

**SUISUN FIRE PROTECTION DISTRICT  
BOARD OF COMMISSIONERS**

**445 Jackson Street  
Fairfield, CA 94533**

April 22, 2013

To: Presiding Judge  
Hall of Justice  
800 Union Avenue  
Fairfield, CA 9453

Re: Response to Grand Jury Report

**Finding 1** – The Directors of the Suisun Fire Protection Board consists of five members. At the present time, there are only three active members whose terms have expired and two vacant positions. The most recent board members date of expiration was April 15, 2009.

The writer disagrees. All current commissioners were reappointed on December 14, 2010. Their terms of office will therefore terminate on December 14, 2014.

**Recommendation 1** – The Solano County Board of Supervisors take prompt action to appoint a full board.

RESPONSE IS NOT REQUIRED

**Finding 2** – The Board of Directors of the Suisun Fire Protection District has no written policies or procedures including:

- Board member job descriptions and responsibilities
- Board actions and procedures
- Setting of policies

The writer disagrees. The policy and procedure manual is located at the main station.

**Recommendation 2** – The Board of Directors of the Suisun Fire Protection District establish and implement written policies and procedures.

THE RECOMMENDATION WILL NOT BE IMPLEMENTED AS THE SFPD POLICY AND PROCEDURE MANUAL IS AVAILABLE FOR CHECKOUT IN THE CAPTAINS' OFFICE.

**Finding 3** – There are no Suisun Fire Protection District written operational policies and procedures regarding:

- Promotional Standards and Requirements
- Injury and Illness Prevention Program
- Physical Ability Assessment and Job Description Program
- A Seat Belt Use Policy
- Discipline Policy

The writer disagrees. The policy and procedure manual is located at the main station.

**Recommendation 3** –The Suisun Fire Protection District establish and implement written policies and procedures to include, but not limited to all personnel actions, job descriptions, discipline, and promotional standards and requirements.

THE RECOMMENDATION WILL NOT BE IMPLEMENTED AS THE SFPD POLICY AND PROCEDURE MANUAL IS AVAILABLE FOR CHECKOUT IN THE CAPTAINS' OFFICE.

**Finding 4** – There is a lack of timely transferring of data contained in handwritten training records, personnel records, and certifications to automated records. The District training computer printout was in conflict with the information contained in the training files. The District is not taking full advantage of available automation for training records.

The writer partially agrees. The district is not taking full advantage of automation. If, however, there were no computer, there would be no discrepancy between written and automated records.

**Recommendation 4** – The Suisun Fire Protection District, update and correct, both automated training records and personnel records to be accurate.

THE RECOMMENDATION HAS BEEN IMPLEMENTED. COMMISSIONERS HAVE APPROVED A PARTTIME DATA ENTRY POSITION.

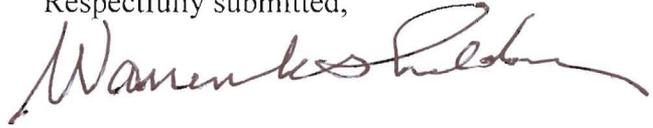
**Finding 5** – The Suisun Fire Protection District will continue to lose taxpayer funding in the event their District boundaries shrink due to city annexations with no foreseeable alternative funding.

The writer partially agrees. There are several ways to make up the projected possible losses.

**Recommendation 5** – The Board of Supervisors consider consolidating the western part of the District with the Cordelia Fire Protection District and the eastern part of the District with the Montezuma Fire Protection District.

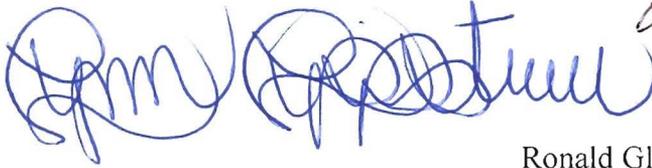
THE RESPONSE REQUIRES FURTHER ANALYSIS WITH COMMUNICATION BETWEEN COUNTY SUPERVISORS AND THE COMMISSIONERS OF THE DISTRICTS INVOLVED. SFPD IS NOT IN A POSITION TO RECOMMEND A TIMELINE OR PROCEDURE.

Respectfully submitted,



Warren C. Sheldon  
Clerk

Approved: Lynn Lippstreu, President      Richard Mjinakata, Commissioner



Ronald Glantz  
Chief

