

SUPPLEMENTAL FIRE PROTECTION DISTRICT POLICY MANUAL

MONTEZUMA FIRE PROTECTION DISTRICT

SUISUN FIRE PROTECTION DISTRICT

VACAVILLE FIRE PROTECTION DISTRICT

June 24, 2025

Approved by the Solano County Board of Supervisors

In its capacity as the Board of Directors of the

Montezuma, Suisun and Vacaville Fire Protection Districts

INTRODUCTION

On March 11, 2025 the Board of Supervisors appointed itself as the Board of Directors for the three fire protection districts (Districts) to provide governance. The purpose of this supplemental policy document is to provide alignment between the Districts regarding policies that guide operations. The three districts are in the process of developing an application to the Local Agency Formation Commission (LAFCO) for reorganization.

POLICY

The following Policies are intended to be complimentary to the Montezuma, Suisun and Vacaville Fire Protection Districts and will supersede any policies of the three districts, where deviation may occur.

A. Governance

As of March 11, 2025, the Montezuma, Suisun and Vacaville Fire Protection Districts are Dependent Special Districts, with the Solano County Board of Supervisors sitting as their respective Board of Directors. California Health and Safety Code §§13800–13970 (Fire Protection District Law of 1987) guide governance authority

B. Leadership

The County Administrator will appoint an Interim Chief position to oversee operations of the three districts as they continue to work collaboratively on the reorganization effort. The County Administrator will serve only to approve emergency purchases up to \$250,000 and to approve personnel decisions related to hiring of positions.

C. Purchasing Authority and Appropriations Approval

The Interim Chief shall submit to the Board of Directors all requests for purchases above \$74,999 and all purchases which are not included in the approved budget. The County Administrator shall have authority to approve up to \$250,000 for emergency purchases, which are to be ratified after the fact. The County Administrator at their sole discretion shall determine what constitutes an “emergency purchase”.

D. Funding

Districts will continue to be funded solely through their respective property tax allocations, with no changes to respective Tax Rate Areas. Special assessments are not applicable to the three districts. Impact fees are currently in place for the Suisun and Vacaville Fire Protection Districts and all funds collected to be spent in their respective geographical areas.

E. Personnel

All hiring of personnel into paid positions (full time, part time, extra help) will require the concurrence of the Solano County Administrator. Volunteers, either nonpaid or paid by stipend, may be recruited and onboarded by each respective district, with approval authority granted to the Interim Chief.

F. Fiscal and Accounting Practices

Thresholds of approval for all Accounts Payable and Accounts Receivable (AP and AR) shall follow a signing authority process that requires the Interim Chief notify the County Administrator upon any leave taken, to notify who will serve in an interim chief role, acting in their absence.

G. Contracting and Procurement

Purchasing and Contract thresholds will follow equivalent practices to the County's Purchasing and Contracting Policy.

H. Payroll

The County Administrator, or their designee shall have access to all payroll records. The Interim Chief shall manage the payroll function.

I. Auditing

The Districts will conduct an annual audit to align with the County's audit cycle. It is the responsibility of each district to provide in a timely manner their respective audits to the Board of Directors for approval.

J. Impact Fees

The Districts shall follow Government Code §66006 and §66016.5 regarding Impact Fees and reporting requirements. Impact fees are currently in place for the Suisun and Vacaville Fire Protection Districts, with Montezuma Fire Protection District to be included in the next Nexus Study for inclusion in the Impact Fee program.

K. Training

The Districts shall open all trainings to all staff and volunteers for the purposes of furthering consolidation and in realizing efficiencies in operations.

L. Standardization of Equipment

Districts shall standardize equipment, vehicle and Personal Protective Equipment purchases as established by the Interim Chief.

M. Grants

Authority to apply for grants shall be granted to the Interim Chief, with all grants requiring a match of funds to come before the Board of Directors for approval.