



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

AGENDA BOARD OF COMMISSIONERS – REGULAR MEETING January 20, 2026, at 7:00 PM

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

To be Held 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

1. Call the Meeting to Order and Establish Quorum (President Lindsey)
2. Public Comment
3. Old Business
4. New Business
 - a. Adopt Policy *Americans with Disabilities Act (ADA) Compliance* (Policy 215) (new) (Chief Stiles) **(Pg 3 - 13)**
 - b. Adopt Policy *National Emergency Response Information System (NERIS)* (Policy 327) (replacement) (Chief Stiles) **(Pg 14)**
 - c. Adopt Policy *Ride-Along Program / Riding in Fire Apparatus* (Policy 329) (new) **(Pg 115 - 17)**
 - d. Discussion / Action - Possible Changes to Board's "Public Comment" Policy (President Lindsey) **(Pg 18)**
 - e. Discussion / Action – Standing Committee – Reports and Minutes
 - i. Lillard Hall Committee – **Amy, Roos**
 1. Hall Manager Report **(Pg 19 - 21)**
5. Fire Chief's Report (Chief Stiles)
 - a. Incidents for December 2025 **(Pg 22 - 23)**
 - b. Staffing Updates
 - c. Grant Updates
 - d. Miscellaneous **(Pg 24 - 25)**

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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 6 – Not Closed **(Pg 26)**
 - ii. FYE 2026 Deposits to Date **(Pg 27)**
 - b. Discussion / Action – West Plainfield Fire Protection District Bill Review / Payment Ratification **(Pg 28 - 30)**
 - c. Discussion / Action – Approval of December 16, 2025, Board Meeting Minutes **(Pg 31 - 36)**
9. Open Forum
10. Next Regular Board Meeting on February 17, 2026, Unless Another Date is Agreed Upon
11. Meeting Adjourned (President Lindsey)

Americans with Disabilities Act (ADA) Compliance

215.1 PURPOSE AND SCOPE

Federal

The purpose of this policy is to provide guidelines for equal access to West Plainfield Fire Department services, programs, and activities for persons with disabilities in accordance with Title II of the Americans with Disabilities Act (ADA).

This policy also includes guidelines to provide effective communication with persons with disabilities and to protect the rights of individuals who use service animals in accordance with the ADA.

215.1.1 DEFINITIONS

Federal MODIFIED

Definitions related to this policy include (28 CFR 35.104):

ADA coordinator – The member designated by the Fire Chief to coordinate the [Department's](#) efforts to comply with the ADA (28 CFR 35.107).

Assistive devices, auxiliary aids, and services - Tools used to communicate with people who have a disability or impairment. They include but are not limited to the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service, or VRS); taped text; qualified readers; or a qualified interpreter.

Disability or impairment - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the person uses assistive devices, auxiliary aids, and services. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102; 28 CFR 35.108).

Facility - All aspects of buildings, structures, sites, complexes, equipment, rolling stock or other conveyances, roads, walkways, parking areas, and other real or personal property (28 CFR 35.108).

Modification - Any change, adjustment, alteration, adaptation, or accommodation that renders a [Department](#) service, program, or activity suitable for use, enjoyment, or participation by a person with a disability. This may include alteration of existing buildings and facilities.

A modification includes any change or exception to a policy, practice, or procedure that allows a person with a disability to have equal access to programs, services, and activities. It also includes the provision or use of assistive devices, auxiliary aids, and services.

Power-driven mobility device - Any mobility device powered by batteries, fuel, or other engine type used by persons with disabilities for mobility assistance, regardless of whether the device

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was primarily designed for that purpose (e.g., golf carts, Segway® PT, mobility scooters). For purposes of this policy, it does not include wheelchairs.

Qualified interpreter - A person who is able to interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, transliterators, sign language interpreters, and intermediary interpreters.

Service animal - A dog that is trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability.

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for persons with disabilities, provided the horse is housebroken, is under the handler's control, the building or facility can accommodate the horse's type, size, and weight, and the horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i)).

215.2 POLICY

Federal MODIFIED

It is the policy of the Department that persons with disabilities have equal access to [Department](#) services, programs, and activities.

The Department will not discriminate against or deny any individual access to services, programs, or activities based upon disabilities.

215.3 ADA COORDINATOR

Federal MODIFIED

The responsibilities of the ADA coordinator include but are not limited to (28 CFR 35.130):

- (a) Coordinating efforts within the Department and with the District ADA coordinator to provide equal access to services, programs, and activities including:
 1. Establishing procedures to provide for the performance of routine maintenance on buildings, facilities, or equipment that provide access to persons with disabilities (28 CFR 35.133).
 2. Maintaining [Department](#) compliance with accessibility standards for [Department](#) web content and mobile applications as required by 28 CFR 35 Subpart H (28 CFR 35.200).
- (b) Recommending amendments to this policy, as needed.
- (c) Coordinating a process of periodic self-evaluation. The process should include:
 1. Inspection of current [Department](#) buildings and facilities to identify access issues.
 2. Review of current [Department](#) services, activities, and programs for access issues.

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3. Assessment and update of current compliance measures.
 4. Identification of recurring areas of complaint for which new methods of modification should be considered.
 5. Review of the [Department](#)'s emergency programs, services, and activities as they apply to persons with disabilities.
 6. Recommendation of a schedule to implement needed improvements.
- (d) Acting as a liaison with local disability advocacy groups or other disability groups regarding access to [Department](#) services, programs, and activities.
 - (e) Developing procedures for the review and processing of requests for assistance or modifications that will help members provide persons with disabilities access to [Department](#) services, programs, and activities, as appropriate.
 - (f) Providing notice to the public regarding the rights and protections afforded by the ADA (e.g., posters, published notices, handbooks, manuals, and pamphlets describing [Department](#) services, programs, and activities and the availability of assistive devices, auxiliary aids, and services, as well as modifications) (28 CFR 35.106).
 - (g) Developing procedures for members to access assistive devices, auxiliary aids, and services, including qualified interpreters, and making the procedures available, as appropriate.
 1. A list of qualified interpreter services with contact and availability information should be maintained and easily accessible to members.
 - (h) Developing, implementing, and publishing appropriate procedures to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to services, programs, and activities (28 CFR 35.107). The complaint procedures should include an appeal process.
 - (i) Requiring third parties providing [Department](#) services, programs, or activities through contract, outsourcing, licensing, or other arrangement to establish reasonable policies and procedures to prevent discrimination against and denial of access to persons with disabilities.
 - (j) Developing and implementing procedures to provide that new construction and any alteration to an existing building or facility are undertaken in compliance with the ADA (28 CFR 35.151).
 - (k) Coordinating with appropriate state and local agencies to address the needs of persons with disabilities in the [Department](#)'s emergency disaster preparedness planning, including consideration of communication methods (e.g., warning and emergency notification systems), evacuation and transportation, shelters and care facilities, emergency medical care, and post-disaster canvassing, transportation, and remediation.)
 1. The ADA coordinator or the authorized designee should serve as a liaison to [Department](#) members during an emergency or disaster to provide guidance on issues involving persons with disabilities that may arise.

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215.4 REQUESTS

Federal

The goal of any modification should be to allow the person to participate in the service, program, or activity in the same way as a person who does not have a disability.

Upon receiving a request for a modification, members should make reasonable efforts to accommodate the request based on the preference of the person with the disability. Members should not ask about the nature and extent of a person's disability and should limit questions to information necessary to determine the need for a modification and the type of modification that is appropriate.

If the requested modification or an alternative modification can reasonably be made at the time of the request, the member should make the modification. A member who is unable to accommodate a request or unsure about whether a request should be accommodated should contact a supervisor.

The supervisor should review and approve the request, if practicable and appropriate. Otherwise, the supervisor should document the requesting person's contact information and the modification being requested and forward the request to the ADA coordinator for processing as soon as reasonably practicable.

215.4.1 DENIAL OF REQUEST

Federal MODIFIED

The following should be considered before denying a request for modification:

- (a) Requests for modifications should be approved unless complying with the request would result in (28 CFR 35.150):
 1. A substantial alteration of the service, program, or activity.
 2. An undue financial or administrative burden on the Department.
 3. All resources available for use in the funding and operation of the service, program, or activity at issue should be considered in this determination.
 4. A threat to or the destruction of the historic significance of an historic property.
 5. A direct threat to the health or safety of others (28 CFR 35.139).
 6. If any of the above circumstances are present, the ADA coordinator should work with [Department](#) staff and the person requesting the modification to determine if an alternative modification is available.
- (b) Where physical modification of an existing building or facility, or new construction, would be unfeasible or unduly burdensome, the ADA coordinator should work with [Department](#) staff to determine whether alternative modifications are available. Alternative methods that should be considered include (28 CFR 35.150):
 1. Reassigning services, programs, or activities to accessible buildings or facilities.

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2. Utilizing technology, equipment, rolling stock, or other conveyances.
 3. Delivering the services, programs, or activities directly to a person with a disability by way of home visits or meeting the person at an accessible location.
 4. Any other means or methods that would make services, programs, or activities readily accessible.
- (c) If no alternative modification is appropriate, the ADA coordinator shall issue a written statement explaining why a modification of the public service, program, or activity will not be made (28 CFR 35.150).

215.4.2 PERSONAL DEVICES AND ASSISTANCE

Federal

Although members should make every effort to comply with requests, the provision of personal devices or assistance (e.g., wheelchairs, eyeglasses, hearing aids, personal assistance in eating or using the restroom) to persons with disabilities is not required (28 CFR 35.135).

215.4.3 SURCHARGES

Federal

Surcharges shall not be imposed upon persons with disabilities to cover the costs of providing modifications to public services, programs, and activities (28 CFR 35.130(f)).

215.5 MOBILITY DEVICES

Federal

Wheelchairs and manually powered mobility devices such as walkers, crutches, canes, and braces are permitted in any areas open to pedestrians.

Power-driven mobility devices other than wheelchairs may be restricted only if a legitimate safety interest is identified that warrants the restriction (28 CFR 35.130(h); 28 CFR 35.137).

A member should not ask a person using a power-driven mobility device to terminate the use of the device or leave the area unless an imminent and legitimate safety issue is present. If a member is concerned about the use of a power-driven mobility device by a person with a disability, the member should contact a supervisor.

The determination of whether a reasonable modification should be made for the use of a power-driven mobility device within a public building or facility should be based on whether the device, given its size and speed, can be safely used within the particular building or facility taking into account the layout and design of the building or facility, the amount of pedestrian traffic present in the building or facility, and whether there is any risk of damage to the building or facility or its immediate environment as set forth in 28 CFR 35.137.

215.5.1 INQUIRIES REGARDING MOBILITY DEVICES

Federal

If an individual is using a power-driven mobility device other than a wheelchair, the member may seek credible assurance from the individual that the device is needed because of a disability.

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Credible assurance of the device's necessity may be provided in one of the following ways (28 CFR 35.137):

- (a) Presentation of a valid, state-issued disability placard or card
- (b) Presentation of any other state-issued proof of disability
- (c) A verbal statement, not contradicted by observable fact, that use of the device is necessary for mobility purposes

215.6 COMMUNICATIONS WITH PERSONS WITH DISABILITIES

Best Practice

Members should remain alert to the possibility of communication problems when engaging with persons with disabilities. When a member knows or suspects an individual requires assistance to effectively communicate, the member should identify the individual's choice of assistive device, auxiliary aid, and service.

The individual's preferred communication method should be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

- (a) The methods of communication usually used by the individual.
- (b) The nature, length, and complexity of the communication involved.
- (c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever assistive device, auxiliary aid, or service reasonably appears effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate assistive device, auxiliary aid, and service. Once the emergency has ended, the continued method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

215.6.1 TYPES OF ASSISTANCE AVAILABLE

Federal

Members shall not refuse an available type of assistive device, auxiliary aid, or service to a person with a disability who is requesting assistance. The Department will not require persons with disabilities to furnish their own assistive device, auxiliary aid, or service as a condition for receiving assistance. The Department will make every reasonable effort to provide equal access and timely assistance to persons with disabilities through a variety of assistive devices, auxiliary aids, and services.

Persons with disabilities may choose to accept District-provided assistive devices, auxiliary aids, and services, or they may choose to provide their own.

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Department-provided assistive devices, auxiliary aids, and services may include but are not limited to the assistance methods described in this policy.

215.6.2 AUDIO RECORDINGS AND ENLARGED PRINT

Federal

The Department may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, members may read aloud from the appropriate form or provide forms with enlarged print.

215.6.3 QUALIFIED INTERPRETERS

Federal MODIFIED

A qualified interpreter may be needed in lengthy or complex interactions (e.g., public meetings or hearings, special or emergency meetings, press conferences) for individuals who normally rely on sign language or speechreading (lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the exchange. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a local government or legal proceeding.

Qualified interpreters should be:

- (a) Available within a reasonable amount of time.
- (b) Experienced in providing interpretation services.
- (c) Familiar with the use of VRS and/or video remote interpreting services.
- (d) Certified in either American Sign Language (ASL) or Signed English (SE).
- (e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
- (f) Knowledgeable of the ethical issues involved when providing interpreter services.

Members should use [Department](#)-approved procedures to request a qualified interpreter at the earliest reasonable opportunity or when it is reasonably apparent that an interpreter is needed. Persons with disabilities shall not be required to provide their own interpreters (28 CFR 35.160).

215.6.4 TTY AND RELAY SERVICES

Federal

The Department will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service.

Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.

215.6.5 COMMUNITY VOLUNTEERS

Federal MODIFIED

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Interpreter services may be available from community volunteers who have demonstrated competence in communication services, such as ASL or SE, and have been approved by the Department to provide interpreter services.

When qualified interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, [Department](#) members must carefully consider the nature of the interaction and the relationship between the person with the disability and the volunteer to be reasonably satisfied that the volunteer can provide neutral and unbiased assistance.

215.6.6 FAMILY AND FRIENDS

Federal

While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the interaction and relationship between the person with the disability and the person offering services must be carefully considered to determine whether the family member or friend can provide neutral and unbiased assistance.

Children shall not be relied upon except in emergency or critical situations when there is no qualified interpreter reasonably available.

Adults may be relied upon when (28 CFR 35.160):

- (a) There is an emergency or critical situation and there is no qualified interpreter reasonably available.
- (b) The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

215.6.7 FIELD ENFORCEMENT CONSIDERATIONS

Federal

It is important that members are able to effectively communicate with persons with disabilities even though the location of the communication may hinder the member's ability to provide assistive devices, auxiliary aids, and other services in a prompt manner.

Members involved in interactions with persons with disabilities that occur in the field and that could result in any type of civil or criminal enforcement action (e.g., issuing code enforcement citations, shutting off a utility service, fire investigations) should assess each situation to determine if communication assistance is necessary. The length, complexity, and importance of the communication, as well as the individual's preferred method of communication, should be considered when determining what, if any, resources should be used and whether a qualified interpreter or other service is needed.

215.7 SERVICE ANIMALS

Federal

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Service animals that are assisting persons with disabilities are permitted in all Department buildings and facilities and other areas where the general public is allowed. Department members are expected to treat people with service animals with the same courtesy and respect that the Department affords to all members of the public (28 CFR 35.136).

215.7.1 IDENTIFICATION AND USE OF SERVICE ANIMALS

Federal

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness, or collar.

Service animals may be used in a number of ways to provide assistance, including:

- (a) Guiding people who are blind or have low vision.
- (b) Alerting people who are blind or have low vision.
- (c) Retrieving or picking up items, opening doors, or flipping switches for people who have limited use of their hands, arms, or legs.
- (d) Pulling wheelchairs.
- (e) Providing physical support and assisting with stability and balance.
- (f) Doing work or performing tasks for people with traumatic brain injury, intellectual disabilities, or psychiatric disabilities, such as reminding a person with depression to take medication.
- (g) Altering a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.

215.7.2 INQUIRIES REGARDING SERVICE ANIMALS

Federal

If it is apparent or if a member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the member should ask the individual only the following questions (28 CFR 35.136(f)):

- (a) Is the animal required because of a disability?
- (b) What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal's status should be asked. Members should not question individuals about their disabilities, nor should members ask any individual to provide a license, certification, or identification card for a service animal.

215.7.3 CONTACT WITH SERVICE ANIMALS

Federal

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Service animals are not pets. Department members should not interfere with the important work performed by a service animal by talking to, petting, or otherwise initiating contact with a service animal.

215.7.4 REMOVAL OF SERVICE ANIMALS

Federal

If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, a member should notify an appropriate supervisor who may direct the handler to remove the animal from the premises. Barking alone is not a threat, nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136(b)).

Each incident must be considered individually, and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse access to services, programs, or activities to a person with a disability. Members are expected to provide all services that are reasonably available to a person with a disability, with or without a service animal.

215.8 WEBSITE ACCESS

Federal **MODIFIED**

The ADA coordinator should work with appropriate [Department](#) members to develop online content that is readily accessible to persons with disabilities. Department web content should be developed in conformance with the most current guidelines issued by the U.S. Department of Justice and federal regulations (28 CFR 35 Subpart H; 28 CFR 35.200).

Website content should also be made available to persons with disabilities in an alternative format upon request, if reasonably practicable.

215.9 DOCUMENTATION

Federal

Whenever any modification, assistive device, auxiliary aid, or service has been provided, the member involved should document:

- (a) The type of modification, aid, or service provided.
- (b) Whether the individual elected to use an assistive device, auxiliary aid, and service provided by the Department or some other identified source, if applicable.
- (c) Whether the individual's express preference for the modification, assistive device, auxiliary aid, or service was not honored, and the reason why an alternative method was used.

The documentation and any written communications exchanged should be maintained consistent with the Records Maintenance and Release Policy.

215.10 COMPLAINTS

Federal **MODIFIED**

Americans with Disabilities Act (ADA) Compliance

A member who receives a complaint or becomes aware of potential disability discrimination, an ADA violation, or a person's inability to access any [Department](#) program, service, or activity should document the complaint and refer the matter to the ADA coordinator (28 CFR 35.107).

215.11 TRAINING

Federal

Members who may have contact with persons with disabilities should receive periodic training on ADA compliance, to include:

- (a) Awareness and understanding of this policy and related procedures, related forms, and available resources.
- (b) Procedures for handling requests for modifications.
- (c) Accessing assistive devices, auxiliary aids, and services needed to communicate with persons with disabilities.
- (d) General requirements of the ADA, including modifying policies and practices, communicating with and assisting customers, accepting calls placed through alternative systems, and identifying alternate ways to provide access to programs, services, and activities as appropriate to the member's job duties.

Training records should be maintained in each member's personnel file in accordance with the established records retention schedule.

National Emergency Response Information System (NERIS)

327.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding National Emergency Response Information System (NERIS) reporting to ensure Department response information is properly reported to NERIS.

327.2 POLICY

The West Plainfield Fire Department is committed to improving fire reporting and analysis capability both locally and on the national level. Therefore, it is the policy of the West Plainfield Fire Department to participate in NERIS.

327.3 COORDINATOR RESPONSIBILITIES

The Fire Chief should designate a NERIS coordinator, who should develop and maintain familiarity with NERIS resources and reporting requirements and ensure Department information is compliant with the NERIS reporting format.

327.4 COMPANY OFFICER RESPONSIBILITIES

The Company Officer should ensure a NERIS report is completed for each response as soon as practicable, but no later than the end of the shift.

Ride-Along Program / Riding in Fire Apparatus

329.1 PURPOSE AND SCOPE

The Ride-Along Program provides an opportunity for civilians to experience fire service functions first hand. This policy provides the requirements and approval process for requests to ride in a fire apparatus or to participate in the Ride-Along Program, as well as the hours of operation for the Ride-Along Program.

329.2 DEFINITIONS

Civilian - Non-West Plainfield Fire Department member.

Participant - A civilian or off-duty fire service personnel riding in a fire apparatus, whether as part of the Ride-Along Program or simply riding in a fire apparatus.

Ride-along - Depending on context, refers to the Ride-Along Program or to the participant riding in a fire apparatus as part of the Ride-Along Program.

Ride - Scheduled ride-along or approved ride in a fire apparatus.

Rider - A participant riding in a fire apparatus, but not as part of the Ride-Along Program.

329.3 POLICY

It is the policy of the West Plainfield Fire Department to provide an opportunity for civilians to experience fire service functions or to simply ride in fire apparatus when specific criteria are met.

329.4 PROCEDURE TO REQUEST A RIDE-ALONG OR A RIDE IN FIRE APPARATUS

Generally, ride-along requests and requests to ride in fire apparatus will be reviewed and scheduled by the Assistant Chief of Operations or the authorized designee.

If approved, the Assistant Chief of Operations or the authorized designee will schedule a ride-along date, based on availability, generally at least one week after the date of application. The Assistant Chief of Operations or the authorized designee shall notify the respective Company Officer as soon as possible for scheduling considerations.

The Assistant Chief of Operations or the authorized designee will review requests to ride in fire apparatus and, if approved, will notify the respective Company Officer as soon as possible.

If a request is denied, a representative of the Department will contact the applicant and advise them of the denial.

Once approved, participants will be allowed to ride no more than once every six months. An exception may be made for the following: fire academy students, chaplains, and others with approval of the Assistant Chief of Operations.

No more than one ride-along or rider will be allowed in the fire apparatus at a given time.

Ride-Along Program / Riding in Fire Apparatus

329.4.1 REQUIREMENTS

Prior to participating in a ride-along, every individual who may come into contact with private health-related information will be required to complete HIPAA training and sign a non-disclosure agreement to keep all confidential information learned during the ride-along confidential.

Participants must be at least 18 years old. Prior to participating in a ride-along or ride, every individual must acknowledge the risks and sign a written waiver of claims and release of liability.

The participant must be in good health and must not be suffering from any illness or injury, including cold, flu or respiratory infection on the date scheduled for the ride-along or ride.

329.4.2 ELIGIBILITY

The opportunity to schedule a ride-along or ride is offered to District and Board members and their family members, District residents and their family members, fire academy students, and chaplains. Every attempt will be made to accommodate interested persons; however, any applicant may be disqualified without cause.

The following factors may be considered in disqualifying an applicant and are not limited to:

- Being under 18 years of age.
- Prior criminal history.
- Pending criminal action.
- Pending lawsuit against the Department.
- Denial by any supervisor.
- Poor health or other condition that cannot be reasonably accommodated.

329.4.3 AVAILABILITY

The Ride-Along Program is available on most days of the week, with certain exceptions. The ride-along times are established by the Assistant Chief of Operations and shall not exceed 8 hours. The opportunity to ride in a fire apparatus is dependant on approval of the request.

329.4.4 SUITABLE ATTIRE

Any person approved to ride along as part of the ride-along program is required to be suitably dressed in collared shirt, blouse or jacket, slacks and shoes. Sandals, T-shirts, tank tops, shorts and ripped or torn blue jeans are not permitted for ride-alongs. Hats and ball caps will not be worn in the fire apparatus. The Assistant Chief of Operations or Company Officer may refuse to accomodate anyone not properly dressed.

329.5 FIREFIGHTER RIDE-ALONGS

Off-duty members of this Department or of any other fire service agency will not be permitted to ride-along with on-duty firefighters without the express consent of the Assistant Chief of Operations or the authorized designee. In the event that such a ride-along is permitted, the off-duty member shall not be considered on-duty and shall not represent themself as a firefighter or participate in any fire service activity except as emergency circumstances may require.

Ride-Along Program / Riding in Fire Apparatus

329.6 COMPANY OFFICER RESPONSIBILITIES

The Company Officer shall advise the Assistant Chief of Operations that a civilian is present in the fire apparatus before going into service. Company Officer shall consider the safety of the civilian at all times. Company Officers should use discretion when encountering a potentially dangerous situation, and if feasible, require the participant to remain in the fire apparatus.

329.7 CONTROL OF RIDER

The Company Officer shall maintain control over the rider at all times and instruct them in the conditions that necessarily limit their participation. These instructions should include:

- (a) The rider will follow the lawful directions of any Department member.
- (b) The rider will not become involved in any investigation, discussions with victims or handling any fire equipment.
- (c) Either the rider or the Company Officer may terminate the ride at any time. Reasonable effort will be made to return the rider to their home or to the fire station if the ride is terminated.
- (d) Company Officers will not allow riders to be present in any residence or situation that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other citizen.
- (e) Under no circumstance shall a civilian rider be permitted to enter a private residence with the fire crew without the express consent of the resident or other authorized person.

Current Board Policy Regarding “Public Comment” (issued 12/05/2024)

1201.5.3 CONDUCT OF MEETINGS

Agency Content

a. GENERALLY

1. Meetings shall be conducted as follows:
 - a. The meetings shall be conducted in an open, fair, and orderly manner.
 - b. The public shall be given ample opportunity to participate in the meetings as set forth below.
 - c. Due process principles shall apply to quasi-judicial proceedings, or as otherwise required by law.
 - d. The meetings shall proceed in a manner that facilitates decision-making and problem-solving.
2. Public comment on items on the agenda, and general public comment regarding matters within the jurisdiction of the Board or committee, shall be allowed as follows:
 - a. Five minutes may be allotted to each speaker and a maximum of 20 minutes to each subject.
 - b. The presiding member may allow additional time per speaker and per subject comment period when necessary for a full and fair proceeding.
 - c. No disruptive conduct shall be permitted at any meeting.
 - d. Persistence in disruptive conduct shall be grounds for summary termination, by the presiding member, of that person's privilege of address.

Date	Applicant Name and Phone	Applicant Organization	2	Applicant Type	Rent Due	Amt Due	Date Paid	Security Deposit Due
01/13/26	4H	4H	Meeting	WPPFD Resident	No			No
01/14/26	Jennie Keifer	User	Dog Training	Other - Duration 3-8 hours	No			N / A
01/15/26	Jennie Keifer	User	Dog Training	Other - Duration 3-8 hours	No			N / A
01/21/26	Jennie Keifer	User	Dog Training	Other - Duration 3-8 hours	No			N / A
01/22/26	Jennie Keifer	User	Dog Training	Other - Duration 3-8 hours	No			N / A
01/27/26	Jennie Keifer	User	Dog Training	Other - Duration 3-8 hours	No			N / A
01/28/26	Jennie Keifer	User	Dog Training	Other - Duration 3-8 hours	No			N / A
01/29/26	Jennie Keifer	User	Dog Training	Other - Duration 3-8 hours	No			N / A
02/10/26	4H	4H	Meeting	WPPFD Resident	No			No
02/21/26	Mary Travis 530-758-5692	User	Celebration of Life		No	960	01/12/26	No
03/14/26	Paul Berliner 530-902-3477	User	Fly Fishers Dinner		Yes	960		No

SD Amt Due	Date Paid	Date Refunded	Refund Amt	Ins Cert Required	Date Cert Provided	Guard Required	Date Contract Provided
				N / A		No	
				Yes	05/28/25	No	
				Yes	05/28/25	No	
				Yes	05/28/25	No	
				Yes	05/28/25	No	
				Yes	05/28/25	No	
				Yes	05/28/25	No	
				N / A		No	
1,500	12/01/25			Yes		No	
1,500	09/19/25			Yes		Yes	

Date	Check #	Payment	Deposit	Balance	Payable To	From	Purpose	
10/01/25	1034	391.72		12,471.34	PG&E		PG&E - Sept	Cleared
10/01/25	1035	139.05		12,332.29	WPPFD		Payroll - Sept	Cleared
10/01/25	1036	2,900.00		9,432.29	Alliance Tree Service		Tree Trimming	Cleared
10/10/25			2,118.00	11,550.29		Son Chong, Jennie Keifer, Esperanza Morales	Rental Fees	Deposited
10/15/25	1037	449.13		11,101.16	PG&E		PG&E - Oct	Cleared
11/07/25	1038	75.00		11,026.16	Edward Sykes		Expenses - Landfill Run	Cleared
11/14/25			958.00	11,984.16		Son Chong, Jennie Keifer	Rental Fees	Deposited
11/14/25	1040	266.41		11,717.75	PG&E		PG&E - Nov (check #1039 VOID)	Cleared
12/12/25			1,158.00	12,875.75		Son Chong, Jennie Keifer	Rental Fees	Deposited
12/17/25	1041	44.80		12,830.95	Edward Sykes		Expenses - Supplies	Cleared
12/17/25	1042	335.69		12,495.26	PG&E		PG&E - Dec	Cleared
01/14/26	1043	1,608.89		10,886.37	WPPFD		Payroll - Oct, Nov, Dec	

Date	Check	Payment	Deposit Amount	Balance	Payable To	From	Purpose	
11/22/23			1,500.00	1,500.00		Son Chong	Security Deposit	Deposited
01/03/24			2,500.00	4,000.00		Lillard Hall Fund	Security Deposits - Fly Fishers (1500), Fairfield School (800), Jennie Keifer (200)	Deposited
01/24/24			1,500.00	5,500.00		Liliana Castaneda	Security Deposit - 1/27/24 Reception	Deposited
01/30/24	1001	800.00		4,700.00	Fairfield Elementary		Deposit Refund	Cleared
01/30/24	1002	1,500.00		3,200.00	Liliana Castaneda		Deposit Refund	Cleared
03/12/24	1003	1,500.00		1,700.00	Fly Fishers Davis		Deposit Refund	Cleared
03/12/24	1004	0.00		1,700.00			VOIDED CHECK	VOID
04/01/24		39.43		1,660.57			Check Charge from 12/06/23	Paid
05/30/24			1,539.43	3,200.00		Amanda Barajas/Lillard	Security Deposit / Check Charge Reimbursement	Deposited
08/07/24	1005	1,500.00		1,700.00	Amanda Barajas		Deposit Refund	Cleared
09/20/24			800.00	2,500.00		Jackie Lundy	Security Deposit - 5/4/25 Reception	Deposited
12/27/24			800.00	3,300.00	Fly Fishers Davis		Security Deposit - 3/8/25 Fundraiser Dinner	Deposited
01/13/25			800.00	4,100.00		Brenda Duncan	Security Deposit - 1/14/25 Celebration of Life	Deposited
01/27/25	1007	800.00		3,300.00	Brenda Duncan		Deposit Refund	Cleared
02/14/25			1,500.00	4,800.00		Jose Gonzalez	Security Deposit - 5/10/25 First Communion	Deposited
03/18/25	1008	800.00		4,000.00	Fly Fishers Davis		Deposit Refund	Cleared
05/06/25	1009	800.00		3,200.00	Jackie Lundy		Deposit Refund	Cleared
05/13/25	1010	1,500.00		1,700.00	Jose Gonzalez		Deposit Refund	Cleared
07/28/25			1,500.00	3,200.00		Teresa Tamajo	Security Deposit - 11/15/25 70th Birthday Party	Deposited
07/28/25			1,500.00	4,700.00		Esperanza Morales	Security Deposit - 11/1/25 3rd Birthday Party	Deposited
09/19/25			1,500.00	6,200.00		Fly Fishers of Davis	Security Deposit - 3/14/26 Dinner	Deposited
11/07/25	1011	1,500.00		4,700.00	Esperanza Morales		Deposit Refund	Cleared
12/04/25			1,500.00	6,200.00		Mary Travis	Security Deposit - 2/21/26 Celebration of Life	Deposited

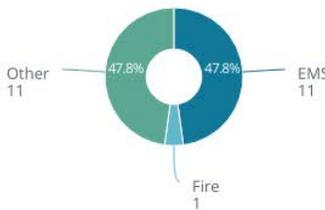
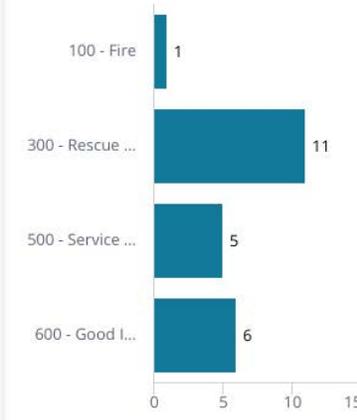
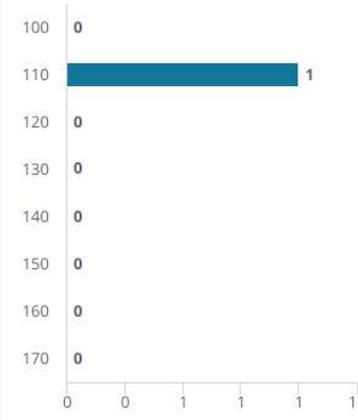
2025 Fire Index - Incident Types
 Source : Fire Incidents.

Filters:	Alarm Date Range: 12/1/25 to 12/31/25 Is Locked: true Is Active: true
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Fire Index - Incident Type Breakdown

This measure comes from the ESO Fire Index. See national performance at: <https://www.eso.com/resources/fire-index/>

<p>Count of Total Incidents & Exposures</p> <div style="margin-top: 20px;"> <p>Count of Incidents</p> <h2 style="font-size: 2em; margin: 0;">23</h2> <p>Additional Exposures 0</p> </div>	<p>Aid Given/Received</p> <div style="margin-top: 20px;"> <p>Aid Given</p> <h2 style="font-size: 2em; margin: 0;">9</h2> <p>Aid Received 3</p> </div>
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<p>EMS/Fire Incident Breakdown</p>  <table border="1" style="margin-top: 10px; font-size: 0.8em;"> <thead> <tr> <th>Category</th> <th>Count</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>EMS</td> <td>11</td> <td>47.8%</td> </tr> <tr> <td>Other</td> <td>11</td> <td>47.8%</td> </tr> <tr> <td>Fire</td> <td>1</td> <td>4.4%</td> </tr> </tbody> </table>	Category	Count	Percentage	EMS	11	47.8%	Other	11	47.8%	Fire	1	4.4%	<p>Count of Incidents by Incident Type</p>  <table border="1" style="margin-top: 10px; font-size: 0.8em;"> <thead> <tr> <th>Incident Type</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>100 - Fire</td> <td>1</td> </tr> <tr> <td>300 - Rescue ...</td> <td>11</td> </tr> <tr> <td>500 - Service ...</td> <td>5</td> </tr> <tr> <td>600 - Good I...</td> <td>6</td> </tr> </tbody> </table>	Incident Type	Count	100 - Fire	1	300 - Rescue ...	11	500 - Service ...	5	600 - Good I...	6	<p>Count of Fire Incidents by Type</p>  <table border="1" style="margin-top: 10px; font-size: 0.8em;"> <thead> <tr> <th>Fire Incident Type</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>110</td> <td>1</td> </tr> <tr> <td>0</td> <td>0</td> </tr> <tr> <td>1</td> <td>0</td> </tr> <tr> <td>1</td> <td>0</td> </tr> <tr> <td>1</td> <td>0</td> </tr> <tr> <td>1</td> <td>0</td> </tr> </tbody> </table>	Fire Incident Type	Count	110	1	0	0	1	0	1	0	1	0	1	0
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Fire Resources - Personnel and Units (call volume)
 Source: Fire Incidents

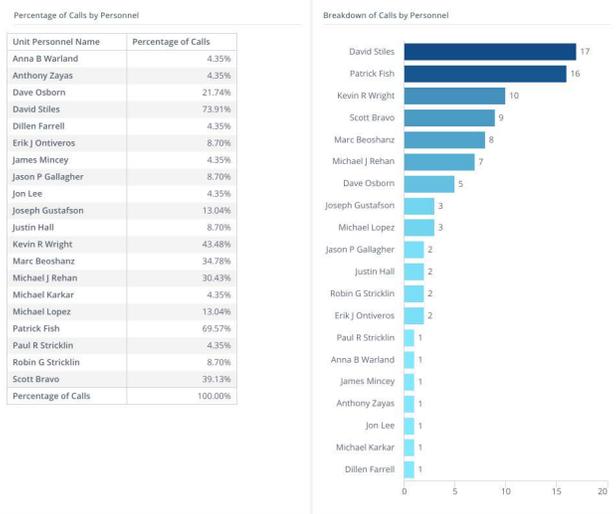
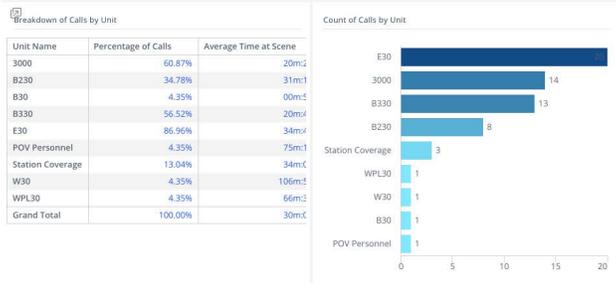
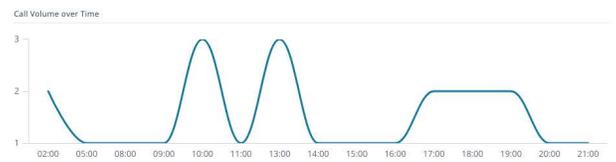
Filters: Alarm Date Range: 12/1/25 to 12/31/25
 Is Locked: true
 Is Active: true

Fire Resources - Personnel and Units

Tracks personnel and unit involvement by call volume during fire incidents.

Total Incidents: **Count of Incidents: 23**

Average Time On Scene: **Average Time On Scene: 65m:19s**





**Fwd: UPDATED ATTACHMENT: Proposed Amendments to Property Program
Memorandum of Coverage 26-27**

1 message

Chief WPL <chief@westplainfieldfire.gov>
To: WPFDP Clerk <clerk@westplainfieldfire.gov>

Thu, Jan 8, 2026 at 9:30 AM

Please attach to the board packet.

David Stiles, Fire Chief
West Plainfield FD
24901 CR 95
Davis, CA 95616
(530) 756-0212
(530) 304-3475 (cell)

----- Forwarded message -----

From: **Barbara Lubben** <blubben@ycparmia.org>

Date: Thu, Jan 8, 2026 at 9:25 AM

Subject: Fwd: UPDATED ATTACHMENT: Proposed Amendments to Property Program Memorandum of Coverage 26-27

To: Barbara Lubben <blubben@ycparmia.org>, Lily Viek <lviek@ycparmia.org>

Dear YCPARMIA Property Program Members,

Please see the email below from PRISM Chief Operating Officer Mike Pott regarding proposed changes to the Property Program Memorandum of Coverage which would be effective March 31, 2026.

Thank you,
Barbara Lubben
Executive Director
YCPARMIA
77 West Lincoln Ave
Woodland, CA 95695
530-666-4456 x 202
executivedirector@ycparmia.org

----- Forwarded message -----

From: **Michael Pott** <mpott@prismrisk.gov>

Date: Wed, Jan 7, 2026 at 12:16 PM

Subject: UPDATED ATTACHMENT: Proposed Amendments to Property Program Memorandum of Coverage 26-27

To: Michael Pott <mpott@prismrisk.gov>

Good day,

It appears there was an issue with the attachment not showing the redline/strikethrough notations. This has been addressed and a corrected version is attached for your review. If you have any questions, would like to discuss the proposed amendments, or wish to provide comments regarding the proposed amendments, please do not hesitate to contact me at mpott@prismrisk.gov or by telephone at 916.850.7300.

Michael Pott
PRISM Chief Operating Officer

From: Kelli Snelling **On Behalf Of** Michael Pott
Sent: Tuesday, January 6, 2026 8:15 AM
To: Michael Pott <mpott@prismrisk.gov>
Subject: Proposed Amendments to Property Program Memorandum of Coverage 26-27

To: Members of the PRISM Property Program
From: Michael Pott, Chief Operating Officer
Subject: Proposed Amendments to Property Program Memorandum of Coverage 26-27

This communication is being distributed to the primary contacts for each Property Program member. Please forward it to anyone else within your organization (such as your County Counsel, City Attorney, etc.) that should review the proposed amendments prior to final consideration.

At its December 17, 2025 meeting, the PRISM Property Committee authorized distribution of proposed amendments to the Property Program Memorandum of Coverage (MOC) for review and comment. The proposed changes can be found in the attached documents. The below provides an explanation of the proposed changes that can be seen in the ~~redlined~~ version of the MOC that is attached hereto. **The review and comment period will be open through Friday, February 6, 2026.** At that time, all feedback received from the members will be compiled and presented to the Property Committee at its first meeting thereafter so that the Committee can make a final decision on whether to approve all, some, or none of the proposed changes. Approved amendments will go into effect with the March 31, 2026 renewal.

BACKGROUND

The Property Program MOC is a manuscript form that was created and modified over several decades. The form was initially very broad, but was expanded even further over the years in soft market cycles. Until 2022, the primary carrier on the Program was AIG, who had input on the coverage terms. Now that PRISM is self-insuring the primary \$10M of coverage, it is prudent for the members and the Property Committee to review the MOC for potential changes to ensure contract certainty and equity among the members.

In reviewing the MOC for the upcoming year, the following changes are proposed:

1. Deductible for Named Storms, page 3 of 119: The MOC currently contains a percentage deductible for named storms. California is a low hazard area for named storms such as hurricanes. Accordingly, it is unnecessary from an underwriting standpoint to apply a higher deductible. Percent deductibles can also be confusing. Since there is minimal risk of a named storm event occurring in California, it is recommended that this percentage deductible be removed from the MOC and that any loss therefore would be subject to each member's regular deductible.
2. Modify the definition of Replacement Cost, page 9 of 119: **Provide recovery based on modern building techniques**: Older buildings may have utilized building techniques that are different than what is common today (e.g. lathe and plaster vs. drywall). Modern techniques and materials are often less expensive, more efficient to install, and produce the same aesthetic appearance. This recommended change would result in the use of modern building techniques and materials in all situations except when historic techniques and materials are required (i.e. by code, historic registry, etc.) This change will provide the member with a quality repair, but help limit the costs which will positively impact the rates charged to all members.

If you have any questions, would like to discuss the proposed amendments, or wish to provide comments regarding the proposed amendments, please do not hesitate to contact me at mpott@prismrisk.gov or by telephone at 916.850.7300.

Michael Pott
PRISM Chief Operating Officer

WEST PLAINFIELD FIRE PROTECTION DISTRICT
 FYE 2025 TRIAL BALANCE

Acct #	Account Name	Adopted - Revised	P6 Closed	% of Adopted
400100	PROPERTY TAXES - CURRENT SECURED	382,800.00	397,675.20	103.89%
400101	PROPERTY TAXES - CURRENT UNSECURED	23,700.00	20,287.40	85.60%
400111	PROPERTY TAXES - PRIOR UNSECURED	400.00	282.06	70.52%
400120	SUPPLEMENTAL PROPERTY TAXES - CURRENT		1,565.71	
400121	SUPPLEMENTAL PROPERTY TAXES - PRIOR			
400500	OTHER TAXES - SALES & USE TAX			
403100	INVESTMENT EARNINGS - POOL	500.00	6,506.52	1301.30%
403214	RENTS & CONCESSIONS - OTHER			
410050	ST-HIGHWAY PROPERTY RENTALS		7.82	
410250	STATE - HOMEOWNERS PROPERTY TAX RELIEF		794.84	
410900	STATE - OTHER	10,000.00	0.89	0.01%
420103	FEDERAL - OTHER - HOMELAND SECURITY			
420900	FEDERAL - OTHER	16,000.00	(0.41)	0.00%
430020	OTHER GOVT AGENCY - OTHER CO-CITIES			
430022	OTHER COUNTIES & CITIES - YOLO	127,810.00	63,905.00	50.00%
430070	OTHER TRIBAL - YOCHA DEHE CAPITAL			
440003	SPECIAL ASSESSMENT	228,722.00	228,724.38	100.00%
440600	OTHER CHRGS FOR SERVICES - FIREFIGHTERS / OTHER		3,230.26	40.89%
440690	OTHER CHRGS FOR SERVICES		14.00	
450302	OTHER MISC - DONATION			
450307	OTHER MISC - CONTRIBUTION/GRANTS-NONGOV		3,000.00	
450900	OTHER MISC REVENUES		320.98	4.06%
460000	SALE OF CAPITAL ASSETS		15,000.00	189.89%
	Total Estimated Revenue	789,932.00	741,314.65	93.85%
	Estimated Fund Balance Available (from FYE 2025)	155,844.00		
	Decrease in Accrued Leave Reserve	15,500.00		
	TOTAL FINANCING SOURCES	961,276.00	741,314.65	

Acct #	Account Name	Adopted - Revised	P6 Closed	% of Adopted
500100	REGULAR EMPLOYEES	380,276.00	192,272.02	50.56%
500110	EXTRA HELP	20,750.00	38,538.45	185.73%
500120	OVERTIME	70,290.00	14,950.04	21.27%
500160	LEAVE BUYOUT			
501110	SOCIAL SECURITY TAX	29,210.00	15,185.27	51.99%
501110	EMPLOYMENT TRAINING TAX		5.36	
501120	MEDICARE TAX	7,067.00	3,551.39	50.25%
501170	UNEMPLOYMENT INSURANCE	1,413.00	968.57	68.55%
501180	WORKER'S COMPENSATION INSURANCE	12,700.00	12,596.00	99.18%
501190	OTHER EMPLOYEE BENEFITS	28,800.00	7,574.23	26.30%
510010	CLOTHING & PERSONAL SUPPLIES	46,065.00	28,637.78	62.17%
510012	AGRICULTURAL SUPPLIES			
510020	COMMUNICATIONS	2,468.00	31.68	1.28%
510030	FOOD	500.00	629.70	125.94%
510040	HOUSEHOLD EXPENSE	9,316.00	4,502.12	48.33%
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	5,348.95	24.29%
510071	MAINTENANCE - BULDGS & IMPROVEMENTS	41,000.00	2,525.49	6.16%
510080	MEDICAL, DENTAL & LAB SUPPLIES	3,000.00	2,019.97	67.33%
510090	MEMBERSHIPS	2,600.00	169.00	6.50%
510100	MISC EXPENSE			
510102	MISC EXPENSE - CREDIT CARD SERVICE CHARGES	20.00	167.53	837.65%
510110	OFFICE EXPENSE	1,550.00	139.14	8.98%
510111	OFFICE EXPENSE - POSTAGE			0.00%
510112	OFFICE EXPENSE - PRINTING			
510160	PUBLICATIONS & LEGAL NOTICES			
510170	RENTS & LEASES - EQUIPMENT	1,690.00	991.45	58.67%
510180	TRAINING	3,000.00	777.64	25.92%
510190	MINOR EQUIPMENT	20,600.00	3,980.52	19.32%
510200	TRANSPORTATION & TRAVEL			
510201	TRANSPORTATION & TRAVEL - FUEL	11,250.00	5,196.01	46.19%
510204	VEHICLE MAINTENANCE	28,134.00	10,292.58	36.58%
510220	UTILITIES	11,807.00	5,949.84	50.39%
510251	PROF & SPEC SVC - AUDITING & ACCOUNTING	396.00		0.00%
510252	PROF & SPEC SVC - INFORMATION TECH SERVICES	22,687.00	10,925.03	48.16%
510254	PROF & SPCE SVC - FISCAL AGENT FEES		2.37	
510255	PROF & SPEC SVC - MEDICAL, DENTAL & LAB	5,061.00	1,363.00	26.93%
510256	PROF & SPEC SVC - LEGAL SERVICES	3,000.00		0.00%
510275	PROF & SPEC SVC - OTHER	490.00	258.37	52.73%
510288	SPEC DEPT EXPENSE - OTHER			
526020	TAXES AND ASSESSMENTS		13.88	0.16%
530021	BUILDINGS & IMPROVEMENTS		20,238.40	233.49%
530070	EQUIPMENT	19,121.00		0.00%
530071	EQUIPMENT - VEHICLE		369,803.83	4266.43%
590100	APPROPRIATIONS FOR CONTINGENCY	40,000.00		0.00%
	Total Appropriations	866,776.00	780,070.61	90.00%
	Additions to Capital Asset Replacement Reserve	91,000.00		
	Additions to WFPFD -QSEHRA Reserve	3,500.00		
	TOTAL FINANCING USES	961,276.00	% of FY	50.00%

100000	CASH IN TREASURY		20,105.35	
205049	ACCRUED SALARIES & BENEFIT - WFPFD-QSEHRA			should be \$4,000.00
304001	FUND BALANCE-ASSIGNED-CAPITAL ASSET REPLACEMENT		384,163.13	
304002	FUND BALANCE-ASSIGNED-ACCRUED LEAVE		32,753.82	
304003	FUND BALANCE-ASSIGNED-GENERAL RESERVE		159,825.00	
309999	UNASSIGNED		214,905.52	
403199	GASB 31 FAIR MARKET VALUE - DFS ONLY		(2,246.00)	

WEST PLAINFIELD FIRE PROTECTION DISTRICT

24901 County Road 95, Davis, CA 95616

(530) 756-0212

DATED: January 20, 2026
TO: Board of Fire Commissioners
FROM: Budget & Benefits Committee Chair Commissioner Beth Stiles
 Board Clerk Cherie Rita
SUBJECT: Deposits FYE 2026 to Date - Informational

GL Acct(s)	Deposit Date	Details	Amount
Misc	07/14/25	LH - Reimburse PPE 06/14/25 06/28/25	417.13
440600	07/25/25	Fire Recovery USA 1863383 1775105 1853899	1,886.12
Misc	08/20/25	LH - Reimburse PPE 07/12/25 07/26/25	437.00
510020	08/22/25	CalNet - Reimburse Overpayment	61.13
450900	09/12/25	Cal Card Rebate CY 2025 Q2	147.97
Misc	09/19/25	LH - Reimburse PPE 08/09/25 08/23/25	456.84
440600	10/03/25	Fire Recovery USA 1720353	234.00
460000	09/29/25	Diamond D General Engineering (1997 F350 Sale)	15,000.00
Misc	11/07/25	LH - Reimburse PPE 09/06/2025	139.05
440690	11/07/25	Records Production - Yolo Sportsmen's Assoc	14.00
430022	11/07/25	Fire Sustainability FYE 2026 Q1	31,952.50
440600	12/03/25	Fire Recovery USA 1720353 1775120 2026509	1,109.61
450900	11/21/25	Cal Card Rebate CY 2025 Q3	173.01
430022	01/02/26	Fire Sustainability FYE 2026 Q2	31,952.50
450307	01/02/26	Grant - Glide Foundation	3,000.00
530071	01/02/26	Refund (registration fees) - Truck Site	210.87
440600	01/08/26	Fire Recovery USA 2026515 1853923	1,490.92
TOTAL FYE 2026			<u><u>\$88,682.65</u></u>

SUMMARY			
	Grant Reimbursements		3,000.00
	Airport		
	Fire Recovery		4,720.65
	Lillard Hall Reimbursements		1,450.02
	Strike Team		
	Cal Card Rebates		320.98
	Fire Sustainability - Yolo County		63,905.00
	Permit Fees		
	Other		15,286.00
TOTAL FYE 2026			<u><u>\$88,682.65</u></u>

WEST PLAINFIELD FIRE PROTECTION DISTRICT

24901 County Road 95, Davis, CA 95616

(530) 756-0212

DATED: January 20, 2026
TO: Board of Fire Commissioners
FROM: Budget & Benefits Committee Chair Commissioner Beth Stiles
 Board Clerk Cherie Rita
SUBJECT: Bills Paid Since Last Report - For Board Ratification

GL Acct	Vendor	Invoice Date	Purpose	Total	Details
510010 - Advantage Gear		12/05/25	Clothing - Station Wear	294.88	Station wear (pant) (ZA)
510010 - Advantage Gear		12/09/25	Clothing - Station Wear	590.83	Station wear (pant x2) (TO)
510010 - Advantage Gear		12/16/25	Clothing - Station Wear	491.90	EMW-2021-FG-01803 - (shirt, pant) (AJ)
510010 - Advantage Gear		12/18/25	Clothing - Station Wear	235.90	Station wear (pant shirt changes) (GJ)
510010 - Advantage Gear		01/05/26	Clothing - Station Wear	198.36	Station wear (pant) (ZA)
510010 - Allstar Fire Equipment		12/22/25	Clothing - PPE Structure	984.53	EMW-2021-FG-01803 - Boots (x5) (GJ AJ LB FD MC)
510010 - LN Curtis & Sons		10/03/25	Clothing - PPE Wildland	109.30	Wildland Helmet (BC Fish)
510010 - LN Curtis & Sons		10/20/25	Clothing - PPE Structure	527.79	Structure Helmet (BC Fish)
510040 - Quill LLC		12/29/25	Supplies - Household	122.89	Cleaning supplies, paper products, toiletries
510040 - Quill LLC		01/16/26	Supplies - Household	107.96	Cleaning supplies, paper products, toiletries
510070 - Wizix		12/05/25	Maintenance - Equipment	59.20	(base rate) (color overage 0)
510070 - Wizix		01/13/26	Maintenance - Equipment	65.48	(base rate) (color overage 50)
510071 - Hall's Plumbing		01/08/26	Maintenance - Station and Grounds	650.00	Toilet blockage (station toilets)
510170 - LEAF		12/21/25	Lease - Equipment	119.62	Copier 12/25
510180 - Scott Bravo		01/05/26	Expense - Training	232.00	Company Officer 2E: Wildland Incident Ops
510190 - LN Curtis & Sons		11/12/25	Equipment / Tools / Parts - Apparatus	502.76	E30 (2017) (bracket / tool mount w strap)
510190 - LN Curtis & Sons		11/19/25	Equipment / Tools / Parts - Apparatus	241.43	E30 (2017) (adapter)
510220 - PG&E		12/12/25	Utilities - PGE	1,079.65	11/05/25 - 12/07/25
510220 - PG&E		01/13/26	Utilities - PGE	1,112.47	12/08/25 - 01/06/26
510275 - Payroll People		12/22/25	Expense - Other	4.50	PPE 11/25/25
510275 - Payroll People		12/31/25	Expense - Other	14.70	PPE 12/13/25
510275 - Payroll People		01/12/26	Expense - Other	14.70	PPE 12/27/25
510275 - Yolo County Environmental Health		01/01/26	Professional Services - Other	426.00	2026 CUPA Part A HazMat Category 1
500110 - Jon Lee		01/02/26	Expense - Other	96.97	Lost paychecks (05/23/25 07/18/25)
510204 - LEHR		12/26/25	Maintenance - Apparatus	186.61	E30 (2017) (Whelan super LED flash - red)

DATED: January 20, 2026
TO: Board of Fire Commissioners
FROM: Budget & Benefits Committee Chair Commissioner Beth Stiles
 Board Clerk Cherie Rita
SUBJECT: Bills Paid Since Last Report - For Board Ratification

GL Acct	Vendor	Invoice Date	Purpose	Total	Details
510204	Pisani's Auto Parts	12/15/25	Maintenance - Apparatus	41.33	E30 (2017) (gas springs)
510204	Pisani's Auto Parts	12/15/25	Maintenance - Apparatus	452.92	B30 (batteries x2, lift supports x2)
510204	Pisani's Auto Parts	12/15/25	Maintenance - Apparatus	35.48	B230 (wiper blades)
510204	Pisani's Auto Parts	12/29/25	Maintenance - Apparatus	172.05	U3000 (battery)
510204	The Radio Guys	11/19/25	Maintenance - Apparatus	234.52	_____ (antenna cable x3, antenna x2)
				9,406.73	TOTAL NON US BANK SUBMITTED FOR PAYMENT

GL Acct	Vendor	Invoice Date	Purpose	Total	Details
510010	Wolfpack Gear	12/01/25	Clothing - PPE Wildland	1,442.60	VFC 7FG25124 - Web gear (x4)
510020	Vonage	12/05/25	Communications	15.52	11/06/25 - 12/05/25
510070	Kimzey Welding	12/12/25	Equipment / Tools / Parts - Apparatus	26.23	E30 (2017) (equip mounting)
510070	Wizix	11/04/25	Maintenance - Equipment	62.84	base rate / color overage 29
510071	Clark Pest Control	12/03/25	Maintenance - Station and Grounds	140.00	Advion WDG (no specific pest)
510102	Wizix	11/04/25	Fee - Credit Card	1.89	11/25 CC Fee
510201	Circle K	11/23/25	Fuel - Gasoline	90.91	U3000 (20.028 gal)
510252	Adobe	12/08/25	IT - Internet / Data / Subscriptions	19.99	12/08/25 - 01/07/26
510252	Google	11/30/25	IT - Internet / Data / Subscriptions	350.00	11/01/25 - 11/30/25
510252	Starlink	12/02/25	IT - Internet / Data / Subscriptions	120.00	12/02/25 - 01/02/26
510252	Starlink	12/06/25	IT - Internet / Data / Subscriptions	4.21	12/06/25 - 01/02/26 (standby/travel)
510252	T-Mobile	10/21/25	IT - Internet / Data / Subscriptions	164.66	09/21/25 - 10/20/25
510204	Cal-West Truck Accessories	10/02/25	Equipment / Tools / Parts - Apparatus	58.32	E30 (2017) (ARE shell)
510204	Irrigation Supply Co	11/18/25	Equipment / Tools / Parts - Apparatus	32.67	E30 (2017) (6" gasket and cap)
				2,529.84	US BANK STMT DATED 12/15/25 - SUBMITTED

DATED: January 20, 2026
TO: Board of Fire Commissioners
FROM: Budget & Benefits Committee Chair Commissioner Beth Stiles
 Board Clerk Cherie Rita
SUBJECT: Bills Paid Since Last Report - For Board Ratification

GL Acct	Vendor	Invoice Date	Purpose	Total	Details
510020 - Vonage		01/05/26	Communications	15.49	12/06/25 - 01/05/26
510040 - Costco		12/26/25	Expense - Household	47.92	Bottled water
510040 - Home Depot		12/27/25	Supplies - Household	22.18	Cleaning supplies
510040 - Recology Davis		11/24/25	Expense - Household	862.94	Autopay overpayment (Dec 2025 Jan 2026)
510071 - Hall's Plumbing		12/23/25	Maintenance - Station and Grounds	391.00	Toilet blockage (app bay)
510102 - California DMV		12/23/25	Fee - Credit Card	7.63	E30 (2017) (licensing tax)
510180 - Safety Training Seminars		01/07/26	Expense - Training	100.00	CPR (OD)
510190 - Amazon Business		12/22/25	Equipment / Tools / Parts - Minor & Other	52.69	Drier/Heater (turnouts)
510201 - Circle K		12/23/25	Fuel - Gasoline	85.75	U3000 (20.919 gal)
510252 - Adobe		01/08/26	IT - Internet / Data / Subscriptions	19.99	01/08/26 - 02/07/26
510252 - Google		12/31/25	IT - Internet / Data / Subscriptions	350.00	12/01/25 - 12/31/25
510252 - Microsoft 365		01/09/26	IT - Internet / Data / Subscriptions	129.99	01/09/26 - 01/08/27
510252 - Starlink		01/02/26	IT - Internet / Data / Subscriptions	125.00	01/02/26 - 02/02/26 (residential/standby/travel)
510252 - T-Mobile		11/21/25	IT - Internet / Data / Subscriptions	164.66	10/21/25 - 11/20/25
510252 - T-Mobile		12/21/25	IT - Internet / Data / Subscriptions	164.66	11/21/25 - 12/20/25
526020 - California DMV		12/23/25	Fee - Other	363.00	E30 (2017) (licensing tax)
510204 - Akron Brass Company		12/23/25	Maintenance - Vehicles	510.48	E30 (2017) (valve field service kit)
510204 - Amazon Business		12/22/25	Maintenance - Apparatus	31.94	E30 (2017) (iPad in-dash charger)
510204 - Kimzey Welding		12/15/25	Equipment / Tools / Parts - Apparatus	9.26	E30 (2017) (miscellaneous parts)
510204 - Kimzey Welding		12/19/25	Equipment / Tools / Parts - Apparatus	204.95	E30 (2017) (compartment door)
				3,659.53	US BANK STMT DATED 01/13/2026 - SUBMITTED



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

MINUTES
BOARD OF COMMISSIONERS – REGULAR MEETING
December 16, 2025, at 7:00 PM

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

Held 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

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

Meeting called to order by Vice President Beth Stiles at 7:00 PM.

Board Clerk Rita called roll and reported that a quorum was present. Present were:

Commissioners: Beth Stiles, Emily Amy, John Lindsey, and Cork McIsaac
Staff: Board Clerk Cherie Rita, Fire Chief David Stiles, Assistant Fire Chief Marc Beoshanz, Battalion Chief Patrick Fish, and Firefighter / Association President Jon Lee

Commissioner, and Board President, Warren Roos was absent.

2. Public Comment

NONE

3. Old Business

NONE

4. New Business

a. Discussion / Action – Adopt Resolution 25-05 – A Resolution Approving the Department of Forestry and Fire Protection Agreement # VFG25749 (Chief Stiles)

Chief Stiles reminded everyone that the original grant application for wildland equipment and radios had been awarded, but minus the four portable radios requested. Since then, the State has notified applicants of a second round of awards, one of which was to our Department for the four portable radios; our matching portion is \$3,420. To accept the grant the Board must adopt the proposed Resolution 25-05. Chief Stiles noted that the Resolution was drafted assuming President Roos would be at the meeting. Therefore, Chief Stiles requests that the Resolution be adopted, but with a change in the authorized signer from President Roos to Vice

President Stiles.

Motion: Adopt Resolution 25-05 - *A Resolution Approving the Department of Forestry and Fire Protection Agreement # VFG25749*, changing the authorized signer from President Warren Roos to Vice President Beth Stiles

By: Commissioner Mclsaac

Second: Commissioner Lindsey

Discussion: No discussion

Motion passed unanimously.

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

i. Lillard Hall Committee – Amy, Roos

1. Hall Manager Report

Commissioner Amy presented the Hall reports. There were no questions. Commissioner Amy advised that the next meeting was planned for January.

ii. Budget and Benefits Committee – Stiles, Lindsey

1. Discussion / Action – Approve Budget and Benefits Committee December 5, 2025, Meeting Minutes (Chair Stiles)

Commissioner Stiles presented the meeting minutes for approval.

Motion: Approve Budget and Benefits Committee December 5, 2025, meeting minutes as presented

By: Commissioner Lindsey

Second: Commissioner Mclsaac

Discussion: No further discussion

Motion passed unanimously.

2. Discussion / Action – Further Adjust FYE 2026 Budget to Increase Total Financing Sources/Uses from \$961,276 to \$1,363,276, and to Make Adjustments Between GL Accounts to Address the Increase (Unanticipated Increase in Special Assessments Revenues Received in FYE 2025, Transfer from Capital Asset Replacement Reserve for Purchase of Used Engine to Replace 2003 E30 as First-Out and a Used Utility, and Receipt of Proceeds from Sale of Utility Vehicle) (Requires 4/5 Vote)

Committee Chair Stiles and Fire Chief Stiles presented the proposed additional adjustments to the FYE 2026 budget. The purpose of these further adjustments is to balance the actual revenues against the actual and anticipated expenditures among the different general ledger accounts such that none

will become overdrawn.

Motion: Further Adjust FYE 2026 Budget to increase total financing sources/uses from \$961,276 to \$1,363,276, and to make adjustments between GL accounts to address the increase (unanticipated increase in special assessments revenues received in FYE 2025, transfer from capital asset replacement reserve for purchase of used engine to replace 2003 E30 as first-out and a used utility, and receipt of proceeds from sale of utility vehicle)

By: Commissioner Amy

Second: Commissioner Mclsaac

Discussion: Committee Chair Stiles and Chief Stiles reported that Yolo County Department of Financial Services had returned the \$22,000 to the special assessment general ledger account because they determined they could not unilaterally do that once approved. Chief Stiles noted that in the future we would have to direct bill for at least Sacred Oaks and DQU.

Motion passed unanimously after voice vote.

c. Discussion / Action – Elect President and Vice-President of the Board of Fire Commissioners for Calendar Year 2026 (Policy 1201, Section 1201.9.5) (Vice-President Stiles)

After a short discussion, by consensus it was agreed that Commissioner John Lindsey would serve as President and Commissioner Beth Stiles would continue to serve as Vice President.

5. Fire Chief's Report (Chief Stiles)

a. Incidents for November 2025

Chief Stiles presented the report of incidents, apparatus, and personnel responses for November 2025. He noted that while still quiet, requests for service had picked up a bit in December.

b. Staffing Updates

Chief Stiles reported the following:

- One new reserve is moving through the hiring process; anticipated to start in January.
- One reserve has left the reserve program but will be available for shift coverage as available.
- Full-time Firefighter Gallagher has separated from the Department and Full-time Firefighter Lopez has accepted a position with another department. Firefighter Lopez has also agreed to serve on-call with our

Department.

- Joseph Gustafson and Anthony Zayas, two of our reserve firefighters, have been promoted to full-time firefighters with our Department. Gustafson started that day and Zayas would be starting the following week.

c. Grant Updates

Chief Stiles reported the following:

- The VFC grant equipment has been ordered and has been partially delivered. In a second round of funding, and based on this VFC grant application, the State has awarded us a VFA grant for the four radios requested.
- He has received no official word about the AFG regional radio grant, but continues to doubt it will be awarded.
- There was no reporting required for the SAFER grant this quarter.
- We have been awarded the Glide Foundation grant, in the amount of \$3,000.00. We have been notified that we will receive a check shortly.

d. Miscellaneous

Chief Stiles reported the following:

- He spent many hours on the proposed, and now approved, additional budget revisions.
- Fire Captain Michael Rehan has completed all but one business inspection. One property owner is not cooperating at all. If Captain Rehan does not get compliance, then, early in the new year, we will forward the property to Yolo County Code Enforcement for action.
- He has been working with Suisun City to get the pickup registered. There have been numerous paperwork delays, but he hopes to get registration completed by the new year.
- New equipment layout and mounting is ongoing on E30. He may place it into temporary service in the next several days.

6. Assistant Chief's Report (AC Beoshanz)

Assistant Fire Chief Beoshanz had nothing to report.

7. Fire Fighter's Association Report (President Lee)

President Lee reported that he had received all acknowledgements for the holiday dinner and thanked everyone for getting that done. He reported that the holiday dinner would start with happy hour at 5:30 PM, with dinner at 6:30. He encouraged everyone to bring their kids. President Lee further noted that Commissioner Amy had donated a tree for the party and thanked her for that donation.

President Lee noted that in the past the Department's firefighter association had purchased polo shirts and jackets for the Board members. The Association has agreed that it is time to begin these purchases again so that Board members can

wear Department-branded clothing at meetings, classes, or during other public appearances. He will meet with each Commissioner and get their size information.

President Lee then reported that the Association has applied for non-profit status and hopes to hear about that soon, hopefully in time for the next fundraiser, the pancake breakfast. After the pancake breakfast will be the next flea market in April. He noted that the pancake breakfast would again have alcoholic drinks for sale and will, of course, make sure to get the necessary ABC license beforehand.

8. Board Clerk's Report (Clerk Rita)

a. Informational

i. Trial Balance – FYE 2026 – Period 5 – Not Closed

Board Clerk Rita presented the not yet closed Period 5 trial balance statement.

Commissioner Amy asked about the overage in account 500110, Extra Help. Chief Stiles noted that this will continue to occur as it is difficult to estimate the financial need for extra help versus overtime as both are dependent on need to fill open shifts and whether those open slots will be filled by full-time firefighters or our on-call staff. The goal is to keep the total expenditure for the two under the total budgeted for the two.

Commissioner Amy asked about the credit card charges, account 510102. Clerk Rita noted that while she had been able to make changes to how invoices were paid to reduce credit card charges, some will be unavoidable. For instance, part of the amount shown in that account was because an invoice had to be paid while she was on vacation; the remainder was the credit card charge associated with purchase of the 2017 engine that replaced the 2003 engine. The seller required that we make payment by credit card, then charged a hefty price to do so.

Commissioner Mclsaac asked why the credit charges were not associated with the cost of the purchase. Chief Stiles advised that government accounting does not consider that charge to be part of the purchase price and will not include it as part of the charge associated with the purchase. Clerk Rita also noted that another example of government reporting was that the charges for the upgrades to the 2017 E30 were not being reported as part of the purchase price, but rather as either "minor equipment" or "vehicle maintenance."

ii. FYE 2026 Deposits to Date

Board Clerk Rita presented the report on deposits for fiscal year ending 2026 to date. There were no questions.

b. Discussion / Action – West Plainfield Fire Protection District Bill Review / Payment Ratification

Board Clerk Rita presented the District bills paid for ratification.

Commissioner Amy asked why we had an annual charge for CalPERS when we are not part of CalPERS. Chief Stiles noted that CalPERS is responsible by law for managing our Social Security Administration Program and, thus, is entitled to charge for that service. Clerk Rita noted that for years CalPERS had not sent an invoice for this item, having only regularly started sending them in the past several years.

Motion: Ratify payment of District bills as presented

By: Commissioner Amy

Second: Commissioner Mclsaac

Discussion: No further discussion

Motion passed unanimously.

c. Discussion / Action – Approval of November 18, 2025, Board Meeting Minutes

Motion: Approve the November 18, 2025, Board meeting minutes.

By: Commissioner Stiles

Second: Commissioner Amy

Discussion: No discussion

Motion passed unanimously.

9. Open Forum

NONE

10. Next Regular Board Meeting on January 20, 2026, Unless Another Date is Agreed Upon

Commissioner Amy advised that she may not be available for the January meeting. All others present confirmed availability, and the next regular Board meeting was confirmed for January 20, 2026.

11. Meeting Adjourned (Vice President Stiles)

Vice President Stiles adjourned the meeting at 7:30 PM.

Approved: January 20, 2026

JOHN LINDSEY, President

CHERIE RITA, Board Clerk