



LAKEPORT FIRE PROTECTION DISTRICT

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



Any person may speak for 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 recorded.

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.

REQUEST FOR DISABILITY – RELATED MODIFICATION OR ACCOMMODATION: A request for a disability-related modification or accommodation necessary to participate in the Board of Directors' meeting should be made in writing to the Board Clerk at least 48 hours prior to the meeting.

BOARD OF DIRECTORS REGULAR MEETING AGENDA

April 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. Chair's Review of Board of Directors Policies and Procedures Manual, Section 7 (Fire District Board Meetings) and Section 9 (Rules of Order During Meetings)

B. Consent Calendar

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.

B1. Motion to Approve April 11, 2023 Regular Meeting Agenda (GC §54954.2)

B2. Motion to Approve March 14, 2023, Special Meeting Minutes

B3. Motion to Approve March 2023 Warrants/Expenditures

B4. Motion to Approve Payroll for the pay periods ending March 15 and March 31, 2023

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.

Reports – Information/Discussion

C1. Fire Chief, Administration/Finance and Captains Reports

- a. Fiscal Year to Date Budget Report
- b. Incident Log for March 2023
- c. Fleet Mileage/Hours/Service Report for January 2023
- d. Fire District Association of California (FDAC) conference held in Napa March 15-17
- e. Cal-OSHA Citations Status Update
- f. 2023-24 Budget Process

C2. Professional Firefighters Association – Teamsters Local #856 Report

C3. Volunteer Firefighters Association Report

C4. City Council Representative's Report

C5. Directors Activity Reports

D. Action Items

- D1. Report, unsealing of bids, discussion and possible action regarding selection of fuel supplier
- D2. Report, discussion and possible action on Personal Protective Equipment (PPE) purchase over \$20,000
- D3. Report, discussion and possible action on motion to remove prior Administrative Assistant as Account Executive at Wells Fargo and Replace Her with Chair Gabe and Chief Reitz as Account Executives

F. Request for Future Agenda Items

G. Closed Session (GC §54957.7)

- G1. Public Employment – Title: Firefighter II/Paramedic (GC §54957) – Request for 7-1/2 month Leave of Absence
- G2. Public Employment – Title: Fire Chief (GC §54957) – 6-month performance evaluation

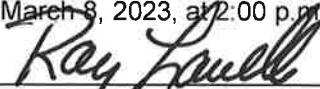
H. Open Session

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

I. Adjournment

Agenda Posted Per GC §54954.2

on March 8, 2023, at 2:00 p.m.


Ray Lavelle, Board Clerk



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BOARD OF DIRECTORS REGULAR MEETING MINUTES

March 14, 2023, 3:00 P.M.
Lakeport Fire Protection District
445 N. Main Street, Lakeport, CA 95453

DRAFT

A. Call to Order

A1. Pledge of Allegiance led by Chair Gabe.

A2. Roll Call

Director Brown X, Director Lucas X, Director Warrenburg X, and Chair Gabe X

Director Whitehead arrived at 3:06 PM.

Staff Present: Fire Chief Patrick Reitz and Admin Ray Lavelle

B. Consent Calendar

B1. Motion to Approve March 14, 2023 Special Meeting Agenda (GC §54954.2)

B2. Motion to Approve February 14, 2023 Regular Meeting Minutes

B3. Motion to Approve February 23, 2023 Special Meeting Minutes

B4. Motion to Approve February 2023 Warrants/Expenditures

B5. Motion to Approve Payroll for the pay periods ending February 15 and February 28, 2023

Director Lucas noted that the February 14 and February 23 minutes still referenced former Director Alan Flora. Director Lucas made a motion, seconded by Director Brown, to approve the consent calendar as submitted, but with the removal of references to former Director Flora from those

minutes.

Ayes: Brown, Lucas, Warrenburg & Gabe

Noes:

Absent: Whitehead

Motion Passes

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.

None given

D. Reports – Information/Discussion

D1. Fire Chief, Administration/Finance and Captains Reports (see attached Chief Notes)

a. Fiscal Year to Date Budget Report

b. Incident Log for February 2023

c. Fleet Mileage/Hours/Service Report for February 2023

d. Fire District Association of California (FDAC) conference being held in Napa March 15-17

D2. Professional Firefighters Association – Teamsters Local #856 Report

None given

D3. Volunteer Firefighters Association Report

None given

D4. City Council Representative's Report

City Council member Brandon Disney stated that his family has a long associatioin with the LFPD and he is looking forward to acting as the liaison between LFPD and the Lakeport City Council.

D5. Directors Activity Report

None given

E. Action Items

E1. Report, discussion and possible action on Resolution 22/23-03 authorizing the transfer of \$106,111 from Medical Supplies & Equipment reserves to Ambulance Expenses in order to fund 2021 IGT Voluntary Rate Reduction Program

Director Whitehead made a motion, seconded by Director Lucas, to approved Resolution 22/23-03 authorizing the transfer of \$106,111 from Medical Supplies & Equipment reserves to Ambulance Expenses in order to fund the 2021 IGT Voluntary Rate Reduction Program

Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe

Noes:

Absent:

Motion Passes

E2. Report, discussion and possible action on Resolution 22/23-04 authorizing Community Leasing Partners to refund 2021 Pierce Pumper escrow account balance of \$21,113.61

Director Brown made a motion, seconded by Director Warrenburg, to approve Resolution 22/23-04 authorizing Community Leasing Partners to refund the 2021 Pierce Pumper escrow account balance of \$21,113.61

Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe

Noes:

Absent:

Motion Passes

E3. Report, discussion and possible action on Resolution 22/23-05 to authorize the attached budget transfer of \$21,107.00 to fund the capital purchase of a 65lb Capacity High 100 G-Force Extractor

Chief Reitz reported that the extractor was able to be repaired and so he requested that the board withdraw this agenda item. He noted that a new extractor would be considered as part of building next year's budget. The board agreed to withdraw this item from the agenda.

E4. Report, discussion and possible action on Resolution 22/23-06 authorizing the transfer of \$27,000.00 from Medical Supplies & Equipment reserves to Capital Purchases - Equipment in order to fund the capital purchase of a replacement Lucas (automatic CPR) device

After a discussion, the board decided to purchase two (2) Lucas devices so there would be one in each ambulance.

Director Brown made a motion, seconded by Director Warrenburg, to approve Resolution 22/23-06, amending the resolution to transfer \$54,000 from Medical Supplies & Equipment reserves to Capital Purchases - Equipment in order to fund the capital purchase of two (2) replacement Lucas (automatic CPR) devices.

Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe

Noes:

Absent:

Motion Passes

E5. Discussion regarding developing a strategic plan for the District, including working with major stakeholders to solicit their input (Vice-chair Lucas)

Vice-chair Lucas discussed the need for a strategic plan, particularly in regard to capital planning. He reiterated the board's desire to have the chief solicit bids from firms who can review the various options related to station facilities planning, specifically he various options to relocate, renovate and/or build a new station. The chief stated that ESCI, Emergency Services Consulting, Inc. is comprised of staff with firefighting experience, so he will reach out to them. He will also look for firms while at the FDAC conference this week.

F. Request for Future Agenda Items

Director Whitehead requested a 6-month employment review of Fire Chief Reitz be placed on the agenda for next month's meeting.

I. Adjournment

Chair Gabe adjourned the meeting at 4:40 PM.

Respectfully Submitted: _____

Ray Lavelle, Board Clerk

Read and Approved: _____

William Gabe, Board Chairman

Chief's Report Tuesday, March, 2023

I would like to thank the Board and Staff for my time away while I was attending the PARMA conference and out of state attending the funeral mother.

In addition to numerous meetings attended both in person and virtually,

Lakeport City Building Official

Lakeport City Manager

Lake County Fire Chiefs Association

Lake County Cannabis Task Force

GSRMA Rep

Working cooperatively with the City to address issues with Vista Point Shopping Center

Attending FDAC conference in Napa with Dirs. Warrenburg & Brown

Attended the LC BoS meeting today to show the District's support for Operation Tango Mike, honoring their 20th anniversary & more than 25,000 support packages being sent.

LCFCA –

Fees Study with AP Triton is moving forward

Nexus study is also moving forward

Moving forward with Tablet Command

LPFD

Vehicle Committee is working on a revised list of recommendations

Fuel bid was delayed in going out

Sta. 52 Repair – The insurance company is now waiting on 1 more bid; there is a problem with another bid due to the District is required to pay prevailing wage for public works projects

Staffing –

One member remains out indefinitely due to a Workers Comp. inj.

Have not received 1 valid response to the posting for full-time PM/FF

Continue working on posting for part-time and per diem EMT/FF, PM/FF, single role PM and possibly single role EMT.

Have 3 members interested in attending PM school, District exploring the idea of contracts.

Acting Captains have been in place going on 60 days. Anticipate changing Acting Captains at 90 days.

Captain Landers is working on revising & updating departmental Personnel Rules & Regs, and SOG's. This includes the uniform policy, and other supporting documents.

These will be vetted through the captains and bargaining unit, then brought to the Board for ratification.

We continue to communicate with CalOSHA, following up on their surprise inspection based on complaints. CalOSHA has received an additional complaint as of last week. To that end, the extractor has been repaired as of this morning.

Grant submission – The District will be unable to submit for SAFER due to the time required to compile the needed information. This is the result of the time required to respond to CalOSHA and other distracting issues.

Plans Review – The District has received and continues to receive a large number of permit submittals for solar projects. This is due to the upcoming change in the state that will reduce the amount of reimbursement for power going into the grid. The District will not review the plans until payment is received. When the plans are reviewed, we are finding that they are incomplete, missing information or inaccurate information usually due to poor cut-&-pasting. If the plans have to be reviewed more than twice due to errors on the part of the contractor, the District will bill for additional plan reviews.

LVFA

Working towards their training conference in June.

Putting ___ members through academy, & just went to Middletown Sunday to use the fireground training facilities.

Upcoming

CSDA membership, benefits

March 2023 Check Listing

Voucher Date	Voucher Number	Invoice Total	Vendor Name	Description
03/01/2023	15659	\$ 44,229.62	Lakeport Fire (Payroll Account)	PR Transfer 01-31-23
03/01/2023	15660	\$ 106,111.00	Lakeport Fire - DHCS Payments	2021 Voluntary Rate Reduction Contr
03/01/2023	15661	\$ 42,111.77	Lakeport Fire (CALPERS Account)	
03/01/2023	15662	\$ 688.00	Teamsters Local 856 Dues	Teamsters Dues - March
03/01/2023	15663	\$ 37,627.25	Teamsters Local 856 Health & Welfare	Health Insurance Coverage March
03/03/2023	15664	\$ 359.60	American River Benefit Adm	CSFA BASE LIFE INSURANCE - March
03/03/2023	15665	\$ 383.50	CA Assoc of Professional Firefight	FF Long Term Disability - March
03/15/2023	15666 - 15679	\$ -	VOIDED CHECKS	VOIDED CHECKS
03/28/2023	15680	\$ 328.64	Canon Financial Services	COPIER USAGE
03/28/2023	15681	\$ 9,865.80	Department of Healthcare Services	GEMT - 2022 Q3
03/28/2023	15682	\$ 877.50	Jones & Mayer	LEGAL FEES
03/28/2023	15683	\$ 216.00	Key Coffee Plus	Coffee
03/28/2023	15684	\$ 29,534.03	Lakeport Fire (CALPERS Account)	
03/28/2023	15685	\$ 92,229.99	Lakeport Fire (Payroll Account)	
03/28/2023	15686	\$ 39.52	Life Assist	MEDICAL SUPPLIES
03/28/2023	15687	\$ 183.32	Mendo Mill and Lumber Co.	STATION MAINT SUPPLIES
03/28/2023	15688	\$ 300.00	Mertle Construction	DRYWALL REPAIR - STATION 50
03/28/2023	15689	\$ 360.00	MidAmerica Administrative & Retirem	HRA ADMIN FEES - QTRLY
03/28/2023	15690	\$ 92.67	Napa (Lake) Auto Parts	VEHICLE MAINTENANCE
03/28/2023	15691	\$ 120.00	Reitz, Patrick	Chief Cell Phone Allowance-Jan &Feb
03/28/2023	15692	\$ 17,419.18	US Bank Corporate Payment System	US BANK - FEB
03/28/2023	15693	\$ 1,297.33	Westgate Petroleum Co. Inc.	FUEL - PROPANE
03/28/2023	15694	\$ 152.83	AT & T	PHONE LINES STATION 50
03/28/2023	15695	\$ 325.00	Barnett, Nate	UNIFORM ALLOWANCE - BARNETT, NATE
03/28/2023	15696	\$ 325.00	Bergem, Paul	UNIFORM ALLOWANCE - BERGEM, PAUL
03/28/2023	15697	\$ 1,908.94	Bound Tree Medical LLC	MEDICAL SUPPLIES
03/28/2023	15698	\$ 2,295.00	CA STATE FIREFIGHTERS ASSOCIATION	CSFA DUES - 27 FFs & Volunteers
03/28/2023	15699	\$ 722.88	Canon Financial Services	COPIER USAGE
03/28/2023	15700	\$ 1,673.42	Eureka Oxygen	FIRE EXTINGUISHERS/INSPECTIONS
03/28/2023	15701	\$ 325.00	Hindmarch, Travis	UNIFORM ALLOWANCE-HINDMARCH, TRAVIS
03/28/2023	15702	\$ 325.00	Johnson, Spencer	UNIFORM ALLOWANCE - JOHNSON,SPENCER
03/28/2023	15703	\$ 136.50	Jones & Mayer	LEGAL FEES
03/28/2023	15704	\$ 325.00	Kane, Dan	UNIFORM ALLOWANCE - KANE, DAN

March 2023 Check Listing

03/28/2023	15705	\$	325.00	Kieffer, Shane	UNIFORM ALLOWANCE - KIEFFER, SHANE
03/28/2023	15706	\$	10,049.44	KS State Bank	MOTOROLA RADIOS FINAL PAYMENT
03/28/2023	15707	\$	12,990.60	Lakeport Fire (CalPERS Account)	
03/28/2023	15708	\$	46,446.55	Lakeport Fire (Payroll Account)	
03/28/2023	15709	\$	325.00	Landers, Odell	UNIFORM ALLOWANCE - LANDERS, ODELL
03/28/2023	15710	\$	2,991.12	Life Assist	MEDICAL SUPPLIES
03/28/2023	15711	\$	3,349.27	Mazzei Chevrolet CIDR	M5012 HEATER REPAIR
03/28/2023	15712	\$	804.38	Mendo Mill and Lumber Co.	STATION MAINTENANCE
03/28/2023	15713	\$	94.94	Mission Linen Supply	STATION SUPPLIES
03/28/2023	15714	\$	325.00	Morin, Brandon	UNIFORM ALLOWANCE - MORIN, BRANDON
03/29/2023	15715	\$	335.81	Napa (Lake) Auto Parts	VEHICLE MAINTENANCE
03/29/2023	15716	\$	2,445.00	NBS	2nd Quarter 23 Services
03/29/2023	15717	\$	752.00	North Coast Emergency Medical Serv	Patient Care Reporting (PCR)
03/29/2023	15718	\$	42.45	Rainbow Ag Store	REPAIR PART - CHAINSAW
03/29/2023	15719	\$	325.00	Reisbeck, Derek	UNIFORM ALLOWANCE - REISBECK, DEREK
03/29/2023	15720	\$	5,539.31	Systems Design	AMBULANCE BILLING - FEB
03/29/2023	15721	\$	325.00	Thomas, Sean	UNIFORM ALLOWANCE - THOMAS, SEAN
03/29/2023	15722	\$	325.00	Tyson, John	UNIFORM ALLOWANCE - TYSON, JOHN
03/29/2023	15723	\$	6,686.35	US Bank Corporate Payment System	US BANK - MARCH
03/29/2023	15724	\$	6,401.47	Westgate Petroleum Co. Inc.	FUEL - PROPANE
Grand Total		\$	493,767.98		

February CAL-Card Charges		
Vendor	Description	Amount
State of California	Johnson - Paramedic license renewal	\$ 250.00
Amazon	Narc box	\$ 97.86
Amazon	Batteries - Fire alarm panel	\$ 64.70
State of California	Landers - Paramedic license renewal	\$ 300.00
Mendo-Mill	Vacuum - Station 50	\$ 214.49
USPS	Postage	\$ 63.00
Mediacom	Internet - Station 50	\$ 92.13
Government Jobs	Job posting fee	\$ 199.00
Amazon	PR materials	\$ 101.38
Google Inc	Google Office Suite	\$ 168.00
Amazon	Name plates	\$ 53.20
Indeed	Job posting fee	\$ 24.00
City of Lakeport	Water/sewer - Station 50	\$ 212.52
Microsoft	Microsoft Office Suite - Annual charge	\$ 99.99
Amazon	Office supplies	\$ 7.33
Amazon	Office supplies	\$ 48.94
Paper World	Check stock	\$ 245.41
Verizon	Cell phones/tablets	\$ 559.50
Amazon	Batteries - General use	\$ 36.43
Google Inc	Storage	\$ 1.99
Amazon	Name plates	\$ 21.37
Amazon	Door draft stopper	\$ 6.46
Amazon	Batteries - Air packs	\$ 146.92
Amazon	Bay door seal - Station 50	\$ 71.73
Last Pass	Password saving/protection - Annual	\$ 48.00
Screen Print-It	Warrenburg - Board shirt	\$ 75.44
Amazon	Vinyl door curtain - App. Bay	\$ 87.22
Vistaprint	Business cards	\$ 52.17
Vistaprint	Business cards - Brown	\$ 29.35
Stericycle	Medical waste disposal	\$ 64.32
Vistaprint	Business cards - Warrenburg	\$ 25.44
Amazon	Office supplies	\$ 60.84
Walmart	Office supplies	\$ 23.92
All-In-One Auto Repair	Repairs - E5011	\$ 1,575.00
Anytime Rides	Transportation - Patient to Clearlake	\$ 68.00
Napa Winery Inn	Hotel FDAC conference - Reitz, Warrenburg, Brown	\$ 1,401.66
Black Bear Diner	Dinner - FDAC conference - Reitz, Warrenburg, Brown	\$ 86.64
	Total:	\$ 6,684.35

Lake County Auditor-Controller

Please prepare a journal entry to transfer funds to our expenditure accounts for our automated payroll service for the pay period **03/01/23 - 03/15/23**

<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	<u>8,135.93</u>	
Salaries & Wages-Permanent	FT Shift	01.11 B	<u>33,965.11</u>	
Salaries & Wages-LT/PT/Temporary	LT Shift	01.12 A	<u>4,321.25</u>	
Salaries & Wages-LT/PT/Temporary	PT Admin	01.12 C	<u>2,200.00</u>	
Salaries & Wages- Overtime	FT Shift OT	01.13 A	<u>3,290.05</u>	
Salaries & Wages -Overtime	LT Shift OT	01.13 B	<u>645.37</u>	
Salaries & Wages - FLSA	FLSA	01.13 G	<u>917.46</u>	
Medicare - EmployER Paid		02.21 A	<u>775.42</u>	
FICA- EmployER Paid		02.21 B	<u>134.85</u>	
Medical Insur Reimb (PR Code 36)	FT Admin & FT Shift	03.30 A		<u>1,150.80</u>
Union Dues (PR Code 39)	FT Shift	01.11 C		<u>315.00</u>
PERS After Tax (PR Codes 53 & 55)	FT Admin & FT Shift	01.11 C		<u>5,110.81</u>
PERS 1959 Survivor (PR Code 59)	FT Admin & FT Shift	01.11 C		<u>35.25</u>
CAPF (PR Code C)	FT Shift	01.11 C		<u>177.00</u>
Deferred Comp (PR Code K)	FT Admin & FT Shift	01.11 C		<u>1,150.00</u>
Prof. & Spec. - Payroll Processing		23.80 C	<u>561.10</u>	
Payroll Clearing Account		09.00		<u>561.10</u>
Payroll Clearing Account		09.00		<u>46,446.58</u>
TOTAL			<u>54,946.54</u>	<u>54,946.54</u>

DISTRICT AUTH. SIGNATURE _____

Lake County Auditor-Controller

Please prepare a journal entry to transfer funds to our expenditure accounts for our automated payroll service for the pay period **03/16/23 - 03/31/23**

<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	<u>8,135.93</u>	
Salaries & Wages-Permanent	FT Shift	01.11 B	<u>35,959.03</u>	
Salaries & Wages-LT/PT/Temporary	LT Shift	01.12 A	<u>2,784.25</u>	
Salaries & Wages-LT/PT/Temporary	PT Admin	01.12 C	<u>2,156.25</u>	
Salaries & Wages- Overtime	FT Shift OT	01.13 A	<u>7,779.39</u>	
Salaries & Wages -Overtime	LT Shift OT	01.13 B	<u>1,617.66</u>	
Salaries & Wages - FLSA	FLSA	01.13 G	<u>924.94</u>	
Medicare - Employer Paid		02.21 A	<u>860.67</u>	
FICA- Employer Paid		02.21 B	<u>60.64</u>	
Medical Insur Reimb (PR Code 36)	FT Admin & FT Shift	03.30 A		<u>1,150.80</u>
Union Dues (PR Code 39)	FT Shift	01.11 C		<u>315.00</u>
PERS After Tax (PR Codes 53 & 55)	FT Admin & FT Shift	01.11 C		<u>5,101.83</u>
PERS 1959 Survivor (PR Code 59)	FT Admin & FT Shift	01.11 C		<u>35.25</u>
CAPF (PR Code C)	FT Shift	01.11 C		<u>177.00</u>
Deferred Comp (PR Code K)	FT Admin & FT Shift	01.11 C		<u>1,150.00</u>
Prof. & Spec. - Payroll Processing		23.80 C	<u>105.40</u>	
Payroll Clearing Account		09.00		<u>105.40</u>
Payroll Clearing Account		09.00		<u>52,348.88</u>
TOTAL			<u>60,384.16</u>	<u>60,384.16</u>

DISTRICT AUTH. SIGNATURE _____

General Fund - 354		Final	3/31/2023		75%	
Account #	APPROPRIATIONS	Budget	This Month	YTD	% of Budget	Remaining \$
01-11	Salaries - Permanent	1,082,000	92,510	782,151	72%	299,849
01-12	Extra Help	100,000	11,462	67,846	68%	32,154
01-13	Overtime - Holiday -	200,000	15,175	118,738	59%	81,262
02-21	Social Security - Medicare	20,000	1,832	13,862	69%	6,138
02-22	CalPERS	420,000	61,848	288,106	69%	131,894
03-30	Health/Life Insurance	425,000	31,662	324,573	76%	100,427
03-31	Unemployment Insurance	0	0	0	0%	0
03-45	Retiree Other Post Emp. Benefits	57,000	4,110	39,330	69%	17,670
04-00	Workers Compensation	66,000	0	65,485	99%	515
09-00	Payroll Clearing Account	0	83,444	50,485	n/a	-50,485
Total Salaries and Benefits		2,370,000	302,043	1,750,576	74%	619,424
11-00	Clothing & Personal Supplies	50,000	3,575	10,618	21%	39,382
12-00	Communications	100,000	25,633	59,562	60%	40,438
14-00	Household Expense	10,000	661	5,274	53%	4,726
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	9,478	77,912	65%	42,088
18-00	Maintenance - Buildings & Grounds	35,000	2,288	19,591	56%	15,409
19-40	Medical Supplies	55,000	6,463	40,196	73%	14,804
20-00	Memberships	10,000	2,295	8,894	89%	1,106
22-70	Office Supplies	10,000	2,180	8,470	85%	1,530
22-71	Postage	1,000	63	295	29%	705
22-72	Books & Periodicals	1,500	5	976	65%	524
23-80	Professional & Specialized Services	91,000	5,416	45,096	50%	45,904
24-00	Publications & Legal Notices	745	0	67	9%	678
25-00	Rents & Leases - Equipment	31,000	10,049	30,838	99%	162
26-00	Rents & Leases - Buildings	5	0	0	0%	5
27-00	Small Tools & Instruments	13,000	1,438	4,051	31%	8,949
28-30	Supplies & Services	64,000	4,148	11,094	17%	52,906
28-48	Ambulance Expenses	213,611	121,945	177,617	83%	35,994
29-50	Transportation & Travel	4,500	0	43	1%	4,457
30-00	Utilities	80,000	14,598	62,974	79%	17,026
42-10	Notes & Loans/P&I	61,000	0	60,713	100%	287
48-00	Taxes & Assessments	250	0	150	60%	100
61-60	Capital Bldgs & Improv. Prior	130,000	0	31,799	24%	98,201
62-71	Capital Equipment Office	5,000	0	0	0%	5,000
62-72	Capital Equipment Vehicle	0	0	0	0%	0
62-74	Capital Equipment Other	74,000	0	0	0%	74,000
90-91	Contingencies	0	0	0	0%	0
Total Services, Supplies and Capital Expenses		1,249,611	210,235	744,964	60%	504,647
Total Fire Protection		3,619,611	512,278	2,495,540	69%	1,124,071

General Fund - 354		Final	3/31/23		75%	
Account #	REVENUES	Budget	This Month	YTD	% of Budget	Remaining
10-10	Current Secured Taxes	973,000	0	574,131	59%	398,869
10-20	Current Unsecured Taxes	21,000	0	23,188	110%	(2,188)
10-25	Supplemental Roll Taxes - Current	12,000	0	6,772	56%	5,228
10-35	Supplemental Roll Taxes - Prior	3,000	0	3,068	102%	(68)
10-40	Prior Unsecured Taxes	1,100	0	532	48%	568
21-60	Permits	12,500	4,001	14,823	119%	(2,323)
42-01	Interest	2,000	0	7,518	376%	(5,518)
42-10	Rent - Finley Station	5,400	0	3,151	58%	2,249
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	95,587	459,095	66%	240,905
69-29	Measure "M" Special Tax	1,275,000	0	829,724	65%	445,276
79-60	Sale of Fixed Assets	0	3,260	3,260	0%	(3,260)
79-90	Other/Miscellaneous Revenue	27,000	(84)	22,992	85%	4,008
79-91	Cancelled Checks	0	0	561	0%	(561)
81-22	Operating Transfers In	180,000	0	0	0%	180,000
Total Revenue		3,246,000	102,764	1,953,174	60%	1,292,826
	Transfer from (-to) Fund Balance	373,611	409,515	542,366	n/a	
Total Revenue/using reserves		3,619,611	512,278	2,495,540	69%	
Fund Balances						
Acct. #	General Fund - 354					
	Unreserved Fund Balance	1,351,122		(542,366)		808,756
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
Total General Fund 354 Balance		2,877,390	0	(863,477)		2,013,913
Fire Mitigation Fund - 363						
			3/31/23			
			This Month	YTD		
	FY Beginning Fund Balance					445,340
42-01	Interest		0	1,693		1,693
66-15	Lake County Fire Mitigation		0	21,079		21,079
66-16	Lakeport City Fire Mitigation		0	6,957		6,957
Total Fire Mitigation Fund 363 Balance			0	29,729		475,069
Wells Fargo Checking Account		3/31/23				
	Ambulance	\$ 57,142				
Savings Bank of Mendocino Checking		3/31/23				
	ADP Payroll & CalPERS	\$ 78,625				

INCIDENT COUNT - MAR 2023

Incident Type	Count
Building fire	1
Cooking fire, confined to container	1
Chimney or flue fire, confined to chimney or flue	1
Trash or rubbish fire, contained	1
Passenger vehicle fire	2
Rescue, EMS incident, other	1
EMS call, excluding vehicle accident with injury	131
Motor vehicle accident with injuries	3
Motor vehicle accident with no injuries.	1
Carbon monoxide incident	1
Power line down	2
Arcing, shorted electrical equipment	1
Lock-out	1
Public service	8
Dispatched & cancelled en route	26
False alarm or false call, other	1
CO detector activation due to malfunction	1
Alarm system activation, no fire - unintentional	1
Smoke scare, odor of smoke	1
Total:	185

AID GIVEN - MAR 2023

Incident Type	Count
EMS call, excluding vehicle accident with injury	5
Dispatched & cancelled en route	12
Total:	17

AID RECIEVED - MAR 2023

Incident Type	Count
EMS call, excluding vehicle accident with injury	12
Building fire	1
Dispatched & cancelled en route	1
Total:	13

TOTAL INCIDENTS YTD 2023

Incident Type	Count
Building Fire	3
Cooking fire, confined to container	1
Chimney or flue fire, confinded to chimney or flue	2
Trash or ribbish fire, contained	1
Passenger vehicle fire	2
Brush or brush-and-grass mixture fire	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	1
EMS call, excluding vehicle accident with injury	385
Motor vehicle accident with injuries	21
Motor vehicle accident with no injuries.	4
Hazardous condition, other	2
Gasoline or other flammable liquid spill	1
Gas leak (natural gas or LPG)	2
Electrical wiring/equipment problem, other	1
Power line down	36
Arcing, shorted electrical equipment	1
Person in distress, other	2
Lock-out	1
Public service	48
Dispatched & cancelled en route	95
No incident found on arrival at dispatch address	3
Smoke scare, odor of smoke	1
False alarm or false call, other	3
CO Detector activation due to malfunction	1
Alarm system activation, no fire - unintentional	7
Severe weather or natural distaster, other	2
Special type of incident, other	1
Total:	631

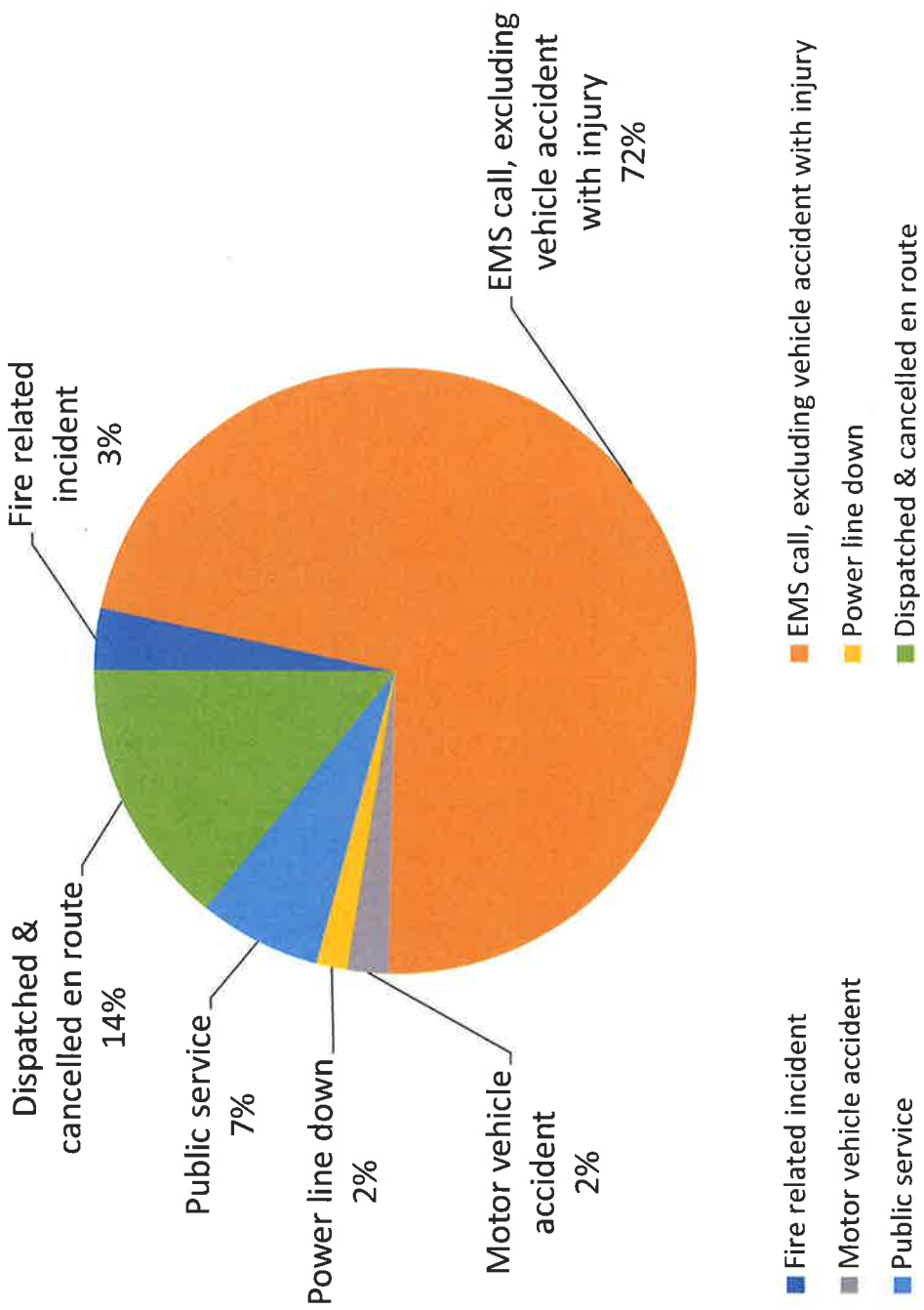
YTD AID GIVEN - 2023

Incident Type	Count
Building fire	1
EMS call, excluding vehicle accident with injury	21
Motor vehicle accident with injuries	3
Public service	1
Dispatched & cancelled en route	27
Total:	52

YTD AID RECIEVED - 2023

Incident Type	Count
EMS call, excluding vehicle accident with injury	15
Motor vehicle accident with injuries	4
Motor vehicle accident with no injuries	1
Dispatched & Cancelled en route	4
False alarm or false call, other	1
Public Service	1
Building fire	1
Total:	27

March 2023 - Call Breakdown



C7.C

LAKEPORT FIRE PROTECTION DISTRICT
MONTHLY FLEET REPORT

C7.C

UNIT #	MILEAGE		ENGINE HOURS		PUMP HOURS		LADDER HOURS		LAST SERVICE MONTH-YEAR	LAST SERVICE Miles/Hours	ELAPSED Miles/Hours
	MAR	MILES	MAR	HOURS	MAR	HOURS	MAR	HOURS			
ES011	16,344	2,596	1,224	210	58.06	5.05			Jul-22	552	672 hr.
T5011	19,926	226	2,374	23	127.6	1.10	707	4	Aug-21	19,100	826 mi.
ES012	no display		15,864	-	1,070.7	0.00			Nov-21	15,364	500 hr.
ES031	20,461	227	1,364	8	188.0	1.00			Apr-18	17,200	3261 mi.
ES021	31,198	5	3,122	4					Aug-22	3,111	11 hr.
M5011	104,066	5,050	5,760	282					Jul-22	91,719	12347 mi.
M5012	97,126	1,860	5,252	122					Jul-22	90,520	6606 mi.
ES211	49,657	1,824	4,451	146	1,323.0	2.00			Oct-22	4,260	191 hr.
WT5011	21,169	-							Jun-22	21,005	164 mi.
U5011	96,358	1,288							Sep-22	94,678	1680 mi.
C500	62,281	1,059							Oct-22	59,239	3042 mi.
STATION 50 GENERATOR			507.6	-							
ES011	2021	Pierce	Enforcer								
T5011	1999	Seagrave	Quint								
ES012	2003	Pierce	Dash	West Sac Engine							
ES031	2011	Intl.	Crimson	Spartan							
ES021	1998	Intl.	Opperman								
M5011	2014	Dodge	Braun								
M5012	2015	Dodge	Braun								
ES211	2001	Central States	Spartan								
WT5011	1984	Kenworth	Opperman								
U5011	2008	Dodge	Ram 1500								
C500	2015	Ford	F250								

4/7/2023



LAKEPORT FIRE PROTECTION DISTRICT

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



Date: April 7, 2023
To: Board of Directors
From: Patrick Reitz, Fire Chief
Subject: **Sealed Fuel Bids**

Recommendation

1. Accept the most economically advantageous fuel bid of the two (2) bids submitted and utilize this vendor for the next 2 years (until May 1, 2025) and then do another procurement bid process.

Background

In March 2023, the District re-sent a request for fuel bids (sample attached) to the following vendors:

- KemGas - Ft Bragg
- Ferrellgas – Lakeport
- Amerigas – Lakeport
- Suburban Propane – Lakeport
- Blue Star Gas – Upper Lake
- Thompson Gas – Lower Lake
- Redwood Coast Fuels – Ukiah
- Westgate Petroleum - Kelseyville

By the bid deadline of 5:00 PM on April 9, 2023, two (2) sealed bids were received; one from Westgate Petroleum and one from Suburban Propane.



LAKEPORT FIRE PROTECTION DISTRICT

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COPY

March 20, 2023

Re: Invitation to Bid

To Whom it May Concern,

As a district, we are required to obtain price quotes from various companies for gas, diesel, and propane every five years as the market fluctuates.

We currently have:

- Two 250gal propane tanks, located at our main station.
- One fuel tank with double 500gal tanks, one diesel and one unleaded, located at our main station.
- One 250gal propane tank located at our substation at 3600 Hill Rd. East.

Fuel bids need to be based on Oil Price Information Service (OPIS) San Francisco daily price racks, plus applicable taxes (less Federal Excise Tax on gasoline products). A copy of the daily rack prices applicable only to the products delivered shall be delivered with the invoice on each delivery.

Your company can submit bids for all fuels that are offered for delivery by your place of business. If interested, please respond by Friday, April 7th, 2023, by 5:00 PM. Bids must be delivered clearly marked as "Fuel Bid" in a sealed envelope to our main office, located at 445 N. Main St, Lakeport, CA 95453. Bids will be opened and read at the regular Lakeport Fire Protection District Board of Directors meeting on Tuesday, April 11th.

Price, as always, is an important consideration. However, service of the product will also be considered.

Lakeport Fire Protection District reserves the right to switch providers without notification.

Thank you,

Patrick E. Reitz
Fire Chief
Lakeport Fire Protection District



LAKEPORT FIRE PROTECTION DISTRICT

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



Date: April 7, 2023
To: Board of Directors
From: Patrick Reitz, Fire Chief
Subject: Changing Account Executive/Manager at Wells Fargo Bank

Recommendation

1. Approve the resolution to remove prior Administrative Assistant from Wells Fargo Account Executive/Manager Status and make Chief Reitz and Chair Gabe the new Accounts Executives/Managers at Wells Fargo.

Background

When Ray Lavelle and I went to Wells Fargo to close out LFPD's Payroll and CalPERS checking accounts, per authorization granted by the board at the September 13, 2022 board meeting, we were informed that neither of us were "authorized" to close any LFPD WF bank accounts. The only person authorized to close accounts was the person listed as LFPD's Account Executive/Manager at Wells Fargo, which was prior administrative assistant Mandi Huff. We explained that Ms. Huff left LFPD's employ almost 18 months ago. We were then informed that a board resolution would need to be passed to remove Ms. Huff and replace her with the new Account Executives/Manager. The resolution naming myself and Chair Gabe as LFPD's Wells Fargo Account Executives/Managers is attached.

RESOLUTION NO. 22/23-07

**LAKEPORT FIRE PROTECTION
DISTRICT BOARD OF DIRECTORS**

**A RESOLUTION DIRECTING WELLS FARGO BANK TO
CHANGE THE ACCOUNT EXECUTIVE/MANAGER OF RECORD
FOR LAKEPORT FIRE PROTECTION DISTRICT**

WHEREAS, Lakeport Fire Protection District (LFPD) currently has three (3) checking accounts open at Wells Fargo Bank; and,

WHEREAS, the Board authorized closing two (2) of these accounts at its September 13, 2022 board meeting; and

WHEREAS, Wells Fargo has informed LFPD that the only person authorized to open and close accounts on behalf of LFPD is former Administrative Assistant Mandi Huff, who is no longer employed by LFPD; and,

WHEREAS, the Board wishes to remove Mandi Huff as LFPD's Account Executive/Manager at Wells Fargo Bank; and,

WHEREAS, the Board wishes to appoint Fire Chief Patrick Reitz and Board Chairperson William Gabe to be the new LFPD Account Executives/Managers to conduct business with Wells Fargo on behalf of LFPD;

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the Lakeport Fire Protection District hereby directs Wells Fargo to remove Mandi Huff as Account Executive/Manager for LFPD's Wells Fargo bank accounts and to make Fire Chief Patrick Reitz and Board Chair William Gabe LFPD's new Account Executives./Managers. If only one person can be an Account Executive/Manager, the Board directs Wells Fargo to make Fire Chief Patrick Reitz the Account Executive/Manager.

THIS RESOLUTION WAS PASSED AND ADOPTED by the Board of Directors of the Lakeport Fire Protection District at a legally noticed meeting thereof held on the 11th day of April, 2023, by the following vote:

AYES:

NOES:

ABSENT OR NOT VOTING:

LAKEPORT FIRE PROTECTION DISTRICT

William Gabe
Chair, Board of Directors

ATTEST: _____
Ray Lavelle
Board Clerk



LAKEPORT FIRE PROTECTION DISTRICT

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Date: April 7, 2023
To: Board of Directors
From: Patrick Reitz, Fire Chief
Subject: **Personal Protective Equipment (PPE) Purchase over \$20,000**

Recommendation

1. Authorize the Fire Chief to purchase Personal Protective Equipment (PPE) not to exceed the 2022-23 remaining unencumbered budget balance of \$39,000.

Background

Personal Protective Equipment (PPE) needs to be ordered for nine (9) firefighters. The structural PPE expired last year and the wildland fire PPE expired eight (8) year ago. LFPD wishes to order four (4) wildland coats, one (1) pair of wildland pants, and seven (7) sets of structural PPE. The estimated total cost for this purchase is approximately \$33,000. This purchase is \$13,000 over the \$20,000 purchasing threshold that the Fire Chief is authorized to spend.

There is currently an unencumbered balance of \$39,000 in the 2022-23 PPE budget, \$20,000 of which was budgeted for Water Rescue PPE, which is not expected to be purchased this budget year. I am seeking authorization to spend up to the unencumbered budgeted amount for PPE.