.00	-	Fly Fishers of Davis	Security Deposit and Event Fee	Cleared
11/07/25	1011	1,500.00	-	4,700.00	Esperanza M	-	Security Deposit Refund	Cleared
12/04/25	-	-	1,500.00	6,200.00	-	Mary T	Security Deposit	Cleared
03/02/26	1012	1,500.00	-	4,700.00	Mary T	-	Security Deposit Refund	Cleared
03/19/26	1013	540.00	-	4,160.00	Fly Fishers of Davis	-	Security Deposit Refund	Cleared
03/19/26	1014	960.00	-	3,200.00	WPFPD	-	Rental Fee (Fly Fishers - transfer to correct acct)	Cleared
06/01/26	1015	1,500.00	-	1,700.00	Teresa T	-	Security Deposit Refund	Cleared
06/24/26	-	-	1,500.00	3,200.00	-	Jessica M	Security Deposit	Cleared
09/11/26	-	-	1,500.00	4,700.00	-	Mellisa L	Security Deposit	Cleared
				4,700.00				
				4,700.00				

Security Deposits Held as of Current Report	1,500.00	Common Grounds
	200.00	Jennie K
	1,500.00	Jessica M
	1,500.00	Mellisa L
	4,700.00	

Recruitment and Selection of Fire Suppression Personnel

1000.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the recruiting, selection, training, and retention processes utilized by the West Plainfield Fire Department when hiring or promoting fire suppression personnel. This policy supplements any rules that govern employment practices for the West Plainfield Fire Department.

1000.2 POLICY

In accordance with applicable federal, state, and local law, the West Plainfield Fire Department provides equal opportunities for applicants and department members regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The department does not show partiality or grant any special status to any applicant, member, or group of members unless otherwise required by law.

Fire Suppression Personnel are hired by the Fire Chief with input from the review board (see Section 1000.4 below).

1000.3 RECRUITMENT

The West Plainfield Fire Department should employ a comprehensive recruitment and selection strategy to recruit and select members from a qualified and diverse pool of candidates.

The strategy should include:

(a) Identification of racially and culturally diverse target markets.

(b) Use of marketing strategies to target diverse applicant pools.

(c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive department website and the use of department-managed social networking sites if resources permit.

(d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities, and the military.

(e) Member referral and recruitment incentive programs.

(f) Consideration of shared or collaborative regional testing processes.

The department shall avoid advertising, recruiting, and screening practices that tend to stereotype, focus on homogeneous applicant pools, or screen applicants in a discriminatory manner.

The department should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

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1000.4 SELECTION PROCESS

The department shall actively strive to identify a diverse group of candidates who have in some manner distinguished themselves as being outstanding prospects. Minimally, the department should employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

- A comprehensive application for employment (including previous employment, references, current and prior addresses, education, and military record)
- Driving record
- Reference checks
- Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents consistent with Labor Code § 1019.1 (documentation may be requested upon hire)
- Information obtained from public internet sites
- Financial history consistent with the Fair Credit Reporting Act (FCRA) and Investigative Consumer Reporting Agencies Act (ICRAA) (15 USC § 1681 et seq.; Civil Code § 1786.12)
- Local, state, and federal criminal history record checks following a conditional offer of employment unless otherwise required by law
- Medical examination, including drug screen and lung function test (may only be given after a conditional offer of employment)
- Review board assessment and ranking; this board shall be comprised of fire service professionals actively serving in the fire service

For any given position, the department **may** develop and maintain an active internal promotional or eligibility list developed from candidates evaluated during either a hiring or promotional recruitment process. If established, the department may utilize this list to fill subsequent or identical vacancies for that position. Any such promotional or eligibility list shall remain valid for a period not to exceed **12 months** from the date of establishment.

1000.4.1 VETERAN PREFERENCE

Qualifying veterans of the United States Armed Forces who qualify for ranking shall be ranked in the top rank of any resulting eligibility list. The veteran's preference shall also apply to a widow or widower of a veteran or a spouse of a 100 percent disabled veteran (Government Code § 18973.1).

1000.5 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law. Candidates will be evaluated based on merit, ability, competence, and experience, in accordance with the high standards of integrity and ethics valued by the department and the community.

Validated, job-related, and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge, and skills required

REVISED POLICY - DRAFT

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to perform the position's essential duties in a satisfactory manner (see the Position Descriptions Policy). Each standard should include performance indicators for candidate evaluation. The department should maintain validated standards for all positions.

1000.5.1 STANDARDS FOR FIRE SUPPRESSION PERSONNEL

Generally, the standards include the following requirements. The candidate should:

(a) Be at least 18 years of age by the closing date of the recruitment period.

(b) Be in possession of a high school diploma or a General Equivalency Diploma (GED).

(c) Have good vision in both eyes, with the ability to distinguish Occupational Safety and Health Administration (OSHA) color codes for hazardous materials (e.g., blue, red, yellow, white), and have no depth or peripheral vision impairment.

(d) Must be able to pass a physical performed by a physician, including drug testing and lung function testing.

(e) Be in possession of, or have the ability to obtain, a valid state driver license in the class required for the position sought.

(f) Have and maintain automobile insurance as required by California law.

(g) Be a U.S. citizen or have proof of a legal right to work in the U.S.

In addition, the following are physical demands and working conditions representative of those that must be met to successfully perform essential fire suppression job functions:

Environment: Reactive emergency, natural or man-made disaster, and routine fire prevention environments with travel from site to site; the employee regularly works near moving mechanical parts and in areas of limited and restricted entry and exit; regularly exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places; exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration; risk of electrical shock, radiation, drowning, and asphyxiation; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud when responding to emergency calls and when working at a fire or other emergency incident.

Physical: Performs strenuous physical activities associated with fire and emergency situations. Primary functions require sufficient physical ability to work in an emergency response setting; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or more heavy weights; operate fire suppression and medical response equipment, apparatus, and tools; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations.

Vision: See within the normal range of vision with or without correction; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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Hearing: Hear in the normal audio range with or without correction.

1000.6 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the West Plainfield Fire Department.

1000.6.1 NOTICES

The department shall ensure that investigations are conducted, and notices provided, in accordance with the requirements of the FCRA and the ICRAA (15 USC § 1681d; Civil Code § 1786.16).

1000.6.2 CRIMINAL BACKGROUND INFORMATION

Criminal background information, whether directly from criminal offender record information (CORI) or provided by a third party, may have restrictions on the access, use, security, and release of the information. The department shall establish procedures to ensure compliance with any applicable requirements and security limitations (Government Code § 12952).

1000.6.3 REVIEW OF SOCIAL MEDIA SITES

Due to the potential for accessing unsubstantiated, private, or protected information, the department shall not require candidates to provide passwords, account information, or access to password-protected social media accounts (Labor Code § 980).

The department should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:

- The legal rights of candidates are protected.
- Material and information to be considered are verified, accurate, and validated.
- The department fully complies with applicable privacy protections and local, state, and federal law.

Regardless of whether a third party is used, the department should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1000.6.4 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

1000.6.5 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is

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prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

1000.7 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1000.8 TRAINING

All entry-level full-time Firefighter candidates should complete training in an accredited fire training program established by the Office of the State Fire Marshal (OSFM), including the California Fire Service Training and Education System (CFSTES) (Health and Safety Code § 13159 et seq.).

1000.9 RETENTION

The primary focus should be on hiring those who are the best fit for a particular position. In order to retain quality members, the department should:

- Seek member input on retention strategies.
- Develop a workplace that respects, encourages, and enables a work/life balance.
- Facilitate training and career development opportunities.
- Develop and maintain quality supervisors.
- Provide regular and meaningful performance feedback.
- Promote an environment where members are able to speak freely.
- Treat members fairly, equitably, and consistently.
- Consider ways to reward excellent performance.

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- Follow up on any feedback acquired during an exit interview process.

Retention incentives may include employment benefits, seniority benefits, and forms of recognition.

1000.10 FEMA SAFER GRANT - RECRUITMENT AND RETENTION PROGRAM

The department has been awarded a FEMA SAFER Grant for recruitment and retention purposes. The procedures, qualifications, and requirements for remaining eligible for reimbursement of funds expended under the Grant are found in the department's program document entitled *FEMA SAFER Grant - Recruitment and Retention Program - Qualifications and Requirements; Allowable Reimbursements*. as it may be amended from time to time. This document shall also govern any such grant for the same purposes the department might receive in the future.

Program - FEMA Safer Grant - R&R

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Assignments and Promotions

1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish required and desirable qualifications for assignment and promotion within the West Plainfield Fire Department.

1002.2 POLICY

The West Plainfield Fire Department determines assignments and promotions in a non-discriminatory manner. This policy will establish the required and desirable qualifications for assignment and promotion within the department.

Nothing in this policy is intended to supersede any contract language related to promotional requirements that may exist in any collective bargaining agreement.

It is the policy of the West Plainfield Fire Department to fill open assignments and positions internally if possible. The Fire Chief shall send an internal memo to all members identifying the open assignment or position. The memo shall allow no less than one week for application by interested members. At the close of the application period applications shall be evaluated as provided below. If the assignment or position remains unfilled, external advertisement may then occur.

If an active internal promotional or eligibility list exists for the open assignment or position, the Fire Chief may elect to fill the vacancy directly from that list instead of issuing the internal memo to open an application period.

1002.3 GENERAL REQUIREMENTS

The following will be used in evaluating members for assignment or promotion:

(a) Presents a professional, neat appearance

(b) Maintains a physical condition which aids in their performance

(c) Demonstrates the following traits:

1. Emotional stability and maturity
2. Stress tolerance
3. Sound judgment and decision-making ability
4. Personal integrity and ethical conduct
5. Leadership
6. Initiative
7. Adaptability and flexibility
8. Ability to conform to organizational goals and objectives in a positive manner

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1002.4 ASSIGNMENTS

The following positions are defined as an assignment and are not considered a promotion:

- Training Officer
- Public Information Officer
- EMS Officer

1002.4.1 DESIRABLE ASSIGNMENT QUALIFICATIONS

The following qualifications are considered for an assignment:

- Related experience
- Completion of the probationary period with the West Plainfield Fire Department
- Expressed interest in the assignment
- Education, training, and demonstrated abilities in areas related to the assignment
- Completion of any local, regional, or national training or certification for the assignment

1002.4.2 ASSIGNMENT CRITERIA

The following criteria apply to assignments:

(a) Administrative evaluation as determined by the Fire Chief. This shall include a review of supervisor recommendations. Each supervisor who has supervised or otherwise been involved with the candidate should submit these recommendations.

(b) The supervisor recommendations should be submitted to the Assistant Chief of Operations. The Assistant Chief of Operations should schedule interviews with each candidate.

(c) Based on supervisor recommendations and after the interview, the Assistant Chief of Operations should submit his/her recommendation to the Fire Chief.

(d) Assignments will be made by the Fire Chief.

This policy may be waived for temporary assignments, emergency situations, or for training purposes.

1002.5 PROMOTIONS

A candidate considered for promotion shall undergo the same process as that for assignments set out above. In addition, to qualify for a promotion a candidate must meet all the education and qualification requirements set out in the applicable position description.

Once a full-time employee has reached the rank of Fire Captain, such member is not eligible for promotion to a full- or part-time Chief Officer position unless the Board of Fire Commissioners has authorized filling such a full- or part-time position and such position is vacant or becomes vacant.

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1002.6 TRAINING OFFICER AND EMS OFFICER RESPONSIBILITIES

It is the responsibility of the Training Officer to maintain a training file on each member of the Department. It is the EMS Officer's responsibility to ensure that appropriate EMS records are provided to the Training Officer for the training file. Any relevant training certificate or certification document submitted to the Department by a member shall be retained in the member's training file.

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Filter statement

Filters **Days in Core incident onset date/time** 10/1/26 to 10/31/26 | **Incident status** Locked, Draft

Fire Incident Count (NERIS)

Count of Incidents by month, day, hour of day, station, shift, and unit

Count of Total Incidents

Count of Incidents
30

Fire Incident Count (NERIS)

Nov 9, 2026 10:25:04 AM Fire Incidents (NERIS)

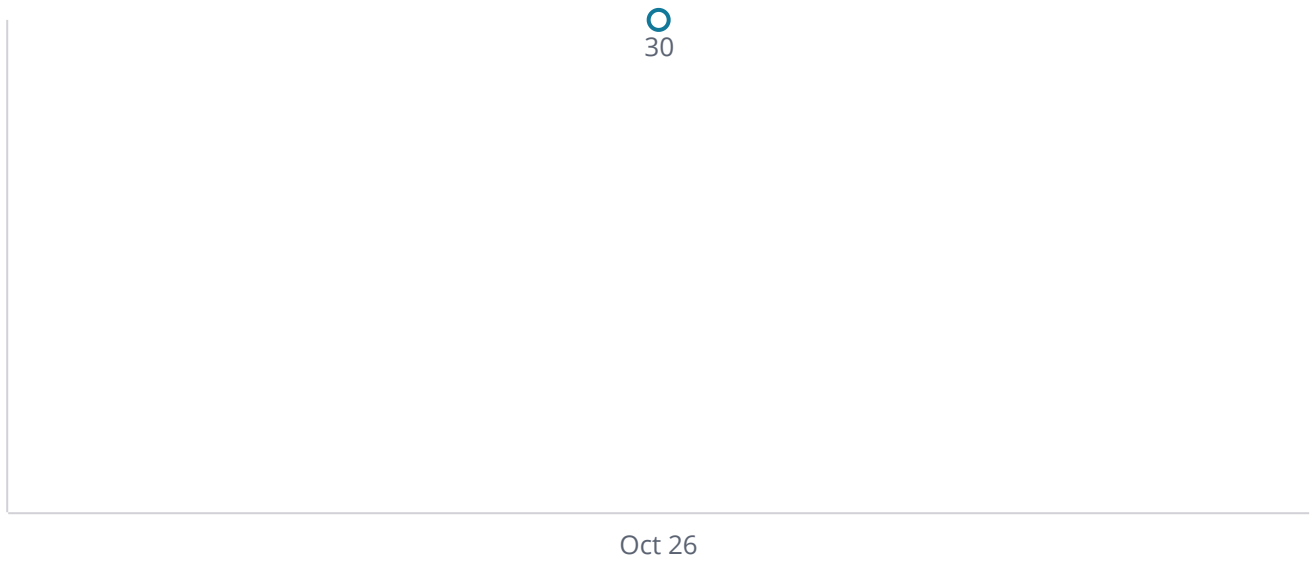
Filter statement

Filters **Days in Core incident onset date/time** 10/1/26 to 10/31/26 | **Incident status** Locked, Draft

Incident Count By Month (This Year)

Months in Core incident onset date/time	Co
10/2026	
Count of Incidents	

Incident Count By Month (This Year)



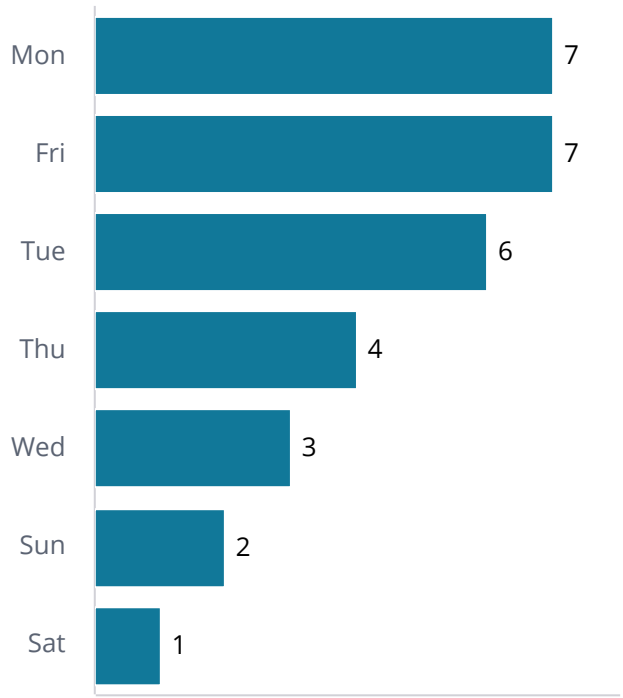
Fire Incident Count (NERIS)

Nov 9, 2026 10:25:04 AM Fire Incidents (NERIS)

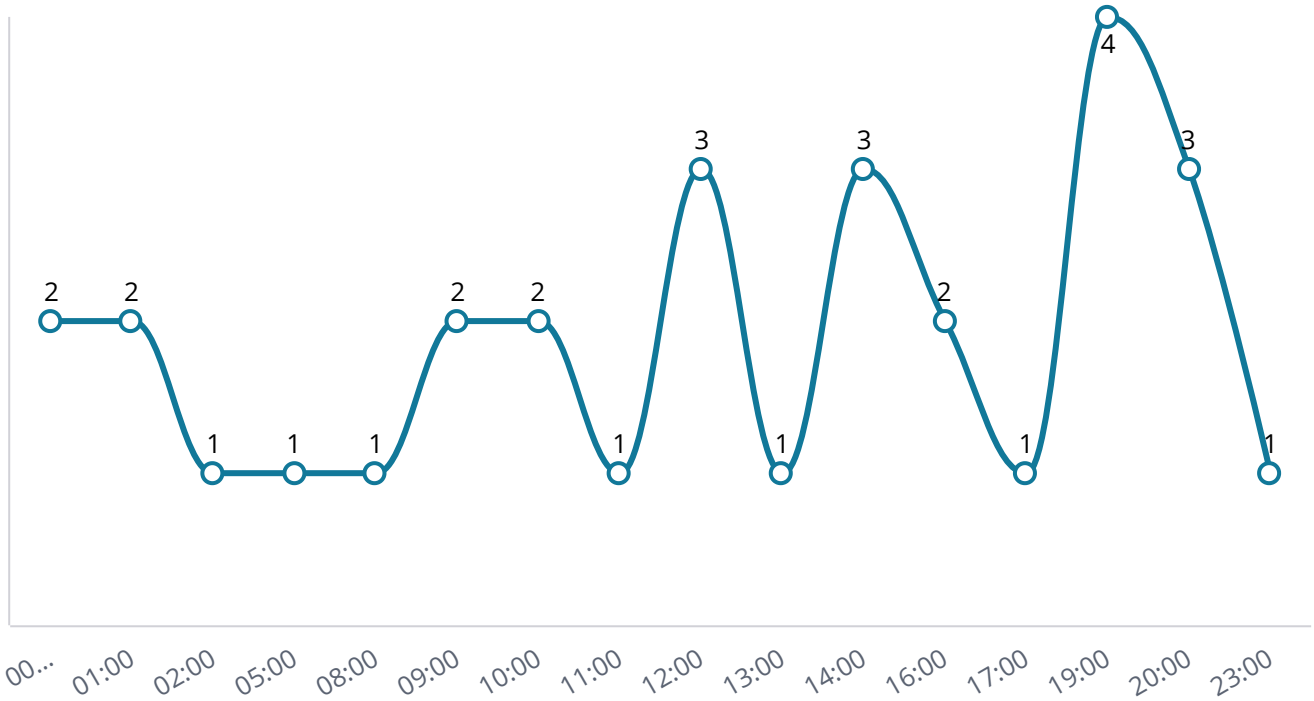
Filter statement

Filters **Days in Core incident onset date/time** 10/1/26 to 10/31/26 | **Incident status** Locked, Draft

Incident Count by Day of Week



Incident Count by Hour of Day



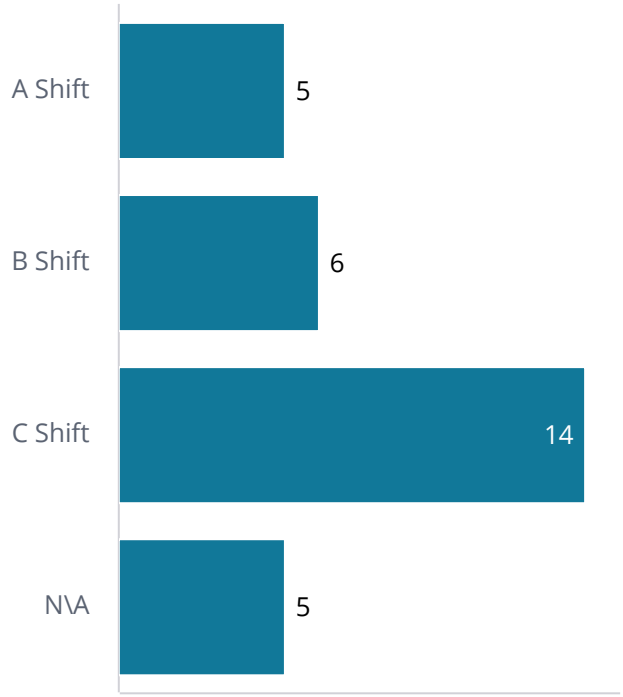
Fire Incident Count (NERIS)

Nov 9, 2026 10:25:04 AM Fire Incidents (NERIS)

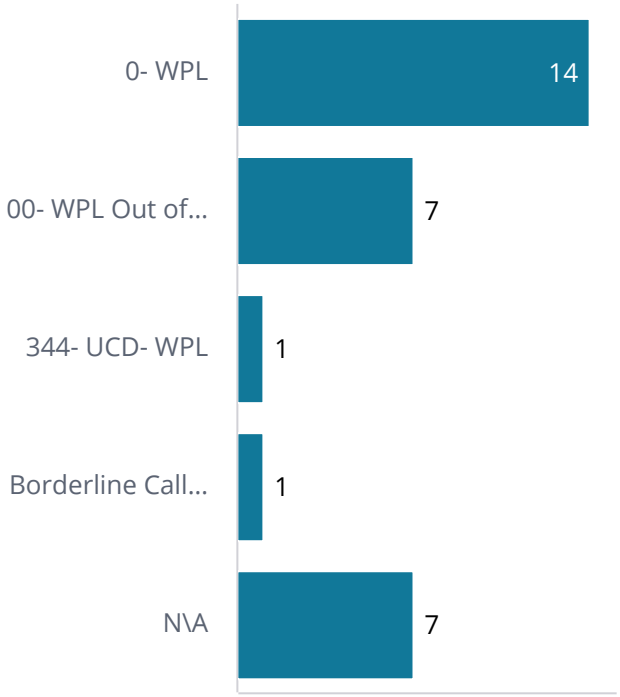
Filter statement

Filters **Days in Core incident onset date/time** 10/1/26 to 10/31/26 | **Incident status** Locked, Draft

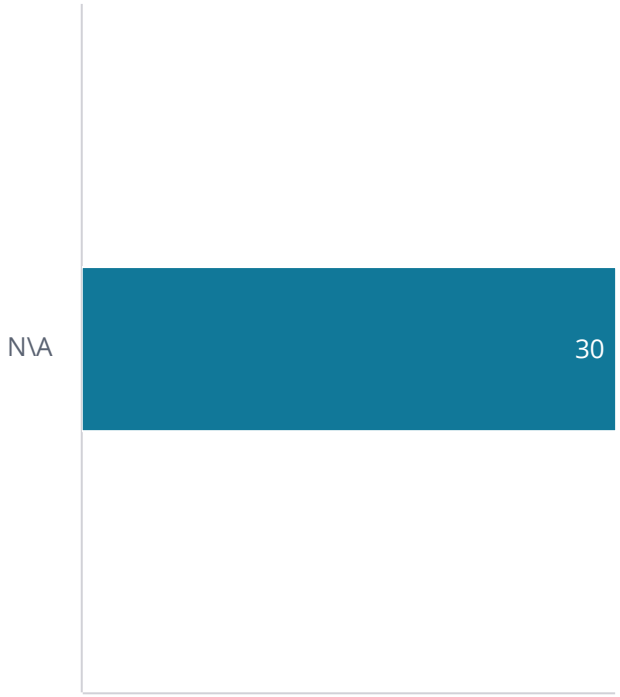
Incidents by Shift



Incidents by Zone



Incidents by District



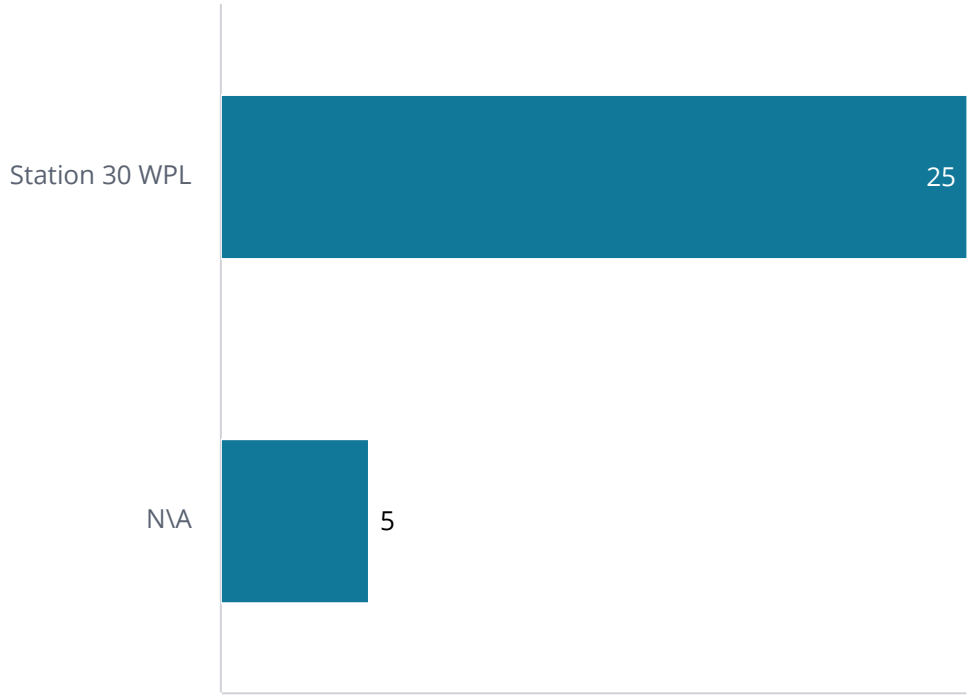
Fire Incident Count (NERIS)

Nov 9, 2026 10:25:04 AM Fire Incidents (NERIS)

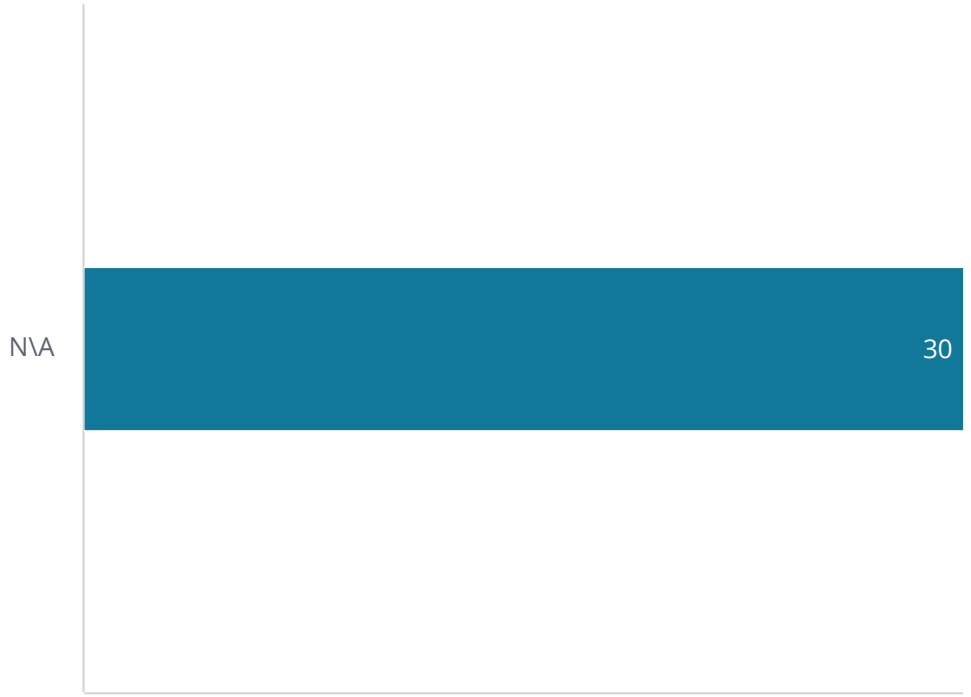
Filter statement

Filters **Days in Core incident onset date/time** 10/1/26 to 10/31/26 | **Incident status** Locked, Draft

Incidents by Station



Incidents by Battalion



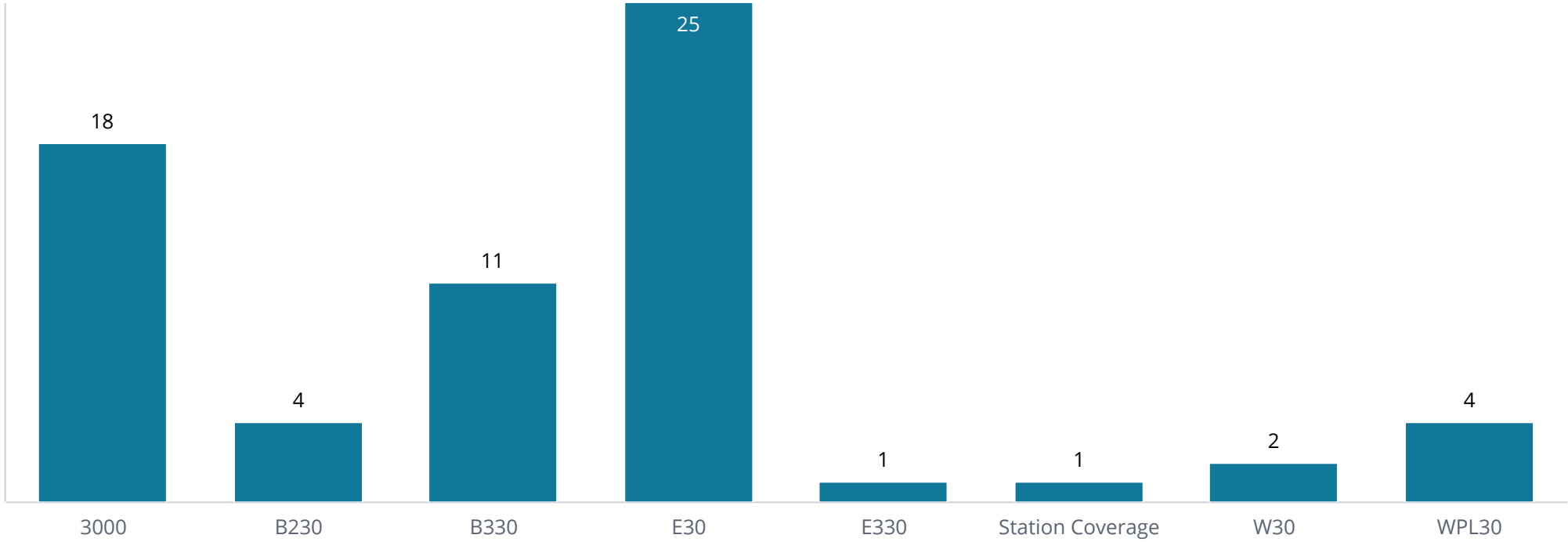
Fire Incident Count (NERIS)

Nov 9, 2026 10:25:04 AM Fire Incidents (NERIS)

Filter statement

Filters **Days in Core incident onset date/time** 10/1/26 to 10/31/26 | **Incident status** Locked, Draft

Incident Count by Unit



Fire Incident Count (NERIS)

Nov 9, 2026 10:25:04 AM Fire Incidents (NERIS)

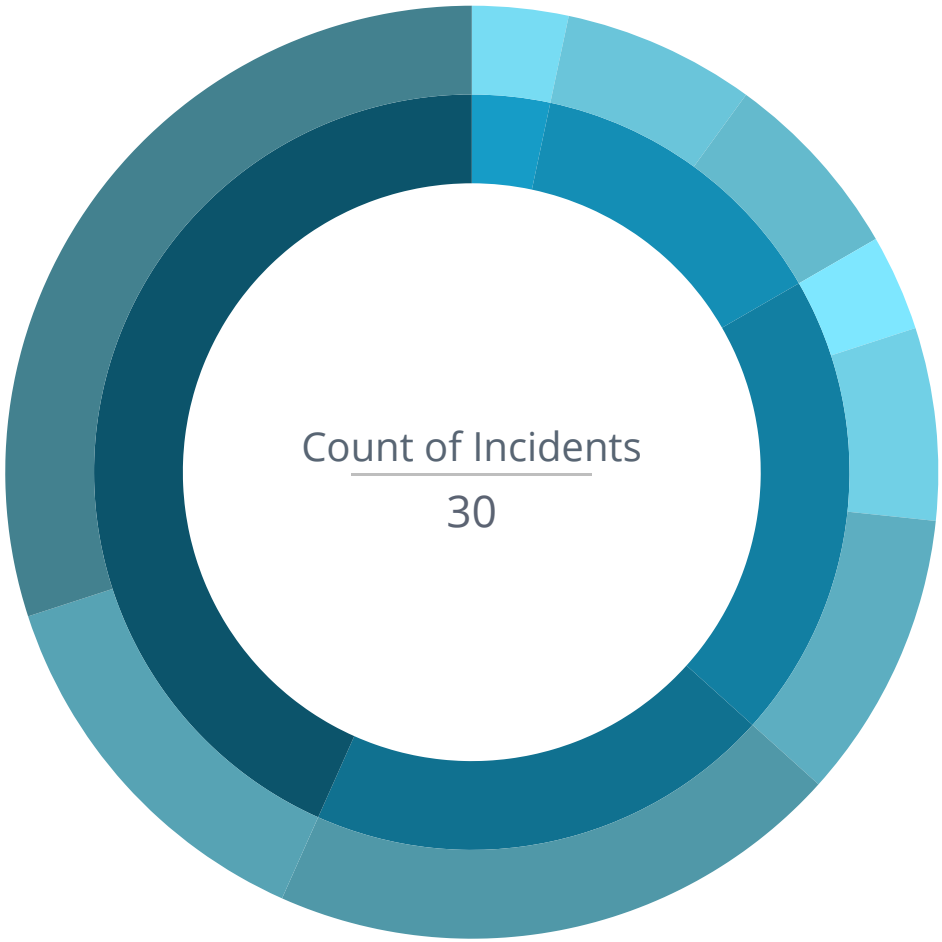
Filter statement

Filters **Days in Core incident onset date/time** 10/1/26 to 10/31/26 | **Incident status** Locked, Draft

Count of Incident Responses

Station	Shift	Unit	Incidents
			2026
Station 30 WPL	A Shift	3000	4
		B330	2
		E30	5
		WPL30	1
	B Shift	3000	3
		B230	2
		B330	3
		E30	6
		Station Coverage	1
	C Shift	3000	8
		B230	2
		B330	2
		E30	11
		W30	2
		WPL30	2
N\A	N\A	3000	3
		B330	4
		E30	3

Percent of Incident Responses by Incident Type



Fire Resources - Personnel and Units (call volume) (NERIS) Nov 9, 2026 10:20:38 AM Fire Incidents (NERIS)

Filter statement

Filters **Days in Core incident onset date/time** 10/1/26 to 10/31/26 | **Incident status** Locked, Draft

Fire Resources (NERIS)

Tracks personnel and unit involvement by call volume during fire incidents

Count of Incidents

Count of Incidents
30

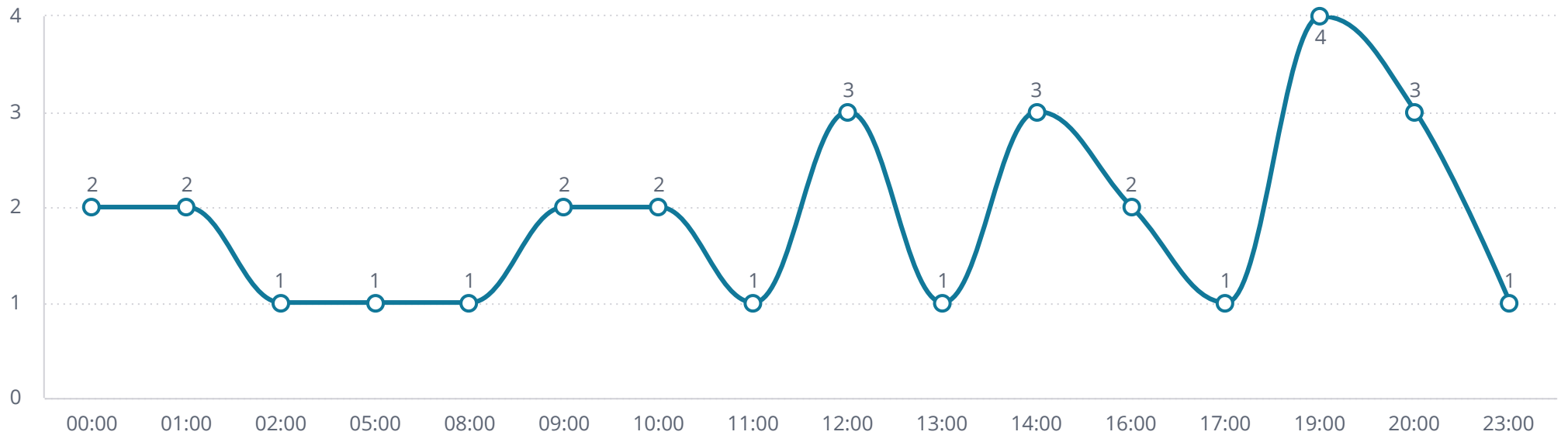
Fire Resources - Personnel and Units (call volume) (NERIS)

Nov 9, 2026 10:20:38 AM Fire Incidents (NERIS)

Filter statement

Filters **Days in Core incident onset date/time** 10/1/26 to 10/31/26 | **Incident status** Locked, Draft

Call Volume By Hour of Day



Fire Resources - Personnel and Units (call volume) (NERIS)

Nov 9, 2026 10:20:38 AM Fire Incidents (NERIS)

Filter statement

Filters **Days in Core incident onset date/time** 10/1/26 to 10/31/26 | **Incident status** Locked, Draft

Incident Count Breakdown of Incidents by Unit

Unit name	Count of Incidents	Percent of Incidents	Median Unit Turnout Time	90th Percentile Unit Turnout Time	Median Unit Travel Time	90th Percentile Unit Travel Time	Median Time on Scene	90th Percentile Time on Scene
3000	18	60.00%	00h:00m:00s	00h:00m:00s	00h:05m:55s	00h:18m:40s	00h:21m:09s	01h:38m:21
B230	4	13.33%	00h:00m:00s	00h:00m:00s	00h:03m:54s	00h:07m:30s	01h:28m:59s	04h:09m:07
B330	11	36.67%	00h:00m:00s	00h:00m:00s	00h:04m:54s	00h:48m:26s	00h:29m:26s	01h:14m:13
E30	25	83.33%	00h:00m:00s	00h:01m:12s	00h:05m:46s	00h:27m:11s	00h:21m:03s	02h:18m:28
E330	1	3.33%	00h:00m:00s	00h:00m:00s				
Station Coverage	1	3.33%						
W30	2	6.67%	00h:02m:37s	00h:02m:55s	00h:06m:27s	00h:06m:27s	00h:25m:06s	00h:25m:06
WPL30	4	13.33%						
Grand Total	30	100.00%	00h:00m:00s	00h:00m:00s	00h:05m:48s	00h:18m:40s	00h:25m:10s	01h:40m:04

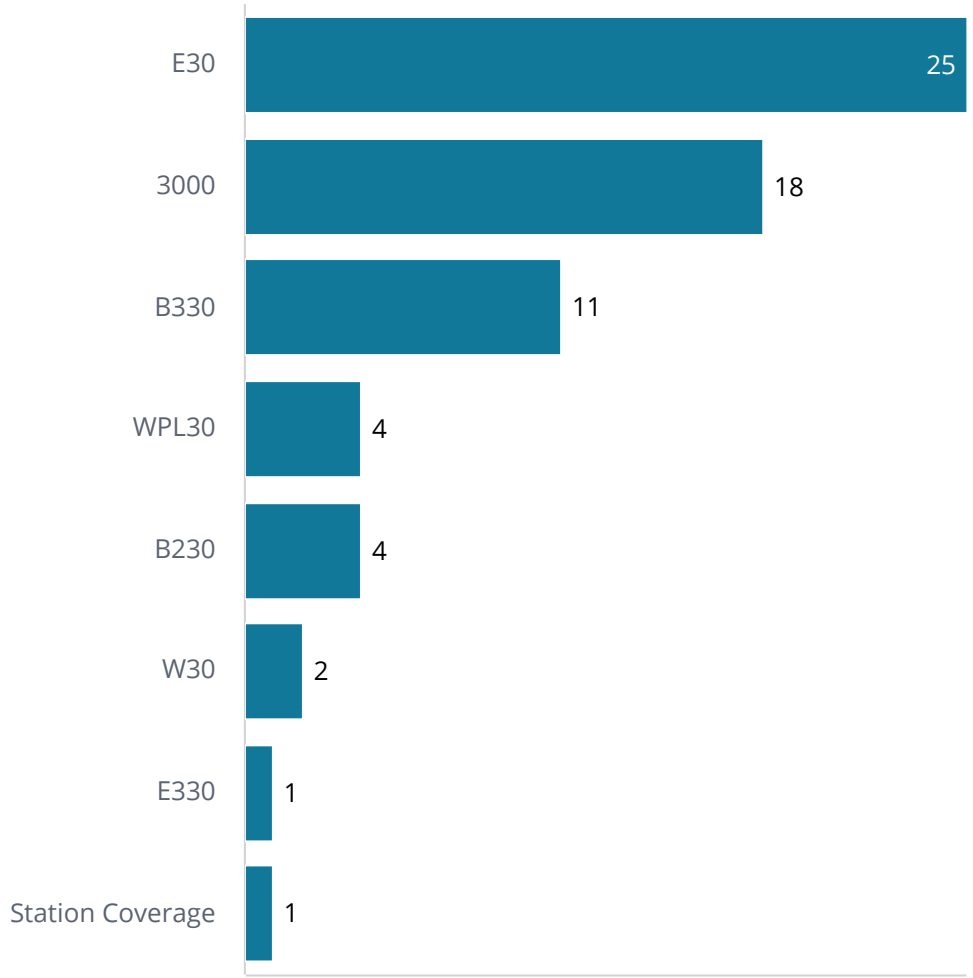
Fire Resources - Personnel and Units (call volume) (NERIS)

Nov 9, 2026 10:20:38 AM Fire Incidents (NERIS)

Filter statement

Filters **Days in Core incident onset date/time** 10/1/26 to 10/31/26 | **Incident status** Locked, Draft

Incident Count by Unit



Incident Count and Percentage by Personnel

Crew Name	Count of Incidents	Percentage of Incidents
Beoshanz, Marc	4	13.33%
Fish, Patrick	11	36.67%
Gibbs, Aaron	8	26.67%
Gross, Michal	18	60.00%
Gustafson, Joseph	11	36.67%
Hall, Justin	1	3.33%
Kirov, Simeon	1	3.33%
Leuenberger, Billy	7	23.33%
MItchell, Kimberly	1	3.33%
Mincey, James	1	3.33%
Osborn, Dave	2	6.67%
Rehan, Michael J	2	6.67%
Stiles , David	18	60.00%
Stricklin, Paul R	2	6.67%
Stricklin, Robin G	3	10.00%
Warland, Anna Bay	2	6.67%
Wright, Kevin R	9	30.00%
Zayas, Anthony	3	10.00%
N\A	2	6.67%

WEST PLAINFIELD FIRE PROTECTION DISTRICT
FYE 2026 TRIAL BALANCE

Acct #	Account Name	Adopted 12/25	P12 NC	% of Adopted
400100	PROPERTY TAXES - CURRENT SECURED	382,800.00	388,843.14	101.58%
400101	PROPERTY TAXES - CURRENT UNSECURED	23,700.00	20,691.61	87.31%
400111	PROPERTY TAXES - PRIOR UNSECURED	400.00	401.90	100.48%
400120	SUPPLEMENTAL PROPERTY TAXES - CURRENT		6,102.04	
400121	SUPPLEMENTAL PROPERTY TAXES - PRIOR			
400500	OTHER TAXES - SALES & USE TAX			
403100	INVESTMENT EARNINGS - POOL	500.00	19,274.85	3854.97%
403214	RENTS & CONCESSIONS - OTHER			
410050	ST-HIGHWAY PROPERTY RENTALS		7.82	
410250	STATE - HOMEOWNERS PROPERTY TAX RELIEF		1,589.68	
410900	STATE - OTHER	10,000.00	0.89	0.01%
420103	FEDERAL - OTHER - HOMELAND SECURITY			
420900	FEDERAL - OTHER	16,000.00	85,611.53	535.07%
430020	OTHER GOVT AGENCY - OTHER CO-CITIES			
430022	OTHER COUNTIES & CITIES - YOLO	127,810.00	127,810.00	100.00%
430070	OTHER TRIBAL - YOCHA DEHE CAPITAL			
440003	SPECIAL ASSESSMENT	228,722.00	228,724.38	100.00%
440600	OTHER CHRGS FOR SERVICES - FIREFIGHTERS / OTHER		4,721.18	58.65%
440690	OTHER CHRGS FOR SERVICES		290.79	
450302	OTHER MISC - DONATION			
450307	OTHER MISC - CONTRIBUTION/GRANTS-NONGOV		3,000.00	
450900	OTHER MISC REVENUES		461.52	
460000	SALE OF CAPITAL ASSETS	15,000.00	15,000.00	100.00%
	Total Estimated Revenue	804,932.00	902,531.33	**112.13%**
	Estimated Fund Balance Available (from FYE 2025)	177,844.00		
	Decrease in Accrued Capital Asset Replacement Fund	365,000.00		
	Decrease in Accrued Leave Reserve	15,500.00		
	TOTAL FINANCING SOURCES - FYE 2026	**1,363,276.00**	**902,531.33**	

Acct #	Account Name	Adopted 12/25	P12 NC	% of Adopted
500100	REGULAR EMPLOYEES	380,276.00	371,466.11	97.68%
500110	EXTRA HELP	20,750.00	76,369.35	368.05%
500120	OVERTIME	70,290.00	34,144.06	48.58%
500160	LEAVE BUYOUT			
501110	SOCIAL SECURITY TAX	29,210.00	29,824.84	102.10%
501110	EMPLOYMENT TRAINING TAX		90.37	
501120	MEDICARE TAX	7,067.00	6,975.18	98.70%
501170	UNEMPLOYMENT INSURANCE	1,413.00	2,960.40	209.51%
501180	WORKER'S COMPENSATION INSURANCE	12,700.00	12,596.00	99.18%
501190	OTHER EMPLOYEE BENEFITS	28,800.00	13,845.02	48.07%
510010	CLOTHING & PERSONAL SUPPLIES	46,065.00	61,167.18	132.78%
510012	AGRICULTURAL SUPPLIES			
510020	COMMUNICATIONS	2,468.00	123.38	5.00%
510030	FOOD	500.00	629.70	125.94%
510040	HOUSEHOLD EXPENSE	9,316.00	8,747.51	93.90%
510051	INSURANCE - PUBLIC LIABILITY	16,285.00	16,285.00	100.00%
510052	INSURANCE - FIRE &EXTENDED			
510053	INSURANCE - OTHER	4,212.00	4,180.00	99.24%
510070	MAINTENANCE - EQUIPMENT	22,018.00	17,696.10	80.37%
510071	MAINTENANCE - BULDGS & IMPROVEMENTS	41,000.00	8,532.49	20.81%
510080	MEDICAL, DENTAL & LAB SUPPLIES	3,000.00	3,285.17	109.51%
510090	MEMBERSHIPS	2,600.00	1,434.00	55.15%
510100	MISC EXPENSE			
510102	MISC EXPENSE - CREDIT CARD SERVICE CHARGES	20.00	175.16	875.80%
510110	OFFICE EXPENSE	1,550.00	1,381.74	89.14%
510111	OFFICE EXPENSE - POSTAGE			
510112	OFFICE EXPENSE - PRINTING			
510160	PUBLICATIONS & LEGAL NOTICES		153.23	
510170	RENTS & LEASES - EQUIPMENT	1,690.00	1,709.17	101.13%
510180	TRAINING	5,000.00	2,014.32	40.29%
510190	MINOR EQUIPMENT	48,600.00	18,626.46	38.33%
510200	TRANSPORTATION & TRAVEL			
510201	TRANSPORTATION & TRAVEL - FUEL	11,250.00	11,885.85	105.65%
510204	VEHICLE MAINTENANCE	28,134.00	27,519.60	97.82%
510220	UTILITIES	11,807.00	11,622.83	98.44%
510251	PROF & SPEC SVC - AUDITING & ACCOUNTING	396.00	646.00	163.13%
510252	PROF & SPEC SVC - INFORMATION TECH SERVICES	22,687.00	22,668.59	99.92%
510254	PROF & SPCE SVC - FISCAL AGENT FEES		2.37	
510255	PROF & SPEC SVC - MEDICAL, DENTAL & LAB	5,061.00	2,993.00	59.14%
510256	PROF & SPEC SVC - LEGAL SERVICES	3,000.00		0.00%
510275	PROF & SPEC SVC - OTHER	490.00	2,689.71	548.92%
510288	SPEC DEPT EXPENSE - OTHER		426.00	
526020	TAXES AND ASSESSMENTS		376.88	
530021	BUILDINGS & IMPROVEMENTS		20,238.40	
530070	EQUIPMENT	19,121.00		0.00%
530071	EQUIPMENT - VEHICLE	372,000.00	369,803.83	99.41%
590100	APPROPRIATIONS FOR CONTINGENCY	40,000.00		0.00%
	Total Appropriations	**1,268,776.00**	**1,165,285.00**	**91.84%**
	Additions to Capital Asset Replacement Reserve	91,000.00		
	Additions to WPFPD -QSEHRA Reserve	3,500.00		
	TOTAL FINANCING USES - FYE 2026	**1,363,276.00**	**% of FY**	**100.00%**

100000	CASH IN TREASURY	77,132.89	
101113	FUND BALANCE-ASSIGNED-CAPITAL ASSET REPLACEMENT	395,452.85	
101114	FUND BALANCE-ASSIGNED-ACCRUED LEAVE	34,042.84	
304003	FUND BALANCE-ASSIGNED-GENERAL RESERVE	159,825.00	
309999	UNASSIGNED	202,326.79	
	ACCRUED BENEFIT - WPFPD-QSEHRA (from unassigned)	(7,500.00)	FYE 2027 est
403199	GASB 31 FAIR MARKET VALUE - DFS ONLY	(3,995.00)	
405999	TRUST AND AGENCY CONTRIBUTIONS	21,108.32	

Adopted
Total X Help and OT
91,040.00
P12 NC
Total X Help and OT
110,513.41
% of Adopted
121.39%

WEST PLAINFIELD FIRE PROTECTION DISTRICT
FYE 2027 TRIAL BALANCE

Acct #	Account Name	Adopted - Revised	P4 Not Closed	% of Adopted
400100	PROPERTY TAXES - CURRENT SECURED	391,600		
400101	PROPERTY TAXES - CURRENT UNSECURED	20,856		
400111	PROPERTY TAXES - PRIOR UNSECURED	400		
400120	SUPPLEMENTAL PROPERTY TAXES - CURRENT			
400121	SUPPLEMENTAL PROPERTY TAXES - PRIOR			
400500	OTHER TAXES - SALES & USE TAX			
403100	INVESTMENT EARNINGS - POOL	500		
403214	RENTS & CONCESSIONS - OTHER			
410050	ST-HIGHWAY PROPERTY RENTALS			
410250	STATE - HOMEOWNERS PROPERTY TAX RELIEF			
410900	STATE - OTHER			
420103	FEDERAL - OTHER - HOMELAND SECURITY			
420900	FEDERAL - OTHER		(36,068.01)	
430020	OTHER GOVT AGENCY - OTHER CO-CITIES			
430022	OTHER COUNTIES & CITIES - YOLO	127,810		
430070	OTHER TRIBAL - YOCHA DEHE CAPITAL			
440003	SPECIAL ASSESSMENT	236,320		
440600	OTHER CHRGS FOR SERVICES - FIREFIGHTERS / OTHER		3,612.36	
440690	OTHER CHRGS FOR SERVICES		238.47	
450302	OTHER MISC - DONATION			
450307	OTHER MISC - CONTRIBUTION/GRANTS-NONGOV			
450900	OTHER MISC REVENUES			
460000	SALE OF CAPITAL ASSETS			
	Total Estimated Revenue	777,486.00	(32,217.18)	**-4.14%**
	Estimated Fund Balance Available (from FYE 2026)	162,436.00		
	TOTAL FINANCING SOURCES - FYE 2027	**939,922.00**	**(32,217.18)**	

Acct #	Account Name	Adopted - Revised	P4 Not Closed	% of Adopted
500100	REGULAR EMPLOYEES	377,519	106,491.13	28.21%
500110	EXTRA HELP	16,651	23,033.02	138.33%
500120	OVERTIME	91,856	9,131.76	9.94%
500160	LEAVE BUYOUT	8,699		0.00%
501110	SOCIAL SECURITY TAX	30,134	8,596.67	28.53%
501111	EMPLOYMENT TRAINING TAX		25.95	
501120	MEDICARE TAX	7,290	2,010.53	27.58%
501170	UNEMPLOYMENT INSURANCE	2,917	598.93	20.53%
501180	WORKER'S COMPENSATION INSURANCE	9,740	9,396.00	96.47%
501190	OTHER EMPLOYEE BENEFITS	28,800	3,085.29	10.71%
510010	CLOTHING & PERSONAL SUPPLIES	21,375	16,160.90	75.61%
510012	AGRICULTURAL SUPPLIES			
510020	COMMUNICATIONS	192	62.67	32.64%
510030	FOOD	600		0.00%
510040	HOUSEHOLD EXPENSE	9,576	3,370.42	35.20%
510051	INSURANCE - PUBLIC LIABILITY	18,019	16,548.00	91.84%
510052	INSURANCE - FIRE &EXTENDED			
510053	INSURANCE - OTHER	3,816	2,756.00	72.22%
510070	MAINTENANCE - EQUIPMENT	4,719	3,097.71	65.64%
510071	MAINTENANCE - BULDGS & IMPROVEMENTS	40,088	637.74	1.59%
510080	MEDICAL, DENTAL & LAB SUPPLIES	3,000	3,447.18	114.91%
510090	MEMBERSHIPS	2,465		0.00%
510100	MISC EXPENSE			
510102	MISC EXPENSE - CREDIT CARD SERVICE CHARGES	20		0.00%
510110	OFFICE EXPENSE	2,050	41.80	2.04%
510111	OFFICE EXPENSE - POSTAGE			
510112	OFFICE EXPENSE - PRINTING			
510160	PUBLICATIONS & LEGAL NOTICES	200		
510170	RENTS & LEASES - EQUIPMENT	1,722	608.86	35.36%
510180	TRAINING	5,000	31.26	0.63%
510190	MINOR EQUIPMENT	25,232	503.27	1.99%
510200	TRANSPORTATION & TRAVEL			
510201	TRANSPORTATION & TRAVEL - FUEL	12,082	3,906.09	32.33%
510204	VEHICLE MAINTENANCE	32,150	5,766.26	17.94%
510220	UTILITIES	13,020	2,710.20	20.82%
510251	PROF & SPEC SVC - AUDITING & ACCOUNTING	700		0.00%
510252	PROF & SPEC SVC - INFORMATION TECH SERVICES	13,133	10,693.96	81.43%
510254	PROF & SPCE SVC - FISCAL AGENT FEES			
510255	PROF & SPEC SVC - MEDICAL, DENTAL & LAB	7,117	1,438.00	20.21%
510256	PROF & SPEC SVC - LEGAL SERVICES	3,000		0.00%
510275	PROF & SPEC SVC - OTHER	7,300	334.43	4.58%
510288	SPEC DEPT EXPENSE - OTHER	500		
526020	TAXES AND ASSESSMENTS	399.00	15.36	0.19%
530021	BUILDINGS & IMPROVEMENTS			
530070	EQUIPMENT	3,750.00		0.00%
530071	EQUIPMENT - VEHICLE			
590100	APPROPRIATIONS FOR CONTINGENCY	20,000.00		0.00%
	Total Appropriations	**824,831.00**	**234,499.39**	**28.43%**
	Additions to Capital Asset Replacement Reserve	100,091.00		
	Additions to General Reserve	15,000.00		
	TOTAL FINANCING USES - FYE 2027	**939,922.00**	**% of FY**	**33.33%**

Adopted
Total X Help and OT
117,206.00
Account Name
Total X Help and OT
32,164.78
% of Adopted
27.44%

100000	CASH IN TREASURY	(170,381.23)	
304001	FUND BALANCE-ASSIGNED-CAPITAL ASSET REPLACEMENT	395,452.85	
304002	FUND BALANCE-ASSIGNED-ACCRUED LEAVE	34,042.84	
304003	FUND BALANCE-ASSIGNED-GENERAL RESERVE	159,825.00	
309999	UNASSIGNED	(43,313.56)	
	ACCRUED BENEFIT - WPFPD-QSEHRA (from unassigned)	(7,500.00)	FYE 2027 est
403199	GASB 31 FAIR MARKET VALUE - DFS ONLY	1,749.00	
450999	TRUST AND AGENCY CONTRIBUTIONS (LH accounts)	(21,108.32)	

WEST PLAINFIELD FIRE PROTECTION DISTRICT

24901 County Road 95, Davis, CA 95616 (530) 756-0212

DATED: November 17, 2026
TO: Board of Fire Commissioners
FROM: Budget & Benefits Committee Chair Commissioner John Lindsey
Board Clerk Cherie Rita
SUBJECT: Deposits FYE 2027 - Informational

GL Acct(s)	Deposit Date	Details	Amount
510040	08/13/26	Unclaimed Property (Waste Management)	10.00
510053	08/13/26	Unclaimed Property (Insurance Claim Check)	250.00
510040	08/19/26	LH Reimburse (lock box)	25.73
450900	08/24/26	Cal Card Rebate CY 2026 Q2	238.47
440600	09/11/26	Fire Recovery USA 2215129	522.60
440600	10/12/26	Putah Incident (State of California)	3,089.76
		TOTAL FYE 2027	**$4,136.56**

SUMMARY FYE 2027

Grant Reimbursements	0.00
Airport	0.00
Fire Recovery	522.60
Lillard Hall Reimbursements	25.73
Cal Card Rebates	238.47
Fire Sustainability - Yolo County	0.00
Permit Fees	0.00
Strike Team / ABH	3,089.76
Other	260.00
TOTAL FYE 2026	**$4,136.56**

WEST PLAINFIELD FIRE PROTECTION DISTRICT

24901 County Road 95, Davis, CA 95616 (530) 756-0212

DATED: November 17, 2026
TO: Board of Fire Commissioners
FROM: Budget & Benefits Committee Chair Commissioner John Lindsey
Board Clerk Cherie Rita / Fire Chief David Stiles
SUBJECT: Bills Paid Since Last Report - For Board Ratification

GL Acct	Vendor	Invoice	Purpose	Total	Details
510070 - Wizix		11/02/26	Maintenance - Equipment	75.73	11/07/26 - 12/06/26 (base rate) 10/07/26 - 11/06/26 (color overage 53)
510080 - Airgas		10/15/26	Supplies - Medical / EMS	236.25	O2 (x5)
510080 - Bound Tree Medical		10/14/26	Supplies - Medical / EMS	18.56	QuikClot
510080 - Bound Tree Medical		10/20/26	Supplies - Medical / EMS	204.18	QuikClot (x11)
510170 - LEAF		10/21/26	Lease - Equipment	119.62	Copier 10/26
510201 - Interstate Oil Company		10/09/26	Fuel - Diesel	2,594.99	300 gal
510220 - PG&E		10/12/26	Utilities - PGE	855.20	09/04/26 - 10/05/26

4,104.53 TOTAL NON US BANK

West Plainfield Fire Protection District
24901 County Road 95, Davis, CA 95616 (530) 756-0212

MINUTES
BOARD OF COMMISSIONERS – REGULAR MEETING
October 20, 2026, at 7:00 PM

Held in Person at Lillard Hall
24905 County Road 95
Davis, CA 95616

And by Zoom: https://us06web.zoom.us/j/98831083439
One tap mobile – +16699006833,98831083439#
Dial by your location – (669) 900-6833 US (San Jose)
Meeting ID: 988 3108 3439

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1. **Call the Meeting to Order and Establish Quorum (President Lindsey)**
Meeting called to order by President Lindsey at 7:00 PM. Clerk Rita called roll and confirmed a quorum; one Board seat remains unfilled. Present were:

Commissioners:	John Lindsey, Warren Roos, Cork McIsaac, and Greta Eoff
Staff:	Board Clerk Cherie Rita, Fire Chief David Stiles, Battalion Chief Patrick Fish, and Firefighter/Association President Jon Lee
Public:	None

2. **Public Comment** - NONE

3. **Old Business**

   a. **Discussion / Action – Adopt Proposed Revisions to Lillard Hall Use/Rental Policies Document**
   President Lindsey presented the proposed revisions to the *Lillard Hall Use/Rental Policies* document and called for discussion or a motion.

Motion:	Adopt the revisions to the *Lillard Hall Use/Rental Policies* document as presented
By:	Commissioner McIsaac
Second:	Commissioner Lindsey
Discussion:	None

   Motion passed unanimously.

4. **New Business**

   a. **Discussion / Action – Standing Committee – Reports and Minutes**
      i. **Lillard Hall Committee – Roos, Eoff**
         1. **Hall Financial and Rental Reports**
         Commissioner Rood presented the reports. No one had any questions and there was nothing new to report.

2. **Approve Pest Control Contract (Chief Stiles)**
Chief Stiles presented a Clark Pest Control proposed contract for increased services, including service around and in Lillard Hall, noting an increase in ant, rat, and black widow spider activity. The proposal included an initial inspection and treatments at $540.00, then monthly visits at $150.00 per month; an increase from $146.00 every two months which only treated inside and outside the station. The bills would be split evenly between the District and Lillard Hall.

Motion: Approve the Clark Pest Control proposal and contract as presented
By: Commissioner McIsaac
Second: Commissioner Eoff
Discussion: None
Motion passed unanimously.

3. **Approve September 14, 2026, Committee Meeting Minutes**
Motion: Approve the September 14, 2026, Committee meeting Minutes as presented
By: Commissioner Roos
Second: Commissioner McIsaac
Discussion: None
Motion passed unanimously.

5. Fire Chief's Report (Chief Stiles)

a. Incidents for September 2026
Chief Stiles presented the reports.

b. Staffing Updates
Chief Stiles reported that:

- Fire Captain Osborn is leaving the Department this month. Internal recruitment has just closed, and Fire Captain Michael Rehan has accepted the open position, returning to the Department in the next several weeks.
- Recruitment to replace Firefighter Zaya, who is also leaving the Department this month, is ongoing. Internal recruitment has resulted in three applicants. Battalion Chief Fish is conducting the interviews.
- One out-of-district Volunteer is leaving because of school commitments.
- One Reserve Firefighter has left the program.

c. Grant Updates
Chief Stiles reported that:

- Battalion Chief Fish submitted a grant application for a 2025 SAFER grant. Thanks to Battalion Chief Fish's hard work the District was awarded a 2025 SAFER grant for recruitment and retention in the amount of $482,850.00, covering four years. There will be several months of overlap between the prior

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grant and this one and staff will begin work on the transition.

- He is still working through getting Reserve Firefighter's physicals updated so we can resubmit the reimbursement request.
- We are still waiting to hear about the VFA and Glide Foundation grants we applied for.

d. Miscellaneous
Chief Stiles reported that:

- We have received reimbursement for W30's response to the Putah Incident in the amount of $3,089.76, slightly higher than originally billed.
- The reel and foam system parts are in for continuing upgrades to the new engine; W30 is due for its annual maintenance.
- Staff continues to work on procedures for Lillard Hall rental processing; it will be an ongoing process for awhile as adjustments are made and steps finalized.
- He will continue with repairs to Lillard Hall.
- He has reached out to YCPARMIA for help in developing an exercise/workout policy. Our insurance covers injuries sustained during workouts to maintain physical readiness and includes a benefit that allows us to hire, and get reimbursed for, a fitness trainer to come to the station and help develop the program. Commissioner McIsaac saw benefit in doing so. Staff will continue to work on it.

6. Assistant Chief's Report (AC Beoshanz)
Assistant Chief Beoshanz was not present; Chief Stiles had nothing to report on his behalf.

7. Fire Fighter's Association Report (President Lee)
Association President Lee reminded the Board that the Holiday Party was scheduled for December 6, 2026. He also asked any Commissioners to let him know if any of them was interested in coming to the Association dinner on November 2, 2026.

8. Board Clerk's Report (Clerk Rita)
Board Clerk Rita advised the Board that she had been notified that a prior Board Clerk (unknown to any of those Board members present) had passed.

Board Clerk Rita advised the Board that the County had sent out solicitations for preparation of the annual State Controller's Office financial report. She reminded the Board that in prior years Mark Krummenacker had prepared the report for considerably less than the County quoted for them to prepare it. She reported that she had contacted Mr. Krummenacker, and he had agreed to prepare this upcoming report; she will notify the County and work with Mr. Krummenacker on the report.

a. Informational

i. Trial Balance – FYE 2026 – Period 12 – Not Closed
Clerk Rita presented the most recent Trial Balance for Period 12 of fiscal year end 2026. She noted that fiscal year 2026 records had still not been closed by the County.

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ii. **Trial Balance – FYE 2027 – Period 3 – Not Closed**
Clerk Rita presented the Trial Balance for Period 3 of fiscal year 2027, noting this period also had not yet been closed by the County. Commissioner McIsaac noted that at GL 510112 a percentage was listed; this should be removed.

iii. **FYE 2027 Deposits to Date**
Clerk Rita presented the report.

b. **Discussion / Action – West Plainfield Fire Protection District Bill Review / Payment Ratification**
Motion: Ratify payment of District bills as presented
By: Commissioner McIsaac
Second: Commissioner Roos
Discussion: None
Motion passed unanimously.

c. **Discussion / Action – Approve September 15, 2026, Board Meeting Minutes**
Motion: Approve September 17, 2026, Board meeting Minutes as presented
By: Commissioner Rood
Second: Commissioner Lindsey
Discussion: None
Motion passed unanimously.

9. **Open Forum**
Commissioner Roos thanked Battalion Chief Fish for his hard work on the grant applications. He reminded everyone he continues to seek ways to increase funding and wonders if the 375 fire protection districts in California might somehow work together. Board Clerk Rita suggested he reach out to Fire Districts Association of California.

10. **Next Regular Board Meeting on November 17, 2026, Unless Another Date is Agreed Upon**
Commissioner Roos reminded everyone that he would not be present. Clerk Rita confirmed that if all others were, there would be a quorum for the meeting if held on November 17, 2026. The next regular Board meeting was confirmed to be November 17, 2026. Chief Stiles noted he would be out between November 2 and November 12.

11. **Meeting Adjourned (President Lindsey)**
Motion: Adjourn the meeting
By: Commissioner Lindsey
Second: Commissioner Eoff
Discussion: None
Motion passed unanimously.

Meeting adjourned by President Lindsey at 7:30 PM.

Approved: November 17, 2026

_____ _____
JOHN LINDSEY, President CHERIE RITA, Board Clerk

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