



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

AGENDA **STANDING COMMITTEE – PERSONNEL – MEETING** **July 22, 2026 at 10:30 AM**

To Be Held:
Lillard Hall
24905 County Road 95
Davis CA, 95616

1. Call the Meeting to Order (Chair Amy)
2. Public Comment
3. Closed Session (Chair Amy)
 - a. Discussion / Action – Annual Review of Board Clerk [Job Description \(Pgs 2-6\)](#)
[Evaluation Form \(Pgs 7-8\)](#)
 - b. Reopen Session / Report Out of Closed Session
4. Adjourn Meeting (Chair Amy)

POLICY 1003 – POSITION DESCRIPTIONS (10/15/2024)
POSITION DESCRIPTION / CLASSIFICATION – NON-SAFETY

Summary Description

A person assigned to a Non-Safety classification provides non-emergent services to the West Plainfield Fire Protection District or the West Plainfield Fire Department, unless directed otherwise by the Board of Fire Commissioners or the Fire Chief.

A person assigned to a Non-Safety classification may handle confidential documents and documents protected by HIPAA laws and other laws, regulations, or District and Department policy. Such a member is expected to maintain confidentiality and privacy.

Class specifications are intended to present a descriptive list of the range of duties performed by the employees or members in the class. The *Representative Duties* sections are not intended to reflect all duties performed within a classification and other duties and responsibilities may be assigned as deemed necessary.

Sick Leave

A person assigned to a Non-Safety classification shall accrue sick leave as provided in Policy 1039 (*Compensated Leave*), Section 1039.4 (*Sick Leave*), or any successor policy or policies.

Worker's Compensation

A person assigned to a Non-Safety classification shall be covered by Worker's Compensation insurance and shall be classified as "clerical."

Probationary Period

Unless otherwise noted below, this position is subject to a ninety (90) day probationary period.

Qualifications

A member serving in a Non-Safety position with the District or Department shall have the following minimum qualifications:

- Be at least 18 years of age by the closing date of the recruitment period
- Be in possession of a high school diploma or a General Equivalency Diploma (GED)
- Have and maintain automobile insurance as required by California law
- Be a U.S. citizen or have proof of a legal right to work in the U.S

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Classification – Board Clerk

Definition

The Board Clerk ("Clerk") is a member who is hired or appointed by the Board of Commissioners ("Board") to provide administrative support and ensure that actions of the Board are documented, carried out, and made available to the public in compliance with state laws for public commissions. The Clerk is supervised by the Board President or their designee.

Representative Duties and Responsibilities

The Clerk shall:

- Serve as the Board's expert on compliance with state laws on freedom of information access, public notice of meetings, the requirements of meetings at which official business will be conducted, and Board member training requirements; including, but not limited to, (1) The Brown Act, (2) Roberts Rules of Order; and (3) Conflicts of Interest)
- On behalf of the Fire Protection District or the Board, prepare and file appropriate forms as may be required by law; including, but not limited to, California Form 700 and other annual reporting requirements to the Secretary of State, etc.
- Be knowledgeable about the budget preparation and approval process; including, but not limited to, due dates for submission of various documents and supporting documents; ensure that such deadlines are met and documents submitted
- Accurately prepare (content, spelling, grammar, punctuation, format), properly post (Station and District Website) and distribute appropriate documents for Board and committee meetings as directed and/or required by law; this includes, but is not limited to, agendas and all packet items
 - Draft agenda to be sent to the Board President or Committee Chair, as appropriate, and to the Fire Chief (1) one and one-half (1½) weeks prior to regularly scheduled Board meetings and (2) for any special or emergency Board meeting and/or any Committee (standing or ad hoc) meeting sufficiently ahead of such scheduled meeting as to allow the Board President or Committee Chair, as appropriate, and Fire Chief to request modifications or additions
 - Assemble supporting documents for each meeting
 - Ensure that all draft minutes, for the proper periods and meetings, are included
 - Ensure that the correct financial and/or quarterly Fire Department reports, for the proper periods, are run and included
 - Ensure that the approved Agenda and packet items are available for distribution to the Board Members and Fire Department Staff as soon as such items are available, but ideally at least one (1) week prior to any meeting; or, in the case of an emergency or special meeting, as soon as such items are available
 - Post approved Agenda at the Station and the Agenda and packet items to the District Website no later than seventy-two (72) hours prior to a scheduled meeting; post any amendments or additions to such documents as soon as possible prior to the meeting; or, in the case of an emergency or special meeting, as soon as such items are available

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- Attend all Board (regular, special, or emergency) meetings and accurately record and then transcribe minutes of any such meeting
 - If the Clerk will be absent, the Clerk is responsible for leaving the assigned District tablet/laptop computer where it can be used by the President or their designee to record the meeting for later transcription by the Clerk as provided herein
 - The Clerk is responsible for ensuring that all Board meeting minutes are accurately prepared (content, spelling, grammar, punctuation, format) and provided to the Board President within seventy-two (72) hours of each meeting, whether the Clerk attended the meeting or not
 - Once minutes of a Board meeting have been approved and signed, the Clerk shall post each such set of minutes on the District Website within seventy-two (72) hours of approval and signature
 - Distribute approved minutes to the appropriate County, State, or Federal agency, as may be required for budget or grant purposes or as otherwise directed by the Board
- The Clerk is responsible for accurately preparing the minutes of any Committee meeting (special or ad hoc) from notes provided by the Committee Chair or their designee
 - The Clerk shall provide the draft minutes to the Committee Chair within seventy-two (72) hours of each meeting
 - Once minutes of a Committee meeting have been approved and signed, the Clerk shall post each such set of minutes on the District Website within seventy-two (72) hours of approval and signature
 - Distribute approved minutes to the appropriate County, State, or Federal agency, as may be required for budget or grant purposes or as otherwise directed by the Board
- Prepare and submit, or assist with preparation and submittal of, payroll for District and Department employees, as directed
- Prepare and submit, or assist with preparation and submittal of, District and Department bills for payment; pay pre-approved invoices as directed
- Prepare and submit, or assist with preparation and submittal of, District and Department accounts receivable invoices
- Ensure electronic and paper files are organized, accurate and available for audit
- Utilizing modern technology, scan and archive District records and files
- Maintain and distribute, as appropriate, the official list of Board members and the contact information for each
- Sign or countersign correspondence, reports, contracts, applications, or other documents on behalf of the District as directed by the Board
- Read, analyze, sort and distribute incoming Board correspondence no less often than weekly

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- Respond to written, telephone and/or email communications addressed or directed to the Clerk with requested information or documentation within forty-eight (48) hours of receipt of any such communication
- Prepare and maintain, with input from the Board and Fire Chief, a District Clerk Procedures and Forms manual
- Securely maintain, and return upon request, all District property assigned to the Clerk; keep all such items in proper working order and good condition, barring normal wear and tear
- Periodically review the operating practices of the Board and the procedures and forms of the Clerk and identify ways to reduce operating costs or make improvements in areas such as workflow or reporting procedures
- Perform other administrative duties as requested and approved by the Board.

Qualifications

The Clerk shall have:

- An ability to prioritize their workload
- An ability to work unsupervised
- A basic working knowledge of Microsoft Office Suite and Adobe products
- A working knowledge of web- and software-based email systems
- Excellent written and verbal communication skills
- Basic math skills

Compensation and Hours Worked

Compensation, if any, shall be set by the Board. The Clerk (hereinafter "employee") will not have regular office hours, but shall instead work the hours necessary to accomplish assigned tasks. Time reports are to be presented to the Board President, or their designee, for approval, no later than the day and time designated by the individual(s) assigned to process payroll.

Sick Leave – Procedure for Use

If the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notification. If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable. An employee not reporting to work pursuant to this section shall advise the Board President or their designee.

Such notification shall be made by a telephone call during which the employee and the Board President or their designee speak to one another. Due to the unreliable nature of electronic forms of communication, in all cases the employee shall have a telephone conversation with the Board President or their designee regarding their absence. Leaving a phone message or voicemail, or sending an email or text, is not an adequate method of reporting an illness and intended absence from work.

An employee will be allowed to return to work/duty on days that they utilize sick leave and hours will be adjusted accordingly at the discretion of the Board President or their designee.

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After consultation with the Board President or their designee, the Board President may request a physician's certificate at any time.

Paid sick leave made available under this policy has no cash value, and the West Plainfield Fire Protection District does not pay eligible employees for unused sick leave at separation.

Mileage Reimbursement

This individual shall be entitled to reimbursement for mileage at the then IRS published "charitable" rate. Mileage may be reimbursed for the following, including, but not limited to driving around packets or other items for signature; delivering time-sensitive deposits to the County; picking up time-sensitive warrants from the County.

Annual Evaluations

At around day 60 of the probationary period, this individual and the Personnel Committee shall hold a progress meeting to review this individual's progress and suggest improvements, etc. Thereafter, the Personnel Committee shall formally evaluate this individual's performance annually or as otherwise deemed necessary by the Personnel Committee, as provided in Policy 1001 (*Performance Evaluations*), or any successor policy or policies.



WEST PLAINFIELD FIRE DEPARTMENT - PERFORMANCE EVALUATION REPORT

Personnel Committee - July 22, 2026

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Name(s) of Evaluator(s) _____

Evaluation Date _____

Ratings

- **Outstanding (O)** - Performance that is well beyond that expected or required in the standards for the position. It is exceptional performance, definitely superior or extraordinary.
- **Exceeds standards (ES)** - Performance that is better than expected of a fully competent member. It is superior to what is expected or required by the standards for the position but is not of such rare nature to warrant outstanding.
- **Meets standards (MS)** - Performance expected of a fully competent member and meets the standards required of the position.
- **Needs improvement (NI)** - Performance that is less than that expected of a fully competent member and less than the standards required of the position. A needs improvement rating should be thoroughly discussed with the member and include a structured plan intended to improve performance, with short interval interim evaluations.
- **Unsatisfactory (U)** - Performance that is inadequate or undesirable, intolerable and inferior to the standards required of the position.

Full Member Name and Position/Assignment * _____

Time in Position/Assignment _____

Type of Evaluation ☐ Regular ☐ Probationary ☐ New Assignment / Promotion ☐ Other Purpose: _____

Duties, Qualifications, Knowledge, Skills, Abilities

- | | | | |
|--|-----------|----------|--------------|
| 1 - Member meets minimum qualifications/education for the assignment/position | _____ yes | _____ no | _____ rating |
| 2 - Member meets the required additional qualifications/education for the assignment/position | _____ yes | _____ no | _____ rating |
| 3 - Member has the ability to satisfactorily perform the representative duties for the assignment/position | _____ yes | _____ no | _____ rating |
| 4 - Member has the ability to satisfactorily perform the additional duties for the assignment/position | _____ yes | _____ no | _____ rating |
| 5 - Member has satisfactorily performed the <i>representative</i> duties for the assignment/position | _____ yes | _____ no | _____ rating |
| 6 - Member has satisfactorily performed the <i>additional</i> duties for the assignment/position | _____ yes | _____ no | _____ rating |
| 7 - Member has the required <i>minimum</i> knowledge for the assignment/position | _____ yes | _____ no | _____ rating |
| 8 - Member has acquired the <i>additional</i> knowledge for the assignment/position | _____ yes | _____ no | _____ rating |
| 9 - Member has demonstrated the <i>required</i> abilities necessary for the assignment/position | _____ yes | _____ no | _____ rating |
| 10 - Member has demonstrated the <i>additional</i> abilities for the assignment/position | _____ yes | _____ no | _____ rating |
| 11 - Member has met the required number of shifts/hours, if applicable | _____ yes | _____ no | _____ rating |
| 12 - Member has attended required trainings or has demonstrated skills and knowledge presented | _____ yes | _____ no | _____ rating |

Prior Improvement Plan Objectives / Goals (attach pertinent portion of prior evaluation)

- | | | | | |
|---|-----------|-----------|----------|--------------|
| 13 - Member has met prior improvement plan objectives, if any | _____ N/A | _____ yes | _____ no | _____ rating |
| 14 - Member has met prior goals, if any | _____ N/A | _____ yes | _____ no | _____ rating |

Evaluator(s) Comments (Include Item Number) (attach additional sheets if necessary)

* Attach a copy of the current assignment/position description document

Signature