



# LAKEPORT FIRE PROTECTION DISTRICT

445 North Main Street, Lakeport, CA 95453  
Telephone: (707) 263-4396 Fax: (707) 263-7087  
Web Site: [www.lakeportfire.com](http://www.lakeportfire.com)



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*Any person may speak for up to 3 minutes on any agenda item; however, total public input per item is not to exceed 15 minutes, unless extended at the discretion of the Board Chair. The public is allowed to comment before any action is taken by the Board on any specific issue. This meeting may be audio and/or video recorded.*

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*Agenda of public meetings and supporting documents are available for public inspection in the Fire District Office, 445 N. Main Street, Lakeport, CA 95453, during normal business hours; or on the District's website: [www.lakeportfire.com](http://www.lakeportfire.com)*

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## **BOARD OF DIRECTORS REGULAR MEETING** **AGENDA**

**July 11, 2023, 5:00 P.M.**

**Lakeport Fire Protection District  
445 N. Main Street, Lakeport, CA 95453**

**A. Call to Order**

- A1. Pledge of Allegiance
- A2. Roll Call
- A3. Motion to Approve July 11, 2023 Regular Meeting Agenda (GC §54954.2)
- A4. Announcement of Regular Meeting & Public Hearing on August 8, 2023 at 5:00 PM regarding adoption of 2023-24 budget

**B. Consent Calendar**

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*Approval of consent agenda items are expected to be routine and non-controversial. They will be acted upon by the Board at one time without discussion. Any Board member may request that an item be removed from the consent calendar for later discussion.*

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- B1. Motion to Approve June 13, 2023 Regular Meeting Minutes
- B2. Motion to Approve June 13, 2023 Special Meeting Minutes
- B3. Motion to Approve June 20, 2023 Special Meeting Minutes
- B4. Motion to Approve June 2023 Warrants/Expenditures (with CalCard detail)
- B5. Motion to Approve Payroll for the pay periods ending June 15 and June 30, 2023, and Holiday Pay for Jan-June

C. Public Comment (GC §54954.3)

*Any person may speak for three minutes about any subject of concern provided it is within the jurisdiction of the Board of Directors and is not already on the today's agenda.*

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Reports – Information/Discussion

D1. Fire Chief's Report

- a) Incident Log for June 2023
- b) Fleet Mileage/Hours/Service Report for June 2023
- c) Update on purchase of 420 N Forbes St in Lakeport

D2. Administration/Finance Report

- a) Update on Website
- b) Fiscal Year End Budget Report
- c) Update on 2023-24 Budget Process

D3. Captains' Report

D4. Professional Firefighters Association – Teamsters Local #856 Report

D5. Volunteer Firefighters Association Report

D6. City Council Representative's Report

D7. Directors Activity Reports

E. Action Items

- E1. Review, discussion and possible vote on revising the Purchasing Policy to increase the purchase authorization limit of the Fire Chief
- E2. Review, discussion and possible vote on accepting the draft of the 2021-22 financial audit

F. Request for Future Agenda Items

G. Closed Session (GC §54957)

- G1. Review, discussion and possible vote on accepting the Memorandum of Understanding (MOU) Side-letter for the period July 1, 2019 thru June 30, 2021 re: Reporting Holiday Pay to CalPERS. (GC §54957.6)
- G2. Review, discussion and possible vote on accepting the Memorandum of Understanding (MOU) Side-letter for the period July 1, 2021 thru June 30, 2024 (current MOU period) re: Reporting Holiday Pay to CalPERS. (GC §54957.6)

H. Open Session

H1. Report on Closed Session: (GC §54957.1)

I. Adjournment

Agenda Posted Per GC §54954.2  
on June 7, 2023, at 5:00 p.m.

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Ray Lavelle, Board Clerk





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## BOARD OF DIRECTORS REGULAR MEETING MINUTES

**June 13, 2023, 5:00 P.M.**

**Lakeport Fire Protection District**

**445 N. Main Street, Lakeport, CA 95453**

### A. Call to Order

A1. The Pledge of Allegiance was waived and a moment of silence was held in remembrance of Cal-Fire Fire Captain Ronnie Boyd, who recently passed away.

A2. Roll Call

**Director Brown X, Vice-Chair Lucas X, Director Warrenburg X, Director Whitehead X and Chair Gabe X**

**Staff Present: Fire Chief Patrick Reitz and Admin Ray Lavelle**

A3. Motion to Approve June 13, 2023 Regular Meeting Agenda (GC §54954.2)

**Chief Reitz requested that Chair Gabe amend the agenda to recess the Regular meeting after item E4, commence the Special meeting and then reconvene the Regular meeting after the Special meeting concludes. Chair Gabe agreed to amend the agenda as requested.**

**A4. Chair Gabe announced that a Special Meeting is being held at 5:00 PM on June 20, 2023 regarding the initial 23-24 budget, including City and County Mitigation Fees and the 23-24 Appropriation Limit**

### B. Consent Calendar

B1. Motion to Approve May 9, 2023 Regular Meeting Minutes

B2. Motion to Approve May 2023 Warrants/Expenditures (with CalCard detail)

B3. Motion to Approve Payroll for the pay periods ending May 15 and May 31, 2023

**Director Warrenburg made a motion, seconded by Director Lucas, to approve the consent calendar as submitted.**

**Ayes: Brown, Lucas, Warrenburg & Gabe**

**Noes:**

**Absent:**

**Abstain: Whitehead**

**Motion Passes**

C. Public Comment (GC §54954.3)

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**None**

D. Reports – Information/Discussion

D1. Fire Chief's Report (see Fire Chief's notes, attached)

- a) Incident Log for May 2023
- b) Fleet Mileage/Hours/Service Report for May 2023
- c) Cal-OSHA Citations Status Update
- d) CA Special Districts Assoc (CSDA) conference August 28-31, 2023 in Monterey

D2. Administration/Finance Report

- a) Fiscal Year to Date Budget Report
- b) 2023-24 Budget Process
- c) 2021/22 Audit Status
- d) Website Update
- e) RMAP Rebate from GSRMA

D3. Captains' Report

D4. Professional Firefighters Association – Teamsters Local #856 Report

D5. Volunteer Firefighters Association Report

***Firefighter Brandon Morin made a presentation on the recently completed Hands On Training organized by the Lakeport Fire Volunteer Association. The training, attended by multiple districts around the lake as well as several districts within Northern California, was a great success.***

D6. City Council Representative's Report

D7. Directors Activity Reports

E. Action Items

E1. Review, discussion and possible vote on Resolution 22/23-07, a Resolution Authorizing Application to USDA for a Strategic Master Planning Grant

***Director Whitehead made a motion, seconded by Director Brown, to approve Resolution 22/23-07, a Resolution Authorizing Application to USDA for a***

**Strategic Master Planning Grant.**

**Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe**

**Noes:**

**Absent:**

**Motion Passes**

E2. Review, discussion and possible acceptance of July 1, 2022 GASB 75 report on the District's Other Post Employment Benefits (OPEB) program

**Director Lucas made a motion, seconded by Director Warrenburg, to accept the July 1, 2022 GASB 75 report on the District's Other Post Employment Benefits (OPEB) program.**

**Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe**

**Noes:**

**Absent:**

**Motion Passes**

E3. Review, discussion and possible action of authorizing the Fire Chief to enter into a contract with the Lake County Fire Protection District for Arson Investigation services

**Director Brown made a motion, seconded by Director Warrenburg, authorizing the Fire Chief to enter into a contract with the Lake County Fire Protection District for Arson Investigation services.**

**Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe**

**Noes:**

**Absent:**

**Motion Passes**

E4. Review, discussion and possible action on authorizing a Budget Transfer to reallocate funds this fiscal year to fund training, supplies and capital equipment for the water rescue program

**Director Whitehead made a motion, seconded by Director Brown, authorizing a budget transfer of \$22,000 to fund training, supplies and capital equipment to be purchased this fiscal year for the water rescue program.**

**Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe**

**Noes:**

**Absent:**

**Motion Passes**

At 6:21 PM, Chair Gabe recessed this Regular meeting to hold the Special meeting.

At 6:37 PM, Chair Gabe reconvened the Regular meeting.

E5. Review, discussion and possible action on election of officers for 23-24 fiscal year

**Director Whitehead nominated Director Warrenburg to be Vice-Chair and Director Lucas nominated Director Whitehead to be Chair. Director Brown nominated Chair Gabe to serve a 2<sup>nd</sup> term as Chair and nominated Director Warrenburg as Vice-Chair.**

**A roll call vote was taken on the nomination of Director Whitehead for Chair and Director Warrenburg for Vice-Chair during the 2023-24 fiscal year. The vote was:**

**Ayes: Lucas & Whitehead**

**Noes: Brown, Warrenburg & Gabe**

**Absent:**

**Nomination does not pass**

**A roll call vote was taken on the nomination of Chair Gabe for a 2<sup>nd</sup> term as Chair and Director Warrenburg for Vice-Chair during the 2023-24 fiscal year. The vote was:**

**Ayes: Brown, Warrenburg & Gabe**

**Noes: Lucas & Whitehead**

**Absent:**

**Nomination passes**

F. Request for Future Agenda Items

G. Closed Session (GC §54957.7)

**The board went into Closed session at 6:44 pm to discuss:**

G1. Conference with Real Property Negotiators (GC §54956.8)

Property: 420 N Forbes St, Lakeport, CA 95453

Agency Negotiator: Chief Patrick Reitz

Negotiating Parties: Ross Kauper

Under Negotiation: Instructions to negotiator concerning price and terms and payment

G2. Conference with Real Property Negotiators (GC §54956.8)

Property: 901 Larrecou Lane, Lakeport, CA 95453

Agency Negotiator: Chief Patrick Reitz

Negotiating Parties: City of Lakeport

Under Negotiation: Instruction to negotiator concerning ongoing negotiations

G3. Public Employment (GC §54957)

Title: Fire Chief

H. Open Session

H1. Report on Closed Session: (GC §54957.1)

**The board returned from Closed session at 8:05 pm and reported the following actions.**



**Item G1 – The board gave direction to the Fire Chief to continue with the purchase of 420 N Forbes St in Lakeport**

**Item G2 – The board gave direction to the Fire Chief regarding labor negotiations.**

**Item G3 – No reportable actions were taken**

I. Adjournment

**Chair Gabe adjourned the meeting at 8:07 PM.**

Respectfully Submitted:

\_\_\_\_\_  
Ray Lavelle, Board Clerk

Read and Approved:

\_\_\_\_\_  
William Gabe, Board Chairman





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## **BOARD OF DIRECTORS SPECIAL MEETING MINUTES**

**June 13, 2023, 6:28 P.M.  
Lakeport Fire Protection District  
445 N. Main Street, Lakeport, CA 95453**

**A. Call to Order**

A1. Roll Call

**Director Brown X, Vice-Chair Lucas X, Director Warrenburg X, Director Whitehead X and Chair Gabe X**

**Staff Present: Fire Chief Patrick Reitz and Admin Ray Lavelle**

**B. Public Comment (GC §54954.3)**

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**None**

**C. Action Items**

C1. Report, discussion and possible action authorizing Fire Chief to purchase two (2) jet skis for the Water Rescue Program.

**Director Whitehead made a motion, seconded by Director Warrenburg, authorizing the Fire Chief to purchase two (2) jet skis for the Water Rescue Program.**

**Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe**

**Noes:**

**Absent:**

**Abstain:**

**Motion Passes**

I. Adjournment

**Chair Gabe adjourned the meeting at 6:36 PM.**

Respectfully Submitted:

\_\_\_\_\_  
Ray Lavelle, Board Clerk

Read and Approved:

\_\_\_\_\_  
William Gabe, Board Chairman



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## **BOARD OF DIRECTORS SPECIAL MEETING MINUTES**

**June 20, 2023, 5:00 P.M.**

**Lakeport Fire Protection District  
445 N. Main Street, Lakeport, CA 95453**

**A. Call to Order**

A1. The Pledge of Allegiance was led by Chair Gabe.

A2. Roll Call

**Director Brown Excused Absence, Vice-Chair Lucas X, Director Warrenburg X (left meeting at 6:03 PM), Director Whitehead X and Chair Gabe X**

**Staff Present: Fire Chief Patrick Reitz and Admin Ray Lavelle**

A3. Motion to Approve June 20, 2023 Special Meeting Agenda (GC §54954.2)

***Director Warrenburg announced that he needed to leave the meeting by 6:00 PM. He made a motion, seconded by Director Lucas, to address the Section C Action Items in reverse order, so he would be present for the vote on the budget.***

***Ayes: Lucas, Warrenburg, Whitehead & Gabe***

***Noes:***

***Absent: Brown***

***Abstain:***

***Motion Passes***

B. Public Comment (GC §54954.3)

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**None**

C. Action Items

C1. Report, discussion and possible action on Adopting the Recommended Budget for Fiscal Year 2023-24

***Director Whitehead made a motion, seconded by Director Lucas, to adopt the Recommended Budget for Fiscal year 2023-24 as presented.***

***Ayes: Lucas, Warrenburg, Whitehead & Gabe***

***Noes:***

***Absent: Brown***

***Abstain:***

***Motion Passes***

***Director Warrenburg left the meeting at 6:03 PM.***

C2. Report, discussion and possible action on Resolution 22/23-10, a resolution revising the Fiscal Years 20-21 and 21-22 Appropriations Limits and Setting the Fiscal Year 22-23 and 23-24 Appropriations Limits

***Director Whitehead made a motion, seconded by Director Lucas, to waive the reading and adopt Resolution 22/23-10, a resolution revising the Fiscal Years 20-21 and 21-22 Appropriations Limits and Setting the Fiscal Year 22-23 and 23-24 Appropriations Limits***

***Ayes: Lucas, Whitehead & Gabe***

***Noes:***

***Absent: Brown & Warrenburg***

***Abstain:***

***Motion Passes***

C3. Report, discussion and possible action on Resolution 22/23-09, Annual Re-Adoption of Fire Mitigation Fees pursuant to the Lake County Fire Mitigation Fee Ordinance

***Director Whitehead made a motion, seconded by Director Lucas, to waive the reading and adopt Resolution 22/23-09, the Annual Re-Adoption of Fire Mitigation Fees pursuant to the Lake County Fire Mitigation Fee Ordinance***

***Ayes: Lucas, Whitehead & Gabe***

***Noes:***

***Absent: Brown & Warrenburg***

***Abstain:***

***Motion Passes***

C4. Report, discussion and possible action on Resolution 22/23-08 Authorizing the Transfer of \$60,000 from Insurance Proceeds (Unanticipated Revenue) to the Building Improvements/Maintenance Expense Account to Fund Repairs to Station 52

***Director Lucas made a motion, seconded by Director Whitehead, to waive the reading and adopt Resolution 22/23-08 Authorizing the Transfer of \$60,000 from Insurance Proceeds (Unanticipated Revenue) to the Building Improvements/Maintenance Expense Account to Fund Repairs to Station 52***

***Ayes: Lucas, Whitehead & Gabe***

***Noes:***

***Absent: Brown & Warrenburg***

***Abstain:***

***Motion Passes***

C5.

D. Adjournment

**Chair Gabe adjourned the meeting at 8:07 PM.**

Respectfully Submitted:

\_\_\_\_\_  
Ray Lavelle, Board Clerk

Read and Approved:

\_\_\_\_\_  
William Gabe, Board Chairman





Check #	Check Date	Vendor	Invoice Total	Description
15795 Total	06/01/2023	American River Benefit Adm	\$ 255.20	CSFA BASE LIFE INSURANCE - June
15796 Total	06/01/2023	Bit Sculptor	\$ 66.00	Qtrly Web Hosting
15797 Total	06/01/2023	CA Assoc of Professional Firefight	\$ 265.50	FF Long Term Disability - June
15798 Total	06/01/2023	MidAmerica Administrative & Retirem	\$ 384.00	HRA ADMIN FEES - 1st Qtr 2023
15799 Total	06/01/2023	Quench USA, Inc	\$ 210.00	Water Cooler Rental 5/13/23-8/13/23
15800 Total	06/01/2023	Reitz, Patrick	\$ 60.00	Chief Cell Phone Allowance-May
15801 Total	06/01/2023	Teamsters Local 856 Dues	\$ 683.00	Teamsters Dues - June
15802 Total	06/01/2023	Teamsters Local 856 Health & Welfar	\$ 39,376.01	Health Insurance Coverage June
15803 Total	06/12/2023	AT & T	\$ 161.64	PHONE LINES STATION 50
15804 Total	06/12/2023	Daniel Dawson	\$ 31.00	2022-23 Burn Permit Refund
15805 Total	06/12/2023	Department of Industrial Relations	\$ 1,080.00	Cal-OSHA Fines
15806 Total	06/12/2023	Eureka Oxygen	\$ 163.86	Oxygen Tank Rental
15807 Total	06/12/2023	Fort Bragg Electric	\$ -	VOID-Progress Pmt #1, Stat 52
15808 Total	06/12/2023	Konocci Computer Repair	\$ 93.75	Printer Troubleshooting
15809 Total	06/12/2023	Lakeport Fire (CalPERS Account)	\$ 29,898.61	CALPERS PE 05/31/23
15810 Total	06/12/2023	Lakeport Fire (Payroll Account)	\$ 42,475.56	PR Transfer 05-31-23
15811 Total	06/12/2023	Life Assist	\$ 1,126.99	MEDICAL SUPPLIES
15812 Total	06/12/2023	Municipal Emergency Medical Service	\$ 28,649.50	Prepayment for PPE Order
15813 Total	06/12/2023	O'Reilly	\$ 60.87	REPAIR PARTS
15814 Total	06/12/2023	Pak n Mail	\$ 21.29	OFFICE SUPPLIES
15815 Total	06/12/2023	Systems Design	\$ 12,648.17	Ambulance & GEMT Billing
15816 Total	06/12/2023	United States Treasury	\$ 45.00	PCORI Fee Qtr2 2023 720
15817 Total	06/12/2023	US Bank Corporate Payment System	\$ 5,096.64	US BANK - MAY
15818 Total	06/13/2023	FailSafe Testing	\$ 1,598.30	LADDER SAFETY TESTING
15819 Total	06/13/2023	Ridgeline Municipal Strategies	\$ 4,373.18	Mitig Fee Study - 2nd Qtr 2023
15820 Total	06/13/2023	Pak n Mail	\$ 728.65	Weed Abatement Mailer
15821 Total	06/13/2023	C&C Instructional Services LLC	\$ 5,820.00	Training for Water Rescue Program
15822 Total	06/13/2023	Intrepid Maritime	\$ 11,400.00	PWC Rescue Operations Training
15823 Total	06/13/2023	Marine Rescue Products, Inc	\$ 3,050.00	Sled for Water Rescue Program
15824 Total	06/13/2023	Soar Inflatables	\$ 19,223.93	PPE/Lifejackets for Water Rescue Pr
15825 Total	06/14/2023	Pate, Michael	\$ 22,000.00	2 Jets Skis for Water Rescue Progra
15826 Total	06/15/2023	Lakeport Fire (CalPERS Account)	\$ 12,932.45	CALPERS PE 06/15/23
15827 Total	06/15/2023	Lakeport Fire (Payroll Account)	\$ 44,327.56	PR Transfer 06-15-23



June 2023 Check Listing

15828 Total	06/20/2023	First American Title Company	\$ 2,000.00	DEPOSIT - 420 FORBES ST PARKING LOT
15829 Total	06/20/2023	Lakeport Fire (CalPERS Account)	\$ 16,961.76	Unfunded Accrued Liab - PE 06/30/23
15830 Total	06/20/2023	Lakeport Fire (Payroll Account)	\$ 8,296.18	PR Transfer 06-21-23 Holiday Pay
15831 Total	06/20/2023	Reitz, Patrick	\$ 50.99	FIRE CONF. REIMBURSE
15832 Total	06/20/2023	US Bank Corporate Payment System	\$ 8,947.95	US BANK - JUNE
15833 Total	06/27/2023	Bauer Compressors	\$ 1,462.19	Air/Gas Sample Test w/Certific SCBA
15834 Total	06/27/2023	Bit Sculptor	\$ 414.50	IT Tech Support & Web Hosting
15835 Total	06/27/2023	Buchholz, Gary	\$ 691.25	Background Investigations
15836 Total	06/27/2023	Canon Financial Services	\$ 263.39	COPIER USAGE
15837 Total	06/27/2023	Dominguez, Oscar Solano	\$ 776.66	Paramedic Class & Mileage Reimb - Dominguez
15838 Total	06/27/2023	Fort Bragg Electric	\$ 60,000.00	Progress Pmt #1, Stat 52
15839 Total	06/27/2023	Fossa, Promise	\$ 138.00	Meal Per Diem for Training Class
15840 Total	06/27/2023	Lake County Special Districts	\$ 58.86	WATER - STATION 52
15841 Total	06/27/2023	Lakeport Fire (CalPERS Account)	\$ 1,324.80	CalPERS 06/30/23
15842 Total	06/27/2023	Lakeport Fire (Nationwide 457)	\$ 8,400.00	457 Payments to Nationwide
15843 Total	06/27/2023	Lakeport Tire & Auto Service	\$ 472.63	Chief Vehicle Maintenance
15844 Total	06/27/2023	Life Assist	\$ 408.68	MEDICAL SUPPLIES
15845 Total	06/27/2023	Mendo Mill and Lumber Co.	\$ 19.28	Laundry Detergent
15846 Total	06/27/2023	Napa (Lake) Auto Parts	\$ 30.12	Station Supplies
15847 Total	06/27/2023	O'Reilly	\$ 28.26	REPAIR PARTS
15848 Total	06/27/2023	Rainbow Ag Store	\$ 23.39	Wildland Saw Repair
15849 Total	06/27/2023	Systems Design	\$ 2,976.68	AMBULANCE BILLING - March
15850 Total	06/27/2023	Tyson, John	\$ 377.08	Per diem meal & mileage reimburse - Tyson
15851 Total	06/27/2023	Westgate Petroleum Co. Inc.	\$ 2,937.94	FUEL - DIESEL
15852 Total	06/27/2023	Lakeport Fire (Payroll Account)	\$ 100,139.28	End of FY Zero out PR Clearing Acct
Grand Total			\$ 505,506.53	



June CAL-Card Charges		
Vendor	Description	Amount
AMAZON.COM	VEHICLE SOAP	\$ 54.36
TACTICAL FIRE EQUIPMENT	HOSE REPAIR	\$ 310.89
SAFEWAY	HYDRATION SUPPLIES - FIRE CONFERENCE	\$ 26.96
DISTANCECME	PARAMEDIC CON'T EDUCATION - MILLS	\$ 465.00
MISSION LINEN	HOUSEHOLD SUPPLIES	\$ 102.38
MEDIACOM	INTERNET - STATION 50	\$ 103.22
WESTGATE PETROLEUM	FUEL	\$ 903.26
VERIZON WIRELESS	TABLETS	\$ 808.48
EUREKA OXYGEN	OXYGEN/TANK RENTAL	\$ 517.15
AMAZON.COM	BATTERIES	\$ 23.67
GOOGLE INC	GOOGLE OFFICE	\$ 270.96
AMAZON.COM	DIGITAL CAMERA/LASER MEASURE	\$ 93.50
CITY OF LAKEPORT	WATER/SEWER STATION 50	\$ 222.21
AMAZON.COM	STATION SUPPLIES	\$ 91.36
AMAZON.COM	STATION SUPPLIES	\$ 32.60
VERIZON WIRELESS	CELLPHONES/DATA	\$ 273.45
COMFORT INN	GRANT WRITING TRAINING - FOSSA & TYSON	\$ 294.00
USPS	POSTAGE	\$ 163.49
AMAZON.COM	WATER RESCUE PROGRAM - EQUIPMENT	\$ 491.01
ARC	RETIREMENT CONSULTANT	\$ 2,200.00
PG&E	ELECTRICITY - STATION 50	\$ 1,500.00
	Total:	\$ 8,947.95



Please prepare a journal entry to transfer funds to our expenditure accounts for our automated payroll service for the pay period 06/01/23 - 06/15/23

<u>DISTRICT</u>	<u>FUND</u>	<u>DEPT/DIV</u>	<u>SUB</u>	
Lakeport Fire Protection Dist.	354	9554	795	
DESCRIPTION		CODE	DEBIT (+)	CREDIT (-)
Salaries & Wages-Permanent	FT Admin	01.11 A	8,260.93	
Salaries & Wages-Permanent	FT Shift	01.11 B	33,778.51	
Salaries & Wages-LT/PT/Temporary	LT Shift	01.12 A	3,120.00	
Salaries & Wages-LT/PT/Temporary	PT Admin	01.12 C	2,087.50	
Salaries & Wages- Overtime	FT Shift OT	01.13 A	3,112.13	
Salaries & Wages -Overtime	LT Shift OT	01.13 B	513.00	
Salaries & Wages - FLSA	FLSA	01.13 G	921.51	
Medicare - EmployER Paid		02.21 A	750.99	
FICA- EmployER Paid		02.21 B	98.76	
Medical Insur Reimb (PR Code 36)	FT Admin & FT Shift	03.30 A		1,304.00
Union Dues (PR Code 39)	FT Shift	01.11 C		312.50
PERS After Tax (PR Codes 53 & 55)	FT Admin & FT Shift	01.11 C		5,237.02
PERS 1959 Survivor (PR Code 59)	FT Admin & FT Shift	01.11 C		35.25
CAPF (PR Code C)	FT Shift	01.11 C		177.00
Deferred Comp (PR Code K)	FT Admin & FT Shift	01.11 C		1,250.00
Prof. & Spec. - Payroll Processing		23.80 C		
Payroll Clearing Account		09.00		
Payroll Clearing Account		09.00		44,327.56
TOTAL			52,643.33	52,643.33

DISTRICT AUTH. SIGNATURE \_\_\_\_\_





Please prepare a journal entry to transfer funds to our expenditure accounts for our automated payroll service for the pay period **June 2023 Holiday Pay**

<u>DISTRICT</u>	<u>FUND</u>	<u>DEPT/DIV</u>	<u>SUB</u>	
Lakeport Fire Protection Dist.	354	9554	795	
DESCRIPTION		CODE	DEBIT (+)	CREDIT (-)
Salaries & Wages-Permanent	FT Admin	01.11 A	0.00	
Salaries & Wages-Permanent	FT Shift	01.11 B	8,177.60	
Salaries & Wages-LT/PT/Temporary	LT Shift	01.12 A	0.00	
Salaries & Wages-LT/PT/Temporary	PT Admin	01.12 C	0.00	
Salaries & Wages- Overtime	FT Shift OT	01.13 A	0.00	
Salaries & Wages -Overtime	LT Shift OT	01.13 B	0.00	
Salaries & Wages - FLSA	FLSA	01.13 G	0.00	
Medicare - EmployER Paid		02.21 A	118.58	
FICA- EmployER Paid		02.21 B	0.00	
Medical Insur Reimb (PR Code 36)	FT Admin & FT Shift	03.30 A		0.00
Union Dues (PR Code 39)	FT Shift	01.11 C		0.00
PERS After Tax (PR Codes 53 & 55)	FT Admin & FT Shift	01.11 C		0.00
PERS 1959 Survivor (PR Code 59)	FT Admin & FT Shift	01.11 C		0.00
CAPF (PR Code C)	FT Shift	01.11 C		0.00
Deferred Comp (PR Code K)	FT Admin & FT Shift	01.11 C		0.00
Prof. & Spec. - Payroll Processing		23.80 C		
Payroll Clearing Account		09.00		
Payroll Clearing Account		09.00		8,296.18
TOTAL			8,296.18	8,296.18

DISTRICT AUTH. SIGNATURE \_\_\_\_\_



Please prepare a journal entry to transfer funds to our expenditure accounts for our automated payroll service for the pay period **06/16/23 - 06/30/23**

<u>DISTRICT</u>	<u>FUND</u>	<u>DEPT/DIV</u>	<u>SUB</u>	
Lakeport Fire Protection Dist.	354	9554	795	
DESCRIPTION		CODE	DEBIT (+)	CREDIT (-)
Salaries & Wages-Permanent	FT Admin	01.11 A	8,260.93	
Salaries & Wages-Permanent	FT Shift	01.11 B	34,120.62	
Salaries & Wages-LT/PT/Temporary	LT Shift	01.12 A	4,901.05	
Salaries & Wages-LT/PT/Temporary	PT Admin	01.12 C	2,025.00	
Salaries & Wages- Overtime	FT Shift OT	01.13 A	3,217.51	
Salaries & Wages -Overtime	LT Shift OT	01.13 B	670.20	
Salaries & Wages - FLSA	FLSA	01.13 G	924.41	
Medicare - EmployER Paid		02.21 A	784.72	
FICA- EmployER Paid		02.21 B	243.99	
Medical Insur Reimb (PR Code 36)	FT Admin & FT Shift	03.30 A		1,304.03
Union Dues (PR Code 39)	FT Shift	01.11 C		312.50
PERS After Tax (PR Codes 53 & 55)	FT Admin & FT Shift	01.11 C		5,172.72
PERS 1959 Survivor (PR Code 59)	FT Admin & FT Shift	01.11 C		22.38
CAPF (PR Code C)	FT Shift	01.11 C		177.00
Deferred Comp (PR Code K)	FT Admin & FT Shift	01.11 C		1,250.00
Prof. & Spec. - Payroll Processing		23.80 C	173.60	
Payroll Clearing Account		09.00		173.60
Payroll Clearing Account		09.00		46,909.80
TOTAL			55,322.03	55,322.03

DISTRICT AUTH. SIGNATURE \_\_\_\_\_



INCIDENT COUNT - JUNE 2023	
Incident Type	Count
Building fire	1
Trash or rubbish fire, contained	1
Passenger vehicle fire	1
Brush or brush-and-grass mixture fire	1
Outside rubbish fire, other	1
EMS call, excluding vehicle accident with injury	85
Motor vehicle accident with injuries	8
Hazardous condition, other	1
Gas leak (natural gas or LPG)	2
Power line down	1
Water problem, other	1
Public service assistance, other	1
Assist police or other governmental agency	1
Public service	10
Dispatched & cancelled en route	28
Smoke scare, odor of smoke	1
<b>Total:</b>	<b>144</b>

AID GIVEN - JUNE 2023	
Incident Type	Count
Building fire	1
EMS call, excluding vehicle accident with injury	5
Motor vehicle accident with injuries	2
Dispatched & cancelled en route	7
Special type of incident, other	1
<b>Total:</b>	<b>16</b>

YTD AID GIVEN - 2023	
Incident Type	Count
Building fire	5
Brush or brush-and-grass mixture fire	1
EMS call, excluding vehicle accident with injury	32
Motor vehicle accident with injuries	7
Public service	1
Dispatched & cancelled en route	7
Special type of incident, other	2
<b>Total:</b>	<b>55</b>

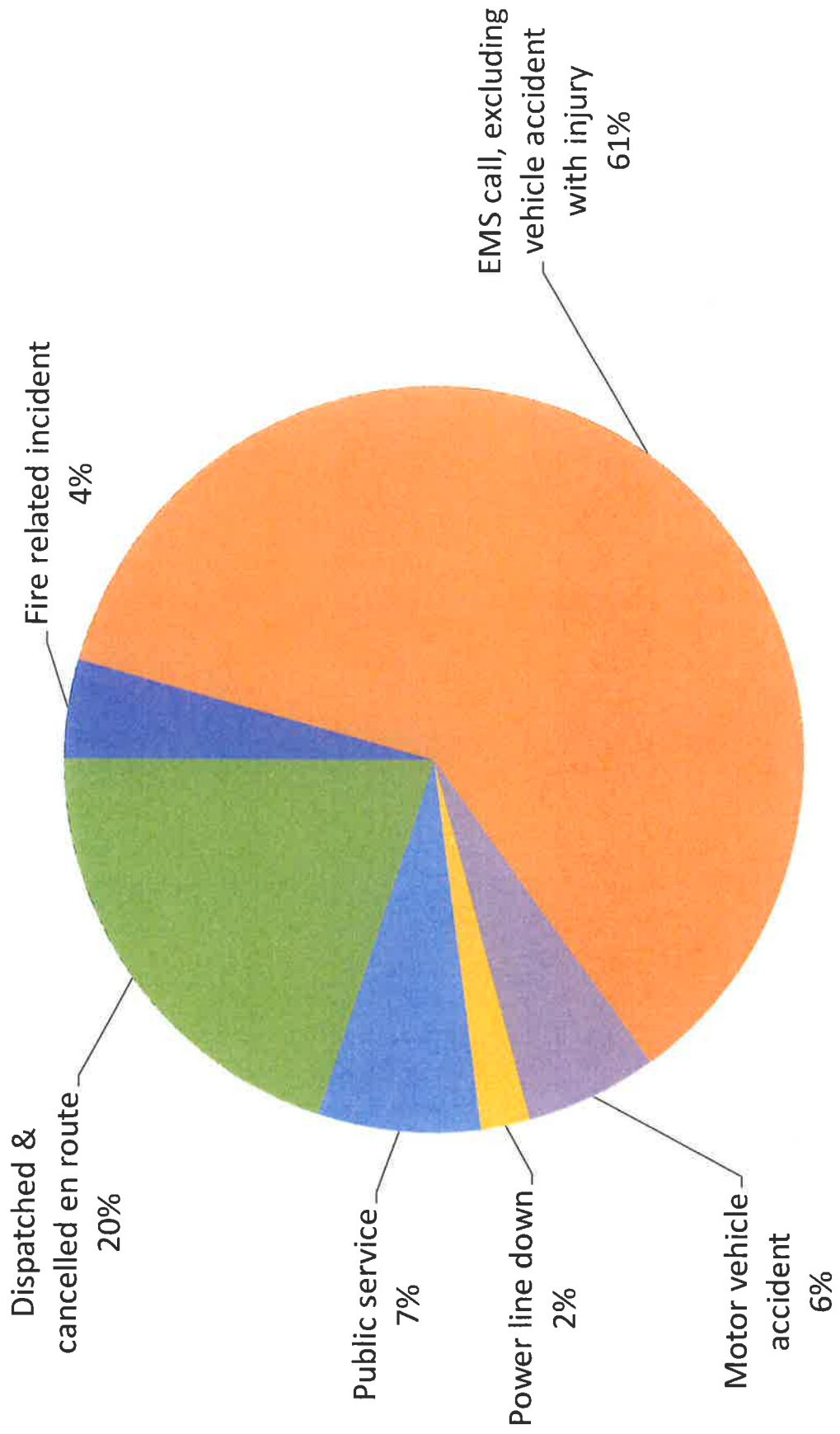
AID RECIEVED - JUNE 2023	
Incident Type	Count
Brush or brush-and-grass mixture fire	1
EMS call, excluding vehicle accident with injury	14
Motor vehicle accident with injuries	3
Dispatched & cancelled en route	1
<b>Total:</b>	<b>19</b>

YTD AID RECIEVED - 2023	
Incident Type	Count
Brush or brush-and-grass mixture fire	1
EMS call, excluding vehicle accident with injury	55
Motor vehicle accident with injuries	9
Motor vehicle accident with no injuries	1
Dispatched & Cancelled en route	6
False alarm or false call, other	1
Public Service	3
Smoke scare, odor of smoke	1
Building fire	1
No incident found on arrival at dispatch address	1
<b>Total:</b>	<b>79</b>

TOTAL INCIDENTS YTD 2023	
Incident Type	Count
Building fire	9
Cooking fire, confined to container	1
Chimney or flue fire, confined to chimney or flue	2
Trash or rubbish fire, contained	3
Passenger vehicle fire	4
Brush or brush-and-grass mixture fire	3
Outside rubbish fire, other	1
Outside rubbish, trash or waste fire	1
Excessive heat, scorch burns with no ignition	1
Rescue, EMS incident, other	1
Emergency medical service, other	2
EMS call, excluding vehicle accident with injury	736
Motor vehicle accident with injuries	41
Motor vehicle accident with no injuries.	8
Removal of victim(s) from stalled elevator	1
Hazardous condition, other	5
Gasoline or other flammable liquid spill	1
Gas leak (natural gas or LPG)	4
Carbon monoxide incident	1
Electrical wiring/equipment problem, other	1
Overheated motor	1
Power line down	43
Arcing, shorted electrical equipment	1
Person in distress, other	3
Lock-out	2
Water problem, other	1
Public service assistance, other	8
Assist police or other governmental agency	1
Public service	92
Assist invalid	5
Dispatched & cancelled en route	172
No incident found on arrival at dispatch address	5
Smoke scare, odor of smoke	5
False alarm or false call, other	4
Municipal alarm system, malicious false alarm	1
CO detector activation due to malfunction	1
Smoke detector activation, no fire - unintentional	1
Alarm system activation, no fire - unintentional	8
Severe weather or natural disaster, other	2
Special type of incident, other	1
<b>Total:</b>	<b>1183</b>



# June 2023 - Call Breakdown







LAKEPORT FIRE PROTECTION DISTRICT  
MONTHLY FLEET REPORT

UNIT #	MILEAGE	MILES	ENGINE MAY	HOURS	PUMP MAY	HOURS	LADDER MAY	HOURS	LAST SERVICE MONTH-YEAR	LAST SERVICE Miles/Hours	ELAPSED Miles/Hours
E5011	MAY	(19,016)		(1,443)		-61.39			Jul-22	552	-552 hr.
T5011	20,035	50	2,398	13	130.0	1.00	711	0.1	Aug-21	19,100	935 mi.
E5012	no display		15,905	41	1,756.0	685.30			Jul-23	15,905	0 hr.
E5031	20,590	38	1,384	12	198.0	9.00			Apr-18	17,200	3390 mi.
E5021	31,243	41	3,131	7					Aug-22	3,111	20 hr.
M5011	110,519	2,125	3,122	(2,877)					Jul-22	91,719	18800 mi.
M5012	97,396	1	5,268	1					Jul-22	90,520	6876 mi.
E5211	50,487	726	4,520	64	1,324.0	0.00			Oct-22	4,260	260 hr.
WT5011	21,169	-							Jun-22	21,005	164 mi.
U5011	97,337	542							Sep-22	94,678	2659 mi.
C500	63,841	1,394							Oct-22	59,239	4602 mi.
STATION 50 GENERATOR			532.2	-							
E5011	2021	Pierce	Enforcer	IN SHOP							
T5011	1999	Seagrave	Quint								
E5012	2003	Pierce	Dash	West Sac Engine							
E5031	2011	Intl.	Crimson	Spartan							
E5021	1998	Intl.	Opberman								
M5011	2014	Dodge	Braun								
M5012	2015	Dodge	Braun								
E5211	2001	Central States		Spartan							
WT5011	1984	Kenworth	Opberman								
U5011	2008	Dodge	Ram 1500								
C500	2015	Ford	F250								



Account #	General Fund - 354 APPROPRIATIONS	Final Budget	6/30/2023 This Month	YTD	100% % of Budget	Remaining \$
01-11	Salaries - Permanent	1,021,000	92,826	1,007,274	99%	13,726
01-12	Extra Help	100,000	10,069	90,434	90%	9,566
01-13	Overtime - Holiday -	200,000	16,006	153,713	77%	46,287
02-21	Social Security - Medicare	20,000	(226)	16,103	81%	3,897
02-22	CalPERS	415,500	49,033	398,563	96%	16,937
03-30	Health/Life Insurance	425,000	13,700	396,761	93%	28,239
03-31	Unemployment Insurance	0	0	0	0%	0
03-45	Retiree Other Post Emp. Benefits	57,000	3,160	51,202	90%	5,798
04-00	Workers Compensation	66,000	0	65,485	99%	515
09-00	Payroll Clearing Account	0	(102,482)	0	n/a	0
<b>Total Salaries and Benefits</b>		<b>2,304,500</b>	<b>82,085</b>	<b>2,179,534</b>	<b>95%</b>	<b>124,966</b>
11-00	Clothing & Personal Supplies	61,500	48,877	61,320	100%	180
12-00	Communications	113,000	51,282	111,744	99%	1,256
14-00	Household Expense	10,000	675	7,185	72%	2,815
15-10	Insurance - Prop., Auto and Eq.	24,500	0	24,291	99%	209
15-12	Insurance - Public Liability	64,500	0	64,444	100%	56
17-00	Maintenance - Equipment	120,000	6,041	85,323	71%	34,677
18-00	Maintenance - Buildings & Grounds	86,000	60,357	85,599	100%	401
19-40	Medical Supplies	55,000	2,831	45,869	83%	9,131
20-00	Memberships	10,000	0	8,894	89%	1,106
22-70	Office Supplies	11,000	879	10,261	93%	739
22-71	Postage	1,000	565	879	88%	121
22-72	Books & Periodicals	1,500	201	1,442	96%	58
23-80	Professional & Specialized Services	70,000	10,659	66,728	95%	3,272
24-00	Publications & Legal Notices	745	0	67	9%	678
25-00	Rents & Leases - Equipment	31,000	0	30,838	99%	162
26-00	Rents & Leases - Buildings	5	0	0	0%	5
27-00	Small Tools & Instruments	13,000	962	5,131	39%	7,869
28-30	Supplies & Services	64,000	20,418	44,340	69%	19,660
28-48	Ambulance Expenses	213,611	15,461	204,782	96%	8,829
29-50	Transportation & Travel	4,500	658	718	16%	3,782
30-00	Utilities	80,000	4,727	76,027	95%	3,973
42-10	Notes & Loans/P&I	61,000	0	60,713	100%	287
48-00	Taxes & Assessments	250	45	232	93%	18
61-60	Capital Bldgs & Improv. Prior	130,000	2,000	33,799	26%	96,201
62-71	Capital Equipment Office	5,000	0	2,560	51%	2,440
62-72	Capital Equipment Vehicle	0	0	0	0%	0
62-74	Capital Equipment Other	84,000	25,050	80,082	95%	3,918
90-91	Contingencies	0		0	0%	0
<b>Total Services, Supplies and Capital Expenses</b>		<b>1,315,111</b>	<b>251,688</b>	<b>1,113,269</b>	<b>85%</b>	<b>201,842</b>
<b>Total Fire Protection</b>		<b>3,619,611</b>	<b>333,774</b>	<b>3,292,803</b>	<b>91%</b>	<b>326,808</b>



<b>General Fund - 354</b>		<b>Final</b>	<b>6/30/23</b>		<b>100%</b>	
<b>Account #</b>	<b>REVENUES</b>	<b>Budget</b>	<b>This Month</b>	<b>YTD</b>	<b>% of Budget</b>	<b>Remaining</b>
10-10	Current Secured Taxes	973,000	39,310	994,483	102%	(21,483)
10-20	Current Unsecured Taxes	21,000	0	23,331	111%	(2,331)
10-25	Supplemental Roll Taxes - Current	12,000	0	15,770	131%	(3,770)
10-35	Supplemental Roll Taxes - Prior	3,000	468	4,557	152%	(1,557)
10-40	Prior Unsecured Taxes	1,100	0	838	76%	262
21-60	Permits	12,500	2,620	25,228	202%	(12,728)
42-01	Interest	2,000	0	19,161	958%	(17,161)
42-10	Rent - Finley Station	5,400	495	5,087	94%	313
54-60	Home Owners Prop. Tax Relief	9,000	0	4,360	48%	4,640
54-70/90	State Aid	25,000	0	0	0%	25,000
68-60	Ambulance Revenue	700,000	133,492	918,799	131%	(218,799)
69-29	Measure "M" Special Tax	1,275,000	3,925	1,258,277	99%	16,723
79-60	Sale of Fixed Assets	0	0	3,260	0%	(3,260)
79-90	Other/Miscellaneous Revenue	27,000	12,401	63,541	235%	(36,541)
79-91	Cancelled Checks	0	0	561	0%	(561)
79-93	Insurance Proceeds/Payments	0	0	60,000	0%	(60,000)
81-22	Operating Transfers In	180,000	0	0	0%	180,000
<b>Total Revenue</b>		<b>3,246,000</b>	<b>192,711</b>	<b>3,397,251</b>	<b>105%</b>	<b>-151,251</b>
	Transfer from (-to) Fund Balance	373,611	141,063	(104,448)	n/a	
<b>Total Revenue/using reserves</b>		<b>3,619,611</b>	<b>333,774</b>	<b>3,292,803</b>	<b>91%</b>	
<b>Fund Balances</b>						
<b>Acct. #</b>	<b>General Fund - 354</b>					
	Unreserved Fund Balance	1,350,761	0	104,448		1,455,209
01-00	Reserves - General	20,000	0	0		20,000
02-00	Petty Cash	150	0	0		150
00-00	Unreserved - General - Designated	200,000	0	0		200,000
04-00	Unreserved - Designated - Equip.	900,000	0	(50,000)		850,000
06-00	Unreserved - Designated - Buildings	206,118	0	(130,000)		76,118
2500	Unreserved - Designated - Medical	200,000	0	(141,111)		58,889
<b>Total General Fund 354 Balance</b>		<b>2,877,029</b>	<b>0</b>	<b>(216,663)</b>		<b>2,660,366</b>
<b>Fire Mitigation Fund - 363</b>						
			<b>6/30/23</b>			
			<b>This Month</b>	<b>YTD</b>		
FY Beginning Fund Balance						<b>445,340</b>
42-01	Interest		0	4,793		4,793
66-15	Lake County Fire Mitigation		0	1,920		22,999
66-16	Lakeport City Fire Mitigation		0	2,960		8,479
<b>Total Fire Mitigation Fund 363 Balance</b>			<b>0</b>	<b>9,673</b>		<b>481,612</b>
<b>Wells Fargo Checking Account</b>		<b>6/30/23</b>				
	Ambulance & Online Payments	\$ 7,663				
<b>Savings Bank of Mendocino Checking</b>		<b>6/30/23</b>				
	ADP Payroll & CalPERS	\$ 35,548				





# LAKEPORT FIRE PROTECTION DISTRICT

445 North Main Street, Lakeport, CA 95453  
Telephone: (707) 263-4396 Fax: (707) 263-7087  
Web Site: [www.lakeportfire.com](http://www.lakeportfire.com)



Date: July 11, 2023  
To: Board of Directors  
From: Patrick Reitz, Fire Chief  
Subject: **Purchasing Policy**

### Recommendation

1. Authorize an increase to Chief Reitz's purchasing limit.

### Background

Per the attached policy, the current spending limit for the Fire Chief without Board approval is set at \$20,000. Multiple board members have inquired about raising the limit. Staff recommendation is between \$25,000 and \$50,000, with the amount to be set at the Board's discretion.





**PURCHASING AUTHORIZATIONS**

The following authorization limits apply to all purchases except Public Works Projects, which are covered by the Public Contract Code Section 20161, et seq., and the provisions in this policy below. See “Special Types of Purchases” (below) for additional information. Public Works Projects purchasing authorizations and information are listed at the end of this document.

*Formal Bid – purchases more than \$20,000*

Authority to award – Board of Directors.

Formal bid or Request for Proposal process is required.

Award to the lowest cost, responsive, responsible bidder. In the event of a tie, award to the business located in Lake County.

Staging of purchases (i.e., bid splitting) in order to avoid authorization limits is prohibited.

*Small Purchases – purchases of \$20,000 or less*

Authority to award – Fire Chief or authorized designee.

Seek competitive quotations when feasible or rotate awards to local vendors.

Award to the lowest cost, responsive, responsible bidder. In the event of a tie, award to the business located in Lake County.

**TYPES OF SOLICITATIONS**

**Requests for Bids (RFB)**

An RFB is a request to vendors to submit an offer or quote for specific, defined goods or products. An RFB should be used when seeking fixed prices for goods with known specifications (e.g. Dell Computers). RFBs must be posted on the District’s website.

**Requests for Proposals (RFP)**

An RFP is a request to vendors to submit a proposal for goods or services for which the exact specifications or methodology of providing the desired goods or services is not defined. An RFP is generally used for more complex goods or services purchases. RFPs allow for consideration of factors other than price, including the qualifications of the vendor and the vendor’s ability to perform. RFPs must be posted on the District’s website.

**Requests for Qualifications (RFQ)**

An RFQ is a request for a statement of qualifications for a certain class of vendors or consultants. RFQs are used to develop On-call or Master Agreements. RFQs must be posted on the District’s website.

**SPECIAL TYPES OF PURCHASES**

Purchases requiring Competitive Sealed Bids

Purchases requiring Competitive Sealed Proposals





# LAKEPORT FIRE PROTECTION DISTRICT

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Web Site: [www.lakeportfire.com](http://www.lakeportfire.com)



Date: July 11, 2023  
To: Board of Directors  
From: Patrick Reitz, Fire Chief  
Subject: **2021-2022 Financial Audit**

## Recommendation

1. Accepting draft audit report with noted recommendations from auditor

## Background

The draft of the FY 2021-2022 has been made available for Board review. The notes from the auditor have been reviewed and necessary corrective actions have been taken. The audit report cannot be changed, nor denied, only "accepted".





# LAKEPORT FIRE PROTECTION DISTRICT

445 North Main Street, Lakeport, CA 95453  
Telephone: (707) 263-4396 Fax: (707) 263-7087  
Web Site: [www.lakeportfire.com](http://www.lakeportfire.com)



Date: July 11, 2023  
To: Board of Directors  
From: Patrick Reitz, Fire Chief  
Subject: **Memorandum of Understanding Side Letter re: Reporting Holiday to CalPERS**

## **Recommendation**

1. Accepting side letter amending the Memorandum of Understanding (MOU)

## **Background**

As reported at the February 14, 2023 board meeting, CalPERS conducted an audit of the District's payment of Holiday Pay for the audit period of 2019 through the current year.

There were two (2) findings from that audit; 1) MOU does not contain Holiday Pay (Statutory Item) language and 2) Holiday Pay was reported incorrectly.

In order to correct the first finding, CalPERS is requiring the District to amend the MOU that was in place for the period July 1, 2019 thru June 30, 2021. There was a meet and confer with Union Representatives on June 22, 2023 establishing a Side Letter to correct the MOU.





# LAKEPORT FIRE PROTECTION DISTRICT

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