



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 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.

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

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 **SPECIAL MEETING AGENDA** **October 17, 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 October 17, 2023 Special Meeting Agenda (GC §54954.2)

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 September 12, 2023 Regular Meeting Minutes
- B2. Motion to Approve September 20, 2023 Special Meeting Minutes
- B3. Motion to Approve September 2023 Warrants/Expenditures (with CalCard detail)
- B4. Motion to Approve Payroll for the pay periods ending September 15 and September 30, 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.

D. Reports – Information/Discussion

D1. Fire Chief's Report

- a) Chief's Activity Report
- b) Incident Log for September 2023
- c) Fleet Mileage/Hours/Service Report for September 2023
 - c1. Fleet Report
 - c2. Vehicle Committee
- d) Monthly Budget Report for September 2023
 - d1. Distribution of remaining fund balance after budget adopted
- e) Scheduling of work session re Capital Equipment, UAL Retirement Financing and Establishing Priorities

D2. Administration Report

- a) Status of FirstDue Implementation

D3. Captains' Report

D4. Professional Firefighters Association – Teamsters Local #856 Report

D5. Volunteer Firefighters Association Report

D6. City Council Representative's Report

D7. Board of Supervisors Representative's Report

D8. Directors Activity Reports

E. Action Items

E1. Review, discussion and possible vote on purchase of a commuter vehicle

E2. Review, discussion and possible vote on purchase of Ambulance Chassis and Authorizing the Fire Chief to enter into a Contract for Remounting of two (2) Ambulances modules

E3. Review, discussion and possible vote on making the language regarding the Fire Chief's Employment Review consistent across the Board Policy and Procedures Manual, Annual Fire Chief Performance Evaluation form and the Fire Chief Employment Agreement

F. Request for Future Agenda Items

G. Closed Session (GC § 54957)

G1. Labor Relations (GC §54957.6)

H. Open Session

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

I. Adjournment

Agenda Posted Per GC §54954.2
on October 16, 2023, at 3:00 p.m.

Ray Lavelle
Ray Lavelle, Board Clerk



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BOARD OF DIRECTORS REGULAR MEETING MINUTES

**September 12, 2023, 5:00 P.M.
Lakeport Fire Protection District
445 N. Main Street, Lakeport, CA 95453**

A. Call to Order at 5:00 PM

A1. Pledge of Allegiance was led by Chair Gabe

A2. Roll Call

Director Brown X, Director Lucas X, Vice-Chair Warrenburg X, Director Whitehead (attending via phone) X and Chair Gabe X

Staff Present: Fire Chief Patrick Reitz and Admin Ray Lavelle

A3. Motion to Approve September 12, 2023 Regular Meeting Agenda (GC §54954.2)

Director Warrenburg made a motion seconded by Director Brown, to approve the agenda as submitted.

Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe

Noes:

Absent:

Abstain:

Motion Passes

A4. Recognition of Recently Sworn-in EMT and Medic Staff (Cortez, Roach)

Director Warrenburg made a motion seconded by Director Lucas, to ratify the appointments of EMT Diana Cortez and Medic Ashley Roach.

Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe

Noes:

Absent:

Abstain:

Motion Passes

A5. Chair Comments

Chair Gabe stated that the closed session on today's agenda will be cancelled and a new closed session scheduled that will enable all five (5) directors to be physically present. Chair Gabe also stated that the Board "got a little bit off subject" at the closed session held on August 8, 2023 and that may have constituted a minor violation of the Brown Act. Chair Gabe further stated that he brought the discussion back to the scheduled topic and stated that no reportable actions were taken at that closed session.

A. 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 July 11, 2023 Regular Meeting Minutes

B2. Motion to Approve August 8, 2023 Regular Meeting Minutes

B3. Motion to Approve August 2023 Warrants/Expenditures (with CalCard detail)

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

B5. Motion to Accept June 30, 2023 GASB73 Report and Valuation for the Volunteer Length of Service Award Program (LOSAP)

Chair Gabe requested the July 11, 2023 and August 8, 2023 minutes be amended to reflect the current vice-chair, Jeff Warrenburg, rather than the former vice-chair, Andy Lucas.

Director Warrenburg made a motion, seconded by Director Brown, to approve the consent calendar as amended by Chair Gabe.

Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe

Noes:

Absent:

Abstain:

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

D. Reports – Information/Discussion

D1. Fire Chief's Report

a) Chief's Activity Report (see attached)

Chief Reitz gave his activity report, which included an announcement that, while the District's USDA grant application was deemed eligible,

the District was not selected for a \$50,000 grant that was to be used for master planning services.

- b) Incident Log for August 2023

The incident log was reviewed.

- c) Fleet Mileage/Hours/Service Report for August 2023

The fleet mileage/hours/service report was reviewed.

- d) Monthly Budget Report for August 2023 & Revised July Budget Report using 8/8/23 adopted budget

The monthly budget report was reviewed for both August and revised July.

- e) Results of NBS Parcel Tax Audit

The NBS Parcel Tax audit resulted in an increase in “benefits units” of 5,213, resulting in a minimum annual revenue gain of approximately \$33,000. The cost of this audit was \$7,500.

- f) Update on Status of Grand Jury’s Recommendations

Chief Reitz reviewed the status of the Grand Jury’s recommendations.

- g) Update on 420 N. Forbes St in Lakeport

Chief Reitz stated that escrow closed on 420 N Forbes in Lakeport, the parking lot next door to the station, and the District now owns it.

- h) Update on 22-23 Audit

The auditor was in the office last week and a draft of the audit is expected prior to the end of December.

- i) Scheduling of work session re Capital Equipment, UAL Retirement Financing and Establishing Priorities

Chief Reitz requested that the board schedule a work session, likely through a Zoom call, to include a financing presentation on funding capital needs.

D2. Administration Report

- a) Update on Website

Admin Lavelle did a brief review of the new website, which is currently “live”.

D3. Captains’ Report

Captain Johnson gave a brief report.

D4. Professional Firefighters Association – Teamsters Local #856 Report

Captain Johnson gave a brief report.

D5. Volunteer Firefighters Association Report

Captain Johnson reported on recent and upcoming fundraising activities.

D6. City Council Representatives Report

Councilmember Disney acknowledged the impact of the 110-story stair climb in remembrance of 9/11 and commended all the firefighters involved. He will let the Fire Chief know if any safe-and-safe fireworks related items are up for discussion at future council meetings. Lastly, he reminded everyone of the Sept 27th Town Hall meeting being held from 6:00 PM to 8:00 PM at the Soper Reese Theater. The topic is mental health awareness and the homeless.

D7. Board of Supervisors Representative's Report

Supervisor Green commented on how moving it was to see the firefighters perform the 110-story stair climb at the county courthouse on September 11 as a remembrance. He further stated that the Board of Supervisors had met earlier that day and voted to terminate the employment of the County Health Services Director. Chief Reitz inquired as to whether the Lake County Fire Chiefs would be included as part of the recruitment process when filling the position. Supv. Green stated he didn't know the specifics of what would be involved in the recruitment process. This report was made during Public Comment section as Supv. Green was not able to stay for the rest of the meeting.

D8. Directors Activity Reports

No report given

E. Action Items

- E1. Review, discussion and possible vote on Union side-letter covering the payment of and CalPERS reporting of Holiday Pay for the out-of-contract period July 1, 2019 through June 30, 2021

Director Brown made a motion, seconded by Director Whitehead, to approve the Union side-letter covering the payment of and CalPERS reporting of Holiday Pay for the out-of-contract period July 1, 2019 through June 30, 2021.

Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe

Noes:

Absent:

Abstain:

Motion Passes

- E2. Review, discussion and possible vote on Union side-letter covering the payment of and CalPERS reporting of Holiday Pay for the current MOU period July 1, 2021 through June 30, 2024

Director Brown made a motion, seconded by Director Lucas, to approve the Union side-letter covering the payment of and CalPERS reporting of Holiday Pay for the current MOU period July 1, 2021 through June 30, 2024.

Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe

Noes:

Absent:

Abstain:

Motion Passes

- E3. Review, discussion and possible vote on Resolution 23/24-02, a Resolution to Transfer Mitigation Funds to the Operating Fund to replenish operating reserves used for 2022-23 capital equipment purchases in the amount of \$114,304.00

Director Warrenburg made a motion, seconded by Director Lucas, to waive the reading and moved to pass Resolution 23/24-02, with a correction that the finance payment referenced therein is for E5011 and not E5012.

Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe

Noes:

Absent:

Abstain:

Motion Passes

- E4. Review, discussion and possible vote on Resolution 23/24-03, a Resolution to Transfer Mitigation Funds to the Operating Fund to replenish operating funds to be used for budgeted 2023-24 capital equipment purchases in the amount of \$197,000

Director Lucas made a motion, seconded by Director Warrenburg, to waive the reading and moved to pass Resolution 23/24-03, with a correction that the finance payment referenced therein is for E5011 and not E5012.

Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe

Noes:

Absent:

Abstain:

Motion Passes

- E5. Review, discussion and possible vote on approving the annual Mitigation Report to the City of Lakeport and County of Lake for fiscal years 2021-22 and 2022-23

Director Lucas made a motion, seconded by Director Brown, to accept the annual Mitigation reports for fiscal years 2021-22 and 2022-23 as presented and direct the Fire Chief to send the reports to the City of Lakeport and County of Lake.

Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe

Noes:

Absent:

Abstain:

Motion Passes

- E6. Review, discussion and possible vote on approving the Annual Measure M report for the Fiscal Year ending June 30, 2023

Director Lucas made a motion, seconded by Director Brown, to accept the annual Measure M report as presented.

Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe

Noes:

Absent:

Abstain:

Motion Passes

Director Lucas directed staff to post the Measure M report on the website.

- E7. Review, discussion and possible vote on authorizing the Fire Chief to request that the Lakeport Police Department “donate back” to the District the 1998 Ford Type 1 ambulance donated by the District to the Police Department in August 2022

Director Brown made a motion, seconded by Director Warrenburg, to authorize the Fire Chief to contact the Lakeport Police Department to request the return of the M5014 1998 Ford Type 1 ambulance previously donated to the police in August 2022

Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe

Noes:

Absent:

Abstain:

Motion Passes

- E8. Request to appoint up to two (2) directors to the Negotiations Committee to represent the Board/District for collective bargaining with Teamsters Local 856 for the next labor agreement period beginning July 1, 2024

Director Brown stated that, if reappointed, he would like to be part of the Negotiations Committee.

Director Lucas made a motion, seconded by Director Warrenburg, to appoint Director Brown, if reappointed, to the Negotiations Committee

Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe

Noes:

Absent:

Abstain:

Motion Passes

Chair Gabe stated that he would be willing to be on the Negotiations Committee.

Director Warrenburg made a motion, seconded by Director Brown, to appoint Chair Gabe to the Negotiations Committee

Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe

Noes:
Absent:
Abstain:

Motion Passes

E9. Discussion and possible vote on authorizing repairs to Water Tender 5011

The board held a lengthy discussion with staff and long-term volunteer Kim Bojorques regarding the various options of either modifying the transmission of the water tender (with any needed repairs), or procuring a new or used water tender. Chief Reitz stated that a repair company will come out to examine the water tender and will make an assessment as to the viability and cost of modifying the transmission and performing necessary repairs and he requested a not-to-exceed amount from the board.

Director Brown made a motion, seconded by Director Warrenburg, to authorize the Fire Chief to have the transmission modified and perform necessary repairs to the water tender in an amount not to exceed \$75,000.

Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe

Noes:
Absent:
Abstain:

Motion Passes

F. Request for Future Agenda Items

F1. Status of FirstDue software installation and implementation

F2. Review of the 2022 Vehicle Committee's report to the board option for a water tender

G. Closed Session (GC §54957.7)

This item was rescheduled to a Special meeting on September 20, 2023 at 4:00 PM.

G1. Public Employment (GC §54957)

Title: Fire Chief

H. Open Session

This item was rescheduled to a Special meeting on September 20, 2023 at 4:00

PM.

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

I. Adjournment

Chair Gabe adjourned the meeting at 6:49 PM.

Respectfully Submitted:

Ray Lavelle, Board Clerk

Read and Approved:

William Gabe, Board Chairman



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BOARD OF DIRECTORS SPECIAL MEETING **MINUTES**

September 20, 2023, 4:00 P.M.
Lakeport Fire Protection District
445 N. Main Street, Lakeport, CA 95453

A. Call to Order at 4:00 PM

A1. Pledge of Allegiance was led by Chair Gabe

A2. Roll Call

Director Brown X, Director Lucas X, Vice-Chair 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)

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.

C. Closed Session (GC §54957.7)

C1. Public Employment (GC §54957)

Title: Fire Chief

The board entered closed session at 4:02 PM

D. Open Session

D1. Report on Closed Session: (GC §54957.1)

The board returned from closed session at 5:07 PM and Chair Gabe stated the only reportable action taken was that the board would be following up with legal counsel.

Director Whitehead protested and questioned his being asked to leave the Closed Session.

Chair Gabe clarified that the Board received a complaint filed against Dir. Whitehead and was following the advice of Legal Counsel.

Director Whitehead left the meeting early.

E. Adjournment

Chair Gabe adjourned the meeting at 5:11 PM.

Respectfully Submitted:

Ray Lavelle, Board Clerk

Read and Approved:

William Gabe, Board Chairman

September 2023 Check Listing

<u>Vendor Name</u>	<u>Description</u>	<u>Check Date</u>	<u>Check #</u>	<u>Check Total</u>
AMERICAN RIVER BENEFIT ADM	Base Life Insurance 09/01/23	09/01/2023	15939 Total	\$ 313.20
CA ASSOC OF PROFESSIONAL FIREFIGHT	LT Disability Insur FT FFs 09/01/23	09/01/2023	15940 Total	\$ 354.00
LAKEPORT FIRE (CALPERS ACCOUNT)	CalPERS UAL - 09/01/23	09/01/2023	15941 Total	\$ 16,318.25
PAK N MAIL	9 X 12 Envelopes	09/01/2023	15942 Total	\$ 2.72
REITZ, PATRICK	Chief Cell Phone Allowance 09/01/23	09/01/2023	15943 Total	\$ 60.00
TEAMSTERS LOCAL 856 DUES	Union Dues 09/01/23	09/01/2023	15944 Total	\$ 625.00
TEAMSTERS LOCAL 856 HEALTH & WELFARE	FT Emp & Retir Insurance - 09/01/23	09/01/2023	15945 Total	\$ 39,559.01
VFIS	22-23 GASB 73 LOSAP Valuation	09/01/2023	15946 Total	\$ 800.00
CASCADE SOFTWARE SYSTEMS- WIN CAM	WinCAMS Clous Hosting Add'l	09/15/2023	15947 Total	\$ 170.00
EUREKA OXYGEN	Oxygen Tank Rental	09/15/2023	15948 Total	\$ 496.50
FAILSAFE TESTING	Annual Inspection T-5011	09/15/2023	15949 Total	\$ 1,225.00
LAKEPORT FIRE (CALPERS ACCOUNT)	CalPERS SIP Payment - 08/31/23	09/15/2023	15950 Total	\$ 14,678.48
LAKEPORT FIRE (PAYROLL ACCOUNT)	Payroll Transfer 08-31-23	09/15/2023	15951 Total	\$ 48,297.97
LAKEPORT VOLUNTEERS FIREFIGHTER ASS	GSRMA Contrib to Water Resc Traini	09/15/2023	15952 Total	\$ 1,000.00
LIFE ASSIST	Medical Supplies	09/15/2023	15953 Total	\$ 873.40
LOCKARD, DENNIS	Plan Review	09/15/2023	15954 Total	\$ 517.50
MENDO MILL AND LUMBER CO.	Operating Supplies	09/15/2023	15955 Total	\$ 246.54
MISSION LINEN SUPPLY	Household Supplies	09/15/2023	15956 Total	\$ 256.61
O'REILLY	6 Auto Batteries	09/15/2023	15957 Total	\$ 1,092.74
PAK N MAIL	8 x 11 Coil Bound	09/15/2023	15958 Total	\$ 12.00
RIDGELINE MUNICIPAL STRATEGIES	Mitigation Fee Study June thru Augu	09/15/2023	15959 Total	\$ 4,833.00
RIVERVIEW INT'L TRUCK	E5011 Repairs	09/15/2023	15960 Total	\$ 725.67
STRYKER FLEX FINANCIAL	Gurney Lease Payment	09/15/2023	15961 Total	\$ 20,788.64
SYSTEMS DESIGN	Ambulance Billing - 07/01/23	09/15/2023	15962 Total	\$ 2,880.12
WESTGATE PETROLEUM CO. INC.	Diesel	09/15/2023	15963 Total	\$ 1,167.97
AP TRITON, LLC	AP Triton Study Progress Payment	09/28/2023	15964 Total	\$ 1,803.48
ENTENMANN-ROVIN CO.	Paramedic and EMT Badges	09/28/2023	15965 Total	\$ 423.92
GRANICUS	Milestone Payment for Website Desi	09/28/2023	15966 Total	\$ 1,540.00
JONES & MAYER	Legal Services - August	09/28/2023	15967 Total	\$ 195.00
LAKEPORT FIRE (CALPERS ACCOUNT)	CalPERS Contributions - 09/15/23	09/28/2023	15968 Total	\$ 15,025.26
LAKEPORT FIRE (PAYROLL ACCOUNT)	Payroll Transfer 09-15-23	09/28/2023	15969 Total	\$ 49,882.41
LAKEPORT TIRE & AUTO SERVICE	C500 Vehicle Repairs	09/28/2023	15970 Total	\$ 1,361.24
LIFE ASSIST	Medical Supplies	09/28/2023	15971 Total	\$ 347.42
MENDO MILL AND LUMBER CO.	RWC Nuts/Bolts/Tape	09/28/2023	15972 Total	\$ 77.20
O'REILLY	U5011 Cargo Bar	09/28/2023	15973 Total	\$ 83.16
ROYAL AUTOMOTIVE CENTER	M5011 Oil Change/Fuel Filters	09/28/2023	15974 Total	\$ 632.52
US BANK CORPORATE PAYMENT SYSTEM	C/C Statement 09/24/23 (prepaymer	09/28/2023	15975 Total	\$ 8,592.86
WESTGATE PETROLEUM CO. INC.	Diesel	09/28/2023	15976 Total	\$ 1,606.77

Grand Total \$ **238,865.56**

September CAL-Card Charges		
Vendor	Description	Amount
Lake County Signs	Ski decals	\$ 222.54
All Hands Fire Equipment	Elevator Rescue Keys	\$ 407.79
American Data Bank	Paramedic School Tracking - Dominguez	\$ 28.00
O'Reilly Auto	Vehicle Maintenance	\$ 288.13
O'Reilly Auto	Vehicle Maintenance - Return	\$ (26.08)
Amazon	Household Supplies	\$ 16.30
Amazon	Operating Supplies	\$ 10.86
Chevron	Fuel	\$ 60.14
USPS	Postage	\$ 4.90
Cascade Fire Equip.	Training/Operating supplies	\$ 1,739.13
Covercraft Direct	Vehicle Maintenance	\$ 314.93
PG&E	Electric - Station 50	\$ 2,318.25
PG&E	Electric - Station 52	\$ 155.84
Amazon	Operating Supplies	\$ 17.38
Mediacom	Internet - Station 50	\$ 93.22
City of Lakeport	Water/Sewer - Station 50	\$ 435.26
Google Inc	Google Workspace	\$ 302.40
Promotions Now	Promotinal - Kids Fire Helmets	\$ 304.88
Brunos	Cleaning Supplies	\$ 2.59
Google Inc	Cloud Storage	\$ 1.99
Safeway	Plasticware	\$ 16.30
Special Districts	Water - Station 52	\$ 60.37
Verizon	Cellphones/Tablets	\$ 342.98
Amazon	Water Rescue Supplies	\$ 121.13
Amazon	Water Rescue Supplies	\$ 88.40
Amazon	Water Rescue Supplies	\$ 303.64
High Surf Accessories	Water Rescue Supplies	\$ 283.05
Amazon	Operating Supplies	\$ 21.75
Amazon	Water Rescue Supplies	\$ 65.22
Amazon	Water Rescue Supplies	\$ 34.78
Print 4 Less	Reciept Books	\$ 199.79
The Emblem Authority	Patches	\$ 357.00
	Total	\$ 8,592.86

Please prepare a journal entry to transfer funds to our expenditure accounts for our automated payroll service
for the pay period **09/01/23 - 09/15/23**

<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	10,547.72	
Salaries & Wages-Permanent	FT Shift	01.11 B	35,359.45	
Salaries & Wages-LT/PT/Temporary	LT Shift	01.12 A	2,783.78	
Salaries & Wages- Overtime	FT Shift OT	01.13 A	9,138.73	
Salaries & Wages -Overtime	LT Shift OT	01.13 B		
Salaries & Wages -Overtime	FT Admin OT	01.13 C		
Salaries & Wages - FLSA	FLSA	01.13 F	964.38	
Medicare - EmployER Paid		02.21 A	852.51	
FICA- EmployER Paid		02.21 B	102.40	
Medical Insur Reimb (PR Code 36)	FT Admin & FT Shift	03.30 A		1,738.62
Union Dues (PR Code 39)	FT Shift	01.11 C		312.50
CAPF (PR Code C)	FT Shift	01.11 C		177.00
PERS After Tax (PR Codes 53 & 55)	FT Admin & FT Shift	02.23 A		5,627.51
PERS 1959 Survivor (PR Code 59)	FT Admin & FT Shift	02.23 B		17.55
Deferred Comp (PR Code K)	FT Admin & FT Shift	02.28 A		1,993.38
Prof. & Spec. - Payroll Processing		23.80 C		
Payroll Clearing Account		09.00		
Payroll Clearing Account		09.00		49,882.41
TOTAL			59,748.97	59,748.97

DISTRICT AUTH. SIGNATURE _____

Please prepare a journal entry to transfer funds to our expenditure accounts for our automated payroll service
for the pay period **09/16/23 - 09/30/23**

<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	10,652.72	
Salaries & Wages-Permanent	FT Shift	01.11 B	37,041.34	
Salaries & Wages-LT/PT/Temporary	LT Shift	01.12 A	3,051.80	
Salaries & Wages- Overtime	FT Shift OT	01.13 A	5,205.91	
Salaries & Wages -Overtime	LT Shift OT	01.13 B	0.00	
Salaries & Wages -Overtime	FT Admin OT	01.13 C	0.00	
Salaries & Wages - FLSA	FLSA	01.13 F	861.39	
Medicare - EmployER Paid		02.21 A	766.93	
FICA- EmployER Paid		02.21 B	122.82	
Medical Insur Reimb (PR Code 36)	FT Admin & FT Shift	03.30 A		1,738.62
Union Dues (PR Code 39)	FT Shift	01.11 C		312.50
CAPF (PR Code C)	FT Shift	01.11 C		177.00
PERS After Tax (PR Codes 53 & 55)	FT Admin & FT Shift	02.23 A		5,858.95
PERS 1959 Survivor (PR Code 59)	FT Admin & FT Shift	02.23 B		17.55
Deferred Comp (PR Code K)	FT Admin & FT Shift	02.28 A		1,993.38
Prof. & Spec. - Payroll Processing		23.80 C		
Payroll Clearing Account		09.00		
Payroll Clearing Account		09.00		47,604.91
TOTAL			57,702.91	57,702.91

DISTRICT AUTH. SIGNATURE _____

INCIDENT COUNT - SEPTEMBER 2023	
Incident Type	Count
Building fire	1
Trash or rubbish fire, contained	1
Passenger vehicle fire	2
Forest, woods or wildland fire	1
EMS call, excluding vehicle accident with injury	96
Motor vehicle accident with injuries	4
Motor vehicle accident with no injuries.	4
Water problem, other	1
Public service assistance, other	3
Public service	8
Dispatched & cancelled en route	12
Smoke scare, odor of smoke	1
Smoke detector activation due to malfunction	1
Total:	135

AID GIVEN - SEPTEMBER 2023	
Incident Type	Count
Building Fire	1
Forest, woods, or wildland fire	1
EMS call, excluding vehicle accident with injury	3
Motor vehicle accident with no injuries	1
Public Service	1
Dispatched & cancelled en route	5
Total:	10

AID RECIEVED - SEPTEMBER 2023	
Incident Type	Count
EMS call, excluding vehicle accident with injury	6
Motor vehicle accident with no injuries	1
Dispatched & cancelled en route	2
Total:	9

September 2023 - Call Breakdown

Cancelled & Dispatched

cancelled en route

9%

Fire related incident

4%

Public service

8%

Motor vehicle

accident

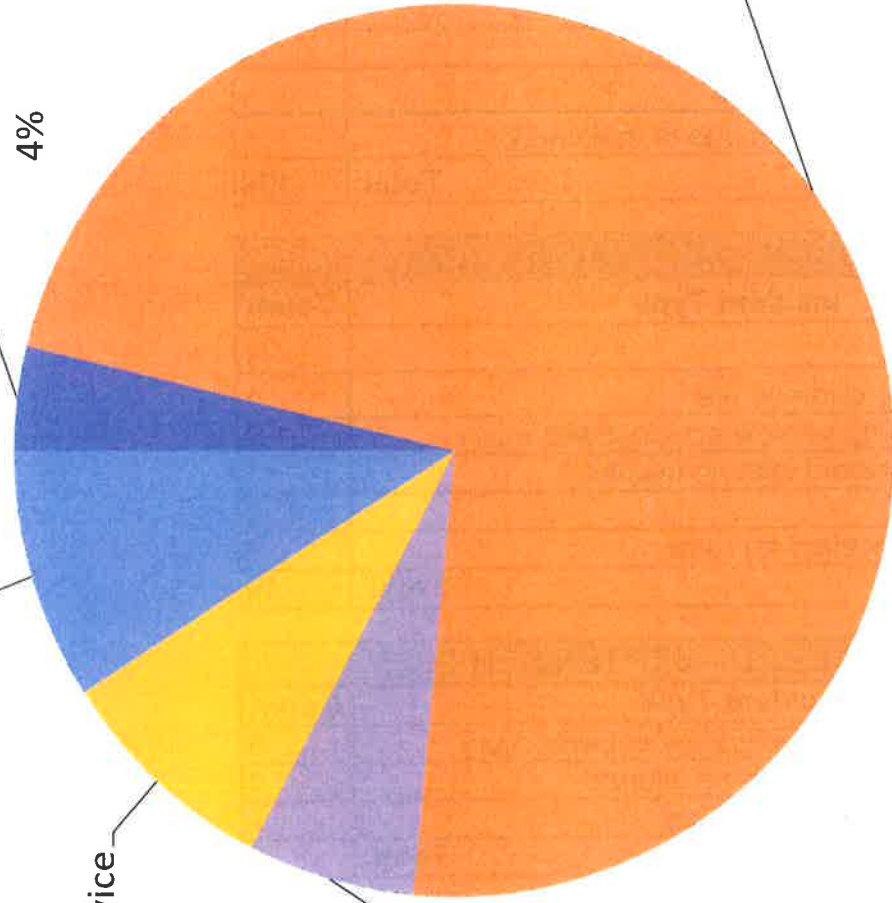
6%

EMS call, excluding

vehicle accident

with injury

73%



TOTAL INCIDENTS YTD 2023

Incident Type	Count
Building fire	13
Cooking fire, confined to container	2
Chimney or flue fire, confined to chimney or flue	2
Trash or rubbish fire, contained	7
Passenger vehicle fire	7
Natural vegetation fire, other	1
Forest, woods or wildland fire	1
Brush or brush-and-grass mixture fire	10
Grass fire	1
Outside rubbish fire, other	1
Outside rubbish, trash or waste fire	3
Excessive heat, scorch burns with no ignition	1
Rescue, EMS incident, other	1
Emergency medical service, other	4
EMS call, excluding vehicle accident with injury	1257
Motor vehicle accident with injuries	70
Motor vehicle/pedestrian accident (MV Ped)	1
Motor vehicle accident with no injuries.	20
Removal of victim(s) from stalled elevator	1
Watercraft rescue	2
Hazardous condition, other	8
Gasoline or other flammable liquid spill	1
Gas leak (natural gas or LPG)	9
Carbon monoxide incident	2
Electrical wiring/equipment problem, other	2
Overheated motor	1
Power line down	45
Arcing, shorted electrical equipment	1
Service Call, other	2
Person in distress, other	3
Lock-out	3
Water problem, other	2
Public service assistance, other	10
Assist police or other governmental agency	1
Police matter	1
Public service	158
Assist invalid	7
Dispatched & cancelled en route	299
No incident found on arrival at dispatch address	9
Smoke scare, odor of smoke	13
Steam, vapor, fog or dust thought to be smoke	1
False alarm or false call, other	7
Municipal alarm system, malicious false alarm	1
Smoke detector activation due to malfunction	1
Alarm system sounded due to malfunction	1
CO detector activation due to malfunction	1
Unintentional transmission of alarm, other	2
Smoke detector activation, no fire - unintentional	3
Alarm system activation, no fire - unintentional	15
Severe weather or natural disaster, other	2
Special type of incident, other	1
Total:	2017

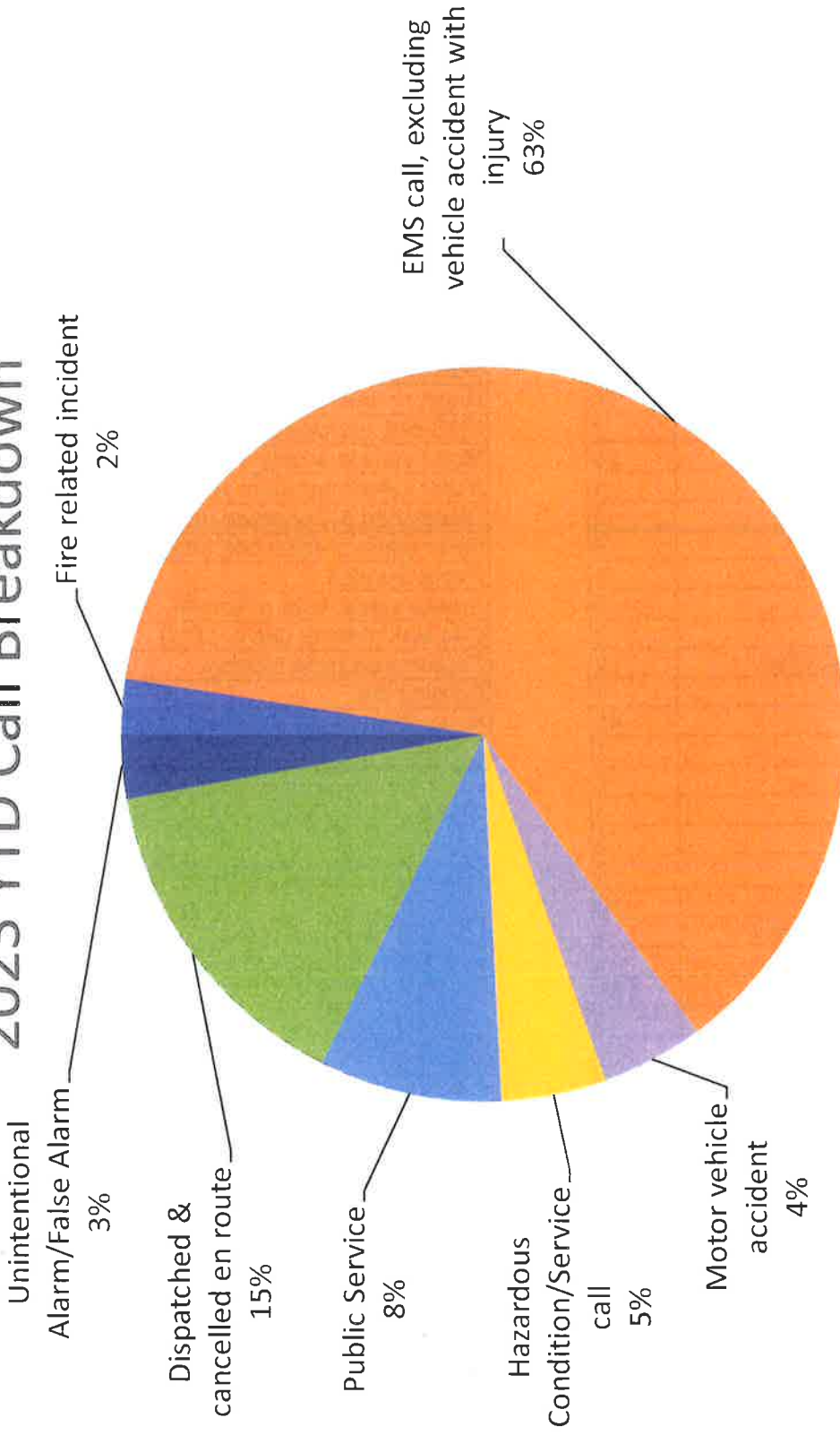
YTD AID GIVEN - 2023

Incident Type	Count
Building fire	5
Forest, woods or wildland fire	1
Brush or brush-and-grass mixture fire	3
EMS call, excluding vehicle accident with injury	61
Motor vehicle accident with injuries	12
Motor vehicle accident with no injuries	1
Watercraft Rescue	1
Public service	5
Dispatched & cancelled en route	143
Special type of incident, other	2
Total:	234

YTD AID RECIEVED - 2023

Incident Type	Count
Building fire	3
Brush or brush-and-grass mixture fire	5
EMS call, excluding vehicle accident with injury	114
Motor vehicle accident with injuries	12
Motor vehicle accident with no injuries	4
Dispatched & Cancelled en route	9
False alarm or false call, other	2
Public Service	5
Smoke scare, odor of smoke	2
Gas leak (natural gas or LPG)	1
Carbon monoxide incident	1
Building fire	1
No incident found on arrival at dispatch address	1
Total:	157

2023 YTD Call Breakdown



LAKEPORT FIRE PROTECTION DISTRICT
MONTHLY FLEET REPORT

UNIT #	MILEAGE		ENGINE HOURS		PUMP HOURS		LADDER HOURS		LAST SERVICE MONTH-YEAR	LAST SERVICE Miles/Hours	ELAPSED Miles/Hours
	September	MILES	September	HOURS	September	HOURS	September	HOURS			
E5011	21,683	1,206	1,651	102	68.18	1.65			Jul-23	1,443	208 hr.
T5011	20,092	25	2,423	7	129.9	-0.10	722	2	Aug-21	19,100	992 mi.
E5012	no display		16,025	2	1,078.0	0.00			Jul-23	15,905	120 hr.
E5031	20,694	48	1,397	8	95.0	0.00			Apr-18	17,200	3494 mi.
E5021	31,346	13	3,142	3					Aug-22	3,111	31 hr.
M5011	115,974	1,952	6,434	110					Jul-22	91,719	24255 mi.
M5012	97,505	54	5,288	7					Jul-22	90,520	6985 mi.
E5211	51,237	4	4,581	-	1,328.0	0.00			Oct-22	4,260	321 hr.
WT5011	21,217	-							Jun-22	21,005	212 mi.
U5011	100,054	1,071							Sep-22	94,678	5376 mi.
C500	65,750	610							Aug-23	64,417	1333 mi.
STATION 50 GENERATOR			540	2							
E5011	2021	Pierce	Enforcer								
T5011	1999	Seagrave	Quint								
E5012	2003	Pierce	Dash	West Sac Engine							
E5031	2011	Intl.	Crimson	Spartan							
E5021	1998	Intl.	Opperman								
M5011	2014	Dodge	Braun								
M5012	2015	Dodge	Braun								
E5211	2001	Central States		Spartan							
WT5011	1984	Kenworth	Opperman								
U5011	2008	Dodge	Ram 1500								
C500	2015	Ford	F250								

General Fund - 354		Adopted	9/30/2023		25%		YTD
Account #	APPROPRIATIONS	Budget	This Month	YTD	% of Budget	Remaining \$	Prior Month
01-11	Salaries - Permanent	1,053,000	92,182	272,343	26%	780,657	\$ 180,161
01-12	Extra Help	65,000	6,996	26,561	41%	38,439	\$ 19,565
01-13	Overtime - Holiday -	184,000	16,523	60,828	33%	123,172	\$ 44,305
02-21	Social Security - Medicare	17,000	1,870	6,186	36%	10,814	\$ 4,316
02-22	CalPERS	409,100	31,538	95,807	23%	313,293	\$ 64,268
02-23	CalPERS Clearing	11,500	0	47	0%	11,453	\$ 47
02-28	Deferred Comp Clearing Account	2,500	(450)	(2,750)	-110%	5,250	\$ (2,300)
03-30	Health/Life Insurance	403,500	31,608	111,501	28%	291,999	\$ 79,893
03-31	Unemployment Insurance	0	0	0	0%	0	\$ -
03-45	Retiree Other Post Emp. Benefits	52,000	3,069	12,837	25%	39,163	\$ 9,769
04-00	Workers Compensation	85,250	0	85,234	100%	16	\$ 85,234
09-00	Payroll Clearing Account	0	(343)	99,238	n/a	-99,238	\$ 99,580
Total Salaries and Benefits		2,282,850	182,992	767,830	34%	1,515,020	\$ 584,838
11-00	Clothing & Personal Supplies	23,000	424	629	3%	22,371	\$ 205
12-00	Communications	116,500	496	34,392	30%	82,108	\$ 33,896
14-00	Household Expense	8,000	273	1,806	23%	6,194	\$ 1,533
15-10	Insurance - Prop., Auto and Eq.	32,500	0	32,446	100%	54	\$ 32,446
15-12	Insurance - Public Liability	85,600	0	85,568	100%	32	\$ 85,568
17-00	Maintenance - Vehicles/Equipment	104,000	6,051	38,803	37%	65,197	\$ 32,752
18-00	Maintenance - Buildings & Grounds	35,000	107	688	2%	34,312	\$ 581
19-40	Medical Supplies	49,000	1,717	7,810	16%	41,190	\$ 6,092
20-00	Memberships	11,034	0	800	7%	10,234	\$ 800
22-70	Office Supplies	10,000	572	1,708	17%	8,292	\$ 1,136
22-71	Postage	1,000	5	168	17%	832	\$ 164
22-72	Books & Periodicals	2,500	0	0	0%	2,500	\$ -
23-80	Professional & Specialized Services	185,000	10,506	61,132	33%	123,868	\$ 50,626
24-00	Publications & Legal Notices	500	0	109	22%	391	\$ 109
25-00	Rents & Leases - Equipment	21,000	20,789	20,789	99%	211	\$ -
26-00	Rents & Leases - Buildings	10	0	0	0%	10	\$ -
27-00	Small Tools & Instruments	6,000	518	1,250	21%	4,750	\$ 732
28-30	Supplies & Services	84,500	3,093	18,964	22%	65,536	\$ 15,871
28-48	Ambulance Expense	179,866	2,880	8,582	5%	171,284	\$ 5,702
29-50	Transportation & Travel	4,500	0	948	21%	3,552	\$ 948
30-00	Utilities	66,000	5,725	23,393	35%	42,607	\$ 17,668
42-10	Notes & Loans/P&I	61,000	0	0	0%	61,000	\$ -
48-00	Taxes & Assessments	240	0	0	0%	240	\$ -
61-00	Land - Acquisitions	70,000	0	69,188	99%	812	\$ 69,188
61-60	Capital Bldgs & Improv.	439,500	0	0	0%	439,500	\$ -
62-71	Capital Equipment Office	0	0	0	0%	0	\$ -
62-72	Capital Equipment Vehicle	85,000	0	0	0%	85,000	\$ -
62-74	Capital Equipment - Medical	162,000	0	0	0%	162,000	\$ -
62-76	Capital Equipment Other	33,000	0	0	0%	33,000	\$ -
Total Services, Supplies and Capital Expenses		1,876,250	53,155	409,171	22%	1,467,079	\$ 356,016
Total Fire Protection		4,159,100	236,147	1,177,001	28%	2,982,099	\$ 539,387
General Fund - 354		Adopted	9/30/23		25%		YTD
Account #	REVENUES	Budget	This Month	YTD	% of Budget	Remaining	Prior Month
10-10	Current Secured Taxes	1,072,745		0	0%	1,072,745	\$0
10-20	Current Unsecured Taxes	24,205		0	0%	24,205	\$0
10-25	Supplemental Roll Taxes - Current	20,000		0	0%	20,000	\$0
10-35	Supplemental Roll Taxes - Prior	5,000		0	0%	5,000	\$0
10-40	Prior Unsecured Taxes	1,500		0	0%	1,500	\$0
21-60	Permits	25,000	1,940	4,815	19%	20,185	\$2,875
42-01	Interest	11,000		0	0%	11,000	\$0
42-10	Rent - Finley Station	6,000	495	1,486	25%	4,514	\$990
54-60	Home Owners Prop. Tax Relief	9,000		0	0%	9,000	\$0
54-70/90	State Aid	25,000		0	0%	25,000	\$0
68-60	Ambulance Revenue	920,000	133,954	374,122	41%	545,878	\$240,168
69-29	Measure "M" Special Tax	1,328,700		(934)	0%	1,329,634	(\$934)
79-60	Sale of Fixed Assets	0		0	0%	0	\$0
79-90	Other/Miscellaneous Revenue	20,000	(248)	849	4%	19,151	\$1,097
79-91	Cancelled Checks	0	8,461	8,461	0%	(8,461)	\$0

79-93	Insurance Proceeds/Payments	0		0	0%	0
81-22	Operating Transfers In	168,548	311,304	311,304	0%	0
Total Revenue		3,636,698	455,906	700,102	19%	3,079,352
	Transfer from (-to) Fund Balance	510,402	(219,759)	476,899		
Total Revenue/using reserves		4,147,100	236,147	1,177,001	28%	
Fund Balances						
Acct. #	General Fund - 354					
Unreserved	Fund Balance	1,543,720	0	0		-639,003
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	724,520	724,520		924,520
04-00	Unreserved - Designated - Equip.	850,000	399,714	399,714		1,249,714
06-00	Unreserved - Designated - Buildings	76,118	350,000	350,000		426,118
2500	Unreserved - Designated - Medical	58,889	231,590	231,590		290,479
Total General Fund 354 Balance		2,748,877	1,705,824	1,705,824		2,271,978

\$0
 \$0
 \$244,196.07

Fire Mitigation Fund - 363	9/30/23	
	This Month	YTD
FY Beginning Fund Balance		481,612

42-01	Interest	1,500	0	0	0
81-22	Operating Transfers/Out		(311,304)	(311,304)	(311,304)
66-15	Lake County Fire Mitigation	21,000	11,500	12,394	12,394
66-16	Lakeport City Fire Mitigation	5,000	1,709	1,709	1,709
Total Fire Mitigation Fund 363 Balance			(298,095)	(297,201)	184,411

0
894

Wells Fargo Checking Account	9/30/23
Ambulance & Online Payments	\$ 132,501
Savings Bank of Mendocino Checking Account	9/30/23
ADP Payroll & CalPERS	\$ 52,134



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: October 16, 2023
To: Board of Directors
From: Patrick Reitz, Fire Chief
Subject: **Request for Authorization to Purchase a 2022 Toyota Tacoma for \$42,000 for use as a Commuter Vehicle**

Recommendation

1. Make a motion to authorize the Fire Chief to purchase a 2022 Toyota Tacoma pickup per attached specs in the amount not to exceed \$42,000

Background

The Board has previously authorized \$30,000 to procure a commuter vehicle for the District. The attached proposal is to purchase a 2022 Toyota Tacoma for \$42,000. The specifications and quote are attached.

2022 Toyota Tacoma

Price: \$39,900.00



VIN: 3TMCZ5AN2NM499155
Stock: 17195
Mileage: 27,039
Color: Barcelona Red Metallic
Trans: 6-Speed Automatic
Engine: 3.5L V6 24V
Lot Location: Lakeport
Drivetrain: 4X4

Vehicle Info

Options

- BLUETOOTH
- AM/FM/XM/USB
- PRIVACY GLASS
- REAR SLIDER WINDOW
- BEDLINER
- TOWING PACKAGE
- BACKUP CAMERA
- KEYLESS ENTRY
- PUSH BUTTON START

DriveTrain

- 4WD Type: Part Time
- Transmission: 6-Speed Automatic
- MPG Automatic City: 18
- MPG Automatic Highway: 22

In Car Entertainment

- Audio System: AM/FM, Voice Operated, Touch Screen Display

In Car Entertainment

- Speakers: 6

Instrumentation

- External Temp

Convenience

- Center Console: Front Console With Armrest And Storage
- Cupholders: Front, Rear
- Overhead Console: Front
- Power Outlets: 115V Cargo Area, 12V Front, USB Front, USB-C Front
- Seatback Storage
- Steering Adjustment: Tilt And Telescopic
- Steering Power: Variable/Speed-Proportional
- Steering Wheel Control: Audio, Cruise Control, Phone, Multi-Function, Voice Control
- Auto Dimming Mirrors

Guy Strohmeier's Auto Center

87 Soda Bay Rd
Lakeport, California 95453

Sales Staff

Lakeport Office: (855) 975-9521

Prices for this vehicle as equipped do not include charges such as: License, Title, Local or State Taxes, Registration Fees; Finance Charges, Credit Investigation, Optional Credit Insurance, Physical Damage or Liability Insurance; or Delivery Fees. Printout prepared by Auction123, at the request of the Dealer solely for his and its convenience. Auction123 and this dealership make no representations, expressed or implied, to any actual or prospective purchaser or owner of this vehicle as to existence, ownership, accuracy, description, or condition of this vehicle, listed equipment, accessories, price or any warranties. Any and all differences must be addressed prior to the sale of the vehicle.

WORKSHEET

Guy Strohmeier's Auto Center
87 Soda Bay Road
Lakeport, CA 95453
Telephone: (707) 262-1227
Fax: (707) 262-1228

Vehicle Sold: 17195
2022 Toyota Tacoma Double Cab
VIN:3TMCZ5AN2NM499155 Color: Red
Mileage: 27039

Customer: LAKEPORT FIRE DEPARTMENT
Business Phone:
Residence Phone: (707) 263-4396
Cell Phone:

Date: Oct 16, 23

Cash Price.....	38,100.00
Doc Prep.....	85.00
Smog Fee Seller.....	50.00
County.....	LAKE
Sales Tax.....	3345.56
Tax Rate.....	8.750
Smog Certificate.....	8.25
EV Reg/Transfer.....	29.00
Cash Down.....	0.00
Trade.....	0.00
Pay-Off.....	0.00
Gap Contract.....	0.00
Warranty.....	0.00
Insurance.....	0.00
Manufacturer's Rebate.....	0.00
Amount Financed.....	41,617.81
Payment Amount.....	41,617.81
No. Of Payments.....	One Pay

Customer's Acceptance



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: October 16, 2023
To: Board of Directors
From: Patrick Reitz, Fire Chief
Subject: **Request for Discussion to Address Language Discrepancy regarding the Fire Chief's Performance Evaluation**

Recommendation

1. None

Background

Director Lucas has noted a discrepancy amongst several documents in the language dealing with the Fire Chief's Performance Review.

More specifically, Director Lucas is requesting a discussion to address the discrepancy in language in the following three (3) documents; Board Policy and Procedures Manual, Annual Fire Chief Performance Evaluation, and Fire Chief Employment Agreement. Below are the citations from those documents. The intent of the discussion is to develop consistent language across all three documents.

1. The Board Policy and Procedures Manual: section 6.3 Fire Chief Evaluation "The evaluation process is performed annually based on the Fire Chief's anniversary."
2. The Annual Fire Chief Performance Evaluation document, Appendix E to the Board Policy Manual, "Instructions: Considering the Fire Chief's performance over the last 12 months (or other period designated by the board)"
3. The Fire Chief Employment Agreement, section 4 Performance Evaluations (a) "Annually, the District shall review the Employee's performance per Board Policy."

