



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** **March 12, 2024, 5:30 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 March 12, 2024 Regular 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 January 9, 2024 Regular Meeting Minutes
- B2. Motion to Approve January 18, 2024 Special Meeting Minutes
- B3. Motion to Approve February 13, 2024 Regular Meeting Minutes
- B4. Motion to Approve February 2024 Warrants/Expenditures
- B5. Motion to Approve Payroll for the pay periods ending February 15 and February 29, 2024

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 February 2024
 - c) Fleet Mileage/Hours/Service Report for February 2024
 - d) Monthly Budget Report for February 2024
- D2. Administration Report
- 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 a resolution establishing and appropriating \$154,000 in Unanticipated Ambulance Revenue
- E2. Review, discussion and possible vote on a resolution establishing and appropriating \$36,200 in Unanticipated Revenue from a Donation
- E3. Review, discussion and possible vote on a resolution to transfer \$175,000 from Reserves to fund capital purchases
- E4. Review, discussion and possible vote on amending the current salary schedule to create a Firefighter/EMT/Fleet Mechanic position with its own base-pay salary schedule rather than the Fleet Mechanic position being paid as a 20% incentive
- E5. Review, discussion and possible vote on approving a \$3,000 donation to the Lakeport Volunteer Firefighters Association to be used toward the 3rd Annual Lakeside Fire Conference being held April 26-28.
- E6. Review, discussion and possible vote on approving \$4,500 for 2 board members to attend the Fire Station Design Conference in Glendale, AZ from May 21-23
- E7. Review, discussion and possible vote on whether or not the board wants to require board approval for in-state travel for board members

F. Request for Future Agenda Items

G. Adjournment

Agenda Posted Per GC §54954.2
on March 11, 2023, at 1:00 p.m.

Ray Lavelle

Ray Lavelle, Board Clerk



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***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 MINUTES

January 9, 2024, 5:00 P.M.
Lakeport Fire Protection District
445 N. Main Street, Lakeport, CA 95453

DRAFT

A. Call to Order at 5:00 PM

A1. Pledge of Allegiance was led by Chair Gabe

A2. Roll Call

Director Bedford X, Director Britton X, Director Brown X, Vice-Chair Warrenburg X and Chair Gabe X

Staff Present: Fire Chief Patrick Reitz and Admin Ray Lavelle

- A3. Presentation in Recognition of Outgoing Director John Whitehead
Chair Gabe presented former Director Whitehead with a plaque commemorating his 29 years of service on the Lakeport Fire Board of Directors. Additionally, several people stood up to praise Director Whitehead for his years of service and Chief Reitz read a letter from Lakeport City Manager Kevin Ingram acknowledging Director Whitehead's many years of service (attached).
- A4. Recognition of Re-appointment of David Brown and Appointment of New Directors Andrew Britton and Melissa Bedford
Chair Gabe formally recognized the re-appointment of Director David Brown to a 4-year term beginning January 1, 2024 and the appointments of Director Andrew Britton and Director Melissa Bedford to 4-year terms beginning January 1, 2024.

B. Public Hearing re Mitigation Fee Study and Possible Fee Increase

B1. Presentation of Mitigation Study

Chair Gabe convened the mitigation fee public hearing at 5:08 PM and Dmitry Semenov of Ridgeline Municipal Strategies gave a presentation on the mitigation fee study his company conducted.

B2. Public Comment

There was no public comment and Chair Gabe reconvened the regular board meeting at 6:13 PM.

B3. Review, discussion and possible vote to increase Mitigation Fees (Action Item)

Director Brown made a motion seconded by Director Warrenburg, to waive the reading of Resolution 23/24-06, a resolution Making Findings and Requisition of Fire Mitigation Fees Pursuant to the County of Lake Fire Mitigation Fee Ordinance, with the following changes to the distributed resolution; Residential fee of \$2.00/sq ft, Non-residential fee of \$2.45/sq ft and a high-impact surcharge of \$.50/sq ft for buildings 3 stories or more and/or a footprint of 15,500 sq ft or greater, including allowing for an annual adjustment for inflation based on the Engineering News Record Building Cost Index (20-cities average) with no maximum adjustment established.

Ayes: Bedford, Britton, Brown, Warrenburg & Gabe

Noes:

Absent:

Abstain:

Motion Passes

Director Brown made a motion seconded by Director Warrenburg, to waive the reading of Resolution 23/24-07, a resolution Making Findings and Requisition of Fire Mitigation Fees Pursuant to the City of Lakeport Fire Mitigation Fee Ordinance, with the following changes to the distributed resolution; Residential fee of \$2.00/sq ft, Non-residential fee of \$2.45/sq ft and a high-impact surcharge of \$.50/sq ft for buildings 3 stories or more and/or a footprint of 15,500 sq ft or greater, including allowing for an annual adjustment for inflation based on the Engineering News Record Building Cost Index (20-cities average) with no maximum adjustment established.

Ayes: Bedford, Britton, Brown, Warrenburg & Gabe

Noes:

Absent:

Abstain:

Motion Passes

C. 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.

- C1. Motion to Approve January 9, 2024 Regular Meeting Agenda (GC §54954.2)
- C2. Motion to Approve December 12, 2023 Regular Meeting Minutes
- C3. Motion to Approve December 2023 Warrants/Expenditures (with CalCard detail)
- C4. Motion to Approve Payroll for the pay periods ending December 15 and December 31, 2023

Director Brown made a motion seconded by Director Warrenburg, approve the items on the consent calendar as submitted.

Ayes: Bedford, Britton, Brown, Warrenburg & Gabe

Noes:

Absent:

Abstain:

Motion Passes

D. 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.

Chair Gabe recessed the meeting at 6:42 PM to take a break and reconvened the meeting at 6:53 PM

E. Reports – Information/Discussion

- E1. Fire Chief's Report
 - a) Chief's Activity Report
 - b) Incident Log for December 2023
 - c) Fleet Mileage/Hours/Service Report for December 2023
 - d) Monthly Budget Report for December 2023
- E2. Administration Report
- E3. Captains' Report
- E4. Professional Firefighters Association – Teamsters Local #856 Report
- E5. Volunteer Firefighters Association Report
- E6. City Council Representative's Report
- E7. Board of Supervisors Representative's Report
- E8. Directors Activity Reports
 - a) Update on making changes to Fire Chief Evaluation process and making language consistent across documents
 - b) Scheduling of all-day working session for Brown Act & Anti-Harassment training, as well as discussing funding priorities, including capital expenses
The directors agreed to schedule the all-day working session for

Saturday, February 3, 2024 at 8:00 AM.

- c) Fire Station Design conference in AZ
The directors agreed to send two (2) board members, along with the Fire Chief and a member of the line staff, to attend the fire station design conference in AZ
- d) Discussion re Possible Term Limits for Directors
After a discussion, the board decided not to take any action regarding term limits

F. Action Items (in addition to item B3)

- F1. Review, discussion and possible vote or reaffirmation setting standard day of month and time of regular board meeting (Board Policy 7.1)
Director Warrenburg made a motion, seconded by Director Britton, to set the regular board meeting day and time to the 2nd Tuesday of the month at 5:30 PM.

Ayes: Bedford, Britton, Warrenburg & Gabe

Noes: Brown

Absent:

Abstain:

Motion Passes

- F2. Review, discussion and possible vote or reaffirmation setting election of board officers (Board Policy 4.1)
Director ??? made a motion, seconded by Director ???, to have the board officer terms now begin on January 1 and end on December 31 of the same year and to extend the current term of Chair Gabe and Vice-Chair Warrenburg to December 31, 2024 to align with the new term dates.

Ayes: Bedford, Britton, Brown, Warrenburg & Gabe

Noes:

Absent:

Abstain:

Motion Passes

- F3. Discussion and possible vote on appointment of board member(s) to Vehicle committee
Director ??? made a motion, seconded by Director ???, to appoint Director Brown and Director Bedford to the District's vehicle committee.

Ayes: Bedford, Britton, Brown, Warrenburg & Gabe

Noes:

Absent:

Abstain:

Motion Passes

- F4. Review, discussion and possible vote on adopting a revised salary schedule
Director Britton made a motion, seconded by Director Warrenburg, to adopt the salary schedule as presented and to make it retroactive to July 1, 2023.

Ayes: Bedford, Britton, Brown, Warrenburg & Gabe

Noes:

Absent:

Abstain:

Motion Passes

- F5. Report, discussion and possible action on updating the Signature Authorization – Special Districts Local Boards for the Auditor-Controller
Director Warrenburg made a motion, seconded by Director Brown, to update and submit the Signature Authorization form to the Auditor-Controller

Ayes: Bedford, Britton, Brown, Warrenburg & Gabe

Noes:

Absent:

Abstain:

Motion Passes

- F6. Review and discussion regarding membership in California Special Districts Association (CSDA)
Director Warrenburg made a motion, seconded by Director Brown, to authorize the District membership in the California Special Districts Association for the current year.

Ayes: Bedford, Britton, Brown, Warrenburg & Gabe

Noes:

Absent:

Abstain:

Motion Passes

- F7. Review, discussion and possible action on revising the Purchase Policy to include a section on procuring specialized services such as medical and legal.
This item was tabled until the next meeting

G. Request for Future Agenda Items

- 1) **Formal request for directors to attend the Fire Station Design Conference in Glendale on May 21-23, 2024**

- 2) **Travel policy**
- 3) **Professional Services Procurement Policy for Legal and Medical Services**

H. Closed Session (GC §54957.7)

- H1. Conference with Labor Negotiators (GC §54957.6)
Agency Designated Representatives: Director Brown and Chair Gabe
Employee Organization: Teamsters Local 856
The Board went into closed session at 8:35 PM

I. Open Session

- I1. Report on Closed Session: (GC §54957.1)
The Board returned from closed session at 8:35 PM and announced no reportable actions were taken.

J. Adjournment

Chair Gabe adjourned the meeting at 8:36 PM.

Respectfully Submitted:

Ray Lavelle, Board Clerk

Read and Approved:

William Gabe, Board Chairman



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BOARD OF DIRECTORS SPECIAL MEETING MINUTES

January 18, 2024, 5:00 P.M.
Lakeport Fire Protection District
445 N. Main Street, Lakeport, CA 95453

DRAFT

A. Call to Order at 5:00 PM

A1. Pledge of Allegiance was led by Chair Gabe

A2. Roll Call

Director Bedford Absent, Director Britton X, Director Brown X, Vice-Chair Warrenburg X and Chair Gabe X

Staff Present: Fire Chief Patrick Reitz and Admin Ray Lavelle

A3. Motion to Approve January 18, 2024 Special Meeting Agenda (GC §54954.2)
Director Brown made a motion, seconded by Director Warrenburg to approve the agenda as distributed.

Ayes: Britton, Brown, Warrenburg & Gabe

Noes:

Absent: Bedford

Abstain:

Motion Passes

B. Public Comment (GC §54954.3)

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None.

C. Action Items

- C1. Review, discussion and possible vote on accepting a \$36,200 donation from the Lakeport Volunteer Firefighters Association and authorizing the Fire Chief to use the donation to purchase a 2021 Can Am Defender Max Limited side-by-side UTV for \$31,200 and a trailer for \$5,000, for a total purchase of \$36,200.

Director Warrenburg made a motion, seconded by Director Brown, to accept a \$36,200 donation from the Lakeport Volunteer Firefighters Association and authorizing the Fire Chief to use the donation to purchase a 2021 Can Am Defender Max Limited side-by-side UTV for \$31,200 and a trailer for \$5,000, for a total purchase of \$36,200

Ayes: Britton, Brown, Warrenburg & Gabe

Noes:

Absent: Bedford

Abstain:

Motion Passes

J. Adjournment

Chair Gabe adjourned the meeting at 5:09 PM.

Respectfully Submitted:

Ray Lavelle, Board Clerk

Read and Approved:

William Gabe, Board Chairman



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BOARD OF DIRECTORS REGULAR MEETING MINUTES

February 13, 2024, 5:00 P.M.
Lakeport Fire Protection District
445 N. Main Street, Lakeport, CA 95453

DRAFT

A. Call to Order at 5:05 PM

As there was a miscommunication regarding the start time of the meeting, Chair Gabe recessed the meeting at 5:06 PM and reconvened it at 5:30 PM.

- A1. Pledge of Allegiance was led by Chair Gabe
- A2. Roll Call

Director Bedford X, Director Britton X, Director Brown X, Vice-Chair Warrenburg X and Chair Gabe X

Staff Present: Fire Chief Patrick Reitz

A3. Motion to Approve February 13, 2024 Regular Meeting Agenda (GC §54954.2)

Director Warrenburg made a motion, seconded by Director Brown, to approve the February 13, 2024 Regular Meeting agenda as distributed.

Ayes: Bedford, Britton, Brown, Warrenburg & Gabe

Noes:

Absent:

Abstain:

Motion Passes

B. Consent Calendar

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- B1. Motion to Approve January 2024 Warrants/Expenditures (with CalCard detail)
- B2. Motion to Approve Payroll for the pay periods ending January 15 and January 31, 2024
- B3. Motion to Approve Union Agreement for Firefighter/Fleet Technician Position approved at December 12, 2023 Board Meeting
- B4. Motion to Receive Donated Ambulance Back from the Lakeport Police Department

Director Britton requested that item B3 of the Consent Calendar be moved to Action Items and discussed as Action Item E3.

Director Brown made a motion, seconded by Director Warrenburg, to approve the Consent Calendar with the transfer of item B3 to Action Item E3.

Ayes: Bedford, Britton, Brown, Warrenburg & 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
- b) Incident Log for January 2024
- c) Fleet Mileage/Hours/Service Report for January 2024
- d) Monthly Budget Report for January 2024

D2. Administration Report

No report given

D3. Captains' Report

No report given

D4. Professional Firefighters Association – Teamsters Local #856 Report

No report given

D5. Volunteer Firefighters Association Report

No report given

D6. City Council Representative's Report

No report given

D7. Board of Supervisors Representative's Report

Supervisor Green discussed the County's activities regarding recent storm damage, emergency proclamations and recent/upcoming staffing changes.

D8 Directors Activity Reports

a) Update on making changes to Fire Chief Evaluation process and making language consistent across documents

Director Brown is awaiting word from the attorney on consolidating language across documents.

b) Fire Station Design conference in Glendale, AZ

This item was supposed to be an action item and will be on next month's agenda

c) FDAC Annual Conference in Williams, CA on April 23-26

Correction: Conference is in Monterey, not Williams

Chief Reitz asked if any directors were interested in attending an FDAC Certificate of Achievement training in Williams on March 15 & 16 and Directors Brown, Warrenburg and Gabe stated they would like to attend.

E. Action Items

E1. Review, discussion and possible vote to approve a mid-year budget adjustment

Director Brown made a motion, seconded by Director Warrenburg, to approve the mid-year budget adjustment as distributed.

Ayes: Bedford, Britton, Brown, Warrenburg & Gabe

Noes:

Absent:

Abstain:

Motion Passes

E2. Review, discussion and possible vote to approve a District Travel Policy

Director Britton made a motion, seconded by Director Warrenburg, to approve the District Travel policy with the following changes from what was distributed:

Section 212.5 Ground Travel – Change gratuity maximum to 20%

Section 212.6 Lodging – Add “unless otherwise agreed upon, District

Administrative staff will make lodging arrangements.”

Section 212.7 Meals and Per Diem - Change gratuity maximum to 20%, remove last line about turning in all receipts and add “employees and board members who do not elect to request a per diem are responsible for turning in all receipts for their meals and incidentals. The total reimbursement amount should not exceed the total per diem amount.”

Add Section 212.8 Out-of-State Travel – “The Board shall approve out-of-state travel for board members on a case-by-case basis. The Fire Chief approves all out-of-state travel for staff. “

- E3. (item transferred from Consent Calendar B3) Review, discussion and possible vote on Motion to Approve Union Agreement for Firefighter/Fleet Technician Position approved at December 12, 2023 Board Meeting

Chief Reitz stated that the 20% increase in base pay includes what would have been a 10% tool allowance added to a 10% increase in base pay. Additionally, “specialty tools” will be paid for and owned by the District.

Director Brown made a motion to approve the Union Agreement, but a member of the public wanted to comment, so Director Brown withdrew his motion to hear the public comment.

Director Brown made a motion, seconded by Director Britton, to Approve the Union Agreement Side Letter for Firefighter/Fleet Technician Position approved at the December 12, 2023 Board Meeting

Ayes: Bedford, Britton, Brown, Warrenburg & Gabe

Noes:

Absent:

Abstain:

Motion Passes

- F. Request for Future Agenda Items

F1. Action Item for approval of board out-of-state travel to station design conference in Glendale, AZ

- G. Adjournment

Chair Gabe adjourned the meeting at 6:56 PM.

Respectfully Submitted:

Ray Lavelle, Board Clerk

Read and Approved:

William Gabe, Board Chairman

February Check Listing

B4

<u>Check #</u>	<u>Check Date</u>	<u>Check Total</u>	<u>Description</u>
16165	02/01/2024	\$ 313.20	Base Life Insurance 02/01/2024
16166	02/01/2024	\$ 442.50	LT Disability Insur FT FFs 02/01/24
16167	02/01/2024	\$ 16,318.25	CalPERS UAL - 02/01/24
16168	02/01/2024	\$ 71,958.00	DHCS GEMT Voluntary Rate Reduct Pgm
16169	02/01/2024	\$ 60.00	Chief Cell Phone Allowance 02/01/24
16170	02/01/2024	\$ 821.00	Union Dues 02/01/24
16171	02/01/2024	\$ 42,433.78	FT Emp & Retir Insurance - 02/01/24
	TOTAL	\$ 132,346.73	

Please prepare a journal entry to transfer funds to our expenditure accounts for our automated payroll service for the pay period **02/01/24 - 02/15/24**

<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	9,958.07	
Salaries & Wages-Permanent	FT Shift	01.11 B	39,609.83	
Salaries & Wages-LT/PT/Temporary	LT Shift	01.12 A	3,388.21	
Salaries & Wages- Overtime	FT Shift OT	01.13 A	4,414.86	
Salaries & Wages -Overtime	LT Shift OT	01.13 B	727.92	
Salaries & Wages -Overtime	FT Admin OT	01.13 C		
Salaries & Wages - FLSA	FLSA	01.13 F	1,037.58	
Medicare - EmployER Paid		02.21 A	800.62	
FICA- EmployER Paid		02.21 B	59.13	
Medical Insur Reimb (PR Code 36)	FT Admin & FT Shift	03.30 A		1,872.36
Union Dues (PR Code 39)	FT Shift	01.11 C		376.00
CAPF (PR Code C)	FT Shift	01.11 C		191.75
PERS After Tax (PR Codes 53 & 55)	FT Admin & FT Shift	02.23 A		6,279.54
PERS 1959 Survivor (PR Code 59)	FT Admin & FT Shift	02.23 B		18.72
Deferred Comp (PR Code K)	FT Admin & FT Shift	02.28 A		2,193.38
Deferred Comp (PR Code RTH)	FT Admin & FT Shift	02.28 A		275.00
Prof. & Spec. - Payroll Processing		23.80 C	166.80	
Payroll Clearing Account		09.00		166.80
Payroll Clearing Account		09.00		48,789.47
TOTAL			60,163.02	60,163.02

DISTRICT AUTH. SIGNATURE _____

Please prepare a journal entry to transfer funds to our expenditure accounts for our automated payroll service
for the pay period **02/16/24 - 02/29/24**

<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	9,780.88	
Salaries & Wages-Permanent	FT Shift	01.11 B	39,609.83	
Salaries & Wages-LT/PT/Temporary	LT Shift	01.12 A	2,434.45	
Salaries & Wages- Overtime	FT Shift OT	01.13 A	9,708.33	
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	1,037.58	
Medicare - EmployER Paid		02.21 A	850.42	
FICA- EmployER Paid		02.21 B		
Medical Insur Reimb (PR Code 36)	FT Admin & FT Shift	03.30 A		1,872.36
Union Dues (PR Code 39)	FT Shift	01.11 C		376.00
CAPF (PR Code C)	FT Shift	01.11 C		191.75
PERS After Tax (PR Codes 53 & 55)	FT Admin & FT Shift	02.23 A		6,265.81
PERS 1959 Survivor (PR Code 59)	FT Admin & FT Shift	02.23 B		18.72
Deferred Comp (PR Code K)	FT Admin & FT Shift	02.28 A		2,193.38
Deferred Comp (PR Code RTH)	FT Admin & FT Shift	02.28 A		275.00
Prof. & Spec. - Payroll Processing		23.80 C	228.60	
Payroll Clearing Account		09.00		228.60
Payroll Clearing Account		09.00		52,228.47
TOTAL			63,650.09	63,650.09

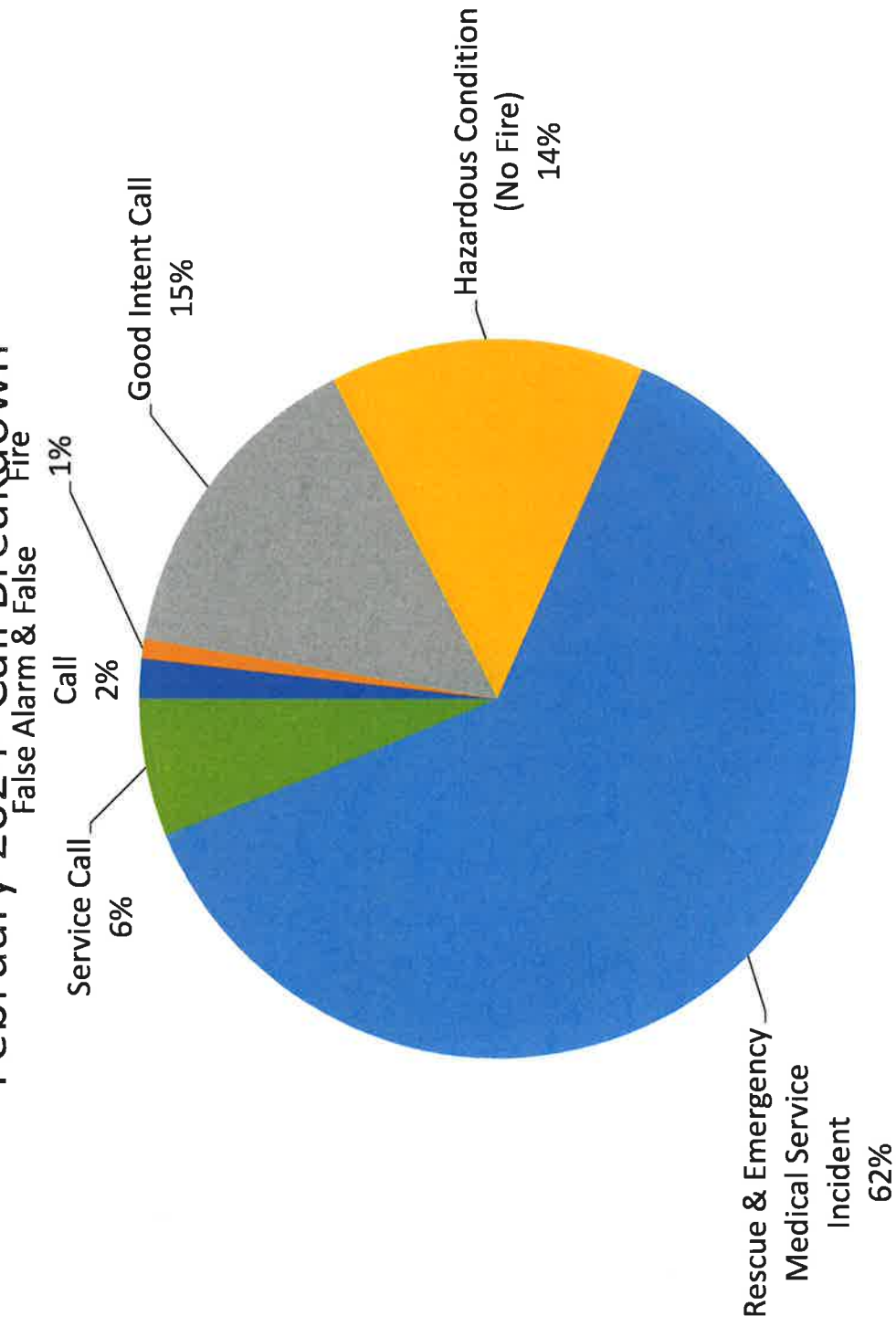
DISTRICT AUTH. SIGNATURE _____

INCIDENT COUNT - FEBRUARY 2024	
Incident Type	Count
Building fire	1
Chimney or flue fire, confined to chimney or flue	1
Emergency medical service, other	2
EMS call, excluding vehicle accident with injury	130
Motor vehicle accident with injuries	7
Motor vehicle accident with no injuries.	1
Hazardous condition, other	7
Gas leak (natural gas or LPG)	3
Electrical wiring/equipment problem, other	4
Power line down	18
Public service assistance, other	2
Public service	11
Assist invalid	1
Dispatched & cancelled en route	29
No incident found on arrival at dispatch address	1
Smoke scare, odor of smoke	3
False alarm or false call, other	1
Municipal alarm system, malicious false alarm	2
Alarm system activation, no fire - unintentional	1
Total:	225

AID GIVEN - FEBRUARY 2024	
Incident Type	Count
Building fire	1
EMS call, excluding vehicle accident with injury	6
Motor vehicle accident with injuries	2
Power line down	1
Dispatched & cancelled en route	10
Total:	20

AID RECIEVED - FEBRUARY 2024	
Incident Type	Count
Emergency medical service, other	1
EMS call, excluding vehicle accident with injury	9
Dispatched & cancelled en route	1
No incident found on arrival at dispatch address	1
Smoke scare, odor of smoke	1
Total:	13

February 2024- Call Breakdown

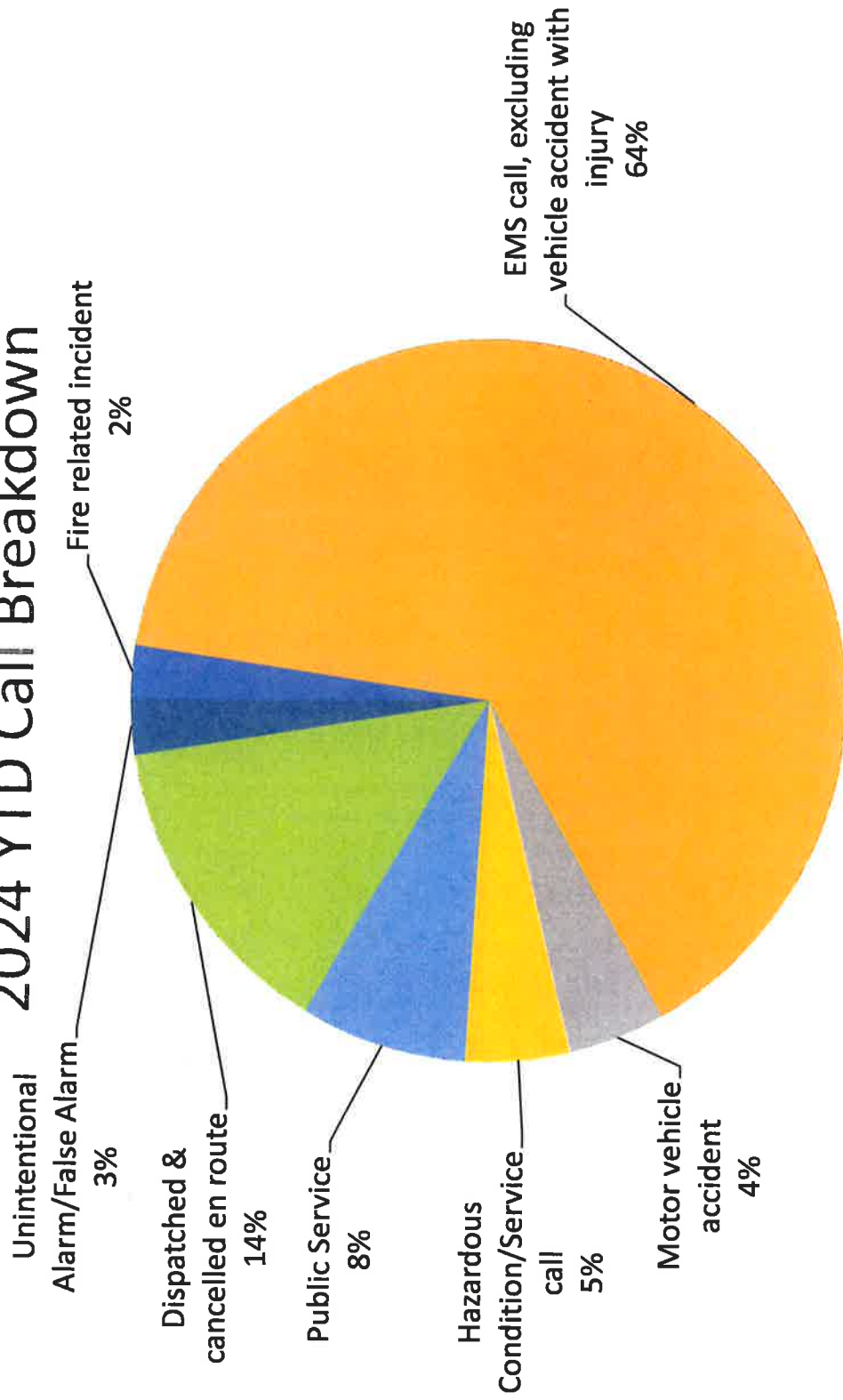


TOTAL INCIDENTS YTD 2023	
Incident Type	Count
Building fire	2
Chimney or flue fire, confined to chimney or flue	2
Passenger vehicle fire	2
Emergency medical service, other	3
EMS call, excluding vehicle accident with injury	288
Motor vehicle accident with injuries	18
Motor vehicle/pedestrian accident (MV Ped)	1
Motor vehicle accident with no injuries.	3
Hazardous condition, other	8
Gas leak (natural gas or LPG)	4
Electrical wiring/equipment problem, other	4
Heat from short circuit (wiring), defective/worn	1
Power line down	18
Public service assistance, other	4
Public service	19
Assist invalid	1
Dispatched & cancelled en route	66
No incident found on arrival at dispatch address	1
Authorized controlled burning	1
Smoke scare, odor of smoke	3
False alarm or false call, other	1
Municipal alarm system, malicious false alarm	2
Alarm system sounded due to malfunction	1
Alarm system activation, no fire - unintentional	1
EMS call, excluding vehicle accident with injury	1
Total:	455

YTD AID GIVEN - 2023	
Incident Type	Count
Building fire	1
EMS call, excluding vehicle accident with injury	12
Motor vehicle accident with injuries	2
Power line down	1
Public service	1
Dispatched & cancelled en route	25
Total:	42

YTD AID RECIEVED - 2023	
Incident Type	Count
Emergency medical service, other	1
EMS call, excluding vehicle accident with injury	18
Motor vehicle accident with injuries	3
Public service assistance, other	1
Dispatched & cancelled en route	3
No incident found on arrival at dispatch address	1
Smoke scare, odor of smoke	1
Total:	28

2024 YTD Call Breakdown



D7(c)

D7(c)

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
	FEB	MILES	FEB	HOURS	FEB	HOURS	FEB	HOURS			
E5011	25,834	1,097	1,976	87	85	1.80			Jan-24	1,889	87 hr.
T5011	20,192	8	2,452	4	131.0	0.00	724	1	Aug-21	19,100	1092 mi.
E5012	161,490	1,139	12,987	116	1,089.0	4.00			Jul-23	15,905	-2918 hr.
E5031	20,832	14	1,937	526	196.0	0.00			Apr-18	17,200	3632 mi.
E5021	31,366	3	3,146	-					Aug-22	3,111	35 hr.
M5011	123,139	437	6,834	19					Jul-22	91,719	31420 mi.
M5012	100,900	1,017	5,507	147					Jul-22	90,520	10380 mi.
E5211	51,237	-	4,581	-	1,328.0	0.00			Oct-22	4,260	321 hr.
WT5011	21,217	-							Jun-22	21,005	212 mi.
U5011	102,586	273							Sep-22	94,678	7908 mi.
C500	68,474	330							Aug-23	64,417	4057 mi.
U5012	31,774	244							Oct-23	27,039	4735 mi.
Ski5011			69	-							
Ski5012			70	0							
UTV5011	1184	0									
STATION 50 GENERATOR			548	4							
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								

Account #	General Fund - 354 APPROPRIATIONS	Adopted Budget	2/29/2024 This Month	YTD	67% % of Budget	Remaining \$
01-11	Salaries - Permanent	1,053,000	94,548	732,219	70%	320,781
01-12	Extra Help	65,000	6,281	57,913	89%	7,087
01-13	Overtime - Holiday -	184,000	20,013	155,976	85%	28,024
02-21	Social Security - Medicare	17,000	1,825	14,872	87%	2,128
02-22	CalPERS	409,100	16,318	243,058	59%	166,042
02-23	CalPERS Clearing	11,500	(12,875)	(12,758)	-111%	24,258
02-28	Deferred Comp Clearing Account	2,500	(4,937)	(4,237)	-169%	6,737
03-30	Health/Life Insurance	403,500	34,015	279,818	69%	123,682
03-31	Unemployment Insurance	0	0	0	0%	0
03-45	Retiree Other Post Emp. Benefits	52,000	3,546	29,736	57%	22,264
04-00	Workers Compensation	85,250	0	85,234	100%	16
09-00	Payroll Clearing Account	0	(107,342)	(9,100)	n/a	9,100
Total Salaries and Benefits		2,282,850	51,393	1,572,731	69%	710,119
11-00	Clothing & Personal Supplies	23,000	0	9,444	41%	13,556
12-00	Communications	116,500	30,237	97,310	84%	19,190
14-00	Household Expense	8,000	(291)	3,698	46%	4,302
15-10	Insurance - Prop., Auto and Eq.	32,500	0	32,446	100%	54
15-12	Insurance - Public Liability	85,600	0	85,568	100%	32
17-00	Maintenance - Vehicles/Equipment	104,000	0	62,885	60%	41,115
18-00	Maintenance - Buildings & Grounds	30,000	0	2,349	8%	27,651
19-40	Medical Supplies	49,000	0	26,501	54%	22,499
20-00	Memberships	16,034	0	15,193	95%	841
22-70	Office Supplies	10,000	0	3,261	33%	6,739
22-71	Postage	1,000	0	249	25%	751
22-72	Books & Periodicals	2,500	0	0	0%	2,500
23-80	Professional & Specialized Services	185,000	533	112,610	61%	72,390
24-00	Publications & Legal Notices	500	0	286	57%	214
25-00	Rents & Leases - Equipment	21,000	0	20,789	99%	211
26-00	Rents & Leases - Buildings	10	0	0	0%	10
27-00	Small Tools & Instruments	6,000	0	1,250	21%	4,750
28-30	Supplies & Services	84,500	0	33,240	39%	51,260
28-48	Ambulance Expense	149,866	71,958	98,032	65%	51,834
29-50	Transportation & Travel	34,500	0	13,325	39%	21,175
30-00	Utilities	66,000	0	48,497	73%	17,503
42-10	Notes & Loans/P&I	61,000	0	60,713	100%	287
48-00	Taxes & Assessments	240	0	47	19%	193
61-00	Land - Acquisitions	70,000	0	69,188	99%	812
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	478,000	0	239,263	0%	238,737
62-74	Capital Equipment - Medical	162,000	0	0	0%	162,000
62-76	Capital Equipment Other	21,000	0	23,405	111%	-2,405
Total Services, Supplies and Capital Expenses		2,257,250	102,437	1,059,549	47%	1,197,701
Total Fire Protection		4,540,100	153,830	2,632,280	58%	1,907,820

General Fund - 354		Adopted	2/29/24		67%	
Account #	REVENUES	Budget	This Month	YTD	% of Budget	Remaining
10-10	Current Secured Taxes	1,072,745	0	608,464	57%	464,281
10-20	Current Unsecured Taxes	24,205	198	25,205	104%	(1,000)
10-25	Supplemental Roll Taxes - Current	20,000	0	4,425	22%	15,575
10-35	Supplemental Roll Taxes - Prior	5,000	187	4,177	84%	823
10-40	Prior Unsecured Taxes	1,500	170	985	66%	515
21-60	Permits	25,000	1,682	18,338	73%	6,662
42-01	Interest	11,000	0	26,558	241%	(15,558)
42-10	Rent - Finley Station	6,000	495	3,961	66%	2,039
54-60	Home Owners Prop. Tax Relief	9,000	0	4,270	47%	4,730
54-70/90	State Aid	25,000	0	0	0%	25,000
68-60	Ambulance Revenue	920,000	97,340	805,669	88%	114,331
69-29	Measure "M" Special Tax	1,328,700	43,909	881,754	66%	446,946
79-60	Sale of Fixed Assets	0	0	0	0%	0
79-90	Other/Miscellaneous Revenue	20,000	1,041	43,113	216%	(23,113)
79-91	Cancelled Checks	0	0	8,581	0%	(8,581)
79-93	Insurance Proceeds/Payments	0	0	0	0%	0
81-22	Operating Transfers In	871,054	0	311,304	0%	0
Total Revenue		4,339,204	145,022	2,746,803	63%	1,032,651
Transfer from (-to) Fund Balance		510,402	8,808	(114,524)		
Total Revenue/using reserves		4,849,606	153,830	2,632,280	54%	
Fund Balances						
Acct. #	General Fund - 354					
Unreserved Fund Balance		1,543,720	0	(1,228,299)		315,421
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	724,520		924,520
04-00	Unreserved - Designated - Equip.	850,000	0	36,714		886,714
06-00	Unreserved - Designated - Buildings	76,118	0	350,000		426,118
2500	Unreserved - Designated - Medical	58,889	0	231,590		290,479
Total General Fund 354 Balance		2,748,877	0	114,526		2,863,402
Fire Mitigation Fund - 363						
FY Beginning Fund Balance			2/29/24			481,612
			This Month	YTD		
42-01	Interest	1,500		5,770		5,770
81-22	Operating Transfers/Out			(311,304)		(311,304)
66-15	Lake County Fire Mitigation	21,000		20,153		20,153
66-16	Lakeport City Fire Mitigation	5,000		1,709		1,709
Total Fire Mitigation Fund 363 Balance			0	(283,672)		197,940
Wells Fargo Checking Account		2/29/24				
Ambulance & Online Payments		\$ 98,999				
Savings Bank of Mendocino Checking		2/29/24				
ADP Payroll & CalPERS		\$ 43,574				



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: March 9, 2024
To: Board of Directors
From: Patrick Reitz, Fire Chief
Subject: **Resolution to Increase Ambulance Revenue Budget by \$154,000**

Recommendation

1. **Waive the reading and move to pass Resolution 23/24-08, a resolution establishing and appropriating \$154,000 in Unanticipated Ambulance Revenue**

Background

At its meeting on February 13, 2024 the Board of Directors adopted a mid-year budget transfer. The net result of this budget transfer, within operational expenses, was a \$154,000 increase in budgeted expenses. In order to fund this increase, we recommended that the board increase the Ambulance Revenue account by \$154,000. A change in budgeted appropriations (including revenue accounts) requires the passage of a resolution with a 4/5 majority vote to approve. Resolution 23/24-08 increases the ambulance revenue budget by \$154,000 to offset the increased operational expense associated with the mid-year budget transfer.

RESOLUTION NO. 23/24-08

**LAKEPORT FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS**

**A RESOLUTION ESTABLISHING AND APPROPRIATING \$154,000 IN
UNANTICIPATED AMBULANCE REVENUE**

WHEREAS, the Lakeport Fire Protection District Board of Directors, County of Lake, State of California, is a duly authorized and existing Public Entity under the laws of the State; and,

WHEREAS, Government Code 29130, provides that over-realized unanticipated revenue may be available for specific appropriation by three/fifths vote of the Board at a duly noticed public hearing held as part of any regular or special meeting of which all members had reasonable notice; and,

WHEREAS, through February, the Ambulance Revenue account (465-68-60) is approximately \$192,000 overbudget and is expected to end the year at least \$225,000 over budget; and,

WHEREAS, the Lakeport Fire Protection District anticipates expense overages to budget of approximately \$154,000 this fiscal year; and,

WHEREAS, the District needs to fund these estimated expense budget increases; and,

WHEREAS, the excess Ambulance Revenue funds are more than sufficient to fund the budgetary increases.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Lakeport Fire Protection Districts directs the County Auditor-Controller to increase the budget according to the following:

Increase Revenue Budget:

354-9554-465.68.60	Ambulance Revenue	\$ 154,000.00
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Increase Expenditure Budget:

354-9554-795.01.11	Salaries - Permanent	\$ 75,000.00
354-9554-795.01.12	Salaries – Extra Help	\$ 25,000.00
354-9554-795.01.13	Overtime/Holiday Pay	\$ 42,825.00
354-9554-795.02.21	SS/Medicare	\$ 1,000.00
354-9554-795.02.22	CalPERS Retirement	\$ 10,175.00

THIS RESOLUTION was introduced and adopted at a publicly noticed regular meeting of the Board of Directors of the Lakeport Fire Protection District on March 12, 2024 by the following

DRAFT

vote:

AYES: Bedford, Britton, Brown, Warrenburg & Gabe

NOES:

ABSENT OR NOT VOTING:

ATTEST:

William Gabe
CHAIR, Board of Directors

Ray Lavelle
Board Clerk

DRAFT



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: March 9, 2024
To: Board of Directors
From: Patrick Reitz, Fire Chief
Subject: **Resolution to Increase Miscellaneous Revenue Budget by \$36,200 and increase the Fixed Assets-Vehicle budget by \$36,200**

Recommendation

1. **Waive the reading and move to pass Resolution 23/24-09, a resolution establishing and appropriating \$36,200 in Unanticipated Revenue from a donation.**

Background

At its meeting on January 18, 2024 the Board of Directors voted to accept a \$36,200 donation from the Lakeport Volunteer Firefighters Association to fund the purchase of a Utility Terrain Vehicle (UTV) for \$31,200 and a trailer for \$5,000.

At its meeting on February 13, 2024 the Board of Directors voted on a mid-year budget transfer. In order to fund the UTV purchase, the Miscellaneous Revenue line item must be increased by \$36,200 and the Fixed Assets-Vehicle expense line item must also be increased by \$36,200. The attached resolution accomplishes that.

RESOLUTION NO. 23/24-09

**LAKEPORT FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS**

**A RESOLUTION ESTABLISHING AND APPROPRIATING
\$36,200 IN UNANTICIPATED REVENUE FROM A DONATION**

WHEREAS, the Lakeport Fire Protection District Board of Directors, County of Lake, State of California, is a duly authorized and existing Public Entity under the laws of the State; and,

WHEREAS, Government Code 29130, provides that over-realized unanticipated revenue may be available for specific appropriation by three/fifths vote of the Board at a duly noticed public hearing held as part of any regular or special meeting of which all members had reasonable notice; and,

WHEREAS, at a publicly noticed special meeting on January 18, 2024, the Board of Directors voted to accept a \$36,200 donation from the Lakeport Volunteer Firefighters Association; and,

WHEREAS, the Lakeport Volunteer Firefighters Association made the donation for the expressed purpose of purchasing a Utility Terrain Vehicle (UTV) for \$31,200 and a trailer for \$5,000.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Lakeport Fire Protection Districts directs the County Auditor-Controller to increase the budget according to the following:

Increase Revenue Budget:

354-9554-492.79.90	Miscellaneous Revenue	\$ 36,200.00
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Increase Capital Expenditure Budget:

354-9554-795.62.72	Fixed Assets - Vehicles	\$ 36,200.00
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THIS RESOLUTION was introduced and adopted at a publicly noticed regular meeting of the Board of Directors of the Lakeport Fire Protection District on March 12, 2024 by the following vote:

AYES: Bedford, Britton, Brown, Warrenburg & Gabe

NOES:

ABSENT OR NOT VOTING:

ATTEST:

DRAFT

William Gabe
CHAIR, Board of Directors

Ray Lavelle
Board Clerk

E3
(revised)



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: March 11, 2024
To: Board of Directors
From: Patrick Reitz, Fire Chief
Subject: **Resolution to Transfer \$124,300 from Reserves to Fixed Assets**

Recommendation

1. **Waive the reading and move to pass Resolution 23/24-10, a resolution to transfer \$175,000 from Reserves to Fixed Assets**

Background

At its meeting on February 13, 2024 the Board of Directors adopted a mid-year budget transfer. The net result of this budget transfer, within capital expenses, was a \$124,300 increase in budgeted capital expenses. In order to fund this increase, we recommended that the board transfer the necessary funds from Reserves. A change in budgeted appropriations (including reserve accounts) requires the passage of a resolution with a 4/5 majority vote to approve.

In working with the County, they have informed us that only the \$175,000 transfer from Reserves to Fixed Assets-Building requires a resolution. The remaining fixed assets transfers have a net-zero effect and can be accomplished via the standard budget transfer form and no board action is needed for this.

RESOLUTION NO. 23/24-10

**LAKEPORT FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS**

**A RESOLUTION TO TRANSFER \$175,000 FROM RESERVES TO FUND CAPITAL
EXPENSE**

WHEREAS GOVERNMENT CODE 29130, provides that Reserves may be made available for specific appropriation by a four-fifths vote of the Board at a noticed public hearing held as part of any regular or special meeting of which all members have had reasonable notice; and,

WHEREAS, the Lakeport Fire Protection District anticipates the repair of the parking lot at Station 50 will cost approximately \$225,000; and,

WHEREAS, the Lakeport Fire Protection District does not anticipate spending \$50,000 on a kitchen remodel at Station 50 during this current fiscal year; and,

WHEREAS, the Lakeport Fire Protection District has reserves designated for "Building Improvements" in the amount of \$426,118; and

WHEREAS, the Lakeport Fire Protection District Board of Directors recognizes the need to appropriate \$175,000.00 in funds from Unreserved-Designated/Building to fund the capital expense of the back parking lot replacement at Station 50; and,

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the Lakeport Fire Protection District hereby directs the County Auditor-Controller to decrease Unreserved-Designated/Building Reserves in the amount of \$175,000.00 and appropriate funds according to the following:

<u>From:</u> 354-0000-392.06-00	Unreserved-Designated/Building	\$175,000.00
<u>To:</u> 354-9554-795.61.60	Building Improvements	\$175,000.00

THIS RESOLUTION was introduced and adopted at a publicly noticed regular meeting of the Board of Directors of the Lakeport Fire Protection District on March 12, 2024 by the following vote:

AYES: Bedford, Britton, Brown, Warrenburg & Gabe

NOES:

ABSENT OR NOT VOTING:

ATTEST:

William Gabe
CHAIR, Board of Directors

Ray Lavelle
Board Clerk

DRAFT

**COUNTY OF LAKE
OFFICE OF THE AUDITOR-CONTROLLER**



COUNTY OF LAKE

BUDGET TRANSFER

Fiscal Year: 23-24

Budget Title: <u>Lakeport Fire Protection District</u>	Budget Transfer #B _____ (Auditor's Office Completes this section)
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TRANSFER FROM:

From: Fund 354 Dept 9554
 (000) (0000)

<u>Account</u> <small>(000.00-00)</small>	<u>Account Title</u>	<u>Amount</u>
<u>795-62.72</u>	<u>Fixed Assets - Vehicles</u>	\$ <u>40,500</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

TRANSFER TO:

To: Fund 354 Dept 9554
 (000) (0000)

<u>Account</u> <small>(000.00-00)</small>	<u>Account Title</u>	<u>Amount</u>
<u>795-62.74</u>	<u>Fixed Assets - Other</u>	\$ <u>11,500</u>
<u>795-62.76</u>	<u>Fixed Assets - Hoses</u>	\$ <u>29,000</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

DRAFT

Department's justification & explanation of why transfer is necessary:

The District decided not to purchase a budgeted replacement vehicle for the Fire Chief. The District would like to take that budgeted expense and re-distribute \$40,500 of it to pay for Mattresses and Lockers at Station 50, as well as additional fire hoses.

Authorized Department Signature: _____ Date: _____

APPROVED

DENIED

CHAIRPERSON, DISTRICT _____ DATE _____

Auditor-Controller Use Only

Date _____ JE# _____ By: _____



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: March 9, 2024
To: Board of Directors
From: Patrick Reitz, Fire Chief
Subject: **Correction to January 9, 2024 Adopted Salary Schedule**

Recommendation

- 1. Move to adopt the revised salary schedule which has the Firefighter/Fleet Mechanic position listed as its own job title with its own pay schedule`**

Background

At its meeting on January 9, 2024 the Board of Directors adopted a revised salary schedule. The revised salary schedule that was adopted erroneously listed the 20% increase in base pay for the Firefighter/Mechanic position as an "incentive" paid in addition to the base pay, rather than an actual 20% increase in the base pay. The revised salary schedule removes the 20% incentive and creates a new job position entitled Firefighter/Fleet Mechanic which includes a 20% increase in base pay over a Firefighter who is not a Fleet Mechanic. I'm attaching both the incorrect salary schedule as well as the revised one.

Approved by the Board of Directors on January 9, 2024, retroactive to July 1, 2023



LAKEPORT FIRE PROTECTION DISTRICT

445 N. Main Street, Lakeport CA 95453 (707) 263-4396

www.lakeportfire.com

Salary Schedule

Lakeport Professional Firefighters Association

Teamsters Local #856

Effective Date

7/1/2023

Step % increase

Firefighter I - Step 1 (was Start)	Monthly	4,426.42	
Firefighter I - Step 2 (was Step 1)	Monthly	4,647.74	5.0%
Firefighter I - Step 3 (was Step 2)	Monthly	4,880.13	5.0%
Firefighter I - Step 4 (was Step 3)	Monthly	5,124.14	5.0%
Firefighter I - Step 5 (was Step 4)	Monthly	5,380.33	5.0%
Firefighter I - Step 6	Monthly	5,649.36	5.0%
Firefighter I - Step 8	Monthly	5,931.82	5.0%

Firefighter II - Step 1 (was Start)	Monthly	4,868.53	
Firefighter II - Step 2 (was Step 1)	Monthly	5,111.96	5.0%
Firefighter II - Step 3 (was Step 2)	Monthly	5,367.56	5.0%
Firefighter II - Step 4 (was Step 3)	Monthly	5,635.93	5.0%
Firefighter II - Step 5 (was Step 4)	Monthly	5,917.73	5.0%
Firefighter II - Step 6	Monthly	6,213.62	5.0%
Firefighter II - Step 8	Monthly	6,524.30	5.0%

Captain - Step 1 (was Start)	Monthly	5,355.51	
Captain - Step 2 (was Step 1)	Monthly	5,623.29	5.0%
Captain - Step 3 (was Step 2)	Monthly	5,904.45	5.0%
Captain - Step 4 (was Step 3)	Monthly	6,199.68	5.0%
Captain - Step 5 (was Step 4)	Monthly	6,509.66	5.0%
Captain - Step 6	Monthly	6,835.14	5.0%
Captain - Step 8	Monthly	7,176.90	5.0%

Holiday Pay Annual 1897-3076

Paramedic Pay Monthly 450.00

Educational Incentives - (0-10%) Monthly 0-717.69

Fleet Mechanic Incentive (20%) Monthly 885.28 - 1304.86

incorrect

Uniform Allowance Annually 650.00



LAKEPORT FIRE PROTECTION DISTRICT

445 N. Main Street, Lakewood CA 95452 (707) 263-4396
www. Lakewoodfire.com

Salary Schedule

Contract and Unrepresented Employees

Effective Date

7/1/2023

Fire Chief		
Lowest Range	Monthly	9,473.51
Mid-Range	Monthly	10,227.95
Highest Range	Monthly	10,982.39

			step%
Office Assistant - Step 1	Hourly	20.57	
Office Assistant - Step 2	Hourly	21.60	5.0%
Office Assistant - Step 3	Hourly	22.68	5.0%
Office Assistant - Step 4	Hourly	23.81	5.0%
Office Assistant - Step 5	Hourly	25.00	5.0%
Office Assistant - Step 6	Hourly	26.25	5.0%

Administrative Assistant - Step 1	Monthly	4,762	
Administrative Assistant - Step 2	Monthly	5,000	5.0%
Administrative Assistant - Step 3	Monthly	5,250	5.0%
Administrative Assistant - Step 4	Monthly	5,513	5.0%
Administrative Assistant - Step 5	Monthly	5,788	5.0%
Administrative Assistant - Step 6	Monthly	6,078	5.0%

Annuitant Deputy Fire Marshal/ Plans
Examiner** Hourly* 45.35

Ambulance Attendant/EMT (40 hr. rate)#	Hourly*	29.56
Ambulance Attendant/Paramedic (40 hr. rate +\$1.85)#	Hourly*	31.50

Extra Help FF1/EMT (53 hr.wk)#	Hourly*	22.31
Extra Help FF1/Paramedic (53 hr.wk + \$1.85)#	Hourly*	24.27
Extra Help/Wildland FF (53 hr.wk)##	Hourly*	26.63

*Part-time Employees

**Hourly Rate based on Captain Step 6 +15% on a 40 hr. vs. 56 hr. week

#Hourly Rate based on Firefighter 1 - Step 4 (56 hr. converted to 40 or 53)

##Wildland FF rate based on Annual OES Rate Letter



LAKEPORT FIRE PROTECTION DISTRICT

445 N. Main Street, Lakeport CA 95453 (707) 263-4396

www.lakeportfire.com

Salary Schedule

Lakeport Professional Firefighters Association

Effective Date

Teamsters Local #856

7/1/2023

Step %
increase

Firefighter I - Step 1 (was Start)	Monthly	4,426.42	
Firefighter I - Step 2 (was Step 1)	Monthly	4,647.74	5.0%
Firefighter I - Step 3 (was Step 2)	Monthly	4,880.13	5.0%
Firefighter I - Step 4 (was Step 3)	Monthly	5,124.14	5.0%
Firefighter I - Step 5 (was Step 4)	Monthly	5,380.33	5.0%
Firefighter I - Step 6	Monthly	5,649.36	5.0%
Firefighter I - Step 8	Monthly	5,931.82	5.0%

Firefighter II - Step 1 (was Start)	Monthly	4,868.53	
Firefighter II - Step 2 (was Step 1)	Monthly	5,111.96	5.0%
Firefighter II - Step 3 (was Step 2)	Monthly	5,367.56	5.0%
Firefighter II - Step 4 (was Step 3)	Monthly	5,635.93	5.0%
Firefighter II - Step 5 (was Step 4)	Monthly	5,917.73	5.0%
Firefighter II - Step 6	Monthly	6,213.62	5.0%
Firefighter II - Step 8	Monthly	6,524.30	5.0%

Firefighter I/Mechanic - Step 1 (was Start)	Monthly	5,311.70	
Firefighter I/Mechanic - Step 2 (was Step 1)	Monthly	5,577.28	5.0%
Firefighter I/Mechanic - Step 3 (was Step 2)	Monthly	5,856.15	5.0%
Firefighter I/Mechanic - Step 4 (was Step 3)	Monthly	6,148.96	5.0%
Firefighter I/Mechanic - Step 5 (was Step 4)	Monthly	6,456.40	5.0%
Firefighter I/Mechanic - Step 6	Monthly	6,779.23	5.0%
Firefighter I/Mechanic - Step 8	Monthly	7,118.19	5.0%

Firefighter II/Mechanic - Step 1 (was Start)	Monthly	5,842.24	
Firefighter II/Mechanic - Step 2 (was Step 1)	Monthly	6,134.35	5.0%
Firefighter II/Mechanic - Step 3 (was Step 2)	Monthly	6,441.07	5.0%
Firefighter II/Mechanic - Step 4 (was Step 3)	Monthly	6,763.12	5.0%
Firefighter II/Mechanic - Step 5 (was Step 4)	Monthly	7,101.28	5.0%
Firefighter II/Mechanic - Step 6	Monthly	7,456.34	5.0%
Firefighter II/Mechanic - Step 8	Monthly	7,829.16	5.0%

Corrected

Approved by the Board of Directors on March 12, 2024, retroactive to July 1, 2023

Captain - Step 1 (was Start)	Monthly	5,355.51	
Captain - Step 2 (was Step 1)	Monthly	5,623.29	5.0%
Captain - Step 3 (was Step 2)	Monthly	5,904.45	5.0%
Captain - Step 4 (was Step 3)	Monthly	6,199.68	5.0%
Captain - Step 5 (was Step 4)	Monthly	6,509.66	5.0%
Captain - Step 6	Monthly	6,835.14	5.0%
Captain - Step 8	Monthly	7,176.90	5.0%

Holiday Pay	Annual	1897-3076
Paramedic Pay	Monthly	450.00
Educational Incentives - (0-10%)	Monthly	0-717.69
Uniform Allowance	Annually	650.00



LAKEPORT FIRE PROTECTION DISTRICT

445 N. Main Street, Lakeport CA 95452 (707) 263-4396

www.Lakeportfire.com

Salary Schedule

Contract and Unrepresented Employees

Effective Date

7/1/2023

Fire Chief			
Lowest Range	Monthly	9,473.51	
Mid-Range	Monthly	10,227.95	
Highest Range	Monthly	10,982.39	

step%

Office Assistant - Step 1	Hourly	20.57	
Office Assistant - Step 2	Hourly	21.60	5.0%
Office Assistant - Step 3	Hourly	22.68	5.0%
Office Assistant - Step 4	Hourly	23.81	5.0%
Office Assistant - Step 5	Hourly	25.00	5.0%
Office Assistant - Step 6	Hourly	26.25	5.0%

Administrative Assistant - Step 1	Monthly	4,762	
Administrative Assistant - Step 2	Monthly	5,000	5.0%
Administrative Assistant - Step 3	Monthly	5,250	5.0%
Administrative Assistant - Step 4	Monthly	5,513	5.0%



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: March 9, 2024
To: Board of Directors
From: Patrick Reitz, Fire Chief
Subject: **Request to Donate \$3,000 to Lakeport Volunteer Firefighters Association to go toward their 3rd Annual Firefighters Conference and Training**

Recommendation

1. **Move to authorize a \$3,000 donation to the Lakeport Volunteer Firefighters Association to partially fund their 3rd Annual Firefighters Conference and Training**

Background

Please see attached letter from Firefighter Morin requesting a donation.



March 5, 2024

Brandon Morin
Lakeport Volunteer Firefighters Association
445 N. Main Street
Lakeport, CA 95453

Dear Lakeport Fire Board of Directors,

I am writing this letter to request assistance for this year's Lakeside Fire Conference. For the last 3 years the Lakeport Volunteer Firefighters have organized this fire conference here in Lake County. The conference has been slowly growing and is sparking interest from an increasing amount of firefighters throughout northern California. We have received a ton of positive feedback from firefighters who have attended the conference as well as the instructors teaching the classes which fuels our passion to keep this event going.

The 2024 Lakeside Fire Conference is being held on April 26th, 27th, 28th at the Konocti Harbor Resort in Soda Bay. This year will feature 3 instructors- Todd Edwards, Tim Nagim, and Brad Bennett. There will be 1-day of lecture focusing on fire ground leadership, tactical decision making, and building a fire first culture within your department. The 2-days of hands on training will focus on forcible entry, complex hose stretches, residential search, and fire ground leadership. These skills will all be performed on Sunday as multi company evolutions under live fire conditions.

The past several months the members of the conference committee have worked very hard to round up sponsors and are continuing to gain more sponsors as I write this letter. However, with the increased cost of travel for the instructors and cost of materials for build out we need some more financial assistance to make the training runs smoothly.

Last year the Lakeport Fire District was very generous and donated \$2,500 to the volunteers association to help with the conference. This year, the Lakeport Volunteer Firefighters would like to ask the district for \$3,000 to help us continue to bring high quality training at an affordable cost to firefighters in Lake County and northern California. We appreciate your continued support and thank you for your consideration.

Sincerely,

Brandon Morin

3rd Annual Lakeside Fire Conference



Konocti Harbor Resort and Spa Kelseyville California, 3 Day Conference (50-75 Attendees)

Friday April 26th-Full Day of Lecture

Key Note Speaker: Captain Todd Edwards

Fire Ground Leadership, Building a Fire First Culture in your Department

Saturday April 27th-Full Day H.O.T

Instructors Todd Edwards, Tim Nagim, Brad Bennet

Stretching hose(basic and advanced), Forcing Doors, Searching

Sunday April 28th- Full Day H.O.T Under Live Fire

Instructors Todd Edwards, Tim Nagim, Brad Bennet

Multi Company Evolutions under live fire.

Lunch Provided on both H.O.T days



Todd Edwards
Atlanta Georgia Fire
Captain Ret.



Tim Nagim
Escambia County
Fire, Engineer



Brad Bennett
Spartanburg Fire,
Chief of Training



**LAKESIDE FIRE CONFERENCE
2024
SCHEDULE**

Dates: April 26,27, & 28, 2024

Location: Konocti Harbor Resort
8727 Soda Bay Rd
Kelseyville, CA 95451

Fire Life Training Instructors: Todd Edwards
Tim Nagim
Brad Bennet

Friday, April 26th: Lecture in the Theater @ Konocti Harbor

- 07:00-08:00 Sign in/Registration
- 08:00-12:00 Lecture- Building a Fire First Culture
- 12:00-13:00 Lunch- Provided
- 13:00-17:00 Lecture- Leadership on the Foreground
- 17:00-22:00 Social on the Patio

Saturday, April 27th: Hands on training @ The Havens (Konocti Harbor)

- 07:00-08:00 Equipment prep/ Set up
- 08:00-12:00 Stretching/Forcing/Searching
- 12:00-13:00 Lunch- Provided
- 13:00-17:00 Stretching/Forcing/Searching

Sunday, April 28th: Hands on training @ The Havens (Konocti Harbor)

- 07:00-08:00 Equipment prep/ Set up
- 08:00-12:00 Multi company evolutions under live fire
- 12:00-13:00 Lunch- Provided
- 13:00-17:00 Multi company evolutions under live fire
- 17:00-18:30 After action review/ Tear down