



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 **REGULAR MEETING AGENDA** **June 11, 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 June 11, 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 May 14, 2024 Regular Meeting Minutes
- B2. Motion to Approve May 2024 Warrants/Expenditures
- B3. Motion to Approve Payroll for the pay periods ending May 15 and May 30, 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.

Lakeport Fire Protection District
Board of Directors Regular Meeting Agenda for June 11, 2024

D Reports – Information/Discussion

D1. Fire Chief's Report

- a) Chief's Activity Report
- b) Incident Log for May 2024
- c) Fleet Mileage/Hours/Service Report for May 2024
- d) Monthly Budget Report for May 2024
- e) Station 50 Back Parking Lot Project Status
- f) Request to Schedule Workshop to Discuss Options for Station 50

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

- a) Report on Station Design Conference attended by Directors Bedford & Brown, Chief Reitz and Firefighter/Medic Hindmarch

E. Action Items

- E1. Review, discussion and possible vote on revisions to the District's purchasing policy specifically related to the procurement of Professional Services
- E2. Review, discussion and possible vote on adopting Resolution #23/24-16, a Resolution Establishing and Appropriating \$143,046 in Insurance Proceeds Received from Golden State Risk Management Authority (GSRMA) for the repairs to Station 52 and Appropriating That Revenue to Building Maintenance to Fund the Final Payment to Fort Bragg Electric
- E3. Review, discussion and possible vote on adopting Resolution #23/24-17, a Resolution to Transfer \$12,000 from Fixed Assets Accounts and \$28,000 from Equipment – Reserves to Fund the Transmission Replacement of the Water Tender and the Balance of the Fire Suppression Skid Purchase for the UTV Program
- E4. Review, discussion and possible vote on Resolution #23/24-18, a Resolution Establishing Proposition 4 Appropriations Limit for the 2024-25 Fiscal Year
- E5. Review, discussion and possible vote Authorizing Submittal of the Signature Authorization Form from the County of Lake Auditor/Controller for the 2024-25 Fiscal Year

Lakeport Fire Protection District
Board of Directors Regular Meeting Agenda for June 11, 2024

F. Request for Future Agenda Items

G. Adjournment

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

Ray Lavelle

Ray Lavelle, Board Clerk

B2

B2

May 2024 Check Listing

Check #	Check Date	Vendor Name	Invoice	Invoice Date	Invoice Total	Description
16279	05/01/2024	1582 MEDICAL CORPORATION	638	04/03/2024	\$ 10,650.00	1582 Physicals for 12 FFs & 1 Medic
16280	05/01/2024	AMERICAN RIVER BENEFIT ADM	050124-1	05/01/2024	\$ 266.80	Base Life Insurance 05/01/2024
16281	05/01/2024	BRAUN NW, INC.	2014NS2022-BAL	04/18/2024	\$ 30,000.00	AmbRemount 2014 NorthStar
16282	05/01/2024	CA ASSOC OF PROFESSIONAL FIREFIGHT	050124-2	05/01/2024	\$ 383.50	LT Disability Insur FT FFs 05/01/24
16283	05/01/2024	CANON FINANCIAL SERVICES	050124	05/01/2024	\$ 350.00	May Prepayment
16284	05/01/2024	LAKEPORT FIRE (CALPERS ACCOUNT)	CP-UAL-MAY	05/01/2024	\$ 16,318.25	CalPERS UAL - 05/01/24
16285	05/01/2024	MTECH INC.	PROFORMA 811	04/18/2024	\$ 4,283.34	QTAC Medical Skid for UTV
16286	05/01/2024	REITZ, PATRICK	050124-0	05/01/2024	\$ 60.00	Chief Cell Phone Allowance 05/01/24
16287	05/01/2024	TEAMSTERS LOCAL 856 DUES	050124-5	05/01/2024	\$ 752.00	Union Dues 05/01/24
16288	05/01/2024	TEAMSTERS LOCAL 856 HEALTH & WELFARE	050124-6	05/01/2024	\$ 44,312.44	FT Emp & Retir Insurance - 05/01/24
16289	05/17/2024	BEDFORD, MELISSA	043024-01	04/30/2024	\$ 119.35	Bedford Hotel Balance/Parking SDLA
16290	05/17/2024	BUCHHOLZ, GARY	LCFPD-24-05	05/06/2024	\$ 501.25	W Smith Background Check
16291	05/17/2024	CASCADE SOFTWARE SYSTEMS- WIN CAV	INV-00488	05/02/2024	\$ 190.00	WinCAMS Cloud Hosting
16292	05/17/2024	COUNTY OF LAKE - INFORMATION TECHNC	3RD QTR 23-24	04/01/2024	\$ 52.50	IT Services
16293	05/17/2024	DOMINGUEZ, OSCAR SOLANO	20240430-10	04/30/2024	\$ 227.00	Reimburse for Recert & Physical
16294	05/17/2024	ENERGUY	050124	05/01/2024	\$ 90.00	Solar Permit Refund
16295	05/17/2024	JOHNSON, SPENCER	050424	05/04/2024	\$ 162.25	Per diem Ambul To Washington
16296	05/17/2024	LAKEPORT FIRE (CALPERS ACCOUNT)	CP REIMB-043024	04/30/2024	\$ 18,423.63	CalPERS Contributions - 04/30/24
16297	05/17/2024	LAKEPORT FIRE (PAYROLL ACCOUNT)	043024-1	04/30/2024	\$ 51,832.75	Payroll Transfer 04-30-24
16298	05/17/2024	LOCKARD, DENNIS	0012	05/05/2024	\$ 900.00	Plan Review - April
16299	05/17/2024	KANE, DAN	050424	05/04/2024	\$ 162.25	Per diem Ambul To Washington
					\$ 180,037.31	

Please prepare a journal entry to transfer funds to our expenditure accounts for our automated payroll service
for the pay period **05/01/24 - 05/15/24**

<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	10,194.33	
Salaries & Wages-Permanent	FT Shift	01.11 B	40,297.92	
Salaries & Wages-LT/PT/Temporary	LT Shift	01.12 A	4,708.27	
Salaries & Wages- Overtime	FT Shift OT	01.13 A	7,148.07	
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	1,117.38	
Medicare - EmployER Paid		02.21 A	863.40	
FICA- EmployER Paid		02.21 B	0.00	
Medical Insur Reimb (PR Code 36)	FT Admin & FT Shift	03.30 A		1,825.85
Union Dues (PR Code 39)	FT Shift	01.11 C		350.00
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		6,578.45
PERS 1959 Survivor (PR Code 59)	FT Admin & FT Shift	02.23 B		19.89
Deferred Comp (PR Code K)	FT Admin & FT Shift	02.28 A		2,100.00
Deferred Comp (PR Code RTH)	FT Admin & FT Shift	02.28 A		125.00
Prof. & Spec. - Payroll Processing		23.80 C		
Payroll Clearing Account		09.00		
Payroll Clearing Account		09.00		53,153.18
TOTAL			64,329.37	64,329.37

DISTRICT AUTH. SIGNATURE _____

Please prepare a journal entry to transfer funds to our expenditure accounts for our automated payroll service
for the pay period **05/16/24 - 05/31/24**

<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	10,483.08	
Salaries & Wages-Permanent	FT Shift	01.11 B	40,297.92	
Salaries & Wages-LT/PT/Temporary	LT Shift	01.12 A	4,708.27	
Salaries & Wages- Overtime	FT Shift OT	01.13 A	6,637.33	
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	1,117.38	
Medicare - EmployER Paid		02.21 A	860.18	
FICA- EmployER Paid		02.21 B	0.00	
Medical Insur Reimb (PR Code 36)	FT Admin & FT Shift	03.30 A		1,825.85
Union Dues (PR Code 39)	FT Shift	01.11 C		350.00
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		6,856.52
PERS 1959 Survivor (PR Code 59)	FT Admin & FT Shift	02.23 B		19.89
Deferred Comp (PR Code K)	FT Admin & FT Shift	02.28 A		2,100.00
Deferred Comp (PR Code RTH)	FT Admin & FT Shift	02.28 A		125.00
Prof. & Spec. - Payroll Processing		23.80 C		
Payroll Clearing Account		09.00		
Payroll Clearing Account		09.00		52,649.90
TOTAL			64,104.16	64,104.16

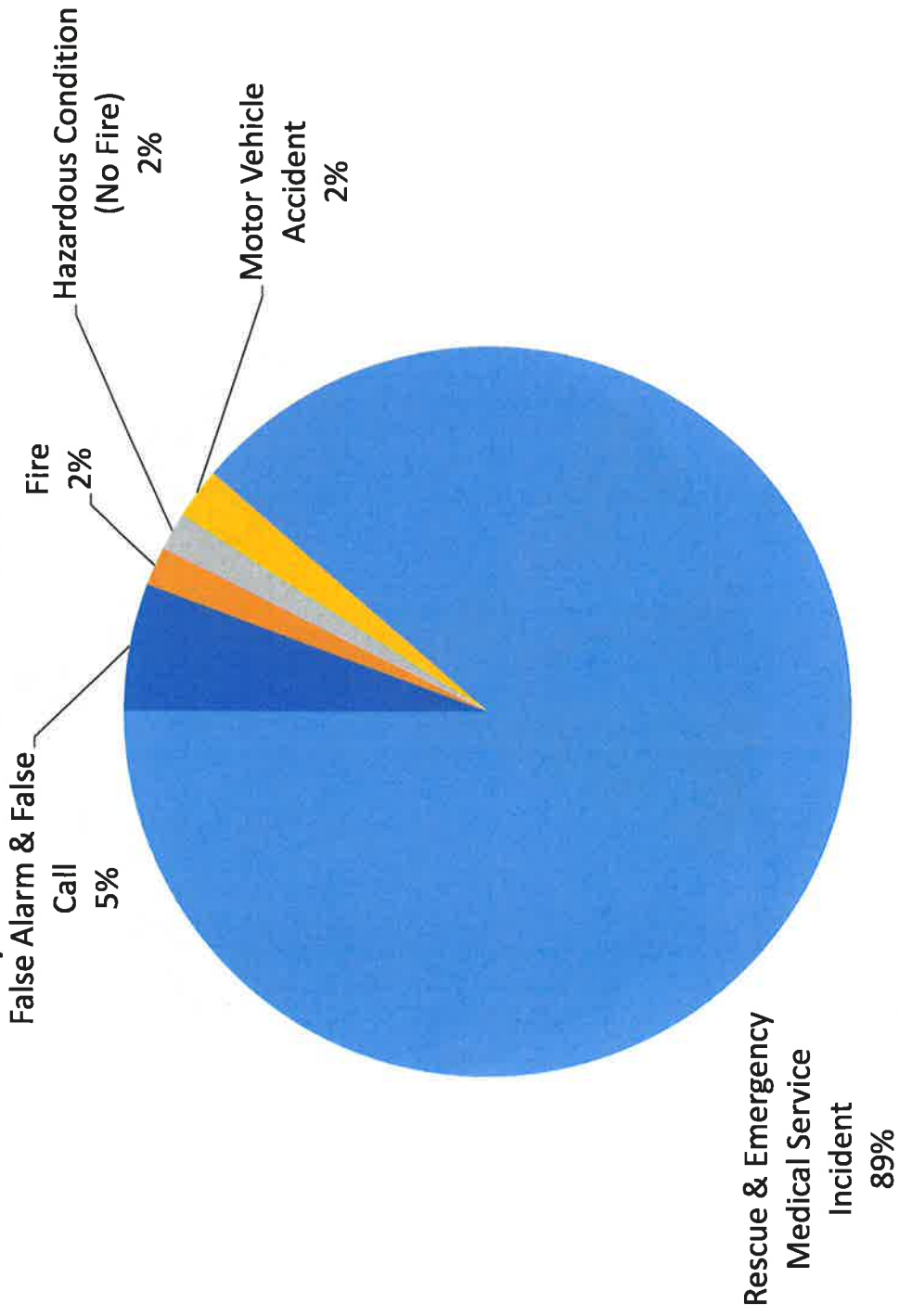
DISTRICT AUTH. SIGNATURE _____

INCIDENT COUNT - MAY 2024	
Incident Type	Count
Cooking fire, confined to container	1
Brush or brush-and-grass mixture fire	1
Outside rubbish fire, other	1
Medical assist, assist EMS crew	1
Emergency medical service, other	1
EMS call, excluding vehicle accident with injury	157
Motor vehicle accident with injuries	2
Motor vehicle accident with no injuries.	2
Electrical wiring/equipment problem, other	2
Service Call, other	1
Person in distress, other	1
Lock-out	1
Water problem, other	1
Public service assistance, other	1
Assist police or other governmental agency	2
Police matter	1
Public service	5
Assist invalid	4
Dispatched & cancelled en route	40
No incident found on arrival at dispatch address	4
Smoke scare, odor of smoke	1
False alarm or false call, other	2
Municipal alarm system, malicious false alarm	1
CO detector activation due to malfunction	1
Alarm system activation, no fire - unintentional	2
Total:	236

AID GIVEN - MAY 2024	
Incident Type	Count
Outside rubbish fire, other	1
EMS call, excluding vehicle accident with injury	10
Motor vehicle accident with injuries	1
Dispatched & cancelled en route	22
No incident found on arrival at dispatch address	1
Total:	35

AID RECEIVED - MAY 2024	
Incident Type	Count
EMS call, excluding vehicle accident with injury	18
Dispatched & cancelled en route	5
Smoke scare, odor of smoke	1
Total:	24

May 2024- Call Breakdown



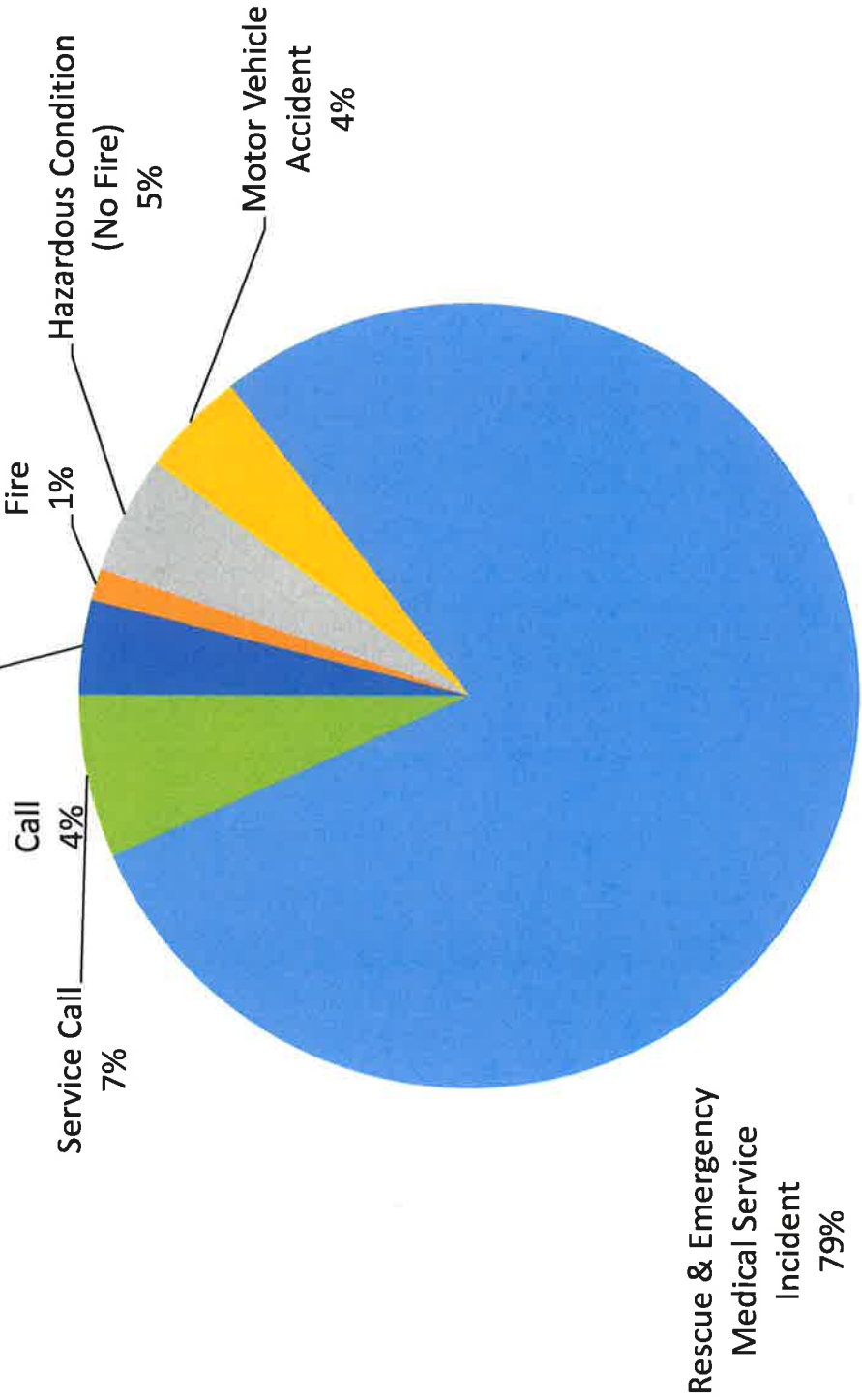
TOTAL INCIDENTS YTD 2024		
Incident Type	Count	2023
Building fire	2	8
Cooking fire, confined to container	1	1
Chimney or flue fire, confined to chimney or flue	3	2
Trash or rubbish fire, contained	1	2
Passenger vehicle fire	2	3
Brush or brush-and-grass mixture fire	1	2
Outside rubbish fire, other	2	1
Excessive heat, scorch burns with no ignition	0	1
Rescue, EMS incident, other	0	1
Medical assist, assist EMS crew	2	0
Emergency medical service, other	7	3
EMS call, excluding vehicle accident with injury	728	746
Motor vehicle accident with injuries	33	38
Motor vehicle/pedestrian accident (MV Ped)	1	0
Motor vehicle accident with no injuries.	9	9
Removal of victim(s) from stalled elevator	0	1
Trench/below-grade rescue	1	0
Hazardous condition, other	8	4
Gasoline or other flammable liquid spill	0	1
Gas leak (natural gas or LPG)	7	3
Carbon monoxide incident	7	1
Electrical wiring/equipment problem, other	2	1
Overheated motor	19	1
Heat from short circuit (wiring), defective/worn	1	0
Power line down	1	43
Arcing, shorted electrical equipment	2	1
Service Call, other	2	1
Person in distress, other	1	3
Lock-out	8	3
Water problem, other	3	0
Public service assistance, other	2	9
Assist police or other governmental agency	36	0
Police matter	11	0
Public service	149	102
Assist invalid	1	5
Dispatched & cancelled en route	6	177
Wrong location	3	0
No incident found on arrival at dispatch address	5	6
Authorized controlled burning	8	0
Smoke scare, odor of smoke	0	5
False alarm or false call, other	6	4
CO Detector activation due to malfunction	1	1
Municipal alarm system, malicious false alarm	2	1
Smoke detector activation due to malfunction	0	1
Alarm system sounded due to malfunction	0	10
Severe weather or natural distaster, other	0	2
Special type of incident, other	0	1
Total:	1084	1204

YTD AID GIVEN - 2024		
Incident Type	Count	2023
Building fire	2	4
Brush or brush-and-grass mixture fire	0	1
Outside rubbish fire, other	1	0
EMS call, excluding vehicle accident with injury	38	28
Motor vehicle accident with injuries	8	7
Power line down	1	0
Public service	2	1
Assist invalid	2	3
Dispatched & cancelled en route	75	87
Wrong location	1	0
No incident found on arrival at dispatch address	2	0
Special Type of Incident, other	0	1
Total:	132	132

YTD AID RECEIVED - 2024		
Incident Type	Count	2023
Building Fire	0	1
Chimney or flue fire, confined to chimney or flue	1	0
Emergency medical service, other	1	0
EMS call, excluding vehicle accident with injury	56	72
Motor vehicle accident with injuries	5	6
Motor vehicle accident with no injuries	0	1
Person in distress, other	1	0
Public Service	0	4
Public service assistance, other	1	0
Assist invalid	1	0
Dispatched & cancelled en route	9	6
No incident found on arrival at dispatch address	1	1
Smoke scare, odor of smoke	2	1
False alarm or false call, other	1	1
Total:	79	93

2024 YTD Call Breakdown

False Alarm & False



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LAKEPORT FIRE PROTECTION DISTRICT
MONTHLY FLEET REPORT

UNIT #	MILEAGE		ENGINE HOURS		PUMP HOURS		LADDER HOURS		LAST SERVICE		ELAPSED	
	MAY	MILES	MAY	HOURS	MAY	HOURS	MAY	HOURS	MONTH-YEAR	Miles/Hours	Miles/Hours	
E5011	29,476	1,286	2,267	100	100.2	10.17			Jan-24	1,889	378 hr.	
T5011	20,253	8	2,463	3	131.0	0.00	725	0	Aug-21	19,100	1153 mi.	
E5012	116,161	-	1,301	-	1,090.0	0.00			Jul-23	15,905	-14604 hr.	
E5031	20,854	16	1,419	5	197.0	1.00			Apr-18	17,200	3654 mi.	
E5021	31,395	19	3,153	3					Aug-22	3,111	42 hr.	
M5011	124,841	-	6,920	-					Jul-22	91,719	33122 mi.	
M5012	103,817	1,804	5,647	99					Jul-22	90,520	13297 mi.	
E5211	51,335	847	4,591	10	1,328.0	0.00			Oct-22	4,260	331 hr.	
WT5011	20,217	(1,000)							Jun-22	21,005	-788 mi.	
U5011	103,910	230							Sep-22	94,678	9232 mi.	
C500	71,017	882							Aug-23	64,417	6600 mi.	
U5012	35,787	1,130							Oct-23	27,039	8748 mi.	
Ski5011			77	8								
Ski5012			78	8								
UTV5011	1197	13										
STATION 50 GENERATOR												
			551	-								
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	5/31/2024 This Month	YTD	92% % of Budget	Remaining \$
01-11	Salaries - Permanent	1,128,000	96,421	1,015,765	90%	112,235
01-12	Extra Help	84,000	7,596	77,108	92%	6,892
01-13	Overtime - Holiday -	226,825	16,060	202,304	89%	24,521
02-21	Social Security - Medicare	22,000	1,722	20,004	91%	1,996
02-22	CalPERS	413,600	25,026	352,938	85%	60,662
02-23	CalPERS Clearing	11,500	(6,718)	(6,855)	-60%	18,355
02-28	Deferred Comp Clearing Account	9,700	(1,618)	3,582	37%	6,118
03-30	Health/Life Insurance	419,000	35,894	386,293	92%	32,707
03-31	Unemployment Insurance	0	0	0	0%	0
03-45	Retiree Other Post Emp. Benefits	55,500	4,987	50,268	91%	5,233
04-00	Workers Compensation	85,250	0	85,234	100%	16
09-00	Payroll Clearing Account	0	(51,932)	37,360	n/a	-37,360
Total Salaries and Benefits		2,455,375	127,439	2,224,001	91%	231,374
11-00	Clothing & Personal Supplies	18,000	0	16,512	92%	1,488
12-00	Communications	132,500	32,044	130,840	99%	1,660
14-00	Household Expense	8,000	0	5,449	68%	2,551
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	124,000	0	88,654	71%	35,346
18-00	Maintenance - Buildings & Grounds	8,800	0	2,422	28%	6,378
19-40	Medical Supplies	49,000	0	42,683	87%	6,317
20-00	Memberships	17,759	0	17,743	100%	16
22-70	Office Supplies	10,000	350	6,313	63%	3,687
22-71	Postage	1,000	0	408	41%	592
22-72	Books & Periodicals	2,500	0	0	0%	2,500
23-80	Professional & Specialized Services	160,000	1,853	131,231	82%	28,769
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	3,000	0	1,314	44%	1,686
28-30	Supplies & Services	96,500	10,877	64,247	67%	32,253
28-48	Ambulance Expense	117,366	0	106,641	91%	10,725
29-50	Transportation & Travel	34,500	444	21,017	61%	13,483
30-00	Utilities	84,000	0	62,474	74%	21,526
42-10	Notes & Loans/P&I	61,000	0	60,713	100%	287
48-00	Taxes & Assessments	690	0	676	98%	14
61-00	Land - Acquisitions	70,000	0	69,188	99%	812
61-60	Capital Bldgs & Improv.	39,500	0	0	0%	39,500
62-71	Capital Equipment Office	0	0	0	0%	0
62-72	Capital Equipment Vehicle	297,337	30,000	297,337	0%	0
62-74	Capital Equipment - Medical	36,417	4,283	31,700	87%	4,717
62-76	Capital Equipment Other	39,650	0	0	0%	39,650
Total Services, Supplies and Capital Expenses		1,551,129	79,852	1,296,650	84%	254,479
Total Fire Protection		4,006,504	207,290	3,520,651	88%	485,853

General Fund - 354		Adopted	5/31/24		92%	
Account #	REVENUES	Budget	This Month	YTD	% of Budget	Remaining
10-10	Current Secured Taxes	1,072,745	11,178	1,008,498	94%	64,247
10-20	Current Unsecured Taxes	24,205	0	26,676	110%	(2,471)
10-25	Supplemental Roll Taxes - Current	20,000	6,959	11,385	57%	8,615
10-35	Supplemental Roll Taxes - Prior	5,000	0	4,634	93%	366
10-40	Prior Unsecured Taxes	1,500	0	1,234	82%	266
21-60	Permits	25,000	3,428	27,013	108%	(2,013)
42-01	Interest	11,000	19,580	59,617	542%	(48,617)
42-10	Rent - Finley Station	6,000	545	5,546	92%	454
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	1,074,000	299,487	1,321,075	123%	(247,075)
69-29	Measure "M" Special Tax	1,328,700	(1,504)	1,360,458	102%	(31,758)
79-60	Sale of Fixed Assets	0	0	0	0%	0
79-90	Other/Miscellaneous Revenue	56,200	1,025	46,658	83%	9,542
79-91	Cancelled Checks	0	0	8,581	0%	(8,581)
79-93	Insurance Proceeds/Payments	0	147,660	147,660	0%	(147,660)
81-22	Operating Transfers In	871,054	0	311,304	0%	0
Total Revenue		4,529,404	488,358	4,344,609	96%	-374,955
	Transfer from (-to) Fund Balance	(522,900)	(281,067)	(823,958)		
Total Revenue/using reserves		4,006,504	207,290	3,520,651	88%	
Fund Balances						
Acct. #	General Fund - 354					
	Unreserved Fund Balance	926,317	0	(823,958)		102,359
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	688,583		888,583
04-00	Unreserved - Designated - Equip.	850,000	0	246,447		1,096,447
06-00	Unreserved - Designated - Buildings	76,118	0	750,000		826,118
2500	Unreserved - Designated - Medical	58,889	0	580,288		639,177
Total General Fund 354 Equity		2,131,474	0	1,441,361		3,572,834
5/31/24						
Fire Mitigation Fund - 363			This Month	YTD		
FY Beginning Fund Balance						481,612
42-01	Interest	1,500	0	8,529		8,529
81-22	Operating Transfers/Out			(311,304)		(311,304)
66-15	Lake County Fire Mitigation	21,000	2,076	25,679		25,679
66-16	Lakeport City Fire Mitigation	5,000		1,709		1,709
Total Fire Mitigation Fund 363 Balance			2,076	(275,387)		206,224
Wells Fargo Checking Account		5/31/24				
Ambulance & Online Payments		\$ 134,812				
Savings Bank of Mendocino Checking		5/31/24				
ADP Payroll & CalPERS		\$ 57,410				



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KICKOFF MEETING AGENDA

LAKEPORT FIRE STATION

B&R PROJECT #4944.02

CITY OF LAKEPORT

May 29, 2024

I. Project Schedule

Phase/Task	Original Date	New Date
Construction Documents Phase		
Notice to Proceed	March 20, 2024	May 29, 2024
Topographic and Boundary Survey	March 29, 2024	June 7, 2024
Prepare Base Mapping and Base Sheets	April 5, 2024	June 14, 2024±
Submit 60% Design	April 25, 2024	July 12, 2024
Submit 95% Design	May 16, 2024	August 2, 2024
100% Final Design	June 6, 2024	August 23, 2024
Initiate Bidding Phase	June 10, 2024	August 27 2024
Construction Services Phase		
Bidding Opening	July 9, 2024	Sept. 24, 2024
Notice to Proceed	Aug. 1, 2024	Oct. 2024
Construction Completion	Aug. 30, 2024	Nov. 2024

Discussion:

II. Attendees:

- Brelje & Race: Sean Jeane, PM;
 Brennen Urbanek; Project Engineer;
 Morgan Cooney; Project Engineering Technician
- City of Lakeport: Ron Ladd, City Engineer
 Jim Kennedy, City of Lakeport
 Patrick Reitz, Lakeport Fire
 Olivia Grupp, Project Manager

III. Communications Protocols Between B&R & City

Discussion:

IV. Scope of Services

1. Topographic Surveying and Mapping:

2. PS&E Preparation:
 - A. Project Goals – Paving Preferences and Options

 - B. Project Goals – Water line improvements

 - C. Project Goals – Sequencing and Serviceability

3. Bidding Assistance Phase:

4. Construction Phase Services:
 - A. Level of Service (Observations)

 - B. Time to Completion



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: June 7, 2024
To: Board of Directors
From: Patrick Reitz, Fire Chief
Subject: **Proposed Changes to Purchasing Policy re Professional Services**

Recommendation

1. Make a motion to approve the changes to the Purchasing Policy, specifically in regard to Professional Services, as submitted.

Background

In reviewing the purchasing policy, I found some changes that I would like to propose. These changes to the current purchasing policy are outlined in the attachment.

SCOPE OF POLICY

The provisions of this policy shall apply to:

- (a) All contracts funded by the Lakeport Fire District, including but are not limited to, engineering and design, construction and project management, land surveying, legal, finance, planning, environmental studies, legislative advocacy, public relations and outreach, organizational studies, strategic planning, legal and medical services, for research and development, professional studies, design and engineering, construction and construction-related matters, to the extent allowed by applicable law. Professional services shall not include the services of physicians and attorneys.
- (b) The purchase of goods and services.
- (c) Transfers between funds.
- (d) The disposition of surplus property.
- (e) Federally funded projects and purchases.

OVERVIEW OF THE PURCHASING PROCESS

The purchasing process is centralized (the Purchasing Agent coordinates purchases) for the following goods and services: computer hardware and software, and phones. The purchasing process is decentralized (the Initiator or person requesting the merchandise or service, seeks out potential vendors, obtains the bids, and interacts with the vendor) for all other goods and services. The Purchasing Agent/Initiator is responsible for assuring that adequate budgeted funds are available. The Purchasing Agent/Initiator checks receipt of the merchandise or service. Staging of purchases, also known as bid splitting, in order to avoid bidding procedures or authorization limits is prohibited. For projects that are not federally funded, a 5% bid evaluation-pricing preference will be given to businesses based in Lake County. For procurement, information regarding projects and purchases funded with Federal funds see the section titled Federal Procurement. The Board of Directors is responsible for establishing a system of checks and balances throughout the purchasing process to help deter possible fraudulent activity.

PURCHASING AGENT

The Purchasing Agent shall be the Fire Chief and shall provide a quarterly summary report to the Board of Directors of purchases made. The Purchasing Agent is responsible for overseeing the procurement of centralized goods and services, the administration of the Purchasing Policy and the management of surplus Fire District property.

GIFTS AND UNAUTHORIZED PURCHASES

District employees, officers or officials are not entitled to any special consideration from vendors and merchants in their personal affairs nor are such District employees, officers, or officials to aor officials shall not solicit or accept gifts except for those items that can be shared by all staff such as food and flowers. Such persons shall comply with all state conflict of interest laws including Government Code Section 1090, the Political Reform Act, and FPPC regulations. Except for emergencies or other authorized exemption, no purchases shall be made without specific authorization as outlined in this policy. The person ordering the unauthorized purchase may be held personally liable for the costs of the purchase or contract.

(b) Competitive Sealed Proposals Process.

- (1) Request for Proposals and Notice:** Proposals shall be solicited through a request for proposals. Adequate public notice of the request for proposals shall be given in the same manner as provided for Competitive Sealed Bids; provided, the minimum time shall be fifteen (15) calendar days for contracts in the amount of \$25,000 or less and thirty (30) calendar days for contracts in the amount of more than \$25,000.
 - (2) Evaluation Factors:** The request for proposals shall state the relative importance of price and other evaluation factors.
 - (3) Interviews with Responsible Offerors and Revisions to Proposals:** As provided in the request for proposals, interviews may be conducted with responsible offerors whose proposals are responsive to the request for proposals for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of the identity of competing offerors or of any information derived from proposals submitted by competing offerors.
 - (4) Award:** Award shall be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the District, taking into consideration price and the evaluation facts set forth in the request for proposals. No other factors or criteria shall be used in the evaluation. The contract file shall contain the basis on which the award is made.
- (c) Cancellation of Invitations:** See "Competitive Sealed Bids" (d) above.
- (d) Determination of Non-responsibility:** See "Competitive Sealed Bids" (e) above.
- (e) Bid and Payment Bonds:** See "Competitive Sealed Bids" (g) above.
- (f) Use of Subcontractors:** See "Competitive Sealed Bids" (h) above.

Contracting for Professional Services

- (a)** For the purpose of procuring the professional services, including but not limited to, of accountants, architects, engineers, lawyers, doctors and other professionals, the District may award a contract for service in accordance with the purchasing authorizations and limitations of this policy. Professional services contracts shall be awarded based on demonstrated competence and the professional qualifications necessary for the satisfactory performance of the services required, at fair and reasonable prices to the Agency. The Fire Chief is authorized to enter into a Professional Services Agreement in an amount not to exceed \$25,000 without prior Board approval, provided the services has been included in the District's current budget. All professional service contracts or work authorizations in excess of \$25,000 annually, or that are not included in the District's current budget, shall be approved by the Board. The Fire Chief shall have the authority to approve changes in professional service contracts or work authorizations up to an additional 10% (cumulative) of the amount authorized by the Board. When the Fire Chief makes such an increase, details of the changes shall be reported to the Board as soon as practical. If the Fire Chief wants to enter into an agreement that exceeds \$25,000, the Fire Chief shall seek authorization from the Board as soon as practical. Special consideration for design/architect services is noted in (b)(4) below.
- (b) Selection Procedure.**

- (1) **Request for Qualifications and Notice:** Adequate notice of the need for the desired professional services shall be given by the District through a request for qualifications. The request for qualifications shall describe the services required, list the types of information and data required of each offeror, and state the relative importance of particular qualifications.
 - (2) **Statement of Qualifications:** Persons engaged in providing the designated types of professional services may submit statements of qualifications and expressions of interest in providing such professional services. The District may specify a uniform format for statements of qualifications. Persons may amend these statements at any time by filing a new statement.
 - (3) **Interviews:** The Board of Directors, the Fire Chief, or a designee of either using the professional services may conduct interviews with any offeror who has submitted a statement of qualifications for the purpose of ranking the qualifications of the offerors, based on the evaluation factors set forth in the request for qualifications. Interviews shall not disclose any information derived from statements submitted by other offerors.
 - (4) **Award:** The Fire Chief or the Board may reject any and all proposals received as part of the proposal process. An Award shall be made to the offeror determined to be the best qualified based on the evaluation factors set forth in the request for qualifications, and negotiation of compensation determined to be fair and reasonable. If compensation cannot be agreed upon with the best-qualified offeror, then negotiations will be formally terminated with the selected offeror. If statements were submitted by one or more offerors determined to be qualified, negotiations may be conducted with such other offeror or offerors, in order of their respective qualification ranking, and the contract may be awarded to the offeror then ranked best qualified if the amount of compensation is determined to be fair and reasonable. In the case of design/architect services, the District will pick the most qualified candidate and THEN open the price envelope and negotiate price.
- (c) **Cancellation of Invitations:** See “Competitive Sealed Bids” (d) above.
- (d) **Determination of Non-responsibility:** See “Competitive Sealed Bids” (e) above.
- (e) **Use of Subcontractors:** See “Competitive Sealed Bids” (g) above.
- (f) **Bid and Performance Bonds:** See “Competitive Sealed Bids” (H) above.

Cooperative Purchasing

The Board of Directors and the Fire Chief are authorized to enter into cooperative purchasing arrangements with other governmental entities without separate competitive bidding by the District if a governmental agency has solicited bids and awarded a contract for services or materials which the District desires to obtain, and participation in such a purchase is agreeable to the bidder awarded the contract and the Board of Directors or Fire Chief, in their authority under this policy, finds that participation in such group purchasing agreement is for the benefit of the District.

Sole Source Purchasing

A contract may be awarded without competition when the District determines in writing, after conducting a good faith review of available sources, that there is only one source for the required supply, service or construction item. The Board of Directors, the Fire Chief, or a designee of either shall conduct negotiations, as appropriate, as to price, delivery and terms. A statement of the basis for the sole source determination shall be placed in the contract file.



LAKEPORT FIRE PROTECTION DISTRICT

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Date: June 7, 2024
To: Board of Directors
From: Patrick Reitz, Fire Chief
Subject: **Resolution to Adjust Budget for Insurance Money Received and Payment Made to Fort Bragg Electric for Station 52 Repairs**

Recommendation

1. Waive the reading and pass Resolution 23/24-16, a Resolution Establishing and Appropriating \$143,046 in Insurance Proceeds Received from Golden State Risk Management Authority (GSRMA) for the repairs to Station 52 and Appropriating That Revenue to Building Maintenance to Fund the Final Payment to Fort Bragg Electric

Background

The District has received a final insurance payment from Golden State Risk Management Authority (GSRMA) in the amount of \$147,659.90. The final bill from Fort Bragg Electric is for \$143,046.

In order to fund the final payment to Fort Bragg Electric, the 2023-24 budget needs to be adjusted to account for the unanticipated revenue from GSRMA and the resulting payment to Fort Bragg Electric. Resolution 23/24-16 authorizes the County of Lake Auditor-Controllers office to make the necessary budget adjustments.

**LAKEPORT FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS**

RESOLUTION NO. 23/24-16

A Resolution Establishing and Appropriating \$143,046 in Insurance Proceeds Received from Golden State Risk Management Authority (GSRMA) for the repairs to Station 52 and Appropriating That Revenue to Building Maintenance to Fund the Final Payment to Fort Bragg Electric

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 four/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, the Lakeport Fire Protection District has received excess funds in the sum of \$143,046 from Golden State Risk Management Authority (GSRMA) as the final payment toward repairs needed for Station 52,

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:

354-9554-492.79.93	Insurance Proceeds	\$ 143,046.00
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Increase Expenditure Budget:

354-9554-795.18.00	Maintenance – Buildings	\$ 143,046.00
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THIS RESOLUTION was introduced and adopted at a regular meeting of the Board of Directors of the Lakeport Fire Protection District on June 11, 2024 by the following vote:

AYES:

NOES:

ABSENT OR NOT VOTING:

ATTEST:

Ray Lavelle
Board Clerk

William Gabe
CHAIRMAN, Board of Directors



LAKEPORT FIRE PROTECTION DISTRICT

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Date: June 7, 2024

To: Board of Directors

From: Patrick Reitz, Fire Chief

Subject: **Resolution to Transfer \$12,000 from Fixed Assets Accounts and \$28,000 from Equipment – Reserves to Fund the Transmission Replacement of the Water Tender and the Balance of the Fire Suppression Skid Purchase for the UTV Program**

Recommendation

1. Waive the reading and pass Resolution 23/24-17, a Resolution to Transfer \$12,000 from Fixed Assets Accounts and \$28,000 from Equipment – Reserves to Fund the Transmission Replacement of the Water Tender and the Balance of the Fire Suppression Skid Purchase for the UTV Program

Background

At its meeting on May 14, 2024, the Board voted to transfer money back to Reserves from the Fixed Assets accounts due to capital purchases that were not made this fiscal year. This action left no further funds to be spent in the Fixed Assets – Autos and Fixed Assets – Medical/Equipment accounts.

Since that May meeting, approximately \$36,000 in invoices have been received from Performance Truck Repair to fund the Water Tender transmission replacement. Additionally, the purchase of a Fire Suppression skid requires additional funding of approximately \$4,000.

The attached resolution seeks to transfer funds so that money is available to make these two (2) purchases.

RESOLUTION NO. 23/24-17

LAKEPORT FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

A Resolution to Transfer \$12,000 from Fixed Assets Accounts and \$28,000 from Equipment – Reserves to Fund the Transmission Replacement of the Water Tender and the Balance of the Fire Suppression Skid Purchase for the UTV Program

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 does not intend to utilize the \$7,000 balance remaining in the Fixed Assets- Building account nor the \$5,000 balance remaining in the Fixed Assets – Fire Hoses account; and,

WHEREAS, the Lakeport Fire Protection District Board of Directors recognizes the need to fund the payment of \$36,000 to Performance Truck Repair for the Water Tender transmission replacement; and,

WHEREAS, the Lakeport Fire Protection District Board of Directors recognizes the need to fund the \$4,000 balance owed to MTECH for the purchase of a fire suppression skid for the UTV program; and,

WHEREAS, the Lakeport Fire Protection District needs to transfer \$28,000 from Equipment Reserves to fund the Water Tender transmission replacement and the purchase of the fire suppression skid.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the Lakeport Fire Protection District hereby directs the County Auditor-Controller to adjust the reserves accounts and fixed assets accounts according to the following:

<u>From:</u> 354-9554-795-61.60	Fixed Assets – Buildings	\$ 7,000
<u>From:</u> 354-9554-795-62.76	Fixed Assets – Fire Hoses	\$ 5,000
<u>From:</u> 354-9554-392-04.00	Reserves – Equipment	\$ 28,000

<u>To:</u>	354-9554-795-62.72	Fixed Assets – Autos	\$ 36,000
<u>To:</u>	354-9554-795-62.74	Fixed Assets – Medical/Equipment	\$ 4,000

THIS RESOLUTION was introduced and adopted at a publicly noticed regular meeting of the Board of Directors of the Lakeport Fire Protection District on June 11, 2024 by the following vote:

AYES:

NOES:

ABSENT OR NOT VOTING:

ATTEST:

Ray Lavelle, Board Clerk

William Gabe, Board Chair



LAKEPORT FIRE PROTECTION DISTRICT

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Web Site: www.lakeportfire.com



Date: June 7, 2024
To: Board of Directors
From: Patrick Reitz, Fire Chief
Subject: **Resolution Establishing the 2024-25 Appropriations Limits**

Recommendation

1. Waive the reading and pass Resolution 23/24-18, a resolution establishing the 2024-25 Appropriations Limits

Background

While there is a difference of opinion amongst interested parties as to whether or not the District is subject to the Prop 4 ("Gann Limit") Appropriation Limit law, the District has chosen to adopt these annual limits until such time as it can prove it is not subject to the limit.

A spreadsheet showing the appropriations limit calculations for the affected year is attached.

Year	Per Capita	Population	Calc Factor	Prior Appropriations Limit	New Limit	Increase/ (Decrease)
2010-2011	1.0001	0.9746	0.9747	\$1,499,986.81	\$1,462,033.33	(\$37,953.48)
2011-2012	1.0280	1.0031	1.0312	\$1,462,033.33	\$1,507,629.48	\$45,596.14
2012-2013	1.0377	0.9835	1.0206	\$1,507,629.48	\$1,538,653.40	\$31,023.92
2013-2014	1.0512	1.0025	1.0538	\$1,538,653.40	\$1,621,476.04	\$82,822.64
2014-2015	1.0026	0.9977	1.0003	\$1,621,476.04	\$1,621,952.78	\$476.75
2015-2016	1.0537	0.9943	1.0477	\$1,621,952.78	\$1,699,310.05	\$77,357.27
2016-2017	1.0537	0.9943	1.0477	\$1,699,310.05	\$1,780,356.79	\$81,046.74
2017-2018	1.0369	1.0050	1.0421	\$1,780,356.79	\$1,855,282.22	\$74,925.43
2018-2019	1.0367	1.0503	1.0888	\$1,855,282.22	\$2,020,116.64	\$164,834.42

Prior Appropriations						
Year	Per Capita	Population	Calc Factor	Limit	New Limit	Increase/ (Decrease)
2020-2021					\$2,169,396	
2021-2022	1.0573	0.9989	1.0561	\$2,169,396	\$2,291,179	\$121,783
2022-2023	1.0755	0.9965	1.0717	\$2,291,179	\$2,455,539	\$164,359
2023-2024	1.0444	0.9907	1.0347	\$2,291,179	\$2,370,654	\$79,474
2024-2025	1.0362	1.0027	1.0390	\$2,370,654	\$2,463,104	\$92,450

Adjusted based on 20-21 Audit Finding
Revised from 6/8/21 \$2,313,991

**LAKEPORT FIRE PROTECTION DISTRICT BOARD OF
DIRECTORS**

RESOLUTION NO. 23/24-18

A Resolution Establishing Appropriations Limit for Fiscal Year 2024-25

WHEREAS, Article XIII B of the California State Constitution restricts government spending of the proceeds of tax revenue by establishing limits on the annual appropriations of local agencies; and,

WHEREAS, Section 7910 of the Government Code requires the governing body of each local jurisdiction to establish an appropriations limit each year, by resolution; and,

WHEREAS, the annual adjustment to the appropriations limit is made against the prior year's limit and any changes to a prior year limit results in changes to any limits already adopted in future years, and,

NOW, THEREFORE, BE IT RESOLVED, declared, and hereby ordered that:

1. The change in population and in the consumer price index results in the District increasing appropriations financed from the proceeds of tax revenues. The calculation factor increased from 1.0347% in fiscal year 2023-2024 to 1.0390% in fiscal year 2024-2025.
2. The District's appropriations subject to the limits of Article XIII B of the State Constitution for fiscal year 2024-2025 is increased to \$2,463,104, a \$92,450 increase over the prior fiscal year.

THIS RESOLUTION WAS PASSED AND ADOPTED by the Board of Directors of the Lakeport Fire Protection District at a legally noticed meeting held on June 11, 2024, by the following vote

AYES:

NOES:

ABSENT OR ABSTAIN:

ATTEST:

Ray Lavelle
Board Clerk

William Gabe
Chair, Board of Directors

SIGNATURE AUTHORIZATION - SPECIAL DISTRICTS LOCAL BOARDS
Fiscal Year 2024-2025

District Name: Lakeport Fire Protection Budget No. 354 Email Address: admin@lakeportfire.com
445 N Main St Lakeport, CA 95453
(Mailing Address) (City, State Zip)

Current Board Members:

Chair: William Gabe Signature _____
bgabe@lakeportfire.com 707-263-4396
(Email Address) (Phone Number)

Members: Jeffery Warrenburg Signature _____
(Name) _____
jwarrenburg@lakeportfire.com 707-263-4396
(Email Address) (Phone Number)

Melissa Bedford Signature _____
(Name) _____
mbedford@lakeportfire.com 707-263-4396
(Email Address) (Phone Number)

Andrew Britton Signature _____
(Name) _____
abrit@hotmail.com 707-263-4396
(Email Address) (Phone Number)

David Brown Signature _____
(Name) _____
dbrown@lakeportfire.com 707-263-4396
(Email Address) (Phone Number)

(Name) _____ Signature _____

(Email Address) _____ (Phone Number) _____

Bookkeeper: Ray Lavelle Secretary Same as bookkeeper
(Name) (if different) (Name)

(Signature) _____
admin@lakeportfire.com 707-263-4396, x101
(Phone Number) (Phone Number)

Manager/
Fire Chief: Patrick Reitz
(Name) _____
707-263-4396, x102 (Signature) _____
(Phone Number)

NUMBER OF BOARD MEMBERS SIGNATURES REQUIRED ON CHECKS (*must be at least 2*)

Authorization for the following has been delegated to the Secretary or Bookkeeper as referenced in Board minutes on _____:

Budget Transfers (except for Fixed Assets or Contingencies) YES NO
Inter-Fund Transfers YES NO

In addition to the authorizations on page 1 of this document, the following individuals are authorized to pick up the following items on behalf of the district.

Name	Signature	Checks	Reports
Promise Fossa		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>